

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, December 3, 2020, 9:30 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 (remote), Scott Luostari, Rosemary Lear, Joseph Moen, Pat Ryan, Nick Baker (remote). Absent – Mark Liebaert. Others present – Shelley Nelson (remote), Rob Ganschow (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 Baker, to approve November 5, 2020, minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2020:
Administration/Human Resources: Undergoing performance reviews; recruiting. **Buildings and Grounds:** New ozone cleaning and disinfectant equipment being installed; kitchen and shower repairs in jail. **Corporation Counsel:** Child Support hearings conducted virtually; mental commitment increases. **County Clerk:** Recount not held in Douglas County; election risk assessment taking place. **Finance/Information Services:** Replacing old laptops with Routes to Recovery Grant funds; preparing for year-end reconciliation. **Register of Deeds:** Recording of deeds still high. **Treasurer:** Staff decrease due to COVID-19 implications; tax deed letters mailed; Skip the Trip campaign to begin.

ACTION ITEMS/REFERRALS: 2019 Audit Report – Rob Ganschow, Wipfli CPAs and Consultants: Included with agenda; handouts distributed and reviewed. Ganschow reported that the audit was reasonable, but without absolute assurance as it is not possible to verify every transaction without years of review. Audit was good and clean without significant deficiencies. No instances of non-compliance found. Audit performed remotely due to COVID-19 pandemic, with Finance staff assisting in uploads of requested documents to shared site.

ACTION: Motion by Ryan, second Lear, to accept 2019 Audit Report as presented and place on file. Motion carried.

Position Requests: Administrative Services Supervisor I Early Hire: Current employee in position has 36 years of experience; new hire to overlap current employee to allow training.

ACTION (RESOLUTION): Motion by Baker, second Lear, to approve early hiring of position and refer to County Board. Motion carried unanimously.

Limited Term Employee GIS Position: Conversion of 9-1-1 system to Next Generation will require GIS data transfer and needs clean-up of errors and details; will take approximately one year. Position may also assist with redistricting. Funding available from contracted services and excess revenue.

ACTION (RESOLUTION): Motion by Ryan, second Bergman, to approve LTE GIS position through 2021 and refer to County Board. Motion carried unanimously.

Budgetary Transfer: Included with agenda; reviewed.

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

FUTURE AGENDA ITEMS: COVID-19 related virtual meeting expenses.

ADJOURNMENT: Motion by Ryan, second Pomush, to adjourn. Motion carried. Adjourned 10:38 a.m.

Submitted by,
Kaci Jo Lundgren, Committee Clerk