

**Administration Committee**  
**March 7, 2016**  
**Minutes**

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

**Others present:** Tom Wiensch (Assistant Corporation Counsel), Mary Bartelt (County Clerk), Kris Ostermann (Treasurer), Margie Sorenson (Finance), Roger Luce (OCEDC), Jack Flint (ITS) and Kerri Ison (recording secretary).

**Call to order and Chairperson's announcements:**

- Chairman David Hintz called the meeting to order at 9:33 a.m. in Committee Room #2, 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.
- Cushing will not be in attendance.

**Approve agenda:**

- Motion by Mott/Paszak to approve today's amended agenda with the order of items at the Chairperson's discretion. Sorenson noted the agenda needs to be amended item #9 (date of loan should be 12/2/2002 as it is the date of the original loan).
- Motion by Jensen/Hintz to amend Item #9 noting the date of the original loan is 12/2/2002. All ayes; motion carried.
- Motion by Paszak/Jensen to approve the three-time amended agenda. All ayes, motion carried.

**Approve minutes:** Motion by Jensen/Paszak to approve the minutes of 2/8/16 and 2/15/16 as presented. All ayes; motion carried.

**Out-of-state \ out-of-county travel:** None.

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

- K&M Amusements: contract for Fair midway. Recommendations: worker's compensation coverage A – statutory coverage; coverage B employer's liability limits; \$100,000 bodily injury/accident; \$100,000 disease each employee minimum; \$500,000 policy limits. Comprehensive general liability: \$1 million aggregate; \$1 million products/completed operations; \$1 million person/advertising injury; \$1 million medical expense and \$1 million auto liability.
- Center for Internet Security Multi-State agreement: Internet security for ITS. Recommendations: \$5 million bodily injury; \$5 million property damage and \$5 million errors/omissions.

- PERMAR: installation of alarms for sump pump and vaccine storage at the Health Department. Recommendations: \$1 million bodily injury and \$1million property damage under general liability.
- CORE Inc.: bridge inspections contract. Recommendations: \$1 million general liability; \$1 million auto liability; worker's compensation \$100,000/\$100,000/\$300,000; and \$1 million errors/omissions.

Motion by Mott/Pasazk to approve the County's Risk Manager's recommendations. All ayes; motion carried.

**Vouchers, reports, purchase orders, line item transfers and updates:**

County Clerk:

- Bartlet thanked the County Board for their support following the death of her son.
- Motion by Mott/Jensen to approve the County Clerk's vouchers. All ayes; motion carried.
- Bartelt reviewed line item transfers for the insurance, County Clerk and election budgets. Discussion followed. Motion by Jensen/Paszak to approve the line item transfers as presented. All ayes; motion carried.
- Monies and securities endorsement: coverage is still listed under the property fund. WCMI suggested moving the endorsement over to the crime policy at an additional charge of \$403. Bartelt found that coverage was quoted and paid for at the beginning of the year. Bartelt felt since we currently have coverage for 2016 to not make any changes at this time. Discussion followed regarding outside coverage. It was suggested Bartelt speak with the County's Risk Manager Paul Wiese regarding the issue.

**Application to the Board of Commissioners of Public Lands for loan to refinance Human Service Center loan dated 12/2/2002:** Bartelt indicated interest on the BCPL loan, discussed in January, has decreased from 3% to 2.5%. If the County resubmits the application an additional savings of \$3,000 can be realized. Motion by Paszak/Mott to approve the revised loan application to the BCPL for the Human Service Center loan and the resolution and forward to County Board for their consideration. All ayes; motion carried.

Treasurer:

- Motion by Mott/Jensen to approve the line item transfers as presented. All ayes; motion carried.
- Motion Jensen/Paszak to accept the statement of cash reports. All ayes; motion carried.

ITS:

- Motion by Jensen/Paszak to approve the line item transfers for ITS. All ayes; motion carried.
- Motion by Hintz/Jensen to approve the ITS vouchers as presented. Discussion followed. All ayes; motion carried.

**Oneida County, Wisconsin Revolving Loan Fund Manual updates:** Committee received copy of updated manual with marked changes. Luce reviewed the changes made by the state/federal government in detail and noted that County Board will need to approve the amendments.

Motion Jensen/Mott that the resolution regarding the Wisconsin Revolving loan fund manual updates be brought forth for approval by County Board. Discussion followed. All ayes; motion carried.

It is hoped OCDEC will be able to establish/administer the NE WI Development fund, a revolving loan fund which will have fewer restrictions.

Finance:

- Motion by Jensen/Paszak to approve the Finance vouchers/bills as presented. All ayes; motion carried.
- Motion by Jensen/Hintz to approve the line item transfers for ITS, Branch II Circuit Court and Medical Examiner. All ayes; motion carried.

**Affordable Care Act update:** Sorenson provided updates to the ACA regarding "penalties". Discussion followed regarding the employer shared responsibility payments and formulas for calculating penalties. Sorenson provided a spreadsheet for 2015 and 2016 listing employee counts and potential penalties. In order to avoid penalties in the future, part-time/LTE employees must be limited to 29.75 hours per week to not be included in the full-time count. LRES issued a policy 2/24/16 regarding the reduction in hours. Lengthy discussion followed. Sorenson also discussed tax forms issued by Group Health Trust which were incorrect. Committee thanked Sorenson for her work on this issue.

**Closed session:** Motion by Paszak/Mott to enter into closed session pursuant to Wisconsin Statutes, Section 19.85(1)(d), considering strategy for crime detection or prevention. (Topics: (a) ITS Security (b) approve closed session minutes of 1/11/16). Roll call vote: Jensen-aye; Paszak-aye, Mott-aye and Hintz-aye. Flint, Sorenson and Ison remained.

Motion by Jensen/Mott to return to open session. Roll call vote: Jensen-aye; Paszak-aye, Mott-aye and Hintz-aye.

Chairman Hintz announced that in closed session a motion was seconded and passed to implement a county password policy. Also received an update on network security and potential improvements.

**Update on Efficiency Team:** Jensen reported the previous study was emailed to Quality Management (UW Office of Quality Improvement). They will review and provide feedback.

**Safety Program update:** Hintz noted the performance review package is being amended to include safety issues. Oneida County's performance has improved but continues to deserve significant attention. Hintz suggested a written policy be updated or written regarding safety equipment required for specific positions. Sorenson noted that in 2014 Oneida County paid a premium of \$180,000 for worker's compensation-- in 2016, the county budgeted \$356,000 for this coverage.

**Recreational Trail Subcommittee update:** Jensen noted the issue will be discussed at the next Forestry Committee meeting scheduled for 3/15/16. He will report back at the next meeting.

**Long-range plan template update:** Nothing at this time.

**County administrative governance model:** Nothing at this time.

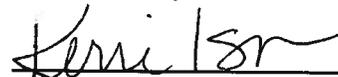
**Public comment:** None.

**Items to be included on next agenda:**

- 3/29/16 at 1:00 p.m. (investment company presentations-closed session)
- 4/11/16 at 9:30 a.m. (regular meeting)

**Adjournment:** Motion by Mott/Jensen to adjourn at 12:08 p.m. All ayes; motion carried.

Respectfully submitted,



Kerri Ison, Recording Secretary



David Hintz, Chair