



Sawyer County

Agenda

Administration Committee Meeting
Thursday, January 14, 2021 @ 10:00 AM
Assembly Room/Virtual Meeting

Page

1. CALL TO ORDER

- a. The public is **strongly encouraged** to access the public meeting remotely due to public health and safety concerns. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/92546130740>. You can also use the dial in number for listening only at 1-312-626-6799 with the Webinar ID: 925 4613 0740. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting.
- b. If you are on a computer, click the "Raise Hand" button and wait to be recognized.
- c. If you are on a telephone, dial *9 and wait to be recognized.

2. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

3. CALL TO ORDER, ROLL CALL

4. MEETING AGENDA

5. PUBLIC COMMENTS

6. MINUTES FROM PREVIOUS MEETING

3 - 4

- a. [Admin 12-10-2020](#)

7. VETERANS SERVICE DEPARTMENT REPORT

5

- a. [Veteran Service Office Report January 14 2021](#)

8. INFORMATION TECHNOLOGY DEPARTMENT REPORT

6

- a. [IT-2021-01-14-Administration-Committee](#)

7

9. HUMAN RESOURCES REPORT

- a. [Human Resource Report January 2021](#)

10. COUNTY ADMINISTRATOR'S REPORT

11. FUTURE AGENDA ITEMS

12. OTHER MATTERS FOR DISCUSSION ONLY

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

Draft

Minutes of the December 10, 2020, Administration Committee Meeting, Sawyer County Board of Supervisors

Members present: Tweed Shuman, Ron Kinsley, Tom Duffy, James Schlender, Dale Schleeter

Others present: Tom Hoff, Carol Williamson, Rose Lillyroot, Mike Coleson, Gary Elliott, Dianne Ince-V

Shuman called the meeting to order at 10:00

Motion by Kinsley, 2nd by Schlender, to approve the minutes from the November 5, 2020 meeting.
Motion carried

Veteran's Service Officer Gary Elliott provided a written report to the Committee. The Veteran's Service Office did 365 phone calls, 63 office visits in October.

Information Technology Director Mike Coleson provided a written report to the Committee on projects completed, in progress, and pending. Set up over thirty new laptops for the Sheriff's Department. Coleson expressed concern for additional Cyber Security training needed for employees. Motion by Schlender, 2nd by Shuman, for IT to take appropriate steps for Cyber Security training. Motion Carried.

Human Resource Coordinator Rose Lillyroot provided a written report to the Committee. Highway Shop Foreman position changed to Equipment and Facility Manager position; position has been filled. Recruiting for Highway Mechanic, District Attorney Secretary, Deputy Register of Deeds, part time male jailers, and Comprehensive Community Services Facilitator. Working on laser fiche on-boarding project and Timeclocks Plus.

County Administrator Tom Hoff informed the Committee the County received a dividend check for \$120,219 from Workers Comp due to lower experience. This was a result of the hard work of HR Coordinator Rose Lillyroot and department heads.

Administrator Hoff reported to the Committee. Closing on loan for capital items approved in 2021 budget. Finalized contract with JusticePoint for Criminal Justice services. Working on 2021 work plan which includes projects from 2020 that were side tracked. These projects include Timeclocks Plus and the HR Onboarding project to streamline employee paperwork. Member of WCA CAP – Wisconsin Counties Association County Ambassador Program; meet with legislators in Madison (currently virtually). Meet with County Administrators state-wide to discuss ideas and set legislative priorities. Continue to work with the Airport manager on operations and hangar purchase. The County and the City of Hayward have signed the 5th Street Agreement. The City will start the California Avenue extension in the spring of 2021. This was discussed at the Public Works Committee meeting on December 9, 2020. The City is building the extension and the County will cover the costs. Working on County Litigations. Received \$348,000 from COVID grant. Accounting Manager Mike Keefe and staff tracked 2020 expenses. Keefe identified eligible expenses and submitted for reimbursement. The Sawyer County allocation was \$275,000. Keefe worked with the Sawyer County municipalities to obtain an additional \$70,000 that the towns transferred to the County. Human Services and Ambulance will also receive grant reimbursements.

Comprehensive Community Services was discussed at the Health and Human Services meeting on December 8, 2020. The CCS Facilitator position requires an extremely detail oriented individual. A successful CCS program should cut down on out of county placements. Documentation is very important. This type of service is needed in our community.

The Committee discussed the Public Health Ordinance. The County has an existing ordinance.

A draft letter was provided in support of legislation in front of Wisconsin Governor Evers to open gaming compact dollars for counties and municipalities for roads and infrastructure funding. The LCO Tribal Governing Board supports this legislation. Motion by Kinsley, 2nd by Schlender, to approve signing the letter and move on to County Board. Motion carried

Future Agenda items: Retention of Employees; why employees look elsewhere for jobs?

Motion by Duffy, 2nd by Kinsley, to convene in Closed Session - pursuant to Section 19.85 (c) Wisconsin Statutes, to review the current contract 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.

Meeting adjourned 11:00 am

Minutes prepared by Carol Williamson

Gary Elliott
Veteran Service Officer
OFFICE: (715) 634-2770
FAX: (715) 638-3213

Sawyer County
Veteran Service Office
15872 E. Fifth Street
Hayward, WI 54843



Administrative Committee Meeting, January 14, 2021

A. **Budget Performance Report:** Attached.

B. **Office Report:**

Contacts:

December: 449 phone calls, 315 letters/emails/faxes and 85 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 71 disability/pension claims to date and received retroactive payment of \$407,592.88 for claims decided in the Veteran's favor.

Training: Up to date.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gary Elliott", is written over a horizontal line.

Gary Elliott
CVSO

Mike Coleson
Sawyer County IT Director



January 14, 2020

10610 Main Street, Suite 58. - Hayward, WI 54843

Phone **715-634-8185**

Toll Free **877-699-4110**

Fax **715-634-3546**

Email mcoleson@sawyercountygov.org

To: Administration Committee
Tweed Shuman, Dale Schleeter, James Schlender, Ron
Kinsley, Thomas Duffy, and Tom Hoff
IT Department Report

Agenda items

n/a

Projects completed

- Small Courtroom wall-mount displays. Replace small TV on shelf.
- Jail inmate phone system replace Securus with Reliance (assist vendor)
- New laptops: 20 for HHS. 13 for Sheriff

Projects in progress

- Admin wing security camera
- Jail video conference system: replace failing polycom units (grant funded)
- Elections Security Grant
 - Network Security Analysis with HBS
- Sheriff email conversion with Heartland Business Systems
- Laserfiche
 - Zoning Permits move from shared drive. Easier to maintain.

Pending Projects

- Employee Security training
- Digital Audio Recorder for Court
 - Large Courtroom. IT and Maintenance are doing the pre-installation work. Network and audio cables and terminations.
 - Small Courtroom/Hearing Room. Pre-install: move cables and equipment to office behind courtroom.
- Sheriff Dept
 - Convert current WordPress site to County's website.
- Hayward Highway Shop: phone install in garage
- Convert Novus, Laserfiche and other in-house websites to SSL (https)

HelpDesk activities

Average of 5 support calls per day. Remote / On-site comparison: about 30%-70%.

**Human resource Report
January 14, 2021**

12/2/2020	Sullivan Neal	Sheriff	PT
12/9/2020	Mary Donnellan	Human Services	Term
12/12/2020	Steve Marksman	Ambulance	Term
12/14/2020	Scott Prochaska	Highway	PT to FT
12/21/2020	Garrett Eide	Highway	FT
12/21/2020	Lisa Horton	Register of Deeds	PT to FT

Hired Mechanic at Highway Shop

Hired CCS Service Facilitator in HHS

Hired full-time District Attorney Secretary

Hired full-time Deputy Register of Deeds

Recruiting for Deputy Clerk of Court – Interviews next week

Recruiting for Economic Support – Interviews next week

Recruiting for PT Deputy Register of Deeds

Working on Laserfiche onboarding project with IT and Administration

Recruiting for part-time and full-time male jailers

Two open full time AEMT positions

Two open full time EMTB position

Continue working with Maintenance on several projects/office changes

Timeclocks Plus project