

**Meeting Minutes of
Lincoln County Administrative and Legislative Committee
Wednesday, October 7, 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, David Smith, Art Lersch, Dean Bowe

VISITORS (via teleconference): September Murphy, Dan Leydet, Nathan Walrath, Shelley Hersil, Becky Byer, Marie Peterson, Patricia Voermans, Eric Olson, Renee Krueger, Nate Walrath, Mike Huth, Norm Bushar, Steve Taskay, Todd Nicklaus, Pat Goggin

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) – 9/23/20
Weaver/Rusch to approve minutes from 9/23/20 meeting. Motion carried on a voice vote.
3. Other COVID-19 Concerns/Updates. Shelley Hersil (Public Health Officer) reports that Lincoln County, along with neighboring northern counties, are experiencing “high” levels of exposure rates which is attributable to school opening, mass gatherings and the Fall Ride. Lincoln Co has had over 100 new COVID cases in the last week with over 300 exposures resulting from these cases. Hospitals are reporting limited capacity with in-county hospitals also having limited capability to handle these patients. Nursing home accessibility is also limited. PHO Hersil sees this as ‘just the beginning.’ Hersil also referenced the new State Emergency Order #3 which is aimed at controlling mass gatherings. She lamented that enforcement remains problematic; she is hoping for cooperation from law enforcement and the district attorney. Finally, Hersil reports that her staff are experiencing fatigue from the constant, prolonged demand for health department services relating to COVID-19.
4. Resolution to Approve COVID-19 Coordinator LTE Position in the Department of Health. Hersil clarified that this is an LTE position with funding anticipated through November, 2022. Weaver/Rusch to support the hiring of an LTE position and forward the resolution to County Board for consideration. Motion carried on a voice vote.
5. Continuation of Hiring Freeze Plan. Jason Hake (Administrative Coordinator) reviewed the current hiring freeze policy which is effective through 2020. In light of the several oversight committees that have supported hiring in their respective departments despite the hiring freeze in effect, Hake

questioned the committee as to their position on the (underlying) hiring freeze. Discussion followed with the committee indicating support for the current hiring freeze plan resolution.

6. Continuation of Moratorium on Non-Essential Spending. Hake queried the committee as to their support for a continuing moratorium on non-essential spending. The committee indicated its support for the current policy/resolution.
7. Request to Fill Vacant Position During Hiring Freeze
 - a. Assistant Forestry Administrator (Forestry). Dean Bowe (Forestry, Land & Parks Administrator) spoke in favor of refilling this vacancy immediately. There being no motion to exempt this from the hiring freeze, this position will remain vacant until at least 1/1/20.
 - b. Forester (Forestry)/Equipment Operator (Solid Waste). Bowe spoke in favor of this position as 'something is better than nothing.' Hake indicated that because this is a 'consolidation or combining of positions', that he supports granting an exemption from the hiring freeze for this position. Hake clarified that this is a permanent reorganization, i.e. not limited to the duration of the hiring freeze. Friske/Koth to grant an exemption to the hiring freeze for this position. Friske raised a point of order, indicating that N.L.Bergstrom (corporation counsel) should not be allowed to speak since this is not a legal issue. In response to Chair Koth's ruling that Bergstrom should be heard, Friske raised a challenge to the Chair's ruling. On a roll call vote (with Friske voting no), the Chair's ruling was upheld by the committee and Bergstrom was heard. Motion to grant an exemption from the hiring freeze for this position passed on a voice vote.
 - c. GIS Specialist. Hake recommends delaying hiring for this vacancy for the duration of the hiring freeze. He and the committee and staff are working on reorganizing the Land Services Department. There being no motion to exempt this position from the hiring freeze, this position will remain vacant during the hiring freeze.
 - d. Social Worker 3.0 FTE (Social Services). Hake recommends exempting these positions from the hiring freeze as they are 'essential to ongoing operations' since they carry-out mandated child abuse and neglect statutory functions. Further, they are partially funded by non-tax levy revenue sources (state aids). Rusch/Gilk to exempt these positions from the hiring freeze. Motion carried on a voice vote.
 - e. Building Maintenance Worker 1.5 FTE (Maintenance). Hake recommends these vacancies not be exempted from the hiring freeze. There being no motion to exempt these positions from the hiring freeze, these positions will remain vacant.
8. 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 – Wulf was unable to attend. Hake reports that the assistant is working 20 hours per week as a contact tracer in the Health Department given the reduction in traffic in this office.
Friske/Allen to approve the timesheets for these positions. Motion carried on a voice vote.
 - d. County Board YTD Budget Report. Marlowe reports this budget is ok; report placed on file.
 - e. Information Technology – Smith highlighted his reports, which were placed on file.

- f. UW Extension – Lersch reported that the UW staff furlough resulted in an \$1800 credit to Lincoln County. Reports placed on file.
9. UW Extension Resolution Accepting \$15,000 Donation from Ascension Good Samaritan Hospital. Gilk/Friske to accept the donation and forward the resolution to County Board for approval. Motion carried on a voice vote.
10. Resolution Accepting Election Security Subgrant of \$41,873.30. Smith explained the grant and requirements. Allen/Breitenmoser to accept the grant and forward the resolution to County Board for consideration. Motion carried on a voice vote.
11. Tug Lake Preservation District – County Role/Involvement. Bergstrom explained that as part of this statutory process, the county would need to designate a committee to hold a public hearing. Additionally, this committee should designate a committee to consider whether Lincoln County (as a landowner in the proposed preservation district) will sign the petition in support of creating this lake preservation district. Friske/Koth to designate the Land Services Committee to hold the required public hearing and to designate the Forestry, Land & Parks Committee to consider participation as a landowner. Motion carried on a voice vote.
12. North Central Health Care Joint Agreement Update – Status of Transfer of APS to ADRC-CW. Bergstrom reported that the year-long negotiations between the member counties and ADRC-CW to have them assume the adult protective services (APS) program from NCHC have not resulted in an agreement; therefore, NCHC will continue to be responsible for Lincoln, Langlade and Marathon County Adult Protective Services programming.
13. Sale of Lincoln Industries Tomahawk Building (1775 Kaphaem Road, Tomahawk, WI). Hake reports that this building has not been in use for approximately one year and is no longer needed for Lincoln Industries programming. This issue was referred to this committee from Public Property Committee for a decision on whether to dispose of the property. Steve Taskay (Tomahawk Mayor) indicated that Tomahawk is interested in the building and the property (20 acres). They have a potential lessee for the property. Gilk/Weaver to direct the Forestry, Land & Parks Committee to sell the property. Motion carried on a voice vote.
14. Virtual Meetings and Remote Attendance (ordinance revisions/Ch. 2, Lincoln County Code) This is an ongoing discussion about how to accommodate remote attendance at meetings during COVID, i.e. by continuing Declarations of Emergency or by changing county board ordinances to allow for remote meetings. Committee members agreed that any permanent change (via ordinance) in attendance modality would require significant discussion and more study.
15. Declaration of Emergency Status. This issue is related to the issue above. The current Declaration of Emergency expires on 11/17/20. There was consensus that as an accommodation to COVID-19, members and public should be allowed to attend meetings by teleconference and that the Declaration of Emergency has accommodated that need, Allen/Rusch moved to support a new Declaration of Emergency to expire on 5/19/20. Motion carried on a voice vote.

16. Personnel Policy Management During COVID—19. Hake reports receiving multiple complaints about Highway Department noncompliance with COVID-19 Personnel Policy requiring masks. Hake also reports that Highway Department has had multiple exposures, active COVID cases and multiple quarantines due to exposure alleged to have occurred in the workplace. Hake has issued a written reminder to John Hanz (Hwy Commissioner) that he is required to comply with the county's policies since they apply to ALL county employees.

Chair Koth called a 5 minute recess (without objection). The meeting reconvened following the recess.

17. 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 governmental body has jurisdiction or exercises responsibility.

- a. Preliminary Exit Interview – Administrative Coordinator
Gilk/Weaver to go into closed session as recited above and to include Jason Hake, N.L.Bergstrom and Dora Gorski in the closed session. Motion carried on a roll call vote with no dissenters.

18. Reconvene into Open Session. Koth/Friske to return to open session. Motion carried on a roll call vote with no dissenters.

19. Take any necessary action discussed in closed session. No action.

20. Approve Human Resources Director/Administrative Coordinator Job Description. As directed by the committee at the last meeting, Hake and Bergstrom have revised the Administrative Coordinator job description to place more focus on human resources duties and programming. Hake presented the revised job description with red-lining. Members discussed the revised job description and made minor edits to the draft. Hake reported on the Carlson Dettmann assessment of the revised position description warranting a reduction in pay grades from "S" to "Q".

11:50 AM – Koth is excused; Vice-chair Weaver presides.

Friske/Breitenmoser to approve revising the job description for the Administrative Coordinator position (now Human Resources Director/Administrative Coordinator) with the edits agreed upon and to approve placement on the Lincoln County Pay Plan at Grade Q. Motion carried on a voice vote.

21. Resignation & Recruitment – Timeline and Process. Hake reports on his plan for advertising this vacancy (for approximately one month) and indicates that this is not the best time of year for recruiting. The committee agrees that we will not utilize the applicant "Questionnaire" required when Jason was recruited since it was focused on administrative knowledge – not HR skills. The committee agrees to meet to screen resumes following the County Board meeting on 11/10/20 with an interview schedule to follow as soon as practicable.

22. Set Next Meeting: November 10, 2020 at 10:00 AM or immediately after County Board.
23. Adjourn: Gilk/Rusch to adjourn. Motion carried on a voice vote.

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