



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 10/29/2020

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on November 5, 2020:

- 1) Agenda
- 2) Minutes from 10/08/2020
- 3) Resolution Relating to Eliminating the HHS Administrative Assistant, the HHS Financial Manager and the Billing Specialist Positions and Creating a Financial/Business Manager and Billing Specialist/Administrative Unit Coordinator Positions (HHS)
- 4) Resolution to Increase Pay Grade of Representative Payee Specialist on the County Wage Plan



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, November 5, 2020 Time: 3:30 PM
Green Lake County Government Center, County Board Room
571 County Rd A, Green Lake WI

AGENDA

Committee Members

Robert Schweder,
Chair
Sue Wendt,
Vice-Chair
Charlie Wielgosh
Ken Bates
Curt Talma

Elizabeth Otto,
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 10/08/20
5. Correspondence
6. Resolutions
 - Relating to Eliminating the HHS Administrative Assistant, the HHS Financial Manager and the Billing Specialist Positions and Creating a Financial/Business Manager and Billing Specialist/Administrative Unit Coordinator Positions (HHS)
 - Resolution to Increase Pay Grade of Representative Payee Specialist on the County Wage Plan
7. Committee Discussion
 - Future Meeting Dates: December 10, 2020 at 3:30 PM
 - Future Agenda items for action & discussion
8. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks required) or audio/visual communication. Remote access can be obtained through the following link:

Join Zoom Meeting

<https://zoom.us/j/95120436530?pwd=RUc2UXlEdFNDbEtmTXF2U2FNv3REdz09>

Meeting ID: 951 2043 6530

Passcode: 236249

Dial by your location

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Germantown)

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
October 8, 2020

The meeting of the Personnel Committee was called to order by Chair Bob Schweder at 3:30 PM on Thursday, October 8, 2020 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The meeting was held both in person and via Zoom due to the COVID-19 pandemic. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Ken Bates (Zoom)
Bob Schweder
Curt Talma
Sue Wendt (Zoom)
Charlie Wielgosh

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator; Dawn Klockow, Corporation Counsel (Zoom); Matt Vandekolk, Chief Deputy; Sheriff Mark Podoll

MINUTES

Motion/second (Bates/Wielgosh) to approve the minutes of the August 13, 2020 meeting with no additions or corrections. Motion carried with no negative vote.

CONSIDERATION OF PROPOSALS TO REVIEW ADMINISTRATIVE POLICY MANUAL

Corporation Counsel Dawn Klockow received 2 proposals to review the Administrative Policy manual:

Buelow Vetter - \$2,040 - \$2,915 (estimated range)

MWH Law Group - \$5,000

Motion/second (Wielgosh/Wendt) to approve bid from Buelow Vetter for \$2,915. Motion carried with no negative vote.

RESOLUTION

- **Resolution Granting an Additional Paid Holiday for the 2020 Thanksgiving Holiday Break**

Motion/second (Wendt/Wielgosh) to approve the resolution and forward to Finance and County Board. Discussion held. Motion carried with no negative vote.

2021 BUDGET DISCUSSION

County Administrator Cathy Schmit stated that the 2021 budget is balanced and ready for the approval process.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – Next meeting date set for November 12th, 2020 at 3:30 PM

Future agenda items:

ADJOURNMENT

Chair Schweder adjourned the meeting at 3:39 PM.

Submitted by,

Liz Otto
County Clerk

RESOLUTION NUMBER -2020

RELATING TO ELIMINATING THE HHS ADMINISTRATIVE ASSISTANT, THE HHS FINANCIAL MANAGER AND THE BILLING SPECIALIST POSITIONS AND CREATING A FINANCIAL/BUSINESS MANAGER AND BILLING SPECIALIST/ADMINISTRATIVE UNIT COORDINATOR POSITIONS (HHS)

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 10th day of November 2020, does resolve as follows:

- 1 **WHEREAS**, the current Administrative Assistant retired on September 30, 2020; and,
- 2 Fiscal note is attached.
- 3 Majority vote is needed to pass.

- Approved by Personnel Disapproved by Personnel
- Approved by Finance Disapproved by Finance

Roll Call on Ordinance No. -2020

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 10th day of November, 2020.

Joe Gonyo, Chair

Harley Reabe, Vice-chair

County Board Chairman

Brian Floeter

ATTEST: County Clerk
Approve as to Form:

Joanne Guden

Corporation Counsel

Nancy Hoffman

Joy Waterbury

Christine Schapfel

Charlie Wielgosh

4 **WHEREAS**, upon the retirement of the Administrative Assistant, a study of the current
5 needs of the HHS Administrative Unit and overall HHS operations revealed that
6 streamlining several positions within the Administrative Unit would best fit the needs of
7 the Health and Human Services Department and County stakeholders; and,

8 **WHEREAS**, the Administrative Assistant vacancy creates an opportunity to modify the
9 Administrative Unit within the Health and Human Services Department, creating
10 efficiencies while also providing staff supervisor and program oversight; and,

11 **WHEREAS**, the HHS Director, in conjunction with input from the management team,
12 has determined that establishing a Financial/Business Manager position to oversee
13 HHD financial and business systems creates efficiencies and helps ensure all possible
14 revenue streams are optimized; and,

15 **WHEREAS**, the HHS Director, in conjunction with input from the Administrative Unit
16 staff, has determined that establishing a Billing Specialist/Administrative Unit
17 Coordinator position to provide day-to-day oversight and supervision to the
18 Administrative Unit, ensures support for staff and that the day-to-day operations of the
19 department run smoothly and effectively; and,

20 **WHEREAS**, the HHS Director has met with the County Administrator to discuss
21 consolidation of duties and the attached job descriptions, which have been approved by
22 the County Administrator.

23 **NOW, THEREFORE, BE IT RESOLVED**, that the Green Lake County Board of
24 Supervisors does hereby approve modification to the HHS Administrative Unit team
25 model by eliminating one (1) HHS Administrative Assistant, one (1) HHS Financial
26 Manager, one (1) Billing Specialist position and establishing one (1) HHS
27 Financial/Business Manager position and one (1) Billing Specialist/Administrative Unit
28 Coordinator position creating a department that is more efficient and cost effective.

29 **BE IT FURTHER RESOLVED** that the new HHS Financial/Business Manager and
30 position is created effective January 1, 2021. This position shall be placed in pay group
31 7.

32 **BE IT FURTHER RESOLVED** that the new Billing Specialist/Administrative Unit
33 Coordinator position is created effective January 1, 2021. This position shall be placed
34 in pay group 10.

35 **BE IT FURTHER RESOLVED** that the HHS Director shall place the new HHS
36 Financial/Business Manager and Billing Specialist/Administrative Unit Coordinator
37 positions into the 2021 County Budget as shown in the fiscal note in this Resolution.

38 FISCAL NOTE:

| Current For 2021 | | | | | | | |
|---|------------------------|--------------------|-------------|-----------------|------------------|--------------|----------------------|
| | Wage | Annual Wage | Retirement | Social Security | Health Insurance | Total Fringe | Wage & Fringe |
| Admin Assistant | \$ 29.41 | \$ 61,172.80 | \$ 4,129.16 | \$ 4,679.72 | \$ 25,295.00 | \$ 34,103.88 | \$ 95,276.68 |
| Billing Specialist #13 | \$ 22.22 | \$ 46,217.60 | \$ 3,119.69 | \$ 3,535.65 | \$ 25,295.00 | \$ 31,950.33 | \$ 78,167.93 |
| Financial Manager #12 | \$ 25.14 | \$ 52,291.20 | \$ 3,529.66 | \$ 4,000.28 | \$ 25,295.00 | \$ 32,824.93 | \$ 85,116.13 |
| | | | | | | | \$ 258,560.75 |
| Potential for 2021 | | | | | | | |
| | Wage (90% of Midpoint) | Annual Wage | Retirement | Social Security | Health Insurance | Total Fringe | Wage & Fringe |
| Admin Assistant | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Billing Specialist/ Admin Coordinator #10 | \$ 27.71 | \$ 57,636.80 | \$ 3,890.48 | \$ 4,409.22 | \$ 25,295.00 | \$ 33,594.70 | \$ 91,231.50 |
| Financial/Business Manager #7 | \$ 34.45 | \$ 71,660.16 | \$ 4,837.06 | \$ 5,482.00 | \$ 25,295.00 | \$ 35,614.06 | \$ 107,274.22 |
| | | | | | | | \$ 198,505.72 |
| | | Total Cost Savings | | \$ 60,055.03 | | | |

RESOLUTION NUMBER -2020

Resolution to Increase Pay Grade of Representative Payee Specialist on the County Wage Plan

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of October 2020, does resolve as follows:

- 1 **WHEREAS**, on February 19, 2019, the County Board created the position of
- 2 Representative Payee Specialist position; and,
- 3 **WHEREAS**, the employee who holds the position will be retiring in December 2020;
- 4 and,
- 5 Fiscal note is attached.
- 6 Majority vote is needed to pass.

- Approved by Personnel Disapproved by Personnel
- Approved by Finance Disapproved by Finance

Roll Call on Ordinance No. -2020

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 20th day of October, 2020.

Joe Gonyo, Chair

Harley Reabe, Vice-chair

County Board Chairman

Brian Floeter

ATTEST: County Clerk
Approve as to Form:

Joanne Guden

Corporation Counsel

Nancy Hoffman

Joy Waterbury

Christine Schapfel

Charlie Wielgosh

7 **WHEREAS**, upon a vacancy in a position County Administrative Policy Manual requires
8 the Department Head to review the position “to ensure the position is properly
9 designated within the County’s pay structure”; and,

10 **WHEREAS**, when the position was created in 2019, the job description was developed
11 using the Social Security Administration’s representative payee guide for collective
12 accounts. The guide is the handbook for collective accounts serving consumer who are
13 beneficiaries of Social Security, Supplemental Security and Wisconsin supplemental
14 security funds; and,

15 **WHEREAS**, the Representative Payee Specialist oversees a large monthly checking
16 account and acts as a representative payee, handling daily financial transactions and
17 personal budget decisions for over 80 member consumers; and,

18 **WHEREAS**, the Representative Payee Specialist ensures all Social Security
19 Administration fund balance eligibility standards are met and all Social Security
20 Administration recordkeeping and reporting requirements are completed on-time for
21 each member consumer; and,

22 **WHEREAS**, a review of the position shows that the above job duties require a high level
23 of skill and accuracy when assisting consumers with their budgets and balancing
24 numerous accounts and those duties compare to other Health and Human Services
25 Department positions such as Economic Support and Child Support Specialists which
26 are found in pay grade 14 on the County Wage Plan.

27 **NOW THEREFORE BE IT RESOLVED**, that effective January 1, 2021, the position of
28 Representative Payee Specialist shall be placed in pay grade 14 on the County Wage
29 Plan.

30 **BE IT FURTHER RESOLVED**, that the County Administrator and the Health and
31 Human Services Department Director shall place in the 2021 budget the salary and
32 fringes reflected in the increase to pay grade 14 for the Representative Payee Specialist
33 position in the 2021 county budget.

34 **FISCAL NOTE:** Savings are realized from downgrading the Book Keeper and
35 Supported Employment Coordinator positions in the Wage Plan due to impending
36 retirements and review of the job descriptions and their placement within the County
37 wage structure as required by the Administrative Policy Manual.

2021 Fox River Industries Restructure Fiscal Note

Committee: Human Service Board

| Current For 2021 | | | | | | | | |
|---|--------------------------------------|----------|---------------------------|---------------------|-----------------|------------------|--------------|----------------------|
| Pay Group | Position Title | Wage | Annual Wage | Retirement | Social Security | Health Insurance | Total Fringe | Wage & Fringe |
| 13 | Book Keeper #13 | \$ 24.67 | \$ 51,313.60 | \$ 3,463.67 | \$ 3,925.49 | \$ 26,613.00 | \$ 34,002.16 | \$ 85,315.76 |
| 11 | Supported Employment Coordinator #11 | \$ 28.15 | \$ 58,552.00 | \$ 3,952.26 | \$ 4,479.23 | \$ 26,613.00 | \$ 35,044.49 | \$ 93,596.49 |
| 16 | Representative Payee Specialist #16 | \$ 19.80 | \$ 41,184.00 | \$ 2,779.92 | \$ 3,150.58 | \$ 26,613.00 | \$ 32,543.50 | \$ 73,727.50 |
| | Total | | \$ 151,049.60 | \$ 10,195.85 | \$ 11,555.29 | \$ 79,839.00 | \$101,590.14 | \$ 252,639.74 |
| Proposed for 2021 | | | | | | | | |
| Pay Group | Position Title | Wage | Annual Wage | Retirement | Social Security | Health Insurance | Total Fringe | Wage & Fringe |
| 14 | Book Keeper #14 | \$ 20.73 | \$ 43,112.16 | \$ 2,910.07 | \$ 3,298.08 | \$ 26,613.00 | \$ 32,821.15 | \$ 75,933.31 |
| 13 | Supported Employment Coordinator #13 | \$ 22.29 | \$ 46,369.44 | \$ 3,129.94 | \$ 3,547.26 | \$ 26,613.00 | \$ 33,290.20 | \$ 79,659.64 |
| 14 | Representative Payee Specialist #14 | \$ 20.73 | \$ 43,118.40 | \$ 2,910.49 | \$ 3,298.56 | \$ 26,613.00 | \$ 32,822.05 | \$ 75,940.45 |
| | Total | | \$ 132,600.00 | \$ 8,950.50 | \$ 10,143.90 | \$ 79,839.00 | \$ 98,933.40 | \$ 231,533.40 |
| | | | Total Cost Savings | \$ 21,106.34 | | | | |
| * All Wages are based on 7-1-2020 Wage Plan | | | | | | | | |