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March 8, 2014

Agenda
Courthouse Committee meeting
March 13, 2014, 6:30 p.m.
Assembly Room, Sawyer County Courthouse

01. Meeting agenda
02. Minutes of the meeting of the February 13, 2014
03. Chief Deputy Clerk of Court appointment, classification, and compensation
04. Department reports, including:
 - employee travel out of Sawyer County
 - monthly expense vouchers
05. Other matters for discussion only

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Kris Mayberry
Sawyer County Clerk

minutes of the meeting of the Courthouse Committee
Sawyer County Board of Supervisors
February 13, 2014, 6:30 p.m., Assembly Room, Sawyer County Courthouse

members present: Dale Schleeter (Chair), Walt Jaeger, Ron Kinsley, Bill Voight

also present: Clerk of Court Claudia Burgan, Child Support Department Director Sandy Okamoto, County Surveyor/Land Records Department Director Dan Pleoger, Information Technology Department Director Mike Coleson, County Clerk Kris Mayberry

Motion by Kinsley, 2nd by Jaeger, to approve the meeting agenda as presented. Motion carried.

Motion by Voight, 2nd by Jaeger, to approve the January 9, 2014 meeting minutes. Motion carried.

✓ Clerk of Court Claudia Burgan advised the Committee that she appointed Patsy Aubart as Chief Deputy Clerk of Court. The Committee discussed the classification and compensation issues relating to that appointment. Motion by Jaeger, 2nd by Voight, to refer those issues to the Personnel and Administrative Committee. Motion carried.

✓ County Surveyor/Land Records Department Director Dan Pleoger presented the proposed agreement for the 2014 Wisconsin Land Information Program Grant establishing the terms and conditions for the administration of Sawyer County's 2014 award of \$26,831 from the Wisconsin Department of Administration for the modernization of Sawyer County's land records. Motion by Jaeger, 2nd by Kinsley, to recommend County Board approval of the agreement. Motion carried.

✓ The Committee reviewed a proposal for the purchase and installation of Fidlar Technologies' "Elmer Mode" software module to integrate the Register of Deeds Laredo document imaging system with the County's Novus land records software system. The module uses an "Elmer" prefix and the Windows Clipboard to display an image in Laredo without having to do a search. The cost of the purchase and installation is \$5,000. Motion by Kinsley, 2nd by Jaeger, to recommend County Board approval of the purchase and installation with the funds to come from the funds collected by the Register of Deeds Office, pursuant to section 59.72(3), Wisconsin Statutes, to develop, implement, and maintain the countywide plan for land records modernization. Motion carried.

County Surveyor/Land Records Department Director Dan Pleoger again reviewed with the Committee that nothing has been done to move forward with the project which would require all municipalities to change duplicate road names. The County Board, at their meeting held July 18, 2013, approved the project, including that Sawyer County will pay for one half of the purchase price for new road signs, that installation of the new signs will be performed by and at the expense of each municipality, and that the project is to be completed by December 31, 2016. Mr. Pleoger presented his concerns that the project is not moving forward to the County Board at their meeting held for January 16, 2014, indicating that the Land Records Department does not have sufficient staff to perform the tasks required by the project. The County Board determined to move the deadline for municipalities to change duplicate road names from December 31, 2016 to July 31, 2017. Mr. Pleoger indicated to the Committee that, with current staffing levels, moving the deadline will not assure that the project will be completed. The Committee determined to obtain and review additional information before proceeding with the project.

County Clerk Kris Mayberry presented information concerning the need for establishing a procedure to review, prioritize, and reduce the County's expenditures during 2014. The need to do this results from an early projection that the expenditures and revenues from the 2013 Sawyer County Budget will not result in a net surplus of funds from the over-projection of expenditures and/or under-projection of revenues, and that there may even be a deficit for the year 2013. Mr. Mayberry noted that the 2014 Sawyer County Budget includes the use of \$330,278 from an audited surplus from the 2012 Sawyer County Budget as revenue to reduce the levy, and that developing the 2015 Sawyer County budget would be problematic if there is not a surplus available to utilize from the 2013 Sawyer County Budget.

Information Technology Department Director Mike Coleson provided a department report, including an upgrade to the County's email system, discussing the proposal from E.O. Johnson for a contract for a print management system, and consideration of a document management software system for use by the departments of the County.

Child Support Department Director Sandy Okamoto provided a written department report, including department child support collections, meeting with the LCO Child Support Department concerning the transfer of cases to LCO, objecting to the Child Support Department being included in the E.O. Johnson proposal for a contract for the County's print management, requesting to be exempt from the County's central office supply purchase program, objecting to directives and surveys directed at County departments and consuming staff time and attention, and receipt of more revenues by the Child Support Department than anticipated in the 2013 department budget.

Circuit Court Clerk Claudia Burgan presented a written department report that included a report on passport applications processed and on collections of interest, tax intercept funds, attorney fees, guardian ad litem fees, and bail forfeitures. Ms. Burgan indicated that, due to staffing levels pending the hiring of 2 deputies for the department, a number of duties of the department will temporarily not be performed. Ms. Burgan requested permission to discontinue issuing passports, to close the office for 1 hour at lunch, and to hire an additional deputy.

The Committee reviewed the monthly department expense vouchers. Motion by Kinsley, 2nd by Voight, to approve the department reports and the monthly department expense vouchers. Motion carried.

Motion by Kinsley, 2nd by Jaeger, to adjourn the meeting. Motion carried.

minutes prepared by County Clerk Kris Mayberry

minutes of the meeting of the Personnel and Administrative Committee
Sawyer County Board of Supervisors
February 18, 2014, 8:30 a.m., Assembly Room, Sawyer County Courthouse

members present: Hal Helwig (Chair), Ron Kinsley, Warren Johnson, Kathy McCoy, Fred Zietlow, Jim Bassett, Dale Schleeter

also present: Human Resource Manager Michelle Jepson, Accounting Manager Melissa Roach, County Clerk Kris Mayberry

Motion by Zietlow, 2nd by Johnson, to approve the meeting agenda. Motion carried.

Motion by Schleeter, 2nd by Zietlow, to approve the January 14, 2014 meeting minutes. Motion carried.

County Clerk Kris Mayberry advised the Committee that he had made presentations before most of the committees of the County Board and to a meeting of County department heads concerning the need for establishing a procedure to review, prioritize, and reduce the County's expenditures during 2014. The need to do this results from an early projection that the expenditures and revenues from the 2013 Sawyer County Budget will not result in a net surplus of funds from the over-projection of expenditures and/or under-projection of revenues, and that there may even be a deficit for the year 2013. Mr. Mayberry noted that the 2014 Sawyer County Budget includes the use of \$330,278 from an audited surplus from the 2012 Sawyer County Budget as revenue to reduce the levy, and that developing the 2015 Sawyer County budget would be problematic if there is not a surplus available to utilize from the 2013 Sawyer County Budget. The Committee discussed that, in addition to utilization of the \$330,278 to reduce the levy, the Health and Human Services Department utilized \$62,430 from the Health and Human Services Department Fund balance to reduce their requested allocation to offset Health and Human Services Department expenses in the 2014 Sawyer County Budget.

x { Human Resource Manager Michelle Jepson reported that Clerk of Court Claudia Burgan appointed Patsy Aubart to the Chief Deputy Clerk of Court position, effective January 13, 2014. Ms. Jepson advised the Committee that Ms. Aubart's current wage as Deputy Clerk of Court is \$17.97 per hour and that Ms. Burgan's wage as Chief Deputy Clerk of Court was \$19.99 per hour. The Committee discussed that there is no requirement that there is a Chief Deputy Clerk of Court. Motion by Schleeter, 2nd by Bassett, to refer the issue back to the Courthouse Committee for further discussion and consideration. Motion carried.

The Committee reviewed the Public Safety Committee recommendation for approval to fill a vacant (due to retirement) Patrol Deputy position and any resulting vacancies. Sheriff Kelsey had informed the Public Safety Committee that Deputy Pat Retzlaff will be retiring and that Deputy DePew has posted into Deputy Retzlaff's position. The Committee discussed that negotiations are pending with Sawyer County's law enforcement employee bargaining unit for a bargaining unit agreement for 2014, that the cost of Sheriff's Department positions are therefore not established, and that the Sheriff's Department is able to fill the Patrol Deputy shifts with part-time deputies until the full-time position is filled. Motion by Kinsley, 2nd by Zietlow, to refer filling the full-time position back to the Public Safety Committee for further consideration. Motion carried.

The Committee discussed that Sawyer County Veterans Service Officer (CVSO) Boeckman advised the Public Safety Committee that he plans to retire March 31, 2014. Mr. Boeckman requested permission to fill the CVSO position and recommended that Renee Brown, the Assistant CVSO, be hired to fill the CVSO position, and pending approval of that recommendation, that the Assistant CVSO position be filled. The Public Safety Committee recommends Personnel and Administrative Committee and County Board approval to fill the vacant CVSO position with Renee Brown pending testing requirements, and recommends a beginning compensation for the CVSO position from \$38,000 to \$45,000 per year. Motion by Johnson, 2nd by Bassett, to offer the CVSO position to Renee Brown with a starting wage of \$21.00 per hour. The motion failed. Motion by Kinsley, 2nd by Zietlow, to recommend County Board approval to offer the CVSO position to Renee Brown with a starting wage of \$21.63 (\$45,000 annual) with a review of the position compensation after 6 months. Motion carried.

Motion by McCoy, 2nd by Schleeter, to recommend County Board approval to fill the Assistant Sawyer County Veterans Service Officer (CVSO) position as a 40 hour a week position with a starting wage between \$16 and \$18 per hour. Motion carried.

The Committee discussed the Agriculture and Extension Education Committee recommendation to fill the Secretary/Administrative Assistant position in the University of Wisconsin-Extension Department with a part-time Secretary/Administrative Assistant. The position is vacant due to the transfer of a full-time employee to another department. University of Wisconsin-Extension Department Chair Lori Laberee advised the Personnel and Administrative Committee that the Department continues to believe that a full-time Secretary/Administrative Assistant is needed to support the programs of the Department. Motion by Kinsley to approve filling the position with a full-time employee. There was no second to the motion. Motion by Bassett, 2nd by Schleeter, to refer the issue back to the Agriculture and Extension Education Committee for further consideration. Motion carried.

The Committee reviewed a request to fill a Prevention Specialist/AODA Counselor position in the Health and Human Services Department. The need to fill the position results from the resignation of an employee in that position. The Committee discussed that the Health and Human Services Board will meet this evening to review the request and determined to table consideration of the request until it has been addressed by the Health and Human Services Board. The Committee reviewed a request to approve allowing a current AODA Counselor to work 40 hours a week until the vacant Prevention Specialist/AODA Counselor position is filled. Motion by McCoy, 2nd by Johnson, to recommend County Board approval of the request. Motion carried.

County Forest Administrator Greg Peterson presented information and requested approval to hire a Forester/Recreational Coordinator for the Forestry Department. Motion by Zietlow, 2nd by Johnson, to recommend County Board approval of the request. Motion carried.

Human Resource Manager Michelle Jepson presented a proposed resolution establishing annual compensation for the Clerk of Court position and the Sheriff position for 2015 through 2018. Motion by Johnson, 2nd by Zietlow, to table consideration of the resolution. Motion carried.

Human Resource Manager Michelle Jepson presented a proposed resolution establishing annual compensation for the Coroner position for 2015 through 2018. Motion by Johnson, 2nd by Bassett, to recommend County Board approval for the compensation of the Coroner to remain the same as the current compensation for 2015 through 2018. Motion carried.

Health and Human Services Board Chair Kathy McCoy reviewed with the Committee a self-evaluation form she intends to use for the evaluation of the Health and Human Services Department Director. Input would be received from Health and Human Services Department unit directors. The results of the evaluation would be reviewed by the Executive Committee of the Health and Human Services Board.

The Committee reviewed the Highway Committee recommendation to approve a \$1 per hour wage increase for the Highway Department Office Manager position, effective February 23, 2014. The Committee discussed whether a wage increase should be considered pending completion of the compensation study now in progress. Motion by Bassett, 2nd by Schleeter, to table consideration of the Highway Committee recommendation. The motion failed. Motion by Kinsley, 2nd by Zietlow, to recommend County Board approval the Highway Committee recommendation. Motion carried.

The Committee discussed a request for a wage adjustment for Accounting Manager Melissa Roach. Motion by McCoy, 2nd by Kinsley, to have Human Resource Manager Michelle Jepson do a formal evaluation of Ms. Roach for the Committee's consideration. Motion carried.

The Committee reviewed County Board members Bruce Paulsen's proposal to establish an Administrative Coordinator position. Motion by Bassett, 2nd by Zietlow, to table consideration of the proposal. Motion carried.

The Committee reviewed Human Resource Manager Michelle Jepson's request for approval to attend a meeting of personnel directors being held March 7th in the Wisconsin Dells. Motion by McCoy, 2nd by Zietlow, to approve the request. Motion carried.

Accounting Manager Melissa Roach presented a written report and requested approval for the payment of dues and for her attendance at an annual meeting of Wisconsin finance officers. Motion by McCoy, 2nd by Johnson, to approve the requests. Motion carried.

The Committee discussed E.O. Johnson's proposal for a print management system for the County. The proposal includes an agreement with E.O. Johnson for the lease of printers/copiers/scanners throughout the Courthouse. The Committee determined to refer the proposal for discussion at an upcoming meeting of County department heads. The Committee also requested that a proposal for a document management system be discussed at the meeting of County department heads.

The Committee discussed having the evaluation of department heads and employees on the March meeting of the Committee.

Motion by Schleeter, 2nd by Bassett, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry