

Draft

Minutes of the April 16, 2020, Administration Committee Meeting, Sawyer County Board of Supervisors

Members present:

In Assembly Room: Tweed Shuman, Ron Kinsley

Virtually: Kathy McCoy, Dale Schleeter

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

Shuman called the meeting to order at 10:13

Motion by Kinsley, 2nd by McCoy, to approve the minutes from the March 12, 2020 meeting.
Motion carried

Veteran's Service Officer Gary Elliott provided a written report to the Committee. The Veteran's Service Office did 386 phone calls, 162 office visits and 34 counseling appointments in March. Michelle Pedersen finished Federal training program and is starting a new program today.

Information Technology Director Mike Coleson reported to the Committee. Set up over 70 employees to work remotely. Installing new equipment at the Sheriff's department.

Human Resource Coordinator Rose Lillyroot provided a written report to the committee. Recruiting for summer positions. Time Clocks Plus on hold; dealing with COVID 19.

Administrator Hoff reported to the Committee. Dealing with COVID 19. Worked to get staff out of the building. There are maybe 20 employees in the building each day. Monitoring state and federal legislation. County is tracking labor and supply expenses related to COVID 19 for possible reimbursement. Daily Public Health meetings, weekly Northern County Administrators meeting, Wisconsin Counties Association webinars twice a week. Hoff commended the staff on working well together.

The Committee reviewed and discussed the Board of Supervisors Policy & Procedure Manual.

Discussed adding a mission statement similar to Eau Claire County: To provide, quality, innovative and cost effective services that safeguard and enhance the well-being of residents and resources.

Under Rule 2, Meeting and Quorum

- Add: The County Board Chair may authorize a meeting to held virtually if deemed necessary. Said meeting would be subject to Wisconsin Open meeting law.
- Add: If a quorum of the Board is physically present, a majority of the board may allow a board member to attend a meeting through telephone conference call or other electronic means.

- Add: Board members cannot attend more than three County Board meetings per year by this means.
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Page 11, Under Section A Per Diem. Change to read

- 1. Compensation of County Board Members shall be determined by the County Board at or before its annual meeting in odd numbered years by a two-thirds vote of members entitled to a seat, fix the compensation of the board members to be next elected. Compensation will be paid to committee members, a substitute for an absent committee member, or if requested to attend the committee meeting by the committee chair or Board Chair.
- A, B, C remain the same.
- Eliminate 2
- 3. Change last line to Per diem / compensation
- Section C: Board Chairman Compensation – change to Board Chairperson Compensation
- Change to read: Board at or before its annual meeting in odd numbered years by a two-thirds vote of members entitled to a seat, fix the compensation of the County Board Chairperson.

Motion by McCoy, 2nd by Kinsley, to propose the above changes to the Board Rules. Motion carried

Suggestion was made to eliminate the Economic Development & UW Extension Committee and have the stakeholders report to other committees.

Motion by McCoy to amend the committee structure to add UW Extension to the Zoning, Forestry, Land Records, Survey and Register of Deeds Committee (Land Water, and Forest Resources) McCoy withdrew her motion.

Motion by McCoy to amend the committee structure to add UW Extension to the Zoning, Forestry, Land Records, Survey and Register of Deeds Committee (Land Water, and Forest Resources) no second.

The Committee discussed the County Board organizational meeting scheduled April 21, 2020. Agenda will include election of Chair and Vice Chair by secret ballot. Meeting is in the Large Courtroom. Masks will be provided to attendees. Microphones will be spaced to allow for social distancing. It is a public meeting and the public can view a live stream. There will be no public comment.

Motion by Kinsley, 2nd by McCoy, to hold an additional County Board meeting on April 30, 2020, at 6:30 pm for committee assignments.

Meeting adjourned 12:01 pm

Minutes prepared by Carol Williamson