

MINUTES
(THURSDAY) AUGUST 17, 2023 – 9:00 AM
ADMINISTRATION COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS
301 WASHINGTON STREET, COURTHOUSE BUILDING “A” ROOM #3041
OCONTO WI 54153
www.co.oconto.wi.us
(Draft minutes, not approved by Committee)

COMMITTEE PRESENT: Al Sleeter, Dennis Kroll, Gary Frank, John Matravers, Char Meier & Theresa Willems

COMMITTEE ABSENT:

OTHERS PRESENT: Erik Pritzl, County Administrator; Sharon Aubry, Administrative Assistant III; Shelly Schultz, Human Resources Director; Lisa Sherman, Finance Director; Ron Christensen, Veterans Service Officer; Beth Ellingson, Corporation Counsel; Jayme Sellen, OCEDC; Carol Kopp, Jail Administrator, Leah Lasecki, CliftonLarsonAllen; Brandon Hytinen, Highway Commissioner; Joel Lavarda; David Behrend; Pat Virtues, Planning & Zoning Administrator; Kim Pytleski, County Clerk;

1. Call to Order

Chair Sleeter called the meeting to order at 9:00 am.

2. Approval of Agenda

2.1. Change of Sequence - None

2.2. Removal of Items – None

Motion by Frank/Meier approve the agenda as corrected. The motion was voted on and carried.

3. Approval of Minutes of Previous Meeting

Pritzl asks for clarification on whether item 9.5 was intended to read the same as item 9.4 in regards to the end date of the premium pay. Minutes were corrected on 9.5 from beginning next pay period until further action by the Administrative Committee to: beginning next pay period until further action by the Administrative Committee or 12/31/23 whichever comes first. Motion by Matravers/Meier approve the July 13, 2023 minutes as corrected. The motion was voted on and carried.

4. Communications – Pritzl provided a handout and read the communication from Ehlers. Ehlers was invited to present last month but did not appear at the meeting. Discussion followed. Informational only.

5. 2022 Presentation of the Annual Audit – CliftonLarsonAllen LLP, Leah Lasecki

Sherman introduced Lasecki. Lasecki thanked the County for their continued support in completing the audit. Lasecki reviewed the audit with the Committee. Informational only, no formal action.

6. Veterans Service

6.1. Monthly Activation Report

Christensen reviewed the activity report with the Committee. Informational only, no formal action taken

7. Treasurer

7.1. Treasurers Report

Pritzl reviewed the reports with the Committee in Peterson’s absence. Discussion followed. Informational only, no formal action taken

7.2. Discussion and Possible Action on Treasurers Office Staffing

Lavarda requesting to speak regarding concerns on current staffing of employees in the Treasurer’s Office. Requesting a discussion on what happens if Tanya wants to take time off. Staffing of department was reviewed. Discussion of coverage of small departments is a challenge. Limited options with training required and matching job duties with position. Request for additional staff time to be reviewed during 2024 budget.

7.3 Resolution Authorizing Entry into an Intergovernmental Cooperation Agreement Relating to the “Wisconsin Investment Series Cooperative” and Authorizing Participation in the Investment Programs of the Fund.

Pritzl reviewed the reason for the resolution. Resolution is for participation only and does not commit funds. Motion by Frank/Meier to forward to the County Board for approval the Resolution Authorizing Entry into an Intergovernmental Cooperation Agreement Relating to the “Wisconsin Investment Series Cooperative” and Authorizing Participation in the Investment Programs of the Fund. The motion was voted on and carried.

8. O2023-08-XX Revisions to Sec. 5. 107, Oconto County Code – Records Retention

Pytleski reviewed the resolution and summarized it for the Committee. Motion by Meier/Matravers to forward to the County Board for approval the Revision to Sec. 5. 107, Oconto County Code – Records Retention and to this item placed on the consent agenda. The motion was voted on and carried.

9. Human Resources Director

9.1. Monthly Employee Update Report – July 2023

Schultz reviewed the report with the Committee. Discussion followed. Informational only, no formal action taken.

9.2. Monthly CPI-U Report

Schultz reviewed the report with the Committee. Discussion followed. Informational only, no formal action taken.

9.3. Re-Approval of Updated 2024 Part-Time Wage Scale

Schultz reports that this Committee approved the 2024 Part Time Wage Scale at the last meeting, but there was a second page that was inadvertently omitted. Schultz provided a handout of the missing second page and asks that the Committee re-approve. Motion by Kroll/Meier to forward to County Board for approval a resolution on the 2024 Part Time Wage Scale to be included on the consent agenda. The motion was voted on and carried.

Chair called a break at 10:42 and reconvened at 10:51

10. Finance Director

10.1. 2023 County Sales Tax Report

Sherman reviewed the report with the Committee. Informational only, no formal action taken.

10.2. Bank Reconciliation Report

Sherman reviewed the pooled cash bank reconciliation and investment account report with the committee. Informational only, no formal action taken.

11. County Administrator

11.1. Review Insurance Claims Against the County, If Any.

Pritzl reports there has been couple of Work Comp claims but currently no lost time with new claims.

Discussions continue on safety equipment and review of any policy in place. Member of Jail staff was attacked by prisoner during transport. Staff member suffered bruises, but no lost time. Informational only, no formal action take

Kroll called out of meeting at 10:57 returned 10:59

11.2. Follow up on Discussion regarding Obligating ARPA Funds to Oconto County Economic Development Corporation

Pritzl provided a handout to the Committee. Sellen reviewed the handout with the Committee and stated she is proposing a revolving loan fund that OCEDC would administer. Discussion followed. Item will be brought back to Committee for approval in resolution form as well as program manual for review.

11.3. Resolution for Approval of ARPA Funding – County Highway Road Improvement Projects

Pritzl reviewed the resolution with the Committee. Discussion followed. Motion by Frank/Willems to forward the resolution for ARPA Funding – County Highway Improvement Projects to County Board for approval. The motion was voted on and carried.

11.4. Resolution on Establishment of an Oconto County Recreation Committee

Pritzl reviewed the resolution with the Committee. Motion by Matravers/Meier to forward the resolution on Establishment of an Oconto County Recreation Committee to the County Board for approval. The motion as voted on and carried.

11.5. Resolution for Approval of ARPA Funding for Oconto County Recreation Committee

Pritzl reviewed the resolution with the Committee. Discussion followed. Motion by Meier/Matravers to forward the resolution for Approval of ARPA Funding for Oconto County Recreation Committee to the County Board for approval. The motion was voted on and carried.

12. The Committee will convene into closed session, pursuant to Wis. Stats. Sec. 19.85(1)(g) to discuss pending County litigation.

Motion by Frank/Meier to convene into closed session at 11:43 a.m. The motion was voted on and carried.

13. The Committee will return to open session, pursuant to Wis. Stats. Sec. 1985(s) to conduct all legal business, if any.

Motion by Meier/Willems to return to open session at 12:20 p.m. The motion was voted on and carried.

14. Review Prior Months Vendor Payments and Audit Dog License Fund When Necessary

14.1. Report of Vendors Paid 7/1/2023 – 7/31/2023 – All Co. Depts. Except Human Services – Reviewed

14.2. Report of Vendors Paid 7/1/2023 – 7/31/2023 - Human Services - Reviewed

1.3. Report of Mo. Per Diem & Expense Reimbursement for Mo. Of July (Paid 08/25/2023) Reviewed

13. Announcements/General Information (No action to be taken)

- Child Support Department – Pritzl has been in negotiations with Brown County regarding collaboration on Child Support Director position. Program oversight and administration. Employees would still be County employees. Sending to County Board for consideration & approval.
- Working on budget with all departments

14. Next Meeting Date

Next meeting of the Administration Committee is scheduled for Thursday, September 14, 2023 at 9:00 am.

15. Adjournment

The meeting was adjourned by the Chair at 12:24 p.m.