

Draft

Minutes of the September 12, 2019, Administration Committee Meeting, Sawyer County Board of Supervisors

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

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

Shuman called the meeting to order at 10:07

Motion by Bisonette, 2<sup>nd</sup> by Schleeter, to approve the minutes from the August 8, 2019 meeting. Motion carried

Veteran's Service Officer Gary Elliott provided a written report to the Committee. The Veteran's Service Office did 661 phone calls, 380 office visits and 81 counseling appointments in August. Gary provided the Committee with a copy of the 2018 Sawyer County Veterans Service Office Annual Report. 1,560 veterans resided in Sawyer County in 2018. In 2018, the SCVSO assisted Veterans in Sawyer County to collect \$6,666,000 in compensation and \$3,756,000 in medical care. The staff handled 5,027 office visits and 8,949 phone calls. Full report attached to the agenda on the website.

Information Technology Director Mike Coleson provided a written report to the Committee.

Human Resource Coordinator Rose Lillyroot provided a written report to the committee. Lillyroot proposed a revision to the Sawyer County Employee Handbook. The current handbook has lower accrual rates for employees hired after 1/1/2015. The proposed handbook includes changes in accruals to provide the same amount for all employees. There is also a change to how employees earn vacation and when it appears on employee check stubs. With approval of the new handbook, employees will see all the vacation they have earned added each payroll. Motion by McCoy, 2<sup>nd</sup> by Schleeter, to approve and forward to County Board contingent on review by legal counsel. Motion carried

The Committee reviewed the HR 2020 budget. Total increase of \$6,500.

Administrator Hoff provided his written report and reviewed with the Committee.

2020 Budget discussion included review of potential referendum.

Meeting adjourned 11:19 am

Minutes prepared by Carol Williamson