

DEPARTMENT HEADS MEETING
Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452
Thursday, August 27, 2020 at 1:00 p.m.
County Board Room – Room 257

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: 624 854 906 1197#

Meeting ID: <https://meet.google.com/ama-sznw-mrk?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.

Members in attendance checked:

<input type="checkbox"/> G. Bayne-Allison	<input type="checkbox"/> John Hanz	<input type="checkbox"/> Dan Leydet	<input type="checkbox"/> Paul Proulx
<input type="checkbox"/> Nancy Bergstrom	<input type="checkbox"/> Shelley Hersil	<input type="checkbox"/> Chris Marlowe	<input type="checkbox"/> Ken Schneider
<input type="checkbox"/> Matt Bremer	<input type="checkbox"/> Dean Bowe	<input type="checkbox"/> Dan Miller	<input type="checkbox"/> David Smith
<input type="checkbox"/> Becky Byer	<input type="checkbox"/> Sarah Koss	<input type="checkbox"/> September Murphy	<input type="checkbox"/> Nathan Walrath
<input type="checkbox"/> Pat Gierl	<input type="checkbox"/> Renee Krueger	<input type="checkbox"/> Marie Peterson	<input type="checkbox"/> Rick Wolf
<input type="checkbox"/> Jason Hake	<input type="checkbox"/> Art Lersch	<input type="checkbox"/> Diana Petruzates	

AGENDA:

1. Call the Meeting to Order
2. Review of Previous Minutes
3. 2021 Budget– Dan Leydet
4. Committee Meetings – ALL back-up documentation including timesheets should be in the packet when the meeting is posted – Jason Hake
5. Conference Room Use During COVID-19 – Jason Hake
6. Virtual Meetings – Mechanics (IT/Legal) of a meeting – Jason Hake/Nancy Bergstrom
7. Information Technology – David Smith
 - a. Proposed password changes
 - b. Voice to Mail Ability
 - c. IT Security & Threats
8. Personnel Policy Management During COVID-19 – Jason Hake
 - a. Voluntary Temporary Telecommuting (Work from Home)
 - b. Self-Assessment Health Check
 - c. Workplace Prevention & Screening Guidance

9. Budget Management During COVID-19 – Jason Hake
 - a. Hiring Freeze Plan
 - b. Moratorium on Non-Essential Purchasing
 - c. COVID-19 Funding

10. Other Department Concerns
 - a. COVID-19
 - b. Budget Impacts

11. Set Next Meeting Date – Jason Hake

12. Adjourn

**DISTRIBUTION:
Department Heads**

News Media – Notified on _____ at _____ m. by _____

Bulletin Boards:

Service Center – Posted on _____ at _____ m. by _____

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.
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 SESSIONS 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 unless 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, any 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.