



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 05/05/2022**

**Amended\* Post Date:**

**The following documents are included in the packet for the Personnel Committee on May 12, 2022:**

- 1) \*Amended Agenda
- 2) Minutes from 2/14/22
- 3) Resolution Relating to Eliminating the HHS Billing Specialist/Administrative Coordinator Position and creating a Billing Specialist Position and Designating One Data Entry/Reception position within the HHS Administrative Department as the Lead.
- 4) Resolution Establishing 2023 Annual Budgeted Allocation for Pay for Performance



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto  
County Clerk

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

## Personnel Committee Meeting Notice

**Date: Thursday, May 12, 2022 Time: 3:00 PM**  
**Green Lake County Government Center, County Board Room**  
**571 County Rd A, Green Lake WI**

### Amended\* AGENDA

#### Committee Members

*Robert Schweder*  
*Sue Wendt*  
*Dave Abendroth*  
*Luke Dretske*  
*Nita Krenz*

*Elizabeth Otto,*  
*Secretary*

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Election of Chair
5. Election of Vice-Chair
6. Minutes: 02/14/2022
7. Public Comment (3 minute limit)
8. Resolution
  - Resolution Relating to Eliminating the HHS Billing Specialist/Administrative Coordinator Position and creating a Billing Specialist Position and Designating One Data Entry/Reception position within the HHS Administrative Department as the Lead.
  - \*Establishing 2023 Annual Budgeted Allocation for Pay for Performance
9. Discussion Regarding 2023 Health Insurance
10. Committee Discussion
  - Future Meeting Dates: June 10, 2022 @ 3:00 PM
  - Future Agenda items for action & discussion
11. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

Topic: Personnel Meeting

Time: May 12, 2022 03:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86571590663?pwd=WWxTY2RGdnpqZU9vaVJOT2U3SWJ5dz09>

Meeting ID: 865 7159 0663

Passcode: 144333

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

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

**Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.**

**PERSONNEL COMMITTEE MEETING**  
**February 14, 2022**

The special meeting of the Personnel Committee was called to order by Chair Bob Schweder at 3:00 PM on Monday, February 14, 2022 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The meeting was held both in person and via Zoom. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

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

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator (Zoom); Dawn Klockow, Corporation Counsel; Renee Thiem-Korth, Register of Deeds

**MINUTES OF 11/04/2021 AND 11/09/2021**

*Motion/second (Wendt/Bates)* to approve the minutes of the 11/04/2021 and 11/09/2021 meetings as presented with no corrections or changes. Motion carried with no negative vote.

**PUBLIC COMMENT** - none

**DISCUSSION AND POSSIBLE ACTION REGARDING POSITION IN REGISTER OF DEEDS OFFICE**

County Administrator Cathy Schmit opened the discussion by explaining the model used in both the County Treasurer and County Clerk's office as being the elected official, one FT employee, and one PT. Discussion held. Register of Deeds Renee Thiem-Korth explained her reasons for requesting 2 FT employees besides herself including increased property transfers, statewide vital records requests, and customer service. Back indexing is also required and can be done if the workload decreases in the near future. Schmit thanked Thiem-Korth for her willingness to discuss the option and in thoroughness in researching the position. *Motion/second (Wielgosh/Wendt)* to leave the ROD office model at 3 FT positions at this time, including the Register of Deeds position. Motion carried with no negative vote.

**Future meeting date: Regular meeting** – Next meeting date set for March 10, 2022 at 3:00 PM

**Future agenda items:**

**ADJOURNMENT**

Chair Schweder adjourned the meeting at 3:16 PM.

Submitted by,

Liz Otto  
County Clerk

RESOLUTION NUMBER -2022

RELATING TO ELIMINATING THE HHS BILLING SPECIALIST/ADMINISTRATIVE COORDINATOR POSITION AND CREATING A BILLING SPECIALIST POSITION AND DESIGNATING ONE DATA ENTRY/RECEPTION POSITION WITHIN THE HHS ADMINISTRATIVE DEPARTMENT AS THE LEAD.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of May 2022, does resolve as follows:

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

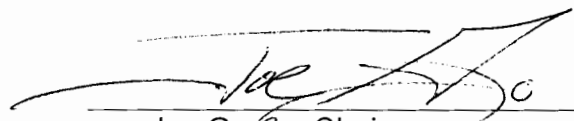
- Approved by Personnel       Disapproved by Personnel
- Approved by Finance       Disapproved by Finance

Roll Call on Ordinance No. -2022

Submitted by Health and Human Services Board:

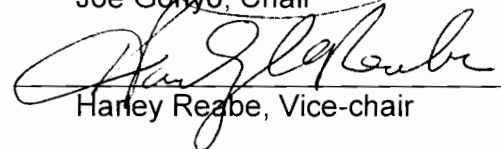
Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 17th day of May, 2022.




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Joe Gonyo, Chair




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Harley Reabe, Vice-chair

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

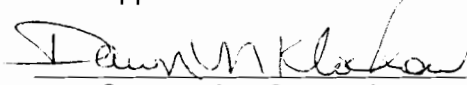
\_\_\_\_\_  
Brian Floeter

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ATTEST: County Clerk  
Approve as to Form:




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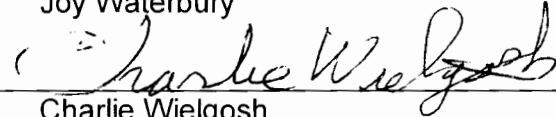
Joanne Guden




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Dawn M. Kleban  
Corporation Counsel

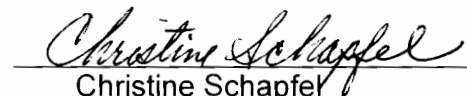
Joy Waterbury




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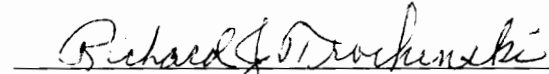
Charlie Wielgosh

Nancy Hoffman




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Christine Schappel




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Richard Trochinski

5 **WHEREAS**, as part of this restructure the Billing Specialist Position Job Description was  
6 updated to include Administrative Coordinator duties;

7 **WHEREAS**, during the last year the Department has observed that the Billing Specialist  
8 portion of the job requires a full-time position solely dedicated to billing;

9 **WHEREAS**, HHS has restructured several other Units, and with this proposed  
10 resolution the Administrative Unit will be structured similarly;

11 **WHEREAS**, the HHS Director met with and gathered input from the Administrative Unit  
12 staff and the County Administrator.

13 **WHEREAS**, the HHS Director has met with the County Administrator to discuss the  
14 attached job descriptions for the Billing Specialist and Data Entry/Reception-Lead  
15 positions, which has been approved by the County Administrator.

16 **NOW, THEREFORE, BE IT RESOLVED**, that the Green Lake County Board of  
17 Supervisors does hereby approve modification to the HHS Administrative Unit team  
18 model by:

19 a) - eliminating one (1) Billing Specialist/Administrative Coordinator position; and;

20 b) - creating one (1) Billing Specialist position; and;

21 c) Designating one (1) current Data Entry/Reception position as a Lead Worker.

22 **BE IT FURTHER RESOLVED** that the new Billing Specialist and Data Entry/Reception  
23 position be created effective on the date this resolution is passed.

24 **BE IT FURTHER RESOLVED** that the Billing Specialist position be placed in pay group  
25 13 on the County Wage Plan.

26 **BE IT FURTHER RESOLVED** that the Data Entry/Reception Lead position be placed in  
27 pay group 15 of the County wage plan.

28 **BE IT FURTHER RESOLVED** that the individual currently holding the Billing  
29 Specialist/Administrative Coordinator position shall fill the Billing Specialist position as  
30 that person has been satisfactorily performing the duties of the new position.

31 **BE IT FURTHER RESOLVED** that the newly created Lead staff designation will be  
32 internally advertised and filled by one of the current Data Entry/Reception employees.



## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** BILLING SPECIALIST

**DEPARTMENT:** HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** FINANCIAL/BUSINESS MANAGER

**CLASSIFICATION:** EXEMPT

**PAY GROUP:** 13

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### **SUMMARY:**

The Billing Specialist goal is to focus on maximizing clinic revenue through timely, accurate client and insurance billing, claims, and collections while supervising the daily administrative functions of the Unit and staff. Additional goals include: 1) customer service skills in helping clients understand their financial responsibilities and expediting collection of their payments and balances, and 2) supporting office administrative staff and other Units.

### **DUTIES AND RESPONSIBILITIES:**

- Submits insurance claims electronically and on paper accurately
- Verifies and authorizes client insurances
- Enters and verifies client information, EOPs and other billing data with accuracy to prevent reimbursement delays
- Provides Customer Service to from clients and insurers about coverage, charges and payments
- Posts all payments accurately by line
- Corrects client account errors and re-bills older claims
- Assists in determining which client accounts are sent to collections and which balances are written off in a timely manner.
- Provides guidance to outside collection agencies
- Reviews daily insurance EOBs, checks, and other correspondence for action plans
- Conducts billing analysis to ensure high collection and low error rates
- Assists administrative staff in making client appointments, checking in clients, taking payments and dealing with cancellations and no-shows

**SKILLS AND ABILITIES:**

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

**QUALIFICATIONS:**

**EDUCATION:** Billing/data entry experience desirable. Prefer minimum of an Associate's Degree in accounting or related field.

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

**WORKING CONDITIONS:**

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

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



the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

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

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

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.

September 25, 2020

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** RECEPTIONIST/DATA ENTRY SPECIALIST LEAD (ADDITIONAL DUTIES)

**DEPARTMENT:** HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** FINANCIAL/BUSINESS MANAGER

**CLASSIFICATION:** NON-EXEMPT

**PAY GROUP:** 15

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### **SUMMARY:**

Performs receptionist duties for the Health & Human Services Department, intake registration, keyboarding, data entry, clerical tasks such as maintaining records; and other work as required.

### **DUTIES AND RESPONSIBILITIES:**

- Assist in recruiting, interviewing, selection and training reception staff while fostering growth.
- Ensure a current, innovative and collaborative practice environment for staff.
- Plan, organize and assist with everyday staff functions in the administrative unit.
- Ensure coverage for reception and other critical clerical functions.
- Scheduling, creating agenda's and running staff meetings. Attending Meetings with other staff and Department heads. Assist in grant writing and reporting
- Recording Minutes for Advisory Committee Meetings as needed

### **SKILLS AND ABILITIES:**

- Skill in the use of general office equipment, including but not limited to, Telephone, Computer terminal, calculator, copy machine, and fax machine
- 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.
- Ability to provide effective leadership and direct the work of others.

### **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.

**RESOLUTION NUMBER -2022**

**Establishing 2023 Annual Budgeted Allocation for Pay for Performance**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st day of June 2022, does resolve as follows:

- 1 **WHEREAS**, Green Lake County strives to provide maximum service to its residents
- 2 while minimizing the financial impact of county taxes on taxpayers, and
- 3 **WHEREAS**, Green Lake County continues to operate under State imposed budgetary
- 4 constraints while providing mandated services, and
- 5 **WHEREAS**, Green Lake County has now established a policy and practice of
- 6 compensating employees based on a competitive market salary rate, the quality of their
- 7 performance, and future non-union wage adjustments shall be based on the merits of
- 8 employee performance, and
- 9 **WHEREAS**, the County Administrator is developing the 2023 Proposed Annual Budget
- 10 for review and adoption by the Green Lake County Board in November 2022, and wage
- 11 costs must be incorporated into the budget as proposed and adopted.
  
- 12 Majority vote is needed to pass.

Roll Call on Resolution No. -2022

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 21st day of June, 2022.

\_\_\_\_\_  
Robert Schweder

\_\_\_\_\_  
Sue Wendt

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

\_\_\_\_\_  
Dave Abendroth

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

\_\_\_\_\_  
Luke Dretske

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

\_\_\_\_\_  
Nita Krenz

13 **NOW THEREFORE BE IT RESOLVED** by the Green Lake County Board of  
14 Supervisors that for staff hired prior to July 1, 2022, each 2023 departmental budget  
15 shall include an amount equal to +/- 3.00% of gross wages to be allocated accordingly  
16 to staff based on the merits of employee performance as established during their  
17 individual annual performance review, and

18 **BE IT FURTHER RESOLVED** that any performance based wage increases will be  
19 effective January 1, 2023, with back pay distributed no later than the first payroll of May  
20 2023 following finalization of the annual performance evaluation process with the funds  
21 being awarded strictly on the merits of each individual employee's performance, and

22 **BE IT FURTHER RESOLVED** that any departmental funds budgeted for these merit-  
23 based wage adjustments remaining after the annual performance review process has  
24 been completed shall be applied by the Financial Manger to any department merit pay  
25 line shortages and then transferred to the Non-Lapsing Retirement/Salary/Fringe Pool  
26 (Acct# 23-101-23-51820-999) to be available to cover budget variations that occur due  
27 to internal position postings, new position hires, retirements, merit pay variations, etc.  
28 that are unknown variables that impact budgeted salary/fringe benefits for the year, and

29 **BE IT FURTHER RESOLVED** that the purpose statement and fiscal note is a directive  
30 of the Green Lake County Board.

31 **FISCAL NOTE:** For 2023 the levied general pay increase based on employee  
32 performance shall not exceed **\$333,000.00**. Budgeted proceeds not allocated as a merit  
33 increase shall be transferred to the Non-Lapsing Retirement/Salary/Fringe Pool (Acct#  
34 22-101-23-51820-999) to cover budget variations that occur due to internal position  
35 postings, new position hires, retirements, merit pay variations, etc. that are unknown  
36 variables that impact budgeted salary/fringe benefits for the year.

37

**Consumer Price Index Calculation Chart** (updated last on 04-12-22)

The Wisconsin Department of Revenue (DOR) has advised the Wisconsin Employment Relations Commission (WERC) that the CPI-U increase applicable to one-year collective bargaining agreements with a term beginning on the following dates is as noted in the corresponding column in the chart below.

Beginning date of one-year collective bargaining agreement	Applicable CPI-U as determined by WI Department of Revenue
October 1, 2022	6.22%
September 1, 2022	5.72%
August 1, 2022	5.21%
July 1, 2022	4.70%
June 1, 2022	4.23%
May 1, 2022	3.76%
April 1, 2022	3.33%
March 1, 2022	3.00%
February 1, 2022	2.67%
January 1, 2022	2.30%