

Minutes of the February 11<sup>th</sup> meeting of the Sawyer County  
Administration Committee  
Of the Sawyer County Board of Supervisors  
Assembly Room; Sawyer County



**Voting Committee Members (X) Present:**

- Chair: **Tweed Shuman**
- Dale Schleeter
- James Schlender
- Ron Kinsley
- Tom Duffy

**Others Present:**

|                       |                        |
|-----------------------|------------------------|
| Tom Hoff              | Mike Keefe             |
| Lynn Fitch            | Rose Lillyroot         |
| Mike Coleson          | Rebecca Roecker        |
| Dianne Ince – Virtual | John Cain              |
| Gary Elliott          | Linda Zilmer – Virtual |
| Mike Keefe            | Chris Channing         |

**Call to Order** – Chair Shuman called the meeting to order at 10:00 am.

**Certification of Compliance** with the open meeting law was met. Roll Call taken; quorum was met.

**Meeting Agenda**

**Public Comments**

**Minutes from the previous meeting** – Two corrections to the Minutes were noted. A motion was made by Mr. Kinsley to approve the minutes of the January 14, 2021, meeting with the following edits: Dawn Petit listed in attendance should instead be Dale Schleeter, and the last paragraph should read “*The next meeting of the Administration Committee...*” instead of Public Safety Committee. A second was made by Mr. Duffy; motion carried.

**Veterans Service Department Report** – A written report was provided. Mr. Elliot stated that staff is now current on all training and can help fulfill duties that only he could previously complete.

**Information Technology Department Report** – Mr. Coleson provided an oral report stating that security cameras for the administration wing have now been installed. The conversion of the Sheriff’s website to the County’s website is now complete, and the ambulance department new dispatch system is underway. Once completed, all ambulance bays will be able to display live activity of the ambulance runs.

**Human Resources Report** – A written report was provided. Ms. Lillyroot advised that the Covid Leave 2020 Family First Act has now ended. The proposed American Rescue Plan, if approved, would provide funds to give sick leave hours up through September 30, 2021, back to employee accounts. The new Time Clocks Plus system is currently being tested with Emergency Service Staff in conjunction with the existing system. Plans to add Human Services staff next are underway.

**County Administrator’s Report** – Mr. Hoff advised that the process to develop agendas and public notices is under review and will involve department heads. Mr. Hoff and Mr. Cain provided an overview of the proposed second courtroom addition/remodel project. District Court Administrator, Chris Channing, advised that the project deadlines appear to be able to meet the State requirements for assigning a second judge. Mr. Cain will update the proposed budget with the edits provided throughout Committee meetings and will have them ready for the February 18, 2021, County Board of Supervisors meeting. The debt plan to pay for the project was discussed.

**Board Policy Discussion Regarding Virtual Meeting Attendance** – Mr. Hoff presented page 7, Rule 2: Meetings and Quorum section for discussion. A motion was made by Mr. Schlender; second by Mr. Shuman to incorporate language changes in the policy to modify items 8-10 to accommodate virtual and electronic attendance and how they qualify in meeting quorum quotas. Ms. Roecker will draft a Resolution to present to the February 18, 2021, County Board of

Supervisors meetings to address this language. She also recommended that in future closed sessions, virtual committee members certify that they are present and alone in the meeting in order to satisfy closed session requirements.

**Meeting Date/Time** – The next meeting of the Administration Committee will be Thursday, March 11, at 10:00 am in the Assembly Room.

Meeting adjourned at 11:42 am

Minutes recorded by Lynn Fitch, County Clerk

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