

**JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE
SERVICES COMMITTEE
SEPTEMBER 16, 2019
Minutes**

Committee members present: Chairman Dave Hintz, Robb Jensen, Ted Cushing and Billy Fried.

Excused Absent: Bob Mott

Call to order: Chairman Hintz called the meeting to order at 1:00 p.m. in Committee Room Two 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/Fried to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by Fried/Jensen to table the minutes to the next meeting. All aye; motion carried.

Update on Transit Commission including the Transit Audit – Hintz reported that the audit was completed and presented to the Transit Commission. Hintz stated that the packet contains a communication from Wipfli with the overall findings of the audit along with financial statements from 2015, 2016, 2017 and 2018. Hintz stated that he will be focusing on the communication covering the overall findings. Hintz stated that one of the findings by Wipfli was that the transit commission did not have financial statements for any of the years and Wipfli was asked to complete the financial statements. Hintz also pointed to a paragraph in the report that deals with "related-party transactions/conflict-of-interest policy" relating to the Commission leasing office space from a nonprofit company which the Transit Commission chairman is also the principal officer. Hintz has spoken with the Vilas County Chair and he believes that a letter should be written to Erv Teichmiller asking for his cooperation in gathering some information regarding this issue in order to better help understand the concerns. Tom Wiensch has been researching this issue trying to track down the corporation that owns the property. Hintz stated that it is his understanding that a complaint may have been filed with the Oneida County Sheriff's Office. Discussion regarding the role of the Administration Committee now that the audit has been completed. Discussion regarding who appoints the transit commissioners and how the Chair is appointed. Steven Schreier reported that the Transit Commission has reviewed the findings of the audit and he believes that the issues will be addressed at the next Transit Commission meeting. Motion by Jensen/Fried on behalf of the Administration Committee that a letter be drafted to the Oneida County Transit Commission to ask the Oneida/Vilas Transit Commission to respond the concerns addressed within the audit, excluding the related party transaction conflict of interest, and get back to the Administration committee with the plans to address the concerns. Hintz stated that he believes the commission is planning to address all of the issues at the next meeting. Discussion regarding who is going to send the letter, Hintz stated that he will take care of this letter or email. All aye; motion carried.

Motion by Hintz/Cushing to draft a letter asking for Mr. Teichmillers cooperation in resolving and understanding the issue of the related party transaction conflict of interest as addressed in the audit report. All aye; motion carried. Discussion regarding the letter. All aye; motion carried.

Fried asked Hintz's opinion of the financial viability of the transit commission with the future of the Oneida/Vilas Transit. Hintz stated that this audit does not give an opinion of the financial condition of the Oneida/Vilas Transit. Schreier reported that the commission feels confident in the direction the transit is going and there has been improvement in the year since Roger Youngren has taken over.

Tri-County Substance Abuse Committee Update and carry forward – Fried and Chief Deputy Hess requested the \$50,000 that was placed in the contingency budget in 2019 be carried forward into the 2020 budget requests. Discussion regarding the money and why it hasn't been used. Motion by Jensen/Cushing that the tri-county substance abuse funding for 2019 be carried forward to the 2020 budget in contingency. Fried stated that they won't do anything with that money without coming back to the administration committee. Roll Call vote: Jensen, aye; Cushing, aye; Hintz, aye; Fried, abstained. Motion carried.

Request for Funding in 2020 budget for Generations/Lakeland Retirement Foundation – Fried reported that he has been working with Generations/Lakeland Retirement Foundation. Fried reported that they are looking at building a new building to replace the building that burned down in 2015 and they are requesting that the county reinstate the tax levy that had previously been given to the Lakeland Senior Center. Darcy Smith stated that she believes that this needs to be funded through the ADRC budget or that it should be brought to the Administration Committee for approval of funding. Fried would like to see \$5000.00 added to the 2020 budget for operation expenses for the Generations/Lakeland Retirement Foundation. Discussion regarding what will be provided that isn't being provided by the County. Fried would like to see this moved onto the budget hearing and allow the Generations/Lakeland Retirement Foundation an opportunity to present their needs to the committee. Schreier stated that the ADRC Committee looked at the precedence that had been set in previous years with the funding. Discussion regarding the request and if it should be brought to the budget hearings. Motion by Cushing/Jensen to approve the request to allocate \$5000.00 for Generations/Lakeland Retirement Foundation. All aye; motion carried.

Treasurer's Security Update – Smith stated that she is working with the Treasurer's Office in this area.

Wisconsin County Mutual Dividend Check – Cushing stated that this money came in because the employees have worked hard to improve safety in Oneida County. Cushing would like to see this money go back to the employees because they are the ones that made this happen. Cushing would like to see this as a one-time check that could be looked at again in the future. Jensen recommended that this is looked at during the budget hearing.

Codification of Ordinances over budget – Funding from Contingency – Discussion regarding the funding for the future. Motion by Jensen/Fried to fund \$2400 from contingency for the codification of ordinances. All aye; motion carried.

2019 and Prior Year CIP Closeouts – Line Item Transfer – Smith presented a line-item transfer for \$15,393.00 to go back to the general fund from CIP projects that came under budget. Motion by Hintz/Cushing to approve the line item transfer of \$15,393 to go back to the general fund. All aye; motion carried.

2020 Capital Improvement Program (CIP) Projects -

- a. **Prioritization and Funding** – Smith presented the committee with an updated CIP prioritization list. Smith reported that Rhodes has included \$50,000 in his 2020 budget for hardware refresh and it is listed as a CIP project. Smith reminded the committee that

the suggestion of the CIP Committee was to look at projects through priority #14, remove item #5 and put in ITS budget and consider funding the vehicle for social services through the social services budget. Smith presented an updated analysis of the General Fund Balance. Smith reported that there is currently \$16,387,061.00 in undesignated funds and she would recommend not spending more than \$4.2 million on CIP projects. Discussion regarding how to fund the recommended CIP projects. Smith presented the committee with some information regarding debt as a way to pay for the CIP projects. The committee asked that Smith look at borrowing and have some numbers for the committee to look at during budget hearings.

Finance

- a. General Investments Report for July, 2019 – Smith presented the July 2019 general investment report. Smith reported that the interest is over budget by \$377,147.00 and she increased the interest budget by \$100,000.00 in 2020.
- b. Review of 2018/2019 Contingency Budget – Smith presented an update on the 2019 contingency budget. Smith reported that she has entered the anticipated overages into the contingency budget. Smith reported that with the proposed overages all of the contingency has been spent and \$386,360.00 will need to be transferred from the general fund. Discussion regarding the general fund balance.
- c. 2020 Vacancy Budget Update – Smith presented the vacancy budget. Smith reported that the vacancy budget was \$225,000.00 and currently only \$168,778.00 that has been funded in 2019.
- d. 2020 Budget Update
 - Child Support Funding Allocation – Smith reported that the social services budget went through the home committee and was approved, however, there is an additional \$804.00 that will be received from child support allocation. Motion by Fried/Jensen to approve the request to increase the Child Support allocation from the original approved from the Committee of Jurisdiction to add the additional \$804.00 as presented by the Finance Director. All aye; motion carried.

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on October 7, 8, 9th starting at 8:30 a.m.

Adjourn – Hintz adjourned the meeting at 3:18 p.m.

Respectfully submitted,
Tracy Hartman, Recording Secretary
Oneida County Clerk