

**MEETING OF ADMINISTRATION COMMITTEE
FEBRUARY 12, 2024
Minutes**

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

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. Fried recognized the passing of Supervisor Kelly and his many contributions to the County Board.

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

Oneida County Humane Society 2024 Contract – Sue Otis, Humane Society, was present. Discussion regarding the amount of the request of \$43,000. Otis expressed concern that language was removed from the contract regarding the dog license revenue and it now appears that the Humane Society doesn't receive the funds from the dog license fees. Otis would like to see language added to future contracts that the excess dog license funds are to go to the Oneida County Humane Society. Discussion regarding the current contract and the language contained in the contract. Smigielski stated that there is language in the proposed contract regarding the dog license fees being paid to the Humane Society. Motion by Schreier/Cushing to approve the contract as presented. All aye; motion carried.

Approve minutes: Motion by Schreier/Fisher to approve the minutes of January 8, 2024 and January 15, 2024. All aye; motion carried.

Public comment - None

Resolution to Return certain Coronavirus Local Fiscal Recovery Funds (CLFRF) back to Oneida County American Rescue Plan Act (ARPA) Contingency account due to United States Treasury (UST) November 2023 Interim Final Rule – Fried gave an overview of the resolution which is to return \$209,900 to the ARPA Contingency for future allocation. Holewinski questioned if the word “annually” should be removed from the resolution. Discussion regarding the review of the funds.

Resolution to Request Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the Purpose of Paperless Meetings Initiative – Rhodes reported that \$25,000 was approved through the CIP committee, however, the proposals came in for \$31,716.72. Rhodes presented 2 resolutions with one showing \$25,000 to come from CIP and Rhodes will take the remaining \$6,716.72 from the IT Department Budget. Rhodes also presented a resolution with the full amount to come from the ARPA Funds. Discussion regarding taking the full amount from CIP.

Resolution to Request Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the Purpose of Replace MDCs – Rhodes reported that this is for the Mobile Device Computers for the Sheriff's Squad cars. This was originally scheduled for 2025, however, it was recommended to bring forward this year and use ARPA Funds. Completing this project one year earlier will also

save approximately \$8000.

Resolution to Request Additional Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the Purpose of Back Indexing Online Tract with the Register of Deeds – Fried reported that Kyle Franson is out of town and was not able to be at the meeting. Fried stated that this was approved by the CIP Committee. Schreier questioned why this isn't being completed by the staff in the department. Smigielski reported that the staff are also back indexing, however, this adds an additional indexing component that they aren't able to do within the office.

Resolution to Request Coronavirus Local Fiscal Recovery Fund (CLFRF) allocated to Oneida County through the American Rescue Plan Act (ARPA) for the purpose of retaining Pilch & Barnet to create a comprehensive printed map booklet – Fried gave an overview of the request that was approved by the CIP Committee.

Motion by Fried/Schreier to approve the resolutions in agenda items number 5, 6, 7, 8 and 9 and forward onto the County Board for approval as consent agenda items. All aye; motion carried.

Discussion and recommendation on which Administrative Structure to use in Oneida County and referring the recommendation to the County Board – Charbarneau presented options for the Administrative Structure for Oneida County using points from the SWOT Analysis. Discussion regarding the cost of hiring a County Administrator vs Administrative Coordinator. Discussion regarding option three which is to "strengthen the current HR Director/Administrative Coordinator model" and the cost of \$0.00, however, it is stated that there is a possibility of a half time clerical position which would add additional wages. Fried gave an overview of the layout of the report provided by Charbarneau. Fried reviewed the three options that are available which include hiring an administrator, hiring a full-time administrative coordinator or strengthening the existing structure using the recommendations from the SWOT analysis. Holewinski stated that the original goal of the SWOT was to have one person oversee the County and create some uniformity in how things are completed. Charbarneau reviewed "A" which is to incorporate training materials and schedule trainings including developing a budget training for County Board Supervisors, develop a training manual and develop a bi-annual County Board tour/orientation. Schreier reported that there is a fair amount of information available to the County Board through the WCA that could be shared with members. Schreier stated that it is the responsibility of the County Board members to attend the trainings and use the information that is provided. Schreier expressed concern with changing the way in which the budget is created in Oneida County as he believes the current system works well.

Charbarneau reviewed "B" which is the procedure for the review of contracts. Discussion regarding all contracts going through the Corporation Counsel's Office and how changes are handled and when the committees get involved. Fugle reported that Corporation Counsel will review a contract and make recommended changes, however, if the department or the vendor do not wish to make the changes the contract should go back to the Committee of Jurisdiction for approval. Discussion regarding what Corporation Counsel's Office looks at when reviewing contracts.

Charbarneau reviewed "C" which includes a three year fiscal impact. This shifts the focus to an outcome rather than a bottom line impact. Discussion regarding the intent of this was for the administrative coordinator to help facilitate with department heads completion of the budget process to make certain that all necessary information is completed. Discussion regarding the

current process. Discussion regarding this applying to staffing levels vs this applying to overall budgets. Smigielski recommended that budget forecasting could be completed by the finance department if the county board wished to see that. Smigielski would like to see fiscal impacts for new staff and changes to staffing levels to look at future years.

Charbarneau reviewed “D” which has to do with succession planning. Charbarneau reported that she has been in contact with UW-EX to create some training for this. Fried stated that part of succession planning is looking for the correct employee when hiring is occurring.

Fried stated that when he met with Charbarneau and Cushing to create the document presented today they identified what concerns from SWOT are currently assigned to an office and what concerns aren’t being completed and they discussed who should be completing them. Schreier stated that this should be about empowering the person that is currently the administrative coordinator.

11:02 a.m. – Break

11:10 a.m. – Reconvene meeting

Resolution to create an Executive Committee – Combining the LRES and Administration Committees – Fried stated that there has been a suggestion to take the duties of the LRES and Administration Committees and combine them into an Executive Committee. Fried stated that this will streamline a number of processes in the County. Holewinski gave an overview of how this would benefit the current process. Holewinski recommended that the County Board Chair, Vice-Chair and Second Vice-Chair would automatically be on the committee and there would be four additional County Board members would be appointed to the committee during the organizational meeting. Holewinski believes this would have the added benefit of saving approximately \$3000/year. Motion by Cushing/Schreier to support bringing a resolution to create an executive committee to the County Board. All aye; motion carried.

HIPAA Compliance software/training/tracking software purchase at \$24,000.00 – Rhodes reported that this was turned down for ARPA funding, however, the Health Department, ITS Department and Social Services Department feel that this is important and would like to fund it through their departments. Rhodes gave an overview of the positives of the software. Holewinski stated that this was presented at the County Board meeting in January and was voted down due to needing to be handled within the departments with existing staffing levels. Rhodes stated that the funding for this is available within the budgets of each of the departments. Rhodes reported that without the software the departments will need to contract with an individual to assist with writing the HIPPA policy. Discussion regarding the HIPPA policy, the need for updates and the benefits of the software. Motion by Schreier/Cushing to approve the HIPPA compliance Software/Training/Tracking Software purchase at \$24,000 to be split between the Social Services, Health and ITS Department. Fried questioned what future costs would be. All aye; motion carried.

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

Treasurer

- Receipt of the invoices paid and budget to actual reports.
- Out of County Travel Request – WCTA June Conference – June 4-7 2024 – Lake Geneva, WI – Motion by Cushing/Schreier to approve the out of county travel request. All aye; motion carried.

ITS

- IT Planning update – Rhodes gave a planning update. Rhodes reported that they received 16 applications for the current opening.
- Receipt of the invoices paid and budget to actual reports.

Finance

- General Investments Report – Discussion regarding the general investment report.
- Sales Tax by Month – Discussion regarding the sales tax report.
- Receipt of the invoices paid and budget to actual reports.

County Clerk

- Receipt of the invoices paid and budget to actual reports.

Discussion and recommendation on which Administrative Structure to use in Oneida County and referring the recommendation to the County Board – Fried stated that there were some good discussions today and guidance given. Fried requested that the committee members look over the document that was created and provide any suggestions to Charbarneau. Fried stated that this will go to the County Board in March. Fried stated that at this time the proposed recommendation is to stay with the current structure while providing some improvements. Fried requested that Charbarneau gather information regarding the cost analysis of each position. Holewinski asked that a list is created of what roles each department will complete. Holewinski asked for a proposed cost if a part-time staff member is added to the LRES office to cover additional duties.

Public comment/communications: None

Dates and items for future agenda/meetings: The next Administration Committee meeting will be held on February 27th at 1:30 p.m., March 11th at 9:00 a.m. and April 8th at 1:30 p.m. Future topics: Continuing discussion on recommendation to the County Board.

Adjourn – Fried adjourned the meeting at 12:00 p.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk