

**MEETING OF ADMINISTRATION COMMITTEE**  
**MARCH 20, 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 9:00 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. Fried recognized the passing of Supervisor Kelly and his many contributions to the County Board.

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

**Approve minutes:** Motion by Cushing/Fried to approve the minutes of February 27, 2024 and March 11, 2024. All aye; motion carried.

**Discussion and recommendation on which Administrative Structure to use in Oneida County and referring the recommendation to the County Board** – Holewinski stated that he would like to see this committee send a recommendation of one of the three options to the next County Board meeting. Holewinski presented the state statutes that define a County Executive, a County Administration and an Administrative Coordinator. Holewinski also presented an updated Liaison to County Board Chair job description and discussed the task that he would like to see assigned to the position. Discussion regarding the proposed stipend for the liaison position. Schreier expressed concern with the chair being able to designate this position and that the position would answer directly to the Chair. Holewinski stated that his view of the proposed liaison to the County Board Chair is that the position is to assist the County Board Chair and that the Chair should be able to choose who assists them during their term. Discussion regarding the duties and tasks that have been proposed in the liaison position. Schreier expressed concern that this doesn't meet the requirements of an Administrative Coordinator position. Fried stated that this proposal takes the concerns that came from the SWOT assessment and incorporates the concerns. Fisher believes this would meet state statute as there is no decision making authority granted to the position and it is being created as an assistant for the County Board Chair. Schreier questioned why these duties aren't assigned to the existing Administrative Coordinator position. Discussion regarding reassigning the tasks to existing offices in the courthouse. Discussion regarding department heads being able to complete the tasks in existing business hours. Holewinski stated that this is a savings over a proposed full-time county coordinator and feels that this is something worth trying. Discussion regarding the legality of the position. Fugle expressed concern that the position as written is completing administrative and management functions of county government and statutorily that is designated as functions of the Administrative Coordinator. Schreier read the county code that determines what the County Board Chair position shall do. Discussion regarding having the liaison position answer to the Administrative Coordinator and the Coordinator will be accountable for completing the tasks. Charbarneau expressed that she would not be able to complete the listed task with the staffing levels in her office and would need additional support. Charbarneau will work on updating the job description and the anticipated stipend. Discussion with committee on changing the proposed job description and proposed changes to make.

**Public comment/communications:** None

**Dates and items for future agenda/meetings:** The next Administration Committee meeting will be held on April 5<sup>th</sup> at 1:00 p.m. and April 8<sup>th</sup> at 1:30 a.m. Future topics: Continuing discussion on recommendation to the County Board.

**Adjourn** – Fried adjourned the meeting at 10:34 a.m.

Respectfully submitted,  
Tracy Hartman, Recording Secretary  
Oneida County Clerk

DRAFT