

Draft

Minutes of the March 12, 2020, Administration Committee Meeting, Sawyer County Board of Supervisors

Members present: Dale Schleeter, Ron Kinsley, Brian Bisonette, Tweed Shuman, Kathy McCoy

Others present: Tom Hoff, Carol Williamson, Gary Elliott, Linda Zillmer, Rose Lillyroot, Mike Coleson

Shuman called the meeting to order at 10:00

Motion by Kinsley, 2<sup>nd</sup> by Bisonette, to approve the minutes from the February 13, 2020 meeting. Motion carried

Veteran's Service Officer Gary Elliott provided a written report to the Committee. The Veteran's Service Office did 443 phone calls, 234 office visits and 73 counseling appointments in February. Michelle Pedersen started in the Veterans Office on March 2, 2020.

Information Technology Director Mike Coleson reported to the Committee. Working on security surveillance and installing additional cameras. Digital Audio Recording DAR installed in large courtroom. Configuring new storage for Sheriff's Department.

Chair Shuman asked the Committee about establishing a circuit court task force. The consensus was a task force is not necessary.

Human Resource Coordinator Rose Lillyroot provided a written report to the committee. Time Clocks Plus scheduled to go live June 2020.

The Committee discusses COVID 19. Public Health Officer Julia Lyons is communicating with the schools and the community. Lyons has the authority to close facilities if she feels that is necessary. Emergency Manager Pat Sanchez is communicating with Lyons. IT will put a post on the county website.

Administrator Hoff provided a written report to the Committee; the report is attached to the agenda on the website.

The Committee discussed wages for the Treasurer, Register of Deeds, and County Clerk. The current 2020 rate is \$56,502. Proposed rates are 2021 - \$57,350; 2022 - \$58,210; 2023 - \$58,792; 2024 - \$59,380. This will go to County Board for approval.

The Committee discussed phoning in for County Board and Committee meetings. This is silent in the current board rules. Some concerns are:

Would the member receive a per diem?

Would there be a limit to the number of times each year?

Can they participate in Closed Session?

Require prior approval by the Chair (Members should already be notifying the Chair of the Committee or County Board if they are not attending a meeting.)

Would the member phoning in be counted toward quorum?

Can they vote?

Need to check bylaws of Committee

May have different rules for County Board meeting, public hearing, etc.

This will be on the April Agenda.

Motion by McCoy, 2<sup>nd</sup> by Kinsley, to convene in Closed Session pursuant to Section 19.85 (c) Wisconsin Statutes, to consider the renewal of the Sawyer County Administrator Contract. The committee may reconvene into open session and may announce or take action on matters discussed in the closed session. Motion carried unanimous

Motion by Kinsley, 2<sup>nd</sup> by McCoy to come out of Closed Session. Motion carried

Motion by Kinsley, 2<sup>nd</sup> by McCoy, to offer the County Administrator a renewal contract for three years with an increase of 1.5% each year. In addition, the contract will include any vacation balance over the cap of 200 hours be paid out each year. Motion carried

Meeting adjourned 11:42 am

Minutes prepared by Carol Williamson