LINCOLN COUNTY
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE
Wednesday, September 23, 2020 at 8:00 a.m.
Meeting Location: Room 257/Government Services Center 801 N. Sales St., Merrill, WI 54452
Via Teleconference and In-Person 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: 584 634 618 2543#
Meeting ID: https://meet.google.com/qoa-nxwr-yig?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 – 9/02/20
3. County Board Supervisors Claims (Mileage & Per Diems)
4. Personnel Policy Management During COVID-19
    a. Lincoln County COVID-19 Workplace Prevention & Screening Guidance (Masking after Emergency Order #1)
5. Other COVID-19 Concerns/Updates
6. Motion to go into closed session: a. Pursuant to sec. 19.85(1)(c), Wis. Stat. for the purpose of considering employment, promotion, compensation or performance evaluation of any employee over which the governmental body has jurisdiction or exercise responsibility.
    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
8. Take any necessary action discussed in close session
9. Resignation & Recruitment – Administrative Coordinator
10. Set Next Meeting
11. 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 statue.
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 consider 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.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SEESIONS ARE PERMITTED:
1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:
1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours <u>unless</u> proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

BALLOTS, VOTES, AND RECORDS:
1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.

3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:
The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:
1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:
Upon conviction, nay member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than $25.00 nor more than $300.00 for each violation.

Meeting Minutes of
Lincoln County Administrative and Legislative Committee
Wednesday, September 2, 2020 at 8:00 a.m.

Via Teleconference

MEMBERS PRESENT (in person): Kevin Koth, Greta Rusch, Julie Allen, Hans Breitenmoser, Paul Gilk
MEMBERS PRESENT (via teleconference): Robert Weaver, Don Friske
MEMBERS EXCUSED:
MEMBERS ABSENT:

VISITORS (in person): Jason Hake, N.L. Bergstrom, Marie Peterson, Calvin Callahan, David Smith, Dora Gorski
VISITORS (via teleconference): Rick Wolf, Diana Petruzates, Chris Marlowe, Shelley Hersil, September Murphy

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) – 8/5/20
   Breitenmoser/Rusch to approve minutes from previous meetings 8/5/20 Motion carried on a voice vote with no dissenters.

3. 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.

   Rusch/Allen to approve Administrative Coordinator, Corporation Counsel & Veterans Officer time sheets. Motion carries on a voice vote with no dissenters.

   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.

4. 2021 Budget Report
   Hake stated that the preliminary budget deficit is around $300,000. Hake will be working on reorganizations through vacant positions to help balance the 2021 county budget.

5. Personnel Policy Management During COVID-19
   Hake updated the committee that he was made aware the Sheriff's Office is not following county personnel policies, specifically the mask mandate. Hake is concerned about the health and safety of other department staff entering the building. As such, IT staff will not be entering the building

unless prior arrangement are made. Also, unless we can ensure the safety of the jail nurse the county will be forced to pull the position.

Gilk/Koth to direct Hake to draft a memo to the Sheriff and all County Board members concerning the disregard of the Lincoln County Personnel Policy and the expectation that all departments are employees follow the policy. Motion carries on a voice vote.

6. Other COVID-19 Concerns/Updates
   Shelley Hersil stated she has hired 5 new contact tracers. She is working on expanding testing within the community and to date she has had over 60 complaints related to the Governors Emergency Orders.

7. Resolution – Approval of Memorandum of Understanding with WPPA (Deputies Union – Vacation Accumulation (Carry-over)

   Gilk/Breitenmoser to approve memorandum of understanding with WPPA (Deputies Union – Vacation Accumulation (Carry-over) based on the recommendation of the Administrative Coordinator. Motion carries on a voice vote with no dissenters.

8. Lincoln County Code of Ordinances sec. 1.18(2) (citizen appointment to committees)
   Hake stated that the concern mentioned at the County Board meeting was related around process and not the ordinance. The committee discussed ordinance 1.18(2). No action taken.

9. Virtual Meetings and Remote Attendance (ordinance revisions/Ch 2, Lincoln County Code)
   Discussion occurred around the desire to continue virtual meetings and the timing/expiration of the emergency declaration. No action taken. Will be discussed at the October meeting.

10. Set Next Meeting
    October 7, 2020 at 8:00 am

11. Adjourn
    Allen/Koth to adjourn. Motion carried on a voice vote with no dissenters.

Minutes prepared by Jason Hake, Administrative Coordinator

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 after expiration of Executive Order #82 and Emergency Order #1
(eff. 9/28/20 @ 12:01 am)

Effective at 12:01 am on 9/28/20 and until further notice, this guidance is incorporated into the Personnel Policy for Lincoln County employees. 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.~~
FACE COVERING REQUIRED. Every employee shall wear a face covering while on duty and (1) indoors or in an enclosed space; and (2) another person or persons are present in the same room or enclosed space. Face coverings are strongly recommended in all other setting, including outdoors when it is not possible to maintain physical distancing.

EXCEPTIONS. a. Employees who are otherwise required to wear a face covering may remove the face covering in the following situations: i. When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved by other means. ii. Employees with documented medical conditions which prevent the employee from wearing a face covering.

DEFINITIONS. a. "Enclosed space" means a confined space open to the public and/or employees where individuals congregate. 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.

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 small 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
Updated Approval Date: 9/XX/2020