



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 08/13/2021

Amended Post Date:

The following documents are included in the packet for the County Board meeting on August 17, 2021:

- 1) Agenda
- 2) Draft minutes from the July 20, 2021 meeting
- 3) Resolution 17-2021 Related to Creating a Food Pantry/Aging/FRI Services Worker Position to be Shared between the aging Unit and FRI in Health & Human Services
- 4) Resolution 18-2021 Resolution to Create an Additional Clinical Therapist Position in the Health & Human Services Behavioral Health Unit
- 5) Resolution 19-2021 Related to Upgrading and Reclassifying One Clinical Therapist Position in the Health & Human Services Behavioral Health Unit to a Lead Therapist/Program Manager Position
- 6) Resolution 20-2021 Related to Creating a BHU Receptionist/Data Entry Specialist Position in the Health & Human Services Administrative Unit
- 7) Resolution 21-2021 Resolution Upgrading and Reclassifying One Child & Family Services Case Manager Position in the Health & Human Services Children & Families Unit to a Children & Families Unit Lead Worker Position
- 8) Resolution 22-2021 Resolution to Reclassify One Public Health Nurse/Health Educator Position in the Health & Human Services Public Health Unit to a Deputy Public Health Officer Position
- 9) Resolution 23-2021 Resolution to Reclassify One Economic Support Worker Position in the Health & Human Services Economic Support Unit to an Economic Support Lead Worker Position
- 10) Resolution 24-2021 Resolution to Reclassify the Part Time Public Health Nurse/Public Health Educator Position in the Health & Human Services Public Health Unit to a Full Time Public Health Nurse/Public Health Educator Position
- 11) Resolution 25-2021 Resolution Relating to Consortium Agreement for the Chie Elected Officials of the Fox Valley Workforce Development Area for 2021-2022
- 12) Resolution 26-2021 Resolution Implementing a Countywide Ambulance Service

- 13) Resolution 27-2021 Relating to Reclassification of GIS Specialist
- 14) Ordinance 18-2021 Amending Ordinance No. 11-2021 Green Lake County Board of Supervisors Electronic Meetings Ordinance
- 15) Ordinance 19-2021 Amending Ordinance No. 19-2019 (Chapter 121) Use of County Facilities
- 16) Ordinance 20-2021 Rezone in the Town of Berlin: Owner – Richard & Harriet Brotske
- 17) Ordinance 21-2021 Rezone in the Town of Brooklyn: Owner – Alan J. & Frances Joan Kennedy Family's Trust, Applicant – John Kennedy
- 18) Ordinance 22-2021 Rezone in the Town of Brooklyn: Owner – Ellen Wildes
- 19) Ordinance 23-2021 Amending the Personnel Policy and Procedure Manual to Allow for Sick Time to be taken in One-quarter (1/4) Hour Increments
- 20) Ordinance 24-2021 Amending the Personnel Policies and Procedures Manual to Comply with Fair Labor Standards Act Safe Harbor Language Requirement and to Add a Telecommute Policy
- 21) Budget Adjustments – SO (3)
- 22) Budget Adjustment – IT



Green Lake County Board of Supervisors
Meeting Notice

The Green Lake County Board of Supervisors will meet **via virtual communication or in person** in the City of Green Lake, Wisconsin on Tuesday, **the 17th day of August, 2021 at 6:00 PM** for the regular meeting of the Board. Business to be transacted include:

Amended AGENDA

County Board of Supervisors

- Dist. 1 Robert Dolgner
- Dist. 2 Charles Buss
- Dist. 3 Curtis Talma
- Dist. 4 David Abendroth
- Dist. 5 Ken Bates
- Dist. 6 Brian Floeter
- Dist. 7 Charlie Wielgosh
- Dist. 8 Patricia Garro
- Dist. 9 Bill Boutwell
- Dist. 10 Sue Wendt
- Dist. 11 Harley Reabe
- Dist. 12 Robert Schweder
- Dist. 13 Don Lenz
- Dist. 14 Dennis Mulder
- Dist. 15 Katie Mehn
- Dist. 16 Joe Gonyo
- Dist. 17 Keith Hess
- Dist. 18 Richard Trochinski
- Dist. 19 Gene Thom

GREEN LAKE COUNTY MISSION:

- 1) Fiscal Responsibility
- 2) Quality Service
- 3) Innovative Leadership
- 4) Continual Improvement in County Government

1. Call to Order
2. Roll Call
3. Reading of the Call
4. Pledge of Allegiance
5. Minutes of 07/20/21 meeting
6. Announcements
7. Public Comment (3 min. limit)
8. Appearances
 - Monthly update from County Administrator Cathy Schmit
 - ~~Representative from CLA, LLP 2020 audit~~ **REMOVED**
9. Resolutions
 - Res. 17-2021 Related to Creating a Food Pantry/Aging/FRI Services Worker Position to be Shared between the Aging Unit and FRI in Health & Human Services
 - Res. 18-2021 Resolution to Create an Additional Clinical Therapist Position in the Health & Human Services Behavioral Health Unit
 - Res. 19-2021 Related to Upgrading and Reclassifying One Clinical Therapist Position in the Health & Human Services Behavioral Health Unit to a Lead Therapist/Program Manager Position
 - Res. 20-2021 Related to Creating a BHU Receptionist/Data Entry Specialist Position in the Health & Human Services Administrative Unit
 - Res. 21-2021 Resolution Upgrading and Reclassifying One Child & Family Services Case Manager Position in the Health & Human Services Children & Families Unit to a Children & Families Unit Lead Worker Position
 - Res. 22-2021 Resolution to Reclassify One Public Health Nurse/Health Educator Position in the Health & Human Services Public Health Unit to a Deputy Public Health Officer Position
 - Res. 23-2021 Resolution to Reclassify One Economic Support Worker Position in the Health & Human Services Economic Support Unit to an Economic Support Lead Worker Position
 - Res. 24-2021 Resolution to Reclassify the Part Time Public Health Nurse/Public Health Educator Position in the Health & Human Services Public Health Unit to a Full Time Public Health Nurse/Public Health Educator Position
 - Res. 25-2021 Resolution Relating to Consortium Agreement for the Chief Elected Officials of the Fox Valley Workforce Development Area for 2021-2022
 - Res. 26-2021 Resolution Implementing a Countywide Ambulance Service
 - Res. 27-2021 Relating to Reclassification of GIS Specialist
10. Ordinances
 - Ord. 18-2021 Amending Ordinance No. 11-2021 Green Lake County Board of Supervisors Electronic Meetings Ordinance
 - Ord. 19-2021 Amending Ordinance No. 19-2019 (Chapter 121) Use of County Facilities
 - Ord. 20-2021 Rezone in the Town of Berlin: Owner – Richard & Harriet Brotkse
 - Ord. 21-2021 Rezone in the Town of Brooklyn: Owner – Alan J. & Frances Joan Kennedy Familys Trust, Applicant – John Kennedy
 - Ord. 22-2021 Rezone in the Town of Brooklyn: Owner – Ellen Wildes
 - ~~*Ord. 23-2021 Amending Chapter 60 Officers and Employees Institute a Medical Examiner System and Abolish the Elective Office of the Coroner~~ **REMOVED**
 - Ord. 23-2021 Amending the Personnel Policy and Procedure Manual to Allow for Sick Time to be Taken in One-quarter (1/4) Hour Increments
 - Ord. 24-2021 Amending the Personnel Policies and Procedures Manual to Comply with Fair Labor Standards Act Safe Harbor Language Requirement and to Add a Telecommuting Policy

(agenda continues on next page)



GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK
Elizabeth A. Otto
County Clerk

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

11. Discussion and possible action on per diems and Chair salary for the 2022-2024 term
12. Budget Adjustments
 - Sheriff's Office (3)
 - IT
13. Committee Appointments
14. Consider Motion to Convene into Closed Session per Wis. Stat. §19.85(1)(g) to confer with legal counsel for the government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. This matter relates to the Notice of Claim of Victoria L. Tripp.
15. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session.
16. Departments to Report on September 21, 2021
17. Future Agenda Items for Action & Discussion
18. Adjourn

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin, this 13th day of August, 2021.

Elizabeth A. Otto, Green Lake County Clerk

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

Green Lake County Clerk is inviting you to a scheduled Zoom meeting.

Topic: County Board

Time: Aug 17, 2021 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85641627177?pwd=Sl00UDZvZ1kweVINcmVLbnR2UIZsQT09>

Meeting ID: 856 4162 7177

Passcode: 620831

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: 856 4162 7177

To be approved at the August 17, 2021 meeting

GREEN LAKE COUNTY

BOARD PROCEEDINGS

REGULAR MEETING

July 20, 2021

The Green Lake County Board of Supervisors met in regular session, Tuesday, July 20, 2021 at 6:00 PM via remote access and limited in person access due to the COVID-19 pandemic for the regular meeting of the Board.

The Board was called to order by Chair Harley Reabe. Roll call taken –Present (remotely via Zoom) – 2, Present (in person) – 14, Absent – 3 (Dolgner-District 1, Garro-District 8, Hess-District 17)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Charles Buss	2
Curt Talma	3
David Abendroth	4
Ken Bates (Zoom)	5
Brian Floeter	6
Charlie Wielgosh	7
Bill Boutwell	9
Sue Wendt	10
Harley Reabe	11
Robert Schweder	12
Don Lenz	13
Dennis Mulder	14
Katie Mehn (Zoom)	15
Joe Gonyo	16
Richard Trochinski	18
Gene Thom	19

READING OF THE CALL

The Green Lake County Board of Supervisors will convene via virtual communication and in person at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 20th day of July, 2021 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER
ROLL CALL
READING OF THE CALL

To be approved at the August 17, 2021 meeting

PLEDGE OF ALLEGIANCE

MINUTES OF 06/15/21

ANNOUNCEMENTS

PUBLIC COMMENT (3 minute limit)

APPEARANCES

- Monthly update from County Administrator Cathy Schmit
- Representative from CLA, LLP – 2020 audit
- Justin Fischer of Baird Financial – bonding update

RESOLUTIONS

- Resolution 13-2021 Resolution Authorizing the Issuance and Sale of \$2,680,000 General Obligation Refunding Bonds
- Resolution 14-2021 Relating to Creating a CLTS Service Facilitator Position in the Health and Human Services Behavioral Health Unit (BHU)
- Resolution 15-2021 Relating to Creating a Program Aide Position in the Health and Human Services Fox River Industries (FRI) Unit
- Resolution 16-2021 Relating to Cancellation of Outstanding Checks

ORDINANCES

- Ordinance 17-2021 Amending Chapter 159, Article IV Design and Construction Standards

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON August 17, 2021

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 15th day of July, 2021.

Elizabeth A. Otto

Green Lake County Clerk

PLEDGE OF ALLEGIANCE

1. The Pledge of Allegiance to the Flag was recited.

MINUTES OF 06/15/21 MEETING

2. **Motion/second (Mulder/Boutwell)** to approve the minutes of the June 15, 2021 County Board meeting with no additions or corrections. Motion carried with no negative vote.

ANNOUNCEMENTS

3. The next meeting of the County Board will take place on August 17, 2021 at 6:00 PM.
4. County Clerk Liz Otto requested updated car insurance information.
5. Supervisors were advised of the latest edition of the Green Book published by WCA which is on their desks.

To be approved at the August 17, 2021 meeting

PUBLIC COMMENT

6. Richard Martens, secretary of the Green Lake Association, spoke in regard to the status of Green Lake and partnering with Green Lake County to improve water quality.
7. Stephanie Prellwitz, Executive Director of the Green Lake Association, spoke in regard to improving the water quality of Green Lake. Studies have shown that we need a 50% reduction in phosphorus levels to improve the levels in Green Lake. She requested money be set aside in the upcoming budget for Green Lake projects and working with the Land Conservation department.
8. Lisa Reas, Administrator of the Green Lake Sanitary District, spoke to request that the Land Conservation department be fully staffed in order to help with Green Lake water quality projects.

APPEARANCES

9. Justin Fischer of Baird Financial presented information regarding the sale of the bonds earlier in the day. There were 5 bids received with the lowest interest rate at .9622%. Due to the low interest rate and the Aa3 rating given to the county, the original amount of the bonds has been reduced to \$2,550,000 from \$2,680,000.

RESOLUTIONS

10. Resolution 13-2021 Resolution Authorizing the Issuance and Sale of \$2,550,000 General Obligation Refunding Bonds. **Motion/second (Mulder/Floeter)** to adopt Resolution 13-2021. Roll call vote on motion to adopt Resolution 13-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgnier, Garro, Hess) . Resolution 13-2021 passed as adopted.

APPEARANCES (continued)

11. County Administrator Cathy Schmit stated the 2020 annual audit is almost complete, an ambulance resolution will be presented to the AdHoc Ambulance committee on 7/28/21, ARPA funds were received in May and discussions are ongoing for the use of those funds, the coroner position is still vacant at this time, budget workshops are scheduled, and health insurance renewal figures are expected in early September.
12. The auditing firm will not appear until the August meeting. A letter was distributed to all supervisors.

RESOLUTIONS (continued)

13. Resolution 14-2021 Relating to Creating a CLTS Service Facilitator Position in the Health and Human Services Behavioral Health Unit (BHU). **Motion/second (Wielgosh/Lenz)** to adopt Resolution 14-2021. **Motion/second (Schweder/Lenz)** to allow Jason Jerome, HHS Director, to speak in regard to the two positions requested. Motion carried with no negative vote. Jerome stated that this position deals with severely disabled children developing options to keep them in their homes and communities. There is no

To be approved at the August 17, 2021 meeting

wait list allowed and there are many children in need of this service. Roll call vote on motion to adopt Resolution 14-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Hess). Resolution 14-2021 passed as adopted.

14. Resolution 15-2021 Relating to Creating a Program Aide Position in the Health and Human Services Fox River Industries (FRI) Unit. **Motion/second (Abendroth/Talma)** to adopt Resolution 15-2021. Jason Jerome, HHS Director, had previously stated that with the closure of Waushara Industries the caseload has increased significantly. Discussion held regarding internal/external recruitment. Roll call vote on motion to adopt Resolution 15-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Hess). Resolution 15-2021 passed as adopted.
15. Resolution 16-2021 Relating to Cancellation of Outstanding Checks. **Motion/second (Buss/Wielgosh)** to adopt Resolution 16-2021. Roll call vote on motion to adopt Resolution 16-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Hess). Resolution 16-2021 passed as adopted.

ORDINANCES

16. Ordinance 17-2021 Amending Chapter 159, Article IV Design and Construction Standards. **Motion/second (Buss/Schweder)** to enact Ordinance 17-2021. Roll vote on motion to enact Ordinance 17-2021 – Ayes – 16, Nays – 0, Abstain – 0, Absent – 3 (Dolgner, Garro, Hess). Ordinance 17-2021 passed as enacted.

COMMITTEE APPOINTMENTS

17. Chair Reabe appointed members to the following committees with the Board's approval:

- Christopher Metras and Gerise LeSpisa to the Highway Traffic Safety Commission
- Parkis Waterbury to the ADRC Governing Board

Motion/second (Abendroth/Lenz) to approve the appointments as presented. Motion carried with no negative vote.

DEPARTMENTS TO REPORT ON August 17, 2021

18. Chair Reabe stated that no departments will report in August due to a full agenda.

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

19. None

ADJOURN

20. Chairman Reabe adjourned the meeting at 6:45 PM.

To be approved at the August 17, 2021 meeting

Respectfully Submitted,

Elizabeth Otto
County Clerk

DRAFT

RESOLUTION NUMBER 17-2021

RELATED TO CREATING A FOOD PANTRY/AGING/FRI SERVICES WORKER POSITION TO BE SHARED BETWEEN THE AGING UNIT AND FRI IN HEALTH & HUMAN SERVICES.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, as part of the 2022 budget process Health & Human Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

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

Roll Call on Ordinance No. 17-2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 17th day of August, 2021.

/s/ Joe Gonyo
Joe Gonyo, Chair

/s/ Harley Reabe
Harley Reabe, Vice-chair

County Board Chairman

/s/ Brian Floeter
Brian Floeter

ATTEST: County Clerk
Approve as to Form:

/s/ Joanne Guden
Joanne Guden

Corporation Counsel

/s/ Nancy Hoffmann
Nancy Hoffmann

/s/ Joy Waterbury
Joy Waterbury

/s/ Christine Schapfel
Christine Schapfel

/s/ Charlie Wielgosh
Charlie Wielgosh

/s/ Richard Trochinski
Richard Trochinski

4 **WHEREAS**, during this study we concluded bringing contracted food pantry dollars in
5 house and increasing transportation and program aid time at Fox River Industries (FRI)
6 made program and financial sense; and

7 **WHEREAS**, by keeping contracted food pantry dollars in house and billing for services
8 provided at FRI this newly created position will require zero additional levy dollars.

9 **NOW THEREFORE BE IT RESOLVED** that the Food Pantry/Aging/FRI Services
10 Worker position in the Health & Human Services Aging & FRI Unit's be created and
11 included in the 2022 budget. (See attached job description)

12 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 11 of the Green
13 Lake County wage plan. This position will be eliminated or decreased if the caseload
14 and/or funding decreases to the point where it is no longer funded or needed.

15 **FISCAL NOTE:**

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
Food Pantry/Aging/FRI Service Worker	\$ 17.93	\$ 32,632.60	\$ 2,202.70	\$ 2,496.39	\$ 25,295.00	\$29,994.09	\$ 62,626.69

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: FOOD PANTRY/AGING/FRI SERVICES WORKER FULL TIME

DEPARTMENT: HEALTH & HUMAN SERVICES/AGING/LTC UNIT

LOCATION: GOVERNMENT CENTER/FRI

SUPERVISORS: AGING\ADRC/FRI UNIT MANAGERS

SUMMARY:

This is a 40 hour per week position, working flexible hours that could include some nights and weekends. When working in Aging/ADRC: This position is responsible for the oversight of the Green Lake Food Pantry; assisting with the Senior Farmer's Market Nutrition Program; recruiting, training and oversight of food pantry volunteers; and completing all required monthly Food Pantry reports. This position will assist the Unit Manager and other staff with articles in the bi-monthly newsletter and local newspapers; fund raising projects and writing grants. When working at FRI: Flexible hours (including possible evening and/or weekend shifts) will be assumed. Provides client educational training, supervision and ongoing support in a variety of program areas, as needed, to individuals who are chronically mentally ill or have varying degrees of physical and/or developmental disabilities. The areas of consumer instruction/supervision may be at community job sites, center or community based prevocational service sites, center or community based day services sites, and supportive home care services sites.

DUTIES AND RESPONSIBILITIES:

Aging/ADRC:

- Approximately 10% of this positions time is spent training and recruiting volunteers including coordination of scheduling and maintaining records on each volunteer. Assists Aging Unit staff with coordination of the annual volunteer recognition event.
- Approximately 20% of this position time is spent coordinating the activities and volunteers of the Green Lake County Food Pantry. Including ordering food, conducting inventories, establishing distribution lists, coordinating donation pickups; and monitoring the temperatures of food pantry equipment. Supervising weekly food distributions.
- Approximately 7% of this positions time is spent writing grants for funding for Food Pantry activity. Coordinating and facilitating bi-monthly food pantry committee meetings. Writing newspaper articles promoting food pantry activities and fundraisers.
- Approximately 5% of the time is spent compiling statistics and information for monthly, quarterly and yearly reports which include: USDA / NSIP, and Commission on Aging Advisory Committee. Assisting with the Senior Farmer's Market Voucher Program.

- Other duties include fulfilling miscellaneous duties related to Aging\LTS programs within the Department.

FRI:

- About 20% of time is spent providing training and supervising Fox River Industries consumers in the areas of adult day services, prevocational services, supported employment settings, and supportive home care sites.
- Approximately 23% of the time may be driving a morning and afternoon van/bus routes.
- Providing clients with assistance for toileting and hygienic needs consumes about 5% of time. This includes transferring clients in and out of wheelchairs and/or other special equipment.
- 5% of time is utilized maintaining records and charting associated with client behaviors, goals, time studies, and other objectives.
- 5% of time is spent in unit staff meetings, training, information sharing, and special projects.

QUALIFICATIONS:

EDUCATION: An Associate's Degree is preferred in Administrative Profession, Human Resources, or a related field; or a high School diploma with 1 to 2 years' experience working with the elderly, developmentally disabled and supervising volunteers, is required.

EXPERIENCE / JOB KNOWLEDGE: 1-2 years' experience and the ability to relate to and communicate effectively with elderly and disabled persons, with staff, community professionals, agencies and the general public is necessary. The following skills are necessary:

- Computer skills including Microsoft Word, Excel, Access, Outlook, and Chrome.
- Skill in the use of a calculator, copy machine, computer terminal, fax machine, technical equipment, camera, and measuring devices. Various types of client lifting/transferring equipment is used (ie wheelchair, prone stander, ceiling lift, and lifts on vehicles). Hand tools: hammers, wrenches, screwdrivers, shovels, brooms, stopwatch, pallet jack, etc. Food preparation equipment: ovens, food warmers, dishwashers, and mixers, etc. Hearing and eye protection are required. Gloves/PPE are to be used as needed.
- Must have a current, valid Wisconsin driver's license, a safe driving record, and auto insurance coverage at or above the Green Lake County mandated level.
- Must be CPR and first aid certified or certifiable (training will be provided).
- Must have CNA license or be willing/able to acquire one in first 90 days of employment or as deemed necessary by supervisor.
- Basic everyday living skills training is necessary for this position.
- Ability to understand and follow directions, and to read, write, add, and subtract.

- Ability to show empathy, treat all individuals with dignity and respect, and communicate effectively with individuals of all ability levels.

WORKING CONDITIONS:

PHYSICAL DEMANDS: 25% of the time is spent sitting and talking. 25% of the time is spent using near vision and typing. 50% of the time there is standing, hearing (listening), use of far vision, low to medium lifting (up to 40 pounds). There will be times where it is required to stand, bend/twist, reach, low pushing/pulling, and low handling.

ENVIRONMENTAL DEMANDS: Over 75% of the work is spent inside. 10% of the time there may be exposure to dust and working in a physically confined work site.

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.

05/2021

NEW POSITION ANALYSIS

- New position
- Increased part-time
- Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: DHHS - Aging/FRI

Date: 06/18/2021

Department Head: Betty Bradley / Ed Schuh

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

We currently contract with an outside agency to provide Food Pantry Coordination. This position would allow us to keep those contract dollars in-house while also filling a need at FRI for additional Program Aid and transportation services. By keeping contract dollars in house and billing for services provided this position will require zero additional levy dollars.

Suggested Title: FOOD PANTRY/AGING/FRI SERVICES WORKER

Full Time Part Time 40 Hours

County Administrator / HR Coordinators Recommended Classification: Pay Group: 16

C. General Description of the Position:

This position is responsible for the oversight of the Green Lake Food Pantry; assisting with the Senior Farmer's Market Nutrition Program; recruiting, training and oversight of food pantry volunteers; and completing all required monthly Food Pantry reports. This position will assist the Unit Manager and other staff with articles in the bi-monthly newsletter and local newspapers; fund raising projects and writing grants. When working at FRI: Flexible hours (including possible evening and/or weekend shifts) will be assumed. Provides client educational training, supervision and ongoing support in a variety of program areas, as needed, to individuals who are chronically mentally ill or have varying degrees of physical and/or developmental disabilities. The areas of consumer instruction/supervision may be at community job sites, center or community based prevocational service sites, center or community based day services sites, and supportive home care services sites.

D. Typical Examples of Work to be Performed (in detail):

1.

Training and recruiting volunteers including coordination of scheduling and maintaining records on each volunteer. Assists Aging Unit staff with coordination of the annual volunteer recognition event

2.

Coordinating the activities and volunteers of the Green Lake County Food Pantry. Including ordering food, conducting inventories, establishing distribution lists, coordinating donation pickups; and monitoring the temperatures of food pantry equipment. Supervising weekly food distributions.

3.

Writing grants for funding for Food Pantry activity. Coordinating and facilitating bi-monthly food pantry committee meetings. Writing newspaper articles promoting food pantry activities and fundraisers.

4.

Compiling statistics and information for monthly, quarterly and yearly reports which include: USDA / NSIP, and Commission on Aging Advisory.

5.

Providing training and supervising Fox River Industries consumers in the areas of adult day services, prevocational services, supported employment settings, and supportive home care sites.

6.

Driving a morning and afternoon van/bus routes.

7.

Providing clients with assistance for toileting and hygienic needs. This includes transferring clients in and out of wheelchairs and/or other special equipment.

8.

Maintaining records and charting associated with client behaviors, goals, time studies, and other objectives.

E. Minimum Qualification of a Candidate:

Education: High School Diploma.

Experience: 1-2 years preferred

F: Funding

Annual costs (with full family insurance coverage):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp
16	\$17.93	\$37,294	\$2,518	\$2,854	\$25,295	\$87	

1. Where will the funding for this position come from: MCO Billing and FP Contract
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?
Smart phone

Is office space presently available N/A Where?

Estimated Equipment Cost: \$540

Is the Cost in the Department Budget? Will be budgeted for 2022

3. Grand total cost, all items, current fiscal year: \$540

4. Therefore, annual cost of salary and fringe: \$68,049

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):

This position will coordinate the activities of food pantry volunteers, although not technically a supervisor there are some oversight responsibilities.

2. Number of Employees directly supervised: N/a Indirectly: N/A

List Title of employees reporting to this position:

N/A

H. Who will this person report to? Aging/FRI Unit Managers

County Administrator Action:

Position Approved: _____ Date: _____

Comments:

Personnel Committee Action:

Position Approved: _____ Date: _____

By a vote of _____ Ayes, _____ Nay, _____ Absent/Abstention

Finance Committee Action:

Fiscal Note Approved: _____ Date: _____

By a vote of _____ Ayes, _____ Nay, _____ Absent/Abstention

County Board Action:

Approved: _____ Date: _____

By a vote of _____ Ayes, _____ Nay, _____ Absent/Abstention

RESOLUTION NUMBER 18-2021

RESOLUTION TO CREATE AN ADDITIONAL CLINICAL THERAPIST POSITION IN THE HEALTH & HUMAN SERVICES BEHAVIORAL HEALTH UNIT UNIT.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, as part of the 2022 budget process Health & Human Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

- Approved by Personnel Committee
- Approved by Finance Committee

- Disapproved by Personnel Committee
- Disapproved by Finance Committee

Roll Call on Ordinance No. 18-2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 17th day of August, 2021.

/s/ Joe Gonyo

Joe Gonyo, Chair

/s/ Harley Reabe

Harley Reabe, Vice-chair

/s/ Brian Floeter

Brian Floeter

/s/ Joanne Guden

Joanne Guden

/s/ Nancy Hoffmann

Nancy Hoffmann

/s/ Christine Schapfel

Christine Schapfel

/s/ Richard Trochinski

Richard Trochinski

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

/s/ Joy Waterbury

Joy Waterbury

/s/ Charlie Wielgosh

Charlie Wielgosh

4 **WHEREAS**, this study concluded that our Behavioral Health Unit (“BHU”) contacts and
5 appointments have increased over a multi-year period creating long waitlists for Mental
6 Health and AODA services; and

7 **WHEREAS**, clinicians’ caseloads within BHU have been at or near maximum capacity
8 for well over a year. This has resulted in a rotation for clinicians accepting new clients in
9 order to better manage caseload issues; and

10 **WHEREAS**, to better serve our residents we are proposing to add an additional Clinical
11 Therapist position to our 2022 annual budget; and

12 **WHEREAS**, the Clinical Therapist position will be mostly funded through billing for
13 services rendered;

14 **NOW THEREFORE BE IT RESOLVED** that an additional Clinical therapist position in
15 the Health & Human Services Behavioral Health Unit be created and included in the
16 2022 budget. (See attached job description)

17 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 8 of the Green
18 Lake County wage plan. This position will be eliminated if the caseload or funding
19 decreases to the point where can no longer be funded.

20 **FISCAL NOTE:**

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
Clinical Therapist	\$ 32.04	\$ 66,643.20	\$ 4,498.42	\$ 5,098.20	\$ 25,295.00	\$34,891.62	\$ 101,534.82

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CLINICAL THERAPIST

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER

SUMMARY:

To provide essential community based mental health services to persons with a mental illness and/or substance abuse that will enable them to obtain and/or maintain independent living in the community.

DUTIES AND RESPONSIBILITIES:

- Providing assessment and treatment of children, families, and adults. This would include interviewing collateral sources in order to gather information (i.e., individual, family, referral source, community agencies, etc.). This may include being part of a Coordinated Services Team either as a Team Leader or Team Member providing mental health services either at the office or in-home.
- Coordination of services within the Department of Health & Human Services and with outside agencies/supports.
- Provides crisis counseling, crisis intervention and being part of the 24 hour on-call crisis team
- Maintains mental health charts. This would include completing necessary forms, (i.e., release of information, insurance claim, scheduling appointments, et.).
- The remaining time is spent attending and participating in staffings, in-services, supervision and trainings.
- May assist with client contacts in the community such as home visits, team meetings, and group activities.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand, follow and provide directions; reading, writing (reports) is necessary. Additionally it is preferred to have comprehensive knowledge of the needs of individuals with chronic mental illness, substance abuse and other mental health issues, practices of counseling and recovery, crisis intervention and response; ability to relate to and communicate effectively with staff, community professionals, agencies and the general public. Must have a valid Wisconsin Driver's License and access to an insured vehicle. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer terminal, fax machine, and automobile. A video camera may also be used to tape interviews.

QUALIFICATIONS:

EDUCATION: A Master's degree in a Social Work, Clinical Psychology, Marriage and Family, or a related field

EXPERIENCE / JOB KNOWLEDGE: Must possess 3,000 hours post master's clinical supervision with at least 1,000 hours of the 3,000 being supervised post-degree clinical experience with chronically mentally ill persons. Must be Licensed as a Mental Health and Substance Abuse Counselor. (Clinical Social Worker, Professional Counselor, C.A.P.S.W. (Certified Advanced Practice Social Worker), etc., or License eligible in Wisconsin). Must be certified/certifiable medical assistance provider in Wisconsin.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Listening, talking, sitting, writing, reading or visually observing. Some standing, walking, reaching and low lifting. In unusual circumstances, it may be necessary to stoop, kneel, and lift/carry objects weighing up to 40 pounds.

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 90% of work done is inside. In about 10% of the time situations develop where there is a threat of physical attack or injury from clients

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.

12/97, Revised 2013
Revised 7/20/15, 9/16
Approved County Personnel 10/20/16

NEW POSITION ANALYSIS

- New position
- Increased part-time
- Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: DHHS - BHU

Date: 06/23/2021

Department Head: BHU Manager

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Clinicians' caseloads within BHU have been at or near maximum capacity for well over a year. This has resulted in a rotation for clinicians accepting new clients in order to better manage capacity issues. As we have continued to track data, we have seen referrals increase and our wait list for Mental Health and or Substance Abuse services increase. To better serve our residents we are proposing to add an additional Clinical Therapist position to our 2022 annual budget.

Suggested Title: Clinical Therapist

Full Time Part Time Hours

County Administrator / HR Coordinators Recommended Classification: Pay Group: 8

- C. General Description of the Position:

To provide essential community based mental health services to persons with a mental illness and/or substance abuse that will enable them to obtain and/or maintain independent living in the community

D. Typical Examples of Work to be Performed (in detail):

1. _____
Providing assessment and treatment of children, families, and adults. This would include interviewing collateral sources in order to gather information

2. _____
Coordination of services within the Department of Health & Human Services and with outside agencies/supports.

3. _____
Provides crisis counseling, crisis intervention and being part of the 24 hour on-call crisis team.

4. _____
Maintains mental health charts.

5. _____
May assist with client contacts in the community such as home visits, team meetings, and group activities.

6. _____

7. _____

8. _____

E. Minimum Qualification of a Candidate:

Education: Masters Degree in SW or related field

Experience: 3000 hours post masters preferred

F: Funding

Annual costs (with full family insurance coverage):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp
8	\$32.04	\$66,643.20	\$4,498	\$5,098.20	\$25,295	\$100	

1. Where will the funding for this position come from: Billing for Services/Levy
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?
Laptop and docking station. Dual screens, cell phone. Access to Electronic Health Record/

Is office space presently available Yes Where? DHHS BHU

Estimated Equipment Cost:

Is the Cost in the Department Budget? Will be budgeted in 2022

3. Grand total cost, all items, current fiscal year:

4. Therefore, annual cost of salary and fringe: \$101,535

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):

N/A

2. Number of Employees directly supervised:

Indirectly:

List Title of employees reporting to this position:

H. Who will this person report to? Behavioral Health Unit Manager

County Administrator Action:

Position Approved: _____ Date: _____

Comments:

Personnel Committee Action:

Position Approved: _____ Date: _____

By a vote of _____ Ayes, _____ Nay, _____ Absent/Abstention

Finance Committee Action:

Fiscal Note Approved: _____ Date: _____

By a vote of _____ Ayes, _____ Nay, _____ Absent/Abstention

County Board Action:

Approved: _____ Date: _____

By a vote of _____ Ayes, _____ Nay, _____ Absent/Abstention

RESOLUTION NUMBER 19-2021

RELATED TO UPGRADING AND RECLASSIFYING ONE CLINICAL THERAPIST POSITION IN THE HEALTH & HUMAN SERVICES BEHAVIORAL HEALTH UNIT TO A LEAD THERAPIST/PROGRAM MANAGER POSITION.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, as part of the 2022 budget process Health & Humans Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

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

Roll Call on Ordinance No. 19-2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

/s/ Joe Gonyo

Passed and Enacted/Rejected this 17TH day of August, 2021.

Joe Gonyo, Chair

/s/ Harley Reabe

Harley Reabe, Vice-chair

County Board Chairman

/s/ Brian Floeter

Brian Floeter

ATTEST: County Clerk
Approve as to Form:

/s/ Joanne Guden

Joanne Guden

Corporation Counsel

/s/ Nancy Hoffmann

Nancy Hoffmann

/s/ Joy Waterbury

Joy Waterbury

/s/ Christine Schapfel

Christine Schapfel

/s/ Charlie Wielgosh

Charlie Wielgosh

/s/ Richard Trochinski

Richard Trochinski

4 **WHEREAS**, this analysis lead us to determine that the creation of lead positions in
5 several departments would lead to better service, create efficiencies and assist with
6 staff recruitment and retention; and

7 **WHEREAS**, the Behavioral Health Unit Manager currently is responsible for
8 administrative supervision of nine different programs; and

9 **WHEREAS**, the Lead Therapist/Program Manager position will maintain their duties as
10 a Clinical Therapist while taken on a supportive role to the Unit Manager and leadership
11 position within the Department,

12 **WHEREAS**, Several Administrative codes require the presence of a licensed therapist
13 designated to serve as the supervisor at all hours of operation with this role currently
14 being fulfilled by the Unit Manager at all times, and

15 **WHEREAS**, the Lead Therapist/Program Manager will be available to share in the
16 licensed supervisory responsibilities; and

17 **WHEREAS**, a lead staff person who could maintain a caseload within the clinic but also
18 be trained to provide some assistance with clinical supervision and some program
19 coordination tasks is essential to ensure that all staff have access to an appropriate
20 amount of clinical supervision and training; and

21 **WHEREAS**, as an agency we have talked about the benefits of creating leaders and
22 allowing for professional growth and advancement; and

23 **WHEREAS**, creating lead worker positions allows working staff to learn and grow more
24 comfortable in a management type role,

25 **NOW THEREFORE BE IT RESOLVED** that one Clinical Therapist Position in the
26 Health & Human Services Aging & FRI Unit's be upgraded and reclassified to a Lead
27 Therapist/Program Manager position and included in the 2022 budget. (See attached
28 job description)

29 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 7 of the Green
30 Lake County wage plan.

31 **FISCAL NOTE:**

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Max Total Cost
Current: Clinical Therapist	\$28.48-\$42.72	\$59,237-\$88,855	\$3,999-\$5,998	\$4,532-\$6,797	\$ 25,295.00	\$38,090.00	\$ 126,945.00
Proposed: Behavior Health Unit Lead Worker	\$30.62-\$45.93	\$63,695-\$95,543	\$4,299-\$6,449	\$4,873-\$7,309	\$ 25,295.00	\$39,053.00	\$ 134,596.00

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: OUTPATIENT CLINIC LEAD THERAPIST/ POROGRAM MANAGER

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH UNIT MANAGER /MEDICAL DIRECTOR

SUMMARY:

Under the supervision of the Unit Manager, the Program Supervisor will be responsible to assist in the daily management and operations of Behavioral Health Program. The Program Supervisor will provide administrative/clinical supervision to the program staff to ensure all services are delivered according to local, state and federal laws and in compliance with contractual requirements. Participate in development, supervision, and implementation of effective client services for alcohol and other drug abuse, mental health, Intoxicated Driver Program, comprehensive community services program, Drug Court, community support programs and other behavioral health initiatives according to applicable professional work standards, ordinances, laws, rules and regulations for Green Lake County Department of Behavioral Health Services.

DUTIES AND RESPONSIBILITIES:

- Provides alcohol and drug abuse assessments (voluntary, intoxicated drivers program, underage drinking violators, etc.) for individuals referred to the clinic, and provide for appropriate treatment and aftercare services. This includes the development of treatment plans.
- Provides individual and group AODA counseling, aftercare programming, crisis intervention and community education.
- Functioning as a member of the Crisis Intervention team providing 24 hour coverage on a rotating basis for mental health, alcohol and other drug emergency situations.
- Provides case management services to alcohol and other drug abuse clients and providing community education regarding AODA prevention and recovery.
- Provide and co-facilitate in conjunction with Behavioral Health Clinic Director individual and group clinical supervision and in-service training opportunities.
- Provide back-up supervision to crisis intervention program outside of normal business hours.
- Participate in staff development for supervisees via ongoing supervision and during annual performance review process.
- Use individual and program-level evaluations and data to support Behavioral Health Clinic Director in recommending and implementing program improvements.
- Monitor changes in the Medical Assistance, Medicaid & private pay insurance to help establish new growth opportunities for the department.
- Serve on relevant local and regional committees as assigned.

- Coordinate and supervise specialized substance use disorders services including Intoxicated Driver Program (IDP) and Treatment Court (TAD) programming.
- Supervise clinical interns as assigned.
- Service as Behavioral Health Clinic Director as needed.
- We also require that your values are consistent with the clinical unit: treat others with dignity and respect, maintain professional integrity and foster intellectual creativity. A willingness to learn and grow professionally is also required.
- All other duties as assigned by supervisor.

SKILLS AND ABILITIES:

The ability to understand, follow and provide directions; reading, writing (reports) is necessary and skill in the use of office equipment. Must have a valid Wisconsin Driver's License and access to an insured vehicle. Understanding of staff development, change management, and conflict resolution.

QUALIFICATIONS:

Education and Experience

Master's degree in social work or related field, holds a License as a Clinical Social Worker or Licensed Professional Counselor, with 3000 hours post licensure experience in the mental health and/or AODA fields or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities. Dual licensure and experience in both mental health and AODA preferred.

- A minimum of three years direct service experience in the area of clinical services is required.
- Experience in working with reimbursement from Medical Assistance and Medicaid.
- Must be a certified/certifiable medical assistance provider in Wisconsin.
- Knowledge of the needs of individuals with severe and persistent mental illness, the CSP and CCS programs, comprehensive knowledge of the principals and practices of counseling and clinical supervision; ability to relate to and communicate effectively with staff, community professionals, agencies and the general public.
- Knowledge and adherence to state regulations regarding clinic operations.
- Knowledge of team work and systems approach.
- Knowledge and administrative skills to assess programs designed to maintain or improve the conditions of those we serve while maximizing reimbursement rates.
- The ability to collaborate and communicate with a diverse staff within the department, county, regional and State partners.
- The ability to manage community relations and provider agency relations in a manner that reflects positively on the county.
- Knowledge of the principles/theories of mental health, AODA, social work practice, family systems, human development, and crisis intervention.
- The ability, experience, and performance record to demonstrate the ability to function independently with minimal supervision and support.

- Skills in professional and community relations, including the ability to interact with insurance companies and service providers to negotiate or clarify reimbursement rates for programs provided to our clientele.
- The skill and knowledge to interface with State/Federal funding streams such as Medicaid/Medical Assistance to establish or negotiate reimbursement rates.
- Basic computer skills including word processing e-mail and internet functions.

WORKING CONDITIONS:

PHYSICAL DEMANDS: 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 50% of the time. Approximately 25% of the time is used standing. Activities done 10% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 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 (20-40 lbs) and medium pushing (60-80 lbs.) 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.

ENVIRONMENTAL DEMANDS: Over 75% of work is spent inside. Physical attacks from patients only 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.

RECLASSIFICATION OF AN EXISTING POSITION ANALYSIS

A. Department: DHHS

Date: 06/23/2021

Department Head: Nichol Wienkes

Proposed Position for Reclassification: Dual Diagnosis Therapist

Current classification Pay Group: 8

Current Pay Group Pay Range: 28.48 80% 35.60 100% 42.72 120%

Proposed new Pay Group: 7

Proposed Pay Group Pay Range: 30.62 80% 38.28 100% 45.93 120%

B. Please provide justification for the position reclassification:

This role and title represents an upgrade to one of DHHS's full-time Dual Diagnosis Therapist position within the Behavioral Health Unit. This position will continue to maintain their role as a Dual Diagnosis therapist by continuing to maintain a caseload, and complete all other current tasks. The Behavioral Health Unit is requesting a lead worker to assist with managerial and supervisory tasks. The Behavioral Health Unit manager currently oversees 10 full time staff (12 if including the proposed CLTS caseworker and the additional dual diagnosis therapist position) and 1 part time staff (shared with Fox River Industries). This position provides clinical supervision to an additional 5 staff that work in other DHHS units but provide clinical services within behavioral health programs. Clinical supervision is an intensive and required process required by the certifications of multiple programs—this supervision consists of individual and group supervision meetings and may also include other methods such as direct observation. The frequency of such meetings required by programs varies across administrative codes but can be up to weekly individual meetings. The manager is also responsible for administrative supervision of nine separate programs (outpatient mental health, outpatient Substance Use Disorders services, CCS, CSP, TCM, CLTS, Treatment Court, and the Intoxicated Driver Program). As these programs continue to grow both in terms of client capacity/ demand and total number of staff providing services to meet that demand, the workload has expanded beyond a full time 40 hour work week of one person. Designating a lead staff person who could maintain a caseload within the clinic but also be trained to provide some assistance with clinical supervision and some program coordination tasks is essential to ensure that all staff have access to an appropriate amount of clinical supervision and training. Additionally, several administrative codes (DHS 75, DHS 35, DHS 63) require the presence of a licensed therapist designated to serve as the supervisor at all hours of operation. DHS 34 (crisis) requires a designated supervisor be available to consult with staff at all times. Currently, this is filled by the Behavioral Health Manager at all times—meaning that even when this person is not working, they are typically required to be available to staff on an on-call basis 24/7. Not only does this contribute so significant concerns about burnout, it is not always realistic due to logistical issues such as cell phone coverage, etc. The proposed lead staff person would share in the supervisory responsibility and be trained to provide additional coverage for on-call and during-hours consultation for staff as a back up or on a rotating basis with the primary supervisor. Finally, due to the nature of behavioral health work, many matters that require the attention of the program manager are time sensitive and any delay has the possibility to interrupt or disrupt quality of care to clients. It is imperative that there be an additional staff person who is trained and able to complete these tasks to keep a manageable workflow with timely responses in the clinic, to provide assistance with overflow work during times of highest demand, and to serve as the backup designed for these tasks in the absence of the manager. Clinical and administrative supervision of clinical programs requires advanced training, development of an additional skillset and certification related to clinical supervision, and willingness to assume additional responsibility and liability. In order to meet the requirements to serve as a lead staff, a therapist will be certified as a clinical supervisor. This certification entails a lengthy continuing education process (up to 1 year to complete), preparing for and successfully taking a national board exam, and complete 3,000 hours of post-education work experience. The additional responsibilities and experience required to take on this role would warrant formal acknowledgement via both designation as a lead therapist in title and a corresponding pay increase.

Suggested Title (if changed): LEAD THERAPIST/ PROGRAM MANAGER

Co. Administrator/HR Coordinator's Recommended Classification:

Pay Group: 7

Projected Effective Date: 01/01/2022

C. General Description of the Position:

Under the supervision of the Behavioral Health Unit Manager, the Outpatient Clinic Lead Therapist/Program Manager will be responsible to assist in the daily management and operations of Behavioral Health Programs. The Outpatient Clinic Lead Therapist/Program Manager will provide administrative/clinical supervision to the program staff to ensure all services are delivered according to local, state and federal laws and in compliance with contractual requirements. Participate in development, supervision, and implementation of effective client services for alcohol and other drug abuse, mental health, Intoxicated Driver Program, comprehensive community services program, Drug Court, community support programs and other behavioral health initiatives according to applicable professional work standards, ordinances, laws, rules and regulations for Green Lake County Department of Behavioral Health Services.

D. Typical Examples of Work to be Performed (in detail):

- 1 Provides alcohol and drug abuse assessments (voluntary, intoxicated drivers program, underage drinking violators, etc.) for individuals referred to the clinic, and provide for appropriate treatment and aftercare services. This includes the development of treatment plans.
- 2 Provides individual and group AODA counseling, aftercare programming, crisis intervention and community education.
3. Functioning as a member of the Crisis Intervention team providing 24 hour coverage on a rotating basis for mental health, alcohol and other drug emergency situations
- 4 Provide and co-facilitate in conjunction with Behavioral Health Unit Manager individual and group clinical supervision and in-service training opportunities. Provide back-up supervision to crisis intervention program outside of normal business hours
5. Use individual and program-level evaluations and data to support Behavioral Health Unit Manager in recommending and implementing program improvements.
6. Monitor changes in the Medical Assistance, Medicaid & private pay insurance to help establish new growth opportunities for the department.
- 7 Coordinate and supervise specialized substance use disorders services including Intoxicated Driver Program (IDP) and Treatment Court (TAD) programming.
8. Supervise clinical interns as assigned

E. Minimum Qualifications for position:

Education: Master Degree and License

Experience: 3000 Hours post-license

F: Funding:

Current annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
8	\$28.48-\$42.72	\$59,237-\$88,855	\$3,998.50-\$5,997.71	\$4,531.63-\$6,797.41	\$25,295	100	

Proposed annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
7	\$30.62-\$45.93	\$63,695-\$95,543	\$4,299.41-\$6,449.15	\$4,872.67-\$7,309.04	\$25,295	100	

1. Where will any increased funding for this position come from? : Increased Revenue/Levy

Is this cost in the current department budget? Will be included in the 2022

H. Who does this person/position report to? BHU Manager

County Administrator Action:

Reclassification Approved

Date:

Comments:

Committee of Jurisdiction Action:

Reclassification Approved:

Date:

By a vote of aye, nay, absent/abstention

Personnel Committee Action:

Support Reclassification as Proposed:

Date:

By a vote of aye, nay, absent/abstention

Finance Committee Action:

Fiscal Note Approved:

Date:

By a vote of aye, nay, absent/abstention

County Board Action:

Approved:

Date:

By a vote of aye, nay, absent/abstention

RESOLUTION NUMBER 20-2021

RELATED TO CREATING A BHU RECEPTIONIST/DATA ENTRY SPECIALIST POSITION IN THE HEALTH & HUMAN SERVICES ADMINISTRATIVE UNIT.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, as part of the 2022 budget process Health & Human Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

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

Roll Call on Ordinance No. 20-2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

/s/ Joe Gonyo

Passed and Enacted/Rejected this 17th day of August, 2021.

Joe Gonyo, Chair

/s/ Harley Reabe

Harley Reabe, Vice-chair

/s/ Brian Floeter

Brian Floeter

/s/ Joanne Guden

Joanne Guden

/s/ Nancy Hoffmann

Nancy Hoffmann

/s/ Christine Schapfel

Christine Schapfel

/s/ Richard Trochinski

Richard Trochinski

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

/s/ Joy Waterbury

Joy Waterbury

/s/ Charlie Wielgosh

Charlie Wielgosh

4 **WHEREAS**, this study concluded that as our Behavioral Health Unit contacts and
5 appointments have increased so has the need for administrative support; and

6 **WHEREAS**, as the Behavioral Health Unit’s administrative needs have increased there
7 is less support staff time available for DHHS’s other Unit’s needs; and

8 **WHEREAS**, the creation of the Behavioral Health Unit support staff position will allow all
9 DHHS staff to increase service time to the public which will help decrease waiting lists
10 and increase face-to-face billable time; and

11 **NOW THEREFORE BE IT RESOLVED** that the BHU Receptionist/Data Entry Specialist
12 position in the Health & Human Services Administrative Unit be created and included in
13 the 2022 budget. (See attached job description)

14 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 16 of the Green
15 Lake County wage plan.

16 **FISCAL NOTE:**

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
BHU Reception/Data Entry Specialist	\$ 17.96	\$ 37,356.80	\$ 2,521.58	\$ 2,857.80	\$ 25,295.00	\$30,674.38	\$ 68,031.18

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: BHU RECEPTIONIST/DATA ENTRY SPECIALIST

DEPARTMENT: HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR and FINANCIAL/BUSINESS MANAGER

SUMMARY:

Performs receptionist and data entry duties for the Behavioral Health Unit (BHU) within the Health & Human Services Department.

DUTIES AND RESPONSIBILITIES:

- Answers telephones and responds to public request for information and referral.
- Answers scheduling calls and scheduling emails.
- Greet clients and prospective clients.
- Schedule all BHU, MD and RN follow up appointments and resolve scheduling conflicts as they occur.
- Confirm all appointments and reschedule as needed.
- Call clients for follow up MD appointments.
- Indexing DocuSign intake paperwork and other forms as needed.
- Enter progress notes regarding cancellations and rescheduling.
- Mail intake and annual paperwork.
- Prepare and mail missed intake appointment letters.
- Completes other clerical duties as needed. This includes but is not limited to: opening and distributing mail daily, scanning, typing as requested, data entry, copying and providing general information to the public. This time also includes attending in-services and training in areas of expertise.
- Other duties as assigned.

SKILLS AND ABILITIES:

- Skill in the use of general office equipment, including but not limited to, Computer terminal, calculator, copy machine, and fax machine
- Ability to follow directions and stay positive in stressful situations
- 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: A high school diploma is required for this position.

EXPERIENCE / JOB KNOWLEDGE: One to two years' experience as a receptionist. Ability to input data at 50 wpm. It is important to present a professional demeanor and

have excellent telephone/customer relations' skills. Knowledge of human service programs and office procedures preferred. Must have basic everyday living skills, basic computer skills and knowledge of Microsoft Office Suite 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 talking, hearing (listening), using near vision, and keyboarding. About 10% of the time is spent standing, walking, sitting, stooping, kneeling, bending/twisting, reaching, and the use of far vision. In unusual situations there may be low lifting (up to 10 pounds), low to medium carrying (up to 40 pounds), low handling and low pushing and pulling.

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 is done inside the Human Services Center building. In unusual situations there may be a threat of physical attack or injury from clients.

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.

NEW POSITION ANALYSIS

- New position
- Increased part-time
- Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: DHHS - Admin

Date: 06/18/21

Department Head: Kayla Yonke

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

The administrative support needs of the Behavioral Health Unit continue to increase. As more admin time is taken up by BHU, there is less staff time time available to support DHHS's other five units. The Behavioral staff staff has also taken on more admin/support duties themselves. The creation of the BHU admin support staff person will allow BHU staff, and staff from other DHHS unit's to increase service time to the public. This will help eliminate wait lists, and will increase face-to-face and billable time.

Suggested Title: BHU RECEPTIONIST/DATA ENTRY SPECIALIST

Full Time Part Time Hours

County Administrator / HR Coordinators Recommended Classification: Pay Group: 16

- C. General Description of the Position:

Performs receptionist and data entry duties for the Behavioral Health Unit (BHU) within the Health & Human Services Department.

D. Typical Examples of Work to be Performed (in detail):

1. _____
Answers telephones and responds to public request for information and referral.

2. _____
Answers scheduling calls and scheduling emails.

3. _____
Greet clients and prospective clients.

4. _____
Schedule all BHU, MD and RN follow up appointments and resolve scheduling conflicts as they occur.

5. _____
Confirm all appointments and reschedule as needed. Call client's for follow-up MD appointments.

6. _____
Indexing DocuSign intake paperwork and other forms as needed.

7. _____
Enter progress notes regarding cancellations and rescheduling.

8. _____
Mail Intake Paperwork

E. Minimum Qualification of a Candidate:

Education: High School Diploma

Experience: 1-2 years preferred

F: Funding

Annual costs (with full family insurance coverage):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp
16	\$17.93	\$37,294	\$2,518	\$2,854	\$25,295	\$21	-

1. Where will the funding for this position come from: WIMCR, BCA, & Levy
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?
PC with Dual Screens

Is office space presently available Yes Where? DHHS

Estimated Equipment Cost:

Is the Cost in the Department Budget?

3. Grand total cost, all items, current fiscal year:

4. Therefore, annual cost of salary and fringe: \$67,982.00

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):

N/A

2. Number of Employees directly supervised:

Indirectly:

List Title of employees reporting to this position:

H. Who will this person report to? Kayla Yonke

County Administrator Action:

Position Approved: _____ Date: _____

Comments:

Personnel Committee Action:

Position Approved: _____ Date: _____

By a vote of _____ Ayes, _____ Nay, _____ Absent/Abstention

Finance Committee Action:

Fiscal Note Approved: _____ Date: _____

By a vote of _____ Ayes, _____ Nay, _____ Absent/Abstention

County Board Action:

Approved: _____ Date: _____

By a vote of _____ Ayes, _____ Nay, _____ Absent/Abstention

RESOLUTION NUMBER 21-2021

RESOLUTION UPGRADING AND RECLASSIFYING ONE CHILD & FAMILY SERVICES CASE MANAGER POSITION IN THE HEALTH & HUMAN SERVICES CHILDREN & FAMILIES UNIT TO A CHILDREN & FAMILIES UNIT LEAD WORKER POSITION.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, as part of the 2022 budget process Health & Humans Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

Approved by Personnel Committee Disapproved by Personnel Committee
 Approved by Finance Committee Disapproved by Finance Committee

Roll Call on Ordinance No. 21-2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 17th day of August, 2021.

/s/ Joe Gonyo

Joe Gonyo, Chair

/s/ Harley Reabe

Harley Reabe, Vice-chair

/s/ Brian Floeter

Brian Floeter

/s/ Joanne Guden

Joanne Guden

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

/s/ Joy Waterbury

Joy Waterbury

/s/ Charlie Wielgosh

Charlie Wielgosh

/s/ Nancy Hoffmann

Nancy Hoffmann

/s/ Christine Schapfel

Christine Schapfel

/s/ Richard Trochinski

Richard Trochinski

4 **WHEREAS**, this analysis lead us to determine that the creation of lead positions in
5 several departments would lead to better service, create efficiencies and assist with
6 staff recruitment and retention; and

7 **WHEREAS**, this role and title represents an upgrade to one the Children & Family Units
8 Case Manager positions who will continue their primary role; and

9 **WHEREAS**, the Wisconsin Child Protective Service ACCESS & Initial Assessment
10 Standards from the Wisconsin Department of Children and Families mandate as well as
11 Chapter 48 of the Wisconsin State Statutes require that any report of child abuse or
12 neglect be screened, and response time decisions completed on any case within 24
13 hours of receipt; and

14 **WHEREAS**, this mandate, requires that either a supervisor (Unit Manager) or designee
15 (Lead Worker) be available at all times whether it is during working hours, after-hours or
16 weekends or holidays; and

17 **WHEREAS**, as a result, the Unit Manager has had to be available for these screening
18 decisions at all times including times, including while on paid time off; and

19 **WHEREAS**, Green Lake County participated in the pilot for Lead Worker training in
20 early 2021 through the Wisconsin Child Welfare Professional Development system.
21 One staff and the Unit Manager completed the pilot. This was found to be very
22 successful. Through this process, the duties and role of a Lead Worker were identified;
23 and

24 **WHEREAS**, as an agency we have talked about the benefits of creating leaders and
25 allowing for professional growth and advancement; and

26 **WHEREAS**, creating a lead worker position allows staff to learn and grow more
27 comfortable in a management type role.

28 **NOW THEREFORE BE IT RESOLVED** that one Child and Family Services Case
29 Manager Position in the Health & Human Services Children & Families Services Unit be
30 upgraded and reclassified to a Lead Worker position and be included in the 2022
31 budget. (See attached job description)

32 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 10 of the Green
33 Lake County wage plan.

34 **FISCAL NOTE:**

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Max Total Cost
Current: Social Worker	\$22,91-\$34,36	\$47,647-\$71,471	\$3,216-\$4,824	\$3,645-\$5,468	\$ 25,295.00	\$35,587.00	\$ 107,058.00
Proposed: Children and Families Lead Worker	\$24,63-\$36,95	\$51,234-\$76,851	\$3,458-\$5,187	\$3,919-\$5,879	\$ 25,295.00	\$36,361.00	\$ 113,212.00

RECLASSIFICATION OF AN EXISTING POSITION ANALYSIS

A. Department: DHHS - C&F Unit

Date: 6/23/2021

Department Head: Sue Sleezer

Proposed Position for Reclassification: C&F Services Case Manager

Current classification Pay Group: 11

Current Pay Group Pay Range: 22.91 80% 28.63 100% 34.36 120%

Proposed new Pay Group: 10

Proposed Pay Group Pay Range: 24.63 80% 30.79 100% 36.95 120%

B. Please provide justification for the position reclassification:

This role and title represents an upgrade to one of DHHS's full-time C&F Services Case Manager positions within the Children & Family Unit. This position will continue to maintain their role as a Case Manager by maintaining a caseload, and complete all other current tasks. The Children and Families Unit is requesting a Lead Worker position for one primary reason: The Wisconsin Child Protective Service ACCESS & Initial Assessment Standards from the Wisconsin Department of Children and Families mandate as well as Chapter 48 of the Wisconsin State Statutes that be screened and response time decisions completed on any case within 24 hours of receipt of any report of Child Abuse & Neglect. Supervisory approval (or that of his or her designee) is required for all screening decisions. This mandate, requires that either a supervisor (Unit Manager) or designee (Lead Worker) be available at all times whether it is during working hours, after-hours or weekends or holidays. This mandate has been in place for many years but was codified into the Standards when they were initially developed in the early 2000's. As a result, the Unit Manager has had to be available for these screening decisions at all times including times while on paid time off. Green Lake County participated in the pilot for Lead Worker training in early 2021 through the Wisconsin Child Welfare Professional Development system. This was found to be very successful. One staff and the Unit Manager completed the pilot. Through this process, the duties and role of a Lead Worker were identified. As an agency we have talked about the benefits of fostering "leaders". We feel creating lead worker positions will allow working staff to learn and grow more comfortable in a management type role.

Suggested Title (if changed): Children and Families Unit - Lead Worker

Co. Administrator/HR Coordinator's Recommended Classification:

Pay Group: 10

Projected Effective Date: 1/1/2022

C. General Description of the Position:

The Lead Worker is responsible for assisting the Unit Manager. In addition to their primary caseload responsibilities, he/she will be responsible to perform other lead/consultative worker responsibilities. This will include but is not limited to assessing & screening incoming child abuse/neglect ACCESS reports and incoming child welfare reports using the Wisconsin Child Protective Services Access & Initial Assessment Standards and the Wisconsin Child Protective Services Safety Intervention Standards.

D. Typical Examples of Work to be Performed (in detail):

1. Provide "mentoring" of new social workers in the unit under the guidance of the unit manager
2. Under the guidance of the Children and Families Unit Manger, this staff would have the authority to make screening decisions to accept of not accept a report of child maltreatment of other report for further assessment.
3. Reviewing department and community resources including making on-site visits to agencies, reviewing applicable policy and procedures, paperwork, etc. Be the "go to" person when the Unit Manager is not available.
- 4 Pursuant to DCF 56.22 shall be trained and certified in the use of the State of Wisconsin' s Departments standardized assessment tool for children placed into foster care.
- 5 Under the guidance of the Children & Families Unit Manager act as a designee regarding Child Protective Services Protective Plans, Safety Assessments, Analysis & Plans and Emergency removals for Youth Justice and sign approvals in the Manager's absence.
6. Stand in for the Unit manager at various committee meetings/workgroups as requested
- 7.
- 8.

E. Minimum Qualifications for position:

Education: Bachelor's in SW or related field

Experience: Must be certified or certifiable as a Social Worker

F: Funding:

Current annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
11	\$22.91-\$34.36	\$47,647-\$71,471	\$3,216.17-\$4,824.29	\$3,645.00-\$5,467.53	\$25,295	\$60	

Proposed annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
10	\$24.63-\$36.95	\$51,234-\$76,851	\$3,458.30-\$5,187.44	\$3,919.40-\$5,879.10	\$25,295	\$60	

1. Where will any increased funding for this position come from? : Increased Revenues/Levy

Is this cost in the current department budget? Will be part of the 2022 budget

H. Who does this person/position report to? C&F Services Unit Manager

County Administrator Action:

Reclassification Approved

Date:

Comments:

Committee of Jurisdiction Action:

Reclassification Approved:

Date:

By a vote of aye, nay, absent/abstention

Personnel Committee Action:

Support Reclassification as Proposed:

Date:

By a vote of aye, nay, absent/abstention

Finance Committee Action:

Fiscal Note Approved:

Date:

By a vote of aye, nay, absent/abstention

County Board Action:

Approved:

Date:

By a vote of aye, nay, absent/abstention

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CHILDREN & FAMILIES UNIT - LEAD WORKER

DEPARTMENT: HEALTH & HUMAN SERVICES/CHILDREN & FAMILY SERVICES UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHILDREN & FAMILY SERVICES UNIT MANAGER

SUMMARY:

The Lead Worker is responsible for assisting the Unit Manager. In addition to their primary caseload responsibilities, he/she will be responsible to perform the lead/consultative worker responsibilities listed below. This will include but is not limited to assessing & screening incoming child abuse/neglect ACCESS reports and incoming child welfare reports using the Wisconsin Child Protective Services Access & Initial Assessment Standards and the Wisconsin Child Protective Services Safety Intervention Standards.

DUTIES AND RESPONSIBILITIES:

Under the guidance of the Children & Families Unit Manager has the authority to make screening decisions to accept or not accept a report of child maltreatment or other report for further assessment. These decisions must be completed within a timeframe which assures that the immediate threats to child safety are addressed. In all cases, this must be made within 24 hours of receipt of the report. This includes making case assignments to other unit staff.

- Provide “mentoring” of new social workers in the Unit under the guidance of the Unit manager. This will include but not be limited to providing 1-1 mentoring, training, reviewing Department & community resources including making on-site visits to agencies, reviewing applicable policy and procedures, paperwork, etc. Be the “go to” person when the Unit Manager is not available.
- Pursuant to DCF 56.22 shall be trained and certified in the use of the State of Wisconsin’s Departments standardized assessment tool for children placed into foster care. Provide first review and approval of the tool prior to forwarding to the Unit Manager and/or rate setter. This includes review of the child’s case record, interview and review information from other staff who have interviewed the child, child’s family, foster parent or other out-of-home care provider, the child’s team and the licensing agency.
- Under the guidance of the Children & Families Unit Manager act as a designee regarding Child Protective Services Protective Plans, Safety Assessments, Analysis & Plans and Emergency removals for Youth Justice and sign approvals in the Manager’s absence.

- Stand in for the Unit manager at various committee meetings/workgroups as requested.
- Other time is spent in unit staff meetings, supervision meetings for case monitoring, information sharing and special projects.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand and follow directions; reading and writing (reports) is necessary. Interviewing, counseling and communication skills are needed. It is also important to have knowledge of juvenile and criminal law, social work practice, and federal and state policy and procedures especially as it relates to child abuse/neglect and child welfare. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer, camera, measuring devices, fax machine and automobile. A video camera may be used to tape interviews in some cases.

QUALIFICATIONS: EDUCATION: Bachelor's degree in Social Work or closely related field that allows for certification.

EXPERIENCE / JOB KNOWLEDGE: Must be certified or certifiable as a Social Worker in Wisconsin. Through training and experience have the knowledge and ability to perform complex and specialized casework services with considerable independence. Must have the ability to deal with crisis situations.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of time is spent talking, hearing, visually observing and sitting. 50% of time is spent using low fingering (writing) and reaching. About 10% of time is spent standing, walking, stooping, kneeling, crouching and low lifting. In unusual situations, it is necessary to grapple, crawl, and run.

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 done inside. Work is done outside about 10% of time. In unusual situations there is a threat of physical attack or injury from clients.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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 2004; 9/16

Approved County Personnel 10/20/2016

RESOLUTION NUMBER 22-2021

RESOLUTION TO RECLASSIFY ONE PUBLIC HEALTH NURSE/HEALTH EDUCATOR POSITION IN THE HEALTH & HUMAN SERVICES PUBLIC HEALTH UNIT TO A DEPUTY PUBLIC HEALTH OFFICER POSITION.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, as part of the 2022 budget process Health & Humans Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

Approved by Personnel Committee Disapproved by Personnel Committee
 Approved by Finance Committee Disapproved by Finance Committee

Roll Call on Ordinance No. 22-2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 17th day of August, 2021.

/s/ Joe Gonyo

Joe Gonyo, Chair

/s/ Harley Reabe

Harley Reabe, Vice-chair

/s/ Brian Floeter

Brian Floeter

/s/ Joanne Guden

Joanne Guden

/s/ Nancy Hoffmann

Nancy Hoffmann

/s/ Christine Schapfel

Christine Schapfel

/s/ Richard Trochinski

Richard Trochinski

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

/s/ Joy Waterbury

Joy Waterbury

/s/ Charlie Wielgosh

Charlie Wielgosh

4 **WHEREAS**, this analysis lead us to determine that the creation of lead positions in
5 several departments would lead to better service, create efficiencies and assist with
6 staff recruitment and retention; and

7 **WHEREAS**, this role and title represents an upgrade to one of the Public Health Unit's
8 Public Health Nurse/Health Educator positions who will continue their primary role; and

9 **WHEREAS**, this position will work in concert with the Public Health officer in the
10 planning, organizing and directing of Health Department programs; and

11 **WHEREAS**, the responsibilities of the Health Officer have increased significantly over
12 the past several years and a deputy position can provide health policy consultation and
13 assist with numerous other duties. These include training of department staff, grant
14 oversight, and a liaison to citizens, public officials, and community organizations during
15 disasters and pandemics; and

16 **WHEREAS**, in the absence of the Health Officer, a Deputy Health Officer can also
17 serve as the designated County Health Officer and perform other related work as
18 required; and

19 **WHEREAS**, as an agency we have talked about the benefits of creating leaders and
20 allowing for professional growth and advancement; and

21 **WHEREAS**, creating positions that provide for supervisory experience allows staff to
22 learn and grow more comfortable in a management type role; and

23 **NOW THEREFORE BE IT RESOLVED** that one Public Health Nurse/Health Educator
24 Position in the Health & Human Services Public Health Unit be reclassified to a Deputy
25 position and included in the 2022 budget. (See attached job description)

26 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 8 of the Green
27 Lake County wage plan.

28 **FISCAL NOTE:**

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Max Total Cost
Current: Public Health Nurse/Educator	\$26,49-\$39,73	\$55,090-\$82,635	\$3,719-\$5,578	\$4,215-\$6,322	\$ 25,295.00	\$37,194.86	\$ 119,829.86
Proposed: Deputy Public Health Officer	\$28,48-\$42,72	\$59,237-\$88,855	\$3,999-\$5,998	\$4,532-\$6,798	\$ 25,295.00	\$38,091.00	\$ 126,946.00

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

TITLE: DEPUTY PUBLIC HEALTH OFFICER

DEPARTMENT/UNIT: HEALTH AND HUMAN SERVICES/HEALTH UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: HEALTH UNIT MANAGER

SUMMARY:

This position will work in concert with the Public Health officer in the planning, organizing and directing of Health Department programs. This position will also serve as the Health Officer in his or her absence. Participates in activities to protect and promote the health of the public through population-based services by implementing core functions of public health (assessment, policy development and assurance). Must be available to work extra hours, be available 24/7 on call for emergencies and have flexible scheduling. This position requires certification in the National Incident Management System (NIMS) up to and including ICS 400 training in order to act as the Incident Commander and/or Public Information Officer for Public Health Emergencies in the absence of the Health Officer. This position is responsible for assisting in the development and implementation of the activities and programs of the Health Unit in accordance with Chapters 251 and 252 of the Wisconsin Statutes, Administrative Code 139 & 140 along with Green Lake County Human Health Hazard Ordinance and codes adopted by the County Board. Assists in developing key documents (Strategic Plan, Community Health Assessment, Community Health Improvement Plan, Performance Management/Quality Improvement Plan and Policy and Procedure manual) to drive daily activities within the framework of the Health Unit's provision of core functions and essential services of public health.

DUTIES AND RESPONSIBILITIES:

A. ESSENTIAL FUNCTIONS:

Acts as County Health Officer with statutory authority per HSS 251.06 in the absence of the County Health Officer.

Conducts epidemiological investigations and follow-up for communicable disease cases and outbreaks to determine source and prevent spread of infection. This may include executing orders for quarantine or other restrictions based on the disease type. Prepares reports and makes recommendations regarding control within Green Lake County in accordance with SS Chapter 252.03-252.06. Provides support services in animal bite prevention.

Develops and implements culturally-sensitive internal and external health programs/services as determined by population-based health priorities followed by

evaluation of the quality, effectiveness and accessibility of these programs/services.

Plans and implements systematic assessment of community health needs every 5 years, in accordance with State Statutes, including collection, assembly and analysis of information on the health of the community containing statistics on health status, health indicators, and epidemiologic studies of health problems.

Participates in Community Health Improvement process which is re-evaluated at least every 5 years based on the Community Health Assessment.

Presents public health educational information to the media, general public and other groups, including information on wellness and safety, communicable disease, immunizations, nutrition, preparedness and other emerging health topics.

Plans, coordinates and cooperates with local, state and federal services to assure emergency public health service preparedness in the event of natural, chemical or biological events. Trains other Health and Human Services staff on emergency preparedness roles such as opening a shelter and mass fatality incident response.

Acts as the Incident Commander and/or Public Information Officer in the absence of the Health Officer.

Advocates for public health essential services at the county, state and federal level through participation in legislative and policy-making activities.

Serves on various agency, community, regional and/or state committees.

Acts as a liaison with other professional organizations that interface with the department.

Maintains professional knowledge and skills of current public health issues, best practices and accreditation standards through active participation at seminars, public meetings, conferences, and workshops. Reviews professional and other publications and incorporates evidence based practice and scientific research.

Participates in agency strategic plan and implements program evaluation procedures and Quality Improvement Plan.

Provides orientation for and acts as a resource person for student nurses from accredited nursing program while in the agency.

SKILLS AND ABILITIES:

EDUCATION: Bachelor of Science Degree in Nursing, licensed as a Nurse in the State of Wisconsin or a bachelor's degree in public health, environmental health, the physical or biological sciences or a similar field.

EXPERIENCE AND KNOWLEDGE: Must have at least 3 years of full-time employment with a public health agency and CPR certified. Requires qualification as a Health Officer according to Chapter 251.06. Basic everyday living skills are needed, as is the ability to understand and follow directions. Ability to communicate effectively with clients, families, school staff, Division of Public Health and other community resource personnel, medical personnel and the general public, verbally and in writing. Ability to keep accurate records and prepare detailed reports of patient care, general public health and communicable disease control. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) Ability to deal with a variety of abstract and concrete variables. Ability to operate audiometer, glucose meter, immunization, and other medical equipment. Ability to use advanced hardware/software/applications. Ability to utilize critical thinking skills and prioritization. Must have a valid Wisconsin Driver's License and access to an insured vehicle.

WORKING CONDITIONS:

PHYSICAL DEMANDS: 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, is used 50% of time. Approximately 25% of the time is used standing. Activities done 10% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 40 lbs.), carrying and low pushing (10 lb. objects). In unusual or non-routine situations, crouching, running, bending or twisting, medium carrying (20-40 lbs.) and medium pushing (60-80 lbs.) would be required.

ENVIRONMENTAL DEMANDS: Over 75% of the time is spent inside. Always present is the danger of exposure to certain fatal or chronic blood borne pathogens and communicable infections.

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.

Reviewed 05/21

RECLASSIFICATION OF AN EXISTING POSITION ANALYSIS

A. Department: DHHS - Health Dept.

Date: 06/23/2021

Department Head: Rachel Prellwitz

Proposed Position for Reclassification: Public Health Nurse/Health Educator

Current classification Pay Group: 9

Current Pay Group Pay Range: 26.49 80% 33.11 100% 39.73 120%

Proposed new Pay Group: 8

Proposed Pay Group Pay Range: 28.48 80% 35.60 100% 42.72 120%

B. Please provide justification for the position reclassification:

This role and title represents an upgrade to one of DHHS's full-time Public Health Nurse positions within the Public Health Dept. This position will continue to maintain their role as a Public Health Nurse. This position will work in concert with the Public Health officer in the planning, organizing and directing of Health Department programs. This position will also serve as the Health Officer in his or her absence. The responsibilities of the Health Officer have increased significantly over the past several years and a deputy position can provide health policy consultation and assist with numerous other duties. These include training of department staff, grant oversight, and a liaison to citizens, public officials, and community organizations during disasters. In the absence of the Health Officer, a Deputy Health Officer can also serve as the designated County Health Officer and performs other related work as required. As an agency we have talked about the benefits of fostering "leaders". We feel creating lead worker positions will allow working staff to learn and grow more comfortable in a management type role.

Suggested Title (if changed): Deputy Public Health Officer

Co. Administrator/HR Coordinator's Recommended Classification:

Pay Group: 8

Projected Effective Date: 01/01/2022

C. General Description of the Position:

This position will work in concert with the Public Health officer in the planning, organizing and directing of Health Department programs. This position will also serve as the Health Officer in his or her absence. Participates in activities to protect and promote the health of the public through population-based services by implementing core functions of public health (assessment, policy development and assurance). Must be available to work extra hours, be available 24/7 on call for emergencies and have flexible scheduling. This position requires certification in the National Incident Management System (NIMS) up to and including ICS 400 training in order to act as the Incident Commander and/or Public Information Officer for Public Health Emergencies in the absence of the Health Officer. This position is responsible for assisting in the development and implementation of the activities and programs of the Health Unit in accordance with Chapters 251 and 252 of the Wisconsin Statutes, Administrative Code 139 & 140 along with Green Lake County Human Health Hazard Ordinance and codes adopted by the County Board.

D. Typical Examples of Work to be Performed (in detail):

1. **Acts as County Health Officer with statutory authority per HSS 251.06 in the absence of the County Health Officer.**
2. **Conducts epidemiological investigations and follow-up for communicable disease cases and outbreaks to determine source and prevent spread of infection. This may include executing orders for quarantine or other restrictions based on the disease type.**
3. **Prepares reports and makes recommendations regarding control within Green Lake County in accordance with SS Chapter 252.03-252.06. Provides support services in animal bite prevention.**
4. **Plans and implements systematic assessment of community health needs every 5 years, in accordance with State Statutes.**
5. **Presents public health educational information to the media, general public and other groups, including information on wellness and safety, communicable disease, immunizations, nutrition, preparedness and other emerging health topics.**
6. **Acts as the Incident Commander and/or Public Information Officer in the absence of the Health Officer.**
7. **Advocates for public health essential services at the county, state and federal level through participation in legislative and policy-making activities.**
8. **Provides orientation for and acts as a resource person for student nurses from accredited nursing program while in the agency.**

E. Minimum Qualifications for position:

Education: Bachelors degree in Nursing

Experience: Licensed Nurse, 3 years of PH experience

F: Funding:

Current annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
9	\$26.49-\$39.73	\$55,090-\$82,635	\$3,718.58-\$5,577.86	\$4,214.39-\$6,321.58	\$25,295	\$100	

Proposed annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
8	\$28.48-\$42.72	\$59,237-\$88,855	\$3,998.50-\$5,997.71	\$4,531.63-\$6,797.41	\$25,295	\$100	

1. Where will any increased funding for this position come from? : COVID, Immunization& Levy

Is this cost in the current department budget? Will be included in 2022 budget

H. Who does this person/position report to? Public Health Officer

County Administrator Action:

Reclassification Approved

Date:

Comments:

Committee of Jurisdiction Action:

Reclassification Approved:

Date:

By a vote of aye, nay, absent/abstention

Personnel Committee Action:

Support Reclassification as Proposed:

Date:

By a vote of aye, nay, absent/abstention

Finance Committee Action:

Fiscal Note Approved:

Date:

By a vote of aye, nay, absent/abstention

County Board Action:

Approved:

Date:

By a vote of aye, nay, absent/abstention

RESOLUTION NUMBER 23-2021

**RESOLUTION TO RECLASSIFY ONE ECONOMIC SUPPORT WORKER POSITION
IN THE HEALTH & HUMAN SERVICES ECONOMIC SUPPORT UNIT TO AN
ECONOMIC SUPPORT LEAD WORKER POSITION.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, as part of the 2022 budget process Health & Humans Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

Approved by Personnel Committee Disapproved by Personnel Committee
 Approved by Finance Committee Disapproved by Finance Committee

Roll Call on Ordinance No. 23-2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 27th day of August, 2021.

/s/ Joe Gonyo

Joe Gonyo, Chair

/s/ Harley Reabe

Harley Reabe, Vice-chair

/s/ Brian Floeter

Brian Floeter

/s/ Joanne Guden

Joanne Guden

/s/ Nancy Hoffmann

Nancy Hoffmann

/s/ Christine Schapfel

Christine Schapfel

/s/ Richard Trochinski

Richard Trochinski

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

/s/ Joy Watergury

Joy Waterbury

/s/ Charlie Wielgosh

Charlie Wielgosh

4 **WHEREAS**, this analysis lead us to determine that the creation of lead positions in
5 several departments would lead to better service, create efficiencies and assist with
6 staff recruitment and retention; and

7 **WHEREAS**, this role and title represents an upgrade to one the Economic Support
8 Units Economic Support worker positions who will continue their primary role; and

9 **WHEREAS**, this position will continue to maintain their role as an Economic Support
10 worker while also providing back-up to the Economic Support/Child Support Unit
11 Manager; and

12 **WHEREAS**, over the last 5 years we have evaluated the workloads of workers and
13 managers and are requesting a Lead Worker for the Economic Support Unit to allow the
14 Child Support/Economic Support Unit Manager to better share their time and presence
15 between both Units; and

16 **WHEREAS**, we have seen a high turnover rate statewide because the work of an
17 Economic Support Worker is intensive and difficult; and

18 **WHEREAS**, as an agency we have talked about the benefits of creating leaders and
19 allowing for professional growth and advancement; and

20 **WHEREAS**, creating a lead worker position allows staff to learn and grow more
21 comfortable in a management type role.

22 **NOW THEREFORE BE IT RESOLVED** that one Economic Support Worker Position in
23 the Health & Human Services Economic Support/Child Support Unit be reclassified to
24 an Economic Support Lead Worker position and be included in the 2022 budget. (See
25 attached job description)

26 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 13 of the Green
27 Lake County wage plan.

28 **FISCAL NOTE:**

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Max Total Cost
Current: Economic Support Worker	\$18.43-\$27.64	\$38,325-\$57,488	\$2,587-\$3,880	\$2,932-\$4,398	\$ 25,295.00	\$33,573.00	\$ 91,061.00
Proposed: Economic Support Lead Worker	\$19.81-\$29.72	\$41,210-\$61,815	2782-\$4,173	\$3,153-\$4,729	\$ 25,295.00	\$34,197.00	\$ 96,012.00

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ECONOMIC SUPPORT LEAD WORKER (ES)

DEPARTMENT: HEALTH & HUMAN SERVICES/ECONOMIC SUPPORT UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: ECONOMIC / CHILD SUPPORT UNIT MANAGER

SUMMARY:

This position functions as an advanced level Economic Support Worker. This position demonstrates superior competence in all areas of job performance such as eligibility determination for Economic Support programs and WHEAP, CARES and other relevant State systems, working in the Call Center, and all other support services provided by Economic Support.

DUTIES AND RESPONSIBILITIES:

- Assists in managing caseload by conducting interactive interviews, processing applications, renewals, documents and system alerts, determining accurate benefit amounts, requesting necessary verifications, processing system cross matches, and navigating numerous systems and databases.
- Work with consortium of 9 counties in a Call / Change Center to provide participants quality customer service, the correct amount of benefits and the coordination of services.
- Provides technical assistance and training in Economic Support program eligibility, the CARES/CWW system, and other computer systems used for public assistance. Acts as liaison to the DCF/DHS Call Centers, the DCF/DHS Policy Analysts, and DHS CARES Coordinator.
- Provides assistance and guidance to Economic Support Workers such as implementing program changes, training on various new requirements, providing representation at fair hearings and legal proceedings, and completing targeted case reviews.
- Completes monthly calendar for Economic Support staff.
- Provides assistance with problem resolution by responding to questions, inquiries, and complaints from the general public, customers, agencies, attorneys, guardians, legislators, and the State.
- Develops processes, procedures, and forms to help streamline workload and meet program requirements.
- Coordinates WHEAP program for the department, including attendance at meetings, staff training and assistance, maintenance of computer systems.
- Collaborates with other teams within Green Lake County Department of Health and

Human Services, other county departments, community organizations, and the Income Maintenance Consortium. Attends other agency meetings and provides training and updates as needed.

- Provides back-up to the Economic/Child Support Unit Manager.
- Maintains regular and predictable attendance while completing all assignments and meeting all required timelines.
- Promotes and works in a harmonious relationship with others including but not limited to outside agencies and County departments.
- Performs job duties and follows policies and procedures independent of direct supervision.
- Other duties may be assigned by Economic/Child Support Unit Manager

SKILLS AND ABILITIES:

- Knowledge of program requirements, community conditions, local/state/federal regulations and workload management required.
- Ability to be self-motivated.
- Ability to accept change.
- Ability to work with deadlines and other stressors.
- Ability to manage paperwork.
- Ability to solve basic math problems.
- Ability to organize personal work environment.
- Ability to maintain customer and program confidentiality.
- Ability to reach, interpret and absorb complex manual material.
- Ability to make decisions in accordance with laws, regulations and established policies.
- Ability to establish and maintain effective working relationship with co-workers, customers, other agencies and the general public.
- Ability to communicate effectively orally and in writing.
- Valid Wisconsin Driver's License.
- Access to an insured vehicle.
- Material and equipment used:
 - -General office equipment
 - -Computer

QUALIFICATIONS:

EDUCATION: High School diploma or equivalent is required.

EXPERIENCE / JOB KNOWLEDGE: Minimum of 5 years work experience in Economic Support. Call Center experience is required.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is sitting, hearing (listening), using near vision activities and medium handling. 15% of the time is spent feeling, low level lifting (10 pounds or less) and keyboarding. 10% of the time is spent walking, sitting, low carrying, low pushing/pulling activities and low handling. In unusual or non-routine situations, this position may be required to stoop, reach, low to medium lifting (20-40 pounds), and high pushing/pulling.

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 the time is spent inside. In some instances, this position may be at risk of physical attack or injury from clients. In unusual situations, situations of temperature changes, noxious odors and poor ventilation may exist.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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.

4/2021

RECLASSIFICATION OF AN EXISTING POSITION ANALYSIS

A. Department: Economic Support

Date: 06/23/2021

Department Head: Shelby Jensen

Proposed Position for Reclassification: Economic Support Worker

Current classification Pay Group: 14

Current Pay Group Pay Range: 18.43 80% 22.03 100% 27.64 120%

Proposed new Pay Group: 13

Proposed Pay Group Pay Range: 19.81 80% 24.77 100% 29.72 120%

B. Please provide justification for the position reclassification:

This role and title represents an upgrade to one of DHHS's full-time Economic Support Worker positions within the Economic Support Unit. This position will continue to maintain their role as a Economic Support worker while also providing back up to the Economic Support/Child Support Unit Manager. On June 22nd, 2016 the Green Lake County Board voted and passed the resolution to emerge the Child Support agency with the Department of Health and Human Services under the Economic Support Unit. Over the last 5 years we have evaluated the workload. We are requesting a Lead Worker for the Economic Support Unit to allow the Child Support/Economic Support Unit Manager to better share their time and presence between both Units. These duties would include representation for Green Lake County at Consortia and State meetings, representation at Fair Hearing requests, responses to Quality Assurance reviews, training of current and new staff, problem resolution, and other daily, weekly and monthly tasks the Unit Manager sees fit. The work of the Economic Support Worker is intensive and quite difficult and this is why we have seen a high turnover rate statewide in this area. Creating this position would allow a "stepping stone" to foster new leaders and allow staff to learn and grow more comfortable in a management type role.

Suggested Title (if changed): **ECONOMIC SUPPORT LEAD WORKER**

Co. Administrator/HR Coordinator's Recommended Classification:

Pay Group: 13

Projected Effective Date: 01/01/2022

C. General Description of the Position:

This position functions as an advanced level Economic Support Worker. This position demonstrates superior competence in all areas of job performance such as eligibility determination for Economic Support programs and WHEAP, CARES and other relevant State systems, working in the Call Center, and all other support services provided by Economic Support. This position will also coordinate the WHEP program for the department.

D. Typical Examples of Work to be Performed (in detail):

1. Assists in managing caseload by conducting interactive interviews, processing applications, renewals, documents and system alerts, determining accurate benefit amounts, requesting necessary verifications, processing system cross matches, and navigating numerous systems and databases.

2. **Work with consortium of 9 counties in a Call / Change Center to provide participants quality customer service, the correct amount of benefits and the coordination of services.**

3. Provides technical assistance and training in Economic Support program eligibility, the CARES/CWW system, and other computer systems used for public assistance. Acts as liaison to the DCF/DHS Call Centers, the DCF/DHS Policy Analysts, and DHS CARES Coordinator.

4. Provides assistance and guidance to Economic Support Workers such as implementing program changes, training on various new requirements, providing representation at fair hearings and legal proceedings, and completing targeted case reviews.

5. Provides assistance with problem resolution by responding to questions, inquiries, and complaints from the general public, customers, agencies, attorneys, guardians, legislators, and the State.

6. Coordinates WHEAP program for the department, including attendance at meetings, staff training and assistance, maintenance of computer systems.

7. **Provides back-up to the Economic/Child Support Unit Manager.**

8. Collaborates with other teams within Green Lake County Department of Health and Human Services, other county departments, community organizations, and the Income Maintenance Consortium. Attends other agency meetings and provides training and updates as needed.

E. Minimum Qualifications for position:

Education: High School Diploma

Experience: % years working in Economic Support

F: Funding:

Current annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
14	\$18.43-\$27.64	\$38,325-\$57,488	\$2,586.94-\$3,880.44	\$2,931.86-\$4,397.83	\$25,295	50	

Proposed annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
13	\$19.81-\$29.72	\$41,210-\$61,815	\$2,781.68-\$4,172.51	\$3,152.57-\$4,728.85	\$25,295	50	

1. Where will any increased funding for this position come from? : WHEAP/IM Revenues

Is this cost in the current department budget? Will be in 2022 budget

H. Who does this person/position report to? Economic Support/Child Support Manager

County Administrator Action:

Reclassification Approved

Date:

Comments:

Committee of Jurisdiction Action:

Reclassification Approved:

Date:

By a vote of aye, nay, absent/abstention

Personnel Committee Action:

Support Reclassification as Proposed:

Date:

By a vote of aye, nay, absent/abstention

Finance Committee Action:

Fiscal Note Approved:

Date:

By a vote of aye, nay, absent/abstention

County Board Action:

Approved:

Date:

By a vote of aye, nay, absent/abstention

RESOLUTION NUMBER 24-2021

RESOLUTION TO RECLASSIFY THE PART-TIME PUBLIC HEALTH NURSE/PUBLIC HEALTH EDUCATOR POSITION IN THE HEALTH & HUMAN SERVICES PUBLIC HEALTH UNIT TO A FULL-TIME PUBLIC HEALTH NURSE/PUBLIC HEALTH EDUCATOR POSITION.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, as part of the 2022 budget process Health & Humans Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

Approved by Personnel Committee Disapproved by Personnel Committee
 Approved by Finance Committee Disapproved by Finance Committee

Roll Call on Ordinance No. 24-2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

/s/ Joe Gonyo

Passed and Enacted/Rejected this 17th day of August, 2021.

Joe Gonyo, Chair

/s/ Harley Reabe

Harley Reabe, Vice-chair

County Board Chairman

/s/ Brian Floeter

Brian Floeter

ATTEST: County Clerk
Approve as to Form:

/s/ Joanne Guden

Joanne Guden

Corporation Counsel

/s/ Nancy Hoffmann

Nancy Hoffmann

/s/ Joy Waterbury

Joy Waterbury

/s/ Christine Schapfel

Christine Schapfel

/s/ Charlie Wielgosh

Charlie Wielgosh

/s/ Richard Trochinski

Richard Trochinski

4 **WHEREAS**, during the COVID-19 pandemic the Public Health Department utilized a
5 full-time LTE to assist with contact tracing, vaccinations, and other public health duties
6 due to an increased workload on public health staff; and,

7 **WHEREAS**, as of July 2, 2021, the Department of Health & Human Services will be
8 eliminating one full-time LTE position within the Public Health Department; and

9 **WHEREAS**, although COVID is not as prevalent as it was, it remains in our community
10 and continues to increase Public Health's workload; and

11 **WHEREAS**, Public Health and DHHS continue to receive COVID funding and the cost
12 to increase the part-time position to full-time will funded via COVID funding.

13 **NOW THEREFORE BE IT RESOLVED** that the part-time Public Health Nurse/Public
14 Health Educator position in the Health & Human Services Public Health Unit be re-
15 classed as a full-time Public Health Nurse/Public Health Educator and be updated as
16 part of the 2022 budget. (See attached job description)

17 **BE IT FURTHER RESOLVED** that this position does not require posting the position
18 internally or externally and the requirement for posting is waived. It is expected that the
19 individual who holds the part-time position will accept the full-time position.

20 **BE IT FURTHER RESOLVED** that once it is determined that full-time hours are no
21 longer needed, and/or the funding is no longer available DHHS would look at returning
22 the position to part-time.

23 **FISCAL NOTE:**

Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
Part Time Public Health Nurse/Health Educator	\$ 31.45	\$ 32,708.00	\$ 2,207.79	\$ 2,502.16		\$ 4,709.95	\$ 37,417.95
Full Time Public Health Nurse/Health Educator	\$ 31.45	\$ 57,239.00	\$ 3,863.63	\$ 4,378.78	\$ 9,278.00	\$ 17,520.42	\$ 74,759.42

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: PUBLIC HEALTH NURSE/ PUBLIC HEALTH EDUCATOR

DEPARTMENT: HEALTH & HUMAN SERVICES/HEALTH

LOCATION: GOVERNMENT CENTER

SUPERVISOR: HEALTH & HUMAN SERVICES/HEALTH UNIT MANAGER

SUMMARY: The Public Health Nurse/Public Health Educator supports the mission and vision of the Green Lake County Health Unit to promote and protect health and prevent disease. Serves as a leader in public health in our county to promote healthy people, thriving communities and safe environments. Utilizes key documents (Strategic Plan, Community Health Assessment, Community Health Improvement Plan, Performance Management /Quality Improvement plan, Workforce Development plan and Policy and Procedure manual) to drive daily activities within the framework of Green Lake County Health Unit's provision of the core functions and essential services of public health.

DUTIES AND RESPONSIBILITIES:

Analytical/Assessment Skills:

1. Ability to collect and maintain reliable, comparable and valid data sources that provide information on conditions of public health importance and on the health status of the population.
2. Participates in the analysis of public health data to identify trends in health hazards, and social and economic factors that adversely affect the public's health.

Policy Development/Program Planning Skills:

3. Contribute to a comprehensive health improvement assessment, planning and development of program goals.
4. Utilize the health department's organizational strategic plan to implement policies, programs and services.
5. Participates in evaluation of programs by using the agency's performance management and quality improvement strategies to drive health department services.

Communication Skills:

6. Ability to identify literacy of populations served.
7. Utilize appropriate methods for interacting effectively and professionally with people of all ages from diverse cultural, socioeconomic, education, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
8. Capability to use a variety of approaches to convey public health information and data to individuals, groups and organizations.

Cultural Competency Skills:

9. Assess strengths of individuals and communities and respond appropriately to their needs based on sensitivity to and respect for their diverse cultural and ethnic backgrounds and socioeconomic status.
10. Utilize strategies to assure health equity and cultural sensitivity in all public health services.
11. Respect and advocate for vulnerable populations to increase access to health care services for those who may experience barriers related to diversity.

Community Dimensions of Practice Skills:

12. Collaborate with community partners, support relationships and engage community members to improve health in the county.
13. Recognize relationships that are affecting health in a community and provide input for developing, implementing, evaluating and improving policies, programs and services.
14. Foster an ongoing collaboration with higher institutions of learning to promote public health as a career.

Public Health Science Skills:

15. Understand how public health sciences including behavioral and social science, biostatistics, epidemiology, prevention of chronic and infectious disease and injuries are used in the delivery of the 10 essential public health services.
16. Ability to integrate evidence based best practices in developing, implementing, evaluating and improving policies, programs and services.

Financial Planning/Management Skills:

17. Contributes to development of program grants, contracts and budgets demonstrating fiscal responsibility and operating programs within budget.
18. Utilize good stewardship of all resources.
19. Adhere to organizational policies and procedures.
20. Utilize performance management systems for program and organizational improvement.

Leadership and Systems Thinking:

21. Ability to understand public health as part of a larger system of organizations that influence the health of populations at local, state, national and global levels.
22. Utilize Core Competencies for Public Health Professionals to identify opportunities for professional development and participate in training to improve individual and program performance.
23. Follow workforce development plan which supports staff to perform their duties and fulfill the department's mission.

SKILLS AND ABILITIES:

Ability to read, write and have mathematical skills. Must have valid Wisconsin Driver's license, vehicle and proof of insurance that satisfies Green Lake County requirements. Skill in using computer and office equipment including but not limited to personal computer, telephone, fax machine, copy machine and calculator. Ability to assign, supervise and review the work of others and work independently achieving results with minimal supervision. Ability to interact positively with others individually and in a group setting. Specific program responsibilities will vary based upon state mandates, department need, experience, state licensure scope of practice and national certification guidelines, as determined by the Health Officer.

QUALIFICATIONS:

EDUCATION: A Bachelor's degree in nursing with a current Wisconsin RN licensure and Community/Public Health experience or degree in Health Education. Must have CPR certification and National Incident Management System (NIMS/Incident Command System (ICS) 100, 200 and 700 certification within six months of employment.

EXPERIENCE / JOB KNOWLEDGE: One year experience participating working in community partnerships such as coalitions, task force groups and committees. Must have excellent interpersonal and written communication skills with experience giving presentations. Ability to coordinate, develop and organize public health programs. A related four year degree in combination with training and/or experience that can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position may be considered.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Approximately 95% of the time is spent talking, hearing (listening), use of near vision, and using low intensity of effort to handle objects. 50% of the time is spent sitting, feeling and carrying (up to 10 pounds) 25% of the time is spent standing, walking, reaching, use of far vision, and low lifting (up to 10 pounds). 10% of the time is spent stooping, kneeling, grappling, climbing, bending/twisting, medium lifting and carrying (20-40 pounds) and low pushing/pulling. In unusual situations may be required to use high to very high lifting and high carrying (50-80 pounds) and medium to very high pushing/pulling. Must be able to be fitted and wear NIOSH 95 mask. If unable to demonstrate these abilities based upon a standardized objective assessment, all reasonable accommodations will be made in compliance with the Americans with Disabilities Act and any other applicable Federal and Wisconsin Law.

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 95% of work done is inside. About 10% of the time is spent outside with the possibility of exposure to wet conditions, noise, vibrations, fumes, fast moving vehicles and hazards that may be mechanical, electrical, and chemical with possible exposure to body fluids. In unusual situations, this position may be exposed to cold and hot temperatures, burns, heights (above 12 feet), noxious odors, poor ventilation and a physically confined worksite. Always present is the danger of exposure to certain fatal or chronic blood borne pathogens and communicable infections.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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.

4/05; 10/12; 2/14; 01/15; 06/16; 9/16
Approved County Personnel 10/20/16

RECLASSIFICATION OF AN EXISTING POSITION ANALYSIS

A. Department: DHHS - Public Health

Date: 06/23/2021

Department Head: Rachel Prellwitz

Proposed Position for Reclassification: Public Health Nurse/ Public Health Educator

Current classification Pay Group: 9

Current Pay Group Pay Range: 26.49 80% 33.11 100% 39.73 120%

Proposed new Pay Group: 9

Proposed Pay Group Pay Range: 26.49 80% 33.11 100% 39.73 120%

B. Please provide justification for the position reclassification:

We are requesting that the current part-time Public Health Nurse / Public Health Educator position be reclassified to a full-time 35 hour a week position as part of the 2022 budget process. During the COVID-19 pandemic Public Health created two (one full-time, one part-time) LTE positions to assist with contract tracing, vaccinations, etc. As of July 2nd we will no longer be employing a full-time LTE position. Although COVID is not as prevalent as it was, it remains in our community and continues to increase Public Health's workload. Public Health and DHHS continue to receive COVID funding and these increased hours will be funded through them. Once we determine full-time hours are no longer needed, and/or the funding is no longer available we would look at returning the position to part-time.

Suggested Title (if changed): None

Co. Administrator/HR Coordinator's Recommended Classification:

Pay Group: 9

Projected Effective Date: N/A

C. General Description of the Position:

The Public Health Nurse/Public Health Educator supports the mission and vision of the Green Lake County Health Unit to promote and protect health and prevent disease. Serves as a leader in public health in our county to promote healthy people, thriving communities and safe environments. Utilizes key documents (Strategic Plan, Community Health Assessment, Community Health Improvement Plan, Performance Management /Quality Improvement plan, Workforce Development plan and Policy and Procedure manual) to drive daily activities within the framework of Green Lake County Health Unit's provision of the core functions and essential services of public health.

D. Typical Examples of Work to be Performed (in detail):

1. Participates in the analysis of public health data to identify trends in health hazards.
2. Contribute to a comprehensive health improvement assessment and planning.
3. Utilize the health department's organizational strategic plan to implement policies.
4. Utilize quality improvement strategies to drive health department services.
5. Contributes to development of program grants, contracts and budgets.
- 6.
- 7.
- 8.

E. Minimum Qualifications for position:

Education: Bachelor's degree in Nursing

Experience: N/a

F: Funding:

Current annual costs: 1040 Hours

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
9	\$31.45	\$32,708	\$2,337	\$2,648		\$31	

Proposed annual costs:
1820 Hours

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
9	\$31.45	\$57,239	\$4,089	\$4,634	\$25,295	\$100	

1. Where will any increased funding for this position come from? : COVID Relief funding

Is this cost in the current department budget? Yes

H. Who does this person/position report to? Public Health Officer

County Administrator Action:

Reclassification Approved

Date:

Comments:

Committee of Jurisdiction Action:

Reclassification Approved:

Date:

By a vote of aye, nay, absent/abstention

Personnel Committee Action:

Support Reclassification as Proposed:

Date:

By a vote of aye, nay, absent/abstention

Finance Committee Action:

Fiscal Note Approved:

Date:

By a vote of aye, nay, absent/abstention

County Board Action:

Approved:

Date:

By a vote of aye, nay, absent/abstention

RESOLUTION NUMBER 25-2021

Resolution Relating to Consortium Agreement for the Chief Elected Officials of the Fox Valley Workforce Development Area for 2021-2022

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 2nd day of August 2021, does resolve as follows:

- 1 **WHEREAS**, Green Lake County participates in the Fox Valley Workforce Development
- 2 Area under §66.0301(2) Wis. Stats; and,

- 3 **WHEREAS**, the Fox Valley Workforce Development Area’s purpose is to increase
- 4 occupational skills, employment, job retention and earnings, and as a result, improve
- 5 the quality, reduce welfare dependency and enhance the productivity and
- 6 competitiveness of the workforce within Green Lake County and the other counties who
- 7 are members; and,

- 8 Fiscal note is not applicable.

- 9 Majority vote is needed to pass.

Roll Call on Resolution No. 25-2021

Submitted by Administrative Committee

Ayes , Nays , Absent , Abstain

/s/ Harley
Harley Reabe, Chair

Passed and Adopted/Rejected this 2nd day of August, 2021.

/s/ Dennis Mulder
Dennis Mulder

County Board Chairman

/s/ Keith Hess (approved via Zoom)
Keith Hess

ATTEST: County Clerk
Approve as to Form:

/s/ Katie Mehn
Katie Mehn

Corporation Counsel

/s/ Brian Floeter
Brian Floeter

10 **WHEREAS**, the current Consortium Agreement between the Counties of Calumet, Fond
11 du Lac, Green Lake, Waupaca, Waushara and Winnebago Counties has expired and
12 requires renewal. The new Consortium Agreement is attached hereto; and,

13 **WHEREAS**, the Green Lake County Corporation Counsel has reviewed and approved
14 the Consortium Agreement as to form.

15 **NOW THEREFORE BE IT RESOLVED THAT** the Green Lake County Board of
16 Supervisors authorizes Chairman Harley Reabe to execute the Consortium Agreement
17 for the Chief Elected Officials of the Fox Valley Workforce Development Area on behalf
18 of Green Lake County for the fiscal year beginning July 1, 2021.

JOINT AGREEMENT

FOR THE WORKFORCE DEVELOPMENT BOARD and CHIEF ELECTED OFFICIALS

OF THE FOX VALLEY WORKFORCE DEVELOPMENT AREA

For Fiscal Year Beginning 7/1/21

THIS AGREEMENT, made and entered into by and between the Fox Valley Workforce Development Board of Directors (FVWDB), a body created in accordance with and pursuant to a Chief Elected Officials (CEO) Consortium Agreement, by and between the Wisconsin counties of Calumet, Fond du Lac, Green Lake, Waupaca, Waushara and Winnebago (hereinafter referred to as the "CEO").

WITNESSETH:

WHEREAS, the CEO are the legal representatives of the Consortium formed under Section 106(a)(4)(A) of Public Law 113-128 (hereinafter referred to as "the Act"); and

WHEREAS, the CEO are the appointing authority for the FVWDB under Section 107(c)(1) of Act; and

WHEREAS, it is the responsibility of the FVWDB to provide policy guidance for, and exercise oversight with respect to activities under the Act in this Fox Valley Workforce Development Area in partnership with the CEO; and

WHEREAS, the CEO and the FVWDB are required to enter into operational agreements under Section 107(d) of said Act;

NOW THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the CEO and the FVWDB do agree as follows:

I. Modifications of the Workforce Innovation and Opportunity Act Plan:

1. Modification of the Plan shall require joint approval of the FVWDB and the CEO in accordance with Section VI (M) of this agreement. Either body may request modification of the Plan. Such requests shall be forwarded from the requesting body to the chairperson of the other body in keeping with Section VII (A) of this agreement.
2. FVWDB will negotiate and reach agreement on local performance measures with the Wisconsin Department of Workforce Development (DWD) as outlined in the FVWDB By-Laws.
3. FVWDB conducts oversight of One-Stop System, Dislocated Worker, Adult and Youth, and employment and training activities in partnership with the CEO.
4. FVWDB will select a One-Stop Operator with the agreement of the CEO.

II. Selection of the Grant Recipient and Administrative Entity: In accordance with Section 107(c)(3)(A) of the Act, the FVWDB and the CEO agree that:

- A. Fox Valley Workforce Development Board, Inc., shall function as the Administrative Entity responsible for carrying out the goals and objectives set forth in the Plan, for the duration of this agreement.
- B. Fox Valley Workforce Development Board, Inc., shall function as the Grant Recipient of funds under the Act.

III. Duties of the FVWDB as Grant Recipient:

- A. The FVWDB shall administer and operate programs in accordance with the Plan.
- B. The FVWDB shall be responsible for all receipts and disbursements relating to the Plan.
- C. The FVWDB shall review all contracts for purposes of verifying that funds are expended in accordance with the grantor's requirements and the Plan. The FVWDB shall utilize reasonable audits, desk reviews, legal services and other inquiries to effectuate the goals of this paragraph.
- D. The FVWDB shall provide the CEO an evaluation of every contract receiving funds under the Plan. Said evaluation shall include, but is not limited to, a review of the expenditures made under the contracts entered into pursuant to the Plan and an assessment of such contracts in meeting their proposed goals.
- E. The FVWDB shall implement the Plan by entering into contracts with providers of services. Said contracts shall set forth the duties incumbent of the service provider, the goals of each project undertaken by the provider and financial terms of the contract. All contracts shall be approved by the FVWDB and/or CEO prior to their execution as required by governing documents.
- F. The FVWDB shall allocate the funds due the Fox Valley Workforce Development Area for provision of services under the Workforce Innovation and Opportunity Act. The FVWDB shall, in making of such allocations, conform to the terms and conditions of the Plan. Further, the FVWDB shall only allocate funds to those service provider contractors authorized by the FVWDB and CEO. The Administrator of the FVWDB shall sign all such approved contracts on behalf of the FVWDB. The FVWDB shall not recommend the awarding of any funds to any contractor in which the FVWDB has a financial interest, either direct or indirect, unless said interest is disclosed in writing to the CEO and both the FVWDB and CEO consent to such allocations.
- G. The FVWDB shall monitor the activities of all contractors and their subcontractors to assure that funds are expended legally, properly and efficiently. The FVWDB shall take all reasonable actions to prevent, halt and deter misuse of any funds allocated under the Plan.
- H. The FVWDB will provide assistance in formulating the terms of the Plan and any modifications or update to said Plan. Such duties include, but are not limited to, education of CEO of the substantive requirements of the Plan, advising CEO of options for the Plan, conducting research and marshaling information necessary to direct the Plan's goals toward identified needs within the Fox Valley Workforce Development Area, preparing drafts, final versions and copies of the

Plan to the CEO, and making necessary contacts with the Department of Workforce Development Division of Employment and Training (DWD/DET) to secure approval of the Plan.

- I. The FVWDB shall maintain accounts, books, records and inventory controls sufficient to allow compliance and financial audits of its services under this or any other contract between the parties hereto.
- J. At the termination of all contracts funded under the Plan, the FVWDB to the extent reimbursed shall conduct close-out activities to determine whether the contractors' operations were in accordance with the terms and goals of the Workforce Innovation and Opportunity Act.
- K. The FVWDB shall obtain prior to the execution of this Agreement and maintain in force, without lapse during the term of this Agreement, errors and omissions, bonding and general liability insurance policies. The CEO and the FVWDB shall be named as additional insureds in the general liability and errors and omissions policies. Minimum limits of liability on the errors and omissions policy shall be \$300,000 per occurrence, \$300,000 aggregate. Minimum limits on the general liability policy shall be \$500,000 combined personal injury and property damage per occurrence and \$500,000 aggregate.
- . The FVWDB shall draft a grievance procedure in compliance with Section 144 of the Workforce Innovation and Opportunity Act to be approved by the FVWDB and CEO prior to its implementation.

IV. Oversight:

A. The FVWDB is authorized to provide oversight, including review, monitoring and evaluation of the programs conducted under the Plan in accordance with established procedures. To carry out its functions under the Act, the FVWDB:

- 1. Shall prepare and approve a proposed budget for programs and administration. The FVWDB shall submit the proposed budget to the CEO for review at least 7 days prior to the commencement of the budget year. Adoption of the budget shall be in accordance with Section VI (M). Amendments to the budget, outside of the annual budget meeting, must be presented to the CEO for consideration and shall require approval by a two-thirds majority of the members present from the CEO.
- 2. May hire staff, if the proposed staff position(s) is included in the adopted budget.
- 3. May incorporate, with the approval of both the FVWDB and the CEO.
- 4. May solicit and accept contributions and funds from other public and private sources.

B. The exercise of powers and duties under Section V(A)(1-4) of this agreement shall be in keeping with agreements established under Section III above and is subject to review by the CEO. The CEO may request invocation of Section VI(J) of this agreement to resolve any disagreements over the exercise of said powers.

C. The CEO reserves the right to oversee the general progress and conduct of the Plan. To that end, the FVWDB agrees to submit to such audits as the CEO may from time to time require. The CEO agrees that such audits shall only be instituted as necessary to carry out its responsibilities

to insure the appropriate utilization of funds under the Act.

D. The FVWDB agrees to provide quarterly reports to the CEO indicating progress toward the completion of goals and objectives of the Plan. Such reports shall be due within 30 days of the end of the preceding quarter. The FVWDB further agrees to, submit such reports as may be outlined in any subsequent agreements pursuant to Section III above.

V. Operating Procedures:

A. By-Laws: The FVWDB and the CEO may establish By-Laws and/or operating procedures, for their respective organizations, which are consistent with the provisions of this or any other bilateral agreement between the affected parties. In the event that any such By-Laws or procedures shall be found to be in conflict with the provisions of this or any other bilateral agreements, the provisions of said agreements shall prevail.

B. FVWDB Membership Criteria: Members of the FVWDB are appointed to represent sectors of the service delivery area as outlined in Section 102 of the Act and the initial plan of appointment approved by the CEO. All members of the FVWDB shall be employed or reside within the Fox Valley Workforce Development Area. Any change in employment or other status which affects the representative status of a FVWDB member shall be forwarded to the CEO within 30 days of said change. Changes in status which render a FVWDB member no longer representative of the sector from which originally appointed shall result in the CEO declaring said position vacant.

C. Alternates: In the course of the FVWDB's operation, alternate FVWDB members shall not be appointed or designated.

D. Size of the FVWDB: Under Section 107 of the Act, the FVWDB may determine its own size following its being certified and convened. The FVWDB agrees that it will not exercise its right to alter its size without the consent of the CEO.

E. Cause for Removal: Any member(s) of the FVWDB may be removed there from by the CEO for cause, including the following:

1. Those causes specified in Section 17.16(2), Wisconsin Statutes.
2. Failure of a FVWDB member to fulfill in timely and proper manner his or her obligations under this agreement, or if the FVWDB member shall violate any of the covenants or stipulations of this agreement. However, nothing herein shall be construed to permit removal of any FVWDB member for failure to concur in any proposed agreement with the CEO.
3. For conviction of any federal or state felony.
4. Absenteeism will be addressed through FVWDB By-Laws.
5. For changes in status that affect representation as outlined in Section VI(B) of this agreement.

F. Filling of Vacancies: Vacancies in the FVWDB shall be filled by appointment by the CEO in accordance with the Act, the Consortium Agreement and By-Laws in effect at the time of the vacancy.

G. Conflict of Interest:

1. Members of the FVWDB or CEO must maintain the public trust for use of the federal and state funds for the purpose of carrying out program requirements including the responsibility to maintain the reputation and integrity of the program.
2. The FVWDB will establish written policies in its By-Laws, to adhere to conflict of interest policies established by the state.
3. No member of the FVWDB, and its sub-groups thereof nor the CEO shall cast a vote on the provision of services by that member (or any organization of which that member is an owner, manager, employee, or agent) or vote on any matter which would provide direct financial benefit to that member or any organization of which that member is an owner, manager, employee, or agent. The FVWDB or its subgroups and CEOs may require members to leave the room during discussion and voting on issues with which they have a conflict of interest. This requirement in and of itself does not preclude FVWDB members or their businesses from participating in contracts.
4. The FVWDB will have on file a disclosure form which is signed by each FVWDB member and staff, and each grantee. The disclosure statement must include but not be limited to the organizational and fiduciary affiliations of the individual or the individual's immediate family which may present a potential conflict of interest for that individual.

H. Maintenance of Effort: To insure maintenance of effort no contracts for grants to service providers shall be in violation of the maintenance of effort requirements of federal law or regulations or rules of the DWD/DET.

I. Grievance Procedures: Section 181 (c) of the Act requires such administrative entity, contractor and grantee under the Act to establish and maintain a grievance procedure for resolution of grievances and complaints about its programs and activities from participants, subgrantees, subcontractors and other interested persons. A grievance panel, consisting of two disinterested members of the FVWDB selected by the FVWDB Chairperson, and the CEO (or his designee) shall hear all SDA-level grievances filed within this SDA.

J. Liaison Committee: A Liaison committee consisting of two members of the CEO appointed by the CEO and two members of the FVWDB appointed by the Chairperson of the FVWDB shall be convened upon the joint call of the Chairpersons of the CEO and FVWDB to resolve conflicts of issues of mutual concern. Said Chairpersons shall jointly appoint one of the appointees as chairperson and issue the charge to the committee. The findings of the Committee shall be binding on the FVWDB and the CEO. The disagreement between the two bodies shall be resolved according to the Liaison Committee's recommendations. Upon issuance of its report, the committee shall be dissolved.

K. Indemnification:

1. The FVWDB and CEO recognize the need to protect all members of the FVWDB and CEO against loss, liability or damages that may result from their joint and separate actions in performing responsibilities under the Act. The CEO and FVWDB agree that adequate insurance shall be provided.

2. The Administrative Entity shall procure and maintain in force for the duration of the agreement, Workers Compensation Insurance including Employers Liability, Commercial General Liability, Business Auto Liability, (owned, non-owned and hired autos), Excess, (Umbrella) Liability, & Management Liability (Directors & Officers Liability), which covers CEO, FVWDB, and staff.
3. The FVWDB agrees during the term of this agreement to indemnify and save harmless the CEO, its successors and assigns, from and against any and every claim, demand, suit, payment, damage, loss, costs and expense that the CEO, its successors and assigns, may hereafter suffer, incur, be put to, pay or lay out by reason of the FVWDB performing its obligations, under this agreement provided, however, that the provisions of this section shall not apply to claims, demands, suits, payments, damages, losses, costs and expenses caused by or resulting from the sole negligence of the CEO, its successors or assigns.

L. Efficiency: The FVWDB and the CEO shall commence, carry on and complete their obligations under this agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this agreement and all applicable laws.

M. Voting:

1. All approvals under this agreement shall require approval of a majority of the members present at a meeting of such said bodies, unless a vote of greater than a simple majority is called for in the By-Laws of the respective body.
2. Votes on matters which require concurrence of the FVWDB and the CEO shall be by roll call and recorded in the minutes of the respective bodies.
3. At no time shall the FVWDB or the CEO vote as a single unit.
4. Absentee voting is not allowed by either the FVWDB or the CEO.

N. Quorum: At minimum, a majority of the current membership of the FVWDB and the CEO is required to be in attendance to constitute a quorum for purposes of conducting business by each of the respective bodies.

VI. General Administrative Provisions:

A. Delivery of Notices and Reports: Notices and reports required by this agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address, ("sent" time if electronic communication or fax is utilized), to notify the other party in writing within a reasonable time:

1. To the CEO addressed to the current secretary of the Chief Elected Officials Board of Commissioners.
2. To the FVWDB addressed to the current administrator of the Fox Valley Workforce Development Board.

B. Open Meetings Required: The provisions of Subchapter V of Chapter 19, Wisconsin Statutes, regarding open meetings of governmental bodies shall apply to all meetings and

proceedings of the FVWDB and the CEO, including those of its formally constituted subunits. The provisions of 19.96, Wisconsin Statutes, specifically shall apply. Telephone conferences and video conferences are permitted with all in attendance identified.

1. The FVWDB and the CEO shall maintain copies of records of their activities in all major areas, including all meeting agendas and minutes, contracts, fiscal and management documentation.
2. The administrative entity shall be the custodian of the public records of the FVWDB and of the CEO, or
3. An official of the county represented by the CEO shall be designated by the CEO as the custodian of the public records of the CEO. In the event that any succeeding CEO is from another county, the CEO records shall be transferred to that county in the custody of the official thereof designated by the then current CEO.
4. The designated records custodian shall comply with the public records request in accordance with the requirements set forth in Wisconsin Statute 19.35. In case of doubt, authorization for release of any public records of the FVWDB or the CEO shall be authorized by the Chairpersons of the respective bodies.
5. The CEO and the FVWDB shall have complete access to the Workforce Innovation and Opportunity Act records of both bodies except this agreement wherein persons not members of the respective bodies may be excluded.
6. The FVWDB and the CEO shall send copies of all agendas and minutes thereof to the members of both bodies at all times.

C. Nondiscrimination: During the term of this agreement, the FVWDB, the CEO, the Administrative Entity and Grant Recipient agree not to discriminate against any person, whether a recipient of services (actual or potential), an employee, or an applicant for employment on the basis of factors prohibited by federal or state law, including Section 167 of the Act and Section 111.31, Wisconsin Statutes. The aforementioned agree to post in conspicuous places, available to all employees and applicants for employment and all recipients of services, actual or potential, notices setting forth the provisions of this agreement as they relate to nondiscrimination. The aforementioned shall, in all solicitations, for employment placed on their behalf, state that the aforementioned are "Equal opportunity Employers".

L. Term of the Agreement: The term of this agreement shall commence on the date of the execution of this Agreement and shall continue through June 30th of the following year. This agreement shall be reviewed annually by FVWDB and CEOs and renewed by July 1 unless either party hereto gives written notice to the other sixty (60) days prior to the annual date of renewal stating that said party wishes to renegotiate all or any part of this agreement.

D. Amendment of Agreement:

1. Either party may propose amendments to this agreement at any time. Requests for amendment shall be authorized in accordance with the By-Laws of the body initiating the request. No proposed amendment may be considered by the body unless a written copy has been sent to the members of the body at least 10 days prior to consideration. An amendment to amendment(s) so proposed shall be in order.

2. Proposed amendments approved in accord with the above shall be mailed to the other party (in accord with VI(A) above) and shall be acted upon by that party no less than 10 days nor more than 30 days following receipt. No proposed amendment may be acted upon unless the text thereof has been sent to the member of the body at least 10 days prior to consideration.
3. The other party must respond with a written notice of concurrence or non-concurrence, or; a written request to negotiate under Section VI(J) above; within 10 days of consideration of the amendment.
4. No proposed amendment shall take effect until the nominating party has concurred with the amendment pursuant to Section V (M) of this agreement and has responded with a written notice of concurrence.

F. Assignment or Transfer: FVWDB shall not assign or transfer any interest or obligation in this agreement whether by assignment or novation, without prior written consent, except that the CEO does hereby consent to the assignment of this agreement to FVWDB's corporate successor which shall be bound in all respects as is the FVWDB.

G. Wisconsin Law Controlling: It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin Law shall be controlling to the extent that there is no superseding federal law applicable.

H. Construction: Should any part, clause, paragraphs or sentence of this agreement be construed by a court of competent jurisdiction to be in violation of any federal or state law, rule or regulation, the remainder of the agreement shall remain in full force and effect unless amended in accord with the article.

I. Signatory Powers: The Chairperson of the FVWDB and the CEO, or in their absence or disability, the Vice Chairperson of the FVWDB and the Vice-Chairperson of the CEO shall be the signatories for the FVWDB and the CEO respectively when authorized to execute any document on behalf of said bodies by formal action thereof.

J. Entire Agreement: The entire agreement of the parties is contained herein and this agreement supersedes any and all prior oral agreements and negotiations between the parties relating to the subject matter thereof.

VII. Liability:

To the extent permitted by law, liability which arises pursuant to this Agreement shall be apportioned as follows:

- A. Workforce programs in the Fox Valley Workforce Development Area shall be administered prudently to minimize liability;
- B. Contracts for service delivery shall require indemnification by the contractor in the event that contractor errors or omissions result in disallowed costs or other liability;
- C. The FVWDB shall maintain adequate insurance as described in the Joint Agreement;
- D. To the extent permitted by law, FVWDB corporate funds and assets shall be used first to pay

any remaining liability the Board is responsible for creating.

- E. The Consortium is liable for any misuse of the grant funds allocated to the local area under sections 128 and 133 of the Workforce Innovation and Opportunity Act.
- F. In the case of any misuse of grant funds allocated to the local area, the Consortium agrees to assume liability as follows (Section 667.705(c)): Liability will be determined based upon the particular facts of the situation as to the responsibility of individual Consortium members for the particular funds.
- G. Finally, after every possible method to reduce liability is exhausted, any remaining liability shall be apportioned between the six counties in proportion to their respective percentage of the workforce allocation in the year the disallowed cost or other liability occurred. For example, if \$10,000 in liability remained and a given county received an allocation of 10% of the workforce funding in the year the \$10,000 was expended, that county would be liable for \$1000.

VIII. Ratification of Agreement:

- A. This agreement shall require the approval of the FVWDB and the CEO by a majority vote of the members present at a meeting of each body, authorizing the execution of the agreement.
- B. Each signatory certifies that he/she has the legal authority of the governing body of the parties thereto to enter into this agreement, and the parties jointly and separately accept the responsibility for the operation of the program under the Act.

FVWDB is an Equal Opportunity Employer and Service Provider

A proud partner of the AmericanJobCenter network

IN WITNESS WHEREOF, the duly authorized signatories for the CEO and the FVWDB have executed this agreement as of the day and date set forth below.

FOR THE CHIEF ELECTED OFFICIALS (CEO) CONSORTIUM OF THE FOX VALLEY WORKFORCE DEVELOPMENT AREA

By: _____
Allen Buechel, Chief Elected Official

Date

FOR THE FOX VALLEY WORKFORCE DEVELOPMENT BOARD (FVWDB) OF THE FOX VALLEY WORKFORCE DEVELOPMENT AREA

By: _____
Jason Hendricks, Chair

Date

RESOLUTION NUMBER 26-2021

Resolution Implementing a Countywide Ambulance Service

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, in 2018 the Green Lake County Clerk received resolutions from the Towns
- 2 of Aurora in Waushara County and Nepeuskun in Winnebago County, the towns of
- 3 Princeton, Brooklyn, Seneca, St. Marie and Town of Berlin in Green Lake County,
- 4 Village of Kingston as well as the Cities of Berlin, Green Lake, and Princeton regarding
- 5 ambulance services in Green Lake County which asked for a comprehensive feasibility
- 6 study for a countywide ambulance service; and,
- 7 **WHEREAS**, Resolution 27-2018 authorized the retention of a consultant to conduct a
- 8 comprehensive feasibility study to explore the potential for a countywide ambulance
- 9 service to bring stability for emergency medical services within Green Lake County;
- 10 and,
- 11 Fiscal note is attached.
- 12 Majority vote is needed to pass.

Roll Call on Resolution No. 26-2021

Submitted by Administrative Committee

Ayes , Nays , Absent , Abstain

/s/ Harley Reabe

Harley Reabe, Chair

Passed and Adopted/Rejected this 17th day of August, 2021.

/s/ Dennis Mulder

Dennis Mulder

County Board Chairman

/s/ Keith Hess (approved via Zoom)

Keith Hess

ATTEST: County Clerk
Approve as to Form:

/s/ Katie Mehn

Katie Mehn

Corporation Counsel

/s/ Brian Floeter

Brian Floeter

13 **WHEREAS**, Strategic Management & Consulting was chosen to do a comprehensive
14 study of EMS services in Green Lake County and its report has been received and
15 distributed to the County Board of Supervisors; and,

16 **WHEREAS**, the Ambulance System and EMS Operations Evaluation, Review, Findings,
17 and Recommendations (“the Study”) of Strategic Management & Consulting contains
18 information vital to an understanding of the County’s ambulance system and EMS
19 needs; and,

20 **WHEREAS**, the Study states, in part,

- 21 • “Emergency Medical Services is a tough, demanding, and necessary service in
22 today’s society. Paramedics, Emergency Medical Technicians, Emergency
23 Medical Technicians Advanced, and Emergency Medical Responders are on-call
24 around the clock to respond to anything imaginable from broken bones to heart
25 attacks, car crashes and assaults, and everything in between, even COVID-19.”
- 26 • The demographics of volunteers has aged, and in rural communities the age
27 range of volunteers is between 45 and 65 years of age. “It is currently extremely
28 difficult for rural areas to bring the people needed to keep the ambulance service
29 going” with volunteers.
- 30 • The highest population group in the County is 50-69 years, the median age is
31 45.5, and the 50-69 and above 69 years of age groups represent the highest
32 EMS utilization of resources.

33 **WHEREAS**, regionalization of EMS services in Green Lake County will allow for the
34 combination of current resources and allow for better utilization of a dwindling workforce
35 and volunteers.

36 **WHEREAS**, A countywide operated EMS System can be efficient, cost effective and
37 create a stable and efficient ambulance model that is able to more efficient and timely
38 respond to the emergency calls within the County; and,

39 **WHEREAS**, Wisconsin Statute §66.0602(3)(e)6. allows the County to exceed levy limits
40 for a countywide emergency medical system; and,

41 **WHEREAS**, municipalities may not exceed levy limits to provide EMS services, thereby
42 levy limits complicate and limit municipalities’ ability to effectively manage their budgets
43 to address the increasing costs for EMS services; and,

44 **WHEREAS**, the Ambulance ad hoc committee was created on November 10, 2020, to
45 review the recommendations of Strategic Management and Consulting, has met and

46 has provided a written report to the Administrative Committee and the County Board
47 with its recommendations

48 **NOW THEREFORE BE IT RESOLVED**, that the Green Lake County Board of
49 Supervisors hereby establishes a County-wide ambulance service. The preferred
50 model for the ambulance service is a distributive model where the County will contract
51 with providers and be the coordinator for EMS delivery.

52 **BE IT FURTHER RESOLVED**, that the effective date of this Resolution shall be
53 September 1, 2021.

54 **BE IT FURTHER RESOLVED**, that a department, "Emergency Medical Services", is
55 hereby created, effective September 1, 2021. The governing committee shall be the
56 Judicial/Law Enforcement Emergency Management Committee.

57 **BE IT FURTHER RESOLVED**, that a new sub-committee to the Judicial/Law
58 Emergency Management Committee is created, the County Emergency Management
59 Services Committee. The committee shall consist of

- 60 a. One elected official from a town/city/village from each ambulance district as
61 established.
- 62 b. One elected official from the Green Lake County Board from each ambulance
63 district as established.
- 64 c. One employee/volunteer serving each ambulance district as established.
- 65 d. One member of the Judicial/Law Enforcement Emergency Management
66 Committee.

67 These members shall serve initially with staggered terms with one half of the members
68 serving a 1 year term (which shall be Class 1) and the second half a 2 year term (which
69 shall be Class 2). Upon completion of a Class 1 term, any member appointed shall
70 serve a full 2-year term. Members shall be appointed by the County Board Chair, who
71 shall initially determine which Class a member is in, and with the approval of the County
72 Board. The County Emergency Management Services Committee's role is to assess
73 and continue transition, and provide recommendations to the County Judicial/Law
74 Emergency Management Committee & County Administrator on future contracting and
75 improvement of services. The County Emergency Management Services Committee
76 should report all recommendations to the County Judicial/Law Emergency Management
77 Committee for review.

78
79 The County Emergency Management Services Committee should meet at least
80 semiannually, but additional meetings may be necessary, based on need. The County
81 Emergency Management Services Committee would be advisory only with no authority
82 to make decisions and recommendations to the County Board. The Judicial/Law
83 Emergency Management Committee should report to the County Board at least
84 annually, and also when necessary, with any recommendations regarding the EMS
85 service.

86

87 **BE IT FURTHER RESOLVED**, the County Administrator shall create appropriate
88 expense/revenue accounts for the Emergency Medical Services Department.

89 **BE IT FURTHER RESOLVED**, that the County Administrator shall prepare Request for
90 Proposals for EMS providers to bid on becoming an ambulance service provider, and
91 the bids shall be reviewed by the Judicial Law/Emergency Management Committee,
92 who shall make a recommendation to the County Board. The County Board shall make
93 the final decision on the winning bidders.

94 **BE IT FURTHER RESOLVED**, that the County Administrator shall work with
95 Corporation Counsel or outside counsel as needed to draft and negotiate contracts with
96 ambulance service providers.

97 **BE IT FURTHER RESOLVED**, that the County Administrator is directed to implement
98 the creation of the EMS Department, contract with service providers consistent with, to
99 the extent possible, state statutes and administrative codes.

100 **BE IT FURTHER RESOLVED**, that the County Administrator shall prepare a budget for
101 the EMS Department.

RESOLUTION NUMBER 27-2021

Resolution Relating to Reclassification of GIS Specialist

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of August 2021, does resolve as follows:

- 1 **WHEREAS**, in 2004 the GIS Specialist position was created as a highly technical
- 2 professional position in the Land Use Planning and Zoning Department; and
- 3 **WHEREAS**, since the creation of the position, several new duties and responsibilities
- 4 have been added to the position which have increased the responsibility and technical
- 5 expertise needed to fulfill the additional duties; and,
- 6 **WHEREAS**, the Director of Land Use Planning and Zoning and the County
- 7 Administrator have reviewed the previous job description and the proposed new job
- 8 description for the position and recommend that the position be reclassified to a higher
- 9 position on the County Wage Plan. (See attached job descriptions.); and

Majority vote is needed to pass.

Roll Call on Resolution No. 27-2021

Submitted by Personnel Committee

Ayes , Nays , Absent , Abstain

/s/ Robert Schweder

Passed and Adopted/Rejected this 17th day of August, 2021.

Robert Schweder, Chair
/s/ Sue Wendt

Sue Wendt

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Curt Talma

10 **WHEREAS**, the GIS Specialist position is currently classified in Pay Group 10 and the
11 proposed reclassification would be to Pay Group 9, effective on January 1, 2022; and

12 **WHEREAS**, The Land Use Planning and Zoning Committee approved the
13 reclassification to Pay Group 9 on a 4/0/1 (absent) vote on July 1, 2021.

14 **NOW THEREFORE BE IT RESOLVED** that the GIS Specialist position is reclassified to
15 Pay Group 9, effective January 1, 2022.

16 **BE IT FURTHER RESOLVED** that the County Administrator shall place in the 2022
17 Land Use Planning and Zoning Department budget sufficient funds for the salary and
18 fringe benefits for the reclassification.

19 **FISCAL NOTE:**

Current annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	LifeIns.	Work Comp
10	\$32.71	\$68,037	\$4,593	\$5,205	\$25,295	\$95	NA

Proposed annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	LifeIns.	Work Comp
9	\$33.62	\$69,929	\$4,720	\$5,349	\$25,295	\$98	NA

08 / 2004

GREEN LAKE COUNTY

POSITION DESCRIPTION

Title: Geographic Information System (GIS) Specialist

Department: Land Use Planning and Zoning

Location of the Position: Green Lake County Courthouse

Reports To: County Surveyor / Land Development Director

Purpose of Position: To lead in the development, implementation and maintenance of the Green Lake County Geographic Information System (GIS). These efforts will move forward the task of land information as part of the overall County effort to modernize land information records whenever possible.

Fundamental Job Duties and Responsibilities: This is a 40 hour a week position that:

- 1) Converts, produces and maintains to a current level all County land information records, in accordance with the County Land Records Modernization Plan.
- 2) Reviews products; make decisions; analyze data; design; maintain utilities; debug subroutines; trouble shoot; form alternatives; and along with the County Information Technology department consult with users to develop and implement the County GIS
- 3) Has a working understanding, such as reading and interpretation of property legal descriptions in order to map, analyze and maintain those data layers requiring this knowledge and application.
- 4) Has a working understanding of coordinate systems and projections as they relate to movement of data from one to another.
- 5) Interprets, presents and advises by working cooperatively with any entity, information related to the County GIS.
- 6) Provides assistance, coordination and implementation for the use of the geographic information system data bases, data layer product distribution and new data layers; to any entity having an interest in this data.
- 7) Advises and provides inter-operational information to others regarding application of policies, procedures, and standards to specific situations.
- 8) Attends conferences, training sessions and other similar types of continuing education programs to maintain a high level of understanding about the assigned functions related to this position.
- 9) Performs all duties as assigned by the director of the department and those administrative duties that require this position to direct others.

Geographic Information System (GIS) Specialist

Page 2

Physical Demands of the Essential Functions: Up to 75% of the time is spent looking at a computer screen, talking, hearing, handling objects or fingering which includes typing and writing. Walking, sitting, using far and near vision, are used 65% of the time including stooping, kneeling, crouching, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lbs.).

Working Conditions While Performing Essential Functions: 97% of the time is spent indoors. 3% may be spent outdoors.

Equipment Use To Perform Essential Functions: Computer terminal, planimeter, digitizer, plotter, telephone, copy machine, calculator, Fax machine, or similar machines necessary to perform essential functions.

Required Knowledge, Skills and Abilities: Computer literate individual with an understanding of "Windows" and an understanding of GIS software such as ArcINFO, ArcGIS, ArcIMS, ArcCatalog, ArcToolbox, Spatial Analyst, 3-D Analyst, COGO, AutoCAD and other ESRI GIS software products, such as ArcGIS 8.x that is currently being used and ArcGIS 9.0 that is soon to be installed. Program experience with Visual Basic, C++, Avenue and AML preferred.

Must have the ability to analyze data and information and to compare, differentiate, measure, transcribe and migrate data from a coverage to a geodatabase format. Ability to communicate orally and in writing with those that this positions serves and is responsible to.

Qualifications Needed (Educational, Certifications): Bachelor's Degree in Geography, Cartography, Computer Science, or related field, Geographic Information Systems (GIS), two to three years experience as a project director of GIS automated mapping , or any combination of education and experience that provides the equivalent knowledge, skills and experiences.

Must possess a valid Wisconsin driver's license.

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' judgement, to be proper.

4/15/2021

GREEN LAKE COUNTY

POSITION DESCRIPTION

Title: (GIS) Geographic Information System / 911 Specialist &
(LIO) Land Information Officer

Department: Land Use Planning and Zoning

Location of the Position: Green Lake County Government Center

Reports To: Land Use Planning & Zoning Director

Purpose of Position: Provides administration and technical expertise to develop, implement and maintain the County's Geographic Information System (GIS) and the County's Land Information Program. This position coordinates with multiple departments to develop valuable geospatial datasets that can be implemented in the countywide GIS and that meet goals of the Wisconsin Land Information Program (WLIP). These efforts will move forward the task of land information as part of the overall County effort to modernize land information records whenever possible.

Fundamental Job Duties and Responsibilities: This is a 40 hour a week position that:

Administers the County Land Information Program:

- 1) Serves as the Land Information Officer and attends Land Information Officer Network meetings.
- 2) Applies for annual Wisconsin Land Information Grants and certifies that all grant funds are used exclusively for countywide land records modernization, as required by Statute.
- 3) Submits fee submission reports, annual grant progress reports and annual program surveys in a timely manner.
- 4) Serves on and reports to the County's Land Information Council.
- 5) Prepares the Land Information budget with approval from the Land Information Council.
- 6) Facilitates coordination with and the distribution of WLIP materials with other WLIP related County staff, departments, committees, the County Board and the general public.
- 7) Coordinates the updates required of the County Land Information Plan every three years or as needed.
- 8) Administers and coordinates the Land Information Office's Drone program.
- 9) Converts, produces and maintains, to a current level, all County land information records and databases, in accordance with the County's Land Information Plan.
- 10) Ensures the County is meeting goals of the County Land Information Plan.

Administers the County GIS Program:

- 1) Develops Geographic Information System standards and policies for the County.
- 2) Create & maintains County-wide geospatial datasets as needed.

- 3) Reviews products; make decisions; analyze data; design; maintain utilities; debug subroutines; trouble-shoot; form alternatives; and along with the County Information Technology department consult with users to develop and implement the County GIS.
- 4) Maintains County ArcGIS Online web portal and applications
- 5) Works with and provides support to all County departments to meet GIS needs including:
 - Land Use Planning & Zoning: POWTS Maintenance, Zoning, Farmland Preservation updates.
 - Emergency Management: Rural Addressing, E911 Dispatch layers
 - Highway: Assistance with sign inventory, mapping road easements
 - County Clerk: US Census Updates, Supervisory districts, Legislative Reference Bureau biannual updates; School district requests.
 - Economic Development: Tourism, trails, and economic development mapping & applications.
- 6) Administers data exchanges between State and Federal agencies.
- 7) Handles data and mapping requests as needed from other Departments and the general public.
- 8) Maintains software licensing and hardware updates, and vendor contracts
- 9) Provides access to GIS data and trains County personnel on the use of GIS technology.
- 10) Updates and maintains Metadata on all GIS data for the County.

Administer the County 911 Database:

- 1) Develops and maintains the MSAG (Master Street Address Guide)
- 2) Incorporates US Postal data into emergency response system.
- 3) Develops, maps and maintains emergency service boundaries.

Other Duties:

- 1) Coordinates with the Real Property Lister in the administration of the County's Road Names and Building Numbers ordinance.
- 2) Provides "back-end" access to Land Use Planning & Zoning Department's databases of which permit tracking software modules are based.
- 3) Performs all duties as assigned by the director of the department and those administrative duties that require this position to direct others.
- 4) Attends conferences, training sessions and other similar types of continuing education programs to maintain a high level of understanding about the assigned functions related to this position.

Physical Demands of the Essential Functions: Up to 75% of the time is spent looking at a computer screen, talking, hearing, handling objects or fingering which includes typing and writing. Walking, sitting, using far and near vision, are used 65% of the time including stooping, kneeling, crouching, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lbs.).

Working Conditions While Performing Essential Functions: 97% of the time is spent indoors. 3% may be spent outdoors.

Equipment Used To Perform Essential Functions: Computer terminal, GPS equipment, digital camera, telephone, copy machine, calculator, or similar machines necessary to perform essential functions.

Required Knowledge, Skills and Abilities: Computer literate individual with an understanding of "Windows" and an understanding of GIS software such as ESRI ArcGIS Desktop including: ArcMap, ArcCatalog, ArcGIS Pro, ArcGIS Online, Spatial Analyst, 3D Analyst and COGO. Programming experience with Visual Basic, C#, ModelBuilder, HTML, & SQL preferred.

Must have the ability to analyze data and information and to compare, differentiate, measure, transcribe and migrate data from a coverage to a geodatabase format. Ability to communicate orally and in writing with those that this positions serves and is responsible to.

Qualifications Needed (Educational, Certifications): Bachelor's Degree in Geography, Cartography, Computer Science, or related field, Geographic Information System (GIS), two to three years experience as a project director of GIS automated mapping, or any combination of education and experience that provides the equivalent knowledge, skills and experiences. FAA Part 107 Drone Certification preferred.

Must possess a valid Wisconsin driver's license.

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' judgement, to be proper.

ORDINANCE NO. 18 –2021

**Amending Ordinance No. 11-2021 Green Lake County Board of Supervisors
Electronic Meetings Ordinance.**

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 17th day of August 2021, does ordain as follows:

Roll Call on Ordinance No. 18-2021

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain

/s/ Harley Reabe

Harley Reabe, Chair

Passed and Enacted/Rejected this 17th
day of August, 2021.

/s/ Dennis Mulder

Dennis Mulder

County Board Chairman

/s/ Keith Hess (approved via Zoom)

Keith Hess

ATTEST: County Clerk
Approve as to Form:

/s/ Katie Mehn

Katie Mehn

Corporation Counsel

/s/ Brian Floeter

Brian Floeter

2 Section 1. Green Lake County Ordinance, No. 11-2021 enacted on April 20, 2021, is
3 hereby amended as follows (additions are in underline, deletions are in ~~strikeout~~):

4
5 §9-93 G. is hereby created

6
7 G. The County Clerk shall record County Board electronic meetings. The recording shall
8 be retained for 120 days after the meeting and thereafter deleted. Committee or
9 Commission meetings may be recorded at the direction of the chair, and shall be retained
10 for 120 days after the meeting and thereafter deleted.

11
12 §9-94 is amended

13
14 §9-94. County Board, committee and commission meetings may be held electronically
15 subject to the requirements of Ch. 9, Article VI of this Code, and any applicable state
16 statutes. Who may authorize an e-meeting. The County Board Chair or a committee chair,
17 ~~in consultation with the County Board Chair, may authorize a meeting to be held~~
18 ~~electronically when cause for doing so exists, such as, but not limited to, natural disasters,~~
19 ~~severe or harsh weather events, risks of infectious disease(s) (pandemics, epidemics,~~
20 ~~endemics, etc.), war, riot or as a means to obtain a quorum.~~

21 Section 2. This ordinance shall become effective upon passage and publication.

22 Section 3. The repeal and recreation of any section herein shall not have any effect on
23 existing litigation and shall not operate as an abatement of any action or proceeding then
24 pending or by virtue of the repealed sections.

25 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
26 repealed.

ORDINANCE NO. 19 –2021

Amending Ordinance No. 19-2019 (Chapter 121) Use of County Facilities

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 17th day of August 2021, does ordain as follows:

- 1 **WHEREAS**, the County Clerk often receives inquiries from non-profit groups, school
- 2 districts, and other organizations requesting the use of County Buildings or real property
- 3 for non-county functions; and
- 4 **WHEREAS**, quite often the same groups request to use County Facilities for the same
- 5 events each year; and

Roll Call on Ordinance No. 19-2021

Submitted by Property & Insurance Committee:

Ayes , Nays , Absent , Abstain

/s/ David Abendroth

David Abendroth, Chair

Passed and Enacted/Rejected this 17th day of August, 2021.

/s/ Charles Buss

Charles Buss

/s/ Patti Garro

Patti Garro

County Board Chairman

/s/ Richard Trochinski

Richard Trochinski

ATTEST: County Clerk
Approve as to Form:

/s/ Keith Hess (approved via Zoom)

Keith Hess

Corporation Counsel

7 **WHEREAS**, the Property and Insurance Committee has studied the ordinance and has
8 determined that in certain cases the County Clerk and Highway Commissioner would be
9 capable of approving applications to use County Facilities under the ordinance, rather than
10 the organizations having to present an application to the committee.

11 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
12 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

13 Section 1. Green Lake County Ordinance, No. 19-2019 adopted on December 17, 2019, is
14 amended as follows (additions are in underline, deletions are in ~~strikeout~~):

15
16 §121-2 Reservation of County Facilities

17 E. Action on application. The Property & Insurance Committee shall act promptly on all
18 applications for permits and shall consider applications at its next regularly scheduled
19 meeting.

20 1. Delegation of authority.

21 a. The County Clerk may approve applications for permits for the use of the
22 Government Center and the Maintenance Building for any applicant who has
23 previously been approved by the Property and Insurance Committee provided
24 that the applicant complied with Section D.2. above for the prior use.

25 b. The Highway Commissioner may approve applications for permits for the
26 use of the County Fairgrounds and the Highway Department Buildings for
27 any applicant who has previously been approved by the Property and
28 Insurance Committee provide that the applicant complied with Section D.2.
29 above for the prior use.

30 Section 2. This ordinance shall become effective upon passage and publication.

31 Section 3. The repeal and recreation of any section herein shall not have any effect on
32 existing litigation and shall not operate as an abatement of any action or proceeding then
33 pending or by virtue of the repealed sections.

34 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
35 repealed.

ORDINANCE NO. 20-2021

**Relating to: Rezone in the Town of Berlin
Owner: Richard & Harriet Brotkse**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th of August, 2021, does ordain as follows:

1 **NOW, THEREFORE, BE IT ORDAINED** that the Green Lake County Zoning Ordinance,
2 Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as
3 relates to the Town of Berlin, shall be amended as follows:

4 **Item I: Owner:** Richard & Harriet Brotske **Site location:** N7765 37th Ave. **General legal description:**
5 Parcel 002-00479-0100 part of the SW1/4 of Section 25, T14N, R13, Town of Berlin, ±74.7 acres. **Request:**
6 Rezone +3 acres from A-1, Farmland Preservation District, to R-4, Rural Residential District.

7 **BE IT FURTHER ORDAINED**, that this ordinance shall become effective upon passage
8 and publication.

Roll Call on Resolution No. 20-2021

Submitted by Land Use Planning &
Zoning Committee:

Ayes , Nays , Absent , Abstain

/s/ Curt Talma

Passed and Enacted/Rejected this 17th
day of August, 2021.

Curt Talma, Chair

/s/ Bill Boutwell

Bill Boutwell, Vice Chair

County Board Chairman

/s/ Harley Reabe

Harley Reabe

ATTEST: County Clerk
Approve as to Form:

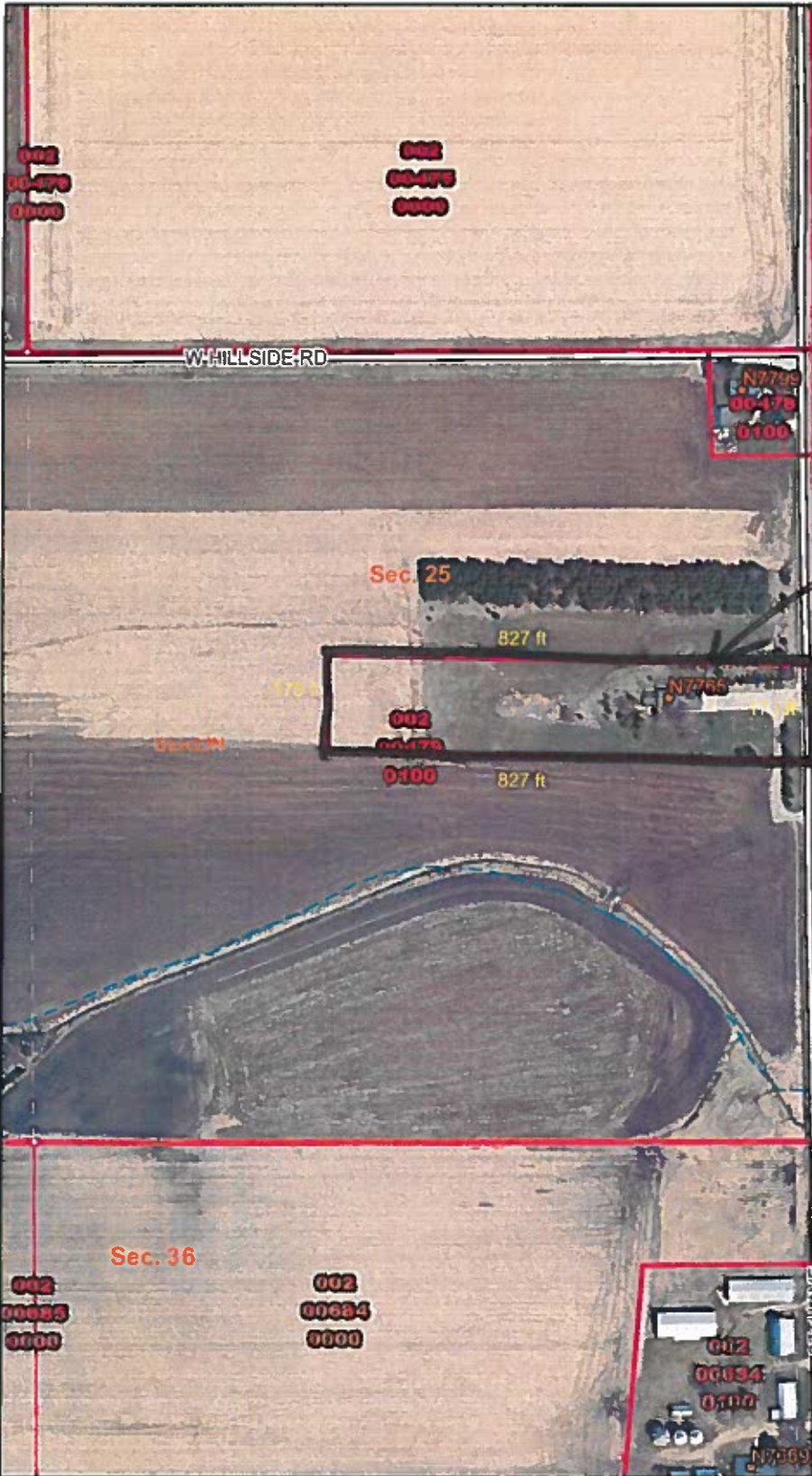
/s/ Don Lenz

Don Lenz

Dawn N. Klockow, Corporation Counsel

/s Chuck Buss

Chuck Buss



Rezoned
A-1 to R-4
+ 3 acres

Winnebago

Green Lake County

1 inch = 293 feet

Geographic Information System (GIS)
<https://gis.co.green-lake.wi.us/>

GIS Viewer Map
 Green Lake County, WI

Time: 8:57:35 AM
 Date: 3/26/2021

Note



ORDINANCE NO. 21-2021

Relating to: Rezone in the Town of Brooklyn
Owner: Alan J. & Frances Joan Kennedy Familys Trust
Applicant: John Kennedy

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th of August, 2021, does ordain as follows:

1 **NOW, THEREFORE, BE IT ORDAINED** that the Green Lake County Zoning Ordinance,
2 Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as
3 relates to the Town of Brooklyn, shall be amended as follows:

4 **Item II: Owner:** Alan J. & Frances Joan Kennedy Familys Trust **Applicant:** John Kennedy **Site**
5 **location:** N5635 Brooklyn G Rd. **General legal description:** Parcels 004-00600-0000, -0200, & 004-
6 00594-0000 part of the NE1/4 and NW1/4 of Section 25, T16N, R13E, Town of Brooklyn, ±43.4 acres.
7 **Request:** Rezone+3 acres from A-1, Farmland Preservation District, to R-4, Rural Residential District.
8 To be identified by certified survey map.

9 **BE IT FURTHER ORDAINED**, that this ordinance shall become effective upon passage
10 and publication.

Roll Call on Resolution No. 21-2021

Submitted by Land Use Planning &
Zoning Committee:

Ayes , Nays , Absent , Abstain

/s/ Curt Talma

Passed and Enacted/Rejected this 17th
day of August, 2021.

Curt Talma, Chair

/s/ Bill Boutwell

Bill Boutwell, Vice Chair

County Board Chairman

/s/ Harley Reabe

Harley Reabe

ATTEST: County Clerk
Approve as to Form:

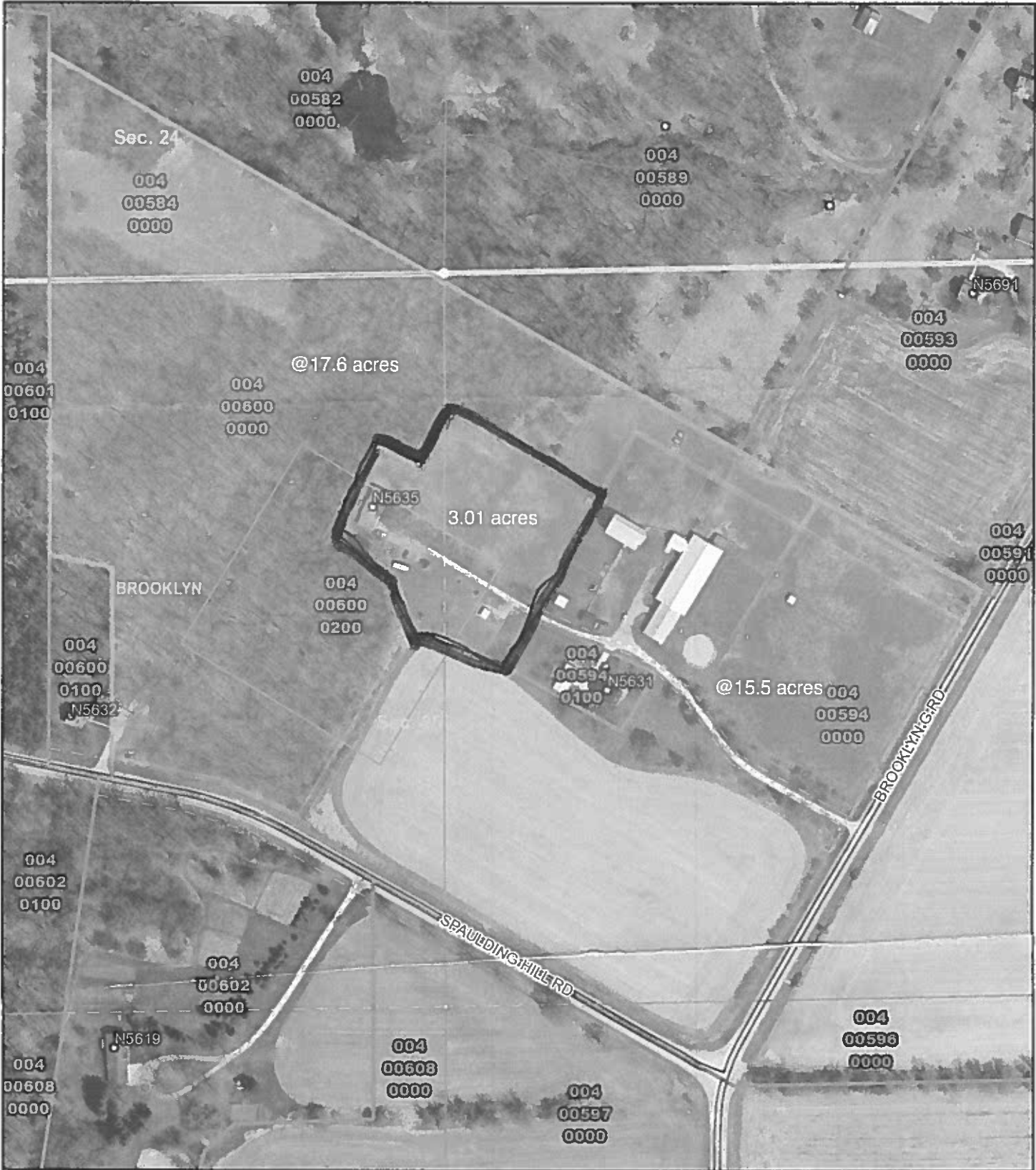
/s/ Don Lenz

Don Lenz

Dawn N. Klockow, Corporation Counsel

/s/ Chuck Buss

Chuck Buss



Green Lake County

1 inch = 248 feet

Geographic Information System (GIS)
<https://gis.co.green-lake.wi.us/>

Kennedy Trust Concept
 Green Lake County, WI

Time: 4:14:02 PM
 Date: 2/9/2021

Note:



ORDINANCE NO. 22-2021

**Relating to: Rezone in the Town of Brooklyn
Owner: Ellen Wildes**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th of August, 2021, does ordain as follows:

1 **NOW, THEREFORE, BE IT ORDAINED** that the Green Lake County Zoning Ordinance,
2 Chapter 350 as amended, Article IV Zoning Districts, Section 350-26 Official Map, as
3 relates to the Town of Brooklyn, shall be amended as follows:

4 **Item IV: Owner:** Ellen Wildes **Site location:** W2111 State Hwy 23. **General legal description:**
5 Parcel 004-00701-0000, part of the NE1/4 of Section 30, T16N, R13E, Town of Brooklyn, ±5.4 acres.
6 **Request:** Rezone +3 acres from C2, Extensive Commercial District, to R-4, Rural Residential District,
7 remaining ±2.4 acres to A-1, Farmland Preservation District, with surrounding lands.

8 **BE IT FURTHER ORDAINED**, that this ordinance shall become effective upon passage
9 and publication.

Roll Call on Resolution No. 22-2021

Submitted by Land Use Planning &
Zoning Committee:

Ayes , Nays , Absent , Abstain

/s/ Curt Talma

Passed and Enacted/Rejected this 17th
day of August, 2021.

Curt Talma, Chair

/s/ Bill Boutwell

Bill Boutwell, Vice Chair

County Board Chairman

/s/ Harley Reabe

Harley Reabe

ATTEST: County Clerk
Approve as to Form:

recused himself

Don Lenz

Dawn N. Klockow, Corporation Counsel

/s/ Chuck Buss

Chuck Buss

CONCEPT PLAN

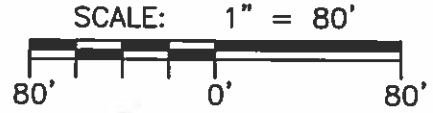
CONCEPT PLAN FOR ELLEN I WILDES LOCATED IN PART OF THE NORTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 30, TOWN 16 NORTH, RANGE 13 EAST, TOWN OF BROOKLYN, GREEN LAKE COUNTY, WISCONSIN.

OWNER(S)
 ELLEN I WILDES
 P.O. BOX 246
 AMHERST, WI 54406

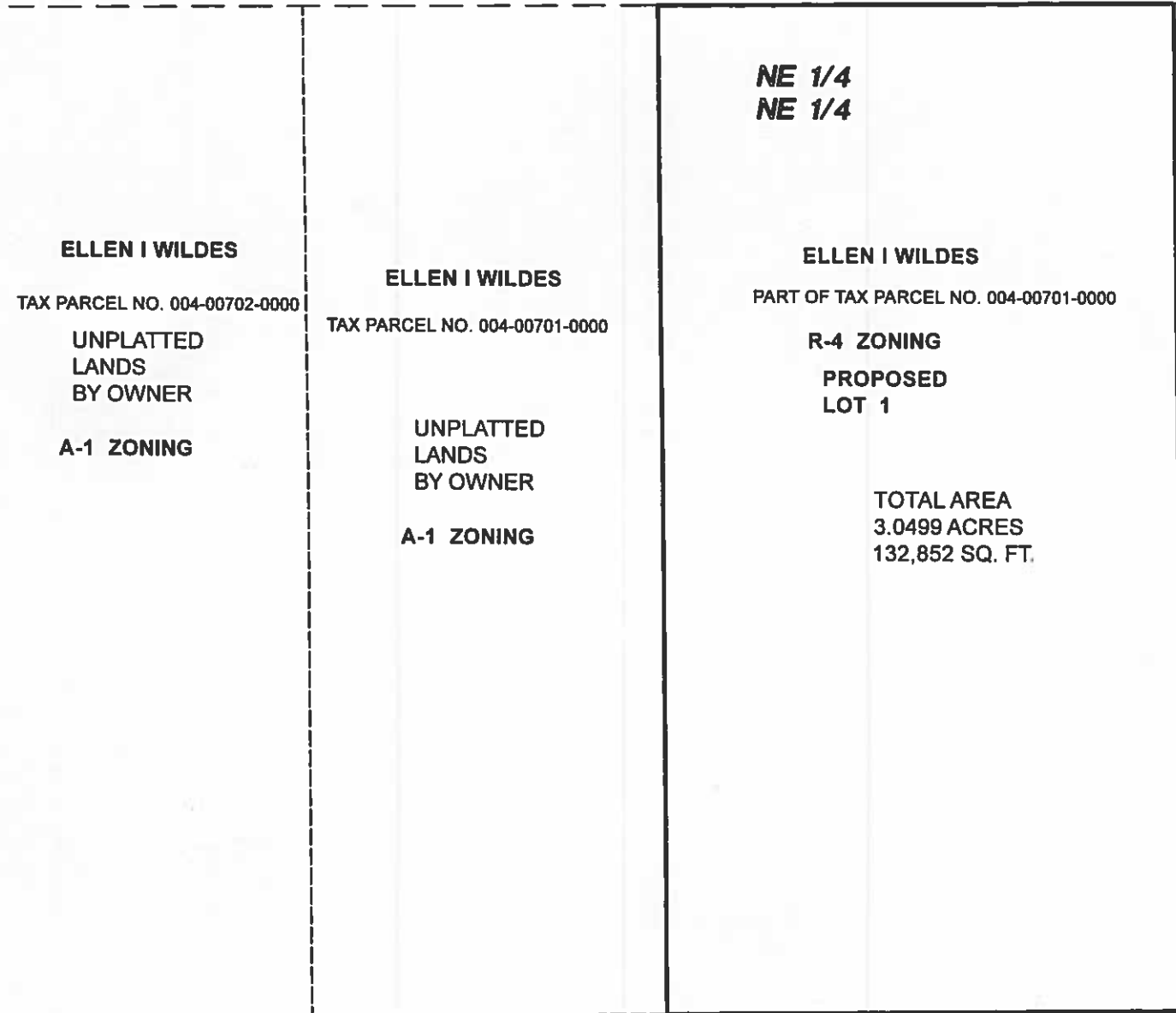
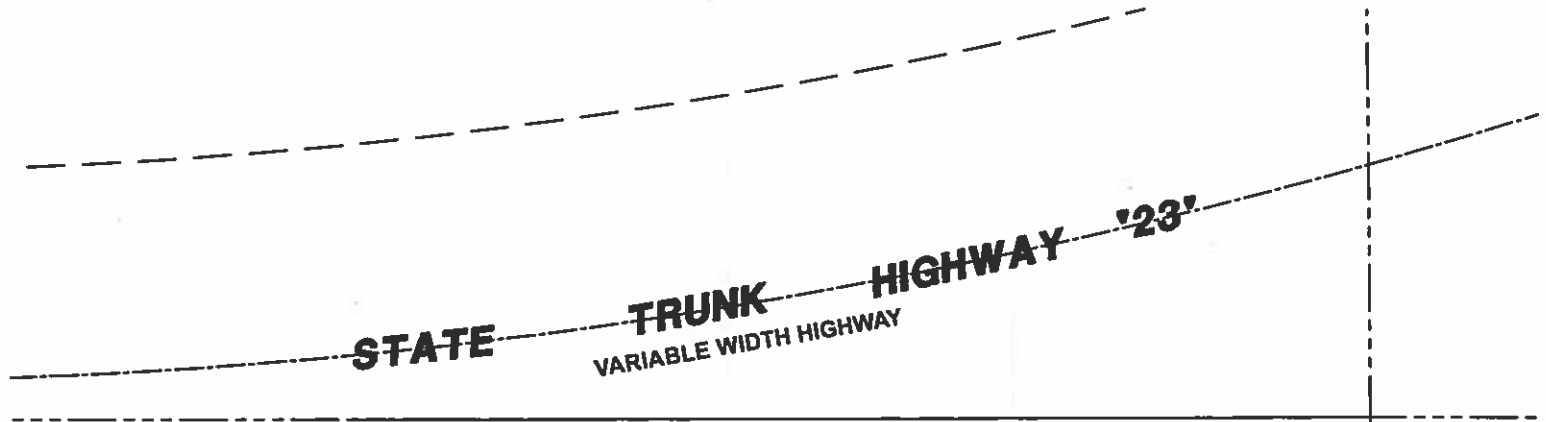
PROPERTY ADDRESS
 W2111 STATE ROAD "23"
 GREEN LAKE, WI 54941



GREEN LAKE SURVEYING COMPANY
 P.O. BOX 131
 Green Lake, Wisconsin 54941
 Phone: (920) 294-6666
 survey@greenlakesurveyingcompany.com
 www.greenlakesurveyingcompany.com



Donald W. Lenz
 DONALD W. LENZ - WI P.L.S. No. S-2003
 Dated this 30th Day of April 2021



ELLEN I WILDES
 TAX PARCEL NO. 004-00702-0000
 UNPLATTED LANDS BY OWNER
 A-1 ZONING

CONCEPT PLAN

CONCEPT PLAN FOR ELLEN I WILDES LOCATED IN PART OF THE NORTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 30, TOWN 16 NORTH, RANGE 13 EAST, TOWN OF BROOKLYN, GREEN LAKE COUNTY, WISCONSIN.

OWNER(S)
ELLEN I WILDES
P.O. BOX 246
AMHERST, WI 54406

PROPERTY ADDRESS
W2111 STATE ROAD "23"
GREEN LAKE, WI 54941



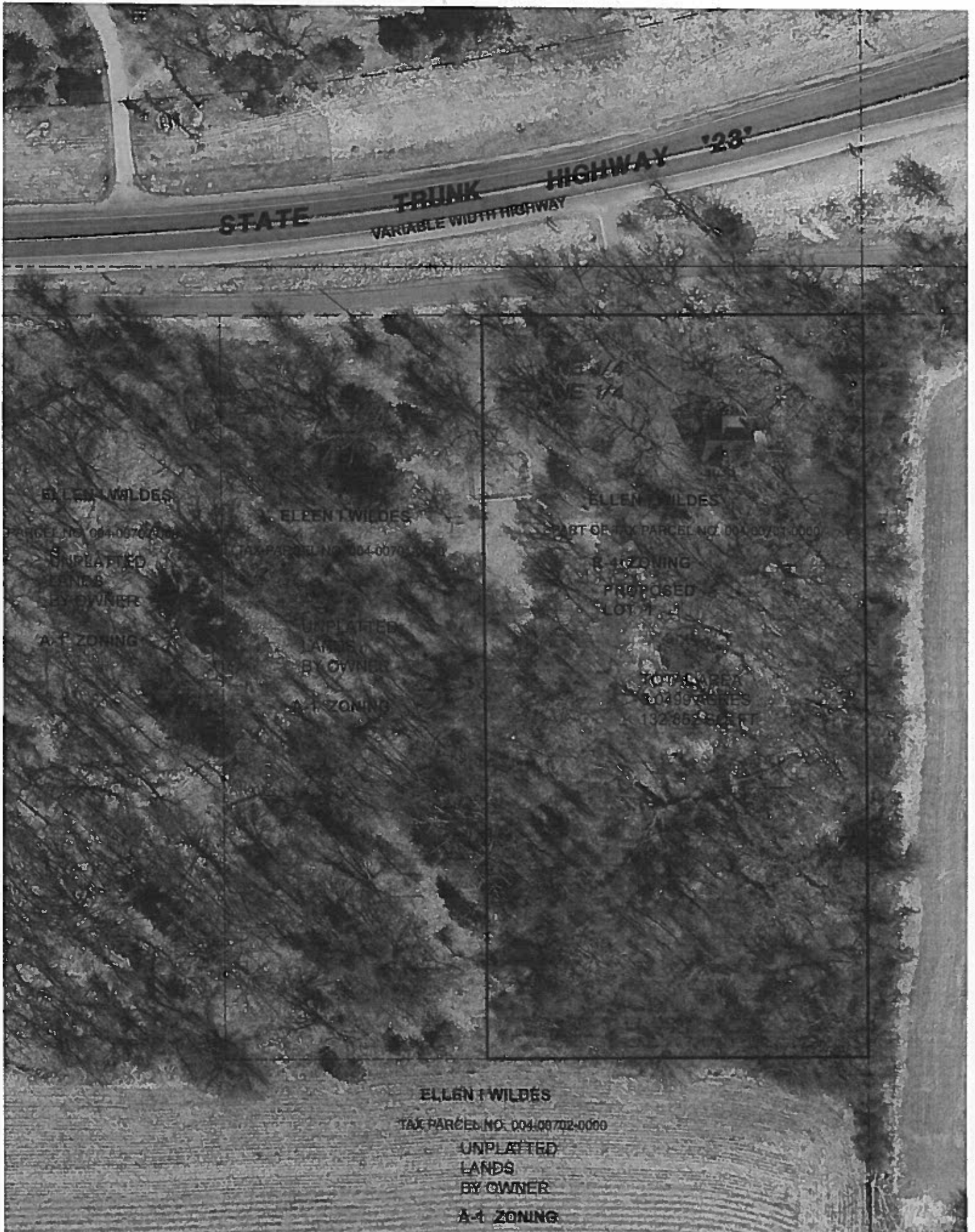
GREEN LAKE SURVEYING COMPANY
P.O. BOX 131
Green Lake, Wisconsin 54941
Phone: (920) 294-6666
survey@greenlakesurveyingcompany.com
www.greenlakesurveyingcompany.com

SCALE: 1" = 80'

A graphic scale bar with markings for 80 feet, 0 feet, and 80 feet.

Donald W. Lenz

DONALD W. LENZ - WI P.L.S. No. S-2003
Dated this 30th Day of April 2021



ORDINANCE NO. 23-2021

Amending the Personnel Policy and Procedure Manual to allow for sick time to be taken in one-quarter (1/4) hour increments

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 17th day of August 2021, does ordain as follows:

- 1 **WHEREAS**, the Personnel Policy and Procedures Manual allows for vacation time to be
- 2 taken in one-quarter (1/4) hour increments; and
- 3 **WHEREAS**, currently sick time may only be taken in one-half (1/2) hour increments;
- 4 and

Roll Call on Ordinance No. 23-2021

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

/s/ Robert Schweder

Robert Schweder, Chair

Passed and Enacted/Rejected this 17th day of August, 2021.

/s/ Sue Wendt

Sue Wendt, Vice-chair

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Curt Talma

6 **WHEREAS**, the differences between the increments between vacation and sick time has
7 caused some or may cause confusion for employees and changing how employees may
8 take sick time to match vacation time will alleviate confusion.

9 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
10 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

11 Section 1. Green Lake County Ordinance, No. 1042-2012 enacted on December 18,
12 2012, and as amended from time-to-time, is amended as follows (deletions are in
13 ~~strikeout~~, additions are in underline).

14
15 **SICK LEAVE**

16
17 **A. Allocation of Paid Sick Leave**

18
19 Subject to applicable collective bargaining agreements, all regular full-time
20 employees will be granted sick leave, with pay, at the rate of nine (9) days per
21 calendar year. For the purpose of definition, sick leave means absence from duty
22 because of an employee's illness or injury.

23
24 Employees may use their annual allotment of sick days for the illness or injury of an
25 employee's immediate family and as necessary to care for the immediate family
26 member. An employee's immediate family shall include the employee's spouse,
27 children, parents and parents of the employee's spouse for this benefit only.

28
29 An employee may also use their annual allotment of sick leave to attend
30 medical/dental/vision appointments of the employee and immediate family
31 members. All sick leave under this policy must be used in minimum increments of
32 one-quarter (1/4) one-half (1/2) hour.

33
34 Employees who are regularly scheduled to work a 2080 hour work year shall
35 receive eight (8) hours paid time off per sick day at their base rate. Employees who
36 are regularly scheduled to work a 1950 hour work year shall receive seven and
37 one-half (7.5) hours of paid time off per sick day at their base rate. Employees who
38 are regularly scheduled to work an 1820 hour work year shall receive seven (7)
39 hours of paid time off per sick day at their base rate. In no event shall any
40 employee receive more than eight (8) hours of paid time off for a sick day.

41
42 Regular part-time employees are eligible for sick days. The paid time off for sick
43 days for regular part-time employees will be calculated on a pro-rata basis at the
44 employee's base hourly rate in accordance with the formula found in the definition
45 of "regular part-time" employee in this Manual. The County may require an
46 employee to provide documentation from a physician substantiating any illness or
47 injury for which sick leave is being requested at any time, subject to state and
48 federal law. If sick leave is necessary, the employee must report the sick leave to

49 the employee's Supervisor and/or Department Head as soon as possible but no
50 later than one
51 (1) hour before the employee's scheduled shift or according to departmental policy.
52

53 Only full time law enforcement—24/7 employees are eligible to receive this sick
54 leave benefit. Part-time law enforcement—24/7 employees are not entitled to
55 receive the benefit.
56

57 New regular full-time and regular part-time hires shall receive sick days on pro rata
58 basis based on the date of their hire. New employees shall not be permitted to take
59 paid sick leave during the first six (6) months of their employment with the County.
60

61 Section 2. This ordinance shall become effective upon passage and publication.

62 Section 3. The repeal and recreation of any section herein shall not have any effect on
63 existing litigation and shall not operate as an abatement of any action or proceeding then
64 pending or by virtue of the repealed sections.

65 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
66 repealed.

ORDINANCE NO. 24-2021

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

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 15th day of June 2021, does ordain as follows:

- 1 **WHEREAS**, a review of the current Personnel Policies and Procedures Manual (PPPM)
- 2 in regard to the Fair Labor Standards Act (FLSA) revealed that certain provisions
- 3 require amendment to be consistent with the FLSA; and

- 4 **WHEREAS**, the PPPM lacks “safe harbor” language for exempt employees.

Roll Call on Ordinance No. 24-2021

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

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

/s/ Robert Schweder

Robert Schweder, Chair

/s/ Sue Wendt

Sue Wendt, Vice-chair

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Curt Talma

5 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
6 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

7 Section 1. Green Lake County Ordinance, No. 1042-2012 adopted on December 18,
8 2012 and as amended from time-to-time is amended as follows (additions are in **bold**
9 **underline**, deletions are in ~~strikeout~~):

10
11 **NON-EXEMPT, AND EXEMPT AND PARTIALLY EXEMPT EMPLOYEES**
12

13 In addition to personnel classifications, employees are generally classified under the
14 Fair Labor Standards Act ("FLSA" or "Act") and state wage and hour laws (collectively
15 "FLSA") as non-exempt, **and** exempt ~~and partially exempt~~. An employee's classification
16 under the FLSA determines, among other things, whether an employee is entitled to
17 premium overtime pay. The County designates employees as exempt, **and** non-exempt
18 ~~or partially exempt~~ in accordance with the requirements of the FLSA.

19
20 1. Non-exempt employees. Non-exempt employees are entitled to all of the protections
21 provided by the FLSA including minimum wage, compensation for hours worked in
22 excess of scheduled hours and premium overtime pay equal to time and one-half for all
23 hours worked over forty (40) in a work week. Non-exempt employees qualify for
24 compensatory time under the FLSA in lieu of premium pay for overtime hours worked
25 (to the extent that compensatory time is made available by the County).

26
27 2. Exempt employees. Exempt employees receive an annual salary for the services
28 they perform and generally are not subject to the requirements of the FLSA. This means
29 that exempt employees are not entitled to, and do not receive, among other things,
30 additional compensation for hours worked outside of their scheduled hours (if any) or
31 premium overtime pay/compensatory time for hours worked in excess of forty (40) hours
32 per week. Exempt employees include, but are not limited to, Department Heads,
33 Supervisors, Administrators, Managers, certain information technology (IT) employees
34 and professional employees.

35
36 3. ~~Partially exempt~~ **Law Enforcement and Corrections** employees. ~~Partially exempt~~
37 ~~employees~~ **Law Enforcement and Corrections employees** are paid on an hourly
38 basis but are not eligible to receive premium overtime pay for hours worked over forty
39 (40) in a work week. Instead, ~~partially exempt~~ **Law Enforcement and Corrections**
40 employees receive premium overtime pay based on whether they work more than a
41 defined number of hours in a designated "work period." A "work period" consists of a
42 period of days set by the County (which may or may not coincide with an employee pay
43 period). The FLSA defines the number of hours which a partially exempt employee may
44 be required to work during a work period before being entitled to premium overtime pay
45 equal to time and one-half. The maximum number of hours that may be worked varies
46 depending upon the occupation of the employee. ~~Partially exempt employees include~~
47 ~~sheriff's deputies and corrections employees.~~

50 **PAYMENT OF WAGES**

51 **Payroll Periods.** The County uses a bi-weekly payroll period. Payment is issued on
52 Thursday of every other week, except when the payday is an official holiday. All
53 employees are required to receive their wages by direct deposit. For purposes of
54 calculating employees' pay, the following guidelines will be followed:
55

56
57 1. Exempt employees who are paid a base salary shall have their pay computed on a bi-
58 weekly time period.

59
60 2. Non-Exempt employees will be paid on the basis of the hours that are actually worked
61 during the bi- weekly pay period.

62
63 ~~Employees should examine their advice of deposit carefully when they receive it. If~~
64 ~~employees have any questions regarding the advice, contact the County Clerk's Office~~
65 ~~immediately. Errors are possible and if they occur, the County wants to correct them~~
66 ~~promptly~~

67 **It is the County's policy and practice to accurately compensate employees and to**
68 **do so in compliance with all applicable state and federal laws. To ensure that**
69 **Employees are paid properly for all time worked and that no improper deductions**
70 **are made, Employees must record correctly all work time and review their**
71 **paychecks promptly to identify and to report all errors. Employees also must not**
72 **engage in off-the-clock or unrecorded work.**

73
74 **A. Review Pay Stub. The County makes every effort to ensure Employees are**
75 **paid correctly. Occasionally, however, inadvertent mistakes can happen. When**
76 **mistakes do happen and are called to the County's attention, the County will**
77 **promptly make any correction that is necessary. Employees should review their**
78 **pay stub when they receive it to make sure it is correct. If an Employee believes a**
79 **mistake has occurred or if there any questions, please use the reporting**
80 **procedure outlined below.**

81
82 **B. Non-exempt Employees. Employees who are eligible for overtime pay or extra**
83 **pay (including pay due under our PPM or a collective bargaining agreement),**
84 **must maintain a record of the total hours worked each day. These hours must be**
85 **accurately recorded on a time card that will be provided if an Employee does not**
86 **have access to the employee electronic timekeeping system. Each employee must**
87 **sign or electronically sign their time card to verify that the reported hours worked**
88 **are complete and accurate (and that there is no unrecorded or "off-the-clock"**
89 **work). Employee time cards must accurately reflect all regular and overtime**
90 **hours worked, any absences, early or late arrivals, early or late departures and**
91 **meal breaks (if required to report meal breaks). At the end of each pay period,**
92 **Employees must submit a completed time card for verification and approval.**
93 **When Employees receive each pay check, please verify immediately that you**
94 **were paid correctly for all regular and overtime hours worked each workweek.**

95
96 **C. Exempt Employees. Employees that are classified as an exempt salaried**
97 **employee will receive a salary which is intended to compensate you for all hours**
98 **that worked for the County. This salary will be established at the time of hire or**
99 **when an employee becomes classified as an exempt employee. While it may be**
100 **subject to review and modification from time to time, such as during salary**
101 **review times, the salary will be a predetermined amount that will not be subject to**
102 **deductions for variations in the quantity or quality of the work performed.**

103
104 **Exempt employees will receive their full salary for any workweek in which work is**
105 **performed. However, under federal law, exempt employee salary is subject to**
106 **certain deductions. For example, absent contrary state law requirements, an**
107 **exempt employee's salary can be reduced for the following reasons in a**
108 **workweek in which work was performed:**

- 109
- 110 • **Full day absences for personal reasons, including vacation.**
- 111 • **Full day absences for sickness or disability, since we have a sick day**
- 112 **pay plan.**
- 113 • **Full day disciplinary suspensions for infractions of safety rules of major**
- 114 **significance (including those that could cause serious harm to others).**
- 115 • **Family and Medical Leave absences (either full or partial day absences).**
- 116 • **To offset amounts received as payment for jury and witness fees or**
- 117 **military pay.**
- 118 • **Unpaid disciplinary suspensions of one or more full days for significant**
- 119 **infractions of major workplace conduct rules set forth in written**
- 120 **policies.**
- 121 • **The first or last week of employment in the event you work less than a**
- 122 **full week.**
- 123

124 **An Exempt employee's salary also may be reduced for certain types of**
125 **deductions, such as: the employee's portion of health, dental or life insurance**
126 **premiums; state, federal or local taxes, social security; or voluntary contributions**
127 **to a 401(k) or pension plan. In any workweek in which you performed any work,**
128 **an exempt employee's salary will not be reduced for any of the following reasons:**

- 129
- 130 • **Partial day absences for personal reasons, sickness or disability.**
- 131 • **An absence because the facility is closed on a scheduled work day.**
- 132 • **Absences for jury duty, attendance as a witness, or military leave in any**
- 133 **week in which you have performed any work.**
- 134 • **Any other deductions prohibited by state or federal law.**
- 135

136 **Please note: Exempt employees will be required to use accrued vacation,**
137 **personal or other forms of paid time off for full or partial day absences for**
138 **personal reasons, sickness or disability. However, an exempt employee's salary**
139 **will not be reduced for partial day absences if they do not have accrued paid time**
140 **off.**

141
142
143 **If an employee has questions about deductions from their pay, please contact the**
144 **County Clerk immediately. If an employee believes their wages have been**
145 **subject to any improper deductions or pay does not accurately reflect all hours**
146 **worked, concerns should be reported to a supervisor immediately. If a**
147 **supervisor is unavailable or if an employee believes it would be inappropriate to**
148 **contact that person (or if employee has not received a prompt and fully**
149 **acceptable reply within three business days), the employee should immediately**
150 **contact the County Clerk. If an employee has not received a satisfactory**
151 **response within five business days after reporting their concern to the County**
152 **Clerk and the employee is unsure who to contact to correct the problem, please**
153 **immediately contact the County Administrator.**

154
155 **Every report will be fully investigated and corrective action will be taken, up to**
156 **and including discharge of any employee(s) who violates this policy.**

157
158 **In addition, the County will not allow any form of retaliation against individuals**
159 **who report alleged violations of this policy or who cooperate in the County's**
160 **investigation of such reports. Retaliation is unacceptable. Any form of retaliation**
161 **in violation of this policy will result in disciplinary action, up to and including**
162 **discharge.**

163
164 **RECORDKEEPING OF HOURS**

165
166 **Timesheets.** All employees, ~~whether non-exempt, partially exempt or exempt~~ **regardless**
167 **of status under the FLSA,** are required to record their hours worked on time sheets
168 provided by the County **if they do not have access to the employee electronic**
169 **timekeeping system.** All employees should also record time off such as vacations,
170 holidays and sick time ~~on time sheets provided by the County.~~

171
172 **It is a violation of the County's policy for any employee to falsify a time card, or to**
173 **alter another employee's time card. It is also a serious violation of County policy**
174 **for any employee or manager to instruct another employee to incorrectly or**
175 **falsely report hours worked or alter another employee's time card to under- or**
176 **over-report hours worked. If any manager or employee instructs you to (1)**
177 **incorrectly or falsely under- or over-report your hours worked, (2) alter another**
178 **employee's time records to inaccurately or falsely report that employee's hours**
179 **worked, or (3) conceal any falsification of time records or to violate this policy, do**
180 **not do so. Instead, report it immediately to the County Administrator.**

181
182
183 **In addition, the County will not allow any form of retaliation against individuals**
184 **who report alleged violations of this policy or who cooperate in the County's**

185 **investigation of such reports. Retaliation is unacceptable. Any form of retaliation**
186 **in violation of this policy will result in disciplinary action, up to and including**
187 **discharge.**

191 OVERTIME AND COMPENSATORY TIME

192
193 Compensatory Time for Non-exempt and Partially-Exempt **Law Enforcement and**
194 **Corrections** Employees. The County may provide non-exempt and **Law Enforcement**
195 **and Corrections** ~~partially-exempt~~ employees with compensatory time instead of paying
196 for overtime hours worked in excess of forty (40) hours. Compensatory time will be
197 provided in accordance with the requirements of state and federal law.

198
199 Use of Compensatory Time by Non-exempt and Partially-Exempt **Law Enforcement and**
200 **Corrections** Employees. The Department Head or Supervisor must pre-approve the
201 hours that the employee plans to be absent from work prior to the employee taking
202 compensatory time. The Department Head and Supervisor shall manage requests to use
203 compensatory time in accordance with the FLSA. The County may require employees to
204 use compensatory time in accordance with the FLSA.

205 **Accumulation of Compensatory Time.** Compensatory time may be accumulated in an
206 amount not to exceed twenty (20) hours and any hours in excess of twenty (20) hours
207 shall be paid out. UWEX employees during the week of the County Fair may
208 accumulate up to seventy-five (75) hours of compensatory time and any hours in excess
209 of seventy-five (75) hours shall be paid out. Highway employees may accumulate up to
210 forty (40) hours of compensatory time and any hours in excess of forty (40) hours shall
211 be paid out. **WPPA union members may accumulate up to forty (40) hours of**
212 **compensatory time and any hours in excess of forty (40) hours shall be paid out.**

213 It is the Department Head's responsibility to monitor and pay out employees for any
214 excess hours. The County may pay out banked compensatory time at any time. All
215 compensatory time earned by employees shall be used by December 15th or paid out
216 by the last payroll period of each year.

217
218 ~~**Deductions From Salaried Employees.** It is the policy of the County to fully comply~~
219 ~~with the FLSA and applicable state law relating to deductions from salaries of exempt~~
220 ~~employees. It is further the policy of the County to promptly investigate and correct any~~
221 ~~improper payroll deductions or other payroll practices that do not comply with the FLSA.~~
222 ~~If an employee believes that an improper payroll practice — such as an improper~~
223 ~~deduction from an exempt salary — has occurred, he or she may make a complaint to~~
224 ~~the County Clerk's office. The County Clerk's office will see that the matter is~~
225 ~~appropriately reviewed; the employee will be reimbursed for the amount of any~~
226 ~~inappropriate deduction taken.~~

227 **UNAUTHORIZED HOURS AND WORKING FROM HOME**
228

229 ~~Non-exempt and partially exempt County employees are prohibited from working outside~~
230 ~~their scheduled hours without the express approval of their Department Head. Non-exempt~~
231 ~~and partially exempt employees who work prior to or following their shifts without~~
232 ~~authorization shall be subject to discipline up to and including discharge from employment.~~
233

234 **Employees should not work any hours outside of their scheduled work day**
235 **unless their supervisor has authorized the unscheduled work in advance.**
236 **Employees shall not start work early, finish work late, work during a meal break**
237 **or perform any other extra or overtime work unless authorized to do so and that**
238 **time is recorded on the employee's time card. Employees are prohibited from**
239 **performing any "off-the-clock" work. "Off-the-clock" work means work performed**
240 **but failed to report on your time card. Any employee who fails to report or**
241 **inaccurately reports any hours worked will be subject to disciplinary action, up to**
242 **and including discharge.**
243

244 ~~Exempt, Non-exempt and partially exempt employees are generally prohibited from~~
245 ~~working at home. However, the County recognizes that there could be circumstances~~
246 ~~which would make it necessary for an employee to work from their home but only on a~~
247 ~~very limited and temporary basis. If circumstances warrant such a decision, prior approval~~
248 ~~must be granted by the Department Head and County Administrator and all time worked~~
249 ~~by the employee must be recorded accurately in writing. Non-exempt and partially exempt~~
250 ~~employees who work from home without prior approval shall be subject to discipline up to~~
251 ~~and including discharge from employment. The County recognizes that there could be~~
252 ~~circumstances which would make it necessary and/or beneficial for an employee to work~~
253 ~~from their home on a regular or temporary basis. If circumstances warrant such a decision,~~
254 ~~prior approval must be granted by the Department Head and County Administrator and all~~
255 ~~time worked by the employee must be recorded accurately in writing. Any employee who~~
256 ~~works from home without prior approval shall be subject to discipline up to and including~~
257 ~~discharge from employment. See Appendix Q for Telecommute Policy details.~~
258

259 Section 2. Appendix Q – Telecommuting Policy, as attached hereto is adopted.
260

261 Section 3. This ordinance shall become effective upon passage and publication.

262 Section 4. The repeal and recreation of any section herein shall not have any effect on
263 existing litigation and shall not operate as an abatement of any action or proceeding then
264 pending or by virtue of the repealed sections.

265 **APPENDIX Q**

266 **GREEN LAKE COUNTY TELECOMMUTE POLICY**

267 Telecommuting allows employees to work remotely for all or part of their workweek.
268 Green Lake County considers telecommuting to be a viable, flexible work option when
269 both the employee and the job are suited to such an arrangement. Telecommuting may be
270 appropriate for some employees and jobs but not for others. Telecommuting is not an
271 entitlement. Telecommuting is not a county-wide benefit. Telecommuting is a privilege
272 that does not change the terms and conditions of employment with Green Lake County.
273 This policy provides a general overview of telecommuting and does not attempt to address
274 each unique situation or technology need.

275 Telecommuting shall not be a replacement for appropriate child care. Employees may not
276 telecommute with the intent of or for the sole purpose of meeting their dependent care
277 responsibilities while performing official duties. While performing official duties,
278 telecommuting employees are expected to arrange for dependent care just as they would if
279 they were working at a County facility. If children or adults in need of primary care are in
280 the alternate work location during an employee's work hours, another person must be
281 present to provide the care. Although an individual employee's schedule may be
282 modified to accommodate child care needs, the focus of the arrangement must remain on
283 job performance and meeting business demands. Prospective telecommuters are
284 encouraged to discuss expectations of telecommuting with family members prior to entering
285 a trial period.

286
287 Telecommuting can be informal, such as working remotely for a short-term project or a
288 formal set schedule of working away from the office as described below. Either an
289 employee, supervisor or department head can request telecommuting as a possible work
290 arrangement. The request must be approved by the Supervisor and/or Department Head
291 and submitted to the County Administrator for final approval.

292 Any telecommuting arrangement made will be on a trial basis for the first three months
293 and maybe discontinued at will and at any time at the request of either the telecommuter
294 or the Supervisor, Department Head or County Administrator. Every effort will be made
295 to provide 30 days' notice of such change to accommodate commuting, child care and
296 other issues that may arise from the termination of a telecommuting arrangement. There
297 may be instances, however, when no notice is possible.

298 Exceptions to this policy must be approved by the Department Head and the County
299 Administrator and reported at the next regularly scheduled Personnel Committee meeting.

301 **A. ELIGIBILITY**

302
303 Individuals requesting formal telecommuting arrangements must be employed with Green
304 Lake County for a minimum of 6 (six) months of continuous, regular employment and
305 must have a satisfactory performance record.

306 Before entering into any telecommuting agreement, the employee and supervisor, with the
307 assistance of the Human Resources Coordinator and the Information Technology
308 department, will evaluate the suitability of such an arrangement, reviewing the following
309 areas:

310 **1. Employee suitability.** The employee and supervisor will assess the needs and work
311 habits of the employee, compared to traits customarily recognized as appropriate for
312 successful telecommuters, including but not limited to:

313 a. Integrity and internal motivation

314 b. Personal accountability

315 c. Self or intrinsically motivated

316 d. Ability to work independently

317 e. Ability to communicate proactively and know and how to achieve work goals

318 f. Effective time management, highly organized and ability to pay attention to detail

319 **2. Job responsibilities.** The employee and supervisor will discuss the job responsibilities
320 and determine if the job is appropriate for a telecommuting arrangement. Employee
321 must be readily available by phone and email during regularly scheduled work hours,
322 with allowance for breaks and lunch per County policy.

323 **3. Equipment needs, workspace design considerations and scheduling issues.** The
324 employee, and supervisor and department head or both will review the physical
325 workspace needs and the appropriate location for the telework. This can be done in
326 person or virtually, as requested.

327 **Tax and other legal implications.** The employee must determine any tax or legal
328 implications under IRS, state and local government laws, or restrictions of working out of
329 a home-based office. Responsibility for fulfilling all obligations in this area rests solely
330 with the employee. Due to potential issues with out-of-state laws on family leave, no
331 employee will be allowed to telecommute from outside the State of Wisconsin. All
332 telecommuting must occur within the State of Wisconsin.

333 If the employee, and supervisor or department head or both agree, and the Human

334 Resources Coordinator concurs, a telecommuting request form will be prepared and
335 signed by all parties, and a three-month trial period will commence.

336 Evaluation of telecommuter performance during the trial period will include regular
337 interaction, by phone and e-mail between the employee and the supervisor, and weekly
338 face-to-face meetings, either in person, by Zoom or other teleconferencing applications
339 discuss work progress and problems. At the end of the trial period, the employee and
340 supervisor will evaluate the arrangement and make recommendations for continuance or
341 modifications.

342 **B. EQUIPMENT AND SUPPLIES**

343

344 The employee understands that he/she is responsible for all equipment needs related to a
345 home workspace, with the exception of a county or state issued laptop, tablet or other
346 similar device. The county will not necessarily provide laptops or tablets for the purpose
347 of working remotely. Only employees identified as having a need for a laptop or tablet
348 when working on-site will be provided a county laptop or tablet, which can then be used
349 for remote work as needed.

350

351 With the exception of a county issued device and/or VPN, the employee will be
352 responsible for providing and acquiring the appropriate equipment needs (including
353 hardware, software, high speed internet, secure Wi-Fi, phone lines and other office
354 equipment) for each telecommuting arrangement, at their own expense. The Human
355 Resources Coordinator and the Information Technology department will serve as
356 resources in this matter. Green Lake County reserves the right to make determinations as
357 to appropriate equipment, subject to change at any time, and in ensuring proper security is
358 in place to protect County related data.

359 Green Lake County will supply the employee with appropriate office supplies (pens,
360 printer ink, paper, etc.) as deemed necessary by the employee's immediate supervisor or
361 department head. Green Lake County will also reimburse the employee for business-
362 related expenses, e.g. phone calls and mailing costs that are reasonably incurred in
363 carrying out the employee's job. Employees must provide documentation to be
364 reimbursed for business-related expenses.

365 The employee will establish an appropriate work environment within his or her home for
366 work purposes. Green Lake County will not be responsible for support of personally
367 owned equipment, costs associated with the setup of the employee's home office, such as
368 remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
369 Green Lake County will not assume liability for loss, damage, or wear of employee-

370 owned equipment. Green Lake County Information Technology Department will not
371 provide technical support for personal equipment, even when co-mingled with county
372 provided equipment. For liability reasons, Information Technology will also not remote
373 into personal equipment without the employee's presence and consent and some technical
374 issues for county equipment may need to be addressed on-site.

375 **C. SECURITY AND CONFIDENTIALITY**

376 Employees must adhere to all Federal State and local confidentiality laws, including but not
377 limited to, 45 CFR part 160-164, Wis. Stat. §§146.81 and 146.82 (HIPAA and state
378 protected health information), Wis. Stat. Chapters 51, 54 and 55 (Mental Health,
379 Guardianship and Protective Placement), and Wis. Stat. Chapters 48, 938, and 118
380 (Protected Juvenile Information). Employees who choose to operate under this agreement
381 are responsible for ensuring that all information deemed to be confidential under these or
382 any other applicable state, federal or local law remains confidential. Maintaining
383 confidentiality includes working in a location where third parties, including family
384 members, will not be able to overhear or see confidential information in any format, written,
385 verbal or electronic. Employees must also take steps to secure this information including
386 the use of locked file cabinets and desks, regular password maintenance, and any other
387 measures appropriate for the job and the telecommuting work environment. All
388 confidentiality policies contained in the Personnel Policies and Procedures Manual also
389 apply to telecommuting.
390

391 **D. SAFETY**

392 Employees are expected to maintain their home workspace in a safe manner and free from
393 safety hazards. Green Lake County will provide each telecommuter with a safety checklist
394 that must be completed at least twice per year. Injuries sustained by the employee in a
395 home office location and in conjunction with his or her regular work duties are normally
396 covered by the County's workers' compensation policy. Telecommuting employees are
397 responsible for notifying the County of any work related injuries preferably by the end of
398 the work shift, or as outlined in County policy. The employee is liable for any injuries
399 sustained by visitors to his or her home worksite.
400

401 Forms can be found on the Green Lake County Intranet.
402

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 14, 2021
 Department: Sheriff's Office
 Amount: \$13,543.00
 Budget Year Amended: 2021

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

Unanticipated grant awarded for glass security desk barrier, and EOC portable barriers.
We are requesting a corresponding revenue and expenditure account be created.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
21-400-09-43521-000-004	Security Desk upgrade	\$ -	\$ 13,543.00	\$ 13,543.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 13,543.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
21-400-00-57100-009-004	Security Desk upgrade	\$ -	\$ 13,543.00	\$ 13,543.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 13,543.00	

Department Head Approval: Sheriff Mark A. Podoll 06/24/21

Date Approved by Committee of Jurisdiction: 7/14/2021

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

Date Approved by Finance Committee: 7/28/21

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: _____

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 14, 2021
 Department: Sheriff's Dept
 Amount: \$98,783.00
 Budget Year Amended: 2021

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

Correction to Sheriff Dept. Carryover calculation per GASB 54 and approved per Resolution 9-2021

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
			\$	-
Total Adjustment			\$	-

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
21-101-09-52700-999-004	Juvenile Prisoner Board	\$ 9,612.87	\$ 6,000.00	\$ 15,612.87
21-101-09-52700-999-007	Inmate Programs	\$ 34,061.01	\$ 35,824.00	\$ 69,885.01
21-101-09-52700-999-000	Jail Assessment	\$ 1,781.66	\$ 36,000.00	\$ 37,781.66
21-101-09-52700-999-006	Inmate Commissary	\$ 55,497.22	\$ 8,000.00	\$ 63,497.22
21-101-09-52720-999-000	Crime Prevention	\$ 48,483.82	\$ 7,959.00	\$ 56,442.82
21-101-09-52720-999-001	K-9 Donation	\$ 19,296.35	\$ 5,000.00	\$ 24,296.35
Total Adjustment			\$ 98,783.00	-

Department Head Approval: Mark A Podall

Date Approved by Committee of Jurisdiction: 7/14/21

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

Date Approved by Finance Committee: 7/28/21

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: _____

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 8, 2021
 Department: Sheriff's Office
 Amount: \$12,840.42
 Budget Year Amended: 2021

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

Request money to be transferred to purchase new conference room furniture. Do to the lack of use in the Fitness Center. Sheriff's Office, will convert this room into a large Conference Room. This room will also serve as a Conference Room for the EOC when in operation.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
21-101-09-52720-999-000	Crime Prevention/Comm Fu	\$ 56,442.82	\$ 12,840.42	\$ 43,602.40
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 12,840.42	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
21-400-00-57100-009-000	Capital Outlay	\$1,152,866.56	\$ 12,840.42	\$ 1,165,706.98
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 12,840.42	

Department Head Approval: Mark A Podall

Date Approved by Committee of Jurisdiction: 7/14/21

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

Date Approved by Finance Committee: 7/28/21

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: _____

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: July 9, 2021
 Department: Information Technology
 Amount: \$31,860.00
 Budget Year Amended: 2021

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

Corporation Counsel case management software currently uses Microsoft Silverlight and Explorer.
Both programs will no longer be supported by Microsoft, subjecting the data and program to security
risk. The vendor cannot guarantee when the software will be secure; therefore, new case management
software is needed.

Four months subscription & hosting: \$1,160 + \$4,000 and Implementation & Training: \$26,700

Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
21-101-00-58000-000-000	Contingency	\$ 385,655.46	\$ (31,860.00)	\$ 353,795.46
21-100-25-51450-206-000	IT - Maintenance Contracts	\$ 57,170.17	\$ 31,860.00	\$ 89,030.17
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: William R. Hutchison

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: 7/28/21

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: _____