



Village of Grantsburg

ADMINISTRATION COMMITTEE MEETING

Monday, August 17, 2020

The Administration Committee for the Village of Grantsburg met on Monday, August 17, 2020, at 5:30 pm at the Village Office, 316 S. Brad Street, Grantsburg, WI. This meeting was also available via zoom.

Present: Chairman/President Longhenry, Trustee Barton, Trustee Peer

Others: Police Chief Dan Wald, Director of Public Works Chris Bartlett, Deputy Clerk/Treasurer Longhenry, Mike Janke

Call to Order. Chairman Longhenry called the Administration Committee meeting to order at 5:30 pm. The Pledge of Allegiance was recited.

COVID-19 Plan, Procedure, etc. The committee discussed the list of question submitted from the Village employees regarding COVID-19 procedures. President Longhenry presented a Case Response Plan. **Motion by Trustee Peer, second by Trustee Barton to recommend the Village Board approve the COVID-19 Case Response Plan (attached) as presented once changes are made. Motion carried.**

iPad Replacement: The current iPads, used for meetings by the Village Trustees, are 10 years old. Some no longer hold a charge and some no longer accept updates. **Motion by President Longhenry, second by Trustee Barton to recommend the Village Board approve replacing the 11 Village iPads at a cost of \$322 each plus the cost of cases and keyboards. Motion carried.**

THE ADMINISTRATION COMMITTEE WILL CONVENE INTO CLOSED SESSION for the one-year review of Officer Bridget Getts pursuant to Wis. Stats. 19.85 (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility."

Motion by Trustee Barton, second by Trustee Peer to convene into closed session. Motion carried.

THE ADMINISTRATION COMMITTEE WILL RECONVENE INTO OPEN SESSION pursuant to Wis. Stats. 19.85 (2) and will make recommendation(s) to the Village Board, if needed, from closed session. Motion by Trustee Barton, second by Trustee Peer to reconvene into open session. Motion carried.

Motion by President Longhenry, second by Trustee Barton to recommend the Village Board take Officer Bridget Getts off probation and increase her hourly wage by \$1.00 per hour effective on her anniversary date of August 23, 2020. Motion carried.

Adjournment. Motion by Trustee Barton, second by Trustee Peer to adjourn the meeting at 6:20 p.m. Motion carried.

**Sheila Meyer
Clerk/Treasurer**

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COVID-19 Case Response Plan

1. If an employee has any COVID-19 symptoms, they should not report to work but call their immediate supervisor and then contact the medical personnel of their choice and follow their instructions.
2. Upon discovery of an employee showing COVID-19 symptoms at work, the employee should be isolated from all other employees and the medical doctor of their choice should be contacted and informed that an employee with COVID-19 symptoms will be coming to their facility.
3. Immediately following the employee leaving the work area to go to the doctor, all areas that the employee came in contact with should be thoroughly cleaned and sanitized.
4. If the medical doctor determines they should be tested, the employee must stay home until the results of the test come back negative. If the test comes back positive, the employee must quarantine at home for a time period specified by the doctor.
5. If the employee tests positive, the supervisor will need to ask the following questions:
 - A. ~~When do they expect the results back?~~ How long do you have to quarantine?
 - B. Who have you come in contact with closer than six feet apart for a prolonged time of more than 15 minutes?
6. The supervisor will then send an email to the Village Board stating there has or has not been a COVID-19 case in the Village work force. DO NOT put the employees name on the email due to HIPPA laws!
7. If there is a positive case in the employee's household, the employee should call into work and report. Do not come into work.

The Village will pay the employee's wages for up to 30 days if the employee is out of work with a COVID-19 related illness and with doctor's orders . If the employee is out of work longer than 30 days, the Village Board will need to approve continued payment of the employee's wages.