

**Meeting Minutes of
Lincoln County Administrative and Legislative Committee
Wednesday, July 1, 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, David Smith, Diana Petruzates, Chris Marlowe, Calvin Callahan, Shelley Hersil, Rick Wolf, Dora Gorski, Renee Krueger, Marie Peterson

VISITORS (via teleconference): September Murphy, Pam Schotz, Dan Leydet, Nathan Walrath, Ken Schneider

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. Approval of Minutes from Previous Meeting(s) – 6/3/20
Breitenmoser/Rusch to approve minutes from previous meetings 6/3/20 Motion carried on a voice vote.
3. Service Recognitions
 - a. 10 Years of Service: Travis Spoehr – IT Department (Network Engineer)
 - b. 20 Years of Service: Tammy Saal – IT (Network Administrator)
4. Merrill Ice Draggers Inc. ordinance request – Hans Breitenmoser [Parliamentary Note: This ordinance was tabled at the 12/4/19 meeting, so a 2/3 vote is required to take up this ordinance, i.e. take it from the table.]
Breitnmoser/Friske to take the Merrill Ice Draggers Inc. ordinance request off the table. Roll Call.
All ayes.

Discussion occurred around the jurisdiction and enforcement of the ordinance request. No action taken.
5. Lincoln County Code of Ordinances sec. 1.18 (citizen appointment to committees)
Discussion occurred around the current ordinance at the request of the county board. Supervisor Friske handed out a proposed 1.18 ordinance, discussion occurred around Friske’s proposed ordinance. Corporation Counsel Bergstrom handed out an updated 1.18 ordinance that addresses inconsistencies with the Local Emergency Planning Committee (LEPC), discussion occurred around the proposed ordinance. No action taken. Discussion to continue next meeting.

6. Video/Phone Meetings (Board Member, Citizen Participation)

Hake stated that under the emergency declaration the county has been able to hold committee/board meetings with a teleconference option. The current emergency declaration expires before the July 21 county board meeting. In order to allow the county board to continue meeting with a teleconference option an emergency declaration needs to be extended or the county will need to update their ordinances to allow for it.

Breitenmoser/Gilk to support Koth on extending the current emergency declaration for 120 days. Motion carries on a voice vote.

7. Activity/Financial Reports (Questions) and Approval of Timesheet and Expense Reimbursement

a. Administrative Coordinator

Hake highlighted his reports which were placed on file.

b. Corporation Counsel

Bergstrom highlighted her reports which were placed on file.

c. Veterans

Wolf highlighted his reports which were placed on file.

Gilk/Friske to approve Administrative Coordinator, Corporation Counsel & Veterans Officer time sheets. Motion carries on a voice vote.

d. County Board YTD Budget Report

Marlowe reviewed the budget report which was placed on file.

e. Information Technology

Smith highlighted his reports which were placed on file.

8. Resolution Accepting \$1,000 Donation from Ascension Good Samaritan Hospital

Allen/Gilk forward resolution accepting \$1,000 donation from Ascension Good Samaritan Hospital to the County Board. Motion carries on a voice vote.

9. Approval to Contract with CDW Government LLC for Installation, Software and Hardware of Palo Alto Firewall Solution (Information Technology – CIP). Friske/Koth to approve contract with CDW Government LLC for Installation, Software and Hardware of Palo Alto Firewall Solution. Motion carries on a voice vote.

10. 2019-2020 Carryovers

a. Information Technology - CIP \$124,316

b. Information Technology - Professional Services \$9,938

c. Veterans - Relief & Donations \$7,201 & \$1,850

Gilk/Rusch to approve 2019-2020 carryovers. Motion carries on a voice vote.

11. 2019 Budget Modification

a. Administration

b. Information Technology

c. Veterans

Rusch/Allen to approve 2019 Budget Modifications. Motion carries on a voice vote.

12. Personnel Policy Management During COVID-19

a. Voluntary Temporary Telecommuting (Work from Home)

Hake stated that only social services is taking advantage of the work from home policy. It is causing issues with staff in departments that are not allowed to work from home.

Discussion occurred around supporting staff to work from home if they are able.

Gilk/Breitenmoser to allow employees to work from home if they are able to completed their job duties from home and allowing the Administrative Coordinator the authority to mediate and be the tie breaker between employees and department heads, if needed.

Motion carries on a voice vote.

b. Reduction in Work Hours – Utilization of Leave Balances

Hake stated that all employees are back to work full-time. If employees experience a decrease in workload we will allocate their time to assist other departments. Hake does not see this policy needed for the foreseeable future.

Gilk/Rusch to end the reduction in work hours – utilization of leave balances policy. Motion carried on a voice vote.

c. Workplace Prevention & Screen Guidance (Including Universal Mask Requirements)

Hake stated that issues are arising with some department heads and staff not following the guidelines. This is due to the policy stating should & recommended instead of shall.

Discussion occurred around updating the policy language to make the policy required.

Breitenmoser/Rusch to approve the policy with discussed amendments. Motion carried on a voice vote.

d. Department of Public Instruction (DPI) – Safely and Successfully Reopening Wisconsin Schools.

Hake stated that DPI came out with recommendations on reopening Wisconsin schools this fall. Based on some of the recommendations, it could have an impact on our workforce.

The committee will need to keep an eye on this in case personnel policy updates need to be made in order to help accommodate our workforce.

13. COVID-19 Funding

Hake reviewed the Route to Recovery Funding and possible expenses. Hake and Hersil reviewed the funding Public Health received to provide community testing and contract tracing. This requires the addition of LTE staff to meet the contract obligations.

Allen/Rusch to approve 1.0 FTE Community Planning (LTE) and 3.3 FTE Community Tracers (LTE) to meet the contract obligations. Motion carried on a voice vote.

14. Other COVID-19 Concerns/Updates

No concerns or updates.

15. ADRC Agreement – Adult Protective Services Program
Hake gave an update as to the status of the transition of APS Services to the ADRC from NCHC.
There is a current draft contract and once finalized it will be brought to committee for approval.
16. Set Next Meeting
August 5, 2020 at 8:00 am
17. Adjourn
Gilk/Friske to adjourn. Motion carried on a voice vote.

Minutes prepared by Jason Hake, Administrative Coordinator