

**Meeting Minutes of
Lincoln County Administrative and Legislative Committee
Monday, June 3, 2020 at 8:00 a.m.**

Via Teleconference

MEMBERS PRESENT (in person): Kevin Koth, Greta Rusch, Julie Allen, Don Friske, Hans Breitenmoser, Paul Gilk

MEMBERS PRESENT (via teleconference):

MEMBERS EXCUSED: Robert Weaver

MEMBERS ABSENT:

VISITORS (in person): Jason Hake, N.L. Bergstrom, Matt Bremer, David Smith, Diana Petruzates, Chris Marlowe, Art Lersch, Calvin Callahan

VISITORS (via teleconference): September Murphy, Elizabeth Peronto, Dan Leydet, Marie Peterson, Becky Beyer, Rick Wolf, Mike Huth, Nathan Walrath, Shelley Hersil

1. Call meeting to order.

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

2. Election of Officers

a. Vice-Chairperson

Breitenmoser nominated Weaver. Allen/Breitenmoser to cast a unanimous ballot for Weaver as vice-chairperson. Motion carried on a voice vote with no dissenters.

b. Secretary

Breitenmoser nominated Allen. Koth/Rusch to cast a unanimous ballot for Allen as secretary. Motion Carried on a voice vote with no dissenters.

3. Approval of Minutes from Previous Meeting(s) – 5/18/20

Allen/Friske to approve minutes from previous meetings 5/18/20 Motion carried on a voice vote with no dissenters.

4. Financial Reports (Questions) and Approval of Timesheet and Expense Reimbursement

a. Administrative Coordinator

b. Corporation Counsel

Koth/Gilk to approve Administrative Coordinator and Corporation Counsel Timesheets. Motion carried on a voice vote with no dissenters.

c. County Board YRD Budget Report

d. Information Technology

e. UW Extension

f. Veterans

Rusch/Friske to approve Veterans Officer Timesheet. Motion carried on a voice vote with no dissenters.

5. Resolution Accepting \$3,500 Donation from Ascension Good Samaritan Hospital
6. Resolution Accepting \$1,500 Donation from Ascension Sacred Heart Hospital
7. Resolution Accepting \$250 Donation from the Northwoods Tobacco Coalition
Gilk/Allen to approve items 5, 6, 7 accepting donations. Motion carried on a voice vote with no dissenters.

8. Resolution Adopting a Hiring Freeze Plan

Discussion occurred around the continuation of the hiring freeze plan. Hake stated that there are four positions that have not been refilled since COVID-19. Some of those remain vacant, not because of a hiring freeze but other circumstances limiting the ability the refill.

Friske/Breitenmoser to approve the resolution adopting a hiring freeze plan. Motion carried on a voice vote with no dissenters.

9. Resolution Adopting a Moratorium on Non-Essential Spending.

Hake stated that this is a budget control to help absorb loss in revenue or additional expenditures. What is deemed as essential is based on the discretion of department heads. Many have been in contact with Jason or Dan to discuss what is essential.

Breitenmoser/Allen to approve the resolution adopting a moratorium on non-essential spending. Motion carried on a voice vote with no dissenters.

10. Personnel Policy Management During COVID-19

a. Voluntary Temporary Telecommuting (Work from Home)

Hake stated that the majority of staff are back in the office. Emergency Management, Health, Social Services and Veterans are the only departments still working from home. Friske asked Hake what feedback he has received from Department Heads. Hake stated he has been contacted by some department heads who voiced their frustration with accountability, supervision, productivity and efficiency while working from home.

Discussion occurred around making a requirement for all staff to wear masks while in common areas of county buildings. Allen asked that discussion around this topic be addressed at a department head meeting to gain feedback.

b. Reduction in Work Hours – Utilization of Leave Balances

Hake stated there are 3 employees who have a decreased workload. Two of which are on a very limited basis. The other employee will be reassigned to assist in contract tracing in the Health Department.

11. Declaration of Emergency Status

Hake stated that we do not need to declare a state of emergency in order to receive FEMA funding, since all 72 counties have already been declared by the state. The one reason the county may want to declare a state of emergency is to continue the teleconference option for committee and board meetings. If the county does not declare a state of emergency and wanted to continue teleconference options they would need to make an ordinance change.

Friske asked that Corporation Counsel draft a memo on teleconference meetings and what is reasonable to defend and what, if anything could not be defended in court.

12. Meetings – Continuation of Teleconference Option

Hake stated this was addressed under the previous agenda item.

13. Other COVID-19 Concerns/Updates

Hake stated that the County received about \$470,000 (on a reimbursement basis) from the governors Route to Recovery Plan. One item that he believes the county could benefit from is Ultra/Violet Device for the Jail. Hake will work with Finance on starting to collecting reimbursable expenses.

Allen/Friske to go into closed session and include Jason Hake and Dora Gorski. Roll call. All ayes.

14. Convene into closed session pursuant to sec. 19.85(1)(c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility.

a. Administrative Coordinator – Annual Evaluation

15. Reconvene into open session

Breitenmoser/Allen to reconvene into open session. Roll call. All ayes.

16. Take any necessary action on item discussed in closed session

Allen/Rusch to give Hake a favorable evaluation. Motion carried on a voice vote with no dissenters.

17. Set Next Meeting

July 1, 2020 at 9:00 am

18. Adjourn

Gilk/Breitenmoser to adjourn. Motion carried on a voice vote without dissent.

Minutes prepared by Jason Hake, Administrative Coordinator