

**MEETING OF ADMINISTRATION COMMITTEE
FEBRUARY 27, 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 Schreier/Cushing to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by Holewinski/Fisher to approve the minutes of February 12, 2024. All aye; motion carried.

Public comment - None

Discussion and recommendation on which Administrative Structure to use in Oneida County and referring the recommendation to the County Board – Fried gave an overview of how the SWOT Analysis was completed and how the committee got to the point they are at today. Fried stated that at the last meeting Cushing, Fried and Charbarneau brought forward a handout that outlined three options: 1) County Administrator 2) Full-time County Coordinator 3) keep the current structure and make some changes to the duties. Fried believes the priority is currently to stay with the current model with some changes to duties but no changes to staff and no changes to dollar amount. Fisher stated that he would like to see how the next six months go with the option to make changes at the end of that timeline. Cushing expressed support for the County Board Liaison that Holewinski proposed. Schreier stated that everyone that works for the County is support staff for the County Board and all decisions that are made need to be in the best interest of the County and the County Board. Schreier stated that if the County Board Chair isn't feeling like the necessary support is being received then the Board needs to look at making changes. Schreier doesn't believe the County is at a point that a full-time coordinator is needed. Discussion regarding trainings for Oneida County Board Supervisors. Holewinski reviewed an updated Human Resources Director/Administrative Coordinator job description that was created for this meeting. Holewinski stated that the tasks that were added to this job description already exist in this job description, in the Finance Director job description or in the Corporation Counsels job description. Holewinski presented a job description for a County Board Liaison position. Holewinski would like to consider moving forward with the current model and creating a liaison position. Fried expressed concern that if a new position is created without addressing all of the needs then in the future there may be more changes needed. Jensen stated that the current proposal doesn't really contain any significant changes. For there to be significant change there needs to be a position that is empowered to effect change and to enforce policy. Schreier expressed concern that the committee may be creating a half-measure while expecting that this will need to be done again in six month to a year. Discussion regarding how to move forward. Discussion regarding how to create a position to fill the needs that have been expressed. Holewinski expressed concern with having a county coordinator position in name only with no authority to complete any tasks.

Holewinski expressed that there needs to be someone to see the entire picture of the county. Fried clarified that this will not be brought to the board in March. Discussion regarding creating a part-time county coordinator position. Cushing would like to see a presentation given to the Administration Committee on the role of an administrator, county coordinator and the hybrid liaison that has been proposed. Fried would like a job description put together with County Coordinator Job Duties and a job description put together for the complimentary liaison position with the current existing model. Scott will put together a job description for an administrator, a full-time administrative coordinator and the “hybrid”. Clarification by Fried that the “hybrid” is the current model with the possibility of a liaison position to complete the duties that the committee feel are not currently being completed. Holewinski will also have a breakdown of the possible wages for the above three positions.

Public comment/communications: None

Dates and items for future agenda/meetings: The next Administration Committee meeting will be held on March 20th at 9:00 a.m. Future topics: Continuing discussion on recommendation to the County Board.

Adjourn – Fried adjourned the meeting at 3:11 p.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk