



Sawyer County

Agenda

Administration Committee Meeting

Thursday, December 14, 2023 @ 10:00 AM

Sawyer County Board Room

Revised: Wednesday, December 13, 2023 9:31 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 at 1-312-626-6799 with the Webinar ID: 925 4613 0740. Use *9 to Raise/lower hand and *6 to Unmute/mute. 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. PLEDGE OF ALLEGIANCE

4. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

5. MEETING AGENDA

6. PUBLIC COMMENTS

- a. At this time, members of the public will be given the opportunity to address the Committee. 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 - 5	7. APPROVAL OF MINUTES FROM PREVIOUS MEETING	a. 11.9.23 Administration Minutes DRAFT
6 - 10	8. VETERANS SERVICE DEPARTMENT REPORT	a. Veterans Report
11	9. INFORMATION TECHNOLOGY DEPARTMENT REPORT	a. IT-2023-12-14-Administration-Committee
12	10. HUMAN RESOURCES REPORT	a. Human Resource Report December 2023
13	11. COUNTY CLERK DEPARTMENT REPORT	a. November 2023 County Clerk Department Report
14 - 15		b. Public Records Request Update Public Records Request Report
16		c. 2-Year Board of Canvass Appointments (discussion and possible action) Board of Canvassers Appointment 24.25
	12. COUNTY BOARD VACANCY DISCUSSION (DISCUSSION AND POSSIBLE ACTION)	
17 - 21	13. COUNTY ADMINISTRATOR'S REPORT	a. Consider Proposal to Implement Paid Time Off (discussion and possible action) 2024 Proposed Conversion to PTOD
	14. FUTURE AGENDA ITEMS	
	15. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS	
	16. ADJOURNMENT	

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 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

Gary Elliott
Veteran Service Officer
OFFICE: (715) 634-2770
FAX: (715) 638-3213

Sawyer County
Veteran Service Office
16096 US Hwy 63
Hayward, WI 54843



Administrative Committee Meeting, December 14, 2023

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

B. **Office Report:**

Contacts:

November: 377 phone calls, 233 letters/emails/faxes and 209 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 189 disability/pension claims to date and received retroactive payment of \$227,935.62 for claims decided in the Veteran's favor.

Training:

Up to date.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "G. Elliott", is written over a circular stamp or seal.

Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 12/05/23

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	1,200.00	100.00	92	950.00
49220	Transfer From Spec. Rev. Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.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	\$1,200.00	\$9,100.00	12%	\$950.00
REVENUE TOTALS		\$10,300.00	\$0.00	\$10,300.00	\$0.00	\$0.00	\$1,200.00	\$9,100.00	12%	\$950.00
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	437.54	4,562.46	9	1,000.00
State Account 54710 - Veteran's Relief Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$437.54	\$4,562.46	9%	\$1,000.00
State Account 54720 - Veteran's Office										
50111	Regular Salaries	117,801.00	.00	117,801.00	.00	.00	66,834.30	50,966.70	57	64,452.90
50112	Salaries Overtime	.00	.00	.00	.00	.00	151.33	(151.33)	+++	.00
50144	Term Life Ins./Employer's Share	28.00	.00	28.00	.00	.00	52.59	(24.59)	188	43.45
50147	Workers Comp	3,945.00	.00	3,945.00	.00	.00	2,058.37	1,886.63	52	1,784.44
50151	FICA-Employer's Share	9,012.00	.00	9,012.00	.00	.00	5,686.30	3,325.70	63	5,376.88
50152	Retirement-Employer's Share	6,562.00	.00	6,562.00	.00	.00	4,760.26	1,801.74	73	4,279.09
50155	Flex Administration Fees	47.00	.00	47.00	.00	.00	60.31	(13.31)	128	46.80
50218										
50218-323	Garbage	.00	.00	.00	.00	.00	33.00	(33.00)	+++	.00
50218 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33.00	(\$33.00)	+++	\$0.00
50220	Contracted Expenses	.00	.00	.00	.00	.00	1,540.86	(1,540.86)	+++	.00
50221	Water and Sewer	.00	.00	.00	.00	.00	196.23	(196.23)	+++	.00
50222	Electric	.00	.00	.00	.00	.00	610.62	(610.62)	+++	.00
50224	Heating Fuels	.00	.00	.00	.00	.00	210.82	(210.82)	+++	.00
50225	Telephone	500.00	.00	500.00	.00	.00	931.34	(431.34)	186	1,105.02
50226	Hardware/Software	.00	.00	.00	.00	.00	.00	.00	+++	823.17
50227										
50227-308	Internet - Email	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
50227 - Totals		\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%	\$0.00
50241	Repairs/Maintenance-Vehicles	500.00	.00	500.00	.00	.00	1,275.48	(775.48)	255	445.68
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	22.77	177.23	11	52.01
50312	Office Supplies	900.00	.00	900.00	.00	.00	785.16	114.84	87	481.68
50313	Printing	2,600.00	.00	2,600.00	.00	.00	2,379.32	220.68	92	2,436.08
50329	Subscriptions	650.00	.00	650.00	.00	.00	34.00	616.00	5	120.00
50330	Lease Principal	.00	.00	.00	.00	.00	.00	.00	+++	21,579.99



Budget Performance Report

Fiscal Year to Date 12/05/23

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										
State Account 54720 - Veteran's Office										
50331										
50331-INT	Lease Interest	.00	.00	.00	.00	.00	.00	.00	+++	1,303.28
50331 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$1,303.28
50335	Meal Expenses	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
50339	Travel	300.00	.00	300.00	.00	.00	150.00	150.00	50	.00
50343	Boards & Commissions	150.00	.00	150.00	.00	.00	.00	150.00	0	102.50
50349										
50349-342	Flags	1,000.00	.00	1,000.00	.00	.00	881.34	118.66	88	.00
50349 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$881.34	\$118.66	88%	\$0.00
50351	Vehicle Fuel	2,000.00	.00	2,000.00	.00	.00	1,685.78	314.22	84	1,728.30
50515	Indirect Cost	.00	.00	.00	.00	.00	7,194.68	(7,194.68)	+++	.00
State Account 54720 - Veteran's Office Totals		\$152,795.00	\$0.00	\$152,795.00	\$0.00	\$0.00	\$97,534.86	\$55,260.14	64%	\$106,161.27
State Account 54730 - Care of Veteran's Graves										
50220	Contracted Expenses	7,000.00	.00	7,000.00	.00	.00	5,840.00	1,160.00	83	6,696.00
State Account 54730 - Care of Veteran's Graves Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$5,840.00	\$1,160.00	83%	\$6,696.00
Department 57 - Veteran's Administration Totals		\$164,795.00	\$0.00	\$164,795.00	\$0.00	\$0.00	\$103,812.40	\$60,982.60	63%	\$113,857.27
EXPENSE TOTALS		\$164,795.00	\$0.00	\$164,795.00	\$0.00	\$0.00	\$103,812.40	\$60,982.60	63%	\$113,857.27
Fund 100 - General Fund Totals										
REVENUE TOTALS		10,300.00	.00	10,300.00	.00	.00	1,200.00	9,100.00	12%	950.00
EXPENSE TOTALS		164,795.00	.00	164,795.00	.00	.00	103,812.40	60,982.60	63%	113,857.27
Fund 100 - General Fund Totals		(\$154,495.00)	\$0.00	(\$154,495.00)	\$0.00	\$0.00	(\$102,612.40)	(\$51,882.60)		(\$112,907.27)
Fund 213 - Veteran's Service Grant										
REVENUE										
Department 00 - General										
43565										
43565	State Aid/Veteran's Grant	9,350.00	.00	9,350.00	.00	.00	9,350.00	.00	100	9,350.00
43565-001	2023 ARPA CVSO Grant	.00	.00	.00	.00	.00	14,228.00	(14,228.00)	+++	.00
43565 - Totals		\$9,350.00	\$0.00	\$9,350.00	\$0.00	\$0.00	\$23,578.00	(\$14,228.00)	252%	\$9,350.00
49300	Use of Prior Years' Fund Balance	748.00	.00	748.00	.00	.00	.00	748.00	0	.00
Department 00 - General Totals		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$23,578.00	(\$13,480.00)	233%	\$9,350.00
REVENUE TOTALS		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$23,578.00	(\$13,480.00)	233%	\$9,350.00
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50111	Regular Salaries	2,000.00	.00	2,000.00	.00	.00	7,941.81	(5,941.81)	397	5,740.85
50226	Hardware/Software	1,298.00	.00	1,298.00	.00	.00	1,151.41	146.59	89	449.00



Budget Performance Report

Fiscal Year to Date 12/05/23

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 213 - Veteran's Service Grant										
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50247	Repairs-Buildings	.00	.00	.00	.00	.00	.00	.00	+++	1,718.71
50313	Printing	300.00	.00	300.00	.00	.00	80.00	220.00	27	.00
50325	Registration Fees	1,200.00	.00	1,200.00	.00	.00	407.00	793.00	34	.00
50329	Subscriptions	650.00	.00	650.00	.00	.00	20.00	630.00	3	175.00
50335	Meal Expenses	350.00	.00	350.00	.00	.00	.00	350.00	0	180.00
50336	Lodging	2,500.00	.00	2,500.00	.00	.00	825.00	1,675.00	33	898.00
50339	Travel	300.00	.00	300.00	.00	.00	307.70	(7.70)	103	.00
50351	Vehicle Fuel	300.00	.00	300.00	.00	.00	75.49	224.51	25	188.44
50373										
50373-001	2023 ARPA CVSO Grant Advertising	.00	.00	.00	.00	.00	906.50	(906.50)	+++	.00
	50373 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$906.50	(\$906.50)	+++	\$0.00
50805	Capital Outlay-Small Equipment (1000 - 5000)	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	.00
State Account 54700 - Veteran's Grant Expenses Totals		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$11,714.91	(\$1,616.91)	116%	\$9,350.00
Department 00 - General Totals		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$11,714.91	(\$1,616.91)	116%	\$9,350.00
EXPENSE TOTALS		\$10,098.00	\$0.00	\$10,098.00	\$0.00	\$0.00	\$11,714.91	(\$1,616.91)	116%	\$9,350.00
Fund 213 - Veteran's Service Grant Totals										
REVENUE TOTALS		10,098.00	.00	10,098.00	.00	.00	23,578.00	(13,480.00)	233%	9,350.00
EXPENSE TOTALS		10,098.00	.00	10,098.00	.00	.00	11,714.91	(1,616.91)	116%	9,350.00
Fund 213 - Veteran's Service Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,863.09	(\$11,863.09)		\$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	6,329.95	670.05	90	9,137.70
Department 00 - General Totals		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$6,329.95	\$670.05	90%	\$9,137.70
REVENUE TOTALS		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$6,329.95	\$670.05	90%	\$9,137.70
EXPENSE										
Department 00 - General										
State Account 54725 - Capital Outlay/Van Purchase										
59210	Transfer to General Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
State Account 54725 - Capital Outlay/Van Purchase Totals		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%	\$0.00
Department 00 - General Totals		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%	\$0.00
EXPENSE TOTALS		\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0%	\$0.00
Fund 411 - Veteran's Transportation Grant Totals										
REVENUE TOTALS		7,000.00	.00	7,000.00	.00	.00	6,329.95	670.05	90%	9,137.70



Budget Performance Report

Fiscal Year to Date 12/05/23

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
	EXPENSE TOTALS	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0%	.00
Fund 411	- Veteran's Transportation Grant Totals	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$6,329.95	(\$3,329.95)		\$9,137.70
	Grand Totals									
	REVENUE TOTALS	27,398.00	.00	27,398.00	.00	.00	31,107.95	(3,709.95)	114%	19,437.70
	EXPENSE TOTALS	178,893.00	.00	178,893.00	.00	.00	115,527.31	63,365.69	65%	123,207.27
	Grand Totals	(\$151,495.00)	\$0.00	(\$151,495.00)	\$0.00	\$0.00	(\$84,419.36)	(\$67,075.64)		(\$103,769.57)

Mike Coleson
Sawyer County IT Director



December 14, 2023

10610 Main Street, Suite 58. - Hayward, WI 54843

Phone **715-634-8185**

Toll Free **877-699-4110**

Email mcoleson@sawyercountygov.org

To: Administration Committee
Tweed Shuman, Dale Schleeter, Ron Kinsley, Thomas
Duffy, and Andy Albarado
IT Department Report

Agenda items

N/A

Projects completed

- AV upgrades/installs
 - Sheriff Conference Room
 - Sheriff Training Room
- Backup Internet for Highway using T-Mobile.
- Door Controls
 - Install new reader Highway.

Projects in progress

- Door Controls
 - Reactivate remote door openers for Courthouse offices: Clerk, Payroll/Admin, Clerk of Court, DA
 - Install new readers in HHS, Clerk of Court 2nd door.
- AV upgrades/installs
 - Kansas Conference Room
 - Small Courtroom
- Video Surveillance upgrade at Highway
- Backup Internet for Airport using T-Mobile
- Firewall upgrades for Radisson Hwy, Winter Hwy, Transitions, Dog Pound

Pending Projects

- Phase 2 Jail camera replacement. 69 analog cameras to be replaced with digital. This is a 2023 CIP project. Working with vendor, Accurate Controls

Helpdesk and support activities

Average of 6 support requests per day
90% of time spent on support requests

Human Resource Report December 14, 2023

2023 Turnover

11/5/2023	Angela Rew	Sheriff	PT
11/15/2023	Ted Mataczynski	Highway	FT
11/15/2023	Landon Heizler	Highway	Term
11/16/2023	Richard Jelek	Highway	Term
11/19/2023	Eric Anderson	Sheriff	PT
11/25/2023	Jeff Schultz	Highway	Term
11/27/2023	Jim Diamond	Highway	FT

Hired Night Watchman Position at Highway
Hired Driver/Operators at Highway – no more open spots!

Hired for Animal Control Facility – Kennel Attendant

Hired Children, Youth and Family Services Supervisor
Hired Youth Justice Caseworker

Interviewing for PT Register in Probate/Clerk of Court position

Recruiting for EMS positions
Recruiting for Dispatch/Jail/Road positions

Recruiting Mental Health Therapist
Hired Fiscal Assistant in HHS

On-going personnel issues
Open enrollment for benefits is complete
Updating personnel manual

**County Clerk Department
Monthly Report
November 30, 2023**



County Clerk Desk Activity/Revenue YTD:

Activity	Number of Licenses/Permits	Total Revenue (including amounts sent to the State of Wisconsin)
Dog Licenses	335 (including 7 multiple dog licenses)	\$4,000.00
Work Permits	18	\$180.00
Marriage Licenses	69 Clerk = \$55/license Mediation = \$20/license State = \$25/license	\$6920.00
Plat Books		\$1565.14
Election MOU Reimbursement	2/21/23 Election Invoice 4/4/23 Election Invoice	\$3,998.39 \$14,870.00

Elections Update:

- Legislative Action to watch – AB 567 – This bill would allow for canvassing of absentee ballots to begin on the Monday prior to the election. The bill outlines several requirements and a penalty if a count of the absentee ballots is divulged. The bill passed the Assembly on a voice vote and was messaged to the Senate. The Governor has expressed his support for AB 567 if the Senate votes on the bill and sends it to his desk.
- County Board Candidacy papers have been distributed. Non-candidacy papers for supervisors are due to the County Clerk office by 5pm January 2nd.
- The slate of canvassers for the next 2-year term of board of canvassers will be presented at the December County Board meeting.
- Turnover of municipal clerks at the Town and Village levels continues; this will make for a difficult election year in 2024.
- Preparation and booking for the June WCA Conference here has begun as I begin to meet with venues.

General:

- The new dog licensing late fee structure commences for the 2024 licensing period. Licenses are available for sale beginning December 1st.

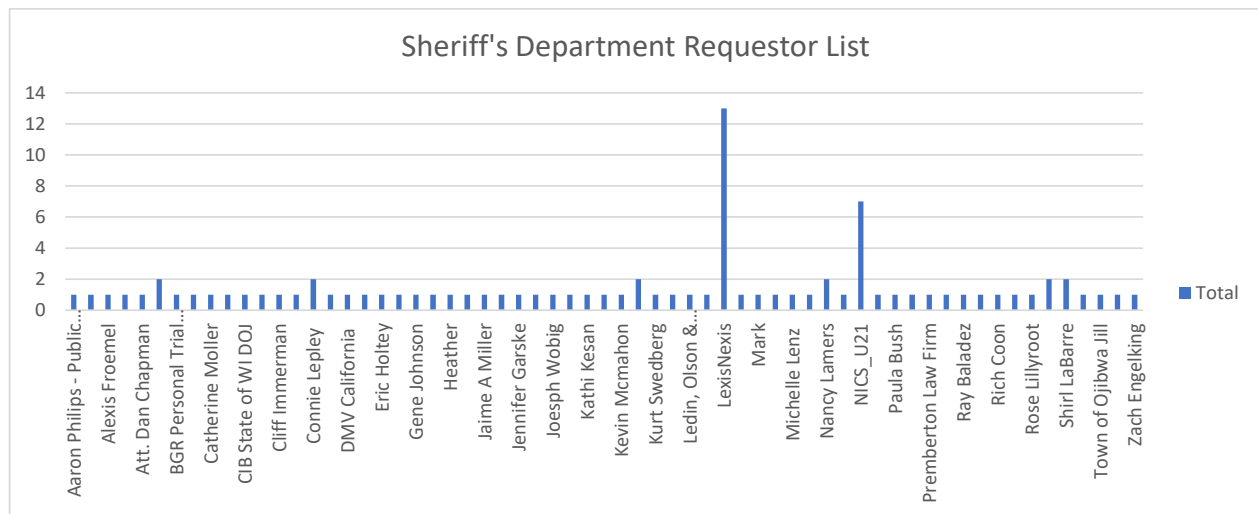
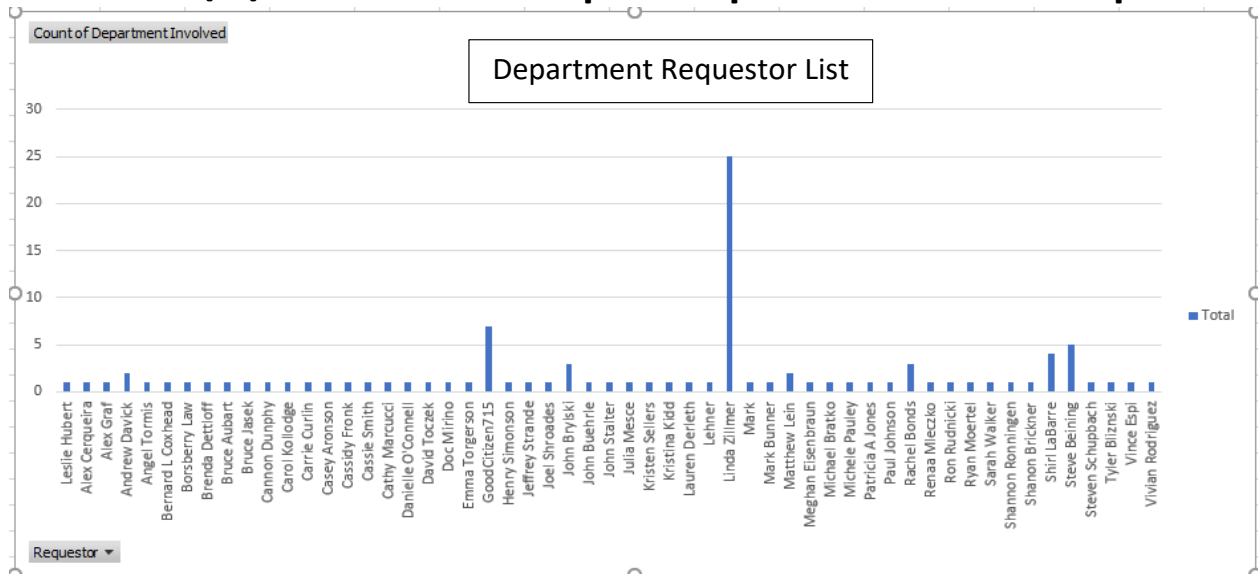
Public Records Request Report: Period 1/1/23 – 11/30/23
As of 9/1/23 – Sheriff's Dept. is separated into own report

County Departments Excluding Sheriff		Sheriff's Department	
# of Requests requiring attorney involvement; attorney fees are non-recoverable	8	# of Requests requiring attorney involvement; attorney fees are non-recoverable	3
# of total hours tracked to fulfill requests YTD	40.28 hrs	# of total hours tracked to fulfill requests YTD	50.5 hrs
# of requests last month	8	# of requests last month	31
Total # of requests YTD	98	Total # of requests for 9/1/23 to date	121

Row Labels	# of Requests
Administration	3
Ambulance Services	12
Clerk of Court	1
Coroner	1
County Board	1
County Clerk	19
County Clerk/IT	2
DA's office; Admin; Treasurer's office	1
Dog pound/Sheriff's office	1
EMS	1
Finance	5
HHS	1
HR	2
IT	1
Land Records	4
LWFRC	1
Payroll	1
Public Works	1
ROD	2
Sheriff's Dept.	20
Surveyor	1
Treasurer	2
Zoning	15
Grand Total	98

Public Records Request Report: Period 1/1/23 – 11/30/23

As of 9/1/23 – Sheriff's Dept. is separated into own report



memo

Sawyer County

To: Sawyer County Board of Supervisors
From: Lynn Fitch
CC: Kay Winton, Mary Jane Moffett, Patty Swaffield, Liz Klein
Date: December 1, 2023
Re: Appointment of Sawyer County 2024-25 Board of Canvassers

This memo is to advise you that the following individuals have been appointed to the Sawyer County Board of Canvassers and will be attending a training session in January of 2022. This is a two-year appointment.

- Kay Winton (Democratic party)
- Mary Jane Moffett (Republican party)
- Patty Swaffield (Town of Hunter Clerk)
- Liz Klein (Town of Draper Clerk) alternate

REVISED – December 10, 2023

2024 Conversion to PTO

We are proposing a change in the Vacation and Sick Leave benefits to a Paid Time Off (PTO) benefit starting January 1, 2024. Employees would start to accrue PTO January 1, but the actual conversion will take a year to complete.

What is PTO? Paid time off, also called PTO or personal time off, is an employer-provided benefit in which the employer compensates employees during their absence from work. Employees can use PTO for a variety of reasons, such as sick time, vacations and personal appointments. It will replace the current benefits of Vacation and Sick Time. It will not include Bereavement Leave, which will remain unchanged.

The conversion to PTO is applicable to all eligible employees who are not covered by terms of an employment contract, bargaining agreement, or who work in a county department staffed 24-hours a day service (EMS, Sheriff Dept - Dispatch, Jail, Patrol).

In addition to PTO time, employees will also be eligible for 2 days of paid Community Service/Wellness time. Community Service/Wellness time can be used- not working for the County, but volunteering with a community organization, activity, or event or participating in a wellness/health activity or appointment.

- Starting 1/1/2024 employees will start accruing PTO on a new schedule corresponding with their hours worked in a week (35/37.5/40), and length of service to the County.

CURRENT SICK LEAVE

- Effective 1/1/2024 an employee's existing Sick Leave balance will be frozen, and no more accruals will occur. This will be referred to as the Sick Leave Bank.

-From 1/1/2024 – 12/31/2024 Sick Leave Banks can be used for sick time as they it normally has been.

-During 2024 routine sick leave time can be taken from PTO or Sick Bank. After January 1, 2025 routine sick leave will be taken from PTO. Sick Bank Leave will be available for an FMLA qualifying event, for sick time with approval if PTO has been exhausted, or by County Administrator approval.

-Starting 1/1/2025 and thereafter the employee's PTO balance shall be used first for regular sick time.

-Sick Leave banks will remain in existence until they are exhausted or the employee separates from the County.

-Sick Leave Payout ability – see **PAYOUTS**

VACATION CONVERSION TO PTO

- On 1/1/24 an employee's Vacation account (accrued vacation time) will be renamed PTO.

PTO

- Starting 1/1/2024 employees will start accruing PTO on a new schedule corresponding with their hours worked in a week (35/37.5/40), and length of service to the County. Part-time employees shall accrue PTO on a pro-rated basis of bi- weekly hours worked to full time.

Length of Service	Days of PTO Accrued During the Year	Per payroll Accrual Rate for 40 hour week employee
Years 0 to 5	20	6.15
After 5 years	22	6.77
After 8 years	25	7.69
After 10 years	28	8.62
After 15 years	31	9.54
After 20 years	32	9.85
After 25 years	33	10.15

Above chart shows total days that could be accrued in a year. Accrual rates will be determined based on work schedule and divided amongst 26 payroll periods

7 tiers of length of service will be retained, but current tier After 11 years will change to 10 years.

-An employee can accrue PTO up to an equivalent of 80 days according to their weekly hours worked (7/35 hours week, 7.5/37.5 hours a week, 8/40 hours a week). So, a 40 hour per week employee can accrue up to 640 hours in their PTO account.

- Department heads shall schedule time off for the most efficient operation of the department, and, if necessary, seniority shall be used in scheduling.

- Four (4) weeks notice shall be given for leaves of two (2) weeks or more; two (2) weeks notice shall be given for leaves of one (1) week. Any PTO leave of more than 15 consecutive work days requires the approval of the County Administrator.

Individual department heads reserve the right to have additional restrictions for this rule only.

- An employee who moves from one position to another in the County by transfer, promotion, or reassignment shall not lose their accrued leave and will remain under the same years of service schedule.

- Employees who choose to use PTO for an unplanned absence, must contact their direct supervisor prior to the start of their scheduled shift. Three or more consecutive days of unplanned absence may require a written note by a healthcare provider.

- No credits for PTO shall be granted for time worked in excess of the normal workweek. When absent from work for a full scheduled work day, employees must use a full day's PTO, sick leave or comp time earned. On days for which some work is performed, employees may use a partial day of paid leave time. Under no circumstances should a day on which paid leave time is used exceed the normal schedule number of hours of work.

-Except in cases of disciplinary action, Time Without Pay will not be granted until all appropriate available leave banks are exhausted.

Community Service/Wellness Days

	Days Annually
All years of service	2

- Intended to incentivize and encourage employees to participate in activities that offer a change of pace or break from their job while also benefiting the community and employee.
- Community Service/Wellness Time – when claimed, the employee will attest to organization/event/activity that time was provided and what the employee did or what wellness appointment or activity was done.
- Community Service – is to be unpaid by another party – essentially volunteering
- Community Service/Wellness Time – does not roll over year to year, and cannot be banked. It would be separate from PTO.

SEPARATION PAYOUTS (amendment of current handbook language) Payment upon Separation. Employees who voluntarily resign with proper notice as outlined above as well as employees separated by the county for reasons other than disciplinary or performance reasons (i.e. “in good standing”), and who have at least one-year full time of continuous employment, will receive payment for unused PTO and sick leave as outlined below.

Sick-Leave payouts remain unchanged from current policy

Regular employees hired before January 1, 2015 who leave their position in good standing will be eligible for Sick Leave and PTO separation pay as follows:

Less than 10 years of employment - For an employee with less than 10 years of creditable employment in a regular position – No Sick Leave Bank Payout.
The employee’s unused PTO balance or 1-years accrual of PTO (whichever is less) at the current pay rate will be paid out.

Ten (10) or more years of employment - For an employee with 10 or more years of creditable employment in a regular position the employee should receive one-half (1/2) of the unused Sick Leave Bank remaining in the employee’s account, not to exceed fifty-five (55) days, to be paid at the average hourly rate of pay on December 31st of the prior 3 years.
The employee’s current unused PTO balance up to 40 days of PTO - at the current pay rate will be paid out. Employees who retire (including disability retirement), shall be paid a maximum of 60 days of their accumulated PTO

Regular employees hired after January 1, 2015 who leave their position in good standing will be eligible for unused PTO and Sick Leave Bank separation pay as follows:

Less than 15 years of employment - For an employee with less than 15 years of creditable employment in a regular position – No Sick Leave Bank Payout.
The employee's unused PTO balance or 1-years accrual of PTO (whichever is less) at the current pay rate will be paid out.

Fifteen (15) or more years of employment - For an employee with 15 years or more years of creditable employment in a regular position the employee should receive one/half (1/2) of the unused sick leave remaining in the employee's account not to exceed forty-five (45) days, to be paid at the average hourly rate of pay on December 31st of the prior 3 years.
The employee's unused PTO balance - up to 40 days of PTO at the current pay rate will be paid out.
Employees who retire (including disability retirement), shall be paid a maximum of 60 days of their accumulated PTO

In the event an employee leaves a position with the County that is entitled to a PTO and/or sick leave payout and accepts an elected position with the County (Sheriff, County Clerk, Clerk of Circuit Court, Register of Deeds, County Treasurer, County Coroner), his/her sick leave balance shall be paid out according to the policy providing the employee meets all the defined eligibility criteria.

Non-payment upon Separation. Employees separated for disciplinary or performance reasons and employees who fail to provide proper notice will receive no payment of accrued but unused vacation or sick time. All employees will receive payment of their accrued but unused compensation time regardless of the reason for separation or notice provided.

FLOATING HOLIDAY changed to Permanent or Flexible Holiday.

-The current floating holiday will be eliminated and a permanent/flexible holiday established .
Potential days - New Year's Eve Day, Presidents Day every year or , or another day to be determined – that could be reviewed annually

The purpose would be to find a date every year to apply what is currently a floating to a day that would work with an existing holiday to provide an extended period for employees to be off a work and courthouse operations to be closed.

As an example, in 2023, July 4 was on a Tuesday, and the permanent/flexible holiday could have been held on Monday, July 3rd.

In 2024, July 5 falls on a Friday – this would make a good holiday to follow the July 4th Holiday.
Courthouse operations would be able to be closed.

In 2025, December 26 falls on a Friday, and it could be decided to make this date the permanent/flexible holiday.

Would establish an employee committee to review this permanent/flexible holiday in the upcoming year?

FAQ's

- PTO is intended to be flexible allowing employees to have more control over their paid-time-off.
- Those employees who already have a sick bank – will retain that bank. The benefit to employees with a full sick bank in the conversion to PTO will be having greater flexibility and access to paid personal time.
- Current payout eligibility and formulas remain as is and will be applicable to the Extended (Sick) Leave Bank
- Approvals for planned PTO time will be similar to current vacation requests.
- During 2024 routine sick leave time can be taken from PTO or Sick Bank. After January 1, 2025 routine sick leave will be taken from PTO. Sick Bank Leave will be available for an FMLA qualifying event, for sick time with approval if PTO has been exhausted, or by County Administrator approval.
- Community Service/Wellness Time – when claimed, the employee will attest to organization/event/activity that time was provided and what the employee did or what wellness appointment or activity was done.
- Community Service – is to be unpaid by another party – essentially volunteering
- Wellness – paid time to address physical, mental, and social well-being through the active pursuit of activities, choices and lifestyles that lead to a state of holistic health.
- Community Service/Wellness Time – does not roll over year to year, and cannot be banked. It would be separate from PTO.
- On an employee's anniversary date the PTO time accrued to date cannot exceed 80 days. Any amount over 80 days would be forfeited.