

**Meeting Minutes of
Lincoln County Administrative and Legislative Committee
Wednesday, September 23, 2020 at 8:00 a.m.**

Via Teleconference

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

MEMBERS PRESENT (via teleconference): none

MEMBERS EXCUSED: none

MEMBERS ABSENT: none

VISITORS (in person): Jason Hake, N.L. Bergstrom, Diana Petruzates, Chris Marlowe, Dora Gorski, Dan Leydet, Dale Bacher

VISITORS (via teleconference): David Smith, September Murphy, Pam Schotz, Dan Leydet, Nathan Walrath, Shelley Hersil, Becky Byer, Marie Peterson, Patricia Voermans, Rob Spencer

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) – 9/2/20
Breitenmoser/Rusch to approve minutes from 9/2/20 meeting. Motion carried on a voice vote.
3. County Board Supervisors Claims (Mileage & Per Diems). A discussion was held following press coverage of Supervisor Calvin Callahan’s “double-dipping” for mileage for meetings held back-to-back on a single day. Chris Marlowe (County Clerk) assured the committee that this will not happen again. The committee directed that Marlowe do a training presentation at a County Board meeting on proper claims and how to accurately fill-out the claim form. Dan Leydet (Finance Director) reminded members that a failure to provide odometer readings for mileage reimbursement from the county creates a (personal) taxation issue for supervisors. He encouraged supervisors to consult with their tax/accounting providers regarding this issue.
4. Personnel Policy Management During COVID-19
 - a. Lincoln County COVID-19 Workplace Prevention & Screening Guidance (Masking after Emergency Order #1). Between the agenda packet and this meeting, Gov. Evers issued a new Emergency Order (#90) as well as a new Executive Order #1 which are effective until 11/21/20. Jason Hake (Administrative Coordinator) provided a revised Lincoln County Workplace Prevention & Screening Guidance policy which incorporates the new Executive Order into the county’s Personnel Policy. Discussion was held regarding exceptions to the mask requirements – both as they appear in the Executive Order and as suggested by Dale Bacher (in public comment). Weaver/Rusch to adopt the policy update to include all of the “exceptions” which appear in the Executive Order #1. Friske moved to amend the policy to include language which would end the policy if the Executive Order #1 is found by a court to be unconstitutional. There being no second, this motion to amend failed.

The motion to adopt with the noted revisions passed on a voice vote.

5. Other COVID-19 Concerns/Updates. Shelley Hersil (Public Health Officer) provided an update on COVID-19 outbreaks, trends, etc both statewide and in Lincoln County. She reports outbreaks in school, facility and workplace settings – including several Lincoln County government departments.
6. Motion to go into closed session pursuant to sec. 19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation of any employee over which the government body has jurisdiction or exercises responsibility. Friske/Rusch to go into closed session pursuant to the notice above including Dora Gorski, Jason Hake and N.L.Bergstrom. Motion carried unanimously by a roll call vote.
 - a. Maintenance Department staff employee request for leave without pay-no other leave time available.
 - b. Preliminary Exit Interview – Administrative Coordinator
7. Reconvene into open session. Rusch/Allen to return to open session. Motion carried unanimously on by a roll call vote.
8. Take any necessary action discussed in closed session.
 - a. Weaver/Friske to approve leave without pay (no other leave time available) to maintenance department employee through 9/30/20. Motion carried on a voice vote.
9. Resignation & Recruitment – Administrative Coordinator
 - (a) Gilk/Rusch to direct Hake to update the Administrative Coordinator job description to highlight human resources/personnel skills requirements and reassess pay grade for updated job description. Motion carried on a voice vote. The committee would like this completed for the 10/7/20 meeting.
 - (b) Weaver/Friske to designate the Administrative & Legislative Committee as the search committee for a successor to Hake. Motion carried on a voice vote.
 - (c) Rusch/Allen to appoint N.L.Bergstrom as interim administrative coordinator with Hake/Koth to negotiate pay for the interim services. Motion carried on a voice vote.
10. Set Next Meeting: October 7, 2020 at 8:00 AM.
11. Adjourn: Weaver/Breitenmoser to adjourn. Motion carried on a voice vote.
12. Adjourn
Gilk/Friske to adjourn. Motion carried on a voice vote.

Minutes prepared by Jason Hake, Administrative Coordinator
N.L.Bergstrom, Corporation Counsel