

**MINUTES**  
**(THURSDAY) NOVEMBER 9, 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](http://www.co.oconto.wi.us)  
*(Draft minutes, not approved by Committee)*

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

COMMITTEE ABSENT:

OTHERS PRESENT: Erik Pritzl, County Administrator; Sharon Aubry, Administrative Assistant III; Director; Lisa Sherman, Finance Director; Beth Ellingson, Corporation Counsel; Jayme Sellen, OCEDC; Kurt Neiman, Suring Shop Foreman; Pat Scanlan, County Board Supervisor; Dave Behrend, County Board Supervisor

**1. Call to Order**

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

**2. Statement of County Mission and Vision**

Pritzl read the County Mission & Vision

**3. Approval of Agenda**

**3.1. Change of Sequence –**

Motion by Meier/Frank to move item 8.3 to follow item 6.1. The motion was voted on and carried.

**3.2. Removal of Items – None**

Motion by Meier/Kroll to approve the amended agenda as presented. The motion was voted on and carried.

**4. Approval of Minutes of Previous from October 12, 2023 Meeting**

Motion by Matravers/Willems to approve the minutes as corrected. The motion was voted on and carried.

**5. Communications – None**

**6. Veterans Service Office**

**6.1. Veterans Service Office Report**

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

**7. Treasurer**

**7.1. Treasurer Report – September**

Peterson reviewed the reports with the Committee. Discussion followed. Informational only, no formal action taken.

**8. Human Resources**

**8.1. Monthly Employee Update Report – October 2023**

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

**8.2. Month CPI-U Report**

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

**8.3. Review/Discussion of Sick Leave Pay-out Policy**

Pritzl reports there has been questions raised regarding sick leave pay out language in the employee handbook. Pritzl read the sick leave policy and the resolution that was passed at that time. Schultz provided handouts of the policy that has been in place and used as well as the resolution that was passed. Nieman addressed the Committee and disputes how this policy is being interpreted/applied. Scanlan addressed the Committee stating the last therefore of the resolution states in that year, but doesn't state going back each year and removing the across the board. The 2019 resolution states in that year and the 2020 resolution that was approving the updated policy information in the employee handbook stated in subsequent years. Ellingson's opinion is the adoption of the handbook resolution in 2020 would supersede the 2019 resolution. Discussion followed. Consensus is policy is being interpreted and applied correctly based on 2020 handbook language. This policy will be reviewed with handbook updates for 2024. No formal action taken.

**8.4. Review/Discussion Rough Draft of Employee Handbook**

- Schultz reports she is in the process of combining the employee handbook and the administrative handbook. Requesting clarification on premium pay language. Consensus of Committee is to include premium pay concept but not the exact dollar amount. Language should include what can be used to consider premium pay.
- Hiring incentive language to be included in the new handbook language.
- Personal leave of absence – Non FMLA policy looking for approval of 6 week wording. Consensus of the Committee to agree on the 6 week timeframe.
- Cell phone use policy reviewed and will be included.

- Vacation schedule – currently general employees, upon hire two weeks pro-rated based on hire date, after year of hire two weeks, during seventh year of employment-three weeks, during fifteenth year of employment four weeks, during twenty second year of employment five weeks, thirtieth year of employment and beyond six weeks. New language would read - general employees, upon hire two weeks pro-rated based on hire date, after year of hire two weeks, during fifth year of employment-three weeks, during tenth year of employment four weeks, during fifteenth year of employment five weeks, twentieth year of employment and beyond six weeks. Consensus of the Committee to agree to vacation pay schedule as presented.
- Regarding orientation/probationary period and right to grieve in the first 12 months, Schultz would like to – change it to 6 months. Discussion followed. Consensus of the Committee to agree to the orientation/probationary period language as presented.
- Contracted employees that are hired to County employment, are to be treated as a new employee and are not given benefits based on the contracted time. Discussion followed. Consensus of the Committee to agree to the language as presented.
- Retirement/Resignation gifts. Discussion followed. Consensus of the Committee is to remove the resignation portion of the wording and the small gift wording. Remove 2-5 years gifts completely. Schultz states she will get a final draft to the Committee for approval. Committee will review and may approve any changes via resolution approving the updated handbook language at a future meeting.

## **9. Finance**

### **9.1. 2023 County Sales tax**

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

### **9.2. Bank Reconciliation Report**

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

**Short recess called at 10:36 am to 10:40 am**

## **10. County Administrator**

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

Pritzl reports couple recent claims – highway vehicle backed up and hit a vehicle behind him. Squad vs deer accident. Work Comp Deputy serving a warrant and bit by dog on location. Still working on getting payment from County Mutual on Highway shop door.

### **10.2. Discussion and Update on Southern Office – Community Center**

Pritzl reports discussions regarding the Southern office. County not interested in purchase of building but may be interested in lease options. Pritzl reviewed floor plan draft with the Committee. Pritzl reviewed the background of the estimate of funding and remodel costs. These estimates failed at vote of Town electors. Currently the project is stopped. Discussion followed. Informational only, no formal action taken

## **11. Review Prior Months Vendor Payments and Audit Dog License Fund When Necessary**

**11.1.** Report of Vendors Paid 10/1/2023 – 10/31/2023 – All Co. Depts. Except Human Services – Reviewed

**11.2.** Report of Vendors Paid 10/1/2023 – 10/31/2023 - Human Services - Reviewed

**11.3.** Report of Mo. Per Diem & Expense Reimbursement for Mo. of October (Paid 11/17/2023) Reviewed

## **12. Announcements/General Information (No action to be taken) – None**

Pritzl - Sales tax funding – currently retain of 1.75% admin fee, proposal on the brewer bill is to change it to 0.75% fee.

## **13. Next Meeting Date**

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

## **14. Adjournment**

The meeting was adjourned by the Chair at 11:10 a.m.