

**MEETING OF ADMINISTRATION COMMITTEE
NOVEMBER 6, 2023
Minutes**

Committee members present: Chairman Billy Fried, Ted Cushing, Tom Kelly, Russ Fisher and Steven Schreier.

Committee members absent: Ted Cushing (arrived at 9:11 a.m.)

Call to order: Chairman Fried called the meeting to order at 9:00 a.m. in the County Board Room of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible. Fried stated that Supervisors Fisher and Schreier have permission to attend the meeting via zoom.

Approve agenda: Motion by Kelly/Fisher to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Fried stated that the minutes will be approved at the next Administration Committee Meeting.

Public comment: None

Request for funds to hire a consultant – Human Services Structure – Mary Rideout, Social Services Director and Mike Fugle, Corporation Counsel were present and gave an overview of the request. Rideout reported that there were Requests for Qualifications sent to three agencies and there were two proposals received. Rideout gave an overview of the study and what would be looked at by the consultant. Rideout reported that they are requesting up to \$50,000 with Vilas and Forest County expressing a willingness to look at covering their counties share. Rideout has spoken with the counterparts in Vilas and Forest County regarding the two consultants. Rideout reported that the Social Services Committee has reviewed the request and approved the consultant. Rideout reported that Oneida Counties portion of the consultant would be \$27,500. Supervisors Fisher, Winkler, Kelly and Schreier expressed support of the request. Fried questioned where funding would come from. Smigielski stated that there is funding available in the contingency business unit.

9:11 a.m. – Cushing Arrives

Discussion regarding Oneida County paying for the full consultant cost and billing Vilas and Forest Counties for their portion of the bill. Rideout reported that the full \$50,000 wouldn't be paid up front it would be billed as items are completed. Fugle reminded the committee that the other counties haven't approved paying for a portion of the study, however, it is anticipated that they will approve paying a portion of the study. Motion by Fried/Cushing to approve \$50,000 for the Human Service Center Consultant not to exceed \$50,000 to come from the 2023 contingency budget with reimbursement to come from the other two Counties for their portion and forward to the County Board for approval. Fisher, aye; Schreier, aye; Kelly, aye; Cushing, Aye; Fried, aye. Motion carried.

Resolution to approve Oneida-Vilas Transit Commission to Borrow Funds – Motion by Fried/Kelly to approve the Resolution to approve Oneida-Vilas Transit Commission to Borrow Funds and forward to the County Board. All aye; motion carried.

ARPA – HIPPA Compliance – Rhodes reported that they are looking for \$39,000.00 through ARPA Funds. Rhodes reported that another ARPA project will be coming approximately \$100,000 under budget. Smigielski stated that this was discussed at CIP as coming back in 2024. Discussion regarding what ARPA Funds are available. Fried expressed concern that this did not come through CIP and follow the process that is approved. Rhodes reported that this would be software and training to meet HIPPA Compliance and the first cost would be \$39,000.00 with an annual cost of around \$13,000 - \$15,000. Discussion regarding the requirements for HIPPA Compliance. Discussion regarding the funding source. Fried stated that he would like to see the 2024 budget process completed and then bring this back to CIP. Smigielski reported that there is \$95,000 in ARPA Contingency. Schreier asked if this motion should be made at the County Board meeting to amend the budget. Smigielski reported that this would be amending the 2023 budget. Discussion regarding the procedure for getting an ARPA project approved. Discussion moving this to the December Administration Committee.

Resolution to Cancel Stale Dated Checks – Ostermann gave an overview of the resolution. Motion by Fried/Kelly to approve the Resolution to Cancel Stale Dated Checks and forward to the County Board as a consent agenda item. All aye; motion carried.

Resolution to Delegate Oneida County Investment Authority – Motion by Cushing/Fried to approve the resolution and forward to the County Board for their consideration as a Consent Agenda item. All aye; motion carried.

Resolution to Designate Oneida County Public Depositories – Discussion regarding the depositories. Motion by Fried/Cushing to approve the resolution to Designate Oneida County Public depositories and forward to the County Board for their consideration as a Consent Agenda item. All aye; motion carried.

Vouchers, reports, purchase orders, line item transfers and updates:

Treasurer

- Ostermann presented the invoices paid report for September and October.
- Ostermann presented a mileage reimbursement request. Motion by Fried/Cushing to approve the mileage reimbursement. All aye; motion carried.

ITS

- ITS Reorganization – Rhodes reported that the Senior Network Analyst has reported that he is looking for work outside the county due to the workload and the stress. Rhodes presented a reorganization plan to prepare for the vacancy. Schreier asked if this has come before the LRES Committee. Fried expressed concern with being too reactionary to an employee leaving. Fried expressed concern with reorganizing at this time and encouraged that staff are cross-trained. Fried stated that he would like to have a discussion at a future meeting regarding the workload with the IT Department.
- IT Planning update – Rhodes presented the September/October 2023 IT Planning update reports. Rhodes reported that the printer upgrades have been completed. Discussion regarding a resolution needed for the audio/video vendor that has been

approved for the ARPA project. Rhodes will create a single supervisor resolution for Fried to sign before this Thursday.

- Invoices Paid Report received

Resolution to approve the Tax Levy for 2023, Collected in 2024 – Smigielski reported that there are two options presented for the resolution. Option #2 is the resolution that is typically approved by the County board for the tax levy. Option #1 includes language that directs the Finance Director to move the 2024 \$801,516 budget allocation from Human Service Center – Grants to Institutions to a Contingency fund. Motion by Cushing/Fisher to approve Option #1 Resolution to approve the Tax Levy for 2023, Collected in 2024 and forward to the County Board for approval. Schreier expressed support for option one. All aye; motion carried.

Vouchers, reports, purchase orders, line item transfers and updates:

Finance

- Auditor's Communications for the year ended 12/31/2022 – Smigielski gave an overview of the Auditor's Communications. Smigielski gave an overview of the significant deficiencies that were found. Smigielski reported that a number of the deficiencies will be improved once the ERP Upgrade is complete.
- Central Services Cost Allocation Plan for the year ended 12/31/2022 – Smigielski gave an overview of the cost allocation plan and what it is used for.
- ERP Upgrade Update – Smigielski gave an update on the ERP Upgrade. Smigielski gave an overview of the payroll upgrade. Smigielski gave an overview of the funds that have been spent to date. Fried and Schreier thanked Smigielski for the work that has been completed.
- Investment Reports for August and September – Smigielski presented the investments reports.
- Sales Tax as of September – Smigielski presented the sales tax report.
- Budget to Actual Reports as of September – Smigielski presented the reports and commented that there is nothing to note.
- Invoices Paid Report September and October – Smigielski presented the invoices paid reports.

County Clerk

- Invoices Paid Report September and October – Hartman presented the invoices paid reports.

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on December 18, 2023 at 9:00 a.m. Future topics:

Adjourn – Fried adjourned the meeting at 10:46 a.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk