



Sawyer County Wisconsin



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Personnel and Administrative 04/15/2014

DRAFT - minutes of the meeting of the Personnel and Administrative Committee

Sawyer County Board of Supervisors

April 15, 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 Kinsley, 2nd by Zietlow, to approve the meeting agenda. Motion carried.

Motion by Zietlow, 2nd by Schleeter, to approve the March 18, 2014 meeting minutes. Motion carried.

The Committee discussed that County Surveyor/Land Records Department Director Dan Pleoeger reviewed with the Courthouse Committee options for the Land Records Department to continue to move forward with modernization of the County's land records, including hiring an additional geographic information specialist or contracting for geographic information system services. Mr. Pleoeger had indicated that if the County's priorities do not include expenditures for the acceleration of that modernization, expectations for the services and information provided by the Land Records Department will need to be dampened. Mr. Pleoeger had also indicated to the Courthouse Committee that he was recently advised by Accounting Manager Melissa Roach that there are fewer funds in the County's Land Records Modernization Fund which might affect the amount available to expend for contracted services or an employee. Motion by McCoy, 2nd by Schleeter, to table consideration of the options for the Land Records Department. Motion carried.

The Committee discussed the request of Circuit Court Judge Gerald Wright and Circuit Court Clerk Claudia Burgan for authorization to hire a limited term employee for the Clerk of Court's Office during an anticipated extended employee medical leave. The limited term employee would have experience working in a clerk of courts' office and would assist in performing the duties of the office and in training the several employees of the office that have been recently hired. The Finance Committee determined to have additional information developed concerning the expenses related to the request for presentation to the Personnel and Administrative Committee and the County Board. Human Resource Manager Michelle Jepson presented projected expenses for providing a limited-term employee for either 20 hours a week or 35 hours a week. Motion by McCoy, 2nd by Kinsley, to recommend County Board approval to authorize a limited-term employee (during the extended employee medical leave) for the Clerk of Court's Office for up to 35 hours a week for up to 12 weeks with a wage of \$20 per hour. The recommendation is contingent upon finding and hiring a limited term employee who has experience working in a clerk of courts' office. The employee would be selected by Circuit Court Judge Gerald Wright and Circuit Court Clerk Claudia Burgan. Motion carried.

The Committee reviewed the Agriculture and Extension Education Committee recommendation to approve hiring a part-time (up to 20 hours a week) Administrative Assistant for the Sawyer County University of Wisconsin-Extension Office. Ms. McCoy voiced disappointment that a full-time position to be shared with the Department of Health and Human Services was not approved. Motion by Kinsley, 2nd by Zietlow, to recommend County Board approval of the Agriculture and Extension Education Committee recommendation. Motion carried. Ms. McCoy and Mr. Johnson voted no.

The Committee reviewed the Sheriff's Department recommendation for approval to fill a vacant (due to recent retirement) Patrol Deputy position and any resulting vacancies. Motion by McCoy, 2nd by Schleeter, to recommend County Board approval of the recommendation. Motion carried.

Emergency Government Department Director Pat Sanchez and radio and communication system consultant John Kruk presented information about the option of the County employing a full-time Radio and Communications System Technician to design, implement, and coordinate an ongoing communications management program for Sawyer County to assure compliance with applicable federal, state, and county regulations in all areas of communication systems; including radios, pagers, towers, and related equipment; and to maintain the entire emergency services communication system for Sawyer County. Included with the information was a projection of expenses and revenues for the position. The Finance Committee requested that additional information concerning the projection of expenses and revenues be developed and presented to the Public Safety Committee. County Clerk Kris Mayberry suggested that it be determined if there is an exemption (for emergency services) from the State of Wisconsin levy limits for the additional expenses for the proposed position. Motion by McCoy, 2nd by Bassett, to table further consideration of the proposal to obtain additional information about the expense and revenues for the proposed position, the exemption from State of Wisconsin levy limits, and the cost of alternatively contracting for a radio and communication system consultant. Motion carried.

Ambulance Service Department Director Laurie Smith presented information about the proposal to hire full-time paramedics as a component of Sawyer County's Ambulance Service. The Finance Committee requested additional financial information and that a comprehensive plan for the proposal be developed. Motion by Bassett, 2nd by Kinsley, to table further consideration of the proposal to obtain additional information, but to have Ms. Smith present the proposal to the County Board at their April meeting to provide preliminary information to the Board about the proposal. Motion carried.

Accounting Manager Melissa Roach reported that she and Ambulance Service Department Director Laurie Smith have been meeting to assess whether to continue utilizing LifeQuest as a private contractor for the collection of charges to users of the Sawyer County Ambulance Service or whether Ambulance Service billing should be done by County personnel. Ms. Roach presented information about a proposed Ambulance Billing Clerk position, including a projection of the expenses related to the position, a projection of the savings that would be realized from not paying LifeQuest a percentage of the collections, and a proposed position description for the position. The Committee determined to table further consideration of the proposal to obtain additional information.

Human Resource Manager Michelle Jepson presented the proposal of the Wisconsin County Mutual Insurance Corporation for the renewal of the workers compensation insurance coverage for Sawyer County for the period May 12, 2014 to December 31, 2014. Motion by Zietlow, 2nd by Johnson, to recommend County Board approval of the proposal. Motion carried.

Human Resource Manager Michelle Jepson presented a written department report, including assisting department with filling vacant positions, preparation for negotiations with the Sheriff's Department employee bargaining unit, employee evaluations, development of personnel and safety policies, employee training, and daily issues relating to employees. Motion by Zietlow, 2nd by Bassett, to approve the report. Motion carried.

Accounting Manager Melissa Roach presented a written report (on file with minutes), including preparation for the 2013 audit and cost allocation audit; development of County financial procedures; completion of work for the renewal of the County's property and casualty insurance coverage; plans for discussion with the primary users of the County's financial software concerning whether to consider a different software (1st meeting April 30th); department insurance billing; meeting with Ambulance Service Department Director Laurie Smith to discuss in-house Ambulance Service billing; and development of a request for proposals for a document management system for department use. Motion by Kinsley, 2nd by Zietlow, to approve the report. Motion carried.

Motion by Kinsley, 2nd by Zietlow, to convene into **closed session**, pursuant to section 19.85(1)(c), Wisconsin Statutes, for employee evaluation. Motion carried by unanimous voice vote.

[Minutes of closed sessions are kept in a confidential file in the County Clerk's Office.]

Motion by Schleeter, 2nd by Zietlow, to reconvene into open session. Motion carried.

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

minutes prepared by Sawyer County Clerk Kris Mayberry