

**MEETING OF ADMINISTRATION COMMITTEE
DECEMBER 18, 2023
Minutes**

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

Committee members absent: Steven Schreier (in at 9:06)

Call to order: Chairman Fried called the meeting to order at 9:30 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.

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

Approve minutes: Motion by Cushing/Fisher to approve the minutes of November 6, 2023. All aye; motion carried.

Public comment - None

Solid Waste letters of credit for Closure of Demo 4 and for Long-Term Care of Demo 4 with Peoples State Bank – Lisa Jolin gave an overview of the letter of credits. Motion by Cushing/Fisher to approve the Letters of Credit as presented. All aye; motion carried.

Out of State Travel Request – Oneida County Health Department – Robbie Deede – NACCHO Preparedness Summit – Cleveland Ohio – Motion by Fried/Kelly to approve the out-of-state travel request as presented. All aye; motion carried.

Oneida County Genetec Advantage Renewal – Huber reported that this would have been for all of the cameras in the Law Enforcement Center, Courthouse and the Health Department. This is a service plan for the cameras and costs \$6200/year. Huber stated that after discussions with Jason Rhodes they believe that the cost of this plan is too high and the plan is not necessary.

Resolution to Request Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the Purpose of the purchase of HIPAA Compliance software – Fried reported that this has been approved by the CIP Committee and was sent to Administration for approval. Rideout stated that in 2006 there was a committee that created the existing HIPPA policies and they were updated in 2014. Rideout reported that the HIPPA Privacy Officer is currently in the Health Department. Rideout informed the committee that the HIPPA policies need to be updated and that this will be a time consuming process. Rhodes has found a software that will guide staff in updating the policies and maintaining compliance as HIPPA laws change. Rideout believes that updating the policies without the software would cost more in staff time than what the software will cost. Rideout stated that the proposal is to use ARPA Funds to pay for 3 years of the software and by the end of the three years they will need if the software is beneficial. Motion by Kelly/Fisher to approve the resolution as presented and forward onto the County Board for approval. Fried questioned if under the ARPA rules the county would be able to agree to a three-year contract. Smigielski reported that as long as the terms are set by the end of 2024 and all funds are

spent by 2026 this would meet ARPA rules. Fried questioned creating a committee, as was done in 2006, to update the policies. Fugle expressed concern with the ability for a staff member to be fully knowledgeable of all the rules regarding HIPPA. Fugle reminded the committee that in 2025 Oneida County will also be taking over the Human Service Center which has to have HIPPA policies that Oneida County doesn't currently have. Rhodes gave an overview of the software. All aye; motion carried.

Tara Ostermann - 15-Year Service Award – Billy Fried presented Tara Ostermann with a certificate for 15-years of service and thanked her for the years of service.

Ostermann presented the Treasurer's Invoices Paid Report.

Resolution to Return Coronavirus Local Fiscal Recovery Fund (CLFRF) back to Oneida County American Rescue Plan Act (ARPA) Contingency which were previously allocated in Resolution #98-2022 for the purpose of the Courthouse HVAC Upgrades – Phase I Project – Motion by Cushing/Kelly to approve the resolution as presented and forward to the County Board for approval. All aye; motion carried.

Resolution to Return Coronavirus Local Fiscal Recovery Fund (CLFRF) back to Oneida County American Rescue Plan Act (ARPA) Contingency which were previously allocated in Resolutions #73-2022 and #24-2023 for the purpose of the Department of Social Services Office Remodel Project – Motion by Fisher/Cushing to approve the resolution as presented and forward to the County Board for approval. All aye; motion carried.

Contingency Review – Moved to the January Administration meeting.

Resolution to Request Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the Purpose of Patrol Trucks and Attachments Purchase – Hegeman reported that this was approved through the CIP/ARPA Process to use \$1.1 million in ARPA Funding to purchase the trucks. Hegeman reported that invoices for the attachments have come in and have been delivered to the builder's yard and they are waiting on the chassis. Discussion regarding the strategy on using ARPA Funds for the trucks. Discussion regarding the timeline to receive the truck. Motion by Fried/Cushing to approve the resolution as presented and forward onto the County Board for consideration. Schreier expressed concern with the timeline. All aye; motion carried.

Administrative Structure Discussion – Schedule future meetings – Fried stated that the next Administration Meeting is scheduled for January 8th with a possible 2nd meeting scheduled for January 15th. Fried reported that there are a number of supervisors that have asked to have the discussion on January 8th. Fried asked the committee to review the SWOT Analysis again prior to the January 8th meeting.

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

ITS

- Technology Management – Estimate to spend hardware funds over \$25,000 - Motion by Fried/Fisher to recognize the expenditure for \$57,046.98 for Technology Management. All aye; motion carried.
- IT Planning update – Rhodes gave a planning update. Discussion regarding the internet outage and phone outage. Discussion regarding having a redundant internet service.

- ITS Reorganization – Rhodes reported that the Senior Network Analyst has given notice and Rhodes presented a plan to reorganize the department. Rhodes reported that they would like to move Lynn Schnoor to the Senior Network Analyst, Justin Fralick to the Network Analyst/Helpdesk Supervisor which will leave a Network Analyst opening and that person will be hired at a step 1. Rhodes stated that this will provide a savings of \$18,000. Rhodes reported that Lisa Charbarneau is supportive of the reorganization. Discussion regarding the positions proposed. Rhodes reported that Justin Fralick will continue to complete the technical secretary position and that position will be left vacant. Motion by Fried/Cushing to approve the ITS Organizational Chart and Fiscal Impacts as presented and forward to the LRES Committee. All aye; motion carried.

Finance

- Invoices paid reported was received.
- Investment report was received.
- Sales Tax Report was received.
- ERP Update Report was received.

County Clerk

- Budget to Actual and Invoices paid reports were presented.

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on January 8th at 9:30 a.m., January 15th at 9:00 a.m., February 12th at 9:00 a.m.

Adjourn – Fried adjourned the meeting at 10:20 a.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk