



# **GREEN LAKE COUNTY**

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

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**Original Post Date: 07/02/2021**

**Amended\* Post Date:**

**The following documents are included in the packet for the Personnel Committee on July 8, 2021:**

- 1) \*Amended Agenda
- 2) Minutes from June 10, 2021
- 3) Relating to Creating a Program Aid Position in the Health and Human Services Fox River Industries (FRI) Unit
- 4) Relating to Creating a CLTS Service Facilitator Position in the Health and Human Services Behavioral Health Unit (BHU)



# 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, July 8, 2021 Time: 3:30 PM**  
**Green Lake County Government Center, County Board Room**  
**571 County Rd A, Green Lake WI**

### Amended\* 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: 06/10/21
5. Resolutions
  - Relating to Creating a Program Aid Position in the Health and Human Services Fox River Industries (FRI) Unit
  - Relating to Creating a CLTS Service Facilitator Position in the Health and Human Services Behavioral Health Unit (BHU)
6. Ordinances
  - ~~\*Amending the Personnel Policies and Procedures Manual to comply with Fair Labor Standards Act Safe Harbor Language Requirement~~
7. Committee Discussion
  - Future Meeting Dates: August 12, 2021 @ 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 for individuals who are **not** vaccinated) or audio/visual communication. Remote access can be obtained through the following link:

Topic: Personnel Committee  
Time: Jul 8, 2021 03:30 PM Central Time (US and Canada)

#### Join Zoom Meeting

<https://us06web.zoom.us/j/83666770453?pwd=SGx2OXJHU0hnRFJPSVV3NDh2Mm1Bdz09>

Meeting ID: 836 6677 0453  
Passcode: 468990

#### Dial by your location

- +1 929 436 2866 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)

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**  
**June 10, 2021**

The meeting of the Personnel Committee was called to order by Chair Bob Schweder at 3:30 PM on Thursday, June 10, 2021 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The meeting was held both in person and via Zoom. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

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

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator (Zoom); Dawn Klockow, Corporation Counsel (Zoom); Harley Reabe, County Board Chair; Nicole Geschke, HR Coordinator (Zoom)

**MINUTES**

*Motion/second (Wendt/Bates)* to approve the minutes of the May 13, 2021 meeting with no additions or corrections. Motion carried with no negative vote.

**ORDINANCES**

- **Amending the Personnel Policies and Procedures Manual to add an additional Paid Holiday at Thanksgiving**

Chair Bob Schweder explained his request for an additional holiday. Discussion held. Suggestions included another personal day/floating holiday instead.

*Motion/second (Bates/Wielgosh)* to approve the ordinance and forward to County Board for final approval. Ayes – 4, Nays – 1 (Talma). Motion carried.

- **Amending the Personnel Policies and Procedures Manual to comply with Fair Labor Standards Act Safe Harbor Language Requirement**

Corporation Counsel Dawn Klockow explained the recommended updates to the Fair Labor Standards Act (FLSA) section of the Policies and Procedures manual. Discussion held. The committee recommended some language changes. Klockow will make the changes and bring the ordinance back to the committee in July.

**COMMITTEE DISCUSSION**

**Future meeting date: Regular meeting** – Next meeting date set for July 8, 2021 at 3:30 PM

**Future agenda items:** FLSA ordinance update

**ADJOURNMENT**

Chair Schweder adjourned the meeting at 3:53 PM.

Submitted by,

Liz Otto  
County Clerk

DRAFT

**RESOLUTION NUMBER -2021**

**RELATING TO CREATING A PROGRAM AID POSITION IN THE HEALTH AND HUMAN SERVICES FOX RIVER INDUSTRIES (FRI) UNIT**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20<sup>th</sup> day of July 2021, does resolve as follows:

- 1 **WHEREAS**, With the closing of Waushara Industries in February 2021 FRI has seen an increase in demand for Day Services programming;
- 2 **WHEREAS**, FRI has former clients wanting to return to Day Services programming after opting out for the COVID-19 Pandemic;
- 3 **WHEREAS**, FRI has created a waiting list for Day Services and Prevocational Programming;
- 4 **WHEREAS**, Billing out the services to the appropriate funding sources will generate enough revenue to support this new position;
- 5 Majority vote is needed to pass.

Roll Call on Ordinance No. -2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this D16th day of February, 2021.

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Joy Waterbury

\_\_\_\_\_  
Charlie Wielgosh

\_\_\_\_\_  
Joe Gonyo, Chair

\_\_\_\_\_  
Harley Reabe, Vice-chair

\_\_\_\_\_  
Brian Floeter

\_\_\_\_\_  
Joanne Guden

\_\_\_\_\_  
Nancy Hoffman

\_\_\_\_\_  
Christine Schapfel

\_\_\_\_\_  
Richard Trochinski

- 6 **NOW THEREFORE BE IT RESOLVED** that the Program Aid Position in the Health And Human Services FRI Unit be created effective August 2nd, 2021. (See attached job descriptions.)
- 7 **BE IT FURTHER RESOLVED** That the position be placed in Pay Group 16 of the Green Lake County wage plan. This position will be eliminated if the caseload and funding decreases to the point where it is no longer funded.

(August 2, 2021-December 31, 2021)							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
Program Aid #16	\$ 18.33	\$ 14,114.10	\$ 945.59	\$ 1,071.67	\$ 10,623.90	\$12,641.15	\$ 26,755.25
Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
Program Aid #16	\$ 18.33	\$ 33,354.05	\$ 2,251.40	\$ 2,551.58	\$ 25,295.00	\$30,097.98	\$ 63,452.03

August 2, 2021 - December 31, 2021
Offsetting Revenue - MCO Billing
\$35,000
Annual Offsetting Revenues - MCO Billing
84,000

**RESOLUTION NUMBER -2021**

**RELATING TO CREATING A CLTS SERVICE FACILITATOR POSITION IN THE HEALTH AND HUMAN SERVICES BEHAVIORAL HEALTH UNIT (BHU)**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20<sup>th</sup> day of July 2021, does resolve as follows:

- 1 **WHEREAS**, In 2017 Green Lake County had 8 children enrolled in Children’s Long Term Services (CLTS);
- 2 **WHEREAS**, In 2017 the State of Wisconsin began taking steps to move toward a waitlist elimination program which is now fully enacted;
- 3 **WHEREAS**, As of May 2021 the CLTS program in Green Lake County serves 38 children and their families
- 4 **WHEREAS**, Green Lake County CLTS has 8 additional children who could enroll in the coming months;
- 5 **WHEREAS**, Once a child is eligible and enrolled into CLTS services they likely remain in the program until they transition to adulthood;
- 6 Majority vote is needed to pass.

Roll Call on Resolution No. -2020

Submitted by Health And Human Services Committee:

Ayes , Nays , Absent , Abstain

\_\_\_\_\_  
Joe Gonyo, Chair

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

\_\_\_\_\_  
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

\_\_\_\_\_  
Richard Trochinski

- 7 **WHEREAS;** other DHHS staff have taken on CLTS cases to ensure these children and families receive the needed services;
- 8 **WHEREAS;** The increase in CLTS cases has affected these staff's ability to provide services to children and families eligible for services in other programs,
- 9 **WHEREAS;** The CLTS program is complex and could benefit from having a designated position;
- 10 **WHEREAS;** The CLTS Service Facilitator position will be fully funded through billing for services rendered;
- 11 **NOW THEREFORE BE IT RESOLVED** that the CLTS Service Facilitator Position in the Health And Human Services BHU Unit be created effective August 2nd, 2021. (See attached job descriptions.)
- 12 **BE IT FURTHER RESOLVED** That the position be placed in Pay Group 11 of the Green Lake County wage plan. This position will be eliminated if the caseload and funding decreases to the point where it is no longer funded.

(August 2, 2021-December 31, 2021)

	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
CLTS Case Worker #11	\$ 26.34	\$ 23,179.20	\$ 1,553.19	\$ 1,760.29	\$ 10,623.90	\$13,937.38	\$ 37,116.58
Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
CLTS Case Worker #11	\$ 26.34	\$ 54,786.37	\$ 3,698.08	\$ 4,191.16	\$ 25,295.00	\$33,184.24	\$ 87,970.60

August 2, 2021 - December 31, 2021
Offsetting Revenue - CLTS Billing
\$45,038
Annual Offsetting Revenues - CLTS Billing
\$106,454.40