

**Administration Committee
May 9, 2016
Minutes**

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

Others present: Dianne Jacobson (Department on Aging), Mary Bartelt (County Clerk), Brenda Behrie (Clerk of Courts), Jack Flint (ITS), Margie Sorenson (Finance Director), Daleth Mountjoy (media) and Kerri Ison (recording secretary).

Call to order: Chairman David Hintz called the meeting to order at 9:30 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.

Approve agenda: Motion by Cushing/Mott to approve the amended agenda with the order of items at the discretion of the Chair. All ayes; motion carried.

Approve minutes: Motion by Jensen/Cushing to approve the minutes of 4/11/16 and 4/19/16 as presented. All ayes; motion carried.

Election of Vice Chair: Mott nominated Cushing; second by Fried. Motion by Jensen/Hintz to close nominations and an unanimous ballot be cast for Ted Cushing. All ayes; motion carried.

Out-of-county / state travel: None.

Contract review policy: Desmond provided a draft policy regarding contract review which provides additional information from department heads be submitted to the Corporation Counsel's office with a contract. It would aid his office in reducing additional phone calls/emails and make the process smoother. Discussion was held at the department meeting regarding this policy and contract timelines. The policy includes all contracts. Discussion followed. Fried is concerned that department heads did not get a chance to communicate with Desmond regarding the policy and noted his questions. He noted his concern with efficiency of the process. Discussion continued. The Administration Committee directed Corporation Counsel to provide a copy of the policy to all department heads requesting comments/concerns regarding the policy be sent to Desmond prior to the next meeting. Discussion continued.

Risk Assessor policy: Desmond noted the current policy is that all contracts be sent to the Risk Assessor for recommendations and then brought to the Administration Committee for approval. This was also discussed at a recent department head meeting. Desmond suggested that all contracts continue to be sent to the Risk Assessor and that only contracts with issues be brought to the Administration Committee for approval. He noted 95% of the time there aren't any issues. This new process would increase efficiency and reduce turn-around time. Discussion followed. Motion by Cushing/Hintz requesting Corporation Counsel review the Risk Assessor policy, make changes as discussed and bring back to the next meeting. All ayes; motion carried.

Cancellation of County Board meeting if agenda is insufficient to warrant a meeting: Desmond noted he needs to review state law, but believes it is an insertion of language into the ordinance. He will also check with other counties. Mott thought this could be a good option.

Discussion followed. Fried felt an educational presentation (Robert's Rules of Order, reimbursements, projects, etc.) on light meeting agendas would be an option as well. Desmond will report at a future meeting.

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

- Automatic Entrances of WI: contract to install restroom doors with automatic open/close at DOA. Recommendations: \$1 million general liability, \$1 million bodily injury/property damage and statutory worker's compensation coverage.
- Viterbo University internship contract: nursing student internship contract for the Health Department. Recommendation: both parties to carry malpractice insurance.
- Motion by Jensen/Cushing to approve the County Risk Manager's recommendations concerning insurance requirements for Automatic Entrances of WI and Viterbo University internship contract. Fried voiced concern regarding additional costs to the County. Desmond did not believe there is an issue. Discussion followed. All ayes; motion carried.

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

County Clerk:

- Bartelt noted she has scheduled a meeting with LRES Director to discuss County Clerk office staffing and transition issues. She will report at a future meeting.
- Motion by Cushing/Jensen to approve the Clerk's vouchers and purchase orders as presented. All ayes; motion carried.

Treasurer:

- None.

ITS:

- Motion by Cushing/Mott to approve ITS bills, purchase orders and vouchers as presented. Discussion followed. All ayes; motion carried.
- DOA upgrade to 2010: Flint provided estimate to upgrade all computers at the Department on Aging to Windows 7 and Office 2010. He also provided an option to upgrade to Office 2016. Several Windows 7 machines were downgraded to Windows XP to keep users consistent. Lengthy discussion followed regarding need, cost, efficiency and leasing versus purchasing. Flint recommended Option 1. Motion by Cushing/Mott to approve Option 1 for the Department of Aging. Lengthy discussion followed. XP is no longer supported, does not get security updates, has vulnerabilities, and it is getting harder to run programs on it; however, there are 100 XP users in the County. The ITS budget will only absorb the \$840 expense. Lengthy discussion continued. Cushing withdrew the motion. It was the consensus of the Committee to table item to a future meeting.
- WiFi Access for the Courthouse: Behrle indicated the Supreme Court has mandated that E-filing to be implemented on 7/1/16. The Clerk of Courts office has been scanning files since 2006 and went paperless in January. Oneida County has been slated to roll out e-filing during the 4th quarter of 2016. WiFi must be provided so that documents can be accessed online. Flint provided cost estimates for wireless service for specific areas of the courthouse. A survey/design plan expense is \$1,920. Installation cost is not included but may possibly be done by Buildings and Grounds staff. Lengthy discussion followed regarding installation, efficiencies and cost. Motion by Jensen/Cushing to approve the survey by ITS for the wireless within the building, with funds coming from

the contingency fund in the amount of \$1,920 and for Building and Grounds to look at the potential to install the wiring. All ayes;

- **Aladatec employee scheduling software for Sheriff's Department:** The Sheriff's Department currently has an old employee scheduling system which runs on an individual PC with limited capabilities. The Sheriff's Department has found a replacement program which is entirely in the Cloud. No servers or software will be located here as it is all browser based. Cost is \$4,300 per year. It is not in the ITS budget. Discussion followed. Committee felt it is up to the Sheriff's Department to justify the need and where the funds will come from.
- Flint needs to update the signature card for the safety deposit box which is used for disaster recovery at RIPCO. The box is only accessible during banking hours. Hintz referred Flint to the Treasurer's office as they typically handle the signature cards.

Finance:

- Motion by Cushing/Jensen to approve the Finance Department bills as presented. All ayes; motion carried.
- Motion by Cushing/Mott to approve the line item transfer for \$19,427 (UWEX) as presented. Discussion was held regarding contingency funds uses and balance. All ayes; motion carried.
- **General Investment report:** Motion by Jensen/Cushing to accept the general investment summary dated 3/31/2016. All ayes; motion carried.
- **April sales tax update:** Sorenson noted the state has notified Oneida County that the April 2016 county sales tax distribution included a one-time increase of \$170,019.11 due to amended taxpayer sales tax returns.
- **Cash flow changes:** Sorenson noted the State of Wisconsin has sent a letter that they will no longer be advancing state aid payments (i.e. Social Services and Public Health). Currently the County receives 1/12th of the annual contract on the 5th of each month. It could now take two months to receive reimbursements. Currently the cash flow is down \$1.2 million.

Finance Director vacancy review: Sorenson requested this item be tabled until the next meeting. Discussion followed.

Application to Board of Commissioners of Public Lands: Sorenson spoke with Desmond regarding the agreement. He was unable to find the old agreement and will work on a new agreement.

Investment Advisor proposal evaluations: Item will be discussed at a meeting scheduled for 5/23/16. Sorenson provided a handout (closed session document) for Committee review.

Efficiency Team update: Jensen noted two meetings have been held. The Team will meet again on 5/10/16. Discussion followed.

Cushing excused at 11:38 a.m.

Safety Program update: Tabled to next meeting.

Recreational Trail Subcommittee update: Mott will attend an Ad Hoc Committee meeting in Vilas County on 5/20/16. Discussion followed regarding loggers using an ATV trail to remove wood need to restore trail when finished and other safety concerns.

Public comment/communications: None.

Items for next agenda:

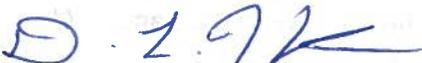
- Risk Assessor policy, contract review policy, municipal property appraisals, Safety Program, Recreational Trail Subcommittee update, Efficiency Team update.
- Next meeting dates: 5/23/16 (investment proposals); 6/13/16 (regular meeting).

Adjournment: Motion by Jensen/Mott to adjourn at 11:43 a.m. All ayes, motion carried.

Respectfully submitted,

Kerri Ison

Kerri Ison, Recording Secretary



David Hintz, Chair