

**MEETING OF ADMINISTRATION COMMITTEE
MARCH 11, 2024
Minutes**

Committee members present: Chairman Billy Fried, Ted Cushing and Steven Schreier.

Excused Absent: Scott Holewinski and Russ Fisher

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.

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.

Public comment - None

Out of State Travel Request – Breanne Vos – Chicago, IL – April 7, 2024 – April 10, 2024 – National WIC Association (NWA) Annual Conference – Conlon reported that this is paid for by the WIC Grant and will not use any tax levy dollars. Motion by Schreier/Cushing to approve the out of state travel as requested. All aye; motion carried.

Resolution to Authorize 2023 Budget Transfers – Smigielski reported that the 2023 budget has been “soft closed” and this resolution shows the departments that will need funds transferred from the contingency fund to balance the end of year budget. Smigielski gave an overview of the four department budgets and the reason for the transfer need. Discussion regarding planning for PTO payouts in the future. Motion by Fried/Schreier to approve the resolution to authorize 2023 budget transfers and forward to the County Board for their consideration. 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 Resolution #58-2023 for the purpose of the Courthouse HVAC Upgrades – Phase II Project – Lindsey Kennedy, Buildings and Grounds, reported that the project has been completed and this resolution is to return \$83,296.47 to the ARPA Contingency. Motion by Schreier/Fried to approve the resolution and forward to the County Board for their consideration as a consent agenda item. All aye; motion carried.

IT – Paperless Machine for County Board Members Update – Rhodes reported that the computers have been received and are ready for county board members. Rhodes gave a brief review of the features available on the machines. Discussion regarding how to train all of the county board members on the computers. There will be an announcement at the April County Board meeting that supervisors will need to schedule a time with the IT Department to setup the computer. Rhodes reported that the project is approximately \$6000 over budget due to the computers not coming with the Office systems.

Vouchers, reports (including invoices paid, budget to actual) purchase orders, line item transfers and updates:

ITS

- IT Planning update – Rhodes gave a planning update.
- Out of County Travel – Up to 3 ITS Staff – Annual GIPAW Conference – May 29th, 30th and 31st – Oshkosh, WI – Rhodes presented a request for 3 staff to attend the GIPAW convention. Discussion regarding the benefit of the conference. Motion by Cushing/Schreier to approve the out of county travel for up to 3 ITS Staff to attend the annual GIPAW Conference. Discussion regarding the cost of the conference. Schreier requested that future requests for training include a detailed cost plan. All aye; motion carried.
- Receipt of the invoices paid and budget to actual reports.

Treasurer

- 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. Smigielski noted that there is tax levy remaining in the Library Budget while waiting on the Ben Guthrie Library to submit necessary paperwork for the payment. This budget would normally be depleted by this time as payments are to be made to the libraries by this time. Motion by Fried/Schreier to direct Finance to make an adjustment on the revenue for the HSC to be offset by adjusting the contingency budget for 2024 as presented. All aye; motion carried.

County Clerk

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

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on March 20, 2024 and April 8th at 1:30 p.m.

Adjourn – Fried adjourned the meeting at 10:26 a.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk