

**Meeting Minutes of
Lincoln County Administrative and Legislative Committee
Monday, April 20, 2020 at 8:00 a.m.**

Via Teleconference

MEMBERS PRESENT (in person): Bob Lee, Robert Weaver, Calvin Callahan

MEMBERS PRESENT (via teleconference): Julie Allen, Hans Breitenmoser, Greta Rusch, Paul Gilk

MEMBERS ABSENT:

VISITORS (in person): Jason Hake, N.L.Bergstrom, Matt Bremer, Don Friske, Renee Krueger, Dan Leydet

VISITORS (via teleconference): September Murphy, Sam Venske, Elizabeth Peronto, Dean Bowe, Diana Petruzates, Marie Peterson, Pam Schotz, Nate Walrath, Ken Schneider, Becky Beyer, Sarah Koss, Rick Wolf, Kari Weiland, Amy Kohnhorst

1. Call meeting to order.

Meeting called to order at 8:00 AM by Chair Lee. Members were present by roll call; visitors (via teleconference) by self-report.

2. Budget Management During COVID-19 Pandemic

- a. Reduction in Staffing Options

Hake gave an overview of the current staffing situation. He stated there are equity issues with the current process of having some staff getting paid while at home and not working. Hake reviewed three options on how we could handle staffing reductions. 1) we could continue with what we are currently doing, which includes physical distancing as much as possible and having staff get paid to be at home due to a reduction in workload 2) we could layoff staff and allow staff to collect unemployment 3) have employees utilize leave balance (comp first and then sick or vacation) to supplement their down-time due to workload demands.

Breitenmoser/Callahan to have employees use leave time (comp time first then sick or vacation) during their down-time, with the ability to borrow up to 160 hours, and the requirement that employees repay any borrowed time as soon as possible. Department heads are also required to work the Administrative Coordinator on a work plan moving forward. Motion carried on a voice vote with no dissenters.

- b. Other Budget Management Concerns

Hake stated that he is concerned about a decrease in revenues. We received sales tax projections from WCA which show a projected decrease of \$185,000 – \$280,000 and the outside inmate housing in the jail is also projected to be down. Hake explained that maintaining current service levels will be difficult if we see this revenue shortfall. With the current levy limits we are already facing shortfalls and these additional revenue shortfalls will create budget challenges for 2021 and potentially years to come.

3. Other COVID-19 Concerns

Hake stated that he is working with Shelley Hersil, Health Department Director on a reopening plan for the future.

4. Set Next Meeting

The committee will meet via teleconference at 8 AM on Monday, May 4, 2020.

5. Adjourn

Callahan/Allen to adjourn. Motion carried on a voice vote without dissent.

Minutes prepared by Jason Hake, Administrative Coordinator