

FINANCE & INSURANCE COMMITTEE MEETING
Monday, January 14, 2008

Members Present:

Acting Chairman, Franklin Greb, Supervisors, John R Young, John Hoffman and Ted Cushing. Excused, Chairman Andrew Smith.

Others Present:

Robert Bruso, County Clerk
Tom Wiensch, Asst. Corporation Counsel
Lynn Grube, ITS Director
Melodie Gauthier, Committee Secretary

Margie Sorenson, Finance
Paul Spencer, Director Social Services
Peter Wolk, County Board Supervisor

1. Call to Order

Acting Chairman Greb called the meeting to order at 9:03 a.m. in Committee Room #2 of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law.

2. Approve Amended Agenda

MOTION: (Ted Cushing/John Hoffman) to approve the January 14, 2008 amended agenda. All "aye" on voice vote. Motion carries.

3. Approve Minutes of the Previous meeting (s)

MOTION: (John Hoffman/Ted Cushing) to approve the minutes of the December 10, 2007 committee meeting (s). All "aye" on voice vote. Motion carries.

4. Review and Establish Liability Insurance Limits for 2008.

Tom Wiensch explained to the committee that per Paul Wiese from Wiese Risk Management, the word "comprehensive" should be added to "general liability limits" to read "comprehensive general liability limits" on all Insurance requirements. There are no other changes for 2008 on the insurance requirements.

MOTION: (John Hoffman/Ted Cushing) to add the word "Comprehensive" to "general liability limits" to all insurance contracts. All "aye" on voice vote. Motion carries.

5. Corporation Counsel Hiring of Outside Counsel for Termination of Parental Rights Cases.

Paul Spencer is requesting that the Committee approve outside legal counsel for (TPR) Termination of Parental Rights. Mr. Spencer stated that at this time Social Services pays out approximately \$2,600.00 a month in care payments. Outside legal counsel is approximately \$95.00 an hour for their legal services. Mr. Spencer also explained that if the state would approve a plan he would be able to receive 40% reimbursement for the amount that is spent for this legal counsel.

Mr. Spencer stated that he will need assistance from an outside legal counsel until such time as the Corporation Counsel's office is fully staffed and is able to assist with these cases.

MOTION: (John Hoffman/Ted Cushing) to approve hiring for outside legal counsel for TPR case. Funding to come from Corporation Counsel Budget. All "aye" on voice vote. Motion carries.

6. Board of Adjustment Request for Outside Legal Counsel

The Board of Adjustment is requesting outside legal counsel for an appeal that concerns a decision on November 28, 2007 by the Oneida County Planning and Zoning Committee to deny an application.

MOTION: (Ted Cushing/Frank Greb) to approve the Board of Adjustments request for outside legal Counsel. Three “aye” on voice vote. One abstained – John Hoffman. Motion carries.

7. Vouchers, Reports and Purchase Orders**County Clerk**

Mr. Bruso presented bills and vouchers to the Committee for approval.

MOTION: (Ted Cushing/Frank Greb) to approve the County Clerk’s bills and vouchers as presented. All “aye” on voice vote. Motion carries.

Treasurer

Mr. Bruso presented bills and vouchers for the Treasurer to the Committee for their approval.

MOTION: (Ted Cushing/Frank Greb) to approve the Treasurer’s bills and vouchers as presented. All “aye” on voice vote. Motion carries.

Treasurer’s Monthly Reports for November and December 2007

Committee agreed to hold until the next meeting, January 28,2007.

Information Technology Services

Ms Grube presented bills and vouchers to the Committee for approval.

MOTION: (Ted Cushing/John Hoffman) to approve the ITS bills and vouchers as presented. All “aye” on voice vote. Motion carries.

a) Automated E-mailing archiving

Ms Grube is requesting approval by the Committee to archive ALL e-mail, incoming and outgoing for all employees of the county.

MOTION: (Frank Greb/Ted Cushing) to approve the e-mail archiving project with the intension of archiving all e-mail, in and out going. All “aye” on voice vote. Motion carries.

b) County Board Supervisor Resources

Ms Grube gave a presentation on the Oneida Web Mail system from the County Site to the Committee stating all County Board members will have their own County e-mail address. The Board’s members can choose to utilize their e-mail address and the County

Resource Room knowing their ingoing and outgoing e-mail will be archived for them or they can choose not to utilize the County System and save their County business to a paper file or an internet file themselves.

Ms. Grube advised that a system such as this needs to be implemented to protect individual supervisors and the County from possible Open Records Law violations.

MOTION: (Ted Cushing/ Jack Young) to offer a county e-mail address to all County Board Supervisors and they can choose to utilize the e-mail address or not use the e-mail address. It will be their choice. All “aye” on voice vote, Motion carries.

Finance

Ms Sorenson presented bill and vouchers to the Committee for approval.

MOTION: (Ted Cushing/Frank Greb) to approve Finance bills and vouchers as presented. All “aye” on voice vote. Motion carries.

a) 2007 – 2009 Audit Contract

Ms. Sorenson sent out the RFP (Request for Proposal) for the 2007-2009 Audit Contract to 5 firms. Only 1 firm has responded and Ms. Sorenson is requesting that the Committee approve The Schenk and Associates proposal.

MOTION: (John Hoffman/Ted Cushing) to accept Schenk and Associate’s proposal and send the contract to Corporation Counsel for review and approval. All “aye” on voice vote. Motion carries.

b) Authorize 2008 Blanket Purchase Orders

Ms. Sorenson is requesting the Committee to sign the blanket purchase order forms for the standard bills and she will sign the blanket purchase orders when they are actually paid so there would be an original signature on every bill.

MOTION: (John Hoffman/Ted Cushing) to approve the Committee’s authorization on the 2008 Blanket Purchase Orders. All “aye” on voice vote. Motion carries.

c) Telephone Company Contracts

Ms. Sorenson explained that Todd Heath is interested in auditing the current telephone billings to insure accuracy. Mr. Heath’s last analysis of the telephone billing was in 2005. Ms. Sorenson stated that Mr. Heath said he had found significant market changes that affect the County’s 8 telephone lines billed by Verizon.

Ms. Sorenson is requesting the Committee sign the “letter of agency” contract for 2008 and forward to Corporation Counsel.

MOTION: (John Hoffman/Ted Cushing) to approve the signing of the Contract with Todd Heath and forward to Corporation Counsel for review and approval. All “aye” on voice vote. Motion carries.

8. Review Resolutions to be presented to the County Board January 15, 2008

Resolution #1-2008/Rezone Petition #15-2007 offered by Supervisors of the Planning & Zoning Committee regarding amending the Master Zoning District Document and the Oneida County Official Zoning District Boundary Map – Town of Minocqua.

No Fiscal Impact

Resolution #2-2008/Rezone Petition #20-2007 offered by Supervisors of the Planning & Zoning Committee regarding amending the Master Zoning District Document and the Oneida County Official Zoning District Boundary Map – Town of Nokomis.

No Fiscal Impact

Late Resolution #3-2008 offered by the Labor Relations and Employee Services Committee regarding Deputy Association contract agreement for year 2008
Fiscal Impact

MOTION: (Ted Cushing/John Hoffman) to approve the Fiscal Impact on the Late #3-2008 Resolution and to forward to County Board for approval without recommendation. All “aye” on voice vote. Motion carries.

9. Line Item Transfers

(2007 Line Item Transfers)

MOTION: (John Hoffman/Ted Cushing) to approve the 2007 Line Item Transfers for ITS, Sheriff’s Department, Forestry, Social Services, Health, and Emergency Management. All “aye” on voice vote. Motion carries.

(2008 Line Item Transfer)

MOTION: (John Hoffman/John Young) to approve the 2008 Line Item Transfer for Risk Management. All “aye” on voice vote. Motion carries.

10. Resolution for Line Item Transfers -none

11. ITS – Technology Plan - none

12. Strategic Planning Status Report - none

13. Public Comment - none

14. Items for Future Agendas

2007 continuing appropriations request from outside departments

Fair Board update and equipment update

15. Adjournment

MOTION: (Ted Cushing/John Young) to adjourn the meeting at 10:34 a.m. All “aye” on voice vote. Motion carries.

Andrew Smith, Chairman

Melodie Gauthier, Committee Secretary