

**Meeting Minutes of  
Lincoln County Administrative and Legislative Committee  
Monday, May 18, 2020 at 8:00 a.m.**

**Via Teleconference**

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

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

**MEMBERS ABSENT:**

**VISITORS (in person):** Jason Hake, N.L. Bergstrom, Matt Bremer, Don Friske, David Smith, Diana Petruzates, Shelley Hersil, Chris Marlowe, Pat Voermans, Sarah Koss, Dora Gorski, Bill Bialecki

**VISITORS (via teleconference):** September Murphy, Elizabeth Peronto, Dean Bowe, Dan Leydet, Marie Peterson, Becky Beyer, Renee Krueger, Rick Wolf, Amy Kohnhorst, John Hanz, Ken Schneider, Kevin Koth, Galen Bayne-Allison, Art Lersch, Mike Huth, Tony Dallman

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. Approval of Minutes from Previous Meeting(s) – 3/4/20, 3/23/20, 4/6/20, 4/20/20, 5/4/20  
Allen/Rusch to approve minutes from previous meetings 3/4/20, 3/23/20, 4/6/20, 4/20/20, 5/4/20.  
Motion carried on a voice vote with no dissenters.

3. Budget Management During COVID-19

- a. Hiring Freeze
- b. Moratorium on Non-Essential Purchasing

Hake stated that both the hiring freeze and moratorium on non-essential purchasing are budget controls that will help absorb the loss in revenue and increase in expenditures (expected for 2020) related to COVID. These policies were initially meant to be temporary and will need County Board approval to continue.

Weaver/Breitenmoser to continue the hiring freeze and moratorium on non-essential purchasing with an end date of 12/31/20. Motion carried on a voice vote with no dissenters.

4. Personnel Policy Management During COVID-19

- a. Voluntary Temporary Telecommuting (Work from Home)

Hake stated that although the state safer-at-home orders have been overturned by the Supreme Court, it will take some time before things get back to normal. One way to offer flexibility to staff while we transition back to normal or what is the “new normal” is to extend this policy. The committee wants to review the policy in 60 days with reporting from Hake regarding utilization and accountability.

Rusch/Breitenmoser to continue the voluntary temporary telecommuting policy; direct the Administrative Coordinator to develop and implement accountability measures and to review the

continuation of the policy in 60 days. Motion carried on a voice vote with no dissenters.

b. Self-Assessment Health Check

Hake stated that the self-assessment health check is intended to give employees guidance when sick, when exposed to COVID-19 or when potentially exposed to someone who has tested positive to COVID-19. Hake proposes updating the proposed policy language under the heading **Have you tested positive for COVID-19?** to read “If yes you must follow your medical provider and public health requirement and cannot return to work until cleared by your medical provider and public health.”

Gilk/Weaver to approve the self-assessment health check policy with the proposed language change. Motion carried on a voice vote with no dissenters.

c. Workplace Prevention & Screening Guidance

Hake reviewed the draft policy and stated the intention of the policy was to ensure the county had appropriate preventive measures in place to protect the safety of our employees and the public. Hersil commented that the bullet point under “Personal Protective Equipment” regarding N95 respirators is no longer best practice and recommended that it be struck from the policy draft.

Allen/Rusch to approve the workplace prevention & screening guidance policy with the Hersil-recommended edit. Motion carried on a voice vote with no dissenters.

d. Reduction in Work Hours – Utilization of Leave Balances

Hake stated that the intention of this policy was to allow employees to supplement any decrease in work hours with available leave balances (plus the 160 hour ‘advance’ bank) in order continue receiving full pay and benefits. Hake mentioned that workloads within departments will not go back to 100% on day one and it might be wise to continue this policy.

Weaver/Allen to continue the reduction in work hours – utilization of leave balances policy and review its’ continuation on a monthly basis. Motion carried on a voice vote with no dissenters.

5. Reopen County Facilities

Hake mentioned that with no state safer-at-home orders, the county should look at a date to reopen facilities. Before county facilities reopen, we should ensure that preventative measures are put into place to protect the health and safety of employees. The plan is for plexiglass sneeze guards at public service counters; floor markings (where appropriate) to encourage physical distancing; hand sanitizer and disinfectant spray/wipes in each department and hand sanitizer at all building entrances; continued physical distancing for meetings; physical distancing of staff. The workplace prevention & screening guidance also recommends employees wear cloth face coverings when in public areas and/or when 6 feet of physical distance from others cannot be maintained and discontinue any common food or drink areas/activities.

Bergstrom gave a general overview of the Chief Justice’s recently released “Wisconsin Courts COVID-19 Task Force Report”. Per this report, before courthouse departments can reopen certain

criteria must be met. The report calls for each county's chief judge to convene a task force and create a reopening plan.

Weaver/Gilk to reopen county facilities (excluding Court House Departments) on Tuesday, May 26, if preventive measures are in place. If measures cannot be met by 5/26/20, the County Board chair has the authority to delay reopening until assured preventative measures are in place. Motion carried on a voice vote with no dissenters.

6. Renew Declaration of Emergency

Hake stated that the original emergency declaration signed by Chair Lee expires on May 19<sup>th</sup>. One advantage to extending the order would be to ensure the county receives any future COVID funding. If extended, the County Board Chair could sign the proclamation declaring a state of emergency which would be ratified by the County Board in June.

Weaver/Allen to authorize the County Board Chair to extend the Lincoln County Proclamation Declaring a State of Emergency. Roll Call Ayes: Weaver, Lee, Breitenmoser, Gilk, Allen, Rusch. Nays: Callahan. Motion carried 6-1.

7. Committee Meetings – Continuation of Teleconference Option

Hake stated that during the state safer-at-home orders, committees and the county board have been providing a teleconference option (for members and public). In order to continue providing this option, the county must have a current declaration declaring a state of emergency or would need to amend current county board rules (via ordinance change) to authorize attendance via teleconference.

Gilk/Rusch to authorize continuation of the meeting teleconference option authorized under the Lincoln County emergency declaration. Motion carried on a voice vote with no dissenters.

8. Other COVID-19 Concerns/Updates

Hake stated that he was contacted by the Governor's Office regarding the WCA request of allocating federal dollars to county government. The Governor's Office stated they are looking into how those funds can be allocated but local government is a top priority.

9. Set Next Meeting

Call of the Chair

10. Adjourn

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

Minutes prepared by Jason Hake, Administrative Coordinator