

DEPARTMENT HEADS MEETING
Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452
Thursday, September 19, 2019 at 8:30 a.m.
County Board Room – Room 257

Members in attendance checked:

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

AGENDA:

1. Call the Meeting to Order
2. Review of Previous Minutes
3. 2020 Budget Updates – Dan Leydet
4. 2020 Health Insurance Update – Jason Hake
5. Res 2019-08-39 Posting Legal Notices/Q & A – N.L.Bergstrom
6. Four Day Work Week – Matt Bremer
7. “County Access to MSDS Online” Your link to all data sheets regarding hazardous chemicals in the county – Pat Gierl
8. Department Updates
9. Set Next Meeting Date – Jason Hake
10. 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.

DEPARTMENT HEADS MEETING
Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452
Thursday, July 18, 2019 at 8:30 a.m.
County Board Room 257

Members in attendance checked:

<input checked="" type="checkbox"/> G. Bayne-Allison	<input type="checkbox"/> John Hanz	<input type="checkbox"/> Art Lersch	<input checked="" type="checkbox"/> Nathan Walrath
<input checked="" type="checkbox"/> Nancy Bergstrom	<input type="checkbox"/> Shelley Hersil	<input checked="" type="checkbox"/> Dan Leydet	<input type="checkbox"/> Ken Schneider
<input checked="" type="checkbox"/> Matt Bremer	<input checked="" type="checkbox"/> K. Kleinschmidt	<input checked="" type="checkbox"/> Chris Marlowe	<input type="checkbox"/> Paul Proulx
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<input checked="" type="checkbox"/> Jason Hake	<input checked="" type="checkbox"/> David Smith	<input checked="" type="checkbox"/> Diana Petruzates	

Agenda Item #1 Call the meeting to order

Meeting was called to order at 8:30 a.m. by Jason Hake.

Agenda Item #2 Review of Previous Minutes

Minutes from the 7/18/19 meeting were approved by consensus.

Agenda Item #3 GSuite training schedule (mail and calendar) – David Smith

David reminded Dept. Heads about upcoming training in late Sept., early Oct. for G Suite Mail and Calendars. This will coincide with conversion from Microsoft Exchange to G suite email. David also pointed out that training is also available online and through the County Intranet web site.

Agenda Item #4 Informacast Emergency Notification System – David Smith

David spoke about Informacast emergency notification system and how they will be implementing it throughout the county starting with the Service Center. It will provide everyone with a panic button from their computers to start with and other solutions for special needs areas moving forward.

Agenda Item #5 Chromebooks – David Smith

David spoke about cost savings utilizing Chromebooks and how it has been filling technology needs in other areas of the county already. He passed around a Chromebook for everyone to view.

Agenda Item #6 Storm Debrief/Emergency Operations Plan Review – September Murphy

September gave a presentation and debrief on the July storm that affected most of the state of Wisconsin.

Agenda Item #7 2020 Budget Updates – Dan Leydet

Dan stated that currently the County is faced with a \$65,000 deficit. Some items that have saved

the county money are transition Pine Crest employees to NCHC and only positing legal notices in the paper when it is required. The transition of Pine Crest to NCHC will result no health insurance premium increase, which was tentatively budgeted at 5%. The legal positing will result in a savings of roughly \$50,000.

Agenda Item #8 Resolutions Received from Other Counties – Jason Hake

Jason stated that some departments have received resolutions from him within the last week. Jason stated that the Administrative & Legislative Committee is now reviewing all resolutions that Lincoln County receives from other counties. They have been forwarding resolutions to relevant oversight committees to evaluate whether the county should take any necessary action. If there are any questions on the process or regarding resolutions departments should contact Jason.

Agenda Item #9 Employee Recruitment & Retention Plan – Jason Hake

Jason stated that the Personnel Committee has started discussing how the county could improve on recruitment & retention. Discussion was had on how different generations might respond better to certain items. Discussion continued on ideas that the county could look into. If there are any ideas or suggestions please contact Jason so we can continue discussions at the Personnel Committee.

Agenda Item #10 North Central Health Care Ongoing Management of Pine Crest Nursing Home – Jason Hake

Jason stated that on Tuesday, August 20th the County Board approved the resolution to contract with North Central Health Care for the ongoing management of Pine Crest Nursing Home. The management agreement still needs to be approved by the Pine Crest Trustees.

Agenda Item #11 Vehicle Management Ordinance – Jason Hake

Jason stated that the A&L Committee will be reviewing two ordinances that were proposed by a county board supervisor. Because this could affect various departments Jason wanted to get the input of departments to see how they could be affected. Discussion was had on how this could impact departments, which Jason will relay to the A&L Committee. (Both ordinances attached as supplemental documents)

Agenda Item #12 Department Updates

No updates.

Set Next Meeting Date – Jason Hake

September 19, 2019 at 8:30 a.m.

Next Meeting

Minutes Prepared by: Jason Hake, Administrative Coordinator

ORDINANCE 2019 – 04-

Vehicle and Equipment Management

An Ordinance Amending the General Code of the County of Lincoln (Creating section 3.41 – Vehicle and Equipment Management)

Section 3.41, Lincoln County code is created to read as follows:

3.41 VEHICLE AND EQUIPMENT MANAGEMENT.

Lincoln County is placing top priority on proper vehicle and equipment management, promoting efficiencies and gaining the public trust in the accountability of county resources.

(1) All Lincoln County employees and Elected Officials must follow the requirements listed below:

(a) VEHICLES

1. All county-owned vehicles shall display the Lincoln County logo with the approximate size being no smaller than 12" X 12", unless exception is granted by the Administrative & Legislative Committee.
2. Only employees who reside within Lincoln County will be permitted to take home a county-owned vehicle.
3. In addition to the above, all Lincoln County Employees and Elected Officials will abide by the county vehicle use guidelines as stated in the Personnel Policy.
4. All county-owned vehicles being retired will be sold on the Wisconsin Surplus Auction or traded in (with the purchase of a new/replacement vehicle). Each vehicle sale price or trade in value must be reported to oversight committee.
5. Every County department is required to keep an up-to-date vehicle inventory in a format prescribed by the Finance Director or Administrative Coordinator.

(b) EQUIPMENT

1. Every County department is required to keep an up-to-date equipment inventory of equipment valued at \$5,000 or more.

This ordinance shall take effect following its passage and publication

Dated: (fill-in County Board date)

Introduced by: (Committee name)

Date Passed: (by Committee) Committee Vote:

Fiscal Impact:

Drafted by:

STATE OF WISCONSIN)
) SS:
 COUNTY OF LINCOLN)

I hereby certify that this resolution/ordinance is a true and correct copy of a resolution/ordinance adopted by Lincoln County Board of Supervisors on:

 Christopher J Marlowe.

Motion by:				
Second by:				
Dist.	Supervisor	Y	N	Abs
19	Allen			
6	Ashbeck			
1	Bialecki			
11	Breitenmoser			
13	Callahan			
12	Gilk			
20	Gorski			
14	Hafeman			
8	Heller			
17	Koth			
15	Lee			
16	Loka			
3	Mueller			
21	Nowak			
22	Panfil			
10	Ratliff			
7	Rusch			
5	Saal			
18	Voermans			
2	Weaver			
4	Woellner			
9	Zeitz			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

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- ~~2. Only employees who reside within Lincoln County will be permitted to take home a county owned vehicle.~~
- ~~3. In addition to the above, all Lincoln County Employees and Elected Officials will abide by the county vehicle use guidelines as stated in the Personnel Policy.~~
- ~~4. All county owned vehicles being retired will be sold on the Wisconsin Surplus Auction or traded in (with the purchase of a new/replacement vehicle). Each vehicle sale price or trade in value must be reported to oversight committee.~~
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This ordinance shall take effect following its passage and publication

Dated: (fill-in County Board date)

Introduced by: (Committee name)

Date Passed: (by Committee) Committee Vote:

Fiscal Impact:

Drafted by:

Motion by:				
Second by:				
Dist.	Supervisor	Y	N	Abs
19	Allen			
6	Ashbeck			
1	Bialecki			
11	Breitenmoser			
13	Callahan			
12	Gilk			
20	Gorski			
14	Hafeman			
8	Heller			
17	Koth			
15	Lee			
16	Loka			
3	Mueller			
21	Nowak			
22	Panfil			
10	Ratliff			
7	Rusch			
5	Saal			
18	Voermans			
2	Weaver			
4	Woellner			
9	Zeitz			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

STATE OF WISCONSIN)
) SS:
 COUNTY OF LINCOLN)

I hereby certify that this resolution/ordinance is a true and correct copy of a resolution/ordinance adopted by Lincoln County Board of Supervisors on: