

**NOTICE OF MEETING**  
**Department Head Meeting**  
**Notice of possible quorum**

The Iron County Department Heads will meet on **Wednesday June 4, 2025 @ 8:00am** at the Carey Park with continuation/rain date at the Iron County Court House Board Room. The meeting is open to the public per Chapter 19, sub-Chapter V, WI statutes. (Open Meetings Law).

**Agenda**

1. Open Comment
2. Fire drill scheduling
3. Website update
4. Helpdesk report
5. Opioid settlement project update
6. Office space brainstorming
7. Clerk/Treasurer's office processes
  - a. Vouchers
  - b. Offer letters
  - c. Time off slips
  - d. Deposit journal entries
  - e. Adding and deleting vehicles from insurance
  - f. Resolution process template
  - g. Employee leave payouts at termination
  - h. ACH
8. Communications with department heads
  - a. Monthly Finance and Board packets
  - b. Inclusion of department materials in packets

The Iron County Department Heads will meet with the Iron County Chairman and the Interim Administrative Coordinator. A possible quorum of the Iron County Board may be present. This meeting is for discussion purposes, and no County Board action will be taken.

Dated and posted:  
April 30, 2025  
Christan Brandt, County Clerk

Notice to: Iron County Miner, Ironwood Daily Globe, WJMS and WUPM Radio and to all committee members.

NOTE: A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting, to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badtke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Consistent with the American with Disabilities Act (ADA), persons who require materials in an alternate format or other accommodations must contact the County Clerk at 715-561-3375