

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE
SERVICES COMMITTEE
FEBRUARY 11, 2019
Minutes**

Committee members present: Chairman Dave Hintz, Robb Jensen, Ted Cushing, Bob Mott and Billy Fried.

Call to order: Chairman Hintz called the meeting to order at 9:30 a.m. in Committee Room Two 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 Cushing/Mott to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by Mott/Fried to approve the minutes of 1/7/2019. All aye; motion carried.

Out-of-state / out-of-county travel request(s)

1. Finance – Darcy Smith – WGFOA (Wisconsin Government Finance Officers Association) Spring Conference – Elkhart Lake, WI – April 25-26, 2019. Motion by Fried/Jensen to approve the travel as requested. All aye; motion carried.
2. Health Department – Rebecca Lohagen and Marta McMillion – 2019 National Preparedness Summit – St. Louis, MO – March 26-29, 2019. Marta McMillion was present and reported that the Health Department has received a grant to pay for all expenses except the time required. Motion by Mott/Cushing to approve the request to attend the Nation Preparedness Summit as presented. All aye; motion carried.

Discuss and act on potential amendments to the Charter of the Oneida-Vilas Transit Commission – Tom Wiensch, Assistant Corporation Counsel, was present and reviewed the proposed amendments to the Charter. A 2/3 vote of the County Board will be required in order to approve the amendments. Discussion regarding the process leading up to the changes being presented to the Administration Committee. Wiensch presented the current charter with proposed changes and with notes regarding recommendations. Mott gave an explanation of the amendments proposed by the Transit Commission and the reasoning behind some of the amendments. Discussion about Article VI Section 1 regarding the budget preparation and the proposed changes to that section. Wiensch expressed concern regarding the wording of the proposed change and how the budget will be determined. Discussion regarding how to move forward with the proposed changes. Hintz stated that the committee should look through all of the proposed changes and be prepared to discuss them at the next meeting with the focus being placed on budgeting, audits and borrowing.

Tri-County Substance Abuse Committee update/ Community Engagement Initiative – Fried gave an update on the Tri-County Substance Abuse Committee. Fried reported that at this time the proposed additional assistant District Attorney position is stalled. Fried reported that there is a gentleman, Bob Kovar, that is working with other counties regarding grants and funding available for substance abuse issues and would like to meet with the Oneida County Board or Administration Committee regarding his recommendations. Jensen expressed concern that the additional ADA position has been put on hold and would like to see Oneida County set a date that this is completed by or that Oneida County look at completing some of this on our own.

PACE (Property Assessed Clean Energy) Financing – update and information on presentation to the committee – Jon Hochkammer, Outreach Manager Wisconsin Counties Association gave a presentation and handout regarding Property Assessed Clean Energy (PACE). Hochkammer gave an overview of the history of PACE, what PACE does and how the loan works. Hochkammer reported that the County is never responsible for the loan or the special charge. Hochkammer explained who can use the PACE program, what the funding can be used for and the benefits of PACE to the businesses and to the member Counties. Hochkammer explained if the County is interested in adopting PACE the next steps would be approving a resolution and ordinance. Discussion regarding the special charges and how that would work with the tax bills. Hochkammer reported that there are 34 Counties that have adopted PACE and there have been 10 loans given with a number more in the works. Hintz reported that this has been reviewed by the Oneida County Economic Development and they recommended that it come to the Administration Committee. Mott and Cushing suggested moving forward with PACE and Fried expressed a desire to hear from the Counties that are currently dealing with a PACE loan and the projects that have been completed. Hintz stated that Brian Desmond will be asked to prepare the resolution and ordinance amendment to bring back to the Committee for review.

Payment of \$500 to Red Circled Employees from Contingency – Darcy Smith reported that this was recommended by the LRES committee at the last meeting. Motion by Mott/Cushing to approve the action take at LRES regarding the \$500 to the red circled employees. Smith reported that this has been earmarked in contingency. Roll call vote: Jensen, aye; Cushing, aye; Hintz, aye; Fried, aye; Mott, aye; motion carried.

ITS Department Restructure – Charbarneau gave an explanation of how the restructure recommendation came about and what the changes would be. Jason Rhodes gave an update on the positions and how the changes would affect his department. Discussion regarding the fiscal impact statement and the positions. Discussion regarding the savings and how to evaluate if the changes to hours are impacting the ability of the ITS department to complete their jobs. Motion by Cushing/Hintz to approve the restructure of ITS as presented forwarding it to LRES for consideration. Discussion regarding the best way to handle this request compared to other department requests. All aye; motion carried.

11:56 a.m. – Cushing excused

Donation policy and Resolution to adopt countywide policy on accepting donations – Desmond presented the donation policy and proposed resolution. Discussion regarding the policy. Discussion regarding anonymous donations. Motion by Jensen/Mott to approve the donation policy and resolution and forward it onto the County Board. Discussion regarding this going to the department head meeting for review prior to it going to the County Board. Motion by Jensen/Mott to rescind the previous motion . All aye; motion carried. This will be brought back during the March meeting.

Ordinance Amendment on creation of Committees and Sub-Committees – Desmond presented an ordinance amendment regarding the formation of subcommittees and the process for dividing committee responsibilities. Desmond explained the resolution and the history behind it. Discussion regarding what would constitute a committee and need to be posted. Motion by Hintz/Jensen to approve the resolution and forward it onto the full county board for approval. Voice voter: three aye, one nay; motion carried.

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

Finance

- Smith presented the finance vouchers. Motion by Jensen/Hintz to approve the vouchers and purchase orders as presented. All aye; motion carried.
- Smith presented a line item transfer for \$4060 for the payment to the red-circled employees. Smith presented a line item transfer for \$1,476.00 for 2018 County Code implementation. Motion by Jensen/Hintz to approve Finance line item transfers as presented. All aye; motion carried.
- 2018/2019 Contingency Budget – Smith presented an update for the 2019 and 2018 Contingency budget. Discussion regarding the contingency budget.
- General Investments Report – December 2018 – Discussion regarding the general investment report.
- 2018 Audit Update – Smith reported that Schenk is merging with another firm and therefore will have more resources available.

ITS

- Motion by Jensen/Mott to approve the ITS vouchers and blanket purchase orders as presented by ITS. All aye; motion carried.
- IT Planning update – Rhodes gave a planning update.

Treasurer

- Motion by Mott/Fried to approve vouchers for the Treasurer's office. All aye; motion carried.
- Statement(s) of cash – December: Ostermann presented and explained the December statement of cash reports.

County Clerk

- Motion by Jensen/Hintz to approve the County Clerk vouchers as presented. All aye; motion carried.

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on March 11, 2019 at 9:30 a.m.

Adjourn

Hintz adjourned the meeting at 12:37 p.m.

Respectfully submitted,

/s/tracy Hartman

Tracy Hartman, Recording Secretary
Oneida County Clerk

/s/ dave hintz

David Hintz, Chair