



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 05/23/16**

**Amended\* Post Date:**

**The following documents are included in the packet for the Personnel Committee on May 26th, 2016:**

- 1) Agenda
- 2) Draft minutes from the 04/28/16 meeting
- 3) Legal Clerk Job Descriptions Old & New
- 4) Information from Green Lake Child Support regarding structure
- 5) Information from Calumet County regarding CS structure
- 6) Information from Sheboygan County regarding CS structure
- 7) Land Conservation Re-classification Information
- 8) Career Shadow Policy
- 9) Communication Policy
- 10) Near Miss Policy
- 11) County Recognition Policy Information



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM  
County Clerk

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

## Personnel Committee Meeting Notice

**Date: May 26, 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*

*\*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.*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Appearances:
6. Minutes: 04/28/16
7. Correspondence
8. Job Descriptions/Fill Vacant Positions
  - Legal Clerk
9. \*Health Department Summer Intern
10. Analysis to put Child Support under Health and Human Services
11. \*Soil Conservation Position Re-Classification
12. \*60 Day Review – Land Conservation LTE
13. Voluntary Unpaid Leave Request
14. Resolutions/Ordinances
  - ~~\*Relating to Increasing Hours of Economic Support Worker Position~~
15. \*Update Wage Classification Study
16. Monthly Vouchers
17. Clerk's Report
  - Relating to agenda items
  - HRA Policy Change
  - Employee Recognition Policy
18. Committee Discussion
  - Future Meeting. Dates: Meeting June 23 , 2016 at 5:30 pm
  - Future Agenda items for action & discussion
19. Adjourn

\*Item Removed from Agenda

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.**

## PERSONNEL COMMITTEE MEETING

April 28, 2016

The meeting of the Personnel Committee was called to order by County Clerk, Marge Bostelmann at 5:30 PM on Wednesday, April 28, 2016 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Joe Gonyo  
Paul Schwandt  
Robert Schweder  
Robert Lyon

Absent: Sue Wendt

Also Present: Marge Bostelmann, County Clerk  
Sheriff Podoll  
Lori Evans, Sheriff's Office  
Linda Van Ness, HHS Director  
Andrew Christenson  
Paul Gunderson, LCD

Dawn Klockow, Corporation Counsel  
Mark Putzke, Chief Deputy  
Harley Reabe, Board Chair  
Jeanne Theune, Child Support  
Amanda Thoma, Coroner  
Tony Daley, Berlin Journal

### AGENDA

*Motion/second (Schwandt/Lyon )* to approve the amended agenda. Motion carried.

### ELECTION OF OFFICERS

#### **Election of Chair**

Bostelmann asked for nomination for Chair. Schweder nominated Gonyo for Chair.

*Motion/second( Schwandt/Schweder)* to close nomination and cast a unanimous ballot for Gonyo for Chair. Motion carried.

Gonyo was seated as Chair.

#### **Election Of Vice-Chair**

Gonyo asked for nomination for Vice-Chair. Gonyo nominated Paul Schwandt for Vice-Chair.

*Motion/second(Schweder/Lyon)* to close nomination and cast a unanimous ballot for Schwandt for Vice-Chair. Motion carried.

### MINUTES

*Motion/second (Schwandt/Schweder)* to approve the minutes of March 16, 2016 and March 21, 2016 as presented. Motion carried.

CORRESPONDENCE – None

### JOB DESCRIPTIONS/FILL VACANT POSITIONS

- Soil Conservationist I – Job Description change. Paul Gunderson explained the change in the job description and the need to fill the position.

*Motion/second(Schwandt/Lyon)* to approve filling the Soil Conservation I position. Motion carried.

- Highway General Laborer: Schwandt appeared to explain that one employee is retiring. He explained the need for the Highway General Laborer. He explained they are currently in the process of hiring one laborer, so they will now hire the top two candidates if approve.

*Motion/second(Schwandt/Schweder)* to approve filling the general laborer position. Motion carried.

- Child Support Administrator: Gonyo explained that no action was taken at the last meeting pending Corporation Counsel's opinion of the joint meeting. Theune stated that one employee has been hired and Teri Stellmacher is working to fill in for the vacancy. Gonyo would like to see the department moved under a HHS unit.

*Motion/second(Gonyo/Schwandt)* to move forward and look at an analysis to put the department under HHS and bring back to the Committee. Motion carried.

**DISCUSSION AND POSSIBLE ACTION RELATING TO HEALTH INSURANCE BENEFITS FOR THE CORONER POSITION**

Gonyo requested more information be gathered and find out what determines full time and if the position is part time what is the prorated premium. Amanda presented information on the hours she works. Information will be gathered and brought back to the Committee.

**VOLUNTARY UNPAID LEAVE REQUEST** – None

**RESOLUTIONS/ORDINANCES** – None

**MONTHLY VOUCHERS** – None

**CLOSED SESSION**

Consider Motion to Convene into Closed Session:

*Motion/second(Schweder/Schwandt)* to move into closed session pursuant to Wis. Stat. section 19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility. The closed session is compensation of the Land use Planning and Zoning Director and Paralegal Office Manager. Roll call vote, 4 ayes, 0 nays, 1 absent (Wendt).

**RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION.**

*Motion/second(Schweder/Schwandt)* to reconvene in open session. Roll call vote, 4 ayes, 0 nays, 1 absent (Wendt).

*Motion/second(Schwandt/Schweder)* to approve the LUPZ interim director be paid \$2.00/hour while he is interim director and the para legal office manager receive a salary of to \$24.27/hour. Motion carried.

**CLERK'S REPORT**

Employee Recognition Policy Bostelmann will bring information next meeting.

**COMMITTEE DISCUSSION**

- Future meeting date: May 19, 2016 at 5:30 PM.
- Future Agenda items for action & discussion:

**ADJOURNMENT**

Gonyo adjourned the meeting at 6:13 PM.

Submitted by,

Marge Bostelmann  
County Clerk

DRAFT

LEGAL CLERK  
DISTRICT ATTORNEY'S OFFICE

GENERAL STATEMENT OF DUTIES: Performs administrative and ministerial functions of the District Attorney's Office; performs difficult and varied stenographic, clerical, typing and research tasks.

DISTINGUISHING FEATURES OF THE CLASS: The employee is required to use independent judgment and a high level of paraprofessional and secretarial skills.

EXAMPLES OF WORK: Type letters, memos, report, forms, case records and other materials from clear copy, rough draft or dictation; types briefs and other legal documents with particular emphasis on correct legal citation, form, spelling and grammar; maintains District Attorney and Assistant District Attorney case files and other files; screens and refers all incoming phone calls to the proper person in the office; prepares and organizes attorney files for each court appearance; arranges meetings, sends out notices and agenda information; prepares criminal complaints from dictation or rough draft; advises the public of the scope of jurisdiction of the District Attorney's office and suggests alternatives or resources available to resolve problems; arranges and schedules court appearances and appointment of the attorneys; performs other related duties as may be required by the attorney staff.

ACCEPTABLE EXPERIENCE AND TRAINING: Associate legal secretary degree or certification required along with at least one year legal experience in a law office in a secretarial position requiring independent judgment or any combination of education and experience that provides equivalent knowledge, skills and abilities. Ability to operate a personal computer and other office equipment proficiently. Microsoft Word, Access and Windows experience preferred. Excellent oral communication skills must. Must provide a valid Wisconsin driver's license.

PHYSICAL REQUIREMENTS: Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking; Visual acuity; ability to hear normal conversations and communicate in a clear manner; good manual dexterity of hands and fingers; ability to lift, carry, push, pull at least 50 pounds.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

GREEN LAKE COUNTY  
POSITION DESCRIPTION

**TITLE:** Legal Clerk

**DEPARTMENT:** District Attorney's Office

**LOCATION:** This is a full time (40hrs/week) position

**REPORTS TO:** District Attorney and Office Manager

**POSITION PURPOSE:** Provides advanced secretarial, administrative and reception support to the operations of the District Attorney's office. Performs detailed and intricate typing, drafting and research tasks requiring independent judgment and a knowledge of both legal procedures and terminology.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Types letters, memos, reports, forms, case records and other documents.
- Maintains District Attorney, Assistant District Attorney case files and other office files in a precise and efficient manner. Including both electronic files and paper files.
- Screens and refers incoming phone calls to the proper person in the office.
- Prepares and organizes attorney files for each court appearance.
- Arranges meetings, sends out notices when applicable.
- Prepares criminal complaints from rough drafts.
- Advises the public of the jurisdictional scope of the District Attorney's office and suggests alternatives or resources available to resolve conflicts or problems.
- Data entry into PROTECT; the statewide district attorney's office case tracking and management system. Including maintaining compliance with State mandated case reporting requirements.
- Scans open and closed case filings.
- Maintains and updates all legal research resources in the District Attorney's office.
- Disseminates discovery as mandated by Wisconsin State Statutes.
- Monitors compliance in Plea Diversion Agreements, including verifying community service hours, counseling requirements, restitution payments, employment or school attendance requirements and any other provisions that were ordered by the court. Files appropriate Motions with the Court.
- Reviews misdemeanor referrals from law enforcement agencies regarding misdemeanor offenses. With particular emphasis on the inclusion of required elements of crimes, calculating habitual criminality status by interpreting reports from CIB (Crime Information Bureau and NCIC (National Crime Information Center), reviewing driving records, domestic violence provisions, drug offenses occurring within a certain proximity of

specified places per Wisconsin State Statutes and other modifiers or enhancers that may be applicable.

- Independently monitors Jury Trial deadlines and drafts necessary Subpoenas, Verdict Forms, Witness Lists and Motion In Limine documents.
- Verifies necessary evidence for trial is prepared: certified driving records, blood testing from the State Hygiene Lab including contacting the assigned analyst for his/her appearance in court, drug testing from the Wisconsin State Crime Lab including contacting the assigned analyst for his/her appearance in court.
- Performs legal research as requested by the District Attorney.
- Performs other related functions as requested, to assure the efficient operations of the District Attorney's office are completed.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to understand the Wisconsin Criminal Traffic Code and the Wisconsin Criminal Statutes.
- Ability to operate a personal computer and other office equipment proficiently.
- Ability to type and transcribe (approx. 40 wpm).
- Psychological ability to work on files with exposure to child victim cases, sexual assault crimes, homicides, fatal car crashes, suicides and other traumatic events including viewing scene and autopsy photographs demanding a high level of confidentiality.
- Organizational and communication skills in a professional manner are required.
- Knowledge of the criminal justice system including legal terminology.
- Ability to multi-task, prioritize and meet deadlines in stressful situations.
- Ability to show initiative and be able to work with little or no direct supervision.

#### **REQUIRED QUALIFICATIONS:**

A minimum of a high school diploma, and two years of post-high school education or previous legal office experience or any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Criminal Justice related office experience preferred.

- Must possess and maintain a valid Wisconsin Driver's License.

#### **PHYSICAL REQUIREMENTS:**

Approximately 75% of the time is spent sitting, using near and far vision, medium to high fingering for typing and data entry. Standing, walking, bending, kneeling, twisting, stooping, lifting and crouching are performed about 25% of the time. Ability to lift, carry, push or pull up to 25 pounds.

#### **WORKING CONDITIONS:**

Over 95% of the time is spent inside; up to 5% of the time may be spent outside of the office, traveling to trainings or other departments.



**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:** Telephone, copy machine, calculator, personal computer and printer, dictation machine, fax machine, shredder, scanner and vehicle.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and necessary skills. It is not intended as a complete list of job duties, responsibilities and/or essential 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 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 judgement to be proper.

May 2016

## Child Support Information Prepared by Green Lake County Child Support

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- All of the counties in the State that are currently under the umbrella of Health and Human Services still maintain the same structure of an Administrator/Director/Manager (whatever that specific county calls the department head) and workers underneath them. Only one county has only a lead worker. However, we cannot bill for maximum funding without a working administrator. Under the current structure, we can receive maximum funding of 66% reimbursement of all expenses for the program, which includes salaries and benefits, from the State and Federal Government as well as incentive money and RMS money.
- If we are put under Health and Human Services, and maintain 3 child support workers with no working administrator, we will not be able to get full funding. There is a separate billing line on our monthly CORE reports for the administrator. At the current time, we are not able to bill for an administrator, which by using the wage study hourly wage if the administrator position was filled, is costing us \$2,700.00 per month. That doesn't include the benefits. With the benefits added, it is closer to \$3,000.00 per month we are losing.
- Adding part of the department head from human services to our budget will not be able to be recouped unless that person is doing child support work, per my regional director. With the office running under 3 people sufficiently, there would not be a reason for the economic department head to be doing 100% child support work. Thus we add money to our budget, but can only bill for time spent on child support work so we would not get the full amount of expenses recouped from the State and Federal Government.
- If we are put under Corporation Counsel, we would have to eliminate the current cooperative agreement we currently have with that office which bills a flat \$750.00 per month for Corporation Counsel services. Of that, Corporation Counsel receives \$495.00 per month back which goes into their funds. Under Corporation Counsel we would have to bill strictly on the hours worked in child support at the current hourly wage of the

## Child Support Information Prepared by Green Lake County Child Support

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Corporation Counsel. At this time, it averages about 3.5 hours per month. That would mean we would only be billing for approximately \$156.45 per month for services, of which Corporation Counsel would only receive \$103.26 back. This would be a loss to our agency as well as to Corporation Counsel. Also, in January, it was proposed that our part time secretary would be eliminated and our phone calls would be answered by the human services secretary. This would add to the Corporation Counsels budget and would be a great loss for our department as the current secretary has access to our KIDS system and is able to maneuver in the system enough to field questions. The secretary at human services would not be able to do that. So I feel we would need to leave her as a quarter time employee in Child Support. Also, at this time, we can recoup 66% of her salary and benefits for the 25% of her time she is working in child support. If her full salary and benefits are added to the Corporation Counsel budget, none of it would be recouped.

- The current scenarios are using the current wages of all of the staff. There would likely be an increase in hourly pay for either the Corporation Counsel or Economic Support Head to take on the responsibility of overseeing the Child Support Agency. Thus the budget for those two scenarios would be higher.
- There are currently only 11 counties who have their child support agency under the corporation counsel and only 19 who are under health and human services. The other 41 counties are stand alone agencies.
- Per the Federal policies, we are to have sufficient staff to carry out mandated child support services. If there would be an audit and it shows that an agency is not complying with providing all of the mandated services and it is determined that the reason for not complying was due to insufficient staff, the federal government and state can take away our funding. Currently, we have been understaffed for over 4 months. If this is to continue for a long period of time, we risk losing all funding and the

## Child Support Information Prepared by Green Lake County Child Support

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county would have to make up for that funding as it is mandated that each county provide a child support agency and child support services.

# County Structure Prepared by Green Lake County Child Support

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## Counties Under Corporation Counsel

## Structure

Columbia

Administrator/workers

Dane

Managers/supervisors/workers

Eau Claire

Dept Head/Manager/workers

LaCrosse

Director/Supervisor/workers

Langlade

Corp is Director/Office coord/workers

Ozaukee

Director/workers

Polk

Asst Corp is Director/workers

Racine

Director/supervisors/workers

Washington

Deputy count atty/workers

Waukesha

Director/supervisors/workers

Waupaca

Asst Corp Counsel/workers

# County Structure Prepared by Green Lake County Child Support

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## Counties Under Human Services

## Structure

Ashland	Administrator/Workers
Buffalo	Director/workers
Calumet	Manager/workers
Jackson	Manager/workers
Juneau	Manager/workers
Kenosha	Several Managers/Supervisors/workers
Lincoln	Lead worker
Marathon	Manager/Supervisor/workers
Marquette	Manager/worker
Oneida	Supervisor/workers
Outagamie	Several managers/workers
Pepin	Coordinator (only 1 worker office)
Pierce	Manager/workers
Portage	Coordinator/Supervisor/workers
Rusk	Director/workers
Sheboygan	Director/Supervisor/workers
Vilas	Director/workers
Walworth	Supervisor/workers
Washburn	Director/workers

Child Support Comparables  
Prepared by Green Lake County Child Support

POSITION TITLE- 2015 STRUCTURE	WAGE CLASS	RATE	HOURS	WAGES	FICA RET-Employer		H-INS	L-INS	TOTAL
Ch Spt Admin	Pay Group 9	31.71	2080	65,956.80	5,045.70	4,353.15			75,355.64
Ch Spt Specialist II	Pay Group 13	21.10	2080	43,888.00	3,357.43	2,896.61			50,142.04
Ch Spt Specialist II	Pay Group 13	20.62	2080	42,889.60	3,281.05	2,830.71			49,001.37
Receptionist	Pay Group 13	18.65	520	9,698.00	741.90	640.07			11,079.97
Overtime Child Spt				1,000.00	76.50				1,142.50
<b>TOTAL:</b>				<b>163,432.40</b>	<b>12,502.58</b>	<b>10,786.54</b>			<b>186,721.52</b>

NEW DEPT HEAD HIRED  
STAND ALONE AGENCY

REPORTING TO  
JUD/LAW OR  
COUNTY

POSITION TITLE	WAGE CLASS	RATE	HOURS	WAGES	FICA RET-Employer		H-INS	L-INS	TOTAL
Ch Spt Admin.	Pay Group 9	23.62	2080	49,129.60	3,758.41	3,242.55			56,130.57
Ch Spt Specialist II	Pay Group 13	20.62	2080	42,889.60	3,281.05	2,830.71			49,001.37
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51			39,044.25
Receptionist	Pay Group 13	18.65	520	9,698.00	741.90	640.07			11,079.97
Overtime Child Spt					76.50	66.00			1,142.50
<b>TOTALS:</b>				<b>135,891.60</b>	<b>10,472.20</b>	<b>9,034.84</b>			<b>156,398.66</b>

**SAVINGS:**

**27,540.80      2,030.38      1,751.70      30,322.86**

Child Support Comparables  
Prepared by Green Lake County Child Support

SPECIALIST II MOVES UP  
TO  
DEPT. HEAD-STAND  
ALONE

REPORTING TO  
JUD/LAW OR  
COUNTY  
ADMINISTRATOR

POSITION TITLE	WAGE CLASS	RATE	HOURS	WAGES	FICA RET-Employer		H-INS	L-INS	TOTAL
Ch Spt Admin.	Pay Group 9	23.62	2080	49,129.60	3,758.41	3,242.55			56,130.57
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51			39,044.25
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51			39,044.25
Receptionist	Pay Group 13	18.65	520	9,698.00	741.90	640.07			11,079.97
Overtime Child Spt					76.50	66.00			1,142.50
<b>TOTALS:</b>				<b>127,176.40</b>	<b>9805.49</b>	<b>8,459.64</b>			<b>146,441.54</b>

**SAVINGS:** **36,256.00** **2697.09** **2,326.90** **40,279.98**

COMBINE WITH CORP  
COUNSEL

LEAD WORKER ADDED  
10% CHILD SUPPORT  
WORK BY DEPT HEAD

POSITION TITLE	WAGE CLASS	RATE	HOURS	WAGES	FICA RET-Employer		H-INS	L-INS	TOTAL
Corp Counsel	Pay Group 1	44.70	208	9,297.60	711.26	613.64			10,622.20
Ch Spt Lead Worker	Pay Group 11	21.10	2080	43,888.00	3,357.43	2,896.61			50,142.04
Ch Spt Specialist II	Pay Group 13	20.62	2080	42,889.60	3,281.05	2,830.71			49,001.36
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51			39,044.25
Receptionist	Pay Group 13	18.64	520	9,698.00	741.90	640.07			11,079.97
Overtime Child Spt					76.50	66.00			1,142.50
<b>TOTALS:</b>				<b>139,947.60</b>	<b>10,782.48</b>	<b>9,302.54</b>			<b>161,032.32</b>

**SAVINGS:** **23,484.40** **1,720.10.10** **1,484.00** **25,682.20**



Child Support Comparables  
Prepared by Green Lake County Child Support

COMBINE WITH HUMAN  
SERVICES

LEAD WORKER ADDED  
NON WORKING DEPT  
HEAD

POSITION TITLE	WAGE CLASS	RATE	HOURS	WAGES	FICA RET-Employer		H-INS	L-INS	TOTAL
Economic Support Mgr	Pay Group 7	32.74	208	6,809.92	520.96	449.45			7,780.33
Ch Spt Lead Worker	Pay Group 11	21.10	2080	43,888.00	3,357.43	2,896.61			50,142.04
Ch Spt Specialist II	Pay Group 13	20.62	2080	42,889.60	3,281.05	2,830.71			49,001.36
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51			39,044.25
Receptionist	Pay Group 13	18.64	520	9,698.00	741.90	640.07			11,079.97
Overtime Child Spt					76.50	66.00			1,142.50
<b>TOTALS:</b>				<b>137,459.92</b>	<b>10592.18</b>	<b>9,138.35</b>			<b>158,190.45</b>
<b>SAVINGS:</b>				<b>25,972.48</b>	<b>1,910.40</b>	<b>1,648.19</b>			<b>28,531.07</b>

COUNTY CHILD SUPPORT STRUCTURE  
Prepared by Green Lake County Child Support

**COLUMBIA COUNTY**

Corporation Counsel

Administrator

WORKER	WORKER	WORKER	WORKER	WORKER	WORKER	WORKER	WORKER	WORKER
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**WAUSHARA COUNTY**

DIRECTOR

WORKER

WORKER

WORKER

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**ASHLAND COUNTY**

HUMAN SERVICES

ADMINISTRATOR

WORKER	WORKER	WORKER	WORKER	WORKER	WORKER
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**CALUMET COUNTY  
DEPARTMENT OF HUMAN SERVICES**

*Mary M. Kennedy, Director*

Courthouse  
206 Court Street  
Chilton, WI 53014-1198  
(920) 849-1400  
(920) 989-2700 from Appleton

Crisis Line (920) 849-9317  
Crisis Line (920) 832-4646  
Fax (920) 849-1468

E-mail: [humansvc@co.calumet.wi.us](mailto:humansvc@co.calumet.wi.us)

June 2004

### Advantages of a Child Support/Human Services merger

Merging the Child Support and Economic Support units would realize advantages to the consumers we serve as well as the county operational structure.

An Economic Support/Child Support unit would create a seamless delivery system for the consumer. This could mean less trips to the office for the consumers, but more importantly the consumers would be getting a clearer message from each worker regarding the expectations of each function. This advantage will be realized more over time as each of the employees begins to gain an understanding of each other's goals, processes, regulations and limitations.

Since the beginning of W-2 we have employed a Social Worker II directly in the ES unit to help the clients overcome many barriers. By incorporating the two functions, each has learned about the other's role. This has helped the ES worker understand the confines of the State statutes for children and families and it has given the Social Worker a basic understanding of the ES programs that she can convey to the clients she works with. I envision this same process with Child Support and ES. This over a short time will be a huge benefit to the clients. Each unit currently operates in their areas and has a small amount of information regarding the other unit. This will change when we are co-located, share management philosophies, and realize that we indeed share many cases.

The work program piece of Child Support(Children's First) can easily be blended in with our current W-2/FSET work program.

Being structured in the Human Services Department will allow the Child Support Specialists to gain access to the experts in Child Protection, Family Services and Mental Health much more readily. This will also allow them to learn about how each unit works and the customer's they serve.

The county would realize benefits to this merge as well. Currently there would be cost savings by switching some costs charged off to ES at 50% Federal/State match to the 75% Federal/State match of Child Support. Efficiencies are also expected with the merge in clerical, secretarial and clerk duties.



**CALUMET COUNTY  
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Courthouse, 206 Court Street, Chilton, WI 53014

*Jeremy Kral, Director*

**Human Services**

Phone: (920) 849-1400  
Fax: (920) 849-1468

From Appleton: (920) 989-2700

**Public Health  
Home Health and Hospice**

Phone: (920) 849-1432  
Fax: (920) 849-1476

Crisis Line: (920) 849-9317; (920) 832-4646

**Aging & Disability  
Resource Center**

Phone: (920) 849-1451  
Fax: (920) 849-1635

Website: [www.co.calumet.wi.us](http://www.co.calumet.wi.us)

**Child Support**

Phone: (920) 849-1454  
Fax: (920) 849-1484

5/17/2016 – brief summary of Calumet County’s Child Support structure and funding:

All higher level Administration not direct charged – in AMSO – that includes Director and Deputy, Financial Staff, etc.

ES/CS Manager direct charged to IVD child support, IM, Daycare and LIHEAP based on time study.

CS Lead Worker – direct charged all to IVD. When I started as CS/ES Manager my strength was all ES. Had to hire a Lead with strength in CS. Mitch Birkey, the current CS/ES Manager also has background in ES. Having a Lead Worker gives us the flexibility of asking them to take on some “projects” to determine what some reports mean in terms of performance, they take on a larger responsibility to ensuring CS continues to perform well and is expected to bring things to my attention that I may not catch because of my lack of expertise in the day to day details of CS.

CS Specialists – direct charged all to IVD – except for the small nonIVD % required by the State RMS.

CS Secretary- direct charged to IVD and IM as they also cover the front reception walk ins – which are both IM and CS.

CS Financial Clerk – not enough CS duties to keep her fulltime. She is also does financials for HHS. Because of that she is now included in AMSO.

Corporation Counsel – Does time logs and we charge part of CC and Secretary.

Clerk of Courts – Does time logs and we charge part of one Clerk

Family Court Commission – We use court records and charge part of his time.

We have found a huge benefit to being co-located – IM staff and CS staff are all in one area. They work together very well. It is obviously financial more sound to be able to split the Manager into two funding sources and be able to combine it into one person. But it is a difficult task as a joint Manager. We do rely heavily on our ES Lead Worker. Some things get “lost” - Both programs require a lot of report interpretation, performance monitoring, etc. With ES consortium requirements it is more of a struggle (in my opinion) to manage it all. The consortia work takes a lot of time.

**Calumet County**  
**Dept. of Health and Human Services**  
**Organizational Chart Proposed for 2015**

Date Revised 11-19-15 by BEM; Print Date: May 20, 2016  
 \*Contracted Service Provider; \*\*Part-time  
 ^Volunteer Position  
 (M:\secretary\bm\organizational charts\)

**Health & Human Services Board**  
 \*\*\*\*\*  
 Mary Schwalenberg, Chair  
 Merlin Gentz                      Jerry Koenig  
 Dave LaShay                      Triicia Lorenz  
 James Stecker                      Elroy Schreiner  
 Kevin Weinberger                      Jeff Yelton

**Administrator**  
 \*\*\*\*\*  
 Todd Romenesko

**Director**  
 \*\*\*\*\*  
 Jeremy Kral

**Home Health/Hospice**  
 \*\*\*\*\*  
 Elizabeth Propson, Supervisor  
 \*\*Sharon Adamski, Aide                      \*\*Rebecca Beaudry, Aide  
 \*\*Holly Glaubig, Aide                      \*\*Cindy Hakkert, Aide  
 \*\*Katie Schmitz, Aide                      \*\*Amber Broome, Aide  
 \*\*Mary Krause Aide (Casual)                      \*\*Kim Popp, Aide (Casual)  
 \*\*Vacant, Aide (Casual)  
 \*\*Sandra Blatz, RN                      \*\*Karen Doerr, RN  
 \*\*Amanda VanHaren, RN                      \*\*Suzanne Schussler, RN  
 \*\*HeidiHalfmann, RN                      \*\*Faye Wollersheim, RN  
 \*\*Angela Schuelke, RN                      \*\*Delia Salm, RN (Casual)  
 \*\*Tamra Koehler, RN (Casual)                      \*\*Christine Davidson, RN (Casual)  
 ^^Gary Lynch, Hospice Chaplain                      ^^Barb Kopitzke, Hospice Chaplain  
 \*\*Kristin Bushman, Hospice Social Wkr (Casual)  
 ^^Dr. Deb Schultz, Hospice Medical Director

**Public Health**  
 \*\*\*\*\*  
 Debra Fleming-Wagner, PH RN  
 Wanda Rieth, PH RN  
 Constance Schaefer, PH RN  
 Amber Bastian, PH RN  
 Catherine Ellis, PH RN  
 \*\*Ellen Raddatz, Housekeeping Aide (Supp. Emp)

**Deputy Director**  
 \*\*\*\*\*  
 Lynn Brenner

**ADRC Regional Coordinator**  
 \*\*\*\*\*  
 Darlene Kramer

**Health Division Manager/ Health Officer**  
 \*\*\*\*\*  
 Bonnie Kolbe

Linda Schwobe, Supervisor

**WIC**  
 \*\*\*\*\*  
 \*\*Jennifer Colla, Nutritionist (.65)  
 \*\*Barbara Schaefer, BF Coord/Tech (.9)  
 \*\*Veronica Utschig, Bilingual Nutrition Ed (Casual) (.1)  
 \*\*Melanie Thurber, BF Peer Counselor (Casual)(.05)  
 \*\*Emily Burg, BF Peer Counselor (Casual) (.05)  
 \*\*Khara Krueger, Nutrition Educator (.2)

**Business Division**  
 \*\*\*\*\*  
 Bonnie Mallmann, Supervisor  
 Shelly Tyson, Program Assistant  
 Holly Talamanco, Secretary (.5)  
 Nicole Vetting, Secretary  
 Sandy Popp, Secretary  
 Paula Walsh, Secretary  
 \*\*Helen Kratz, Office Assistant (22.5 hrs)  
 \*\*Spencer Clavers, Office Assistant (7.5 hrs)  
 Lynn Merino, Secretary  
 Melissa Suttner, Secretary  
 \*\*Shari Holterman, Secretary (.8)  
 \*\* Paula Piper, Secretary (.8)

**Financial Division**  
 \*\*\*\*\*  
 Jane Behnke, Manager  
 Mary Boldt, Accountant  
 Lisa Reichert, Accounting Technician  
 Sheila VanderHeiden, Accounting Technician  
 Pam Wielgosh, Accounting Technician  
 \*\*Tatum Schuler, Accounting Technician (.6)  
 Deb Bladow, Account Clerk  
 Kris Leverenz, Child Support Clerk

**Economic Support/W2/Child Support Division**  
 \*\*\*\*\*  
 Mitch Birkey, Manager  
 Jodi Kautzer, ES Resource Specialist  
 Kristy Ruebl, ES Resource Specialist  
 Sarah Sweere, ES Resource Specialist  
 Karla Bartel, ES Resource Specialist  
 Jennifer Schmidkofer, ES Resource Specialist  
 \*\*Ann Knaus, ES Resource Specialist (.85)  
 Sue Nagel, ES/CS Lead Worker  
 Mary DeKeyser, CS Specialist  
 \*\*Tina Kobriger, CS Specialist (.75)  
 Holly Talamanco, Secretary (.5)  
 Melissa Forstner, Secretary

Kristi Leclair, Manager

**Behavioral Health Unit**  
 \*\*\*\*\*  
 Vacant, Supervisor  
 Dawn Dohr, BH Therapist  
 Tim Fale, BH Therapist  
 Kevin Sheier, BH Therapist  
 Shannon Teska, BH Therapist  
 Dennis Fischer, BH Therapist  
 Megan Schmitt, BH Therapist  
 Vacant, HS Prof  
 Kristin Klotz, HS Prof  
 Laurissa Schisel, HS Prof  
 Lynn Margenau, CSP Nurse  
 \*John Holzschuh, Peer Helper  
 \*Dr. Jose Alba, Psychiatrist  
 \*Dr. Jagdish Dave, Psychiatrist  
 \*Dr. Indu Dave, Psychiatrist  
 \*Dr. Sangita Patel, Psychiatrist  
 \*Frank Cummings, Ph.D, Psychologist

**Family Service Unit**  
 \*\*\*\*\*  
 Beverly Shellenberger, Supervisor  
 Mary Masar, HS Prof  
 Danielle Rausch, HS Prof  
 Aaron Lakey, HS Prof  
 Susan Sorenson, HS Prof  
 Becky Hietpas, HS Prof  
 Cha Lee, HS Prof  
 Kari Ly, HS Prof  
 Courtney Hocks, HS Prof  
 \*\*Kris Hanson, HS Prof (.8)  
 Julie Hintz, HS Worker  
 Samantha Jo Dock, HS Prof

**Child Welfare**  
 \*\*\*\*\*  
 Carlyn Clark, Supervisor  
 Chu Lee-Yang, HS Prof  
 Andrea Cary, HS Prof  
 Morgan Kiesow, HS Prof  
 Danielle Burich, HS Prof

Felicia Shaw, Manager

**Long Term Support Unit**  
 \*\*\*\*\*  
 Jessica Kempf, HS Prof  
 Lisa Emmer-Wodack, HS Prof  
 Crystal Weber, HS Prof  
 Wendy Olejniczak, HS Prof  
 Vacant, HS Prof  
 Pat Miller, HS Worker  
 \*\*Kim Hopp, HS Prof (Casual)  
 \*\*Pat Fenn, HS Prof (Casual)

**Birth - Three**  
 \*\*\*\*\*  
 Tanya Schmidt, EC/EEN Teacher  
 Amy Kramp, HS Prof  
 Michelle Auchue, OT  
 Margaret Smith, PT  
 \*\*Vacant, ST (.6)  
 Nandhini Muthiah, ST

**Information & Assistance**  
 \*\*\*\*\*  
 Kristin Bushman, HS Prof  
 Linda Spitzer, HS Prof  
 Nicole Pangburn, HS Prof  
 Leigha Broeren, HS Prof

**Aging Disability Resource Center**  
 \*\*\*\*\*  
 Joann Dewhurst, Supervisor  
 Kathy Groeschel, Elderly Ben. Spec./Vol Coord  
 Dale McAllister, Transportation Coordinator  
 Janet Gebhart, HS Worker (ADRC Asst).  
 \*Jenny Guarisco, Disability Ben. Specialist  
 \*Nancy Krueger, Health & Wellness Coordinator  
 \*Khara Krueger – Registered Dietician  
 \*\*Dianne Luchterhand, Meal Site Manager  
 \*\*Linda Loewe, Meal Site Manager  
 \*\*Laura Fritschka, Meal Site Manager  
 \*\*Mary Propson, Meal Site Manager  
 \*\*Larry Van Frachen, Meal Site Manager  
 \*\*Jean Van Frachen, Meal Site Manager  
 \*\*Cheryl Rietveld, Meal Site Mgr. (Casual)  
 \*\*Virginia Satzer, Meal Site Mgr. (Casual)  
 \*\*Ann Arbuckle, Meal Site Manager (Casual)  
 \*\*Mary Schwartz, Meal Site Mgr (Casual)  
 \*\*Jeanne Klotz, Van Driver  
 \*\*Mark Salm, Van Driver  
 \*\*Patricia Jensen, Van Driver  
 \*\*Al Kempf, Van Driver (Casual)  
 \*\*John Hocks, Van Driver (Casual)  
 \*\*Lawrence Buck, Van Driver (Casual)

# **Assessment of Incorporation of the Sheboygan County Child Support Agency into the Sheboygan County Health & Human Services Department**

## **Introduction and Background Information:**

Previously the Sheboygan County Child Support Agency reported to the Sheboygan County Human Services Board (predecessor of the Health & Human Services Committee) and was part of the then Sheboygan County Human Services Department. In late 1990 County Ordinances 20 and 21 (1990/1991) created a standalone Child Support Department which reported to the Law Committee. In reviewing readily available information, there are currently at least sixteen counties throughout the State who have their Child Support Agency reporting to their county Human Services or Health and Humans Services Committees and this includes thirteen Child Support Agencies whose operations and staff are incorporated into their county's Health and Human Services Departments.

As noted in both the 2012 and 2013 Sheboygan County Child Support Agency Annual reports, the current Child Support Director has been assessing the role of the Child Support Director's position, and the possibility of incorporating the Child Support Agency into the Health & Human Services Department for the past two years. As outlined below, incorporation of the Sheboygan County Child Support Agency into the Sheboygan County Health & Human Services Department would improve administrative effectiveness and efficiency, enhance customer service, and further streamline the county's organizational structure and business operations.

## **Mission Alignment:**

When considering organizational changes, the compatibility of the mission of each entity, as well as the ability of the combined entity to improve efficiency, customer service, and outcomes are important considerations. There is currently considerable mission alignment between the Child Support Agency and the Health and Human Services Department in general, and the Economic Support Division in particular. Incorporating the Child Support Agency into the Health and Human Department should allow the combined entity to provide enhanced customer service, and improve both organizational effectiveness and efficiency.

The Sheboygan County Health & Human Services Department and the Sheboygan County Child Support Agency work with many mutual low income families to provide both financial support, and also to improve the general well-being of families through their efforts. In particular, the Economic Support Division of the Health & Human Services Department works closely with the Child Support Agency in that many of our cases are held in common, the State computer systems of both agencies are interlinked and staff in each agency have access to both computer systems, the staff of both agencies often communicate with each other to resolve computer discrepancies and obtain accurate household and financial information for mutual cases.

The primary focus of the Child Support Agency is to ensure that non-custodial parents are held responsible to provide adequate financial support for their children. Adequate and consistent financial support through Child Support payments helps to strengthen families and lessens their reliance on the financial assistance programs administered by the Economic Support Division. Stronger families usually need fewer of the Health and Human Services Departments other intensive services such as AODA counseling, mental health counseling, and child welfare services. The focus of the Economic Support Division is to provide a basic level of financial assistance to ensure financial stability for the family which also strengthens the family and provides a basic level of wellbeing for the children. Many times both the custodial parents, and non-custodial parent, are customers of the Economic Support Division. Both agencies focus on enhancing employment opportunities for the parents which consequently strengthens the family and reduces their need for additional government assistance.

The Economic Support Division and the Child Support Agency currently cooperatively operate the Children First program which places non-custodial parents with extensive barriers to employment into an intensive sixteen week job search program to enhance their potential for employment and future ability to pay their Child Support obligations. Having the Economic Support Division and Child Support Agency operating as one entity will strengthen our administration of the Children First program which will lead to enhanced customer services, increased referrals, and additional State revenues to support the Children First program in Sheboygan County.

Both the Child Support Agency, and the Economic Support Division, have responsibility for ensuring payment for certain medical expenses (lying in costs) or access to medical coverage through Medicaid, Badger Care Plus and/or the Federal Marketplace for subsidized insurance. Whether direct payment for medical expenses is provided through a Child Support order, or Badger Care Plus is accessed to cover medical expenses, the family's ability to meet their medical needs is improved. Improving the family's financial situation tends to strengthen the family and typically reduces their need for more intensive counseling services provided by the Health & Human Services Department.

To summarize the mission alignment of the Child Support Agency and the Economic Support Division, we both work to improve the financial situation of families, we both work to facilitate employment for parents, we both work to provide resources to strengthen families, and the results of our work minimize a families need for more intensive and expensive counseling services typically provided by the Health and Human Services Department.

### **Financial Implications:**

We expect that the incorporation of the Child Support Agency into the Sheboygan County Health and Human Services Department will result in positive financial benefits for Sheboygan County. A preliminary assessment of the financial benefits has determined that the combined entity will save at least \$35,000 to \$65,000 annually in county tax levy. This tax levy savings will be generated by the ability to allocate certain *existing* departmental personnel and overhead expenses to Child Support funding which has higher marginal rates of reimbursement than current funding sources.

By assigning oversight of the Child Support Agency to the existing Economic Support Manager, it will not be necessary to fill the current Child Support Directors position when he retires in January 2015. This will allow us to obtain 100% Child Support funding reimbursement for certain *existing* Health & Human Services Department personnel and allocated overhead expenses using the normal department wide FTE allocation process. Additional expenses allocated to the Health and Human Services Departments Child Support FTE's, that are above and beyond the current Child Support Directors expense, will be reimbursed by Child Support funding at either the 100% or 66% reimbursement rate dependent on the total level of expenses.

In addition, an ongoing assessment of the potential for shared support staffing, and a further assessment of how interdepartmental expenses may be allocated to Child Support funding may result in a finding of greater tax levy savings through the incorporation of the Child Support Agency into the Sheboygan County Health & Human Services Department.

#### **.Future Enhancements:**

The incorporation of the Child Support Agency into the Economic Support Division of the Health and Human Services Department will strengthen both programs and create opportunities for enhanced customer services. To date both the Child Support Agency and the Economic Support Division have done very well in meeting or exceeding State performance standards.

In keeping with the Child Support Agency's early intervention program, we will develop strategies to ensure more non-custodial parents start consistently paying their Child Support obligations from the beginning. Outcomes driven enhancements based on family strengthening and the concepts of behavioral economics will be explored to promote more consistent payments by non-custodial parents. These additional efforts will in no way hinder the Child Support enforcement process; rather they will be designed to increase child support payments thus generating more successful financial outcomes for families and the Child Support Agency. Generally speaking, individualized family strengthening activities provide additional financial resources to the family, reduce the families' dependence on financial assistance programs provided by the Economic Support Division, and minimize the need for more extensive and intensive counseling services provided by the Health and Human Services Department. Non-custodial parents with stronger family relationships also tend to pay more of their Child Support obligations more consistently.

The Health and Human Services Departments considerable resources for addressing behavioral and mental health issues, AODA concerns, and child welfare issues will provide additional support to the Child Support staff with a more immediate and responsive connection. Similarly, incorporating the Child Support staff into the Economic Support Division will provide access to more immediate assistance in addressing medical coverage and other financial assistance issues. Being located at the Job Center, the Economic Support Division has quick access to multiple employment assistance programs and the developed relationships with partners to ensure that Child Support staff will easily be able to access these resources. Cross training about resources and referrals will assist all staff in the Economic Support Division, including the Child Support staff, with identifying and appropriately using these additional



resources. These efforts will enhance customer services and help to support the early intervention program.

We will build upon the progress of the Child Support Agency best practices workgroup, and the customer service training recently completed by all Child Support staff, to ensure that consistent and professional customer service is a primary goal of the entire Child Support team. Improved interactions between staff and customers will help in the further implementation of the early intervention program.

To summarize the potential for future enhancements, we plan to build upon the existing strengths of the Child Support team, cross train to provide more immediate access to additional resources, use innovative strategies to promote family strengthening activity which leads to additional and more consistent Child Support payments, continue vigorous Child Support enforcement activity and promote a customer service culture within the entire combined Economic Support Division. .

**Conclusions:**

Incorporating the Sheboygan County Child Support Agency into the Economic Support Division of the Sheboygan County Health and Human Services Department will provide enhanced customer service, more staff flexibility, capability and cross training, improved organizational management and effectiveness, increased efficiency and reduced county tax levy.

# LAND CONSERVATION DEPARTMENT 2016 PROPOSED REALIGNMENT

## CURRENT

**COUNTY CONSERVATIONIST (1)**  
4 year degree + experience  
Job Class 7 (\$27.31 - \$31.10)

**SOIL CONSERVATIONIST II (1)**  
4 year degree + advanced criteria  
Job Class 10 (\$21.97 - \$25.02)

**SOIL CONSERVATIONIST I (2)**  
2 year degree + entry level position  
Job Class 11 (\$20.43 - \$23.26)

**CONSERVATION PLANNER (1)**  
2 year degree + entry level position  
Job Class 12 (\$19.00 - \$21.64)

## PROPOSED

**COUNTY CONSERVATIONIST (1)**  
4 year degree + experience  
Job Class 7 (\$27.31 - \$31.10)

**SOIL CONSERVATIONIST III (3)**  
4 year degree + advanced criteria  
Job Class 9 (\$23.62 - \$26.90)

**SOIL CONSERVATIONIST II (3)**  
2 or 4 year degree + basic criteria  
Job Class 10 (\$21.97 - \$25.02)

**SOIL CONSERVATIONIST I (3)**  
2 or 4 year degree + entry level position  
Job Class 11 (\$20.43 - \$23.26)

# GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE: SOIL CONSERVATIONIST II**

**DEPARTMENT: LAND CONSERVATION**

**LOCATION: GOVERNMENT CENTER**

**SUPERVISOR: COUNTY CONSERVATIONIST**

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## **SUMMARY:**

Provide technical support to the Green Lake County Land Conservation Department and professional assistance to property owners regarding soil and water conservation practices **with emphasis in Engineering and Agronomy**. ~~Responsible for quality assurance of conservation practice design and installation.~~ The employee works under supervision of the County Conservationist. The employee acts as **assistant team manager in field operations and serves as assistant lead nutrient management and conservation plan reviewer**. The employee in this class is engaged in various types of construction projects and programs involving Best Management Practices for the improvement of soil and water quality of Green Lake County **and is responsible for quality assurance of conservation practice design and installation**. The employee utilizes Computer Aided Drafting (CAD) software. The employee exercises independent judgment in the planning, design and installation of conservation practices and other duties as required.

## **DUTIES AND RESPONSIBILITIES:**

- Surveys, designs and constructs various Best Management Practices such as terraces, diversions, waterways, water and sediment control basins, waste management systems, wetland restoration and stream bank protection.
- Assist landowners with recommendations and engineering of Best Management Practices dealing with all applicable county, state and federal rules and standards.
- Assists County Conservationist in gathering data and developing reports for present and future county programs.
- Assists landowners in developing and revising conservation plans, Farmland Preservation Program compliance, nutrient management plan reviews, and NR151 compliance.
- Assists with informational and educational projects.
- Operates and maintains applicable CAD software programs as part of the office network system.
- Operates and maintains equipment used in surveying, design and construction of conservation practices.
- **May be responsible for conducting client status reviews and compliance checks for participants in the Farmland Preservation Program.**
- **May be responsible for reviewing and approving stormwater management plans and construction site erosion control plans.**
- **May be responsible to assist with lake planning and grant writing.**

## **SKILLS AND ABILITIES:**

- **Extensive Considerable working knowledge, through continuing education and experience,** of the principles and practices required for non-point pollution and erosion control.
- Ability to identify pollution problems and to develop relative solutions to those problems.
- Thorough knowledge of the operation of a farm including the livestock and crops to be encountered.
- **Extensive Ability to operate complete topographic survey and install best management practices** using engineering survey devices.
- **Advanced knowledge of Ability to use** CAD computer software, including the latest version of AutoCAD, **to create best management practice design plans.**
- Knowledge and proficient use of Geographical Information Systems (GIS), word processing, spreadsheet and database computer software applications.

- Ability to establish and maintain effective working relationships with other related agencies.
- Ability to train new employees in conservation practice design and installation.
- Ability to work outdoors in various conditions.
- Must possess a valid Wisconsin driver's license.
- Must possess ~~private engineer license from the State of Wisconsin or advanced~~ level I or greater engineering job approval authority issued by USDA and Wisconsin DATCP ~~in at least 50% of the designated \*basic best management practices for Green Lake County.~~  
\*(Basic best management practices for Green Lake County include: Access Road, Diversion, Grassed Waterway, Heavy Use Protection, Obstruction Removal, Roof Runoff Structure, Spoil Spreading, Stormwater Runoff Control, Stream Crossing, Terrace, Waste Facility Closure, Water and Sediment Control Basin and Well Decommissioning).
- Preferred ~~Must possess one of the following certifications based on job responsibilities:~~ USDA-NRCS Certified Conservation Planner, USDA-NRCS Certified Comprehensive Nutrient Management Planner-Engineering/Agronomy, ~~Wisconsin Soil Erosion Inspector Certification~~ and Certified Crop Advisor.
- ~~Advanced~~ skill in the use of a computer, calculator, transit, level, total station, global position system unit, other related survey equipment and instruments, truck and trailer.

### **QUALIFICATIONS:**

**EDUCATION:** ~~Graduation from an accredited college or university with a Bachelor's degree in natural resources, conservation, agriculture or a related field.~~ Graduation from an accredited college or university with a Bachelor's degree in natural resources, conservation, agriculture or a related field; or a two-year technical college Associate's degree in natural resources, conservation, agriculture or a related field.

**EXPERIENCE / JOB KNOWLEDGE:** ~~Seven~~ Four years of soil and water conservation experience; or and any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities.

### **WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Up to 60% of the time is spent indoors with half of the time sitting and keying information into computer. The other half of the indoor time includes talking, listening, writing and assisting landowners, other agency personnel or co-workers. An additional 40% of the time is spent outdoors with three-quarters of the time walking, standing, writing to determine the appropriate design and installation or various conservation practices and the other one-quarter of the outdoor time includes talking, listening and assisting landowners with their conservation needs

**ENVIRONMENTAL DEMANDS:** Up to 60% of the time is spent indoors and 40% of the time is spent outdoors and exposed to wet and/or humid conditions and both cold and hot weather

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

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 essential 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 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.

February 13, 2014

May 12, 2016

# GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE: SOIL CONSERVATIONIST I**

**DEPARTMENT: LAND CONSERVATION**

**LOCATION: GOVERNMENT CENTER**

**SUPERVISOR: COUNTY CONSERVATIONIST**

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**SUMMARY:**

Provide technical support to the Green Lake County Land Conservation Department and professional assistance to property owners regarding soil and water conservation practices. The employee will work under the supervision of the County Conservationist. The employee in this class is engaged in various types of construction projects and programs involving Best Management Practices for the improvement of soil and water quality of Green Lake County and is responsible for quality assurance of conservation practice design and installation. The employee utilizes Computer Aided Drafting (CAD) software. The employee demonstrates professional judgment in the planning, design and installation of conservation practices and other duties as required.

**DUTIES AND RESPONSIBILITIES:**

- Surveys, designs and constructs various Best Management Practices such as terraces, diversions, waterways, water and sediment control basins, waste management systems, wetland restoration and streambank protection.
- Assists landowners with recommendations and engineering of Best Management Practices dealing with all applicable county, state and federal rules and standards.
- Assists County Conservationist in gathering data and developing reports for present and future county programs.
- Assists with informational and educational projects.
- Operates and maintains applicable CAD software programs as part of the office network system.
- Operates and maintains equipment used in surveying, design and construction of conservation practices.
- Assists landowners in developing and revising conservation plans, Farmland Preservation Program compliance, nutrient management plan reviews, and NR151 compliance.
- May be responsible for conducting client status reviews and compliance checks for participants in the Farmland Preservation Program.
- May be responsible for reviewing and approving storm water management plans and construction site erosion control plans.
- May be responsible to assist with lake planning and grant writing.

**SKILLS AND ABILITIES:**

- Knowledge of the principles and practices required for non-point pollution and erosion control.
- Ability to identify pollution problems and to develop relative solutions to those problems. Knowledge of the operation of a farm including the livestock and crops to be encountered.
- Ability to operate engineering survey devices.
- Knowledge of CAD computer software including the latest version of AutoCAD.
- Knowledge and proficient use of Geographical Information Systems (GIS), word processing, spreadsheet and database computer software applications.
- Ability to establish and maintain effective working relationships with other related agencies.
- Ability to work outdoors in various conditions.
- Must possess a valid Wisconsin driver's license.
- Preferred certifications: USDA-NRCS Certified Conservation Planner and Wisconsin Soil Erosion Inspector Certification.
- Basic skill in the use of a computer, calculator, transit, level, total station, global position system unit, other related survey equipment and instruments, truck and trailer

**QUALIFICATIONS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in natural resources, conservation, agriculture or a related field; or a two-year technical college Associate's degree in natural resources, conservation, agriculture or a related field.

**EXPERIENCE / JOB KNOWLEDGE:** Two years of soil and water conservation experience; or any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities.

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Up to 60% of the time is spent indoors with half of the time sitting and keying information into computer. The other half of the indoor time includes talking, listening, writing and assisting landowners, other agency personnel or co-workers. An additional 40% of the time is spent outdoors with three-quarters of the time walking, standing, writing to determine the appropriate design and installation or various conservation practices and the other one-quarter of the outdoor time includes talking, listening and assisting landowners with their conservation needs.

**ENVIRONMENTAL DEMANDS:** Up to 60% of the time is spent indoors and 40% of the time is spent outdoors and exposed to wet and/or humid conditions and both cold and hot weather.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

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 essential 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 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.

## GREEN LAKE COUNTY DEPARTMENT OF LAND CONSERVATION

**TITLE:** Conservation Planner

**DEPARTMENT:** Land Conservation

**LOCATION:** Government Center

**REPORTS TO:** County Conservationist

**PURPOSE OF POSITION:** Provide technical support to the Green Lake County Land Conservation Department and professional assistance to property owners regarding soil and water conservation practices **with emphasis in Construction Site Erosion Control and Stormwater Management.** The employee will work under the supervision of the County Conservationist. The employee in this class is engaged in various types of construction projects and programs involving Best Management Practices for the improvement of soil and water quality of Green Lake County. The employee exercises independent judgment in the planning, design and installation of conservation practices and other duties as required.

### **FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:**

1. Surveys, designs and constructs various Best Management Practices such as terraces, diversions, waterways, water and sediment control basins, waste management systems, wetland restoration and streambank protection.
2. Assists landowners with recommendations and engineering of Best Management Practices dealing with all applicable county, state and federal rules and standards.
3. Assists County Conservationist in gathering data and developing reports for present and future county programs.
4. Assists landowners in developing and revising conservation plans, Farmland Preservation Program compliance, nutrient management plan reviews, and NR151 compliance.
5. Assists with informational and educational projects.
6. Operates and maintains equipment used in surveying, design and construction of conservation practices.
7. Reviews all land use change items, such as reviewing and approving stormwater management plans and construction site erosion control plans.
8. Conducts client status review and compliance checks.

**PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:** Up to 60% of the time is spent indoors with half of the time sitting and keying information into computer. The other half of the indoor time includes talking, listening, writing and assisting landowners, other agency personnel or co-workers. An additional 40% of the time is spent outdoors with three-quarters of the time walking, standing, writing to determine the appropriate design and installation or various conservation practices and the other one-quarter of the outdoor time includes talking, listening and assisting landowners with their conservation needs.

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:** Up to 60% of the time is spent indoors and 40% of the time is spent outdoors and exposed to wet and/or humid conditions and both cold and hot weather.

**EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS:** Computer, calculator, transit, level, total station, global position system unit, other related survey equipment and instruments, truck and trailer.

# GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE: SOIL CONSERVATIONIST III**

**DEPARTMENT: LAND CONSERVATION**

**LOCATION: GOVERNMENT CENTER**

**SUPERVISOR: COUNTY CONSERVATIONIST**

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## **SUMMARY:**

Provide technical support to the Green Lake County Land Conservation Department and professional assistance to property owners regarding soil and water conservation practices **with emphasis in Engineering and Agronomy**. ~~Responsible for quality assurance of conservation practice design and installation.~~ The employee works under supervision of the County Conservationist. The employee acts as **team manager in field operations and serves as lead nutrient management and conservation plan reviewer**. The employee in this class is engaged in various types of construction projects and programs involving Best Management Practices for the improvement of soil and water quality of Green Lake County **and is responsible for quality assurance of conservation practice design and installation**. The employee utilizes Computer Aided Drafting (CAD) software. The employee exercises independent judgment in the planning, design and installation of conservation practices and other duties as required.

## **DUTIES AND RESPONSIBILITIES:**

- Surveys, designs and constructs various Best Management Practices such as terraces, diversions, waterways, water and sediment control basins, waste management systems, wetland restoration and stream bank protection.
- Assist landowners with recommendations and engineering of Best Management Practices dealing with all applicable county, state and federal rules and standards.
- Assists County Conservationist in gathering data and developing reports for present and future county programs.
- Assists landowners in developing and revising conservation plans, Farmland Preservation Program compliance, nutrient management plan reviews, and NR151 compliance.
- Assists with informational and educational projects.
- Operates and maintains applicable CAD software programs as part of the office network system.
- Operates and maintains equipment used in surveying, design and construction of conservation practices.
- **May be responsible for conducting client status reviews and compliance checks for participants in the Farmland Preservation Program.**
- **May be responsible for reviewing and approving stormwater management plans and construction site erosion control plans.**
- **May be responsible to assist with lake planning and grant writing.**
- Acts as **designated** County Conservationist in the absence of the County Conservationist.

## **SKILLS AND ABILITIES:**

- **Extensive working knowledge, through continuing education and experience,** of the principles and practices required for non-point pollution and erosion control.
- Ability to identify pollution problems and to develop relative solutions to those problems.
- Thorough knowledge of the operation of a farm including the livestock and crops to be encountered.
- **Extensive Ability to operate complete topographic survey and install best management practices** using engineering survey devices.
- **Advanced knowledge of Ability to assist other employees in the use of CAD computer software,** including the latest version of AutoCAD, **to create best management practice design plans.**
- Knowledge and proficient use of Geographical Information Systems (GIS), word processing, spreadsheet and database computer software applications.



- Ability to establish and maintain effective working relationships with other related agencies.
- Ability to train new employees in conservation practice design and installation.
- Ability to work outdoors in various conditions.
- Must possess a valid Wisconsin driver's license.
- Must possess ~~private engineer license from the State of Wisconsin or advanced level II or greater engineering job approval authority issued by USDA and Wisconsin DATCP in at least 75% of the designated \*basic best management practices for Green Lake County and level I or greater engineering job approval authority issued by USDA and Wisconsin DATCP in at least 50% of the designated \*\*advanced best management practices for Green Lake County.~~  
 \*(Basic best management practices for Green Lake County include: Access Road, Diversion, Grassed Waterway, Heavy Use Protection, Obstruction Removal, Roof Runoff Structure, Spoil Spreading, Stormwater Runoff Control, Stream Crossing, Terrace, Waste Facility Closure, Water and Sediment Control Basin and Well Decommissioning).  
 \*\*(Advanced best management practices for Green Lake County include: Grade Stabilization Structures-Embankment, Grade Stabilization Structure-Toewall or Drop Spillway, Grade Stabilization-Chute Spillway, Karst Sinkhole Treatment, Lined Waterway or Outlet, Embankment or Excavated Pond, Sediment Basin, Streambank or Shoreline Protection, Subsurface Drain, Underground Outlet, Any type of Vegetated Treatment Area, Waste Separation Facility, Any type of Waste Storage Facility, and Waste Transfer).
- ~~Preferred~~ **Must possess one of the following certifications based on job responsibilities:** USDA-NRCS Certified Conservation Planner, USDA-NRCS Certified Comprehensive Nutrient Management Planner-Engineering/Agronomy, **Wisconsin Soil Erosion Inspector Certification** and Certified Crop Advisor.
- **Advanced** skill in the use of a computer, calculator, transit, level, total station, global position system unit, other related survey equipment and instruments, truck and trailer.

#### **QUALIFICATIONS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in natural resources, conservation, agriculture or a related field.

**EXPERIENCE / JOB KNOWLEDGE:** ~~Seven~~ **Eight** years of soil and water conservation experience; ~~or~~ **and** any equivalent combination of education and experience that provides the necessary **knowledge, skills and abilities.**

#### **WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Up to 60% of the time is spent indoors with half of the time sitting and keying information into computer. The other half of the indoor time includes talking, listening, writing and assisting landowners, other agency personnel or co-workers. An additional 40% of the time is spent outdoors with three-quarters of the time walking, standing, writing to determine the appropriate design and installation or various conservation practices and the other one-quarter of the outdoor time includes talking, listening and assisting landowners with their conservation needs

**ENVIRONMENTAL DEMANDS:** Up to 60% of the time is spent indoors and 40% of the time is spent outdoors and exposed to wet and/or humid conditions and both cold and hot weather

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

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 essential 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 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.

February 13, 2014

May 12, 2016

**TITLE:** Conservation Planner (continued)

**QUALIFICATION NEEDED (EDUCATIONAL SKILLS):** Graduation from an accredited college or university with a Bachelor's degree in natural resources, conservation, agriculture or a related field; or a two-year technical college Associate's degree in natural resources, conservation, agriculture or a related field with three years of soil and water conservation experience; or any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities.

**KNOWLEDGE AND SKILLS REQUIRED:** Knowledge of the principles and practices required for non-point pollution and erosion control. Ability to identify pollution problems and to develop relative solutions to those problems. Knowledge of the operation of a farm including the livestock and crops to be encountered. Ability to operate engineering survey devices. Knowledge and proficient use of Geographical Information Systems (GIS), word processing, spreadsheet and database computer software applications. Ability to establish and maintain effective working relationships with other related agencies. Ability to work outdoors in various conditions. Must possess a valid Wisconsin driver's license. Preferred certifications: Wisconsin Soil Erosion Inspector Certification.

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 essential 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 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.



# Green Lake County Career Shadow Policy

## PURPOSE

The intent of the Green Lake County Career Shadow Program is to promote governmental transparency, facilitate career development, and nurture further understanding of public service. This will be done by exposing participants to the realistic work situations which Green Lake County employees may face during a normal work day.

## PROCEDURE

- The interested party will contact the County Clerk's Department or may contact a specific department head/manager/supervisor about the Job Shadow Program. In each instance the individual will be directed to our external website to obtain a Job Shadow Application, or to the County Clerk's Department. The application is to be submitted to the County Clerk's Department with all appropriate signatures.
- Upon receiving an application, the County Clerk and the specific department head will review the application, and begin arrangements for placement. Placement is not guaranteed, but every effort will be made to accommodate the interested party.
- On the day of the Job Shadow, the participant should be dressed in appropriate attire, which will be defined by the individual department.
- Individual departments reserve the right to limit access. Individual departments also reserve the right to request an interview with an individual prior to their accepting a request for placement.

## STAFF RESPONSIBILITIES

- The department head will select the staff mentor to work with a program participant. Staff mentors:
  - Must be in good standing within the Department
  - Should be aware of the program policy, procedure, rules and conditions.

- Should involve participants in discussion, coach, and exemplify job functions and responsibilities to the best of their ability while conducting themselves in a professional manner.
- Will provide status report concerning the program participant to the responsible Department Head.
- Will apply the Career Shadow Rules, Terms and Conditions including the expectations, activities that participant may or may not be involved with.

DRAFT



**571 County Road A, Green Lake, WI 54941**

## **CAREER SHADOW PROGRAM**

Welcome to Green Lake County's Career Shadow Program. The intent of this program is to promote governmental transparency, facilitate career development, and nurture further understanding of public service. This will be done by exposing participants to the realistic work situations which Green Lake County employees may face during a normal work day.

Please find attached, and complete in full, the following documents:

- 1) Program Application
- 2) Rules, Terms, and Conditions
- 3) Hold Harmless/Liability Waiver

Upon completion of this packet you should make copies for your records and then deliver this packet, the original, to:

County Clerk  
571 County Road A  
Green Lake, WI 54941



## **Rules, Terms, and Conditions**

1. Participants must have successfully completed the application, been approved by Administration, signed the hold harmless/liability waiver (attached), and agree to the rules, terms, and conditions.
2. Acceptance and/or availability for the program is not guaranteed.
3. Typically, Green Lake County will only take on one participant at a time.
4. The most qualified applicants with the greatest positive attributes or documentation will be selected first.
5. Participants may be suspended from the program and asked to leave, with or without cause, which could lead to a revocation from the program.
6. Participants may voluntarily withdraw from the program.
7. Participants must be 16 years of age or older. Participants less than 18 years of age must have signed parental or guardian approval. Age requirement is waived for the National Take your Son or Daughter to Work day, which is observed on the 4<sup>th</sup> Thursday of April each year.
8. The participant will dress in appropriate attire, which may include Personal Protective Equipment, as defined by each department.
9. Participants are to act professionally at all times. Participants are prohibited from (partial list) swearing, commenting or joking inappropriately, consuming alcohol, smoking cigarettes or chewing tobacco, possessing anything illegal, breaching confidentiality, or sleeping while in the program.
10. Participation is voluntary and no payment of any money, goods, or service is expressed or implied.
11. Participants are not permitted to represent themselves as employees or agents of Green Lake County.
12. Participants will not, under any circumstances, be allowed to carry any type of knife, weapon, or firearm.
13. Typically, participants will serve only with the mentor to whom he/she is assigned.
14. Participants may not interfere with any action, or any equipment, of any mentor at any time.
15. Participants may be exposed to confidential information of which secrecy is of the utmost importance. Participants may be asked to excuse themselves from some confidential situations.
16. The participant must follow the mentors directions at all times and may participate in minor non-essential tasks as deemed appropriate by the mentor.
17. Participant understands that individual departments may have more extensive requirements than listed above.

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Participant (Signature)

Date

---

Responsible Adult

Date

\_\_\_\_ Parent    \_\_\_\_ Guardian

## Hold Harmless and Release from Liability Waiver

Participant Name: \_\_\_\_\_

I, the undersigned participant, do hereby acknowledge and fully understand that some occupations within the Green Lake County may be dangerous.

Initials \_\_\_\_\_

I, the undersigned participant, also acknowledge and fully understand that the above named participant may be exposed to injury and/or death, intensely emotional situations, potentially disturbing conflicts, the mentally ill, property damage, or emotional loss as a result of this program.

Initials \_\_\_\_\_

I, the undersigned participant, together with my estate, any heirs and/or assigns, do hereby hold harmless Green Lake County, Wisconsin, its agencies and employees, from and against all liability, damage, loss, claims, demands and actions of any nature whatsoever, including attorney fees, which arise out of or are connected with or are claimed to arise out of my participation within the Career Shadow program.

Initials \_\_\_\_\_

I, the undersigned participant, acknowledge and fully understand that this document shall be considered a complete and total waiver of any and all liability on the part of Green Lake County and/or its employees.

Initials \_\_\_\_\_

\_\_\_\_\_  
Participant (Signature)

\_\_\_\_\_  
Date

As the parent/guardian for the above named participant, I authorize my minor child to participate in the Green Lake County Career Shadow Program

\_\_\_\_\_  
Responsible Adult

\_\_\_\_\_  
Date

\_\_\_\_ Parent    \_\_\_\_ Guardian    \*\*\*\*\*Required Initials Above

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date





# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM  
County Clerk

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

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## GREEN LAKE COUNTY COMMUNICATIONS POLICY

### POLICY

- A. The purpose of this policy and procedure is to establish and maintain a legal, efficient, and consistent means of releasing potentially news worthy information to the media.

### INFORMATION

- A. Green Lake County, as a public service entity, acknowledges the role media plays in society and desires to maintain a positive working relationship with all media contacts.
- B. Green Lake County will release information as deemed necessary or as requested.
- C. Any media release information will be within the scope of the law, open records law, and may have investigatory and/or ethical considerations applied.

### PROCEDURE

- A. Media Releases.
  1. Media releases may be prepared by the Sheriff, Chief Deputy, Health Officer, appropriate Department Heads or their designees.
  2. Immediate postings to the County website by the designated department with assistance as needed from the IT Department.
  3. If a non-designee employee receives request for information, obtain a name and call back number of the representative, and advise the appropriate Department Head.
- B. Preparing Media Releases and Speaking with the Media (Authorized Staff).
  1. Physically and mentally prepare for the encounter.
  2. Look and act professionally.
  3. Speak or write in short, easy to understand sentences.
  4. Address the event directly.
  5. Avoid drawing conclusions on events you are not certain about. If you don't know the answer state, "I do not know", ask to answer the question later.
  6. Do not mislead the media, be honest, polite, and courteous; remain composed.
  7. Be sensitive to media needs and deadlines.
  8. Specifics on department staff matters may be subject to "open records" or employment law.

Information which could damage an investigation, further injure victims, or compromises the safety of anyone should be withheld.

Individual departments may have more specific requirements under a separate department policy which would take precedence to the County wide policy. The policy should be reviewed by the Loss Control Committee to insure it is not in conflict.

April 2016

Green Lake County

NEAR MISS REPORT

A near miss is a potential hazard or incident that has NOT resulted in a personal injury or damages. All accidents must be reported to management A.S.A.P. If injury occurred *Worker's Compensation Notification of Injury Form* or *Incident-Emergency Report* must be filled out.

-----To be filled out by Employee or Supervisor-----

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Location: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Description of near miss: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back of form or attach another sheet if more space needed)

Was this near miss the result of any of the following: (Check all that apply)

- Unsafe Equipment       Unsafe Act       Violation of Policy
- Unsafe Worksite       Unsafe Condition
- Other \_\_\_\_\_

Could this have been prevented, how? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective Action: \_\_\_\_\_  
\_\_\_\_\_

Date of Corrective Action: \_\_\_\_\_

Result of Investigation: \_\_\_\_\_  
\_\_\_\_\_

-----  
Reported By Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Investigator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Near Miss Reporting Policy**

### **I. Purpose**

Incidents occur every day in the workplace that could result in serious injury or damage. In order to ensure a safe, healthful, and efficient work environment for our employees, Green Lake County has established the following near miss reporting policy.

### **II. Reporting**

Employees are required to report to their supervisor any job-related near miss incidents that occur at the workplace so that action can be taken to investigate the causes and to prevent recurrence.

Near Misses: Unplanned events that could have, under slightly different circumstances, caused injury, illness, death, property damage, loss of materials, or environmental damage.

- Near misses must be reported immediately or within 24 hrs. to the employee's direct supervisor.
- Any employee completing a near miss report may remain anonymous.
- Each report will be investigated to identify the cause.
- Upon investigation the results are to be used to improve safety.

### **III. Enforcement**

Any employee who violates this policy will be subject to discipline, up to and including discharge.



## **GREEN LAKE COUNTY**

### **OFFICE OF THE COUNTY CLERK**

*Margaret R. Bostelmann, WCPM*  
*County Clerk*

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

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May 20, 2016

#### County Recognition Policy Report:

I contacted county HR personnel and asked for information on recognition policies.

I received information from a few counties that provide plaques upon retirement and a few that have recognition polices:

Rusk County presents a plaque when an employee is retiring or leaving after 10 years of service.

Sawyer County gives a plaque upon retirement of a long term employee.

Waukesha County: we have several types of recognition programs. One is based solely on length of service. Annually we recognize all employees who have reached certain milestone years of employment. This program begins with 10 years of service and increases in multiples of 5 years. We provide a length of service gift, the 10 year people all get the same item, the 15 year people all get the same item. Starting in year 20 and beyond, we have catalog employees use to pick items from. There are levels of items within the catalog based on years of service. We also then have a recognition event where the individuals actually receive their service awards. We have an annual breakfast where the employees and supervisors are invited, we have a short program where we have the individuals by length of service stand up and be recognized, the County Exec and County Board Chair each have some remarks. The whole this is about 2 hours or so. We have about 200 honorees each year.

The second program is a newer program that allows for departments to recognize employees for doing things that are consistent with our core values and are improvement ideas and actions. There are 3 levels bronze, silver, gold. The bronze is recognition by a peer, supervisor, coworker—nominated and they get a certificate. The silver level allows someone to receive a gift card, the amount is under \$50, and departments need to manage and budget the dollars. Some departments use it others do not. Those who have budgeted dollars vary their application in the program, one issues multiple awards in small amounts, and others fewer awards but larger amounts. We leave that up to the departments. Public Works and Parks and Land Use are the two departments most engaged in this program. The gold level is our pay for performance program, which is tied to the person's compensation. It is a core part of our overall total compensation system.

I have attached the Guidelines for Values-Based Employee Recognition from Marathon County.

# **GUIDELINES FOR VALUES-BASED EMPLOYEE RECOGNITION**



**February, 2016**

All employees like to be recognized and appreciated for the work they do for their employer. Employee recognition programs provide an opportunity to recognize and thank employees for their contributions, dedication, and commitment to the Marathon County community. Research has shown that values-based employee recognition can significantly contribute to bottom-line organizational metrics such as engagement, retention, safety, wellness, and even cost controls. So don't leave values out of your day-to-day departmental employee recognition program. Relate all achievements to our values.

Each year the Marathon County recognizes employees through The Employee and Retiree Recognition Banquet to recognize the contributions of employees who achieved a length of service milestone during the calendar year. The reception provides an opportunity to recognize employees for their valuable contributions to Marathon County and congratulate them on reaching a length of service milestone or retirement. We also annually honor employees who have been nominated and selected as role models of our core value behaviors.

However, recognition is most effective when it takes place on a regular basis and in a variety of different ways. It is also important that recognition activities be aligned with the culture of your division and/or department. An employee recognition program provides managers and supervisors different opportunities for acknowledging staff members, peers, and colleagues.

It is essential that every manager and supervisor be aware of their responsibility to provide effective feedback and positive reinforcement to their employees. To cultivate a successful recognition program, all managers and supervisors should:

- Find out what a particular employee values;
- Learn how to communicate needs, expectations, and goals clearly;
- Explain how the program works and how employees can receive recognition; and
- Provide employees with an understanding of how they impact the County's goals, mission and success.

There are numerous reasons for recognizing employees:

- Exemplifying Marathon County's Core Values
- Identifying a process improvement
- Identifying areas of monetary savings
- Exceptional customer service
- Creativity in new and innovative methods and procedures
- Performance or service above normal duties
- Improving safety in the workplace
- Positive attitudes
- Team players
- Initiating productivity enhancements

- Contributing to a one-time, outstanding effort, which benefited the department or the County
- Initiative to get the job done
- Meeting a difficult deadline
- All of the above can be related to our value-based recognition program

**Informal recognition** can be used every day to acknowledge contributions of individuals, teams and work groups. As with all recognition, it should be tied to a specific behavior or activity that you want to reinforce. What does your employee/division/department value? The types of contributions that might be recognized are:

- staying late to help someone prepare a presentation for the next day
- volunteering to cover for a co-worker who is out sick
- going out of your way to help boost morale or create a positive, inclusive work environment
- exceeding expectations for a goal or milestone in a long-term collaborative project

Employee recognition tools and templates are easily found on the internet for supervisors, managers, and peers to use to recognize and reward employees and teams.

**Formal recognition** supports the objectives and strategic goals of the county as a whole, individual departments or divisions. Check with your department Head to learn if your department already has a recognition program or use the "Seven Steps to Developing a Successful Employee Recognition Program" to start one.

### **Why is Employee Recognition Important?**

Employee recognition programs offer benefits not only for the employees, but for Marathon County as well, including:

- Reinforcing respectful behavior throughout our work place
- Increased employee morale and engagement
- Increased productivity
- Increased positive employee commitment and loyalty
- Decreased turnover and increased retention of mid to high performers

### **Goals and Objectives of an Employee Recognition Program**

- Recognize and promote positive behaviors that support individuals, groups, divisions and departments in achieving Marathon County's mission, vision, and values.
- Assist in creating a culture of mutual respect, reward, and recognition for employees at all levels.
- Provide timely recognition to employees based on the significance of the contribution.
- Improve employee productivity and quality of work

## **Seven Steps to Developing a Successful Employee Recognition Program**

The Employee Recognition Program Guidelines are provided to assist Marathon County departments with the development and implementation of recognition program(s). These guidelines are provided as a tool to support departments with their recognition efforts.

A department's recognition program may include recognition for employees and supervisors, as well as, formal and informal recognition methods or both. A recognition program should strive to be aligned with a department's mission and/or core values to help create a positive work environment for employees, increase employee performance, engage employees, and improve employee morale. The steps outlined below will guide departments through the process of developing a recognition program.

### **Step 1: Establish an Employee Recognition Committee**

An employee recognition committee's role is to identify, develop, and implement a recognition program for their department. When establishing an employee recognition committee, you will need to determine who will serve on the committee. The committee should consist of employees, management or both. Representation from each group is important to the overall success of the recognition program. Having employees and management serve on the recognition committee, ensures that each groups interests, ideas, or preferences are included in the recognition program. Furthermore, if there are many units within a department, obtain equal representation from each unit to ensure all units share input into the recognition program.

Next, you will need to identify how committee members are selected to serve on the committee. Committee members may be identified by having employees volunteer to serve on the committee, elected by the employees in the department or appointed by management. After the committee members are selected, the committee will need to elect a chair or co-chairs to oversee the development and implementation of the recognition program.

Finally, the committee will need to determine the length of service terms for serving on the committee. The length of service terms can range from one-year or as needed. Some committee members may have to serve a longer term, to ensure the training of new members and the continuation of the committee without interruption.

In the next step, the employee recognition committee will identify recognition program objectives for their department.

### **Step 2: Identify Recognition Program Objectives**



The employee recognition committee will need to identify recognition program objectives for their department to provide opportunities for the employee to be recognized and rewarded. There are many factors to consider when identifying these objectives for your department. Here are some important factors to consider in this process:

- The recognition program should meet the needs of the employees in the department or complement the kind(s) of job behaviors and performance the department wants to recognize and reward.
- The program should be linked to the mission statement or core values of the department, division or Marathon County.
- The program should be fair and flexible to the employees in the department.
- The recognition program should comply with Marathon County rules and regulations related to awards.

To assist with this process, gather input from the employees in the department. This can be accomplished by developing an employee survey to identify work behaviors and job performances to recognize and reward, identify employee eligibility criteria and award criteria, and gather informal, formal, and other recognition ideas such as retirement, birthdays, years of service, etc.

After the recognition program objectives are identified, the committee may determine that informal recognition programs are better suited for their department.

Finally, whether the committee decides that formal or informal recognition program objectives best serve their department, be sure to follow the SMART philosophy of Jim Brintnall, author of "What Makes a Good Reward?". Jim states that rewards should be:

**Sincere** - above all else, a good reward should reflect a genuine expression of appreciation. Token acknowledgements leave something to be desired.

**Meaningful** - to endure a motivating influence, rewards should be aligned with the values, goals, and priorities that matter the most.

**Adaptable** - the diverse workplace demands alternatives. Consider creative options to keep your program fresh. No single reward format works for everyone all the time.

**Relevant** - some personal dimension is essential to a good reward. No matter how formal or informal, expensive or affordable, the relevance of any recognition will be improved with a personal touch - it's a little thing that makes a big difference.

**Timely** - it is important that rewards respond to the behavior they are intending to reinforce. Don't let too much time pass or the reward may be devalued and credibility eroded.

The remaining steps will focus on the recognition committee setting-up a formal award program for their department.

### **Step 3: Identify Award Selection Criteria**

The recognition committee will need to identify selection criteria. The selection criteria may be linked to a department's mission or core values or positive behaviors. To help with this process, create an employee survey to find out what qualities or attributes the employees value and think an employee should exhibit to be nominated and receive an award. Also, seek input from management on the types of behaviors they want to be recognized. Here are some examples of selection criteria:

Contribution to Culture  
Living the Core Values  
Teamwork  
Going the Extra Mile  
Customer Service  
Professional Development  
Right Stuff Award  
Creativity and Innovation  
Performance Excellence  
Leadership  
Commitment  
Flexibility  
Innovation

Once you've established the purpose and criteria for the award make sure everyone on staff knows the purpose and the criteria. Communication greatly increases and employees will exhibit the behaviors you want them to and you are not accused of favoritism.

It is important to note that a formal recognition program does not take the place of informally appreciating or recognizing employees on a daily basis. A formal recognition program serves to supplement informal, day-to-day recognition of employees.

### **Step 4: Identify Award Eligibility Criteria, Award Frequency and Award Selections**

The committee will need to identify funding, determining award eligibility, award frequency and award selection processes. The committee will need to determine who is eligible to participate and/or be nominated for an award. They will also need to make sure that the award eligibility criteria complement the work environment of the department. Components of award eligibility criteria to consider are:

- Employee status: are temporary workers, part-time employees, or student workers eligible to be nominated?
- Length of service: is there a minimum length of service an employee must have with the department or Marathon County?
- Can an employee win the same award more than once in year?

- Are recognition committee members eligible to participate or be nominated?

After award eligibility criteria are identified, the frequency of awards will need to be determined. There are some factors to consider when determining the frequency of awards for a department such as:

- Are department funds available to cover the cost of multiple awards?
- Are there too few employees in the department to participate in the program?
- Are there other recognition programs in the department?
- Will awarding many employees devalue the award itself?

After you have identified the frequency of awards, you will need to determine the types of awards. The awards selected for a recognition program should be meaningful and relevant to the award recipient(s). The following are examples of awards:

Cards  
Flowers  
Award plaque  
Lapel pin  
Tickets  
Framed certificates  
Gift cards  
Time off

The recognition committee should involve the employees in this process by determine the types of awards the employees want. Please note the cost of the awards should be within the department's budget and in compliance with Marathon County Rules and Regulations.

### **Step 5: Award Nomination and Selection Process**

The recognition committee will be responsible for carrying out the nomination and selection processes of a formal award program. The committee should determine the following factors about the nomination process:

- Is the nomination process confidential? Should nominators be known or remain anonymous.
- Which employees are eligible to submit a nomination?
- What employee information should be provided on the nomination?
- How should the nominations be submitted? (email, electronic submissions, etc.)

The committee will need to determine the following items for the selection process:

- Defining rating procedures and processes
- Determine who will review and score the nominations
- Determine the length of membership for the selection committee

- Determine who will make the final decision on the winning nominations
- Determine if past recipients should serve on the selection committee
- Determine if selection subcommittee is eligible for nomination

## **Step 6: Award Program**

The recognition committee is responsible for providing public announcements to their department regarding the award program. Public announcements should be made prior to the award program to announce the award program, after the award program and immediately following the recognition of the award recipients to recognize the employees. Here are some examples of how to market your department's award program:

- Email to department employees
- Department newsletter
- Department website
- Department bulletin boards
- Department meetings

## **Step 7: Finalize and Monitor Award Program**

After the recognition committee has finalized the award program, the committee will need to confirm approval of the award program with the employees and management in their department.

Last, the committee will need to monitor the award program in its first year to determine its effectiveness and employee satisfaction with the award program. The following are factors to consider over time to determine if changes need to be made to your department's award program:

- department reorganization
- department size
- changes to award program budget
- overall employee satisfaction of program

The seven steps provided in the text above outline guidelines for establishing a recognition program. Remember, recognition programs may consist of formal recognition, informal recognition or both.

*Adapted from Indiana State University*

*Updated 2/15/16*