



Sawyer County

Agenda

Administration Committee Meeting

Thursday, May 12, 2022 @ 10:00 AM

Assembly Room/Virtual Meeting

Revised: Thursday, May 12, 2022 11:07 AM

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. PLEDGE OF ALLEGIANCE

5. ELECTION OF OFFICERS (DISCUSSION AND POSSIBLE ACTION)

- a. Chair
- b. Vice Chair

6. MEETING AGENDA

7. 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.

4	8. APPROVAL OF MINUTES FROM PREVIOUS MEETING a. 4.14.22 Administration Minutes DRAFT
5 - 8	9. VETERANS SERVICE DEPARTMENT REPORT a. Veteran Service Office report May
9	10. INFORMATION TECHNOLOGY DEPARTMENT REPORT a. IT-2022-05-12-Administration-Committee
10 - 11	11. HUMAN RESOURCES REPORT a. Exit Interview Process Update b. 1) Human Resource Report May 2022 (002) 2) SHRM Job Openings Report
	12. ARPA FUND PRIORITIES UPDATE
12 - 13	13. COUNTY ADMINISTRATOR'S REPORT a. Administrator's Report 2022-05
	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 April 14th 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:

Mike Keefe
Lynn Fitch
Mike Coleson
Linda Zillmer - Virtual
Gary Elliott

Janeen Abric - Virtual

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 – Linda Zillmer

Minutes from the previous meeting – A motion was made by Mr. Kinsley to approve the minutes of the March 7, 2022, meeting; second by Mr. Duffy. Motion carried without negative vote.

Veterans Service Department Report – A written report was provided. Mr. Elliott reviewed the numbers in the report. Maintenance is working on a storage area at the Oasis building, and they are in the process of getting signage for the new building. People are calling the new location and finding it after the move. Maintenance may investigate a noise reduction option for the space.

Information Technology Department Report –

Human Resources Report – A written report was provided. The County has a large list of vacancies we continue to try to recruit for. We should review the Dettmann Studies Scale.

County Administrator's Report – Mr. Keefe reported that Municode looks like it may be on the agenda in May. Opioid Settlement will be a webinar at the end of April regarding the timing and amount of payments. Andy will be starting 4/25, and we have an individual who accepted the Finance Director position. Miron is requesting a date for ground-breaking ceremony. Mike Keefe is retiring May 19th. Fiscal year 2021 budget outcome was better than original anticipated so there will be no need to transfer funds from fund balance to cover HHS expenses.

Meeting Date/Time – The next meeting of the Administration Committee will be Thursday, May 12, at 10:00 am in the Assembly Room.

Meeting adjourned at 10:40 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, May 12, 2022

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

B. **Office Report:**

Contacts:

April: 340 phone calls, 225 letters/emails/faxes and 56 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 27 disability/pension claims to date and received retroactive payment of \$134,586.13 for claims decided in the Veteran's favor.

Training: Up to date.

Respectfully submitted,


Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 05/05/22

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	325.00	975.00	25	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	\$325.00	\$9,975.00	3%	\$5,275.00
REVENUE TOTALS		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$325.00	\$9,975.00	3%	\$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	25,209.39	87,676.61	22	92,061.98
50144	Term Life Ins./Employer's Share	28.00	.00	28.00	.00	.00	9.84	18.16	35	29.07
50147	Workers Comp	3,757.00	.00	3,757.00	.00	.00	811.77	2,945.23	22	2,157.93
50151	FICA-Employer's Share	8,789.00	.00	8,789.00	.00	.00	1,938.50	6,850.50	22	7,697.25
50152	Retirement-Employer's Share	6,373.00	.00	6,373.00	.00	.00	1,556.47	4,816.53	24	6,441.83
50155	Flex Administration Fees	47.00	.00	47.00	.00	.00	15.60	31.40	33	71.80
50225	Telephone	500.00	.00	500.00	.00	.00	85.98	414.02	17	444.55
50226	Hardware/Software	.00	.00	.00	.00	.00	823.17	(823.17)	+++	74.83
50241	Repairs/Maintenance-Vehicles	2,500.00	.00	2,500.00	.00	.00	195.78	2,304.22	8	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	22.78	177.22	11	85.20
50312	Office Supplies	900.00	.00	900.00	.00	.00	290.96	609.04	32	609.50
50313	Printing	2,600.00	.00	2,600.00	.00	.00	552.66	2,047.34	21	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	220.00	130.00	63	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	389.50	(189.50)	195	1,564.45
State Account: 54720 - Veteran's Office Totals		\$145,730.00	\$0.00	\$145,730.00	\$0.00	\$0.00	\$32,122.40	\$113,607.60	22%	\$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 05/05/22

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	\$32,122.40	\$125,607.60	20%	\$122,354.50
EXPENSE TOTALS		\$157,730.00	\$0.00	\$157,730.00	\$0.00	\$0.00	\$32,122.40	\$125,607.60	20%	\$122,354.50
Fund 100 - General Fund Totals										
REVENUE TOTALS		10,300.00	.00	10,300.00	.00	.00	325.00	9,975.00	3%	5,275.00
EXPENSE TOTALS		157,730.00	.00	157,730.00	.00	.00	32,122.40	125,607.60	20%	122,354.50
Fund 100 - General Fund Totals		(\$147,430.00)	\$0.00	(\$147,430.00)	\$0.00	\$0.00	(\$31,797.40)	(\$115,632.60)		(\$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	9,350.00	1,150.00	89	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	\$9,350.00	\$8,650.00	52%	\$8,500.00
REVENUE TOTALS		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$9,350.00	\$8,650.00	52%	\$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	1,718.71	7,863.29	18	.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	\$1,868.71	\$16,131.29	10%	\$8,500.00
Department 00 - General Totals		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$1,868.71	\$16,131.29	10%	\$8,500.00
EXPENSE TOTALS		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$1,868.71	\$16,131.29	10%	\$8,500.00
Fund 213 - Veteran's Service Grant Totals										
REVENUE TOTALS		18,000.00	.00	18,000.00	.00	.00	9,350.00	8,650.00	52%	8,500.00
EXPENSE TOTALS		18,000.00	.00	18,000.00	.00	.00	1,868.71	16,131.29	10%	8,500.00
Fund 213 - Veteran's Service Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,481.29	(\$7,481.29)		\$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 05/05/22

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		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0%	\$4,000.00
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	9,675.00	25,625.00	27%	20,678.91
EXPENSE TOTALS		182,730.00	.00	182,730.00	.00	.00	33,991.11	148,738.89	19%	134,854.50
Grand Totals		(\$147,430.00)	\$0.00	(\$147,430.00)	\$0.00	\$0.00	(\$24,316.11)	(\$123,113.89)		(\$114,175.59)

Mike Coleson
Sawyer County IT Director



May 12, 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 Mike Keefe
IT Department Report

Agenda items

N/A

Projects completed

Projects in progress

- Oasis building: phones, security cameras, network setup.
- Pre-construction planning
- Replacing Antivirus vendors: Trend-Micro and Kaspersky with WatchGuard EDPR. 50% complete.

Pending Projects

Sheriff video recording server: Scheduled for June 2022.

Helpdesk and support activities

About 11 onboards/terminations/moves

Average of 6 support requests per day. Remote / On-site comparison: about 5%-95%. Day-to-day support takes up 80% of our time.

Human Resource Report May 12, 2022

2022 Turnover

4/4/2022	Austin Baker	Sheriff	FT
4/5/2022	Dale Olson	County Board	Term
4/5/2022	Chuck Van Etten	County Board	Term
4/5/2022	Bruce Paulson	County Board	Term
4/5/2022	Dawn Pettit	County Board	Term
4/6/2022	Greg Strasser	Highway	Seasonal Hire
4/6/2022	Charles Hayes	Highway	Seasonal Hire
4/6/2022	Talinia Olson	Highway	Seasonal Hire
4/12/2022	Josie Trossen	Sheriff	PT
4/14/2022	Patrick Lueloff	Highway	Seasonal Term
4/18/2022	Michelle Harris	Zoning	FT
4/18/2022	Sarah Inczaukis	Human Services	FT
4/18/2022	Michael Swan	Highway	Seasonal Term
4/19/2022	John Righeimer	County Board	PT
4/19/2022	Chris Rusk	County Board	PT
4/19/2022	Michael Maestri	County Board	PT
4/25/2022	Andrew Albarado	Administration	FT
4/28/2022	Duane Mansky	Highway	Retired

Hired Ordinance Enforcement Specialist position
 Interviewing for Social Services Aide position
 Recruiting for Staff Accountant position
 Recruiting for Driver/Operator position
 Recruiting for EMS positions
 Recruiting for bailiffs
 Recruiting for PT APS Specialist
 Recruiting for Jail, Dispatch and Deputy positions
 Recruiting for Mental Health Therapist
 Recruiting Land Survey/GIS/CAD Technician
 Recruiting for LTE Summer Survey Tech
 Recruiting for LTE Scanning Position
 Recruiting for part-time LTE Veteran Van drivers
 Ongoing personnel issues



Job Openings, Quits Set New Records

By Roy Maurer
May 3, 2022

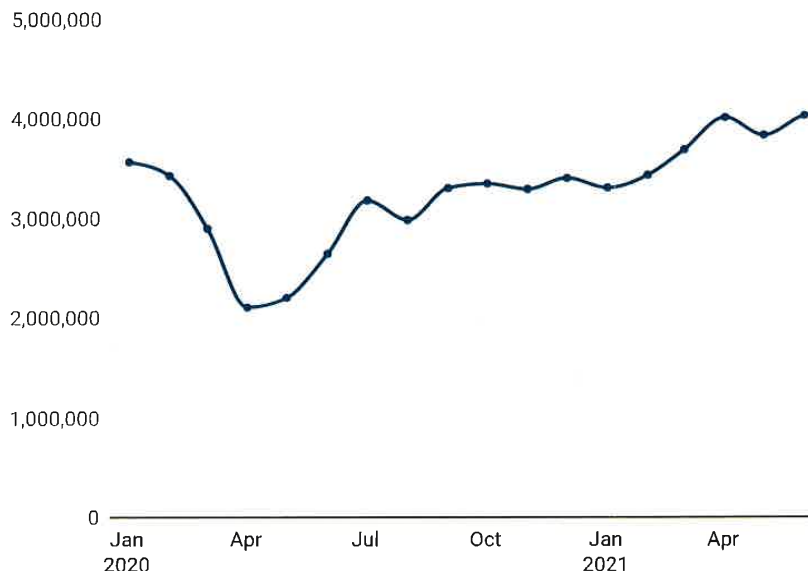
Available jobs across the U.S. rose to 11.5 million in March, the highest number on record, according to the monthly JOLTS report (<https://www.bls.gov/news.release/jolts.nr0.htm>) released today by the U.S. Bureau of Labor Statistics. Job openings outnumbered unemployed workers by about 5.5 million.

Along with the spike in openings came an increase in quits, or workers voluntarily leaving their jobs. Quits edged up to 4.5 million, also the highest level on record. As a share of the labor force, the quits rate rose to 3 percent.

Employers have responded to the elevated quits levels with higher wages as they compete to attract talent, and that higher pay is luring many workers away from their current jobs, experts said. In 2021, almost 48 million workers quit their jobs, the highest number on record, leaving their positions partly in response to increased opportunities in the labor market.

Monthly Quits Remain Elevated

Many factors have led to the historic quits levels—the ongoing pandemic, vaccine mandates and a strong candidate's market are just some considerations that may be leading more workers to put in their notice. The last 13 reported months—since March 2021—have seen the largest exodus of employees on record. **Hover over the line to see how many workers quit each month.**



Feedback

County Administrator's Work Report

May 12, 2022



General Updates

Have spent first few weeks getting around to visit with Department Heads and Elected Officials. Have had at least an initial conversation with each and have learned what is happening in their Departments. Also, learning Sawyer County policies and procedures.

Municode – getting up-to-speed on establishing a Code of Ordinances. Currently reviewing draft and determine that most current ordinances are included, identifying any missing pieces, and verifying that Counsel has reviewed pieces. With Tom's retirement and Rebecca leaving as Counsel it's taking a little time to determine where things were left.

There does appear that there will be some additions that need to be made.

Corporation Counsel – Reviewing current work being done by Corporation Counsel. Some concern with overall cost that County has been incurring, but based on the first few weeks it is apparent that there are a number of issues that it is necessary for them to address, and additional items have come up. I intend to continue to review this and manage the work they are requested to do. A considerable amount of time has been spent reviewing and responding to records requests.

-Board Policies and Procedures – in reviewing this document and addressing chair/vice-chair election issues it was found that some procedures identified are inconsistent with State Statute and Counsel has recommended updating our policy. In addition, we should add in more detail on Standing Committees and consider making it a part of Chapter 2 of the County Ordinance Book.

-Reviewing compensation schedule and current vacancies. Identifying areas in need of attention with HR, and developing possible scenarios to address compensation to improve recruitment and retention of staff. Intend to bring a proposal to the June meeting.

Courthouse Renovation

Pre-construction/Construction Bi-weekly meetings continue with Venture Architects, Miron Construction, and County staff to discuss timelines, review any needed contingency and change order items, and identify communication issues. One change order item is switching exterior siding to the LP product from James Hardie. Engineer/Architects determine product specs were as good or better, there was a standard color that matched, and will result in a price deduct. Plus, we are utilizing a local product.

Construction activities to start on site May 16. Groundbreaking ceremony on May 19 at 5:30pm.

Opioid Settlement Status

The National Settlement Administrator has been appointed, and the process for received funds will be moving ahead. The Administrator will be received the lump sum amounts from the distributors and Johnson & Johnson (the Defendants) and then dispersing to the government entities. Current estimate for Sawyer County disbursement is \$726,277 – this is the total amount and at this time is anticipated to be received over a period of years (up to 18 years). The Settlement Administrator will be issuing official payment amounts and a schedule in 30-60 days, and it is anticipated that we could see settlement funds in the 3rd quarter. The outlined uses of funds has not changed, annual reporting and tracking of funds spent will be required. There is still work being done to monetize the settlement amount --- so that more funds would be received up-front rather than over a period of time.

ARPA

Funds do not have to be allocated until December 31, 2024 and spent until December 31, 2026

In terms of prioritizing – identifying where funds could be used to leverage additional funds. i.e. -Infrastructure funding.

Internal to County operations include utilizing ARPA funds for gap in Courthouse expansion costs, premium/hazard pay for certain staff, matching funds for Airport or Highway projects.

There is anticipated to be another round of Broadband grants.