

**Minutes of the November 9, 2023 meeting of the Sawyer County
Administration Committee
Of the Sawyer County Board of Supervisors
Board Room; Sawyer County**



Voting Committee Members (X) Present:

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

Others Present:

Andy Albarado Linda Zillmer
Lynn Fitch
Gary Elliott

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 dated: October 11, 2023

Motion to approve made by: Mr. Duffy Second by: Mr. Buckholtz
Motion carried without negative vote.

Veterans Service Department Report -

A written report was provided, and Mr. Elliott handed out the 2022 Annual Veterans Service Office report. Training is current. \$207,512.58 in claims have been received in veteran favor to date. A list of projects in progress and pending was reviewed. Briefing rooms are available at the facility for doctor or counseling teleconferencing services with veterans and meet for group support. Training and accreditation is current. He has applied for grant funds to use for outreach services.

Information Technology Department Report – A written report was included. Projects in progress include remote door control installation, AV upgrades in new conference rooms and the Sheriff training room, video surveillance upgrade at the Highway Dept.

Human Resources Report -

A written report was provided and reviewed by Mr. Albarado. Staffing changes and recruitment efforts were shared.

County Clerk Department Report -

A written report was provided. A backup location plan for elections has been established with the help of the EMS director. On November 1st, two municipal clerk and poll worker training sessions were held. There were over 120 people in attendance between the two events. Hangar leases continue to be reviewed and scheduled for review as they come due. The public records request report was reviewed; due to the large number of Sheriff's Department requests made each month, they are now keeping their own spreadsheet and two separate reports will be provided to the Committee.

County Administrator's Report –

PTO discussion – Mr. Albarado reviewed the proposed PTO conversion process that was shared with department heads. Feedback was both positive and negative. We have reviewed all benefits and are making some changes in 2024. He outlined how the time off bank of benefits would appear under the new system. Mr. Albarado will take this to individual departments next.

Mr. Albarado provided a verbal update on the last of the courthouse construction projects, the administrative budget is moving forward to County Board as presented, and the Tourist Rooming House committee is getting closer to putting procedures in place. We have a couple big open records requests that we are getting assistance on. Mental health services in the jail is moving from the contract position to hiring a local provider instead. Winter plowing/parking plans are in place with maintenance and the airport Master Plan discussion continues. Radio contract services RFP is out.

Future Agenda Items

Correspondence, reports from conferences and meetings

Adjournment – 10:53 am

Next Meeting: December 14, 2023 **Time:** 10:00 am **Location:** Board Room
Minutes recorded by Lynn Fitch, County Clerk