

MINUTES
(THURSDAY) MARCH 16, 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 & Teri Willems (in at 9:20)

COMMITTEE ABSENT: Char Meier,

OTHERS PRESENT: Erik Pritzl, County Administrator; Sharon Aubry, Administrative Assistant III; Shelly Schultz, Human Resources Director; Ron Christensen, Veterans Service Officer; Beth Ellingson, Corporation Counsel; Jayme Sellen, OCEDC; Dave Behrend, County Supervisor; Kim Pytleski, County Clerk; Frank Calvert, Oconto Municipal Airport Scott Shackelford, Director of Health & Human Services; Tanya Peterson, Treasurer

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 Matravers/Kroll approve the agenda as presented. The motion was voted on and carried.

3. Approval of Minutes of Previous Meeting

Motion by Frank/Kroll approve the February 16, 2023 minutes as presented. The motion was voted on and carried.

4. Communications –

- Pytleski reviewed the subscription process for Supervisors to be notified of agendas/minutes updates

5. Airport Update

Calvert provided a handout and reviewed it with the Committee regarding the Airport budget as well as current and future projects. Discussion followed. Informational only, no formal action taken.

6. Veterans Service

6.1. Monthly Activation Report

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

6.2. Budget Adjustment – WDCVA Supplemental Grant

Christensen requesting a budget adjustment to have the WDCVA Supplemental Grant added into his budget as it wasn't received prior to the final budgets for 2023. Motion by Willems/Frank to make a budget adjustment in the amount of \$15,878.00.

7. Treasurer

7.1. Treasurer Report

Peterson reviewed the Treasurers report with the Committee. Discussion followed. Informational only, no formal action taken. A report was requested showing an ending balance at the end of each month for the past couple years for review. The Committee is requesting a recommendation from Peterson/Sherman/Pritzl on how to move forward in regards to possible investments of funds.

7.2. Open Sheriff's Credit Card Bank Account

Peterson reports that Sheriff's office is going to start taking credit card payments. An account needs to be established for processing of these payments. Account is for credit card use only. Discussion followed. Motion by Kroll/Matravers to authorize the Treasurer to open a bank account for the Sheriff Office credit card. The motion was voted on and carried

7.3. Treasurer 2022 Annual Report

Peterson reviewed the 2022 Treasurer annual report with the Committee. Discussion followed.

8. Human Resources Director

8.1. Monthly Employee Update Report – February 2023

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

8.2. Monthly CPI-U Report

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

8.3. Merit Pay

Schultz reports that there will be a lunch and learn at the end of the month for Department Heads to review those employees that are eligible for the merit pay in their department and how to work through the process. Pritzl demonstrated a spreadsheet that each Department Head will receive with their employees only. Discussion followed.

5 minute break declared by the Chair 10:38-10:46 am

8.4. Vehicle Use Policy

Schultz provided a handout and reviewed it with the Committee. Schultz requests the Committee review and get back to her with any suggestions/updates.

8.5. ADA Incentive Agreement

Schultz provided a handout and reviewed the draft of an incentive agreement in regards to the hiring of the new ADA. Discussion followed. This has been reviewed by the Public Safety Committee and they were supportive of the agreement. Motion by Matravers/Willems to forward to County Board to recommend for approval the incentive agreement for the ADA position as presented. The motion was voted on and carried

8.6. 2022 Annual Compensation and Fringe Benefit Report

Schultz reports that per County Board rules an annual compensation and fringe report will be provided every March. Schultz reviewed the report with the Committee. Discussion followed. Consensus is to present the report as is to the County Board per the rules. Further discussion will be at the Executive Committee regarding the County Board rule pertaining to this information.

9. Finance Director

9.1. Final 2022 County Sales Tax Report

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

9.2. 2023 County Sales Tax Report

Sherman reviewed the report with the Committee. Motion by Kroll/Willems to approve the Sales Tax carry over amounts as presented. The motion was voted on and carried.

9.3. Bank Reconciliation Report

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

9.4. 2022 EOY Financial Summary

Sherman reviewed the report with the Committee. Discussion followed. Following discussion Committee consensus is to not make transfer back to HHS.

9.5. 2022 Carryover Requests

Sherman reviewed the Department budget carryover report with the Committee. Motion by Frank/Matravers to approve the carryover requests as presented. The motion was voted on and carried.

9.6. Review/Approve Financial Management Policy Update

Sherman provided a handout with the edit comments noted and reviewed it with the Committee. Sherman also provided a handout on the Travel-Vehicle Transportation section and reviewed it with the Committee. Motion by Matravers/Frank to recommend to County Board for approval the updated Financial Management Policy as presented. The motion was voted and paid.

10. County Administrator

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

Pritzl reports there have been a couple workers comp claims since the last meeting and these claims did not result in lost time. Another claim filed notice to the County which is to be discussed in closed session. Several Highway Department claims, Plow struck vehicle during operations – Plow blade caught the side of the vehicle and Plow struck Highway shop doorway – The doorway claim is approximately \$160,000.00 – There has been one other claim, Plow truck caught on fire, estimates still being obtained. Informational only, no formal action taken.

10.2. Resolution Authorizing Oconto County to Enter Into the Settlement Agreements with Teva Pharmaceutical Industries, Ltd., Allergan Finance, LLC, Walgreen Co., Walmart, Inc., CVS Health Corporation and CVS Pharmacy, Inc., Agree to the Terms of the Addendum to the MOU Allocating Settlement Proceeds, and Authorize Entry Into the MOU with the Attorney General.

Pritzl reviewed the resolution and information that was provided with the agenda packet. Motion by Willems/Kroll to authorize Chair to sign the settlement agreements with Teva Pharmaceutical Industries, Ltd., Allergan Finance, LLC, Walgreen Co., Walmart, Inc., CVS Health Corporation and CVS Pharmacy, Inc., Agree to the Terms of the Addendum to the MOU Allocating Settlement Proceeds, and Authorize Entry into the MOU with the Attorney General as presented. The motion was voted on and carried.

10.3. Approval of Per Diem for Supervisor Attendance for Mission, Vision, Values Meetings

Pritzl reports there are several Supervisors that are all on the Mission, Vision, Values meetings and a discussion on Supervisors attending these non-standing committees and per diems is needed. Discussion followed. – Motion by Matravers/Willems to allow per diem for the Mission Vision, Values non standing committee attendance. The motion was voted on and carried.

10.4. Approval of Per Diem for Supervisor Attendance at OCEDC Breakfast Event

Pritzl reports there was a supervisor that attended the OCEDC Breakfast Event that questioned per diem for attending. Discussion followed. No action taken.

11. Review Prior Months Vendor Payments

11.1. Report of Vendors Paid 2/1/2023 – 2/28/2023– All Co. Depts. Except Human Services – Reviewed.

11.2. Report of Vendors Paid 2/1/2023 – 2/28/2023 Human Services – Reviewed.

11.3. Report of Mo. Per Diem & Expense Reimbursement for Mo. Of February (Paid 03/17/2023) – Reviewed.

12. Closed Session: The Committee may convene into closed session, pursuant to Wis. Stats. Sec. 19.85(1)(g) to confer with legal counsel regarding litigation in which the County is or is likely to become involved.

Motion by Matravers/Frank to enter into closed session at 12:55 p.m. The motion was voted on and carried, .

13. Open Session: The Committee shall return to open session, pursuant to Wis. Stats. Sec. 19.85(2) to conduct all legal business, if any.

Motion by Frank/Matravers to return to open session at 1:03 pm. The motion was voted on and carried. Motion by Willems/Matravers to accept and pay claim discussed during closed session. The motion was voted on and carried. Motion by Frank/Kroll to authorize Corporation Counsel to draft formal denial to claim discussed during closed session. The motion was voted on and carried.

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

None

15. Next Meeting Date

Next meeting of the Administration Committee is scheduled for Thursday, April 13 2023 at 9:00 am.

16. Adjournment

The meeting was adjourned by the Chair at 1:05 pm

Sharon Aubry, Recorder

Posted: 03/27/2023