



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 03/19/2021

Amended* Post Date:

The following documents are included in the packet for the Finance Committee: March 24, 2021

- 1) Agenda
- 2) Minutes from February 24, 2021
- 3) Treasurer's report
- 4) Resolution Relating to Eliminating the Administrative Assistant to the Sheriff position and creating a Third Front Office Clerk position and Eliminating a Detective position and creating a Detective Sergeant position in the Green Lake County Sheriff's Office
- 5) Resolution Relating to Eliminating the HHS Account Clerk Specialist position and Creating an Electronic Health Record Administrator/Financial Assistant position
- 6) Resolution Relating to Authorizing the Termination of the Tri-County Regional Economic Development Corporation (TREDC)



GREEN LAKE COUNTY

OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

Finance Committee Meeting Notice

Date: March 24, 2021 Time: 4:00 PM

**The Green Lake County Government Center, County Board Room
571 County Road A, Green Lake WI**

Amended AGENDA*

Committee Members

Harley Reabe, Chair
Brian Floeter, Vice-Chair
Don Lenz
David Abendroth
Dennis Mulder

Elizabeth Otto, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 02/24/2021
5. Treasurer's Monthly Report
 - Tax Collection Update
 - February Financial Reports
 - Sales Tax Update
6. Open and Take Action on In-Rem Bids
7. In-Rem Update
8. Resolutions
 - Resolution Relating to Eliminating the Administrative Assistant to the Sheriff position and creating a Third Front Office Clerk position and Eliminating a Detective position and creating a Detective Sergeant position in the Green Lake County Sheriff's Office
 - Relating to Eliminating the HHS Account Clerk Specialist position and Creating an Electronic Health Record Administrator/Financial Assistant position
 - *Resolution Relating to Authorizing the Termination of the Tri-County Regional Economic Development Corporation (TREDC)
9. Budget Review of Revenue and Expenditures
10. Supervisor/Lay People Monthly Claims
11. Consider Motion to Convene into Closed Session per:
 - Wis. Stat. s. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral advice concerning strategy to be adopted by the body with respect to litigation in which it is involved. This matter is in regard to the in rem tax foreclosure case 20GF16 and property formerly owned by Susan Wollitz.
12. Reconvene into Open Session to take action, if appropriate, on matters discussed in closed session.
13. Committee Discussion
 - Future Meeting Dates: Regular Meeting 04/28/2021
 - Future Agenda items for action & discussion
14. 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:

Topic: Finance Meeting

Time: Mar 24, 2021 04:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97049484627?pwd=OXRmbUlxeUpjS2l5dUNQUtG5VmpWQT09>

Meeting ID: 970 4948 4627

Passcode: 120327

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 970 4948 4627

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

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.

FINANCE COMMITTEE
February 24, 2021

The meeting of the Finance Committee was called to order by Chair Harley Reabe on Wednesday, February 24, 2021 at 4:00 PM, in the County Board Room and via Zoom format at the Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present (in person): Dave Abendroth (Zoom) Absent: Brian Floeter
 Don Lenz
 Dennis Mulder (Zoom)
 Harley Reabe

Other County Employees Present: Amanda Toney, Treasurer; Kayla Yonke, HHS Business Manager (Zoom); Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel (Zoom); Ed Tetzlaff, Financial Manager (Zoom); Jason Jerome, HHS Director

MINUTES

Motion/second (Lenz/Abendroth) to approve the minutes of the January 27, 2021 meeting with no additions or corrections. Motion carried with no negative vote.

APPEARANCES

- Scott Zelenski – request to vacate 314-316 W. Water St., Princeton, WI

Scott Zelenski joined the meeting via Zoom and requested an additional 60 days to vacate the in rem property taken under his father, John Zelenski. Discussion held.

Motion/second (Mulder/Lenz) to extend the vacancy deadline to April 15, 2021. Motion carried with no negative vote. Zelenski will advise the Treasurer's office when the process is complete.

TREASURER'S MONTHLY REPORT

- **Tax Collection Update**

Treasurer Amanda Toney stated that approximately 30% of the 2020 tax roll needs to be collected yet.

- **January Financial Reports**

Treasurer Amanda Toney informed the committee of 2 corrections to her submitted reports. Discussion held on the decrease in interest earned. Bond payment is due on March 1, 2021.

- **Sales Tax Update**

Treasurer Amanda Toney stated that the sales tax figures are up by 7% for 2021 over last year.

IN REM UPDATE

Treasurer Amanda Toney stated that currently 62 parcels from the 2017 tax roll are slated to begin the in rem process. The ad for the 2016 parcels will run for the first of 3 times in next week's paper.

RESOLUTIONS

- **Relating to Cancellation of Outstanding Checks**

Motion/second (Abendroth/Lenz) to approve the resolution and send to County Board for final approval. Motion carried with no negative vote.

BUDGET ADJUSTMENT

- **County Clerk - Elections**

Budget adjustment for 2020 as presented by County Clerk Liz Otto in the amount of \$151,810.89 due to purchase of new voting machines for each municipality

- **Register of Deeds**

Budget adjustment for 2021 in the amount of \$1,100 due to elimination Laredo/Tapestry account.

- **Parks**

Budget adjustment for 2020 as presented by County Clerk Liz Otto in the amount of \$689,815.87 due to DNR grant for Phase I of Lauree's Trail.

Motion/second (Abendroth/Mulder) to approve the budget adjustments and submit to County Board for final approval. Motion carried with no negative vote.

LINE ITEM TRANSFER

- **Sheriff's Office**

Line item transfer for 2020 in the amount of \$6,690.65 due to increased cleaning/laundry in the jail due to COVID-19.

Line item transfer for 2020 in the amount of \$4,939.32 to several accounts due to unexpected charges.

Motion/second (Lenz/Abendroth) to approve the line item transfers for 2020. Motion carried with no negative vote.

BUDGET REVIEW OF REVENUES AND EXPENDITURES

January revenues and expenditures discussed and reviewed.

SUPERVISOR'S/LAY PEOPLE MONTHLY CLAIMS

Supervisor's claims: \$2,243.41

Lay Person's claims: \$194.56

Motion/second (Lenz/Mulder) to approve supervisor and lay people claims. Motion carried with no negative vote.

COMMITTEE DISCUSSION

- **Future meeting dates: Regular meeting – March 24, 2021 @ 4:00 PM.**
- **Future agenda items for action & discussion:**

ADJOURNMENT

Chair Reabe adjourned the meeting at 4:39 PM.

Submitted by,

Liz Otto
County Clerk



GREEN LAKE COUNTY OFFICE OF THE COUNTY TREASURER

Amanda R. Toney
Treasurer and Real Property Lister

Office: 920-294-4018
FAX: 920-294-4009

March 18, 2021

Memo to Finance Committee:

The February sales tax deposit was \$133,920.39. This is a 7.08% increase over the February 2020 amount.

I have invested \$6 million of the January and February settlement funds into money market accounts at local institutions that offered us the best rate.

TAX COLLECTION UPDATE:

As of today, we have collected \$30,333,464.45 in Real Estate and Personal Property taxes, out of \$42,929,923.12.

As of February 28th, we have \$12,596,458.67 left to collect, which is 12.39% of the tax roll.

IN-REM UPDATE

We are starting to work on those properties that are delinquent on their 2017 taxes. We are currently having title searches done on these properties. We have a total of 53 parcels on this list.

On March 22, 2020, we will receive the Lottery and Gaming Credit payment from the state and will be distributing it to the municipalities in April.

Per the February credit card statement, we have a balance of 1,986,119 credit card points. The county has earned an additional 36,868 points this statement. This calculates to \$19,861.19.

Respectfully submitted,

Amanda R Toney

FEBRUARY 2021**RECEIPTS:**

TOTAL RECEIPTS:	8,275,360.45	11,415,405.53
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TOTAL DISBURSEMENTS: 8,895,507.86

TREASURER'S CASH BALANCE:	02/28/21	2,519,897.67
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Available Bank Balance	2,519,897.67
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GREEN LAKE COUNTY TREASURER'S REPORT

FEBRUARY 2021

RECONCILIATION OF RECEIPTS & DEPOSITS

Cash in Office	January 31, 2021	0.00
Total Receipts	FEBRUARY 2021	<u>0.00</u>
SUB TOTAL		0.00
Less Deposits for Month:		<u>0.00</u>
Cash in Office	2/28/2021	0.00

PROOF OF OUTSTANDING CHECKS

Outstanding Checks	January 31, 2021	705,041.97
Total Disbursements	FEBRUARY 2021	8,895,507.86
SUB TOTAL		<u>9,600,549.83</u>
Less Checks Cashd by Bank		1,768,611.66
DHHS Deposit to LGIP		148,259.76
Payroll deductions and taxes		112,057.65
Sales Tax transfer to LGIP		129,049.30
Bank fees (Security Token & RDC)		131.68
Transfer to Flex/HRA account		7,781.84
Transfer to MM @ ERGO Bank		3,000,000.00
Transfer to MM @ Farmers & Merchants Bank		3,000,000.00
March Bond Payment		860,613.75

Outstanding Checks	2/28/2021	574,044.19
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2021 INTEREST REVENUE

(PROJECTED BUDGET: \$207,982.00)

1/31/21 Money Markets	January Interest	\$10,996.60
1/31/21 Certificate of Deposits	January Interest	\$0.00
2/28/21 Money Markets	February Interest	\$9,593.29
2/28/21 Certificate of Deposits	February Interest	\$0.00

TOTAL	\$20,589.89
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HORICON BANK ACCOUNTS

Balance as of 02/28/21

Flex/HRA Checking Account #2395	\$5,185.50
Flex/HRA Money Market Account #2366	\$136,336.63
Gelhar Escrow Account #8674	\$34,838.99

GREEN LAKE COUNTY TREASURER'S REPORT

INVESTMENTS FEBRUARY 2021

LOCAL GOVERNMENT INVESTMENT POOL

#824000

<u>Date</u>		<u>Account #01</u>
01/31/21	Balance L.G.I.P.	881,207.06
02/01/21	DCF Spare Pmt	19.59
02/05/21	DCF Spare Pmt	15.77
02/05/21	DCF Spare Pmt	4,695.14
02/05/21	DCF Spare Pmt	6,229.21
02/05/21	HFS Comm Aids	134,642.00
02/18/21	DCF Spare Pmt	2,658.05
02/28/21	Interest	58.77
02/28/21	Balance L.G.I.P.	\$1,029,525.59

Date Started INSTITUTIONS

PRINCIPLE YIELD RATE DUE DATE

04/20/11	Farmers & Merchants Bank**	Money Market	310818	4,793,986.15	0.50%
02/13/20	ERGO Bank**	Money Market	70002620	4,014,857.43	1.31%
03/01/20	Fortifi Bank** (ICS)	Money Market	4204930	5,067,219.98	1.80%
11/03/20	Charles Schwab (Dana Investments)	Short-Term Bonds	3458-9437	1,963,683.74	1.00%
11/01/15	Horicon Retirement	Money Market	1424497	21.28	0.50%
08/05/13	Ripon Horicon Bank	Money Market	831744	5,226.36	0.15%
TOTAL				\$15,844,994.94	

** Collateralized Investment

SALES TAX

2021 PRINCIPLE

2021 INTEREST

TOTAL SALES TAX

Retailer Collection Period

BALANCE 12/31/20				2,584,830.46	
01/31/21	140,318.27	1,360.25		141,678.52	October, 2020
02/28/21	129,049.30	968.22		130,017.52	November, 2020
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
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				0.00	
				0.00	
				0.00	
				0.00	
TOTAL COLLECTED IN 2021	269,367.57	2,328.47		\$2,856,526.50	
TOTAL 2021 LOAN PAYMENTS				860,613.75	
TOTAL PAID TOWARDS UPGRADES				107,114.68	
BALANCE OF SALES TAX FUNDS				\$1,888,798.07	

SALES TAX INVESTMENTS

	<u>Institution</u>	<u>CD/MM #</u>	<u>Term</u>	<u>Principle Invested</u>	<u>Int. Rate</u>	<u>Due Date</u>
2/28/2021	LGIP Sales Tax Account #09			725,259.23		
	ERGO Bank (Money Market)	70002743		142,484.32	1.31%	
	Farmers & Merchants Bank (CD)	721791	11 months	510,311.72	0.65%	9/29/2021
	Fortifi Bank (Money Market)	83488621		510,742.80	0.50%	
	Total Funds Held in Trust			\$1,888,798.07		

<u>2021 LOAN PAYMENT HISTORY</u>		
<u>PAYMENT DATE</u>	<u>LOAN PAYMENT AMOUNT</u>	<u>TOTAL</u>
02/25/21	\$860,613.75	860,613.75
		\$860,613.75
		Total Paid on Loan in 2021

<u>2021 SECURITY UPGRADES</u>		
<u>PAYMENT DATE</u>	<u>PAYMENT HISTORY</u>	<u>TOTAL</u>
01/14/21	Kioware	737.01
01/29/21	IMEG	14,912.94
02/05/21	Capital Data	1,570.58
02/24/21	Systems Technologies	71,250.00
02/24/21	IMEG	13,781.40
02/24/21	IMEG	4,862.75
		\$107,114.68
		Total Paid Towards Upgrades

FEBRUARY 2021

EFFECTIVE INTEREST RATES - OVERALL

<u>INSTITUTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>RATE</u>
L.G.I.P.	1,760,273.24		0.08%
Farmers & Merchants Bank**	4,793,986.15	310818	0.50%
ERGO Bank**	4,014,857.43	70002620	1.31%
Fortifi Bank** (ICS)	5,067,219.98	4204930	1.80%
Charles Schwab (Dana Investments)	1,963,683.74	3458-9437	1.00%
Horicon Retirement	21.28	1424497	0.50%
Ripon Horicon Bank	5,226.36	831744	0.15%
Horicon Bank	<u>2,516,331.32</u>	690224	<u>0.05%</u>
	20,121,599.50	Average APY	0.67%
<u>TOTAL INVESTED</u>	<u>17,600,020.54</u>	Average Investment APY	<u>0.94%</u>

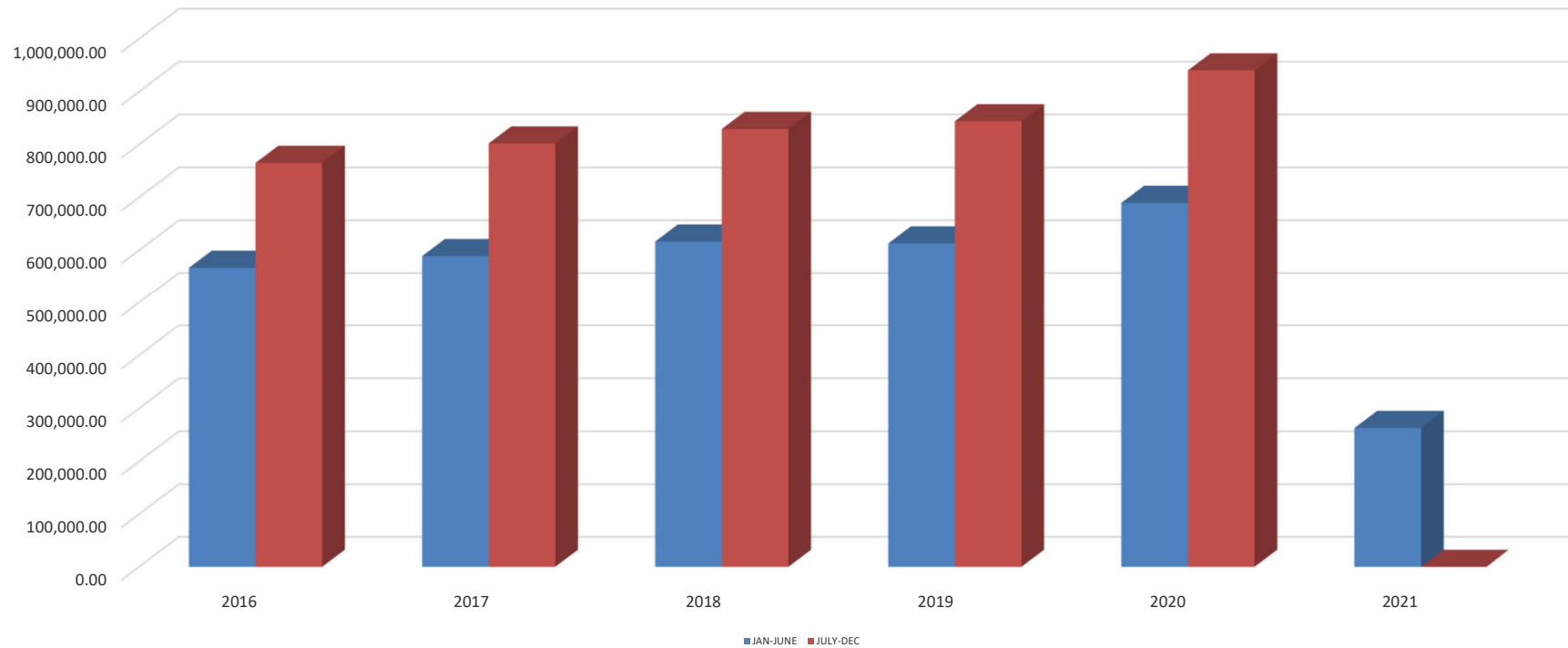
<u>MONTHLY</u>	<u>AVERAGE</u>
January 2021	0.67%
February 2021	0.67%
March 2021	
April 2021	
May 2021	
June 2021	
July 2021	
August 2021	
September 2021	
October 2021	
November 2021	
December 2021	

Date		Institution	Account #	Amount
1/31/2021	MM	Horicon	1000002366	6.02
1/31/2021	MM	LGIP	Account #1	63.11
1/31/2021	MM	Farmers & Merchants	310818	532.92
1/31/2021	MM	ERGO Bank	2620	1,117.81
1/31/2021	MM	Fortifi Bank	4204930	7,303.01
1/31/2021	MM	Charles Schwab	3458-9437	1,858.58
1/31/2021	MM	Horicon Retirement	1424497	0.25
1/31/2021	MM	Ripon Horicon Bank	831744	0.22
1/31/2021	MM	Horicon	690224	90.19
1/31/2021	MM	Horicon	690195	24.49
TOTAL MONEY MARKET INTEREST				\$10,996.60

Date		Institution	Account #	Amount
2/28/2021	MM	Horicon	1000002366	5.31
2/28/2021	MM	LGIP	Account #1	58.77
2/28/2021	MM	Farmers & Merchants	310818	625.34
2/28/2021	MM	ERGO Bank	2620	1,363.39
2/28/2021	MM	Fortifi Bank	4204930	4,628.76
2/28/2021	MM	Charles Schwab	3458-9437	2,716.59
2/28/2021	MM	Horicon Retirement	1424497	21.28
2/28/2021	MM	Ripon Horicon Bank	831744	0.20
2/28/2021	MM	Horicon	690224	156.61
2/28/2021	MM	Horicon	690195	17.04
TOTAL MONEY MARKET INTEREST				\$9,593.29

[illegible]

SALES TAX Q1/2 VS Q3/4



RESOLUTION NUMBER -2021

Resolution relating to eliminating the Administrative Assistant to the Sheriff position and creating a Third Front Office Clerk Position and eliminating a Detective position and creating a Detective Sergeant position in the Green Lake County Sheriff's Office

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of April 2021, does resolve as follows:

- 1 **WHEREAS**, later in 2021, the Administrative Assistant to the Sheriff will be retiring; and
- 2 **WHEREAS**, a study of the current needs of the Green Lake County Sheriff's Office and
- 3 overall Sheriff's Office operations revealed that streamlining several positions within the
- 4 Sheriff's Office would best fit the needs of the Department; and
- 5 Fiscal note is attached.
- 6 Majority vote is needed to pass.

☒ **approved by Personnel**
☐ **approved by Finance**

☐ **disapproved by Personnel**
☐ **disapproved by Finance**

Roll Call on Resolution No. -2021

Submitted by Judicial/Law
Enforcement & Emergency
Management Committee

Ayes , Nays , Absent , Abstain

/s/ Joe Gonyo

Joe Gonyo, Chair

Passed and Adopted/Rejected this 20th
day of April, 2021.

/s/ Sue Wendt

Sue Wendt

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

/s/ Don Lenz

Don Lenz

Corporation Counsel

/s/ Gene Thom

Gene Thom

7 **WHEREAS**, the Administrative Assistant vacancy creates an opportunity to modify the
8 duties of the Front Office, Detective and Administrative staff; and

9 **WHEREAS**, the Sheriff with input from his management team has determined that
10 eliminating the Administrative Assistant position and reassigning those job
11 responsibilities between different members of the Department creates efficiencies and
12 cost savings; and

13 **WHEREAS**, the Sheriff has determined that establishing a Sergeant of Detectives and a
14 third Clerk position to assist in the reorganization of duties would ensure that the day-to-
15 day operations of the Department would run smoothly and effectively; and

16 **WHEREAS**, the Sheriff has met with the County Administrator to discuss consolidation
17 of duties; and

18 **WHEREAS**, the County Administrator has approved the attached job descriptions.

19 **NOW THEREFORE BE IT RESOLVED**, the Green Lake County Board of Supervisors
20 does hereby approve the elimination of the Administrative Assistant position in the
21 Sheriff's Office effective August 15, 2021.

22 **BE IT FURTHER RESOLVED**, that one Detective position shall be eliminated effective
23 May 10, 2021.

24 **BE IT FURTHER RESOLVED**, that a new Sergeant of Detectives position be created
25 effective May 10, 2021, with a pay rate in conjunction with the WPPA union contract.

26 **BE IT FURTHER RESOLVED**, that a third Front Office Clerk position be created
27 effective April 21, 2021. This position shall be placed in pay group 13.

[Fiscal note is on the next page]

FISCAL NOTE:

Green Lake County Sheriff's Office Fiscal Impact Statement for Administrative Reorganization							
2021 Partial Year	EFFECT	CHANGE IN RATE OF PAY	HOURS	ANNUAL SALARY	RETIREMENT	SOCIAL SECURITY	TOTAL
Sgt Detective	Increase 05-10-21	\$ 2.33	1219	\$ 2,840.27	\$ 192	\$ 217.28	\$ 3,249.27
CLERK formerly Admin. Asst.	Decrease 08/15/21	\$ (9.27)	780	\$ (7,230.60)	\$ (488)	\$ (553.14)	\$ (8,271.81)
Annual Savings							\$ (5,022.54)
Subsequent Years-Full year	EFFECT	CHANGE IN RATE OF PAY	HOURS	ANNUAL SALARY	RETIREMENT	SOCIAL SECURITY	TOTAL
Sgt Detective	Increase	\$ 2.33	1950	\$ 4,543.50	\$ 307	\$ 347.58	\$ 5,197.76
CLERK formerly Admin. Asst.	Decrease	\$ (9.27)	2080	\$ (19,281.60)	\$ (1,302)	\$ (1,475.04)	\$ (22,058.15)
Annual Savings							\$ (16,860.39)

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CLERK

DEPARTMENT: GREEN LAKE COUNTY SHERIFF'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHIEF DEPUTY

SUMMARY:

Under the general supervision of the Chief Deputy, provides support and clerical duties to the Sheriff's Office, working a schedule in accordance with the needs of the Sheriff's Office.

DUTIES AND RESPONSIBILITIES:

- Analyzes and assures that complete and proper information is entered into the Public Safety Software System.
- Transcribes officer reports resulting from citizen calls for service; tracks case progress and dispositions; prepares required legal documentation for violations of the law to insure proper progression through the criminal justice system.
- Responsible for processing State required driver's license violation paperwork.
- Prepares for department audits by collecting appropriate data, maintaining and retrieval of documents.
- Disperses and accounts for release of records.
- Advises the public on the scope of jurisdiction of the department; suggests alternatives or other resources available to resolve problems.
- Exercises sound judgment in analyzing and preparing Civil Process for Deputies to serve and return to the Court system; bills, maintains and balances Civil Process accounts.
- Schedules, attends and prepares proper legal documentation for Sheriff's sales; files proper paperwork with the Court system.
- Performs and is responsible for a wide variety of computer applications.
- Generates monthly and annual State and local reports; maintains departmental filing systems.
- Maintains current alarm records; orders supplies.
- Pays bills, creates invoices, receipts payments, and orders supplies using the County Financial System.
- Maintains and annually posts the Sheriff's Office Fee Schedule.

- Assists in the development of departmental policies and procedures.
- Uses sound judgment in evaluating, planning and organizing and assists in implementing projects and programs to aid in the efficient operation of the Department.
- Organizes, prepares agendas, collects correspondence for, attends, participates in and takes minutes for Judicial/Law Enforcement Committee meetings.
- Compiles statistics.
- Posts public notices.
- Assists with Departmental Volunteer Program.
- Distributes mail and packages to Sheriff's Office related entities.
- Prepares necessary paperwork for Court.
- Assists with TraCS program.
- Assists other local Law Enforcement Agencies with RMS program and processing issues.
- Maintains a high degree of confidentiality in all aspects of job functions.
- Interacts daily with the public and other employees.
- Performs other duties as assigned.

SKILLS AND ABILITIES:

- Must have thorough knowledge in the use of modern principles, methods, practices, and equipment relating to legal records management.
- Thorough knowledge of State and local laws; ability and skill to apply these regulations and make decisions in accordance with same, as appropriate.
- Skill and proficiency in all aspects of computer software programs utilized by the Sheriff's Office.
- Ability to act confidentially, performing assignments with accuracy, patience, tact, integrity, use of good discretion and courtesy; ability to exercise good judgment.
- Ability to retain and follow instructions closely; ability to read, write, add, and subtract.
- Knowledge of acceptable accounting procedures; skilled in data processing.
- Ability to operate a personal computer and other office equipment proficiently with ability to type at least 40 wpm.
- Knowledge of civil and criminal law. Ability to meet department standards of physical condition.
- Skill in the use of general office equipment to include items such as computer, printer, calculator, copy machine, fax machine, scanner, telephone, tape recorder and transcriber.

- Ability to establish and maintain effective working relationships with various officials, agencies, and co-workers; ability to communicate effectively orally and in writing in English.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.

QUALIFICATIONS:

EDUCATION: High school diploma or equivalent. Post high school education preferred.

EXPERIENCE / JOB KNOWLEDGE: Minimum of one year experience in a position requiring independent judgment or any combination of education and experience that provides equivalent knowledge, skills, and abilities is required. Visual acuity must be correctable to 20/20. Must obtain CPR, AED and TIME certifications and retain them for term of employment. Experience in the use of Microsoft Word and Excel required.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 95% of the time is spent sitting, using near and far vision, hearing, talking, and using medium fingering for typing and data entry. Standing, kneeling, walking, stooping, and crouching are performed about 5% of the time. Other actions may be required in unusual or non-regular situations. The Department reserves the right to assess the medical and physical fitness of each employee's ability to fully perform the expected duties of the position.

ENVIRONMENTAL DEMANDS: Over 100% of the time is spent inside and will involve contact with other workers, and the general public.

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.

January 2018; March 2021

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DETECTIVE SERGEANT

DEPARTMENT: GREEN LAKE COUNTY SHERIFF'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: SHERIFF

SUMMARY:

Under direction of the Sheriff and/or Chief Deputy, supervises and directs the activities of the Sheriff's Office, primarily the Detective Division, provides shift supervision, develops and implements policies and procedures and responds to incidents and emergencies working a schedule in accordance with the needs of the Sheriff's Office, working a schedule in accordance with the needs of the Sheriff's Office.

DUTIES AND RESPONSIBILITIES: (Illustrative and not inclusive)

- Assumes all duties of a Deputy Sheriff and Detective.
- Supervises assigned staff; oversees shift operations; assists in employee training
Assists in preparation of the monthly schedule to ensure proper manpower coverage; monitors and approves vacations, attendance and divisional training.
- Reviews Detectives reports and ensures submission of reports in a timely and accurate fashion; submits State and department reports as required.
- Dictates detailed reports of arrests and investigations according to Department policy; appears as witness in court, provides clear and accurate testimony.
- Assists in preparing and updating division policy and procedures for review.
- Assists in preparing and administering the division budget, ensuring adherence to its guidelines, makes recommendations as appropriate.
- Supervises and performs periodic inspections of Detective related equipment and supplies.
- Oversees the Evidence Room and the Evidence Custodian. Acts as the alternate Evidence Custodian.
- Oversees the management of technological and software needs related to the Detective division. Including the oversight of Leads on line, Financial Software, Background check and Investigative Software.
- Oversees the operation of the Detective Field Training Program, prepares and maintains training records.
- Oversees the Computer Forensics, ICAC, Drone, Video Training Programs, and CWDTF, maintaining appropriate records.

- Coordinates department activities and services with other divisions, the health office, courts, attorneys and other agencies; makes presentations and reports to various community businesses, educational, governmental and civic groups; implements career shadow and intern programs.
- Oversees all issues relating to the storage sheds.
- Assumes command at crime and accident scenes, other incidents or disturbances requiring police intervention; advises personnel on enforcement action.
- Prepares news releases; handles public relations activities as directed.
- Counsels employees in their division, provides corrective action and refers employees in their division for disciplinary action.
- Assigns cases to Detectives.
- Oversees the Detective Schedule.
- Oversees the recruitment background check process.
- Serves as the Sheriff's Office Infectious Control Officer.
- In the absence of the Sheriff and Chief Deputy serves as the Incident Commander (ICS) at emergency events.
- Performs any others duties as may be assigned.

SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with various officials, agencies, co-workers and the general public on a daily basis in a positive manner.
- Ability to communicate effectively orally and in writing in English.
- Ability to understand, retain and follow written oral instruction in English.
- Thorough knowledge of the operations and requirements of a Sheriff's Office to ensure efficient and effective operation at all times.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.
- Ability to maintain a high level of confidentiality in all aspects of job functions.
- Working knowledge of County and Sheriff's Office rules, policies and procedures with the ability and skill to apply them to various situations and to ensure that subordinates know and follow the same.
- Ability to comprehend and interpret a variety of documents including booking reports, Court judgments, incident and other reports, legal documents, State statutes and various policy manuals.
- Ability to prepare a variety of documents including training, incident, crime reports, schedules and attendance records.
- Ability to utilize basic math skills.
- Ability to assign, supervise and review the work of others; ability and skill to make recommendations regarding the selection, discipline and discharge of employees.

- Knowledge of state, felony, misdemeanor, forfeiture, ordinance and other laws and regulations.
- Ability to satisfactorily use the equipment required to perform the essential functions of this job as listed above.
- Ability to meet department standards of physical condition.
- Skill in the use of Police vehicles, department issued firearms, bullet resistant vest, handcuffs, radar, police radio, siren, emergency lights, OC spray, fire extinguisher, Taser, office equipment to include computer and software, PBT, telephone, cuff belt, ankle restraints, recording devices, flash and spot light, car opening tools, pry bar, flares, traffic cones, first aid kit, bio-hazard kit, MDC, TIME System and all other software programs used by the Sheriff's Office, printer, baton, CPR mask and AED. May be required to carry and answer an assigned cell phone and be subject to call-out.

QUALIFICATIONS:

EDUCATION: High school graduate or equivalent. 60 college credits required. Criminal Justice degree preferred. Five years of experience as a Detective.

EXPERIENCE / JOB KNOWLEDGE: Wisconsin Law Enforcement Standards Board (LESB) certification, plus four or more year's full-time equivalent experience as a sworn Law Enforcement Officer is required. Civil or military law enforcement work or any equivalent combination of education or experience which provides the necessary knowledge, skills and abilities. Must qualify annually or as required by LESB Unified Tactical Concepts. Must obtain CPR/AED and TIME certification within the probationary period and retain said certifications for term in position; must possess and maintain a valid Wisconsin driver's license. Visual acuity must be correctable to 20/20;

WORKING CONDITIONS:

PHYSICAL DEMANDS: Approximately 75% of the time is spent sitting, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. Standing, walking, kneeling, stooping and crouching occurs approximately 25% of the time; other actions may be required in unusual or non-regular situations.

ENVIRONMENTAL DEMANDS: Over 75% of the time is spent either inside a climate controlled building or vehicle. Approximately 25% of the time may be spent outside in possible adverse weather conditions, including but not limited to extreme cold, heat, rain, sleet, snow, wind and noise. It may be necessary to traverse uneven or hilly terrain while in the field.

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.

November 17, 2020; March 2021

RESOLUTION NUMBER -2021

**Resolution relating to Authorizing the Termination of the Tri-County Regional
Economic Development Corporation (TREDC)**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its organizational meeting on this 20th day of April 2021, does resolve as follows:

- 1 **WHEREAS**, Green Lake, Marquette and Waushara Counties through their individual
- 2 economic development corporations and extension agents agreed in 2004 to create a
- 3 regional economic development corporation to focus on sustaining and increasing
- 4 existing businesses as well as attracting new businesses to the area; and
- 5 **WHEREAS**, that entity became the Tri-County Regional Economic Development
- 6 Corporation (TREDC), which was funded by each of the three counties, but overseen by
- 7 a separate distinct Board of Directors; and
- 8 Fiscal note is not applicable.
- 9 Majority vote is needed to pass.

Roll Call on Resolution No. -2021

Submitted by Finance Committee

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 20th
day of April, 2021.

Harley Reabe, Chair

Brian Floeter

County Board Chairman

Don Lenz

ATTEST: County Clerk
Approve as to Form:

David Abendroth

Corporation Counsel

Dennis Mulder

10 **WHEREAS**, in 2008 the three county boards passed resolutions to transfer their
11 individual revolving loan funds to TREDC for consolidation to be used throughout the
12 region; and

13 **WHEREAS** in 2018, the State of Wisconsin advised TREDC that it was closing out all
14 local revolving loan funds; and

15 **WHEREAS**, the counties decided that they would no longer fund TREDC beginning in
16 2019; and

17 **WHEREAS**, the TREDC revolving loan fund has been closed out with the State of
18 Wisconsin and the TREDC Board is recommending dissolution of TREDC; and

19 **WHEREAS**, the bylaws require that each County Board by a majority vote agree to the
20 dissolution.

21 **NOW, THEREFORE**, the Green Lake County Board of Supervisors does hereby
22 approve the dissolution of TREDC.

23 **FISCAL NOTE:** None

RESOLUTION NUMBER -2021

RELATING TO ELIMINATING THE HHS ACCOUNT CLERK SPECIALIST POSITION
AND CREATING AN ELECTRONIC HEALTH RECORD
ADMINISTRATOR/FINANCIAL ASSISTANT POSITION

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 15th day of April 2021, does resolve as follows:

- 1 **WHEREAS**, In September 2020 the Department of Health & Human Services began the
- 2 process of restructuring the Administrative Unit and,
- 3 Fiscal note is attached.
- 4 Majority vote is needed to pass.

☒ Approved by Personnel
☐ Approved by Finance

☐ Disapproved by Personnel
☐ Disapproved by Finance

Roll Call on Ordinance No. -2021

Submitted by Health and Human
Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 15th
day of April, 2021.

/s/ Joe Gonyo

Joe Gonyo, Chair

/s/ Harley Reabe

Harley Reabe, Vice-chair

County Board Chairman

Brian Floeter

ATTEST: County Clerk
Approve as to Form:

/s/ Joanne Guden

Joanne Guden

Corporation Counsel

/s/ Nancy Hoffmann

Nancy Hoffmann

Joy Waterbury

/s/ Christine Schapfel

Christine Schapfel

/s/ Charlie Wielgosh

Charlie Wielgosh

5 **WHEREAS**, phase one of this restructure streamlined several positions within the
6 Administrative Unit to best fit the needs of the Health and Human Services Department
7 and County stakeholders; and

8 **WHEREAS**, phase two of the restructure occurred during the yearly employee
9 performance evaluation process; and

10 **WHEREAS**, the HHS Director, in conjunction with input from the Administration staff
11 reviewed and updated all relevant job descriptions within the Administrative Unit; and

12 **WHEREAS**, the HHS Director, in conjunction with input from the Administrative Unit
13 staff and County Administrator has determined after updating the Account Clerk
14 Specialist job description a new title and reclassification within the County wage plan is
15 warranted; and

16 **WHEREAS**, the HHS Director has met with the County Administrator to discuss the
17 attached job description for the Electronic Health Record Administrator/Financial
18 Assistant position, which has been approved by the County Administrator.

19 **NOW, THEREFORE, BE IT RESOLVED**, that the Green Lake County Board of
20 Supervisors does hereby approve modification to the HHS Administrative Unit team
21 model by eliminating one (1) Account Clerk Specialist and creating (1) Electronic Health
22 Record Administrator/Financial Assistant position.

23 **BE IT FURTHER RESOLVED** that the new HHS Electronic Health Record
24 Administrator/Financial Assistant position is created effective on the date this resolution
25 is passed. This position shall be placed in pay group 12 on the County Wage Plan.

26 **BE IT FURTHER RESOLVED** that the individual currently holding the Account Clerk
27 Specialist position shall fill the Electronic Health Record Administrator/Financial
28 Assistant position as that person has been satisfactorily performing the duties of the
29 new position.

30 **BE IT FURTHER RESOLVED** that the new rate of pay for the Electronic Health Record
31 Administrator/Financial Assistant position will be retroactive as of January 1, 2021.

2021 Health and Human Services Fiscal Note								
Committee: Human Service Board								
Current For 2021								
Pay Group	Position Title	Hourly Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
13	Account Clerk	\$ 24.95	\$ 51,893.30	\$ 3,502.80	\$ 3,969.84	\$ 25,295.00	\$ 32,767.63	\$ 84,660.93
Potential for 2021								
Pay Group	Position Title	Hourly Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
12	Electronic Health Record Asministrator/Financial Assistant	\$ 26.63	\$ 55,390.40	\$ 3,738.85	\$ 4,237.37	\$ 25,295.00	\$ 33,271.22	\$ 88,661.62
* All Wages are based on the 7/1/2020 Wage Plan								

Pay group	Position title	Annual			Hourly		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
12	Electronic Health Record Administrator/Financial Assistant	\$ 43,413.00	\$ 54,267.00	\$ 65,120.00	\$ 20.87	\$ 26.09	\$ 31.31
13	Account Clerk	\$ 40,374.00	\$ 50,468.00	\$ 60,562.00	\$ 19.41	\$ 26.26	\$ 29.12

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ELECTRONIC HEALTH RECORD ADMINISTRATOR/FINANCIAL ASST.

DEPARTMENT: HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR/FINANCIAL/BUSINESS MANAGER

SUMMARY:

This position oversees the day-to-day administration and support of our eHR system (myAvatar). Works with staff to resolve issues within myAvatar to ensure the system functions in a way that allows staff to provide high quality service to our clients. Maintains all accounts receivables for DHHS. Performs back-up functions for accounts payable as needed. The eHR Administrator/Financial Assistant is expected to exercise independent judgment in establishing and adapting work procedures and regulations to routine matters.

DUTIES AND RESPONSIBILITIES:

Electronic Health Record (eHR)

- Responsible for daily operations including, user administration, ensuring appropriate permissions, configuration and ongoing use/development of eHR.
- Support, analyze and monitor eHR processes pertaining to clinical and billing functions.
- Serve as primary point of contact for all issues and requests relating to eHR.
- Respond to end user requests, provide troubleshooting and root cause analysis for issue resolution.
- Build/modify clinical content in eHR applications; including data dictionaries, forms and rate schedules when new services are added or changes are made.
- Create and monitor support tickets with eHR vendor (Netsmart) and work to resolve problems quickly and accurately.
- Perform comprehensive testing of all patches and new releases. Document and communicate changes and their impact to end users.
- Plan and coordinate the roll-out of new features and enhancements.
- Attend Quarterly Wisconsin Area User Group (WAUG) to stay current on eHR features and upcoming enhancements.
- Create/maintain training materials for new hires, on-going staff development and system enhancements.
- DocuSign: Converts/redesigns existing paper forms into a format suitable for use in esignature platform. Creates templates to include text boxes, check lists, formulas and logic to ensure necessary information is obtained from client.

Financial

- Send statements, past due letters, etc. to clients for juvenile supervision and inpatient hospital stays.
- Submit Medicaid CCS claims electronically.
- Submit Children's Waiver claims to WPS and reconcile payments. Resolve billing issues and denials for resubmission. Submit Provider Authorizations from Case Managers to WPS and receive approval prior to claim submission for services. Maintain Provider data spreadsheet for Wisconsin DHS.
- Determining which client accounts are sent to collections as policy dictates and which balances are written off.
- Submit delinquent client accounts to Dept. of Revenue Collection Agency and provide guidance when needed.
- Conduct billing analysis to ensure high collection and low error rates.
- Receive and process daily cash/checks for deposit with the County Treasurer.
- Receive juvenile restitution payments and process payment to victims.
- Preparing financial reports as requested for
 - with Medicare, Medicaid and commercial insurances to ensure all revenues are captured.
- Maintain NPI numbers, Taxonomy Codes and Medicaid Provider Certification for counselors and various Medicaid programs.
- Keeping informed on the DHS 1 Uniform Fee Schedule, Medicare, Medicaid policies and commercial insurance requirements, etc.
- Attending and participating in Administrative Unit team meetings, information-sharing and special projects.
- Cross-training between Account Payable and Accounts Receivable functions.
- Other duties as needed and assigned.

SKILLS AND ABILITIES:

- Skill in the use of general office equipment, including but not limited to, computer terminal, calculator, copy machine, typewriter and fax machine.
- Solid understanding of insurance principles, terminology and regulations that affect healthcare billing and coding.
- Adherence to HIPAA regulations, medical law, and ethics.
- Knowledge of ICD-10 coding.
- Understanding of Medicare, Medicaid, and other government insurance programs.
- Comprehensive skills in client and insurance billing, invoicing and insurance claim processing.
- Solid verbal and written communication skills with ability to communicate professionally with clients and others.
- Critical thinking skills and ability to research and resolve financial problems.
- Detail oriented and ability to prioritize work.
- Performs job duties with actions that display critical thinking, responsibility, maturity, diplomacy and attention to detail.

- Shows respect to others opinions and considers other options.

QUALIFICATIONS:

Education: An Associate's Degree from a community college. Prefer Bachelor's Degree in accounting or related field.

Experience/Job Knowledge: Two or more years of accounting experience. Must present a positive and professional image to the public/co-workers and have excellent customer relation skills. Must have basic everyday living skills, basic computer skills and knowledge of computer software, the ability to follow complex oral and written directions, good knowledge of office terminology, procedures and equipment of business, arithmetic and English, ability to type at a reasonable rate of speed, and have specific knowledge of clerical and accounting practices.

WORKING CONDITIONS:

Physical Demands: Over 75% of the time is spent hearing, using near vision, sitting and using low fingering (writing). Approximately 10% of time is spent walking, standing, feeling, talking, using far vision, low lifting, low handling and keyboarding. In unusual situations it is necessary to stoop, kneel, crouch, balance, bend or twist, reaching, medium lifting and medium carrying.

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: Nearly 100% of the work done by this position is inside.

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.

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