

MEETING OF ADMINISTRATION COMMITTEE

APRIL 5, 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 1:00 p.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 Holewinski/Cushing to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by Cushing/Schreier to approve the minutes of March 20, 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 – Charbarneau reported that after the last meeting there was research into the proposed liaison position and creating a separate Administrative Coordinator position. Charbarneau reported that there was a discussion with Corporation Counsel regarding the two options. Charbarneau presented a memo with the options, a liaison job description and a separate administrative coordinator position. Holewinski expressed support for a separate Administrative Coordinator position. Schreier stated that the committee has expressed a desire to the Administrative Coordinator position to be empowered to do the job and the proposed separate Administrative Coordinator position accomplishes this. Schreier stated that the separate Administrative Coordinator job description brings the county more into compliance with the statute and gives the county board better options in the future to make changes if needed. Fisher expressed support for the separate Administrative Coordinator position. Cushing expressed support, however, expressed concern with the ability to find someone to fill the position. Holewinski reviewed the recommendations from the SWOT assessment and stated that this initial step of creating a separate Administrative Coordinator position will help to meet the needs addressed in the SWOT. Schreier stated that he hopes this position will help to remove the supervisory roles from the committees of jurisdiction and allow the committees to go back to creating policy and ordinances. Fried expressed concern with separating the Administrative Coordinator position and stated that this is different than where he thought the committee was headed. Holewinski stated that this will lessen the load of the County Board Chair. Charbarneau reported that she has a resolution prepared for the committee to take to the County Board for both the Administrative Coordinator position and the Liaison position. Discussion regarding what should be included in the County Board packet. Holewinski would like to see only the resolution, fiscal impact and job description included in the packet. Discussion regarding the stipend that has been presented. Discussion regarding setting a range for the position, however, the committee determined to leave it at the current recommended amount. Fried would like to see a review in 2024 added into the resolution. Holewinski stated that the position will answer to the executive committee and the committee will review the position and determine if changes are needed. Holewinski clarified that the option 4b job description will be included with the resolution. Fried expressed concern with items in the job description that are currently held by elected offices. Discussion regarding the resolution and changes that need to be made to the language. The word liaison will be replaced by Administrative Coordinator in the resolution. Discussion regarding the stipends.

1:50 p.m. – Recess

1:56 p.m. – Return to Recess

Fried reviewed the updated resolution with the committee. Motion by Cushing/Schreier to approve the resolution and forward it to the County board for approval. All aye; motion carried.

Public comment/communications: None

Dates and items for future agenda/meetings: The next Administration Committee meeting will be held on Monday, April 8th at 1:30 p.m.

Adjourn – Fried adjourned the meeting at 2:09 p.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk