

**ADMINISTRATION COMMITTEE
FEBRUARY 10, 2015
MINUTES**

Committee members present: Chairman David Hintz, Ted Cushing, Robb Jensen, Bob Mott and Sonny Paszak.

Others present: Supervisors Jack Sorenson, Alan VanRaalte and Bob Metropolis, Tom Rudolph and Carol Pederson. Brian Desmond (Corporation Counsel), Tammy Walters (CVSO), Brian Bennett (Attorney for CVSO), Mary Bartelt (County Clerk), Kris Ostermann (Treasurer), Margie Sorenson (Finance Director), Lynne Grube (ITS) and Dawn Robinson (recording secretary).

John Bollman, Eric Knudson, Bob Williams, Daniel McGillis, Scott Eshelman, Gerald Anderson, Benjamin Tatro, Tom Wakely and Bobbie Ward.

Call to order and Chairperson's announcements:

- Chairman David Hintz called the meeting to order at 9:30 a.m. in the County Board Room, second floor of the Oneida County Courthouse. The meeting was properly posted and mailed in accordance with the Wisconsin Open Meeting Law and the facility is handicap accessible.
- Hintz asked those present to show respect for others and to use the microphone when speaking. Committee member introductions were held.

Approve agenda: Chairman Hintz reviewed the agenda and process for handling the Veterans Service Office agenda item. Motion by Mott/Jensen to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

Approve minutes: Motion by Cushing/Jensen to approve the minutes of 1/5/15 as presented. All ayes; motion carried.

CVSO (County Veterans Service Officer) Discipline Referral from County Board:

Process of reaching evidentiary hearing: Desmond provided brief recitation of issue, meetings held and actions taken to date. As a result of the evidentiary hearing held on 1/7/15, six of the eight verified charges were dismissed and County Board voted not to consider termination. At that time, a motion was made and passed that the Administration Committee come up with a recommendation for disciplinary action for the CVSO and send to the full County Board for final recommendation.

Hintz felt the County needs to heal and move forward in a positive way. Everyone involved would most likely do things differently, if given the chance, noting some County rules need to be clarified. The Administration Committee must decide what further action should be taken, but noted it must be conciliatory in nature and in the best interests of the Oneida County and Oneida County Veterans. He read a letter to the Editor of the Northwoods River news written by Brent Lorbetske.

Attorney Brian Bennett voiced objectivity concerns as 3/5 of the LRES Committee also serve on the Administration Committee. The investigative body and those with inside knowledge of the issue are also serving as "jury". He referenced the jury selection process in the court system. Bennett reviewed the charges, evidence, meetings, assumption of termination instead of helping

a Department Head and steps made by Walters to rectify the situation. The issue has resulted in a hostile work environment for the two employees of the Veterans Service Office. Bennett read into record the letter addressed to Walters regarding administrative leave directing that she must be available and responsive to report to work within 30 minutes during regular business hours. Copies were provided. During this time services were not available to the County's veterans. He believes an appropriate sanction is the 5 ½ week administrative leave (already served). Bennett requested the opportunity to rebut or add to public comment.

Hintz noted the job of the Administration Committee is not to evoke discipline, but to recommend what further action should be taken and opened for comments from Committee members. Public comment should not be debated.

Supervisor Mott's questions will be addressed following public comment. Paszak voiced concerns regarding Veterans Commission lack of attendance. Bennett noted all are dealing with health or personal issues. There is also the issue of being together being considered a meeting of the Veterans Service Commission.

Public comment: Public comments were heard from John Bollman, Eric Knudson, Bob Williams, Daniel McGillis, Scott Eshelman, Gerald Anderson, Benjamin Tatro, Tom Wakely and Bobbie Ward regarding the CVSO (County Veterans Service Officer) Discipline Referral.

Closed Session: Bennett has no objection of deliberations being held in open session. Desmond noted closed session is an option, not a requirement.

Supervisor Metropolis, Sorenson, Rudolph and VanRaalte all spoke in favor of holding deliberations in open session for the sake of transparency.

Discussion regarding employee work rule violations by Veteran Services Officer: Supervisor Mott voiced several questions regarding attorney comments which were addressed.

Supervisor Mott voiced appreciation for Veterans in attendance and would like to see Walters remain as CVSO. He asked a few questions regarding proximity card, use of profanity, what has Walters learned, how her behavior will change in future and who Walters sees as her supervisor. Supervisor Jensen questioned attendance at department head meetings, is the Employee Handbook discussed, and what is the County's practice regarding past offenses/discipline. Walters and Desmond responded as appropriate. Discussion followed.

Motion by Mott/Paszak to recommend a letter of reprimand be issued on the two substantiated charges and be considered as first offense. Lengthy discussion followed. Motion by Mott/Paszak to rescind previous motion regarding letter of reprimand. All ayes; motion carried.

Motion by Jensen/Cushing that the Administration Committee recommend to the full County Board of Supervisors that no further action be taken and the results of the evidentiary hearing stand as is. Roll call vote: Cushing-aye; Hintz-aye; Jensen-aye; Mott-aye; Paszak-aye. Motion carried.

Out-of-county / state travel:

- Health Department: Rob Deede to attend National Public Health Awareness Conference in Atlanta, Georgia 4/13-17/15. Cost covered by scholarship. Motion by Hintz/Paszak to

approve travel request for the Health Department as presented. Discussion followed. All ayes; motion carried.

- County Clerk: Kerri Ison, Deputy Clerk/Election Specialist to attend SVRS training (Oshkosh 3/10-12/15 or Mukwonago 3/3-5/15). Travel, hotel and meals. Discussion followed. Motion by Cushing/Mott to approve the travel request for the County Clerk's office as presented. All ayes; motion carried.

Consider and approve the County Risk Manager's recommendations concerning insurance requirements in various contracts:

- Social Services Inter-County agreement provided by State; guidelines and rules on how to process cases transferred between counties, especially for children. Waiver of insurance is recommended.
- Senior Center Craft Show agreement: Vendor agreement. Require corporations or LLCs to have \$1 million general liability, bodily injury and property damage. Waiver of insurance requested for sole providers.
- Subcontract for 2015 Tobacco Program: Inter-county agreement. Recommended that partners have statutory worker's compensation; comprehensive general liability and automobile coverage of \$1 million.
- Transient Non-community Water System Testing contract: Contract with UW Oshkosh. No insurance necessary.
- Northwoods LEAN program: Grant agreement with Board of Regents UW System School of Medicine and Public Health. Waiver of insurance requested.
- Vetraspec software agreement: Software for Veterans Service Office. Statutory worker's compensation; \$1 million comprehensive general liability, bodily injury, property damage, auto liability--combined single limit for each person of \$1 million and \$1 million per accident recommended.
- Waiver of Insurance Human Service Work Authorization: Work authorization contract for repairs and remodeling of Human Service building. Waiver of insurance requested.

Motion by Paszak/Cushing to approve the Risk Managers recommendations for the various contracts as discussed. Discussion followed. All ayes; motion carried.

Vouchers, reports, purchase orders and line item transfers:

County Clerk:

- Motion by Cushing/Mott to approve the County Clerk's vouchers and purchase orders as presented. All ayes; motion carried.
- Bartelt, Grube and Desmond have discussed municipal code updates and the cost of using Municipal Code services for these updates. It was decided to do the code updates in house and no longer use Municipal Code's services. This should save the County approximately \$2,000 annually. Corporation Counsel will do the updates and then be placed on the Oneida County website.

Treasurer:

- Motion by Cushing/Mott to approve the Treasurer's vouchers as presented. All ayes; motion carried.
- Committee reviewed statements of cash for the periods ending 12/31/14 and 1/31/15.
- Motion by Cushing/Paszak to approve the Treasurer's line item transfers as presented. All ayes; motion carried.
- Ostermann reported Associated Bank has requested a letter assigning signatories for the Section 125 account. Ostermann had provided a copy of the Statutes which

indicates who is allowed to do so, however the bank is requesting something in writing. Discussion followed. Motion by Jensen/Paszak that the Treasurer, County Clerk and County Board Chair be assigned as signatories on the account as requested and that a letter be drafted and signed by the County Board Chair. All ayes; motion carried.

Finance:

- Motion by Cushing/Jensen to approve blanket purchase orders and vouchers for the Finance Department as presented. All ayes; motion carried.
- Motion by Cushing/Jensen to approve the general investment summary for the period ending 12/31/14. All ayes; motion carried.
- Motion by Mott/Cushing to approve the line item transfers as submitted for the Finance Department, Sheriff's Department, Planning and Zoning, ITS, Department on Aging, ADRC and Social Services. All ayes; motion carried.
- Sorenson requested the long-range plan be placed on the March agenda.

ITS:

- Motion by Cushing/Paszak to approve the ITS vouchers as presented. All ayes; motion carried.
- Motion by Cushing/Mott to approve the ITS line item transfer(s) as presented. All ayes; motion carried.

Forensic Computer Lab agreement with Vilas County: Tabled.

Public comments:

- Jensen reported the Legislative Review meeting held in Madison was very good.
- Paszak will be out of town 3/7-25/15. Discussion was held regarding meeting dates.

Items for future agenda(s):

- The next Administration Committee meeting was scheduled for 3/11/15 at 1:00 p.m.
- Items for next agenda include public information requests, meeting with Corporation Counsel, telephone invoice analysis.

Adjournment: Motion by Cushing/Jensen to adjourn at 12:16 p.m. All ayes; motion carried.

Respectfully submitted,

Kerri Ison,

David Hintz, Chair