



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 06/16/16

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on June 21, 2016:

- 1) Agenda
- 2) Resolution Relating to Combining the Child Support Agency with the Economic Support Unit under the Department of Health and Human Services
- 3) Resolution Relating to Restructuring the Land Use Planning & Zoning Department as it relates to the Director and County Surveyor
- 4) Resolution Relating to Increasing Hours of Economic Support Worker Position



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Special Personnel Committee Meeting Notice

***Date: June 21, 2016 Time: 5:30 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI***

AMENDED AGENDA*

Committee Members

*Joe Gonyo,
Chairman
Paul Schwandt, Vice-
Chair
Robert Lyon
Robert Schweder
Sue Wendt*

*Margaret R.
Bostelmann,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Resolutions/Ordinances
 - Relating to Combining the Child Support Agency with the Economic Support Unit under the Department of Health and Human Services
 - Resolution Relating to Restructuring the Land Use Planning & Zoning Department as it relates to the Director and County Surveyor
 - *Resolution Relating to Increasing Hours of Economic Support Worker Position
6. Committee Discussion
 - Future Meeting. Dates: Meeting June 23, 2016 at 6:00 pm
 - Future Agenda items for action & discussion
7. Adjourn

**Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.

RESOLUTION NO. 17 – 2016

Relating to Combining the Child Support Agency with the Economic Support Unit under the Department of Health and Human Services

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of June, 2016, does resolve as follows:

WHEREAS, the position of Child Support Administrator is currently vacant; and,

WHEREAS, the Schenck Report dated November 23, 2015, recommended that when a department head leaves a department that the County evaluate the opportunity to create efficiencies and possible consolidation of departments; and,

WHEREAS, information has been gathered and studied on the economics and efficiencies of combining the Child Support Agency with the Economic Support Unit in the Department of Health and Human Services; and,

WHEREAS, it would be advantageous to combine the Child Support Agency with the Economic Support Unit for purposes of cost savings, cross-training, and improved constituent services.

NOW BE IT RESOLVED, that the Child Support Agency shall be combined with the Economic Support Unit under the Department of Health and Human Services.

Roll Call on Resolution No. 17-2016
Aye __, Nay __, Absent __, Abstain __
Passed & Adopted / Rejected this 21st
day of June, 2016

Submitted by Personnel Committee

/s/ Joe Gonyo

Joe Gonyo, Chair

County Board Chair

Paul Schwandt

Attest: County Clerk
Approved as to form:

Robert Lyon

Robert Schweder

Corporation Counsel

Sue Wendt

Submitted by Health and Human
Services Board
/s/ Joe Gonyo

/s/ Nick Toney

Joe Gonyo, Chair
/s/ Brian Floeter

Nick Toney
/s/ John Gende

Brian Floeter
/s/ Harley Reabe

John Gende
/s/ Joy Waterbury

Harley Reabe
/s/ Richard Trochinski

Joy Waterbury

**RECOMMENDATIONS FOR IMPLEMENTATION
OF CHILD SUPPORT TO ECONOMIC SUPPORT UNIT – DEPARTMENT OF HEALTH & HUMAN SERVICES**

Fiscal Responsibility will be removed from Child Support staff and moved to the Accounting Specialist in the Department of Health & Human Services

Calls for Child Support will come directly to Department of Health & Human Services (no phone tree). Child Support funds for this would be incorporated into the Administrative Unit (Receptionist)

Currently, the Interim Child Support Administrator states that the incentives would decrease by the move. However, there should be no change in the incentives as the work performance expectations would remain the same no matter the location Child Support.

As of 5/31/16, 89% of Child Support cases share the same cases with Economic Support.

Organizational structure will be evaluated by the Economic Support Unit Manager. Economic Support Unit Manager will review current structure and visit partner agencies to evaluate their organizational structure and incorporate at DHHS if necessary.

Fiscal savings could include the possibility of one less child support staff needed. Economic Support Unit Manager will evaluate.

Child Support structure in Economic Support will include Lead Worker and Child Support Workers. Economic Support Unit Manager will ask Health & Human Services to eliminate the Child Support progression steps. All workers with the exception of the Lead Worker would be classified the same as Child Support Worker. This will mirror the Economic Support Worker with no I's and II's.

There is available office space to accommodate Child Support staff. Information Technology staff was over to evaluate and could accommodate the change.

RESOLUTION NO. 15 –2016

Relating to Restructuring the Land Use Planning and Zoning Department as it Relates to the Director and County Surveyor

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of June, 2016, does resolve as follows:

WHEREAS, on October 15, 1996, by Resolution Number 39-96 the County Board of Supervisors created the position of County Land Use Planning and Zoning Director; and,

WHEREAS, on June 15, 2004, by Resolution Number 22-2004 the County Board of Supervisors combined the position of County Land Use Planning and Zoning Director and the position of County Surveyor into one position of a County Surveyor/Land Development Director; and,

WHEREAS, through attrition the position of County Surveyor/Land Development Director has become vacant as of April 4, 2016; and,

WHEREAS, this position has been reviewed by the Interim Planning and Zoning Director, the Administrative Coordinator, the Land Use Planning and Zoning Committee, and the Personnel Committee; and,

With recommendation/no recommendation Personnel Committee

Roll Call on Resolution No. 15-2016

Submitted by Land Use Planning and Zoning Committee

Aye ____, Nay ____, Absent ____, Abstain ____

Michael Starshak, Chair

Passed & Adopted/Rejected this _____
day of _____, 2016

Ben Moderow

County Board Chair

/s/ Robert Lyon

Robert Lyon

Attest: County Clerk

/s/ Harley Reabe

Harley Reabe

Approved as to form:

/s/ Rich Slate

Rich Slate

Corporation Counsel

WHEREAS, it is the recommendation of the above entities that the duties and responsibilities of the County Surveyor be separated from the duties of the Land Development Director and that the Land Development Director position revert to the Land Use Planning and Zoning Director; and,

WHEREAS, the Land Use Planning and Zoning Committee and the Personnel Committee have approved an updated job description for a Land Use Planning and Zoning Director.

NOW BE IT RESOLVED, that Resolution 22-2004 is hereby rescinded and the County Surveyor and Land Development Director shall be two separate positions.

NOW BE IT FURTHER RESOLVED, that the position of Land Development Director shall revert back to Land Use Planning and Zoning Director and the duties contained in the updated job description for a Land Use Planning and Zoning Director.

GREEN LAKE COUNTY

POSITION DESCRIPTION

Title: Land Use Planning & Zoning Director

Department: Land Use Planning and Zoning

Location of Position: Green Lake County Government Center

Reports to: Land Use Planning and Zoning Committee

Purpose of Position: Under jurisdiction of the Land Use Planning and Zoning Committee this position will oversee, plan, direct/manage, and implements programs, policies, operations, and department staff. This will include but not be limited to functions of land development planning, zoning code administration and enforcement, geographic information systems (GIS), land information program, and County Surveyor. Service provided for these functions will be accomplished through production, oversight and communication. This is an exempt position and part of the County's management team pursuant to the Personnel Policies and Procedure Manual.

Land Development Director - Fundamental Job Duties and Responsibilities:

- Manage all personnel records, job descriptions, and execute hiring and discipline practices in accordance with policies and procedures established by the county board, for staff within the department.
- Manages and directs the functions, priorities, outcomes, and performance of department staff.
- Provides leadership to staff through goals and objectives, evaluations, and training to encourage independence and excellence in the delivery of services to the customer.
- Responsible oversight for the interpretation, presentation and advice for all public and private entities related to permit issuance, ordinance amendments, rezoning, conditional use permits, and variances with regard to the ordinances, codes and laws within the administration and enforcement parameters of the department.
- Oversee and interact as needed, regular updates of various County land use and other plans.
- Create/present updates for ordinances and regulations that as a result of changes in laws or at the initiation of the Land Use Planning and Zoning Committee are required.
- Monitor, prepare, recommend and present the annual departmental operating budget to the appropriate reviewing entities.
- Provides guidance, direction, advice, and assistance, as needed, to any entity having an interest in the activities of the department.
- Work cooperatively and harmoniously with any entity seeking information, assistance, or direction of laws, codes and ordinances enforced through this department.
- Responsible oversight for all activities of department staff involving a variety of functions through which services are provided.
- Provide assistance and support as needed for the Land Use Planning and Zoning Committee and Board of Adjustment meetings related to issues within the jurisdiction of the department, including attendance at meetings.

- Responsible oversight for the enforcement of violations of ordinances and regulations within the jurisdiction of this department. This may require but not be limited to, interacting with the Corporation Counsel, mediation meetings, and court appearances.

Physical Demands of the Essential Functions: The physical demands are dispersed between sitting, walking, talking, hearing, using far and near vision, and handling objects. Some crouching, balancing, bending, twisting, kneeling, reaching, low to medium lifting up to 30 pounds, may be required.

Working Conditions While Performing Essential Functions: Working conditions are, almost all time is spent indoors. Time spent outdoors is determined by the demands of the workload. In cases where time is spent outdoors there could be exposure to wet and/or humid conditions and both cold and hot weather. Outdoor activities could involve high risk work situations such as working alone in areas of vehicular traffic, remote marsh, woodlots and agricultural areas. There is also possible exposure to infectious insects, plants, and animals.

Equipment Used to Perform Essential Functions: The predominant equipment used will be the desktop computer with applicable computer programs, calculator, drafting tools, measuring tools, digital camera, telephone, fax machine, or similar machines necessary to perform essential functions.

Required Knowledge, Skills and Abilities:

- Ability to provide first line supervision by deciding the time, place and sequence of operations to accomplish goals and objectives of this department, which benefit the greatest number of users.
- Ability to utilize all technical resources available to make, design, enforcement or permitting decisions.
- Fundamental knowledge of county government and management structure, policies, and administrative processes.
- A broad base of knowledge about other entities with which the land information program interacts.
- Knowledge of products, programs and technical resources which may be applicable to the modernization of land records.
- Knowledge of and ability to provide review and analysis of ordinances, laws, and regulations to ascertain an appropriate and consistent outcome.

Qualifications Needed (Education, Experience, and Certification):

Education: A Bachelor Degree in Natural Resources Management, Planning or related field is required. A Master's Degree in Natural Resources Management, Planning or related field is preferred.

Experience: A minimum of 5 years working experience directly related to this position that provides necessary knowledge, skills and abilities is required. Supervisory experience desired.

Certification: Must have a valid Wisconsin driver's license.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under their supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its judgment, to be proper.

Administrative Coordinator's Analysis with Input from the Interim Director

6-2-16

Process for Filling Vacancies:

Position: Land Use Planning & Zoning Director

Department: Land Use Planning & Zoning

Job Description:

A review of the Land Development Director's job duties and responsibilities was performed. Due to the retirement of Al Shute who was County Surveyor / Land Development Director, it seems appropriate to return to past practice and again separate the County Surveyor's duties from the Director's duties and rename this position as the Land Use Planning & Zoning Director. The Land Use Planning & Zoning Director position would oversee the entire Department including the County Surveyor.

- As per the above, the job duties and responsibilities were adjusted so as to eliminate the County Surveyor functions.
- The educational requirement of high school diploma was stricken as this was an obvious conclusion if a bachelor's degree in natural resources management; planning or related field is also required. Further, a Master's degree in natural resources management, planning or related field was added as a preferred educational qualification.
- The job experience requirement was modified to a minimum of 5 years of working experience directly related to this position that provides the necessary knowledge, skills and abilities is required. Supervisory experience desired.

Job Designation:

Based on the revised position description and in conjunction with the most recent wage classification study, no classification change is necessary.

Necessity:

The Land Use Planning & Zoning Director position is vital for the Department's success. There needs to be a "point person" in the Department that is responsible for knowing what needs to be done, when it needs to be completed, and who is the appropriate person to complete the task. Without the Land Use Planning & Zoning Director, there is no direction for the Department which could lead to suspended from the National Flood Insurance Program (NFIP), the WDNR taking over the enforcement of Shoreland Zoning regulations, elimination of grant funding for Department activities, abuse of the County Board adopted ordinances, etc. It is imperative that the taxpayer be assured that their property investments are secure (as can be) and, consequently, this position is highly valued.

Evaluation of Existing Staff:

As a smaller department, it would be difficult to divide the duties of Land Use Planning & Zoning Director amongst current department staff. Additionally, this could result in a department without a common vision.

Another alternative was evaluated by both the Land Conservation Committee and the Land Use Planning & Zoning Committee to merge their respective Departments. Both Committees unanimously voted to reject the idea. The only advantage to a merge that was cited was that the two Departments would develop a closer working relationship. However, after observing and talking to staff from both Departments, the two Departments already work very well together on the rare occasion when their workloads cross paths. The Committees were deterred from consolidation based on an economic analysis, provided by the respective department heads, showing negative grant funding for Land Conservation staff and the cost of an overall Director of both departments as well as deputy directors. This reality, at a time where funding is being sourced to pay for a County Administrator, seemed unnecessary.

This analysis does not include the added duties and responsibilities that would come from the Land Use Planning & Zoning Department taking over administration and enforcement of the Construction Site Erosion Control and Stormwater Management Ordinance from Land Conservation. This idea has been evaluated and proposed by the County Conservationist and makes sense. However, the additional field and office staff time will inevitably be a drain on the Department which will need to be monitored and potentially resolved at a future date.

RESOLUTION NUMBER 16 - 2016

RELATING TO INCREASING HOURS OF ECONOMIC SUPPORT WORKER POSITION

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st day of June, 2016 does resolve as follows:

WHEREAS, Resolution Number 30-2012 created a part-time (20 hours/week) Economic Support Worker position in the Economic Support Unit; and,

WHEREAS, This position would be more effective and efficient as a "Regular" Part-time employee that can work up to 40 hours per week when caseloads increase and fluctuate. All applicable benefits will apply; and,

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors authorizes the part-time position to be revised to "Regular" part-time (up to 40 hours per week) based on caseloads and fluctuation. See attached Fiscal Note. This position will be fully funded by Income Maintenance funding.

Roll Call on Resolution No. 16-2016

Submitted by Health & Human Services Board

With the recommendation to Approve/Disapprove

Aye __, Nay __, Absent __, Abstain __.

/s/ Joe Gonyo
Joe Gonyo, Chairman

Passed and Adopted/Rejected this
21st day of June, 2016

/s/ John Gende
John Gende, Member

County Board Chairman

/s/ Joy Waterbury
Joy Waterbury, Member

ATTEST: County Clerk
Approved as to Form

Nolan Wallenfang, Member

Corporation Counsel

/s/ Richard Trochinski
Richard Trochinski, Member

/s/ Nick Toney
Nick Toney, Vice Chairman

/s/ Harley Reabe
Harley Reabe, Member

/s/ Brian Floeter
Brian Floeter, Member

Candace Smith, Member

FISCAL NOTE - PERSONNEL COSTS

5/9/2016
2,016.00

| DEPARTMENT: | DEPARTMENT OF HEALTH & HUMAN COMMITTEE: | HUMAN SERVICES | ACCOUNT #: | | | | | | | | | | | | | | | | | | |
|---|---|----------------|------------|-----------|----------|-------|-------|------------|-------|-----------|-------------------|--|--|--|--|--|--|--|--|--|-----------|
| POSITION TITLE | NAME | RATE | HOURS | WAGE | FICA | RET-C | RET-E | HEALTH INS | L-INS | TOTAL | | | | | | | | | | | |
| Current Resolution 30-2012 | | | | | | | | | | | | | | | | | | | | | |
| HSESU Economic Support Worker | Vacant | 18.90 | 1,040.00 | 19,656.00 | 1,503.68 | 0.00 | 0.00 | 0.00 | 0.00 | 21,159.68 | | | | | | | | | | | |
| Revised Resolution May 2016 | | | | | | | | | | | | | | | | | | | | | |
| HSESU Economic Support Worker (average of 30 hours/week) | Vacant | 18.90 | 1,560.00 | 29,484.00 | 2,255.53 | 0.00 | 0.00 | 1,500.00 | 0.00 | 33,239.53 | | | | | | | | | | | |
| | | | | | | | | | | | Difference | | | | | | | | | | 12,079.84 |

This position will be fully funded with Income Maintenance revenues.
This position already works approximately 30 hours/week.