



Sawyer County

Agenda

Administration Committee Meeting
Thursday, March 10, 2022 @ 10:00 AM

Assembly Room/Virtual Meeting
Date Revised: Tuesday, March 8, 2022 4:08 PM

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. If you are on a computer, click the "Raise Hand" button and wait to be recognized. If you are on a telephone, dial *9 and wait to be recognized.

2. ROLL CALL

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

4. MEETING AGENDA

5. PUBLIC COMMENTS

- a. At this time, members of the public will be given the opportunity to address the Committee on items not on the agenda. Please adhere to the following when addressing the Committee:
 - Comments will be limited to 3 minutes or less per individual.
 - Comments should be directed to the Committee as a whole and not directed to individual Committee members.
 - The Committee cannot respond to your comments during this time.
 - Please sign in and fill out a public comment sheet if you wish to speak on an item.

6. APPROVAL OF MINUTES FROM PREVIOUS MEETING

- a. [2.17.22 Administration Minutes DRAFT](#)

6 - 9	7. VETERANS SERVICE DEPARTMENT REPORT a. 1) Veteran Service Office report 2) Veterans Budget report
10	8. INFORMATION TECHNOLOGY DEPARTMENT REPORT a. IT-2022-03-10-Administration-Committee
11 - 12	9. ELECTED OFFICIALS WAGES a. Sheriff and Clerk of Courts (discussion and possible action) Res 2022- Establishing Salaries of and Providing Health Insurance Information Regarding Elected Officials
13 - 14	b. Coroner (discussion and possible action) Res 2022- Authorizing Coroner Compensation
15	10. HUMAN RESOURCES REPORT a. HR March Report Human Resource Report March 2022
16 - 25	b. Personnel Policy Manual Proposed Updates (discussion and possible action) Personnel Policy Manual Updates - March 2022
26	11. EMERGENCY MANAGEMENT DISASTER DECLARATION a. March 2022 Disaster Declaration
	12. COUNTY ADMINISTRATOR'S REPORT
	13. COURTHOUSE CONSTRUCTION UPDATE (DISCUSSION AND POSSIBLE ACTION) a. Closed Session - Courthouse Construction Bid Update (discussion and possible action) - pursuant to Wis. Statute 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. b. Open Session
	14. FUTURE AGENDA ITEMS

15. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS, OTHER MATTERS FOR DISCUSSION ONLY

DISCLAIMER:

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.

Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

**Minutes of the February 17th meeting of the Sawyer County
Administration Committee
Of the Sawyer County Board of Supervisors
Assembly Room; Sawyer County**



Voting Committee Members (X) Present:

- ☒ Chair: **Tweed Shuman**
- ☒ Vice Chair: Dale Schleeter
- ☒ Tom Duffy
- ☒ Ron Kinsley
- ☐

Others Present:

Tom Hoff
Lynn Fitch
Mike Coleson
Mike Keefe

Call to Order –Chair Shuman called the meeting to order at 10:00 am.

Certification of Compliance with the open meeting law was met. Roll Call taken; quorum was met.

Meeting Agenda –

Public Comments –

Minutes from the previous meeting – A motion was made by Mr. Duffy to approve the minutes of the January 20, 2022, meeting; second by Mr. Kinsley. Motion carried without negative vote.

Veterans Service Department Report – A written report was provided.

Information Technology Department Report – A written report was provided.

Human Resources Report – A written report was provided. Mr. Hoff advised that other County Administrators are reporting many staff vacancies, one county as many as 42 open positions.

Ambulance Billing Provider – Mr. Hoff advised that our new billing service, LifeQuest, requires a new Merchant Credit card account and bank account so we can accept credit card deposits. LifeQuest will handle all of our deposits in the future. A motion was made by Mr. Kinsley; second by Mr. Duffy to approve the request for the new merchant card and bank account and forward to County Board for approval. Motion carried without negative vote.

Courtroom Update – Mr. Hoff advised that the bids were opened on Monday. After completing that process, we did not receive bids on all construction components. Miron will repost the requests for some of the bid components because of this and we will table the awarding of construction bids for the March meeting cycle.

County Administrator's Report – Mr. Hoff reported he will be with the County through March 11th. He and Mr. Keefe are talking with our auditors who have a product to help track and report ARPA fund commitments which will be a help to our new staff. The opioid settlement has been reached and we are expecting to receive the first of the funds late spring/early summer. Municode is not ready for launch yet. Mr. Hoff is working with Mike Keefe and Rose Lillyroot on transition processes.

Administrator Recruitment Update -- Mr. Kinsley advised we will be conducting interviews the first part of March. He recommended appointing an interim administrator, and Mr. Keefe is interested in fulfilling this duty. At 10:52 am, a motion was made by Mr. Duffy; second by Mr. Schleeter to enter closed session pursuant to Wisconsin Statutes 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public

employee over which the governmental body has jurisdiction or exercises responsibility. A roll call vote was taken and passed 4 – 0 with “aye” votes from Shuman, Schleeter, Duffy, and Kinsley.

At 10:59 am a motion to return to open session was made by Mr. Duffy; second by Mr. Schleeter. Motion passed without negative vote.

A motion was made by Mr. Duffy; second by Mr. Schleeter to appoint Mike Keefe as Interim County Administrator effective March 11, 2022, and pay him the same salary as the current Administrator for the duration of this service. This recommendation will go to the February 17th County Board meeting for approval. Motion carried without negative vote.

Future Agenda Items -- Ad Hoc Recruitment Committee for the purpose of allocating remaining ARPA funds

Meeting Date/Time – The next meeting of the Administration Committee will be Thursday, March 10, at 10:00 am in the Assembly Room.

Meeting adjourned at 11:02 am
Minutes recorded by Lynn Fitch, County Clerk

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, March 10, 2022

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

B. **Office Report:**

Contacts:

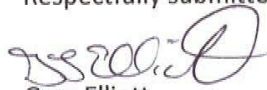
February: 370 phone calls, 286 letters/emails/faxes and 85 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 14 disability/pension claims to date and received retroactive payment of \$134,433.49 for claims decided in the Veteran's favor.

Training: Up to date.

Respectfully submitted,


Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 03/01/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
REVENUE										
Department 57 - Veteran's Administration										
46250	Veterans' Trans. Fees	1,300.00	.00	1,300.00	.00	.00	200.00	1,100.00	15	1,275.00
49220	Transfer From Spec. Rev. Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	4,000.00
49300	Use of Prior Years' Fund Balance	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
Department 57 - Veteran's Administration Totals		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$200.00	\$10,100.00	2%	\$5,275.00
REVENUE TOTALS		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$200.00	\$10,100.00	2%	\$5,275.00
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54710 - Veteran's Relief										
50322	Veterans' Relief Expenses	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
State Account 54710 - Veteran's Relief Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%	\$0.00
State Account 54720 - Veteran's Office										
50111	Regular Salaries	112,886.00	.00	112,886.00	.00	.00	11,335.97	101,550.03	10	92,061.98
50144	Term Life Ins./Employer's Share	28.00	.00	28.00	.00	.00	4.92	23.08	18	29.07
50147	Workers Comp	3,757.00	.00	3,757.00	.00	.00	365.04	3,391.96	10	2,157.93
50151	FICA-Employer's Share	8,789.00	.00	8,789.00	.00	.00	871.50	7,917.50	10	7,697.25
50152	Retirement-Employer's Share	6,373.00	.00	6,373.00	.00	.00	684.36	5,688.64	11	6,441.83
50155	Flex Administration Fees	47.00	.00	47.00	.00	.00	7.80	39.20	17	71.80
50225	Telephone	500.00	.00	500.00	.00	.00	30.18	469.82	6	444.55
50226	Hardware/Software	.00	.00	.00	.00	.00	.00	.00	+++	74.83
50241	Repairs/Maintenance-Vehicles	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	245.35
50270	Insurance Claim	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
50311	Postage	200.00	.00	200.00	.00	.00	17.81	182.19	9	85.20
50312	Office Supplies	900.00	.00	900.00	.00	.00	56.97	843.03	6	609.50
50313	Printing	2,600.00	.00	2,600.00	.00	.00	182.68	2,417.32	7	2,416.16
50325	Registration Fees	.00	.00	.00	.00	.00	.00	.00	+++	30.00
50329	Dues/Subscriptions	350.00	.00	350.00	.00	.00	100.00	250.00	29	104.95
50335	Meal Expenses	.00	.00	.00	.00	.00	.00	.00	+++	105.00
50336	Lodging	450.00	.00	450.00	.00	.00	.00	450.00	0	490.25
50339	Travel	.00	.00	.00	.00	.00	.00	.00	+++	(23.68)
50343	Boards & Commissions	150.00	.00	150.00	.00	.00	.00	150.00	0	150.00
50349										
50349-342	Flags	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	974.08
50349 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$974.08
50351	Vehicle Fuel	200.00	.00	200.00	.00	.00	238.25	(38.25)	119	1,564.45
State Account 54720 - Veteran's Office Totals		\$145,730.00	\$0.00	\$145,730.00	\$0.00	\$0.00	\$13,895.48	\$131,834.52	10%	\$115,730.50
State Account 54730 - Care of Veteran's Graves										
50220	Contracted Expenses	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	6,624.00
State Account 54730 - Care of Veteran's Graves Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$6,624.00



Budget Performance Report

Fiscal Year to Date 03/01/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Department 57 - Veteran's Administration Totals		\$157,730.00	\$0.00	\$157,730.00	\$0.00	\$0.00	\$13,895.48	\$143,834.52	9%	\$122,354.50
EXPENSE TOTALS		\$157,730.00	\$0.00	\$157,730.00	\$0.00	\$0.00	\$13,895.48	\$143,834.52	9%	\$122,354.50
Fund 100 - General Fund Totals										
REVENUE TOTALS		10,300.00	.00	10,300.00	.00	.00	200.00	10,100.00	2%	5,275.00
EXPENSE TOTALS		157,730.00	.00	157,730.00	.00	.00	13,895.48	143,834.52	9%	122,354.50
Fund 100 - General Fund Totals		(\$147,430.00)	\$0.00	(\$147,430.00)	\$0.00	\$0.00	(\$13,695.48)	(\$133,734.52)		(\$117,079.50)
Fund 213 - Veteran's Service Grant										
REVENUE										
Department 00 - General										
43565 State Aid/Veteran's Grant		10,500.00	.00	10,500.00	.00	.00	.00	10,500.00	0	8,500.00
49300 Use of Prior Years' Fund Balance		7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
Department 00 - General Totals		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0%	\$8,500.00
REVENUE TOTALS		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0%	\$8,500.00
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50111 Regular Salaries		2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	8,316.05
50226 Hardware/Software		1,298.00	.00	1,298.00	.00	.00	.00	1,298.00	0	.00
50247 Repairs-Buildings		9,582.00	.00	9,582.00	.00	.00	.00	9,582.00	0	.00
50329 Dues/Subscriptions		100.00	.00	100.00	.00	.00	.00	100.00	0	100.00
50335 Meal Expenses		720.00	.00	720.00	.00	.00	30.00	690.00	4	.00
50336 Lodging		2,500.00	.00	2,500.00	.00	.00	120.00	2,380.00	5	.00
50339 Travel		1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
50351 Vehicle Fuel		300.00	.00	300.00	.00	.00	.00	300.00	0	83.95
State Account 54700 - Veteran's Grant Expenses Totals		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$150.00	\$17,850.00	1%	\$8,500.00
Department 00 - General Totals		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$150.00	\$17,850.00	1%	\$8,500.00
EXPENSE TOTALS		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$150.00	\$17,850.00	1%	\$8,500.00
Fund 213 - Veteran's Service Grant Totals										
REVENUE TOTALS		18,000.00	.00	18,000.00	.00	.00	.00	18,000.00	0%	8,500.00
EXPENSE TOTALS		18,000.00	.00	18,000.00	.00	.00	150.00	17,850.00	1%	8,500.00
Fund 213 - Veteran's Service Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$150.00)	\$150.00		\$0.00
Fund 411 - Veteran's Transportation Grant										
REVENUE										
Department 00 - General										
43566 Veterans' Trans. Grant		7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	6,903.91
Department 00 - General Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$6,903.91
REVENUE TOTALS		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$6,903.91



Budget Performance Report

Fiscal Year to Date 03/01/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 411 - Veteran's Transportation Grant										
EXPENSE										
Department 00 - General										
State Account 54725 - Capital Outlay/Van Purchase										
50247	Repairs-Buildings	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	.00
59210	Transfer to General Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	4,000.00
State Account 54725 - Capital Outlay/Van Purchase		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$4,000.00
Totals										
Department 00 - General Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$4,000.00
EXPENSE TOTALS		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$4,000.00
Fund 411 - Veteran's Transportation Grant Totals										
REVENUE TOTALS		7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0%	6,903.91
EXPENSE TOTALS		7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0%	4,000.00
Fund 411 - Veteran's Transportation Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,903.91
Grand Totals										
REVENUE TOTALS		35,300.00	.00	35,300.00	.00	.00	200.00	35,100.00	1%	20,678.91
EXPENSE TOTALS		182,730.00	.00	182,730.00	.00	.00	14,045.48	168,684.52	8%	134,854.50
Grand Totals		(\$147,430.00)	\$0.00	(\$147,430.00)	\$0.00	\$0.00	(\$13,845.48)	(\$133,584.52)		(\$114,175.59)

Mike Coleson
Sawyer County IT Director



March 10, 2022

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, Ron Kinsley, Thomas
Duffy, and Tom Hoff
IT Department Report

Agenda items

N/A

Projects completed

- Sheriff Network security project: tighten access to outside agencies.
 - City PD Internet upgraded. Working with City PD consultant.
- Upgrading HHS domain server from Windows Server 2012 to Server 2022.
- Birke cameras for Law Enforcement on Main street

Projects in progress

- Sheriff Network security project: tighten access to outside agencies.
 - Working with LCO PD for Least Privilege access to Spillman
- Dispatch mobile station set-up. Partially complete.
- Oasis building: phones, security cameras, network setup.

Pending Projects

Helpdesk and support activities

Main storage for courthouse data: part replacement overnight.
New ambulance Toughbook deployment
Added Booking computers to nightly backup
Fixed Booking mug shot camera. Vendor website caused issues.
Portals 100 installs/reinstalls at Dispatch, Central control
About 7 onboards/terminations/moves
Average of 5 support calls per day. Remote / On-site comparison: about 5%-95%.

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Resolution _____

RESOLUTION ESTABLISHING SALARIES OF, AND PROVIDING HEALTH
INSURANCE INFORMATION REGARDING ELECTED OFFICIALS

WHEREAS, Pursuant to Wisconsin Statute § 59.22(1)(a) the salaries of the Sheriff
and Clerk of Court must be established prior to the beginning of a new term; and,

WHEREAS, Wisconsin Statute § 59.22(1)(a) does not preclude adjustments to fringe
benefits during the term of office, pursuant to Cramer v. Eau Claire County, 2013 WI App
67; and,

WHEREAS, the County has an interest in establishing the salaries at a level that
attracts public interest in attracting candidates to run for the positions; and,

WHEREAS, the County has offered health insurance benefits to elected officials
under the same terms and conditions as management staff, as may be modified by the County
from time to time; and,

WHEREAS, the County acknowledges that each Elected County Official must pay
the Employee-Required Wisconsin Retirement System (WRS) Contribution Rate, as such
rate may be adjusted by the Employee Trust Fund Board;

NOW, THEREFORE BE IT RESOLVED, that the Administration Committee
recommends to the Sawyer County Board of Supervisors that the Sheriff and Clerk of Court
salaries be established according to the below schedule for each year of the term and that
health insurance be offered to elected officials under the same terms and conditions as
offered to management staff, as may be modified by the County from time to time:

Position	2023	2024	2025	2026
Sheriff	\$80,177	\$81,780	\$83,416	\$85,084
Clerk of Court	\$60,726	\$61,941	\$63,180	\$64,443

Fiscal Impact

Position	2023	2024	2025	2026
Sheriff	\$4146	\$1603	\$1636	\$1668
Clerk of Court	\$3625	\$1215	\$1239	\$1263

(These estimated costs include the fiscal impact of salaries only and do not include the fiscal
impact of health insurance or any other fringe benefit such as WRS contribution rates.

WHEREAS, the contents of this Resolution were discussed at the County
Administration Committee meeting on March 10, 2022, and the Administration Committee

38 voted to recommend to the County Board that it adopt this Resolution at its meeting on March
39 17, 2022;

40 **WHEREAS**, the County Board then discussed this Resolution at its meeting on March
41 17, 2022.

42 This Resolution is recommended for adoption by the Sawyer County Board of Supervisors at
43 its meeting on March 10, 2022, by this Sawyer County Administration Committee on this
44 March 17, 2022.

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46 _____
47 Tweed Shuman, Chair Dale Schleeter, Vice Chair

48
49 _____
50 Ron Kinsley, Member Tom Duffy, Member

51
52 VACANT
53 Member

54 _____
55
56 This Resolution is hereby adopted by the Sawyer County Board of Supervisors this 17th day of
57 March, 2022.

58
59 _____
60 Tweed Shuman, Lynn Fitch,
61 Sawyer County Board of Supervisors Chairman Sawyer County Clerk

62

1 **A Resolution to Set the Compensation for the Elected Position of Coroner for the**
2 **Term Beginning January 1, 2023**

3
4 **Resolution #2022-_____**
5

6 Whereas, the Coroner shall be elected to a four-year term which begins on January 1, 2023;
7 and,

8
9 Whereas, Wisconsin State Statute 59.22 requires that the compensation be set for the entire
10 term for elected officials;

11
12 Now therefore be it resolved by the Sawyer County Board of Supervisors:

- 13
14 • The base salary of the Coroner shall be established at \$2,500 annually from
15 January 1, 2023, to December 31, 2026, for coordinating the on-call schedule,
16 record keeping, follow up on cases, developing standard operating guidelines,
17 training of deputies and attending meetings.
18
19 • In addition to the base salary, the elected Coroner or the appointed Deputy
20 Coroner(s) shall receive the following payments:
21
22 ○ \$2.00 per hour to the one (1) individual designated to be on-call; on call pay
23 applies only to duties not otherwise compensated in base pay or while
24 compensated by other Sawyer County employment.
25 ○ \$100 per death certificate.
26 ○ \$ 50 per cremation certificate issued
27 ○ \$ 17 per hour for time spent on transfers for autopsies performed,
28 attending approved training, or for attending court when required
29

30 There shall be no benefits associated with the positions of elected Coroner or appointed
31 Deputy Coroner except those required by Statute or law.
32

33 **WHEREAS**, the contents of this Resolution were discussed at the County
34 Administration Committee meeting on March 10, 2022, and the Administration Committee
35 voted to recommend to the County Board that it adopt this Resolution at its meeting on March
36 17, 2022;

37 **WHEREAS**, the County Board then discussed this Resolution at its meeting on March
38 17, 2022.

39 This Resolution is recommended for adoption by the Sawyer County Board of Supervisors at
40 its meeting on March 10, 2022, by this Sawyer County Administration Committee on this
41 March 17, 2022.
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44 _____
45 Tweed Shuman, Chair

Dale Schleeter, Vice Chair

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47 _____
48 Ron Kinsley, Member

Tom Duffy, Member

49 VACANT
50 _____
51 Member

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This Resolution is hereby adopted by the Sawyer County Board of Supervisors this 17th day of March, 2022.

Tweed Shuman,
Sawyer County Board of Supervisors Chairman

Lynn Fitch,
Sawyer County Clerk

Human Resource Report March 10, 2022

2022 Turnover

2/5/2022	Liane Coyne	Human Services	Term
2/11/2022	Amy Thompson	Sheriff	PT
2/11/2022	Barb Weber	Human Services	Retired
2/20/2022	Matt Topper	Sheriff	Term
2/21/2022	Benjamin Drier	Human Services	FT

Recruiting for EMS Positions

Recruiting for Finance Director

Recruiting Social Worker

Recruiting for bailiffs

Recruiting for Social Services Aide

Recruiting for part time jail/disp/road

Recruiting for Zoning Administrative Assistant

Recruiting for Mental Health Therapist

Recruiting Land Survey Technician

Recruiting for part-time LTE Veteran Van drivers

Policy Manual updates – attached

Completed yearly Public Sector Employee Safety Injury and Illness reporting

Completed yearly EE)-4 reporting

Assist with County Administrator recruitment

Continue to review and assess positions as they open to determine need and whether the position can be utilized more effectively

Exploring various options for advertising/recruiting including posting ads in more area papers and on their digital websites (wider audience), traditional hiring websites, Technical College websites, job posting boards, etc

Ongoing personnel issues

Summary of Personnel Policy Manual Proposed Updates – March 2022

Updated timekeeping policy to reflect electronic punching – page 8

Changed who to give personal date change form to – page 25

Service animal policy – page 33

Forms is on website, not an appendix – page 60

Corrected formatting – page 61

Added department head approval for vacation carryover requests – page 63

Corrected date of sick leave accrual to the 15th of each month – page 63

Changed formatting and added new employees hired after November 30 of each year will get their first floating holiday the next calendar year – page 65

Corrected wording re retiree benefits for health insurance and Medicare eligibility – page 67

I am attaching the referenced pages with proposed changes in **RED**.

If you would like to view the entire policy manual, it can be found here:

<https://www.sawyercountygov.org/DocumentCenter/View/8317/Proposed-2022-Personnel-Policy-Manual>

TIMEKEEPING

1. Purpose. To provide time reporting requirements for all employees of Sawyer County.
2. Policy. This policy provides each department the information needed to accurately record and submit their time electronically or paper if still awaiting conversion to electronically-sheets.
3. Procedures. The pay period covers fourteen consecutive days beginning on a Sunday and ending on the second Saturday. The usual pay period is 70 to 80 hours.

Each employee is responsible for and accurately recording their own time on a daily basis.

Electronic or paper Time sheets must show all time worked and absence from work with appropriate benefit leave incurred for the pay period.

Employees will electronically clock in and out or mark their time sheets with actual time in and time out for the purpose of computing regular hours.

Paper Time sheets should not be completed in advance unless you will be absent for the time period a time sheet covers or if there is a holiday that conflicts with payroll entry.

Employees on official business outside the normal work schedule should note it on their timekeeping records.

Supervisors will review time records for accuracy and completeness and verify overtime entries prior to submission for data input, sign the timesheet and forward to Payroll.

Employee and supervisor need to approve every time entry prior to payroll processing.

4. Overtime and Compensatory Time. Overtime and compensatory time earned must be approved in advance by the supervisor to whom the employee reports unless it is an emergency situation; if not, an employee is not authorized to work the overtime or compensatory time.

All overtime or compensatory time earned must be recorded on the time sheet, either electronically or on paper.

When an employee transfers to a different position, any compensatory time balance is paid at the time of the transfer.

Working unauthorized overtime or compensatory time may subject employees to disciplinary action

5. Time Worked. All employees are expected to record all hours worked to the nearest quarter hour (15 minutes).

Work time seven (7) minutes or less is to be rounded down to nearest one quarter hour; work time eight (8) minutes or more is rounded up to nearest one quarter hour.

Example: If you work 2 hours and 22 minutes you would record 2.25 hours. If you work 2 hours and 29 minutes you would record 2.50 hours.

The following provisions are included as time worked:

- a. Work Away From Premises or at Home. A non-exempt employee is not permitted to perform work away from the premises, job site, or at home, unless approved in advance in writing by his or her Department Director and the County Administrator. If approved, work performed off the premises, job site, or at home by a non-exempt employee will be

counted as time worked. If an employee is a remote worker they are to clock in and out electronically to accurately reflect actual time worked.

- b. Break Time. Authorized rest periods of 15 minutes or less are counted as time worked.
 - c. Travel/Training Time. Travel and training time is to be considered and included in actual time worked. Time begins when departing for work destination if other than to County offices. Time ends when employee arrives back to starting position or to County office.
6. Time Not Worked. Per the Fair Labor Standards Act, Sawyer County does not count the following provisions as time worked:
- a. Paid Leave. Approved paid absences, including but not limited to paid time off, holiday pay, personal holiday leave, Family Medical Leave Act leave, military leave, jury and witness duty are not counted as time worked. All time off requests need to be entered electronically and approved by both the employee and department head.
 - b. Meal Periods. Uninterrupted time off for lunch or dinner is not counted as time worked.
 - c. All meal periods, paid or unpaid, should be noted accordingly on the time sheet
7. Exempt Employee Salaries. The salary paid by Sawyer County to salaried employees is specifically intended to compensate for their service to the County. By law, the predetermined amount cannot be reduced because of variations in the quality or quantity of the salaried employees work. Subject to limited exceptions, an exempt employee receives their full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked.

OVERTIME AND COMPENSATORY TIME

- 1. Purpose. To provide a consistent system for distributing overtime in compliance with the overtime-pay provisions of the Fair Labor Standards Act (FLSA).
- 2. Definitions. Each position is designated as either “Non-exempt” or “Exempt” from the federal Fair Labor Standards Act and state wage and hour laws. Employees should contact their supervisor if they are unsure of their position’s designation.
 - Non-Exempt. Positions that are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week.
 - Exempt. Positions that are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.
- 3. Overtime. **All overtime will need to be approved in advance by Supervisor and/or Department Director.**

Increased Work Hours (overtime) will be authorized by the Supervisor and/or Department Director.

- a. Non-exempt employees may receive pay for overtime hours. This will be paid at time and one half the hourly rate of pay for any hours worked in excess of 40 hours per week. The County may provide non-exempt employees with compensatory time instead of paying for overtime hours worked. Compensatory time will be provided in accordance with the requirements of State and Federal law.

PERSONAL DATA CHANGES

1. Purpose. To ensure accurate and up-to-date personal information is on file within County Administrator for all employees.
2. Policy. Each employee must promptly notify Sawyer County of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, marital status, certification achievements, and other such status reports must be accurate and current at all times. To provide such notice employees shall complete and submit the Personal Data Change form to ~~County Administrator.~~ human resources or payroll.
3. Change in Educational Accomplishments. Submit certificates received from trainings, transcripts from continuing education coursework, diplomas, or other educational materials obtained while employed by Sawyer County to County Administrator for placement in their personnel file.

Employees in positions that require renewal of licenses or certifications must provide updated copies to County Administrator upon expiration of the license or certification.

OUTSIDE EMPLOYMENT

1. Purpose. To ensure employees are not engaging in outside employment that conflicts with or affects performance of county duties.
2. Policy. Employees may hold outside employment as long as they continue to meet performance standards of their county position, and provided the outside employment does not create a conflict of interest with the county position or affects the performance of county duties.

Employees will be held to the same performance standards and work schedules, regardless of existing outside employment demands.

Outside employment that creates a conflict of interest is prohibited. The determination of whether a conflict of interest exists is the sole discretion of the employer.

Employees must make Supervisors or County Administrator aware of outside employment.

3. Prohibited Conduct. Use of county-assigned work number for any business purpose other than Sawyer County business.

Use of county-assigned telephones for incoming or outgoing telephone calls for outside employment purposes.

Storage of personal business records on county computers or use of any county equipment or property in conducting an outside business or outside employment.

CONFLICT OF INTEREST

1. Purpose. In order to ensure that County decisions be made in proper channels of the governmental structure; that public office not be used for improper personal gain, and that conflicts between private interests and public responsibilities be avoided, employees are expected to adhere to the following conflict of interest guidelines.

balance will be overtime (less any benefit time taken).

PERFORMANCE MANAGEMENT

1. Purpose. To improve employee performance, strengthen supervisor-employee relationships, and recognize employee accomplishments and good work. Employee performance management will be considered in decisions affecting placement, employment, salary adjustment, promotions, transfers, corrective action or discipline, reemployment, and training.
2. Policy. Employee's shall receive a written performance evaluation normally six (6) months after hire and annually thereafter. Performance evaluations may be considered in decisions affecting transfers, promotions, salary changes, demotions, layoff, dismissal and/or training. A copy of the performance evaluation shall be placed in the employee's personnel file located in the Human Resource/Administration Department.

Employees whose performance evaluation warrants further and immediate improvement may be subject to the successful completion of a Performance Improvement Plan.

SERVICE ANIMALS

1. Purpose. A service animal may accompany an employee with a disability at work if it is deemed as an acceptable reasonable accommodation. Under the ADA and the State of Wisconsin law, a service animal is an animal that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability.
2. Policy. If an employee with a disability requires the assistance of a 'service animal' as defined by Wis. State Statute 106.52(1)(fm), a service animal may accompany an employee with a disability at work if it is deemed to be an acceptable and reasonable accommodation under the Americans with Disabilities Act (ADA). An emotional support animal and comfort animal that is not trained to work or perform a task in support of a disability does not qualify as a service animal under this policy.
3. If the service animal is approved by the County Administrator or his/her designee, the employee will be permitted to bring a service animal to the office, provided the animal's presence does not create any health concerns or is a danger to others. The care of the service animal is solely the responsibility of the employee. Employees are responsible for the following:
 - a. Keeping animals under control at all times.
 - b. Any clean-up or damage to County property by their service animal.
 - c. Providing documentation proving the animal is up to date on vaccinations.
 - d. Having comprehensive liability insurance coverage covering potential injuries.
 - e. Having a way to transport the animal in the event it creates a health concern or is a danger to others at work.

prevent the Employee from complying with the original filing deadline. The decision of the County Administrator regarding a request for an extension of time shall be final and binding and not subject to appeal. Failure of the Office of County Administrator to receive a written request for hearing from the Employee within five (5) working days of the deadlines set forth above or any extension granted by the County Administrator shall constitute a waiver of the employee's right to use the grievance procedure and an abandonment of the grievance.

- E. Hearing Procedure. The selection of an Impartial Hearing Officer and hearing on a Workplace Safety violation shall be conducted in accordance with the Hearing Procedure in section 3.(D) above.
- F. Burden Of Proof; Impartial Hearing Officer's Decision; Remedies.
 - a. Burden Of Proof; Standard Of Review. The County bears the burden of proving by a preponderance of the evidence that the condition identified by the Employee does not constitute a Workplace Safety violation and that no corrective action is required. If the County does not meet its burden of proof, the Impartial Hearing Officer shall grant the grievance.
 - b. Decision. Unless otherwise agreed to by the parties, the Impartial Hearing Officer shall issue a written decision within ten (10) working days of the close of evidence. The decision of the Impartial Hearing Officer shall, at a minimum, contain a statement of: (a) the standard of review; (b) the particular workplace conditions that are implicated by the Workplace Safety grievance; (c) the Impartial Hearing Officer's findings as to whether a Workplace Safety violation exists; and (d) a remedy, if any.
 - c. Remedies. If the grievance is sustained, the Impartial Hearing Officer may order the County take corrective action in accordance with law to address the Workplace Safety violation. The Impartial Hearing Officer shall have no authority to require the County to take any specific corrective action or provide any specific remedy in response to the Workplace Safety violation.

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5. COUNTY BOARD APPEAL OF DISCIPLINE, TERMINATION AND WORKPLACE SAFETY MATTERS

- A. Who May File An Appeal. An appeal of the Impartial Hearing Officer's decision may be filed by the Employee or the County.
- B. Requesting An Appeal. An appeal may be initiated to the County Board by filing an appeal with the County Administrator on the form ~~attached as Appendix D~~ found on the Sawyer County website within five (5) working days of the date of the Impartial Hearing Officer's decision. Failure to file a written appeal by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final.
- C. County Board Appeal. When the County Administrator receives a timely request for appeal, the County Administrator shall forward the appeal to the chair of the County Board along with a copy of the hearing record inclusive of any exhibits introduced at the grievance

hearing. The Chair shall schedule the appeal before the County Board for purposes of reviewing the hearing record and the Impartial Hearing Officer's decision as soon as reasonably possible. The County Board shall not take testimony, accept additional evidence, accept briefing, or otherwise conduct a hearing of any sort in relation to an appeal. The County Board may allow no more than twenty (20) minutes to the County and the Grievant to orally argue their respective position.

- D. Standard of Review. The Board may overturn or otherwise modify the Impartial Hearing Officer's decision if the County Board finds the decision of the Impartial Hearing Officer to be arbitrary, oppressive or unreasonable and represented his or her will and not judgment.
- E. Decision. The County Board shall deliver a written decision to the Employee and the County Administrator no later than ten (10) working days from the date of the County Board meeting. The written decision shall contain: (1) a statement of the issues; (2) findings along with an explanation as to why any findings differ from the Impartial Hearing Officer; and (3) a remedy, if applicable, along with an explanation as to why any remedy differs from the remedy granted by the hearing examiner.
- F. Remedies on Appeal; Discipline And Termination. The County Board may award the following remedies to the Employee on appeal in a matter involving Discipline or Termination: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the Employee for continuation of health insurance under the **Consolidated Omnibus Budget Reconciliation Act (COBRA)**. The Employee shall have a duty to mitigate damages and shall be required to submit proof of mitigation measures, if applicable.
- G. Remedies on Appeal; Workplace Safety. If the County Board determines on appeal that a violation of Workplace Safety has occurred, the County Board may order that corrective action be taken by the County according to law.
- H. Final Decision. The decision of the County Board shall be final. Any judicial review of the County Board's decision shall be only as provided by law

~~Final Decision. The decision of the County Board shall be final. Any judicial review of the County Board's decision shall be only as provided by law.~~

~~G. Final Decision. The decision of the County Board shall be final. Any judicial review of the County Board's decision shall be only as provided by law.~~

VIII. BENEFITS

Individual departments may require more advance notice for scheduled absences. Employees will follow written department procedures for requesting vacation if required. Vacation requests may be denied based on the needs of the department and the scheduled time off of other department employees.

Department Directors or designees may approve planned vacation requests of less than 24 hours' notice on a case by case basis.

Sheriff Department employees may submit vacation requests by December 1 of each year for the following calendar year. In case of conflict for vacation requests submitted prior to December 1, years of service shall prevail. Requests made after December 1 cannot bump approved vacation requests made prior to December 1.

In all cases of approved vacation, the County reserves the right to call an employee in to work from vacation in the event of emergency or other unforeseen circumstance.

Vacation will not accrue during unpaid leaves and vacation cannot be taken before it is earned. Employees will use all but one week combined total of accrued sick or vacation time to pay their portion of premiums while they are out on FMLA or Worker's Compensation leaves. Employees working a reduced schedule due to intermittent medical leave or work-related injury shall accrue vacation on a pro-rated basis.

The maximum amount of accrued vacation hours in an employee's vacation bank on their anniversary date may not exceed 5 days more than the yearly accrual. The time frame for which this carryover is to be used is at the discretion of the Department Directors. Any request to carry over more than the yearly accrual plus the 5 days of vacation will need to be submitted and approved by the Department Head and County Administrator.

7. Sick Leave and Accrual. Sick leave will accrue monthly for all eligible employees and will be added on the 15th the second pay period of the month. (7, 7.5 or 8 hours).

Employees will be granted sick leave with pay for illness, injury or physician's appointments. Unless on an approved FMLA leave, up to three days of sick leave per year may be used for immediate family illnesses. Employees will use all but one week combined total of accrued sick or vacation time to pay their portion of premiums while they are out on FMLA or Worker's Compensation leaves. Employees who are on partial paid leaves due to FMLA or Worker's Compensation shall accrue sick on a pro-rated basis.

Employees must report the use of sick leave at least one (1) hour prior to the start of the employee's scheduled shift, or as soon as practicable in cases of emergency or development of illness during the employee's work shift. Sheriff Department employees must report the use of sick leave at least four (4) hours prior to the start of the employee's scheduled shift. Individual departments may require more advance notice for unscheduled absences.

- If an employee is aware in advance that sick leave benefits will be needed, the employee must notify the Department Director as far in advance as possible in writing including the anticipated time/duration of the sick leave needed, the reason for the sick leave and the anticipate date of return to work. Medical certification must be provided upon return to work.
- For all employees, at the end of each calendar year, unused sick leave shall carry over and be added to the next year's accumulation until a maximum of the following has occurred:
 - o Employees hired before January 1, 2015 will accrue to a maximum of one hundred ten (110) days.

payment.

2. Holidays Observed. The following holidays will be observed.

New Year's Day	Friday before Easter
Memorial Day	Independence Day
Labor Day	Veterans Day
Thanksgiving Day	Day after Thanksgiving Day
Christmas Eve Day	Christmas Day
	1 Floating Holiday**
	** Floating Holiday is to be used and paid prior to the last pay date of the year**

The following holiday will be observed by non-represented law enforcement (Eight hours).

New Year's Day	Friday before Easter
Memorial Day	Independence Day
Labor Day	Veterans Day
Thanksgiving Day	Christmas Day
	3 Floating Holidays**
	Floating Holiday is to be used and paid prior to the last pay date of the year

3. Eligibility. Regular employees working thirty-five (35) or more hours per week are eligible for all the full-time benefits documented herein.

3.4. ****Employees hired after November 30 of any given year will receive their first floating holiday the next calendar year. Floating Holiday is to be used and paid prior to the last pay date of the year.**

Limited term, as needed part-time, and seasonal employees are not eligible for holiday pay.

In order to receive holiday pay, employees must work the day before and the day after each holiday with the exception of normal days off or paid time off. Employees who are in a partial pay status will receive pro-rated holiday pay.

4.5. Compensation. Employees will receive their regularly classified rate for their regularly scheduled number of hours for holiday pay one time per observed holiday except for the following:

- Regular part-time employees who work at least 50% are paid a pro-rated/percentage of full-time hours for holiday pay.
- Highway employees will receive 8 hours of holiday pay for any holiday falling during the time frame they are normally scheduled to work four (4) 10 hour days per week.
- Full-time jailers and dispatchers shall receive holiday payouts at 8 hours for each holiday one time per year (before December 15th) and full-time employees who are required to work on these days, shall be paid straight time for their regular hours worked.

7. Coverage upon separation. Employees separating employment will have insurance coverage through the month for which the employee premium was withheld.

Employees on unpaid leave or layoff, and qualified retired employees or their surviving spouses may continue insurance under the county plans, as long as the carrier permits, by remitting monthly premiums by check or money order to the County for the full premium amount. Insurance will be canceled if the employee or retiree fails to remit payment upon notice of delinquency.

Employees on FMLA and worker's compensation will continue to pay their contribution, but will be allowed a 30-day grace period to pay and the county will give a 15-day notice of intent to cancel.

Employees receiving worker's compensation payments will have the employer share of the health insurance premium paid by the County for the time the employee is on total temporary disability or partial temporary disability not to exceed twelve (12) months.

8. Waiver of Coverage. Any employee who is eligible to be covered by group health insurance who fails to apply for coverage by filling out the application within the time framed allowed will be considered to have waived coverage.

Any employee may elect to decline health insurance coverage by signing a waiver form and filing it with the payroll clerk. A waiver will be effective upon receipt by the payroll clerk.

9. Open Enrollment Period and Cancellation of Coverage. Each October the County Administrator Department will send out a letter of open enrollment period for health insurance for January 1 coverage changes each year.

Each October, any employee may change or cancel their benefits for January 1 the next year.

10. Insurance Continuation ("COBRA"). Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding.

All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant's expense.

11. Retiree Benefits. As allowed by the carrier, employees who were hired before January 1, 2015 and are enrolled in the County's health Insurance plan at the time of retirement and are at least age fifty-five (55) and have at least fifteen (15) years of service may continue in the plan, at their own expense, until the end of the month prior to the month the employee becomes eligible age-of-eligibility for Medicare or the expiration of continuation rights provided by state and federal law, whichever occurs later.

Employees who were hired on or after January 1, 2015 and retire are no longer eligible for insurance benefits under the County Plan.

DISASTER DECLARATION

WHEREAS on March 4, 2022, at approximately 6:00 PM, a disaster, namely heavy rain, ice and severe winds struck Sawyer County, Wisconsin; and

WHEREAS, because of emergency conditions, the County Board is unable to meet with promptness; and

WHEREAS, pursuant to sections 323.11 and 323.14(4)(b) of the Wisconsin Statutes it is necessary and expedient for the health, safety, welfare and good order of the county to proclaim that emergency conditions exist; and

WHEREAS, the disaster has caused the county to expend, commit and exhaust its pertinent available resources; and

WHEREAS, the county requests state assistance and advises the State of Wisconsin of our emergency conditions:

NOW, THEREFORE, pursuant to chapter 59 of the Wisconsin Statutes, as county board chairman or designee of Sawyer County, Wisconsin, I hereby declare a condition of disaster and proclaim until _____, 2022 at _____ a/p.m. or such earlier time as a quorum of the county board convenes:

- ☒ Request Wisconsin state resources, as follows:
- ☒ Authorize emergency purchases of goods and materials, as follows:
- ☒ Authorize emergency purchases of services, as follows:
- ☒ Authorize hiring, as follows:
- ☒ Authorize public works contracting in excess of \$20,000 without advertising or bid, as follows:

 Chairman March 7, 2022 at 7:30 a/p.m.

NOTE: Under 323.14(4)(b), Stats., this proclamation shall be subject to ratification, alteration, modification or repeal by the governing body as soon as that body can meet, but the subsequent action taken by the governing body shall not affect the proper validity of this proclamation.