



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 2/7/19

Amended* Post Date: 2/8/19

The following documents are included in the packet for the Personnel Committee on February 14, 2019:

- 1) Amended Agenda*
- 2) Minutes from 12/13/18
- 3) Updated Green Lake County Application Form
- 4) Resolution Relating to Closing Green Lake County Government for General Business Operations on July 5, 2019 Committee Discussion
- 5) Resolution Relating to Elimination a CRS Aid Position and Creating A Representative Payee Specialist Position
- 6) *Three different options for: Resolution Eliminating Account Budget Coordinator position and Creating/Classifying Financial Manager Position
- 7) *Financial Manager Job Descriptions
- 8) *Budget Adjustments and Line Item Transfers



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

Personnel Committee Meeting Notice

Date: Thursday, February 14, 2019 Time: 6:00 PM
Green Lake County Government Center, County Board Room
571 County Rd A, Green Lake WI

Amended AGENDA*

Committee Members

Joe Gonyo
Robert Lyon
Robert Schweder
Curt Talma
Sue Wendt

Elizabeth Otto,
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 12/13/18
5. Approval of Updated Green Lake County Application Form
6. Resolutions/Ordinances
 - Resolution Relating to Closing Green Lake County Government for General Business Operations on July 5, 2019 Committee Discussion
 - Resolution Relating to Elimination a CRS Aid Position and Creating A Representative Payee Specialist Position
 - *Resolution Eliminating Account Budget Coordinator position and Creating/Classifying Financial Manager Position
7. *Financial Manager Job Description
8. *Budget Adjustments/Line Item Transfers
9. Committee Discussion
 - Future Meeting Dates: March 14, 2019 at 6:00PM
 - Future Agenda items for action & discussion
10. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

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
December 13, 2018

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, December 13, 2018 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
Robert Schweder
Robert Lyon
Curt Talma
Sue Wendt

Other County Employees Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel; Cathy Schmit, County Administrator; Nicole Geschke, HR Coordinator; Jason Jerome, HHS Director, Harley Reabe, County Board Chair

MINUTES

Motion/second (Lyon/Schweder) to approve the minutes of the 11/08/2018 meeting with no additions or corrections. All ayes. Motion carried.

FINANCIAL MANAGER JOB DESCRIPTION

County Administrator Cathy Schmit explained the changes to the job description which would apply to the Account Budget Coordinator's position only. The current job description was distributed to the committee. There are no changes to the HHS Financial Manager position. Discussion held.

RESOLUTIONS/ORDINANCES

- **Relating to Eliminating Account Budget Coordinator Position and Creating/Classifying Financial Manager Position**

County Administrator Cathy Schmit handed out wages from 3 other counties for Financial Manager positions. Discussion held.

Motion/second (Lyon/Wendt) to postpone the resolution to January to allow the County Administrator to split the pay increase over a period of time and the committee will reevaluate it. Roll call vote – Ayes – 2 (Lyon, Wendt), Nays – 3 (Gonyo, Schweder, Talma). Motion failed.

More discussion followed. No action taken on the resolution as presented.

COMMITTEE DISCUSSION

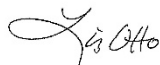
Future meeting date: Regular meeting – Next meeting date set for January 10, 2019 at 6:00 PM.

Future agenda items:

ADJOURNMENT

Chair Gonyo adjourned the meeting at 6:35 PM.

Submitted by,



Liz Otto
County Clerk

Psychiatric Nurse

📍 Green Lake, WI ⌚ Full Time 👤 Health and Human Services: Behavioral Health 🎓 Mid Level

[SHARE](#)

SUMMARY:

Under the general supervision of the Behavioral Health Unit Manager, the Psychiatric nurse administers and monitors medications, prescribed by the Medical Director, to patients of the clinic, as well as provides case management to individuals with a mental illness.

DUTIES AND RESPONSIBILITIES:

- Schedules office appointments for medication checks and facilitates communication between psychiatrists, pharmacies, and clients.
- Administers injections for clients, filling med sets, and re-orders medications.
- Ensures that clients are seen in a timely manner and assists the psychiatrist in serving clients in the most efficient time available and ensures paperwork meets federal guidelines. This includes crisis intervention and aftercare services.
- Facilitates advocacy contacts and ensures that quality care is provided.
- Assists clients in problem solving, explains medication benefits and side effects, monitors for adverse reactions, and tracks blood pressure, weight, blood sugars, etc.
- Provides crisis counseling and intervention.
- Meets regularly for clinical staffings and case management coordination.

SKILLS AND ABILITIES:

- Basic everyday living skills.
- Ability to understand and follow directions.
- Ability to read, write and all match skills are needed (patient charts, conversions, etc.).
- Skill in the use of general office equipment, including, but not limited to: telephone, copy machine, calculator, fax machine, camera, typewriter, computer terminal, measuring devices, first aid equipment, electronic testing equipment, general medical equipment (needles, bandages, etc.), hearing and eye protection, and gloves for personal protection.

QUALIFICATIONS:

EDUCATION: Bachelor of Science Degree in Nursing

EXPERIENCE / JOB KNOWLEDGE: Registered as a Nurse in the State of Wisconsin, and have at least three (3) years full-time employment in psychiatric mental health nursing. Must possess and maintain a valid Wisconsin driver's license and have access to an insured automobile.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, handling objects, or fingering, which includes typing or writing. 50% of the time is spent talking, sitting, and/or using far and near vision. Approximately 25% of the time requires standing. Activities done 10% of the time include: stooping, kneeling, climbing, reaching, low to medium lifting (10 lbs. to 40 lbs.), carrying and low pushing (10 lb. objects). In unusual or non-routine situations, crouching, crawling, running, grappling, balancing, bending or twisting, medium carrying (20 lbs. to 40 lbs.) and medium pushing (60 lbs. to 80 lbs.) would be required.

Apply for this position

REQUIRED *



First Name *

Last Name *

Email Address *

Address *

City

State

Postal

Phone *

Resume *

Attach resume or Paste resume

Cover Letter

Do you have a valid driver's license? *

What's your citizenship / employment eligibility? *

What's your highest level of education completed? *

College or University

Are you 18 years of age or older? *

Have you ever been convicted of a felony? *

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work is spent inside. Physical attacks from patients may happen in unusual situations. The danger of contracting bloodborne diseases, antigens, and fatal chronic diseases is always present.

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 provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.

Authorization & Acknowledgment for Employment with Green Lake County

By submitting an application, you certify that the answers given by you in the application are true and correct without omissions of any kind. You understand that any misleading or incorrect statements may render the application void. If you become employed by Green Lake County, and it is subsequently discovered that any answer given by you is incomplete, misleading, or incorrect, you may be terminated from employment. You agree that Green Lake County shall not be held liable in any respect if your employment is terminated because of false, incomplete, or misleading statements, answers, or omissions made by you in the application.

You also authorize pertinent companies, schools, agencies, municipalities, or persons to provide Green Lake County any information requested regarding your employment, character, experience and qualifications, and/or suitability for employment with Green Lake County, including a check of your fingerprints and police record for the suitability for hire. You hereby forever release, discharge, and covenant not to sue any person or organization for any result of providing, obtaining, or acting upon such information. You understand that such information is sought with confidentiality and will not be released to you in any form whatsoever.

In addition, a copy of application and this authorization is as valid as the original and should be recognized as such.

You further understand that you must undergo a physical examination, including substance abuse screening, prior to an appointment to a position with Green Lake County. Refusal to participate will result in the rejection of your application.

In 150 characters or fewer, tell us what makes you unique. Try to be creative and say something that will catch our eye! *

150

References: Please enter names and contact information:

Please summarize special job-related skills and qualifications acquired from other employment, education, or experiences.

Have you ever been known by any other name? *

If you answered yes, please list any other name(s) that you have been/are known by.

Have you ever been employed with Green Lake County before? *

If you answered yes, please indicate your starting and ending date of employment with Green Lake County.

Are you currently employed? *

May we contact your current employer? *

Do you have any criminal charges pending, other than minor traffic violations, which relate to the job for which you are applying? (Note: Criminal charges are not an automatic bar to employment, each case is considered on its merits.) *

The following questions are entirely optional.

To comply with government Equal Employment Opportunity / Affirmative Action reporting regulations, we are requesting (but NOT requiring) that you enter this personal data. This information will not be used in connection with any employment decisions, and will be used solely as permitted by state and federal law. Your voluntary cooperation would be appreciated. [Learn more.](#)

Gender

Race/Ethnicity

Green Lake County provides equal employment opportunities to all qualified employees and applicants for employment without regard to membership in a protected classification.

If you have any questions, please contact the Green Lake County Human Resources Coordinator at 920-294-4166.

Invitation for Job Applicants to Self-Identify as a U.S. Veteran

- A “disabled veteran” is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability.
- A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An “Armed forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Veteran status

- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE
 - I AM NOT A PROTECTED VETERAN
 - I DON'T WISH TO ANSWER
-

Voluntary Self-Identification of Disability

Voluntary Self-Identification of Disability Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY I DON'T WISH TO ANSWER

 Your Name

 Today's Date


Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

¹Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Human Check *

 I'm not a robot  [Privacy](#) [Terms](#)

SUBMIT APPLICATION

RESOLUTION NUMBER -2019

**Closing Green Lake County Government for General Business Operations
on July 5, 2019**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of February, 2019, does resolve as follows:

- 1 **WHEREAS**, during the year 2019 the 4th of July Holiday lands on a Thursday; and
- 2 **WHEREAS**, surveys performed by the County Administrator's Office indicate the vast
- 3 majority of employees would like to have Friday, July 5th off of work to extend their
- 4 holiday weekend; and
- 5 **WHEREAS**, some operational cost savings could be realized through the close of
- 6 business on July 5th; and
- 7 **WHEREAS**, court is not scheduled to be in session and the general public may likely
- 8 assume we are closed for business for the weekend and any workload would likely be
- 9 extremely light.
- 10 Majority vote is needed to pass.

Roll Call on Resolution No. -2019

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 19th
day of February, 2019.

Harley Reabe, Chair

Larry Jenkins

County Board Chairman

Dennis Mulder

ATTEST: County Clerk
Approve as to Form:

Katie Mehn

Corporation Counsel

Brian Floeter

11 **NOW THEREFORE BE IT RESOLVED** that Green Lake County Government
12 operations, with the exception of essential services, will be closed on July 5, 2019.

13 **BE IT FURTHER RESOLVED** non-essential staff will be required to use vacation,
14 personal day or time off without pay on July 5, 2019.

15 **BE IT FURTHER RESOLVED** personnel policy prohibiting the use of time off without
16 pay following a paid holiday shall be waived in this instance.

17 **BE IT FURTHER RESOLVED** that in future years should the July 4th holiday fall on a
18 Tuesday or Thursday the County Administrator, with the majority support of County
19 Department Heads and concurrence of the County Board Chair, shall have the
20 discretion to close Green Lake County Government business operations on the Monday
21 previous to or the Friday following the July 4th holiday in the manner as outlined herein.

22 **BE IT FURTHER RESOLVED** that in future years should the County Administrator
23 choose to close Green Lake County Government operations on the Monday previous to
24 or the Friday following the July 4th holiday, the personnel policy prohibiting the use of
25 time off without pay following a paid holiday shall be waived.

RESOLUTION NUMBER 2-2019

**RESOLUTION RELATING TO ELIMINATING A CRS AID POSITION AND
CREATING A REPRESENTATIVE PAYEE SPECIALIST POSITION**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of February 2019 does resolve as follows:

- 1 **WHEREAS**, The Administrative Policy Manual requires Department Heads to review
2 position descriptions at least every other year; and,
3 **WHEREAS**, The Director of Health & Human Services and the FRI Manager have
4 reviewed the job description of the Community Residential Services Aid and have
5 determined that the job description no longer matches the actual duties performed in the
6 position; and,

Majority vote is needed to pass.

Approved by Personnel Disapproved by Personnel

Roll Call on Resolution No. 2 -2019

Submitted by: Health and Human
Services Committee

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 19th
day of February 2019.

Joe Gonyo, Chair

/s/ Brian Floeter
Brian Floeter

County Board Chairman

John Gende

ATTEST: County Clerk
Approve as to Form:

/s/ Joanne Guden
Joanne Guden

Corporation Counsel

/s/ Nancy Hoffmann
Nancy Hoffmann

/s/ Harley Reabe
Harley Reabe

/s/ Richard Trochinski
Richard Trochinski

/s/ Joy Waterbury
Joy Waterbury

/s/ Charles Wielgosh
Charlie Wielgosh

7 **WHEREAS**, due to the major changes to the job duties performed, the Department Head
 8 and FRI Manager recommend that the Community Residential Services Aide position be
 9 eliminated and replaced with a new position, Representative Payee Specialist, which will
 10 accurately depict the Representative Payee services provided by FRI to its clients

11 **NOW THEREFORE BE IT RESOLVED** that the Green Lake County Board of Supervisors
 12 does hereby eliminate the position of Community Residential Services Aid, retroactive to
 13 January 1, 2019.

14 **BE IT FURTHER RESOLVED**, that the Green Lake County Board of Supervisors hereby
 15 creates the position of Representative Payee Specialist retroactive to January 1, 2019.

Fiscal note:

PERSONNEL COSTS										
Starting Wage										
DEPARTMENT: HUMAN SERVICES DEPARTMENT										
COMMITTEE: HUMAN SERVICES										
	POSITION TITLE	NAME	RATE	HOURS	WAGE	FICA	RET-C	H&A INS	L-INS	TOTAL
CURRENT										
HSCFRI	Community Residential Services Aide	Vacant	\$17.17	2,080.00	\$35,713.60	\$2,733.00	\$2,393.00	\$17,441.00	\$206.00	\$58,486.60
PROPOSED										
HSCFRI	Representative Payee Specialist	Vacant	\$17.17	2,080.00	\$35,713.60	\$2,733.00	\$2,393.00	\$17,441.00	\$206.00	\$58,486.60
DIFFERENCE										\$0.00

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: REPRESENTATIVE PAYEE SPECIALIST

DEPARTMENT: HEALTH & HUMAN SERVICES/FOX RIVER INDUSTRIES

LOCATION: FOX RIVER INDUSTRIES

SUPERVISOR: FOX RIVER INDUSTRIES UNIT MANAGER

SUMMARY:

This position is full-time at 40 hours per week. Flexible hours will be assumed. The Representative Payee Specialist is primarily responsible for providing support to the consumer for personal financial matters. Specifically, the Representative Payee Specialist is responsible for establishing and maintaining entitlements for eligible recipients of Social Security, managing monthly bills, and providing personal spending money. The individual's benefits are paid to the Representative Payee on the beneficiary's behalf and the services provided by the payee must be tailored to best meet the individual's needs while preserving their appropriate benefits status and financial security.

QUALIFICATIONS:

EDUCATION: High School Diploma

EXPERIENCE/JOB KNOWLEDGE:

- Three to five years of experience in human services with special emphasis on working with individuals with disabilities.
- Three to five years of experience maintaining financial records and a demonstrated ability to organize and maintain individual consumer accounts.
- A current, valid Wisconsin drivers' license.

DUTIES AND RESPONSIBILITIES:

- To establish and maintain entitlements for eligible recipients of Social Security; to pay and monitor monthly bills and to provide personal spending money to the individual as outlined in the SSA Representative Payee Guidelines
- To be informed about the individual's needs and decide how benefits/income can best be used for his or her personal care and well-being.
- To ensure the individual's current needs are being met. This includes food, shelter, medical care and other items for the individual's personal comfort; to use remaining benefits/income to pay for the individual's personal needs, such as clothing, recreation, and other expenses.
- To keep and maintain an individual's financial records; to manage the individual's bank account as outlined in the SSA Representative Payee Guidelines.
- To inform Social Security about changes that may affect the individual's eligibility for benefits and to complete documentation as required by Social Security to maintain benefits.

- To work closely with service providers to ensure continuity of services for the individual.

WORKING CONDITIONS:

PHYSICAL REQUIREMENTS:

- Ability to perform all primary job functions
- Ability to lift up to 50 pounds
- In unusual circumstances ability to stoop, kneel, reach, push medium to heavy objects.

ENVIRONMENTAL DEMANDS: Approximately 80% of this position's time will be spent indoors. 10% or less will be spent traveling to and from consumers' homes. While in consumers' homes, the person in this position might experience poor ventilation, dust, fumes, and/or odors. Schedule flexibility is required as needed to accommodate consumer needs. Lastly, in unusual circumstances, the person in this position could be exposed to physical attaches or injuries from consumers they are serving.

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.

Updated: September 2018

RESOLUTION NUMBER -2018

**RELATING TO ELIMINATING THE ACCOUNT BUDGET COORDINATOR POSITON
AND CREATING A FINANCIAL MANAGER POSITION
IN THE OFFICE OF COUNTY ADMINISTRATOR**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of February, 2019, does resolve as follows:

- 1 **WHEREAS**, County Administration currently has a position designated as Account
- 2 Budget Coordinator; and,
- 3 **WHEREAS**, in January 2018 the Account Budget Coordinator and associated duties
- 4 were transferred to the Administration Department from the County Clerk’s Office; and,
- 5 **WHEREAS**, over the past few years and particularly subsequent to the transition of the
- 6 Account Budget Coordinator position to the Administration Department the duties and
- 7 responsibilities for the position have vastly changed and intensified; and,
- 8 Majority vote is needed to pass.

Roll Call on Resolution No. -2018

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 19th day of February, 2019.

Joe Gonyo, Chair

Robert Lyon

County Board Chairman

Robert Schweder

ATTEST: County Clerk
Approve as to Form:

Curt Talma

Corporation Counsel

Sue Wendt

9 **WHEREAS**, the Account Budget Coordinator's duties are split between Administration
 10 and the Highway Department (see attached fiscal note); and,

11 **WHEREAS**, countywide government budgeting, accounting, financial disbursements
 12 and reporting, fraud prevention and detection, financial policy development and
 13 enforcement, audit preparation and reporting has continued to become more
 14 complicated and more critical, and the Financial Manager will be responsible for
 15 performance and/or oversight of these duties and more.

16 **NOW THEREFORE BE IT RESOLVED** that the Account Budget Coordinator position in
 17 the County Administrator Office shall be eliminated and a Financial Manager position
 18 created effective January 1, 2019. (See attached job description.)

19 **BE IT FURTHER RESOLVED** that effective January 1, 2019 the Financial Manager
 20 positions in the Administration (ADM) and Health and Human Services (HHS)
 21 departments be designated in the comparable Pay Group 10 on the Green Lake County
 22 Wage Plan at the midpoint wage rate of \$28.77 with the costs covered by the savings
 23 generated due to the elimination of a part-time Health & Human Services position in FY
 24 2019. The wage costs for the Financial Manager - HHS are fully funded by Basic
 25 County Allocation (BCA) funding and tax levy. The Financial Manager - ADM is fully
 26 funded with Highway revenues and tax levy.

27 **FISCAL NOTE:**

FISCAL NOTE - PERSONNEL COSTS									
	POSITION TITLE	DEPT	RATE	HOURS	WAGE	FICA	WRS		TOTAL
	part-time Economic Support Worker	HHS							\$ (34,028)
	Financial Manager - current	HHS	\$ 21.07	2080	\$ 43,825	\$ 3,353	\$ 2,871		\$ (50,049)
	Account Budget Coordinator - current	ADM	\$ 23.17	1830	\$ 42,401	\$ 3,244	\$ 2,778		\$ (48,423)
	Account Budget Coordinator - current	HWY	\$ 23.17	250	\$ 5,793	\$ 444	\$ 380		\$ (6,617)
Per Resolution:									
	Financial Manager	HHS	\$ 28.77	2080	\$ 59,842	\$ 4,578	\$ 3,920		\$ 68,340
									\$ -
	Financial Manager	ADM	\$ 28.77	1830	\$ 52,649	\$ 4,130	\$ 3,537		\$ 60,316
	Financial Manager	HWY	\$ 28.77	250	\$ 7,193	\$ 565	\$ 484		\$ 8,242
	Est. retained savings from elimination of PT Economic Support Worker								\$ (2,220)

RESOLUTION NUMBER -2019

**RELATING TO ELIMINATING THE ACCOUNT BUDGET COORDINATOR POSITON
AND CREATING A FINANCIAL MANAGER POSITION
IN THE OFFICE OF COUNTY ADMINISTRATOR**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of February, 2019, does resolve as follows:

- 1 **WHEREAS**, County Administration currently has a position designated as Account
- 2 Budget Coordinator; and,
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- 4 were transferred to the Administration Department from the County Clerk’s Office; and,
- 5 **WHEREAS**, over the past few years and particularly subsequent to the transition of the
- 6 Account Budget Coordinator position to the Administration Department the duties and
- 7 responsibilities for the position have vastly changed and intensified; and,
- 8 Majority vote is needed to pass.

Roll Call on Resolution No. -2019

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 19th day of February, 2019.

Joe Gonyo, Chair

Robert Lyon

County Board Chairman

Robert Schweder

ATTEST: County Clerk
Approve as to Form:

Curt Talma

Corporation Counsel

Sue Wendt

RESOLUTION NUMBER -2019

**RELATING TO ELIMINATING THE ACCOUNT BUDGET COORDINATOR POSITION
AND CREATING A FINANCIAL MANAGER POSITION
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- 7 responsibilities for the position have vastly changed and intensified; and,
- 8 Majority vote is needed to pass.

Roll Call on Resolution No. -2019

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 19th day of February, 2019.

Joe Gonyo, Chair

Robert Lyon

County Board Chairman

Robert Schweder

ATTEST: County Clerk
Approve as to Form:

Curt Talma

Corporation Counsel

Sue Wendt

GREEN LAKE COUNTY CLERK'S OFFICE

TITLE: Account Budget Coordinator

DEPARTMENT: ~~County Clerk's Office~~

LOCATION: Government Center

REPORTS TO: ~~County Clerk~~

PURPOSE OF POSITION: Responsible for accounting and budget preparation for all County Departments. Work directly with county departments and auditor in all year end audit functions. ~~Assist with the performance of duties in the County Clerk's office including payroll processing and reports.~~

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Using the network computer for all County bookkeeping functions and budget preparation including accounts payable and receivable.
- Prepare monthly expenditure and revenue report and trial balances for departments and County Board. Prepare monthly trial balance and reconcile with the Treasurer.
- ~~Oversee the DNR automated licenses system and accounting and issuing dog licenses and tags to municipal clerks.~~
- ~~Duties related to the functioning of the County Clerk's office, i.e. secretarial, receptionist and issuing various licenses.~~
- Prepare annual departmental budgets for approval and publication under the supervision of the ~~Clerk.~~
- ~~Assist with the processing of payroll and monthly/annual reports.~~
- ~~Proficient in all aspects of elections and participate in the duties required of the County Clerk in administration of elections.~~
- Work with county departments to accumulate necessary reports and information for the County Auditor in preparation of annual audit.
- File annual state and federal reports regarding county finances.
- ~~As Deputy County Clerk Perform Constitutional functions in the absence of the County Clerk.~~

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS: Up to 75% of the time is spent talking, hearing, handling objects or fingering which includes typing or writing. Walking, sitting, using far and near vision, are used 65% of time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending or twisting, would be required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS: 100% of the time is spent indoors.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS: Telephone, copy

TITLE: Account Budget Coordinator (continued)

KNOWLEDGE AND SKILLS REQUIRED: Six year accounting experience. Understanding and ability to following directions, understanding accounting and payroll related procedures and laws. Ability to type, do accurate accounting and understanding of computer operations. Ability to work cooperatively with other staff members and the general public. Understand of State and Federal laws pertaining to county government, elections and accounting. Must have initiative and be a self starter and be able to work with little or no direct supervision, must be tactful, courteous, helpful and friendly.

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.

January 2012

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: Financial Manager

DEPARTMENT: ADMINISTRATION

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY ADMINISTRATOR

SUMMARY:

This is a professional, confidential non-union position. It is under the general supervision of the County Administrator. The individual in this position performs a variety of complex accounting, auditing and financial management responsibilities as delegated by the County Administrator. This position serves as the primary Financial Manager for the County. Responsible for highly classified and confidential data including but not limited to payroll and personnel information. Assists the County Administrator in development of the annual budget and process. Responsible for preparation of and suitable outcome of financial and cost allocation audits. Prepares and presents financial statements, related schedules, and reports for the County.

DUTIES AND RESPONSIBILITIES:

- Coordinate and oversee all departmental financial functions and reporting in coordination with designated staff and Department Director(s). Prepare and submit financial and statistical reports and surveys required for compliance with state and federal programs for County Board, Committee and audit review.
- Development, management and enforcement of County's annual budget by providing direct budgetary/performance financial analysis, forecasts and trending information to Department Director(s). Coordinate with county departments and County Administrator on aspects of budget process, development and policy enforcement.
- Conduct monthly/annual reconciliations as required. Monitor the financial status of the county. Prepare any year-end accruals, budgetary adjustments and/or budget addendums as required. Monitor general operations to assure compliance with applicable laws, administrative directives, programs and policy requirements.
- Provide managers and staff with fiscal information to aid in program development and management in a timely and professional manner.
- Direct the county's annual audit process with the county auditing firm under the direction of the County Administrator.
- Recognize areas of county fiscal operations that are inefficient and develop new policies and procedures or recommend system design changes to promote efficiency.
- Establish provisions for the review of county operations and transitions that audit for and mitigate the risk for fraud.

- Process and audit invoices and credit card transactions for payment, identifying any transactions that are noncompliant with policy, fraudulent or otherwise outside the norm of county operations.
- Back up for payroll processing and personnel systems in the event the County Clerk's office is unable to perform these duties.
- Assist in the development and management of the county's internal management/data/financial systems and their coordination with the State and any other required outside systems.
- Attend local, regional, and state meetings, trainings and conferences beneficial to the financial operations of the agency.
- Develop and recommend for adoption various financial policies and internal control initiatives that protect county financial interests and prevent opportunities for fraud.
- Perform other duties as assigned by the County Administrator.

SKILLS AND ABILITIES:

Knowledge of general ledger accounting procedures. Computer familiarity and operational skills including Excel spreadsheets and other related software. Written, oral and interpersonal skills. Skill in researching, analyzing, interpreting and understanding complex guidelines such as financial, billing, accounts payable, payroll and audit requirements. Ability to facilitate a team environment and make decisions to meet required timelines. Ability to manage and prioritize diverse work responsibilities and develop organizational practices and procedures. Ability to promote a harmonious relationship with others, including but not limited to outside agencies and county departments. Ability to perform duties and follow policies and procedures independent of direct supervision.

QUALIFICATIONS:

EDUCATION: Bachelor's Degree in Accounting OR an Associate Degree in Accounting with five or more years of relevant experience is required.

EXPERIENCE / JOB KNOWLEDGE: Experience in financial management, including governmental, audit, grants and general ledger accounting is required.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 80% of the time is spent in sedentary work activities in an office environment using computer equipment as well as other office machines. 15% of the time is spent moving between offices, attending state and regional meetings, trainings and conferences. 5% of the time is spent in low lifting activities (up to 10 pounds) or kneeling, climbing, bending/twisting, reaching, and low to medium carrying. In unusual or non-routine situations, it may be required to stoop, crawl, run, swim, grapple, climb, and medium lifting (20-40 pounds).

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

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: January 17, 2019
 Department: Personnel/County Administration
 Amount: \$1,970.99
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

We utilized this as an "in and out account".

We allowed employees to purchase Green Lake County sweatshirts and apparel. Employees paid Green Lake County in the amount of \$1970.99. Green Lake County paid the 4Imprint bill in the amount of \$1970.99.

The Green Lake County credit card was used in order to gain the cash back rewards.

Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
18-100-23-48600-000-000	Credit Card Points Redeemed	\$0	\$1,970.99	\$ 1,970.99
				\$ -
				\$ -
Total Adjustment			\$ 1,970.99	

Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
18-100-23-51820-790-000	Employee Incentive	\$ 1,750.00	\$ 1,970.99	\$ 3,720.99
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 1,970.99	

Department Head Approval: Nicole Leschke Catherine J. Schmit
 Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Personnel
 Budget Year Amended: 2018

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-23-51820-390-000	Background Checks	\$ 1,396.00	\$ 583.00	\$ 561.47	\$ 813.00
					-
					-
					-
					-
					-
Total Transfer			\$ 583.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-100-23-51820-382-000	Pre-Employment Physicals	\$ 3,480.00	\$ 583.00		\$ 4,063.00
					-
					-
					-
					-
Total Transfer			\$ 583.00		

Explanation for Transfer:

Due to a higher amount of number of new employee hires than anticipated, pre-employment physicals for new employees cost more than the amount budgeted.

Department Head Approval

Nicole Leschke Catherine J. Schmit

Governing Committee Approval

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

Date

Revised 02/2017