

**LINCOLN COUNTY
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE**

Wednesday, August 05, 2020 at 8:00 a.m.

AMENDED

Meeting Location: Room 257/Government Services Center 801 N. Sales St., Merrill, WI 54452
Via Teleconference and In-Person Attendance

In-Person Attendance: Due to public health recommendations regarding COVID-19 and mass gatherings, you are encouraged to attend by phone. For those attending in person, please observe social-distancing by staggering your arrival time and by maintaining spacing between attendees of at least 6 feet. Attendees should spread out around the perimeter of the room. Consistent with Governor Evers' Emergency Order #1 (Executive Order #82), face coverings will be required of all attendees with the limited exceptions set forth in Emergency Order #1.

Teleconference Attendance: Persons wishing to attend the meeting by phone may call into the telephone conference beginning ten minutes prior to the start time indicated above using the following number:

Conference Call: 1 617-675-4444

Access Code: 397 247 612 8983#

Meeting ID: <https://meet.google.com/aif-dijm-yik?hs=122&authuser=0>

The teleconference cannot start until the host (department head) dials in and enters the host password.

Due to public health recommendations regarding COVID-19 and mass gatherings, you are encouraged to attend by phone. For those attending in person, please observe social-distancing by staggering your arrival time and by maintaining spacing between attendees of at least 6 feet. Attendees should spread out around the perimeter of the room.

Agenda

1. Call meeting to order
2. Approve Minutes from Previous Meeting – 7/01/20
3. Request to Fill Vacant Position During Hiring Freeze
 - a. Assistant Forestry Administrator (Forestry)
 - b. *Forestry Worker (Forestry)*
 - c. Fiscal Clerk (Health)
 - d. Registered Sanitarian (Health)
 - e. Operator (Highway)
 - f. GIS Specialist/Assistant RPL (Land Services)
 - g. Economic Support Specialist (Social Services)
 - h. Social Worker (Social Services)
4. Activity/Financial Reports (Questions) and Approval of Timesheet and Expense Reimbursement
 - a. Administrative Coordinator
 - b. Corporation Counsel
 - c. Veterans
 - d. County Board YTD Budget Report
 - e. Information Technology
 - f. UW Extension
5. UW Extension – 2019 Budget Modifications
6. Resolution accepting \$100 donation from the Park City Cares Program for Health Minds Programming

7. 2021 Preliminary Budget
 - a. Administration
 - b. Corporation Counsel
 - c. County Board
 - d. Information Technology
 - e. Veterans
 - f. UW Extension

8. Personnel Policy Management During COVID-19
 - a. Voluntary Temporary Telecommuting (Work from Home)
 - b. Self-Assessment Health Check
 - c. *Workplace Prevention & Screen Guidance – Impact of Emergency Order #1*
 - d. Other Personnel Policy Management Concerns/Updates
9. Other COVID-19 Concerns/Updates
10. Lincoln County Code of Ordinances sec. 1.18 (citizen appointment to committees)
11. Chapter 2 Lincoln County Code of Ordinances Chapter 2 – Virtual Meetings and Remote Attendance
12. ADRC Agreement – Adult Protective Services Program
13. Set Next Meeting
14. Adjourn

DISTRIBUTION:

Administrative & Legislative Committee Members – Kevin Koth (Chair), Bob Weaver (Electronic), Julie Allen (Electronic), Hans Breitenmoser, Jr., Paul Gilk, Greta Rusch, and Don Friske
 Administrative Coordinator
 Other County Board Supervisors
 Department Heads

Service Center – Posted on _____ at _____ .m. by ____
 News Media - Notified on _____ at _____ .m. by ____

While there may be a quorum of the following committees present, no committee business will be conducted at this meeting:

- Finance & Insurance Committee**
- Land Services Committee**

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

TIME FOR NOTICE:

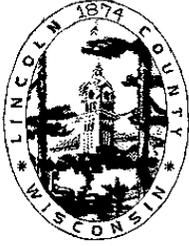
1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.



LINCOLN COUNTY

ADMINISTRATION DEPARTMENT

Lincoln County Service Center

801 N Sales St, Ste 205

Merrill, WI 54452

Tele. (715) 539-1010

Fax (715) 539-8053

Jason Hake
Administrative Coordinator

Lincoln County COVID-19 Workplace Prevention & Screening Guidance

Updated to Comply with Executive Order #82 and Emergency Order #1

(eff. 9/1/20 @ 12:01 am)

*The County of Lincoln is a political subdivision of the State of Wisconsin. Effective at 12:01 am on 9/1/20 and for the duration of Emergency Declaration #82 and/or Emergency Order #1, Governor Evers' **Emergency Order #1 (appended hereto)** shall govern workplace/employee requirements regarding face coverings. Emergency Order #1 is incorporated into the Personnel Policy as if fully set forth therein. Enforcement shall be by the means set forth in Personnel Policy.*

Social Distancing:

Social distancing is important to help reduce the spread of COVID-19. Departments shall continue to practice social distancing by:

- Placing staff members at least 6 feet away from one another
- Do not have in person meetings, unless staff can maintain 6 feet of distance from one another
- Arrange the flow of customers to reduce crowding as much as possible
- Discontinue common food or drink areas (coffee carts, treats, candy dishes, pot lucks)

Personal Protective Equipment:

Employees shall wear cloth face coverings when they are in public settings where they cannot maintain 6 feet of distance from others.

- Cloth face coverings may be made from household items or common materials

The needs within departments may vary based on individual tasks and the type of services being provided outside Lincoln County facilities. Department heads shall consult with Public Health about implementing other protective measures where job duties dictate.

Barriers:

Barriers that encourage keeping 6 feet apart are an important strategy.

- Where possible use a physical barrier such as a wide counter or Plexiglas window to provide an additional physical barrier.
- If you typically have multiple customers waiting for service, mark the floor with lines or boxes so that people have a visual guide to encourage social distancing while waiting in line.

Screening Protocol for employees providing personal cares or service in home settings:

Before an employee provides personal (hands-on) service/care or enters an in-home setting, employees shall ask following screening questions :

- Do you (or anyone in the household) have a fever of (100.4°F or higher), or a sense of having a fever (i.e. chills, body aches)?
- Do you (or anyone in your household) have a cough that you cannot attribute to another health condition?
- Do you (or anyone in your household) have shortness of breath that you cannot attribute to another health condition?
- Do you (or anyone in your household) have a sore throat that you cannot attribute to another health condition?
- Do you (or anyone in your household) have a headache that you cannot attribute to another health condition?
- Do you (or anyone in your household) have a loss or change in your sense of smell or taste?
- Do you (or anyone in your household) have nausea, vomiting or diarrhea that you cannot attribute to another health condition?
- Do you (or anyone in your household) have nasal congestion that is not attributed to allergies?

Employees should not meet with visitors that answer YES to any of the above questions, unless they can maintain 6 feet of distance.

Original Approval Date: 05/18/2020

Updated Approval Date: 07/01/2020

Updated Approval Date: 08/05/2020



OFFICE OF THE GOVERNOR

EMERGENCY ORDER #1

Relating to preventing the spread of COVID-19 by requiring face coverings in certain situations

WHEREAS, on July 30, 2020, I issued Executive Order #82, declaring a public health emergency to combat the uncontrolled spread of COVID-19 throughout the State of Wisconsin;

WHEREAS, on July 26, 2020, the President's COVID-19 task force recommended that Wisconsin consider adopting a statewide face covering requirement due to the increasing number of confirmed COVID-19 cases;

WHEREAS, face coverings are a proven, effective way to slow the spread of COVID-19 without having a significant impact on people's day-to-day lives;

WHEREAS, the Centers for Disease Control (CDC) has called on Americans to wear face coverings, with the CDC director stating, "[c]loth face coverings are one of the most powerful weapons we have to slow and stop the spread of the virus – particularly when used universally within a community setting. All Americans have a responsibility to protect themselves, their families, and their communities";

WHEREAS, published scientific research has shown that the probability of transmission during exposure between a person infected with COVID-19 to an uninfected person is 17.4 percent if face coverings are not worn, and 3.1 percent if face coverings are worn;

WHEREAS, modeling by the University of Washington's Institute for Health Metrics and Evaluation estimates that a face covering requirement in Wisconsin could save more than 500 lives by October 1 if 95 percent of Wisconsinites wear a face covering in public;

WHEREAS, states across the nation have recognized the importance and effectiveness of face coverings, with 31 states implementing requirements for face coverings in different settings, including: Alabama, Arkansas, California, Colorado, Connecticut, Delaware, Hawaii, Illinois, Indiana, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Montana, Nevada, New Jersey, New Mexico, New York, North Carolina, Ohio, Oregon, Pennsylvania, Rhode Island, Texas, Vermont, Virginia, Washington, and West Virginia;

WHEREAS, Wisconsin must do its part to stop the spread of COVID-19 in the United States, which is leading the world in COVID-19 cases and deaths;

WHEREAS, COVID-19 is not only a threat to public health, but also to our economy;

WHEREAS, widespread use of face coverings will slow the spread of COVID-19, allowing Wisconsin's economy to move forward by making sure businesses can stay open and jobs are available;

WHEREAS, all Wisconsinites are called upon to join in the collective effort to stop the devastating impact of COVID-19 by wearing a face covering, not harassing or threatening Wisconsinites who wear a face covering, and showing patience and compassion for those who are unable to wear a face covering safely;

WHEREAS, “Our Constitution principally entrusts ‘[t]he safety and the health of the people’ to the politically accountable officials of the States ‘to guard and protect.’” *S. Bay United Pentecostal Church v Newsom*, 140 S. Ct. 1613, (Mem)-1614 (2020) (quoting *Jacobson v. Massachusetts*, 197 U.S. 11, 38 (1905));

WHEREAS, Section 323.12(4)(b) of the Wisconsin Statutes authorizes the Governor to issue “such orders as he or she deems necessary for the security of persons and property” during an emergency; and

WHEREAS, based on input from state and local public health officials, medical professionals, and business leaders, I have determined that a statewide face covering requirement is necessary to protect persons throughout the State of Wisconsin from COVID-19.

NOW, THEREFORE, I, TONY EVERS, Governor of the State of Wisconsin, by the authority vested in me by the Constitution and the laws of this state, and specifically Section 323.12 of the Wisconsin Statutes, hereby order the following:

1. DEFINITIONS.

- a. “Enclosed space” means a confined space open to the public where individuals congregate, including but not limited to outdoor bars, outdoor restaurants, taxis, public transit, ride-share vehicles, and outdoor park structures.
- b. “Face covering” means a piece of cloth or other material that is worn to cover the nose and mouth completely. A “face covering” includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A “face covering” does not include face shields, mesh masks, masks with holes or openings, or masks with vents.
- c. “Physical distancing” means maintaining at least six feet of distance from other individuals who are not members of your household or living unit.

2. FACE COVERING REQUIRED. Every individual, age five and older, in Wisconsin shall wear a face covering if both of the following apply:

- a. The individual is indoors or in an enclosed space, other than at a private residence; and
- b. Another person or persons who are not members of individual’s household or living unit are present in the same room or enclosed space.

Face coverings are strongly recommended in all other settings, including outdoors when it is not possible to maintain physical distancing.

3. EXCEPTIONS.

- a. Individuals who are otherwise required to wear a face covering may remove the face covering in the following situations:
 - i. While eating or drinking.
 - ii. When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.

- iii. While obtaining a service that requires the temporary removal of the face covering, such as dental services.
 - iv. While sleeping.
 - v. While swimming or on duty as a lifeguard.
 - vi. While a single individual is giving a religious, political, media, educational, artistic, cultural, musical, or theatrical presentation for an audience, the single speaker may remove the face covering when actively speaking. While the face covering is removed, the speaker must remain at least 6 feet away from all other individuals at all times.
 - vii. When engaging in work where wearing a face covering would create a risk to the individual, as determined by government safety guidelines.
 - viii. When necessary to confirm the individual's identity, including when entering a bank, credit union, or other financial institution.
 - ix. When federal or state law or regulations prohibit wearing a face covering.
- b. In accordance with [CDC guidance](#), the following individuals are exempt from the face covering requirement in Section 2:
- i. Children between the ages of 2 and 5 are encouraged to wear a mask when physical distancing is not possible. The CDC does not recommend masks for children under the age of 2.
 - ii. Individuals who have trouble breathing.
 - iii. Individuals who are unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
 - iv. Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent the individual from wearing a face covering.
 - v. Incarcerated individuals. The Wisconsin Department of Corrections shall continue to comply with COVID-19 protocols to ensure the health and safety of its staff and individuals in its care. Local governments are strongly encouraged to continue or create COVID-19 protocols to ensure the health and safety of their staff and individuals in their care.

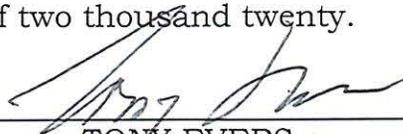
4. LEGISLATURE AND JUDICIARY. State facilities or offices under the control of the Wisconsin State Legislature or the Wisconsin Supreme Court are exempt from this Order. The Wisconsin State Legislature and the Wisconsin Supreme Court may establish guidelines for face coverings that are consistent with the specific needs of their respective branches of government.

5. PRESERVATION OF MEDICAL SUPPLIES. To conserve limited supplies of N95 masks and other medical-grade supplies, individuals are discouraged from using such supplies as face coverings.

6. LOCAL ORDERS. This Order supersedes any local order that is less restrictive. Local governments may issue orders more restrictive than this Order.

- 7. ENFORCEMENT.** This order is enforceable by civil forfeiture of not more than \$200. Wis. Stat. § 323.28.
- 8. SEVERABILITY.** If any provision of this Order or its application to any person or circumstances is held to be invalid, the remainder of the Order, including the application of such part or provision to other individuals or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.
- 9. DURATION.** This Order shall enter into effect at 12:01 am on Saturday, August 1, 2020. This Order shall expire on September 28, 2020, or by a subsequent superseding emergency order.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this thirtieth day of July in the year of two thousand twenty.



TONY EVERS
Governor