



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 05/02/2025

Amended Post Date: 05/06/2025

The following documents are included in the packet for the Administrative Committee on May 7, 2025:

- 1) Agenda
- 2) Minutes of 04/09/2025 meeting
- 3) *Resolution
 - Resolution Confirming and Ratifying the Authority of Counsel for Green Lake County to Add Additional Defendants to Opioid Litigation, Including in MDL 2804
- 4) Ordinance Vacating Office of County Administrator and Establishing Office of Administrative Coordinator
- 5) Human Resources job description and wage scale
- 6) Documentation regarding new and/or changed positions
- 7) Credit card request for Nathan Alsum



GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

Administrative Committee Meeting Notice

Date: **Wednesday, May 7, 2025 Time: 4:00 PM**
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

Amended AGENDA**

Committee
Members

Dave Abendroth-
Chair
Dennis Mulder
Brian Floeter
Gene Thom – Vice
Chair
Bob Schweder
Nancy Hoffmann
Joe Gonyo

Elizabeth Otto,
Secretary

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

This agenda gives notice of a meeting
of the Administrative Committee. It is
possible that individual members of
other governing bodies of Green Lake
County government may attend this
meeting for informative purposes.
Members of the Green Lake County
Board of Supervisors or its committees
may be present for informative
purposes but will not take any formal
action. A majority or a negative
quorum of the members of the Green
Lake County Board of Supervisors
and/or any of its committees may be
present at this meeting. See State ex
rel. Badke v. Vill. Bd. of Vill. of
Greendale, 173 Wis.2d 553, 578, 494
N.W. 2d 408 (1993).

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of Minutes: 04/09/2025
5. Public comment (3 min. limit)
6. **Resolution
 - Resolution Confirming and Ratifying the Authority of Counsel for Green Lake County to Add Additional Defendants to Opioid Litigation, Including in MDL 2804
7. Ordinance
 - Ordinance Vacating Office of County Administrator and Establishing Office of Administrative Coordinator
8. Human Resources discussion and possible action
9. * Discussion and possible action regarding new and/or changed positions
10. * Fair Economic Impact Study
11. Credit Card Request
 - Nathan Alsum - Maintenance
12. Closed Session
 - Move into closed session per WI §19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific person except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any persons referred to in such histories or data, or involved in such problems or investigations – regarding findings of investigations
 - Closed session per WI §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – additional responsibilities compensation
13. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session
14. Committee Discussion
 - Future Meeting Date: June 12, 2025 @ 4:00 PM
 - Future Agenda Items for Action & Discussion
15. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:
Please accept at your earliest convenience. Thank you!

Microsoft Teams [Need help?](#)

Join the meeting now

Meeting ID: 275 708 334 292 4

Passcode: 8TE77Un9

Dial in by phone

[+1 920-515-0745,,985064966#](#) United States, Appleton

[Find a local number](#)

Phone conference ID: 985 064 966#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Please accept at your earliest convenience. Thank you!

[Org help](#) | [Privacy and security](#)

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.

ADMINISTRATIVE COMMITTEE MEETING

April 9, 2025

The meeting of the Administrative Committee was called to order by Chairman Dave Abendroth at 4:17 PM on Wednesday, April 9, 2025 in person and via remote access at the Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present: Dave Abendroth
Brian Floeter
Nancy Hoffmann
Bob Schweder
Gene Thom

Absent: Joe Gonyo
Dennis Mulder

Other County Employees Present: Liz Otto, County Clerk; Jeffrey Mann, Corporation Counsel; Jason Jerome, Interim County Administrator; Kayla Yonke, HHS Financial Manager

APPROVAL OF MINUTES – 02/05/2025 and 03/13/2025 MINUTES

Motion/second (Schweder/Thom) to approve the minutes of the 02/05/2025 and 03/13/2025 minutes as presented with no additions or corrections. Motion carried with no negative vote.

DISCUSSION AND POSSIBLE ACTION REGARDING COUNTY FORM OF GOVERNMENT

Discussion held regarding moving forward with a County Administrator or an Administrative Coordinator. Motion Schweder to send to the full County Board for further discussion. Motion withdrawn. Highway Commissioner Derek Mashuda stated he is in favor of retaining the Administrator position because that is a better option for his position. He stated that Jason Jerome is doing a great job and would like to see it remain the same. The committee decided by general consensus to include this topic on the next County Board agenda for more discussion.

HR ASSESSMENT OPTIONS

Jason Jerome stated BoldPath Consulting has submitted a proposal with several options regarding the county's human resource needs. Patrick Glynn of BoldPath Consulting spoke via Teams regarding his proposal. Discussion held. This will be placed on the County Board agenda for further discussion by the entire board.

FINANCIAL PROCESS UPDATE

Jason Jerome provided an update to the financial processes and stated that the county will be migrating to LINQ from Alio on May 15, 2025. The list of required reports has been received by CLA for audit work. Jerome thanked Kayla Yonke and Stefanie Meeker for their work in coordinating all of this and taking on the added duties of the financial processes.

REVIEW HIGHWAY BONDING RESOLUTION

Chair Abendroth stated that the resolution has been approved by the Finance Committee. Discussion held. *Motion/second (Thom/Floeter)* to forward to County Board for final approval. Motion carried.

REPORTS

- Administrator

Jason Jerome reviewed his submitted written report. Jerome also stated that a new metal detector at the Security Desk had to be purchased at a cost of \$9,000 due to failure of the old unit.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items – HR discussion, county form of government

Next Meeting Date – May 8, 2025 @ 4:00 PM

ADJOURNMENT

Chair Abendroth adjourned the meeting at 5:24 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT

RESOLUTION NUMBER -2025

Resolution Confirming and Ratifying the Authority of Counsel for Green Lake County to Add Additional Defendants to Opioid Litigation, Including in MDL 2804

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the _____ day of _____, 2025, does resolve as follows:

- 1 **WHEREAS**, the County Board of Supervisors previously authorized the County to enter
- 2 into an engagement agreement with von Briesen & Roper, s.c., Crueger Dickinson LLC and
- 3 Simmons Hanly Conroy LLC (the “Law Firms”) to pursue litigation against manufacturers,
- 4 distributors, and retailers, among others, of opioid pharmaceuticals (the “Opioid
- 5 Defendants”) in an effort to hold the Opioid Defendants responsible for the opioid epidemic
- 6 in the County’s community;
- 7 Fiscal note is attached.
- 8 Majority vote is needed to pass.

Roll Call on Resolution No. -2025

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this
_____day of _____, 2025.

Dave Abendroth, Chair

Bob Schweder

County Board Chairman

Nancy Hoffmann

ATTEST: County Clerk
Approve as to Form:

Brian Floeter

Corporation Counsel

Dennis Mulder

Joe Gonyo

Gene Thom

9 **WHEREAS**, on behalf of the County, the Law Firms filed a lawsuit against the Opioid
10 Defendants;

11 **WHEREAS**, the Law Firms filed similar lawsuits on behalf of 66 other Wisconsin
12 counties and all Wisconsin cases were coordinated with thousands of other lawsuits
13 filed against the same or substantially similar parties as the Opioid Defendants in the
14 Northern District of Ohio, captioned In re: Opioid Litigation, MDL 2804 (the “Litigation”);

15 **WHEREAS**, four (4) additional Wisconsin counties (Milwaukee, Dane, Waukesha, and
16 Walworth) hired separate counsel and joined the Litigation;

17 **WHEREAS**, to date, through nationwide settlements, the Law Firms have achieved
18 considerable success on behalf of the County in holding the Opioid Defendants
19 responsible for their role in creating or maintaining the opioid epidemic;

20 **WHEREAS**, through the course of ongoing discovery and investigation concerning the
21 opioid epidemic and parties potentially responsible therefor, it was determined that
22 meritorious opioid-related claims exist against additional parties, including but not
23 limited to the entities listed on Exhibit A hereto, and that they should be added as
24 defendants in the Litigation;

25 **WHEREAS**, the engagement agreement with the Law Firms provides “depending upon
26 the results of initial investigations of the facts and circumstances surrounding the
27 potential claim(s), there may be additional parties sought to be made responsible;”

28 **WHEREAS**, while the County believes the engagement agreement with the Law Firms
29 provided the Law Firms with adequate authority to add additional parties to be held
30 responsible, the County understands that recently those parties questioned that
31 authority, and therefore, for the avoidance of doubt, the County is adopting this
32 Resolution confirming and ratifying the Law Firms’ authority to add additional parties,
33 including but not limited to the entities listed on Exhibit A, as defendants in the
34 Litigation;

35 **WHEREAS**, to avoid any confusion surrounding the County’s authorization to the Law
36 Firms to amend the pleadings in the Litigation to include additional parties, including but
37 not limited to the entities listed on Exhibit A as named defendants in MDL 2804, this
38 Resolution is intended to serve as confirmation and ratification of such authorization;
39 and

40 **WHEREAS**, the County, by this Resolution, intends to confirm and ratify the authority of
41 the Law Firms to amend the pleadings in the Litigation to add additional parties,
42 including but not limited to the entities listed on Exhibit A as defendants in MDL 2804, or
43 to commence appropriate federal or state court proceedings against such entities, and
44 further intends to authorize Corporation Counsel to execute and deliver any and all
45 other and further documents necessary to effectuate the intent of this Resolution;

46 **NOW, THEREFORE, BE IT RESOLVED:** the County Board of Supervisors hereby
47 confirms and ratifies the authority of:

48 1. The Law Firms to file appropriate pleadings in MDL 2804 or appropriate federal or
49 state court proceedings to add additional parties, including but not limited to the entities
50 listed on Exhibit A as defendants.

51 2. The Corporation Counsel, Board Chair or other authorized official to execute and
52 deliver any and all other and further documents necessary to effectuate the intent of this
53 Resolution.

54 **BE IT FURTHER RESOLVED** that all actions heretofore taken by the Board of
55 Supervisors and other appropriate public officers and agents of the County with respect
56 to the matters contemplated under this Resolution are hereby ratified, confirmed, and
57 approved.

Exhibit A – Non-Inclusive List of Potential Defendants

(Including all Related Entities of Each Listed)

Abbot Laboratories, Inc.

Albertsons LLC

Allergan, Inc.

Alvogen, Inc.

Amerisource Bergen

Amneal Pharmaceuticals, Inc.

Associated Pharmacies, Inc.

Auburn Pharmaceuticals

Aurolife Pharma LLC

Baker, Stuart

Cardinal Health

Costco Wholesale Corporation

CVS Health Corporation

Dakota Drug, Inc.

Discount Drug Mart

Eckerd Corp.

Eveready Wholesale Drugs

Express Scripts Inc.

Henry Shein, Inc.

Hy-Vee, Inc.

Indivior Inc.

Janssen Pharmaceuticals

K-VA-T/Ahold Delhaize

KVK-Tec, Inc.

Louisiana Wholesale Drug Co., Inc.

Lupin Pharmaceuticals, Inc.

McKesson

Miami-Luken, Inc.

Morris & Dickson Co., LLC

Mylan Pharmaceuticals, Inc.

North Carolina Mutual Wholesale Drug Co.

Omnicare Distribution Center

OptumRx, Inc.

Pharmacy Buying Association Inc.

Prescription Supply, Inc.

Publix Super Markets, Inc.

Purdue Pharma

Raymond Sacker Trust

RiteAid of Maryland, Inc.

Sacker, Kathe A.

Sacker, Richard S.

Sackler Defendants

Sackler Lefcourt, Ilene

Sackler, Beverly

Sackler, David A.

Sackler, Mortimer D.A.

Sackler, Theresa

Sandoz, Inc.

Smith Drug Company

Smith's Food & Drug Centers, Inc.

Sun Pharmaceutical

Supervalu, Inc. d/b/a Advantage Logistics

Target Corporation

Teva Pharmaceuticals

The Kroger Co.

Thrifty Payless, Inc.

Top Rx, Inc.

Tris Pharma, Inc.

Walgreens Boots Alliance

Walmart Inc.

Warner Chilcott Company, LLC

West-Ward Pharmaceuticals Corp. n/k/a Hikma Pharmaceuticals, Inc.

Winn-Dixie

Zydus Pharmaceutical

ORDINANCE NO. -2025

**Ordinance Vacating Office of County Administrator and Establishing Office of
Administrative Coordinator**

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly
assembled at its regular meeting begun on the day of , 2025, does ordain
as follows:

- 1 **NOW, THEREFORE, BE IT ORDAINED**, that Green Lake County Code, Chapter 60,
2 Article IV shall be amended as follows:
3
4 Article IV ~~County Administrator~~ Administrative Coordinator

Roll Call on Resolution No. -2025

Submitted by Administrative
Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Enacted/Rejected this
day of , 2025.

David Abendroth, Chair

Gene Thom, Vice Chair

County Board Chairman

Dennis Mulder

ATTEST: County Clerk
Approve as to Form:

Brian Floeter

Corporation Counsel

Bob Schweder

Nancy Hoffmann

Joe Gonyo

[Adopted 7-19-2016 by Ord. No. 13-2016^[1]]

[1]

Editor's Note: This ordinance also repealed former Art. IV, Administrative Coordinator, adopted 7-15-1997 by Ord. No. 647-97, as amended.

~~§ 60-16 Office of County Administrator established.~~

~~§ 60-17 Appointment.~~

~~§ 60-18 Removal.~~

~~§ 60-19 Continuing duties, structure and classification.~~

~~§ 60-20 Board and Commission appointments.~~

~~§ 60-21 Accountability and responsibility.~~

~~§ 60-22 Contracts for goods and services.~~

~~§ 60-23 through § 60-29. (Reserved)~~

~~§ 60-16 Office of County Administrator established.~~

~~There is created an Office of County Administrator for Green Lake County with all duties and powers set forth under § 59.18, Wis. Stats. This office shall replace the Office of Administrative Coordinator created through the enactment of Ordinance No. 647-97 and amended by Ordinance Nos. 857-06 and 895-07.~~

~~§ 60-17 Appointment.~~

~~The County Administrator shall be appointed by the County Board of Supervisors by a majority vote and shall report to the Administrative Committee.~~

~~§ 60-18 Removal.~~

~~The County Administrator may be removed by the County Board as provided in §§ 59.18 and 17.10(2), Wis. Stats.~~

~~§ 60-19 Continuing duties, structure and classification.~~

~~All references in the Green Lake County Code, the Personnel Policies and Procedures Manual and the Administrative Policy Manual to "Administrative Coordinator" hereinafter shall mean the "County Administrator" position.~~

~~§ 60-20 Board and Commission appointments.~~

~~The County Board's right to elect and appoint its own officers and committees as set forth in § 59.12 Wis. Stats., is codified in Chapter 2 of the Green Lake County Code and is reaffirmed. Pursuant to § 59.18(2)(c), Wis. Stats., the County Administrator shall appoint members of boards and commissions, subject to confirmation of the County Board.~~

~~§ 60-21 Accountability and responsibility.~~

~~A.~~

~~The County Administrator is accountable to the County Board for the administration of its policies and programs, and for his or her conduct as a responsible public official.~~

~~B.~~

~~No provision of this chapter is intended to vest in the County Administrator any duty, or grant the County Administrator any authority, which is vested in law in any other County officer, employee, commission, committee, or board. In the absence of specific authority vested by statute, ordinance or resolution with the County Administrator, policy direction shall be solicited from the County Board.~~

~~§ 60-22 Contracts for goods and services.~~

~~The County Administrator shall review and sign all contracts for goods and services after review by the Corporation Counsel, unless the contract requires the signature of the County Board Chair and County Clerk.~~

§ 60-23 Office of Administrative Coordinator Established.

There is created an Office of Administrative Coordinator for Green Lake County with all duties and powers set forth under Wis. Stats. § 59.19 Wis. Stats. and as further granted by the Green Lake County Board of Supervisors. This office shall replace the Office of County Administrator created through the enactment of Ordinance No. 13-2016.

§ 60-24 Appointment.

The Administrative Coordinator shall be appointed by the County Board of Supervisors by a majority vote and shall report to the Administrative Committee.

§ 60-25 Removal.

The Administrative Coordinator may be removed by an affirmative vote of two-thirds of the supervisors entitled to seats on the County Board and in accordance with § 17.10 (2), Wis. Stats.

§ 60-26 Structure and classification.

To the extent that no conflicts with statutory authority are created, all references in the Green Lake County Code, the Personnel Policies and Procedures Manual and the Administrative Policy Manual to "County Administrator" hereinafter shall mean the "Administrative Coordinator" position.

§ 60-27 Duties.

The Administrative Coordinator shall exercise the following powers and duties, subject to the general supervision of the Administrative Committee:

- A) The Administrative Coordinator shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.
- B) Act as a liaison between County Board and County Departments; maintain personnel policies and procedures under the direction of the Administrative Committee; work cooperatively with Corporation Counsel and Human Resources regarding personnel questions, issues and grievances; insurance and benefit management through appropriate committees; coordinate the budget process under the direction of the Finance Committee; conduct monthly department head meetings to develop cooperation supervisory training and share information; work cooperatively with Human Resources to coordinate employee training; recommend resolutions, ordinances or regulations to the County Board through the appropriate committee; as necessary, promote and improve county services in the public interest and provide all information, data and reports requested by the County Board to the extent that said information is available; work cooperatively with the Parks/Maintenance Supervisor regarding project specifications, bidding process and obtaining permits when applicable; represent the county in its business with other public and private bodies as directed.

§ 60-28 and § 60-29. (Reserved).

100 **BE IT FURTHER ORDAINED**, that Green Lake County Chapter 60, Article IV, §§ 60-16
101 through 60-22 are hereby withdrawn.

102
103 **BE IT FURTHER ORDAINED**, that this ordinance shall become effective upon passage
104 and publication.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: HUMAN RESOURCES COORDINATOR

DATE: April 2025

DEPARTMENT: ADMINISTRATION

SUPERVISOR: ADMINISTRATIVE COORDINATOR

SUMMARY:

This is a full-time, non-exempt position supervised by the Administrative Coordinator. Responsible for the development, coordination and administration of all human resource programs and functions including employment, employee and labor relations, wage and salary administration, employee training, safety and health benefits and employee services.

Duties and Responsibilities include but are not limited to the following:

1. Conducts research into human resource programs and activities and recommends changes or innovations where desirable. Advises the Administrative Coordinator on human resource planning and program development activities. Assists with the development and implementation of goals and plans of action consistent with County objectives.
2. Prepares, issues and recommends updates to the Employee Handbook and other policy manuals to ensure consistent application of human resource policies throughout the County. Assists Administrative Coordinator with the interpretation of County policies.
3. Assists Administrative Coordinator with the administration of the labor contracts for bargaining with employees. Provides for grievance processing and resolution, contract wage administration regarding job bidding and layoff/recall procedures, benefits administration as specified in the contracts. Assists labor negotiators at contract renewal with information and other support as needed.
4. Develops and administers appropriate performance appraisal techniques and systems in order to assist managers, supervisors and employees in the optimum utilization of their skills and abilities in meeting objectives.
5. Develops and recommends programs, policies, procedures and controls regarding employment issues. Analyzes manpower usage, absenteeism, turnover and other personnel statistics. Prepares reports for management on a periodic and as-requested basis.
6. Investigates and recommends appropriate action to resolve workplace conflicts and problems.
7. Coordinates employment and placement activities to ensure that properly qualified

employees are recruited and hired for all positions at the County (bargaining and non-bargaining). Analyzes, reviews and updates job descriptions, posts job openings, writes ads, initially screens applications, recommends candidates to Department Heads and managers. Conducts background checks and conducts interviews. Analyzes training needs and develops, coordinates and/or conducts training programs to address those needs.

8. Develops and recommends wage and salary policies and programs (for non-union employees) in order to attract and retain competent employees including developing job descriptions and specifications, designing of a job evaluation system, ensuring internal and external equity and compliance with governmental wage and hour regulations.
9. Administers employee benefit plans including health, life, dental and other insurances, paid time off (PTO), retirement plan, education assistance, Employee Assistance Program (EAP), etc. Ensures that benefits are administered equitably and that all plan requirements are met. Researches and recommends changes in benefits that are of value to employees and are cost-effective to the County.
10. Maintains legally required and other records on employees and human resources programs and activities. Processes required government reports (e.g., EEO-4, OSHA #300, first reports of injury, etc.). May assist in grant process for County by researching and investigating federal and state grant programs for which the County may be eligible.
11. Develops and implements Affirmative Action Plan which sets forth specific responsibilities and goals for the County. Investigates internal complaints regarding discrimination and harassment. Responds to EEO charges. Recommends outside expert involvement where appropriate.
12. Develops, coordinates and maintains County safety program, including compliance with OSHA standards, Right-to-Know training and monitoring Loss Control Committee activities. Takes lead in OSHA inspections and accident investigations. Administers County's Worker's Compensation program. Works closely with insurance company representatives, County appointed and employee physicians to determine employee injuries and illnesses and their fitness to return to work, and County attorney in cases involving litigation.
13. Administers and coordinates federal and state Family Medical Leave requirements including but not limited to maintaining policy updates and administering required paperwork as well as providing employees and the County with the proper guidelines as allowed by current laws.

KNOWLEDGE, SKILLS AND ABILITIES:

Education: A minimum of college degree in human resources is recommended, industrial relations, business management or equivalent.

Experience: At least five years of human resources generalist or industrial relations experience which includes work in employee relations, labor relations, selection,

compensation, performance appraisal, employee benefits, wage and hour compliance, policy development and safety concerns.

Requires ability to: develop policy and use it as a guideline in employment relationships, develop base compensation systems, job evaluation techniques, salary survey use, performance evaluation design and administration; apply major employment laws (such as Title VII, FLSA, OSHA, FMLA, etc.) and legal selection techniques; plan, prioritize and organize work effectively, work effectively under pressure and time deadlines; analyze problems (not just symptoms), propose reasonable solutions, make logical decisions, carry out decisions made, and follow up with feedback where appropriate.

Requires skill in: Writing clearly and understandably; using spreadsheet programs on a personal computer to produce reports and correspondence and track statistics; making presentation to groups (employees, management, public relations) and explaining complex policies, practices and benefits; non-defensively resolving conflicts between people.

Working Conditions

Work is performed largely in an office environment; however, a good deal of time will be spent with the employees where a minimal exposure to injury exists. Ongoing travel is required. Occasional out-of-town and overnight business travel is required.

General

This job description describes the general nature and level of work **performed by** employees assigned to this position. "Principal duties and responsibilities" describe those functions considered essential to the performance of the job. "Additional duties" are those considered incidental or secondary to the job's overall purpose. This description does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by the County Board. All requirements are subject to change over time, at the discretion of the County Board, and to possible modification to reasonably accommodate individuals with a disability.

GREEN LAKE COUNTY

| Update 7-1-2022 | | 1-1-2022 CPI-U | | 1.023 | | | | |
|-----------------------------|-----------------------------------------------------------|----------------|-----------|-----------------|-----------|---------|-----------------|---------|
| 2022 | | | | | | | | |
| Pay Group | Job Title | Dept. | Minimum | Annual Midpoint | Maximum | Minimum | Hourly Midpoint | Maximum |
| * indicates EXEMPT position | | | | | | | | |
| 1 | * County Administrator | ADM | \$100,713 | \$125,891 | \$151,070 | \$48.42 | \$60.52 | \$72.63 |
| 2 | * Corporation Counsel | CORP | \$93,663 | \$117,079 | \$140,495 | \$45.03 | \$56.29 | \$67.55 |
| 3 | * Health and Human Services Director | HHS | \$87,107 | \$108,883 | \$130,660 | \$41.88 | \$52.35 | \$62.82 |
| 4 | * Highway Commissioner | HWY | \$81,009 | \$101,262 | \$121,514 | \$38.95 | \$48.68 | \$58.42 |
| 5 | * Chief Deputy | LE | \$75,339 | \$94,173 | \$113,008 | \$36.22 | \$45.28 | \$54.33 |
| | * IT Technical Director | IT | | | | | | |
| 6 | * Land Use Planning and Zoning Director | ZON | \$70,065 | \$87,581 | \$105,097 | \$33.69 | \$42.11 | \$50.53 |
| 7 | * ADRC Director | HHS | \$65,160 | \$81,451 | \$97,741 | \$31.33 | \$39.16 | \$46.99 |
| | * Aging/LTC Manager | HHS | | | | | | |
| | * Behavioral Health Manager | HHS | | | | | | |
| | * Lead Therapist/Program Manager | HHS | | | | | | |
| | * Children and Family Services Unit Manager | HHS | | | | | | |
| | * Health Officer/Unit Manager | HHS | | | | | | |
| | * Economic Support Services/Child Support Manager | HHS | | | | | | |
| | * Financial/Business Manager | HHS | | | | | | |
| | * Fox River Industries Manager | FRI | | | | | | |
| | * Corrections Administrator | LE | | | | | | |
| | * County Conservationist Director | LC | | | | | | |
| | * Emergency Management Director | EMS | | | | | | |
| | * Highway Superintendent | HWY | | | | | | |
| | * Highway Fleet & Warehouse Superintendent | HWY | | | | | | |
| | * Maintenance Supervisor | MAINT | | | | | | |
| 8 | * CLTS/CC Coordinator | HHS | \$60,599 | \$75,749 | \$90,899 | \$29.13 | \$36.42 | \$43.70 |
| | * Dual Diagnosis Clin. Therap.Mental Hlth/Substance Abuse | HHS | | | | | | |
| | * Intensive In-Home Clinical Therapist | HHS | | | | | | |
| | * Deputy Public Health Officer | HHS | | | | | | |
| 9 | Maintenance Technician | MAINT | \$56,357 | \$70,447 | \$84,536 | \$27.09 | \$33.87 | \$40.64 |
| | * GIS Specialist | ZON | \$52,412 | \$65,515 | \$78,618 | \$25.20 | \$31.50 | \$37.80 |
| | Soil Conservationist III | LC | | | | | | |
| | * Outpatient Psychiatric Clinic Nurse | HHS | | | | | | |
| | * Public Health Nurse RN | HHS | | | | | | |
| | Sergeant of Corrections | LE | | | | | | |
| | Sergeant of Communications | LE | | | | | | |
| | * Veterans Service Officer | VSO | | | | | | |
| 10 | * IT Support Specialist | IT | | | | | | |
| | * Register in Probate | CCP | | | | | | |
| | Soil Conservationist II | LC | | | | | | |
| | Birth to 3 Services/CCOP Coord/CLTS Co-Coord | HHS | | | | | | |
| | Children & Family Unit Lead Worker | HHS | | | | | | |
| 11 | ADRC Resource Specialist | HHS | \$48,743 | \$60,929 | \$73,115 | \$23.43 | \$29.29 | \$35.15 |
| | Disability Benefits Specialist | HHS | | | | | | |
| | Adult Protective Services Worker | HHS | | | | | | |
| | Child Protection Intake Worker | HHS | | | | | | |
| | Children & Family Services Case Manager | HHS | | | | | | |
| | CST Coordinator | HHS | | | | | | |
| | * CSP Professional Crisis Worker | HHS | | | | | | |
| | Mental Health Case Manager | HHS | | | | | | |
| | Alternate Care Coordinator | HHS | | | | | | |
| | CCS Service Facilitator | HHS | | | | | | |
| | CLTS Service Facilitator | HHS | | | | | | |
| | Code Enforcement Officer | ZON | | | | | | |
| | Community Response Social Worker | HHS | | | | | | |
| | Elderly Benefit Specialist | HHS | | | | | | |
| | * Executive Administrative Assistant | Various | | | | | | |
| | Juvenile Court Dispositional Social Worker | HHS | | | | | | |
| | Juvenile Court Intake Social Worker | HHS | | | | | | |
| | Nutrition Volunteer Coordinator | HHS | | | | | | |
| | * Production Supervisor | FRI | | | | | | |
| | * Adult Services Coordinator | FRI | | | | | | |
| | Soil Conservationist I | LC | | | | | | |
| | Substance Use Case Manager | HHS | | | | | | |

GREEN LAKE COUNTY

| | Update 7-1-2022 2022 | | | 1-1-2022 CPI-U 1.023 | | | | |
|-----------------------------------------------------|------------------------------------------------|---------|----------|----------------------|----------|---------|--------------------|---------|
| Pay Group | Job Title | Dept. | Minimum | Annual Midpoint | Maximum | Minimum | Hourly Midpoint | Maximum |
| * indicates EXEMPT position | | | | | | | | |
| 12 | * Financial Manager | ADM | \$45,331 | \$56,664 | \$67,997 | \$21.79 | \$27.24 | \$32.69 |
| | * Clerk of Court Chief Deputy | COC | | | | | | |
| | * Treasurer Chief Deputy | TRE | | | | | | |
| | Communications Officer | LE | | | | | | |
| | Corrections Officer | LE | | | | | | |
| | General Laborer | HWY | | | | | | |
| | Sign Man | HWY | | | | | | |
| | Mechanic II | HWY | | | | | | |
| | * Paralegal/Office Manager | DA | | | | | | |
| Electronic Health Records Admin/Financial Assistant | HWY | | | | | | | |
| 13 | Billing Specialist | HHS | \$42,158 | \$52,698 | \$63,237 | \$20.27 | \$25.34 | \$30.40 |
| | Economic Support Unit Lead Worker | HHS | | | | | | |
| | Administrative Assistant | Various | | | | | | |
| | Sheriff's Office/Corrections Clerk | LE | | | | | | |
| | Court Records Clerk | COC | | | | | | |
| | Court Services Deputy | LE | | | | | | |
| | * Deputy County Clerk | CC | | | | | | |
| | * Deputy Register of Deeds | ROD | | | | | | |
| | * Judicial Assist/Assist Reg of Probate | CCP | | | | | | |
| | * Legal Assistant/Administrative Assistant | CORP | | | | | | |
| | * Legal Clerk | DA | | | | | | |
| | Program Specialist | UWEX | | | | | | |
| | * Fair Coordinator | UWEX | | | | | | |
| | Secretary/ Bookkeeper II | FRI | | | | | | |
| | * Victim/Witness Coordinator | DA | | | | | | |
| * HR Coordinator | ADM | | | | | | | |
| 14 | Economic Support Worker | ES | \$39,207 | \$49,009 | \$58,811 | \$18.85 | \$23.56 | \$28.27 |
| | Public Health Program Specialist | HHS | | | | | | |
| | Maintenance Repairperson | MAINT | | | | | | |
| | Child Support Specialist | CS | | | | | | |
| | Data Entry/ Reception Lead | HHS | | | | | | |
| 15 | Court Services Officer | LE | \$36,463 | \$45,578 | \$54,694 | \$17.53 | \$21.91 | \$26.30 |
| | * Deputy Veteran Service Officer | VSO | | | | | | |
| | * Deputy County Clerk - PT | CC | | | | | | |
| | * Deputy Treasurer - PT | TRE | | | | | | |
| | Lead Bus Driver | FRI | | | | | | |
| 16 | Community Integration Production Aide | FRI | \$33,910 | \$42,388 | \$50,865 | \$16.30 | \$20.38 | \$24.45 |
| | Community Residential Service Aide | HHS | | | | | | |
| | Master Control Aide-Part Time | LE | | | | | | |
| | Material Handler/Bus Driver | FRI | | | | | | |
| | Program Aide | FRI | | | | | | |
| | Program Aide (Direct Support Professional) | FRI | | | | | | |
| | Data Entry Specialist/Insurance Representative | HHS | | | | | | |
| | I & A / Receptionist | HHS | | | | | | |
| | Recidivism Reduction Aide | LE | | | | | | |
| Secretary I - PT | HHS | | | | | | | |
| 17 | Maintenance Custodian | MAINT | \$31,536 | \$39,421 | \$47,305 | \$15.16 | \$18.95 | \$22.74 |
| 18 | OPEN | | \$29,329 | \$36,661 | \$43,993 | \$14.10 | \$17.63 | \$21.15 |
| 19 | * Meal Site Manager - Part Time | HHS | \$27,276 | \$34,095 | \$40,914 | \$13.11 | \$16.39 | \$19.67 |
| 20 | OPEN | | \$25,367 | \$31,708 | \$38,050 | \$12.20 | \$15.24 | \$18.29 |
| 21 | OPEN | | \$23,591 | \$29,489 | \$35,386 | \$11.34 | \$14.18 | \$17.01 |
| BENCHMARK POSITIONS | | | | | | | | |

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: HIGHWAY ACCOUNT CLERK SPECIALIST

DATE: April 2025

DEPARTMENT: HIGHWAY

SUPERVISOR: HIGHWAY COMMISSIONER / HIGHWAY ADMINISTRATIVE/ACCOUNTANT

SUMMARY:

This is a full-time, non-exempt position supervised by the Highway Commissioner and Highway Administrative/Accountant. Majority of the work requires the individual in the position to independently apply generally accepted accounting principles using established procedures. Under direction, provides support services for the Administrative/Accountant in managing the Highway Department administrative accounting systems. Work requires a high level of computer skills in database and spreadsheet applications.

Duties and Responsibilities include but are not limited to the following:

- Data input of Highway payroll; equipment usage; and inventory usage of parts; signs; material, fuel and lubes
- Accounts Payable entry in Chemspro and LINQ.
- Upon approval, process permits and compliance reports – Utility, Driveway, Oversize/Weight, Multi-Trip, Adopt-A-Highway.
- Assist with year-end inventory processes.
- Maintains fleet records of repairs and service.
- Maintains a current inventory of all maintenance and repair parts .
- Maintains a current inventory of all materials used on county projects.
- Assist with Accounts Receivable and monitoring of past due accounts.
- Assist with month end, and year end reconciliations
- Performing receptionist duties as needed; typing correspondence, copying records, faxing and filing.
- Serves the public by providing information of highway related matters.
- Perform other duties as required

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of generally accepted accounting principles and techniques
- Knowledge of bookkeeping practices and terminology
- Knowledge of standard office procedures, filing systems, office equipment and record maintenance processes
- Proficient keyboarding skills and knowledge of computer operations

- Attention to detail and accurate mathematical calculations
- Ability to work under pressure with continual interruptions and the ability to deal with a variety of deadlines
- Solid verbal and written communication skills with ability to communicate professionally with vendors, employees and leadership.
- Critical thinking skills and ability to research and resolve financial problems.
- Must present a positive and professional image to co-workers and vendors and have excellent customer relation skills.
- Must be able to maintain a high level of confidentiality

QUALIFICATIONS:

- Graduation from high school or GED
- Associate's Degree in Accounting with at least two years' experience working with account and payroll principles, preferably in a local government environment or any combination of education and experience to be equivalent to these requirements.
- Training and experience in Microsoft software programs involving word processing, spreadsheet applications, and basic accounting principles

PHYSICAL DEMANDS:

- Finger dexterity
- Ability to frequently lift 20 pounds
- Ability to frequently bend/crouch to perform filing
- Ability to perform most work from a sedentary position
- Ability to function in situations encountered in a normal office setting

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ACCOUNTS PAYABLE/PAYROLL COORDINATOR

DATE: April 2025

DEPARTMENT: ADMINISTRATION

SUPERVISOR: ADMINISTRATIVE COORDINATOR

SUMMARY:

This is a full-time, non-exempt position supervised by the Administrative Coordinator. Majority of the work requires the individual in the position to independently apply generally accepted accounting principles using established procedures. Duties include processing all accounts payable, payroll functions, and serving as a backup to the County Clerk if necessary. Work requires a high level of computer skills in database and spreadsheet applications. Position is under the general direction of the Administrative Coordinator with limited supervision of the County Clerk.

Duties and Responsibilities include but are not limited to the following:

1. Accounts Payable

- Process weekly accounts payable to include: process incoming invoices; verify data for accuracy and process accounts payable checks; prepare and submit vouchers
- Maintain department records including but not limited to: invoice and voucher files; vendor files including insurance liability coverages and W9 forms; and asset files
- Prepare and process budget addendums and journal entries as needed
- Assist with preparation of yearly budget and annual audit
- Provide Department Heads, managers and staff with fiscal reports in a timely and professional manner
- Perform other duties as required

2. Payroll

- Setup and maintain employees in the various payroll systems
- Process bi-weekly payroll to include: process and maintain timecards in timekeeping software; balance and complete payroll including direct deposit and bi-weekly reports
- Prepare and submit requirements to various reporting agencies including withholding submissions and monthly retirement reports
- Perform other duties as required

3. County Clerk

- Provide passport services as needed in the absence of regular staff in the County Clerk's office
- Serve as Deputy County Clerk to be able to perform marriage license functions in the absence of regular staff in the County Clerk's office

- Provide occasional assistance with election duties as needed
- Provide customer service in the County Clerk's office in the absence of regular staff

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of generally accepted accounting principles and techniques
- Knowledge of bookkeeping practices and terminology
- Knowledge of standard office procedures, filing systems, office equipment and record maintenance processes
- Proficient keyboarding skills and knowledge of computer operations
- Attention to detail and accurate mathematical calculations
- Ability to work under pressure with continual interruptions and the ability to deal with a variety of deadlines
- Solid verbal and written communication skills with ability to communicate professionally with vendors, employees and leadership.
- Critical thinking skills and ability to research and resolve financial problems.
- Must present a positive and professional image to co-workers and vendors and have excellent customer relation skills.
- Must be able to maintain a high level of confidentiality

QUALIFICATIONS:

- Graduation from high school or GED
- Associates Degree in Accounting with at least two year's experience working with account and payroll principles, preferably in a local government environment or any combination of education and experience to be equivalent to these requirements.
- Training and experience in Microsoft software programs involving work processing, spreadsheet applications, and basic accounting principles

PHYSICAL DEMANDS:

- Finger dexterity
- Ability to frequently lift 20 pounds
- Ability to frequently bend/crouch to perform filing
- Ability to perform most work from a sedentary position
- Ability to function in situations encountered in a normal office setting

Request for Credit Card Approval

Department: MAINTENANCE

Committee: _____

| Name of Card Holder | Title of Position | Credit Card Limit |
|---------------------|--------------------|-------------------|
| NATHAN ALSUM | MAINTENANCE REPAIR | \$2,500.00 |
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Justification for Credit Card(s):

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|-------------------------------------------|
| PURCHASE FACILITIES REPAIR PARTS/SUPPLIES |
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| |

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

EMPLOYEE AGREEMENT

I, (employee name) Nathan Alsun, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Green Lake County and will strive to obtain the best value for the County.
- I understand that Green Lake County is liable for all charges made on the card. However I will be responsible for charges lacking proper documentation.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand that the County Clerk's Office will audit the use of this card and report and take appropriate action on any discrepancies.
- I agree to notify my Department Head and the County Administrator's Office immediately should any apparently fraudulent activity or charges related to the credit card arise or otherwise come to my attention.
- I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use of County credit cards and/or other disciplinary actions.
- I have been given a copy of the Green Lake County Credit Card Policy and Procedures and understand the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or upon transfer to another department.
- I agree to return any credit card that has been canceled or expired to the County Administrator's Office as soon as possible for audit review.
- If the card is lost or stolen, I agree to notify the County Administrator and Department Head immediately.

Employee Signature:  Date: 4/9/25

Department: Maintenance

Card # Issued: _____