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](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. MEETING AGENDA

4. PUBLIC COMMENTS

5. MINUTES FROM PREVIOUS MEETING
   3
   a. [Admin 7-9-2020](#)

6. VETERANS SERVICE DEPARTMENT REPORT
   4 - 7
   a. [Veteran Service Office's July report](#)

7. INFORMATION TECHNOLOGY DEPARTMENT REPORT
   8
   a. [IT Report](#)

8. HUMAN RESOURCES REPORT
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.
Minutes of the July 9, 2020, Administration Committee Meeting, Sawyer County Board of Supervisors

Members present: Tweed Shuman, Ron Kinsley, Helen Dennis, James Schlender, Dale Schleeter.

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

Shuman called the meeting to order at 10:00

Motion by Dennis, 2\textsuperscript{nd} by Kinsley, to approve the minutes from the June 11, 2020 meeting. Motion carried

Veteran’s Service Officer Gary Elliott provided a written report to the Committee. The Veteran’s Service Office did 400 phone calls, 100 office visits in June. On June 25 started back up transporting to VA Medical Center Minneapolis. No budget changes expected.

Information Technology Director Mike Coleson reported to the Committee. Coleson working on Wisconsin Elections Commission grant. A couple items to use the grant funding on are email upgrade and security assessment.

Human Resource Coordinator Rose Lillyroot provided a written report.

Administrator Hoff reported to the Committee. Daily updates on COVID 19. Continue having employees working outside the courthouse. Working with Justice Point to identify services they can provide the county. Met with City of Hayward officials regarding California Avenue expansion and vacating 5\textsuperscript{th} Street. Conveyed the benefit to Sawyer County of building on 5\textsuperscript{th} street. Sawyer County employees received the annual raise of 1.5\% on July 1, 2020.

The Committee discussed the policy for masking at county meetings. Sawyer County employees are required to mask for meetings. The public is highly encouraged to mask.

The Committee discussed 2\textsuperscript{nd} courtroom options. Extension of California Avenue and vacating 5\textsuperscript{th} Street is on the City Council agenda July 13, 2020. The 5\textsuperscript{th} Street building option is an answer to safety issues for inmates and officers.

Supervisor James Schlender reported on the Special meeting of the Public Safety Committee to discuss bus safety.

Motion by Kinsley, 2\textsuperscript{nd} by Schlender, to convene in Closed Session pursuant to Section 19.85 (g) , Wisconsin Statutes, to confer with legal counsel for the County concerning possible litigation involving Sawyer County. Motion carried unanimous.

Meeting adjourned 11:33 am

Minutes prepared by Carol Williamson
Administrative Committee Meeting, August 13, 2020

A. Budget Performance Report: Attached.

B. Office Report:

Contacts:

June: 403 phone calls, 194 letters/emails/faxes and 84 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 45 disability/pension claims to date and received retroactive payment of $317,668.53 for claims decided in the Veteran’s favor.

Training: Up to date.
During the week of July 20th Michelle Pederson attended and successfully completed the first, ever, on-line National Accreditation training offered by the National Association of County Veteran Service Officers, Inc. Michelle is Sawyer County’s first Nationally Accredited Veteran Benefit Specialist.

Wisconsin CVSOA (State) continuation training remains scheduled for October 5th-9th in Siren, WI.

Miscellaneous items of interest:
2021 Budget – The Veteran Service Office 2021 budget was submitted on-time with no increase in operating expenses from the previous year (less external cost increases outside the Veteran Service Office’s control).

Respectfully submitted,

Gary Elliott
CVSO
Budget Performance Report

Indicate rolling account and rolling to account
Fiscal year to date 08/03/20

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<table>
<thead>
<tr>
<th>Fiscal Year</th>
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<td>Revenue Totals</td>
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Include Rolling Account and Rollup to Account

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Budget Performance Report

Include Rounding and Rolling to Accounts
Fiscal Year to Date 08/02/2020

Page 7 of 8
August 13, 2020

To: Administration Committee
Tweed Shuman, Dale Schleeter, James Schlender, Ron Kinsley, Helen Dennis, and Tom Hoff

Agenda items
n/a

Pending Projects
  - Possible grant funded security initiatives. Waiting for approval.

Projects in progress
  - HHS video camera deployment for staff

HelpDesk activities
  Average of 6 support calls per day. Remote / On-site comparison: about 30-70.

Maintenance
  - Highway shop cameras
  - PC replacement/upgrades: 4
  - Printer replacement 1

Projects completed
  - Shoretel mobility router. Allows personal phones to act as extensions of county phones.
  - Airport internet. Replaced equipment and wiring.
  - Shutdown old server for sheriff: SRVMAIN.

Mike Coleson
Sawyer County IT Director