

**Administration Committee
December 14, 2015
Minutes**

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

Others present: Brian Desmond (Corporation Counsel), Mary Bartelt (County Clerk), Kris Ostermann (Treasurer), Jack Flint and Lynn Grube (ITS) 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 Mott/Cushing 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 11/9/15 as drafted. All ayes; motion carried.

Out-of-state/out-of county travel requests: None.

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

- Health Department Certive software agreement: Risk Manager recommends a waiver of insurance requirements.
- Register of Deeds contract with Simplifile: Risk Manager recommends errors and omission insurance in the amount of \$1 million.
- Upper Iowa University Affiliation Agreement: Risk Manager recommends \$1 million per occurrence/\$3 million aggregate per year in general and professional liability insurance.
- Teamwork Software agreement: Risk Manager recommends a waiver of insurance requirements.

Motion by Cushing/Mott to approve the County Risk Manager's recommendations concerning insurance requirements on the four items listed under agenda item #5 as presented by Corporation Counsel. All ayes; motion carried.

Vouchers, reports, purchase orders and line item transfers:

County Clerk:

- Postage meter quotes: Bartelt discussed quotes for a new postage meter. Discussion followed regarding the current machine (purchased in 2005) and the difficulty to get replacement parts when needed. Committee members were provided specs and cost comparisons for lease and/or purchase of a new machine to review prior to the meeting. Bartelt discussed pros/cons of both machines and reviews from other customers. Lengthy discussion followed. Motion by Paszak/Cushing to purchase the Pitney Bowes machine as presented (includes maintenance agreement). Discussion followed regarding leasing versus purchasing and budgeting for maintenance costs. All ayes; motion carried.
- Bartelt reviewed bills which included some 2016 expenses. Motion by Cushing/Mott to approve the Clerk's bills as presented. All ayes; motion carried.

- Motion by Cushing/Jensen to approve the blanket purchase orders as presented. All ayes; motion carried.
- Long range plan: Bartelt reviewed the Clerk's 2016 long-range plan in detail. She discussed the need to get the door installed to access former Vets Service Office prior to elections. Lengthy discussion followed regarding the project. Mott requested a list of Buildings & Grounds priorities so that others know project priorities. Hintz will visit with Brunette/Fried regarding these issues. Motion by Cushing/Paszak to accept the long-range plan submitted by the Clerk's office. All ayes; motion carried.

Loan application to Board of Commissioners of Public Lands (BCPL) to refinance Human Service Center loan: Bartelt discussed the loan application to the BCPL for the Human Service Center loan as prepared by Sorenson (Finance Director). If the current loan is refinanced with the State Trust Fund there will be savings of \$18,000 over the course of the five-year (3%) loan. Motion by Cushing/Jensen to approve the refinancing of the Human Service Center loan with the Board of Commissioners of Public Lands as presented. All ayes; motion carried.

Treasurer:

- Motion by Jensen/Hintz to accept the statement of cash as presented. All ayes; motion carried.
- Ostermann reviewed vouchers in detail. Motion by Jensen/Paszak to approve the Treasurer's vouchers/bills as presented. All ayes; motion carried.

ITS:

- Roundtable introductions were held with new ITS Director Jack Flint.
- Flint reviewed vouchers/bills in detail. Motion by Cushing/Hintz to approve the ITS bills as submitted. All ayes; motion carried.
- Motion by Jensen/Paszak to approve the line item transfers as presented. All ayes; motion carried.
- Long-range goals: Flint and Grube reviewed the long-range goals together, noting priorities may change as the planning process progresses. Grube noted the goals listed are the 2016 capital improvement projects put into a timeline. Motion by Cushing/Paszak to accept the long-range departmental plan for ITS for 2016 as submitted. Discussion followed. All ayes; motion carried.
- Write off old accounts receivable: A list of unpaid invoices dated prior to 5/2012 was presented for write-off approval. Discussion followed. Motion by Cushing/Hintz to approve writing off all of the accounts listed above the red line totaling \$240. Discussion followed regarding the collection process. All ayes; motion carried.
- Outside employment request: Flint submitted an outside employment request to be an instructor at Nicolet College. Motion by Mott/Paszak to approve the outside employment request as presented. All ayes; motion carried. Discussion followed.

Finance:

- Motion by Cushing/Hintz to approve the blanket purchase orders as presented. All ayes; motion carried.
- Motion by Paszak/Jensen to approve the bills for the Finance Department as presented. All ayes; motion carried.

Discuss per diem for multiple meetings on County Board days: Hintz indicated the current policy is that if a committee meets same day as County Board, per diem cannot be collected for the second meeting on that day. Cushing noted, per Corporation Counsel, any increase to county board supervisor

pay must be done at the Annual Budget meeting and then it does not go into effect until the next county board supervisor elections (2018). Lengthy discussion followed.

Re-establish Efficiency Team: Hintz noted the Efficiency Team was established approximately five years ago to gather information to rank departments/programs and develop an efficiency plan. Hintz felt the data needs to be updated. Discussion followed. Motion by Hintz/Paszak to re-establish the Efficiency Team. Discussion followed regarding the make-up of the committee. Jensen volunteered to serve on the Team. Hintz will speak with Romportl to spearhead the project. All ayes; motion carried.

Discussion on how to investigate employee suggestions regarding increased efficiency related to the budget / Discussion regarding a method to allow employees to suggest ways to improve the way the County does its business at any time (not just at budget time) / Safety Committee/Safety Program: Discussion followed regarding employee suggestions and how they get processed. Mott would like the Administration Committee to review the budget survey results for value, categorize suggestions, reference by page, and break them into groups (monetary, procedural, efficiencies) to decide how they can be implemented. Discussion followed. Mott agreed to take the lead on this project.

Cushing suggested a suggestion box (can be electronic) be created for ideas anytime throughout the year. Jensen suggested that employees be able to take ideas to their department heads, committees, etc. Discussion followed.

Jensen suggested holding a “working” meeting in addition to the regular monthly meeting in consideration of time. Hintz felt a list of projects/efforts should be developed (Efficiency Team, Employee Suggestions, Safety Program) and assigned to appropriate departments/committees to be worked through and implemented. Lengthy discussion followed.

Public comment:

- Mott attended the Governor’s Northern Economic Summit and discussed low interest loan opportunities for small businesses with a representative of the Department of Administration and a representative of the Broadband Grant program. He also participated in a presentation regarding demographics with job opportunities and ability to fill those positions, apprentice programs, etc.

Items to be included on next agenda:

- List of special projects.
- The next meeting was scheduled for 01/11/16 @ 9:30 a.m.

Adjournment: Motion by Paszak/Hintz to adjourn at 11:13 a.m. All ayes; motion carried.

Respectfully submitted,

Kerri Ison, Recording Secretary

David Hintz, Chair

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