

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Tuesday, January 12, 2021, 9:40 a.m., Government Center, Boardroom 201
1316 North 14th Street, Superior, Wisconsin

Meeting called to order by Chair Alan Jaques.

ROLL CALL: Present – Alan Jaques, Mary Lou Bergman, Samuel Pomush, Scott Luostari, Rosemary Lear, Joseph Moen, Pat Ryan, Mark Liebaert. Absent – Nick Baker. Others present – Shelley Nelson (remote), Linda Corbin, Dave Sletten, Candy Holm Anderson, Carol Jones, Ann Doucette, Carolyn Pierce, Tracy Middleton, Tracy Ruppe, Sue Sandvick, Zach DeVoe, Kaci Lundgren (Committee Clerk).

APPROVAL OF MINUTES: Motion by Ryan, second Bergman, to approve December 3, 2020, meeting minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2021:
Administration/Human Resources: Recruiting numerous positions; Moderna COVID-19 vaccine delivered to Douglas County with first category administration to begin this week. **Buildings and Grounds:** Assisting with COVID-19 vaccine room preparation; fixed issues with HVAC, steam boiler and elevators in past month. **Corporation Counsel:** Working on ordinances; all hearings conducted remotely. **County Clerk:** November 2020 election complete; preparing for February and April elections. **Finance/Information Services:** Preparing W-2s and 1099s; 2020 budget award received. **Register of Deeds:** End of year recording statistics increased 19% from 2019. **Treasurer:** Working on tax collection for January settlement.

ACTION ITEMS/REFERRALS:

COVID-19 Related Virtual Meeting Expenses: Costs for additional equipment incurred to County Board Supervisors due to virtual meetings. Employee telework policy does not allow reimbursement for such expenses; supervisors to follow same guidelines.

Sick Leave Policy: Federal guidelines allow employers to voluntarily extend the benefit from the Emergency Paid Sick Leave Act through March 31, 2021, but without federal reimbursement. Instead of extending the leave benefit, recommendation is to allow eligible employees (new employees and those that have exhausted all EPSLA and do not have a sick-time bank) to use sick time not yet accrued for COVID-19 related use. If employee terminates employment before their sick-leave bank has reached a zero balance, funds must be paid back. All monies already accounted for through budget process.

ACTION (RESOLUTION): Motion by Lear, second Bergman, to approve exception to sick leave policy as presented and refer to County Board. Motion carried unanimously.

Budgetary Transfers: Included with agenda.

ACTION (RESOLUTION): Motion by Lear, second Luostari, to approve budgetary transfers and refer to County Board. Motion carried unanimously.

FUTURE AGENDA ITEMS: Courthouse/Government Center emergency situation/evacuation preparation for County Board Supervisors.

ADJOURNMENT: Motion by Pomush, second Ryan, to adjourn. Motion carried. Administration Committee adjourned at 10:10 a.m.

Submitted by,

Kaci Jo Lundgren, Committee Clerk