

WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA –DRAFT

January 25, 2017

6:00 p.m.

County Board Room - Elliott Building - Shell Lake, Wisconsin

PLEASE NOTE – RESCHEDULED FOR WEDNESDAY, JANUARY 25TH, 2017

1. Call Meeting to Order at 6:00 p.m. – Chair Mackie
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. Ricci
3. Notice of Meeting - County Clerk Olson
4. Roll Call – County Clerk Olson
5. Approval of Agenda
6. Approval of November 15, 2016 County Board Proceeding
7. Retirement of Clerk of Circuit Court Karen Nord
8. Review of Ipad Usage Survey
9. Concerned Citizens
10. Consent Agenda Resolutions:
 - A. Rezoning Petitions and Amendatory Ordinances
 - B. Resolution to Approve an Update to the Washburn County Employee Handbook – Policy B-4 regarding pool accessibility
 - C. Resolution to Approve an Update to the Washburn County Employee Handbook – Policy 3.13 – Emergency Conditions regarding wage compensation
 - D. Resolution to Return the CVSO Grant to a Block Grant Structure
 - E. Resolution re: Regionalization of County Veterans Service Offices
11. Other Resolutions and Ordinances:
 - A. Resolution to Increase the Washburn County Sheriff's Office 2017 Budget – Ballistic Vests – Supv. Fiedler
 - B. Resolution to Transfer Funds from the 2016 Land and Water Conservation Budget to Vernon County – Supv. Fiedler
 - C. Resolution to Carry Forward from 2016 Special Projects Budget to 2017 - Heart of the North – Supv. Fiedler
12. Committee Reports -
13. Chair Appointments – Committee Changes
14. Citizen Comments -
15. Chair Comments –
16. Possible Future Agenda Items
17. Audit Per Diems
18. Adjourn

Submitted this 19th day of January 2017
Lolita Olson, County Clerk

Copy via email: County Clerk; Department Heads; News Media. Elliott Building is handicapped accessible; enter through south entrance. Individuals with qualifying disabilities under the Americans with Disabilities Act, in need of accommodations, should contact the County Clerk's Office at 715-468-4600 at least 24 hours prior to the meeting.

WASHBURN COUNTY BOARD OF SUPERVISORS DRAFT MINUTES

November 15, 2016

9:00 a.m.

County Board Room, Elliott Building, Shell Lake, Wisconsin

PLEASE NOTE THAT THIS IS A DAYTIME MEETING.

1. Call Meeting to Order at 9:00 a.m. by Chair Mackie
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. Ricci.
3. Notice of Meeting was done by County Clerk Olson.
4. Roll Call was done by County Clerk Olson. Present: (17), Excused: (4) Stoll, Thompson, Hoepfner, Wood. Youth Present: (2) Tolene, Schunck.
5. Approval of Agenda on motion by Masterjohn, 2nd by Reiter, MC
6. Approval of September 20, 2016 County Board Proceedings on motion by Ricci, 2nd by Masterjohn, MC
7. Concerned Citizens – none at this time
8. Highway Annual Report – Frank Scalzo, Highway Commissioner – Gave first report as Commissioner since Jon Johnson left. Items reported on included highway and dam grants, personnel reorganization, storm water project, striping contracts, impact and mitigation done resulting from July 11th flood, FEMA paperwork. Handouts were given detailing the five year road improvement plan. Discussed projects, LRIP eligibility, Trego interchange. Mr. Scalzo thanked Carol Buck and Nathan Nelson for their efforts and input. Highway Committee members thanked the commissioner for his report.
9. Youth Government Day – students arrived at 9:20 a.m., representing Spooner, Shell Lake, Northwood and Birchwood schools. Reviewed involvement in the community and representation of the district. Chair Mackie welcomed the students to continue their interest in local government involvement for the future.
10. CVSO Annual Report – Lisa Powers, Veterans Service Officer Report – thanked Veterans & Military Affairs and the Veterans Service Committee members. Ella Parker was introduced as the new Veterans Office Assistant. Handout was given and reviewed. Discussed programs offered to veterans. Discussed that the replica of the Tomb of the Unknown Soldier will be coming to Washburn County and the county has decided to accept it; the issue is deciding on where it will be placed. The Veteran's Cemetery is guided by strict guidelines and was reported not to be allowed to take on projects such as this; board agreed that this would be the logical location and will pursue contacts at the state level. Board thanked Ms. Powers for her report.
11. **Resolution 73-16 to Approve 2016 Tax Levy and 2017 Budget** – Motion by Fiedler, 2nd by Masterjohn to approve. Amendment by Haessig, 2nd by Lee, to approve the UW Extension budget with half of the funds that are budgeted, to be used for the current contract, and that the other half be placed in contingency fund to possibly be used once the next contract is seen. Discussed. Voice vote on amendment showed naves have it; amendment fails. Further discussion on strategic planning, short and long term needs. Roll Vote on original motion: Yes (17); Youth: Yes (2); MC.
12. **Consent Agenda Resolutions** motion to approve by Masterjohn, 2nd by Fiedler; voice vote indicates unanimous approval; MC.
 - A. Rezone Petition and Amendatory Ordinance
 - B. Resolution 74-16 to Approve New Hiring Policy B-4 Combining Previous B-4 Hiring Process Policy and B-8 Position Justification Policy
 - C. Resolution 75-16 to Update Employee Handbook Section 3.2 Compensatory Time
 - D. Resolution 76-16 to Update Employee Handbook Section 10.02e – Committee Meeting Minutes SOP
 - E. Resolution 77-16 to Update Employee Handbook Section 3.2 – Family, Medical and Military Leave
 - F. Resolution 78-16 to Update Employee Handbook in re: Jailer/Dispatch Language (multiple sections)
 - G. Resolution 79-16 in Support of Increased Funding in the Children and Family Aids Allocation

H. Resolution 80-16 Adopting the Washburn County All Hazards Mitigation Plan Amendment

13. Other Resolutions and Ordinances:

- A. **Resolution 81-16 to Increase Forestry Department Budget – Sustainable Forestry Grant Funds** – Motion to approve by Fiedler, 2nd by Dohm. Roll Vote: Yes (17); Youth: Yes (2); MC.
 - B. **Resolution 82-16 for ATV Route Request - CTH B from Sunset Drive to Burnett County Line** – Motion to approve by Ricci, 2nd by Fiedler. ATV routes must be approved by County. Correct mileage is three miles. Motion carries on unanimous voice vote.
 - C. **Resolution 83-16 Regarding Aquatic Invasive Species Grant** – Motion to approve by Fiedler, 2nd by Bobin. Zebra Mussels in Big McKenzie Lake. This is an annual grant. Roll Vote: Yes (17); Youth: Yes (2); MC.
 - D. **Resolution 84-16 to Approve 2017 County Forest Variable Acreage Share Payments** – Motion to approve by Fiedler, 2nd by Dohm. Mike Peterson, Forest Administrator, reviewed the requirements and added that there is a separate program where the municipalities are reimbursed 15% of the amounts withheld (county had approved the higher payment); statutes only require 10%. Roll Vote: Yes (17); Youth: Yes (2); MC.
 - E. **Resolution 85-16 to Approve 2017 County Forest Work Plan** – Motion to approve by Fiedler, 2nd by Graber. Mike Peterson gave an overview of the annual work plan. Items reviewed included timber harvest goal, reforestation, storm damage, Oak Wilt danger in Washburn County, Emerald Ash Borer danger from Sawyer County, buckthorn and invasive species. High importance needs to be given to tighten down on firewood restrictions since that is the biggest factor in spreading the disease. Also reviewed Trail 140 relocation due to losing easement, Casey Loop project, issues with offroad advisory council, potential for camp site additions in Totogatic, grants. Further discussed replanting of specific species and various processes being instituted, along with public education, on how to combat spreading of oak wilt. Roll Vote: Yes (17); Youth: Yes (2); MC.
14. Committee Reports – Chair Mackie reported on the Committee of the Whole’s process of starting with strategic planning, which indicated the following main areas: 1) space needs; 2) business development/broadband availability; 3) parks and tourism; 4) education/training and staffing needs. Youth Members explained how they got onto the board and recommended various areas of knowledge and experience needed. This program is done through our Extension Dept. Supv. Bobin thanked every one of the students that came today. Motion by Bobin, 2nd by Sather, to suspend other Committee Reports, MC on voice vote.
15. Chair Appointments: Rozanne Livingston/Washburn County Housing Authority Board to replace Larry Stelter; Kerri Adams for re-appointment to Veterans Service Commission. Motion by Dohm, 2nd by Reiter, to approve appointments as made; MC on voice vote.
16. Citizen Comments – none at this time.
17. Chair Comments – Chair Mackie commented on correspondence received from FEMA which indicated that the material developed during our flood disaster is being used as a template for other places; Chair again thanked Carol Buck as well as Nathan Nelson and Sharon Kindle for their help.
18. Possible Future Agenda Items
19. Audit Per Diems on motion by Fiedler, 2nd by Bobin; MC.
20. Adjourn at 10:24 a.m. on motion by Masterjohn, 2nd by Dohm; MC.

Respectfully submitted this 3rd day of December 2016.
Lolita Olson, County Clerk

Copy via Email: County Clerk; Department Heads; News Media. Individuals with qualifying disabilities under the Americans with Disabilities Act, in need of accommodations, should contact the County Clerk’s office at 468-4600 at least 24 hours prior to the meeting.

iPad Usage

1. How often do you use your iPad?

- Daily
- Weekly
- Monthly
- Not At All

2. How often do you use your iPad for county email?

- Daily
- Weekly
- Monthly
- Not At All

3. Do you have WiFi at your home, and if so, can you connect to it?

4. How often do you use your iPad to view county calendar notifications?

- Daily
- Weekly
- Monthly
- Not At All

5. How often do you use your iPad to view county meeting packet information?

- Daily
- Weekly
- Monthly
- Not At All
- Right When There Is A Meeting

6. How comfortable are you using the iPad?

Not At All

Very Comfortable



7. Do you have technical problems when using the iPad? If so, please explain.

8. Do you have any suggestions that would help increase or encourage your iPad usage?

9. Would you like additional training for the iPad?

Yes

No

10. Does the iPad work well for what you need for your committee meetings and email?

11. Additional Comments:

RESERVED FOR REZONE PETITION & AMENDATORY ORDINANCE

WILL BE AVAILABLE PRIOR TO BOARD MEETING

Resolution # _____

RESOLUTION TO APPROVE UPDATE TO HIRING POLICY B-4

WHEREAS, from time to time County policies need to be revised and updated to ensure currency with law, best practices and language updates, and

WHEREAS, the procedure allows for the establishment of a pool of previously interviewed, qualified applicants that can be accessed as needed without the Personnel Committee and/or Committee of Jurisdiction approval, and,

WHEREAS, clarification of wording is needed to allow pool access without additional approvals,


THEREFORE, BE IT RESOLVED, that the revised B-4 Policy as attached will be effective upon approval by the Washburn County Board of Supervisors.

FISCAL IMPACT: None

RECOMMENDED FOR ADOPTION THIS 9th DAY OF JANUARY, 2017 BY THE PERSONNEL COMMITTEE.




Beth Esser, Chair



Romaine Quinn



L. H. Skip Fiedler



Steve Waggoner



Hank Graber

SUBJECT: POSITION JUSTIFICATION & HIRING PROCESS

PURPOSE: To establish a policy and procedure for the justification of new positions, and the initial hiring process

STATEMENT OF POLICY

The Personnel Office will administer and coordinate the position justification and hiring process for all position changes or vacancies. It will ensure a careful review of all personnel changes at the department level, fair and equal treatment of all requests at a county wide level, and compliance with contractual, legal, and equal opportunity requirements. All departments will adhere to the following procedures when announcing position vacancies.

NEPOTISM

Hiring practices will not violate the county's policy on nepotism. For further information see the county's policy on NEPOTISM.

POSITION JUSTIFICATION

1. The Personnel Office will be notified immediately of all potential personnel changes.
2. Upon notification of any potential personnel changes, the Personnel Office will work with the Department head to complete a Personnel Requisition Form (included). The HR Director will assist the Department Head in reviewing all options for eliminating, sharing, consolidating or reassigning job responsibilities as part of the review process.
 - a. This form must be completed for all positions – regular status positions, LTE, seasonal, and temporary positions.
 - b. Once reviewed by the Administrative Coordinator/HR Director, it will be forwarded to the Department Head/Committee of Jurisdiction and Personnel Committee for approval.
3. If the personnel action creates a new position, the request will be forwarded from the Personnel Committee to the County Board for action and approval. To be included in the next year's budget, the position must be approved by the following, prior to the close of the Finance Committee budget hearing.
 - a. Approval from the Committee of Jurisdiction
 - b. Approval from the Personnel Committee
 - c. Approval from the County Board by a 2/3 vote.

Other new positions can be requested as needed throughout the year, subject to the same process as outlined above.

4. When filling vacant positions, increasing work hours, salaries and/or other benefits, no action shall occur (including posting or advertising of the position, changes to hours or salaries, etc.) until the Personnel Committee and committee of jurisdiction has approved the request; unless there is an established pool. (See #9 and #10 under RECRUITMENT). For new positions, no action shall occur until County Board approval.
5. Due to budgetary constraints, the County Board may institute either a departmental or county-wide freeze on any personnel action to include approving new positions, reclassifications or position status.
6. Existing full-time and part-time positions and current authorized positions will be considered dropped if they are not funded and filled for twelve months. Such positions will need to be resubmitted and considered new positions.

RECRUITMENT

1. The county may post the position both internally and externally.
2. If external advertisements are deemed appropriate, the ads for local newspapers, trade publications and professional journals will be developed and placed by the Personnel Office. If necessary, the affected department may be asked to assist the Personnel Office, in formulating the job announcement, ad, or in determining special application sources.
3. Applications shall be submitted to the Personnel Office using the County Employment Application. Resumes may be sent in addition to the County Employment Application. The application will be kept on file for at least twelve months and may be used to consider an applicant for all positions for which he or she might be qualified. Internal candidates interested in applying for another position may submit a new application or re-use their original application.
4. The Personnel Office, with the Department representative, will screen active application files for possible candidates. These candidates will be contacted to determine current interest in County employment prior to the closing date of the vacancy.
5. No applications for a position are accepted after the published closing and/or receipt date. If there are not sufficient qualified candidates at the closing date, the position may be re-opened and re-advertised.
6. The Personnel Office will screen all applications received to determine qualification for the position vacancy. This will be done in consultation with the department head and/or committee chair. Applications of top candidates will be reviewed with the affected department head, and a list of interview candidates developed.
7. Applicants may be disqualified for consideration for employment when any of the following facts exist:
 - a. They do not possess the qualifications for the job
 - b. They have demonstrated an unsatisfactory employment record as evidenced by information contained on the application form or by the results of a reference check.
 - c. They have made false statements of any material facts or practiced deception in their application.
 - d. They are physically, mentally or otherwise unable to perform the essential elements of the position with reasonable accommodations as required by state or federal disability.
8. If the initial first candidate is chosen in an interview process begins work and then resigns within a short period of time, the Department head will have the option to re-interview the second candidate from the same initial interview process, without another personnel requisition and without another full recruitment, and hire if that second candidate is selected and still otherwise qualified.
9. The Highway Department may create a Hiring Pool to retain qualified candidates for the Equipment Operator position. Said pool is to be in existence for a 12-month period of time from the date the pool is created. Only the committee of jurisdiction approval is necessary to access a pool candidate for hire. No further committee approval is needed to replenish the pool and keep it adequately maintained.
10. The Health and Human Service Department may create a Hiring Pool to retain qualified candidates for the Administrative Assistant I position. Said pool is to be in existence for a 12-month period of time, from the date the pool is created. Only the committee of jurisdiction approval is necessary to access a pool candidate for hire. No further committee approval is needed to replenish the pool and keep it adequately maintained.

INTERNAL PROMOTION

1. If a position vacancy has been approved by the committee of jurisdiction, if the HR Director has been notified, and if the Department Head has an LTE or regular status employee currently employed by that Department within the County, who is qualified for the position vacancy, the Department Head will be given the authority to approve the LTE* or the regular status employee for the position vacancy without a full recruitment. (*Provided that the LTE has previously undergone a full interview; if not, a full interview as indicated in the interview process should be scheduled prior to approval.)

TEMPORARY HELP

1. After a position justification for any LTE, seasonal, or contracted employee has been approved by the Personnel Committee and the committee of jurisdiction, the Personnel Office will coordinate the hiring of the position with the assistance of the requesting department by accomplishing the following guidelines:
 - a. The Personnel Office will review the active general application file for potential candidates for the vacant position.
 - b. Those applications that best meet the needs of the vacant position will be selected and reviewed with the requesting Department Supervisor.
 - c. Once the Department Supervisor and Personnel Office have examined all potential applications and determined the top 2-3 candidates for the position(s), the Personnel Office or the Department Head will call the potential candidate to discuss with them the LTE, seasonal and/or contracted position(s) duties and the specified amount of hours available for the positions to determine if they are interested in the position.
 - d. If the potential candidate is interested in the position, the Department Supervisor will then either complete a phone or face-to-face interview with the potential candidate.
 - e. Once all interviews have been completed and the department supervisor has made a decision on whom they would like hired, the potential candidate will be contacted and offered the position.
2. If there are no current qualified applications on file, the positions will be advertised as a Limited Term, Seasonal or Contracted position and all applications will be managed in the Personnel Office and then the process will continue along the same steps as allowed above. The Personnel Office may also request assistance from a local temporary staffing agency.

TESTING

1. Examinations may be developed for certain positions based on the position's responsibilities, the qualifications required, and resources available.
2. The examination may consist of oral interview/application review, a structured questionnaire, practical tests, written tests, or assessment center, etc. In all cases, the testing will be job related and designed to determine the candidate's knowledge, skills and abilities (KSA's) for the position.

3. The examination contents are developed or acquired by the Personnel Office with assistance provided by the affected department. Examination contents are confidential and unauthorized disclosure to any candidate is grounds for discipline. In certain situations, outside consultants may be contracted to assist with test development.
4. The Personnel Office will administer the testing process unless otherwise designated to the affected department.
5. The Personnel Office shall ensure that all testing is based on bonafide occupational qualifications.
6. The Personnel Office shall ensure that reasonable accommodations are made in test procedures to assure that persons with disabilities can be tested in an appropriate manner for a person with a disability. The following are ways in which the County may accommodate an applicant with a disability: replace written tests with on-the-job tests or verbal testing, enlarge print in exams, magnification, amplification devices, and interpreters.

The Personnel Office shall inquire in testing announcements whether the applicant requires an accommodation.

INTERVIEW PROCESS

The employment interview is a supplement to and part of the selection process. The primary function of the interview is to obtain data or certain knowledge, skills, abilities of a candidate not available through review of resumes or other testing mechanisms. Certain guidelines will be observed to maximize the validity and reliability of the interview process as well as ensure the adherence to current EEOC requirements.

1. The Personnel Office shall coordinate the interview process, including selection of panel members, scheduling candidates, development of interview questions, etc.
2. The interview panel will be selected and confirmed by the Personnel Office with input by the affected Committee. Generally no more than five individuals will serve on the interview panel. The composition of the interview panel for general positions shall generally consist of the HR director (or designee), , one County Board Member of either the current committee of jurisdiction, or the Personnel committee, the Department Head, and the Department Supervisor, if applicable,,. The composition of the interview panel for department head vacancies shall generally consist of one member of the committee of jurisdiction, Personnel Committee Chair, HR Director, Administrative Coordinator & County Board Chair. A subject matter expert may be included if the Personnel Director determines it to be appropriate. Careful selection will be made of panel members to ensure objectivity and job knowledge. Relatives or personal friends of the applicants will be excluded from serving on the panel.

Reasonable accommodations shall be made for disabled applicants to allow participation in the interview process.

3. Personnel Office and the Department Head of the department in which the position vacancy exists (the Administrative Coordinator in vacancies involving department head openings) shall be responsible for the development of interview questions and standards for measurement of candidate responses. Consistency will be maintained in the questions asked of all candidates. The questions must be job related and based on the analysis described in paragraph 1 above. Questions will be designed to measure job knowledge, experience, and education or to solicit responses which reflect those personal traits which are job related. Questions which pertain to race, sex, religion or marital status or other inquiries which tend to directly or indirectly disclose such information are prohibited. Any questions that would indirectly divulge an applicant's age, national origin, or other discriminatory factor shall be made in strict accordance with state and federal law.
4. Inquiries as to an applicant's ability to read, write or speak foreign languages are permitted when such inquiries are based on job requirements.
5. Inquiries about whether an applicant has certain specified sensory, mental, or physical disabilities which relate reasonably to fitness to perform the particular job, or whether an applicant has any disabilities or health problems which may affect work performance or which the employer should take into account in determining job placement are permitted. Other general inquiries which would tend to divulge disabilities or health conditions which do not reasonably relate to fitness to perform the job are not permitted.
6. The Personnel office will inform the interview panel of the responsibilities and requirements of the position to be staffed. Copies of the applications of final candidates will also be provided to the interview panel members prior to the interview, along with proposed interview questions. A representative of the Personnel Office will meet with panel members prior to the interview for an orientation on appropriate interview and assessment techniques needed to evaluate each candidate objectively.
7. Each rater scores the candidates independently.
8. Following the interview, the interview panel shall attempt to reach consensus and report the interview results and recommendations to the Personnel Office. The panel shall decide if the position should be offered to more than the top ranked candidate in the event the top ranked candidate declines the position.
9. Negotiation of salaried staff will be done in conjunction with the Administrative Coordinator/HR Director

REFERENCE CHECK/PRE-EMPLOYMENT DRUG TEST

Before the Personnel Office extends any offer of employment, the Personnel Office conducts a reference check and drug test on the final candidate.

B – 4

1. The reference check includes verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, safety record, and other pertinent information. Parts of the reference check may be delegated to the affected department.
2. No reference check or background investigation will be conducted without first notifying the applicant of the investigation.
3. Results of the reference check, background check, and/or drug test will help determine the applicant's fitness for the position.

APPLICANT NOTIFICATION

1. After a final decision has been reached, references are verified, and successful drug test results have been received, the Personnel Office notifies the candidate of his/her selection, makes an employment offer, and requests that the offer be accepted or rejected within a set number of days.
2. Once a candidate accepts the employment offer, all other candidates are notified in writing that they were not selected for the position.

APPOINTMENT

1. For all positions, an employment confirmation letter is forwarded to the final accepting candidate outlining the terms of employment. The letter is prepared and mailed by the Personnel Office in cooperation with the affected department.
2. For new hires whose position is covered by a collective bargaining agreement, a copy of the accepted employment letter will be forwarded to the appropriate union official.

APPLICANT EXPENSES

The County does not reimburse any applicant for travel costs in conjunction with the hiring process.

EFFECTIVE: 11/10/98

REVISION DATE: 10/09/07, 09/20/16

Resolution # _____

RESOLUTION TO APPROVE UPDATE TO HANDBOOK POLICY #3.13 – EMERGENCY CONDITIONS

WHEREAS, from time to time County policies need to be revised and updated to ensure currency with law, best practices and language updates, and

WHEREAS, current policy addresses the fact that Washburn County may declare an emergency event whereby one or more county sites may be closed, and

WHEREAS, clarification of wording is needed to the policy to determine compensation of employees during such an event, and

THEREFORE, BE IT RESOLVED, that the revised Emergency Conditions Policy #3.13 as attached will be effective upon approval by the Washburn County Board of Supervisors.

FISCAL IMPACT: None

RECOMMENDED FOR ADOPTION THIS 9th DAY OF JANUARY, 2017 BY THE PERSONNEL COMMITTEE.



Beth Esser, Chair



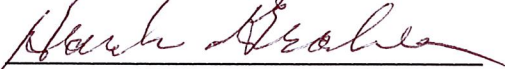
Romaine Quinn



L. H. Skip Fiedler



Steve Waggoner



Hank Graber

3.13 EMERGENCY CONDITIONS

The purpose of this policy is to promptly notify employees of any emergency conditions that may require the closing of a work site, the reassignment of staff to alternative work sites or other emergency measures.

Inclement Weather. Weather conditions affecting only the ability to commute will generally not be considered a reason for closing a facility. Employees who do not report to work will generally be given a choice between the use of vacation pay or comp time, or flexible schedule to cover the absence.

Other Emergency Conditions. In conjunction with local health and/or public safety authorities, Washburn County may decide to close a work site or take other emergency measures in order to safeguard the health and welfare of employees and the public and/or because a situation exists affecting the ability of employees to perform their job. Examples of emergency conditions might include power outages, a natural disaster, or a quarantine imposed by health officials. ~~Under such circumstances, Washburn County may authorize paid leave status for employees who were scheduled to work.~~ **The authorization to close any county facilities will rest with the County Board Chair or designee. All employees who report to work but are turned away or sent home under such circumstances will be compensated for a full day's work. Employees who are absent from work for one or more full days due to inclement weather, including due to transportation difficulties or other emergency conditions, are considered to be absent for personal reasons and would be eligible to utilize vacation or compensatory time.**

Procedures During Emergency Situations.

WASHBURN COUNTY EMPLOYEE MESSAGE NUMBER In order to ensure the most effective, efficient and timely information is provided to all of our employees during an initial emergency, the Administration/Personnel Department has approved the following for providing and receiving information during an emergency for all County employees.

There will be one phone number for all County employees to phone into during an emergency. The number is 715-468-4777. This number will contain messages to all employees about what is happening with an emergency and what the employees should expect to do. The message will be updated periodically for employees to gain more information throughout the emergency.

Therefore, during an emergency an employee may call into the above number and it will contain pertinent information pertaining to the emergency and what their roles will be in order to help with the emergency.

Resolution No. ____

RETURNING THE CVSO GRANT TO A BLOCK GRANT STRUCTURE

WHEREAS, the County Veterans Service Office Grant has operated as a block-grant for CVSO salary supplement since its legislative inception in 1973, with the intent of attracting and retaining talented CVSOs and staff, and as a mean to fund improvements to veterans services within the country; and

WHEREAS, the 2015 Biennium Budget process altered this long standing block grant to a reimbursement only payment structure; and

WHEREAS, this alteration restricted the expenditure of these funds to specific categories, resulting in fiscal constraints which limit an individual county governments ability to manage these expenditures to meet the specific needs of their CVSO officers; and

WHEREAS, the CVSO Grant has undergone limited restructuring, from the initial expenditure of \$1,000 per county in 1973, to the current grant amounts ranging from \$500 to a maximum of \$13,000 annually for the most populated countries, with the last increase being realized in 1997, and

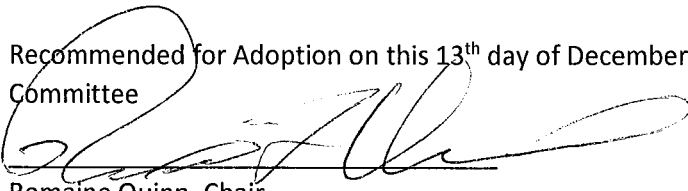
WHEREAS, recent studies reflect a higher level of need in the veterans community, an increasing level of complexity in federal claims actions, and also support that local, dedicated representation in these actions results in a higher success rate, and a greater economic benefit realized by veterans and their families; and

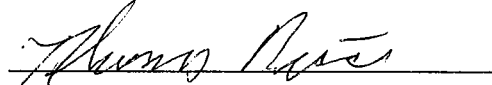
WHEREAS, the extension of these federal benefits to veterans has a significant direct effect on the veterans and their families, and contributes significantly to the state's economy.

THEREFORE, BE IT RESOLVED that the Washburn County Board of Supervisors requests the Wisconsin State Legislature to return the County Veterans Service Office Grant to a block grant structure, and consider an increase in the amount extended through these grants.

BE IT FURTHER RESOLVED that a copy of this resolution be sent to Governor Scott Walker, Wisconsin Department of Veterans Affairs Secretary John Scocos, area legislators, and the County Veterans Service Officers Association of Wisconsin.

Recommended for Adoption on this 13th day of December, 2016, by the Veterans and Military Affairs Committee


Romaine Quinn, Chair


Tom Ricci, Vice Chair


Jocelyn Ford

Resolution No. ____

REGIONALIZATION OF COUNTY VETERANS SERVICE OFFICES

WHEREAS, Wisconsin Statutes § 45.80 requires each county to elect a County Veterans Service Officer who is a Wisconsin resident and who served under honorable conditions on active duty in the Armed Forces; and

WHEREAS, County Veterans Service Officers are responsible for the majority of veterans' claims with the VA at any given time; and

WHEREAS, County Veterans Service Officers are a major stakeholder, along with other Veterans Service Organizations, in assisting veterans with obtaining more than \$2.7 billion in VA benefits annually; and

WHEREAS, County Veterans Service Officers are invaluable to all veterans, dependents, and their survivors but especially elderly and disabled claimants who are housebound, cannot ambulate easily, or are unable to drive; and

WHEREAS, County Veterans Service Officers are the only advocates who serve veterans right in their community that can help them navigate the sometimes complicated paperwork and processes when filing VA claims or appeals.

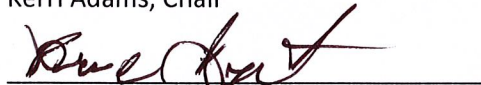
THEREFORE, BE IT RESOLVED that the Washburn County Board of Supervisors expresses to the Wisconsin State Legislature that it will contest any future legislation affecting the local delivery of services to veterans and their families without an unbiased, evidence-based evaluation of Wisconsin's veterans' services systems that has the sole intent of improving access, advocacy, and outcomes for Wisconsin's veterans and their families.

BE IT FURTHER RESOLVED that a copy of this resolution be sent to Governor Scott Walker, Wisconsin Department of Veterans Affairs Secretary John Scocos, area legislators, and the County Veterans Service Officers Association of Wisconsin.

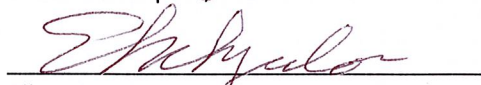
Recommended for Adoption on this 7th day of December, 2016, by the Veterans Commission Committee.



Kerri Adams, Chair



Bruce Davenport, Vice Chair



Ellory Medor

RESOLUTION NO. _____

**Increase in the Washburn County Sheriff's Office 2017 Budget
Ballistic Vests for SRT from County Contingency Fund
Capital**

Before the Law Enforcement and Emergency Management Committee

WHEREAS, the Washburn County Law Enforcement Committee recommends increasing the 2017 Sheriff's Budget for the purchase of Ballistic Vests for the Special Response Team (SRT);

WHEREAS, the Washburn County SRT conducts high risk operations beyond the training and equipment capabilities of our regular patrol;

WHEREAS, it has been determined that the ballistic vests worn by the SRT members hold a higher threat level than the standard vests and currently have exceeded beyond their five year life expectancy;

WHEREAS, this proposed resolution has been drafted, reviewed and discussed by the Law Enforcement Committee, and;

WHEREAS, the Law Enforcement Committee supports the safety of Law Enforcement and believes it is in the best interest of Washburn County to purchase the ballistic vests, and;

WHEREAS, the Finance Committee has approved this increase in budget funding;

NOW, THEREFORE, BE IT RESOLVED by the Washburn County Board of Supervisors, that Washburn County will purchase the needed ballistic vests for SRT members not to exceed \$31,500.00 by means of a transfer of funds from the capital fund to the law enforcement budget;

Fiscal Impact: \$31,500.00

Recommended for adoption on this _____ day of _____, 20 ____



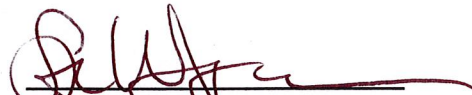
Lester "Skip" Fiedler - Chairperson



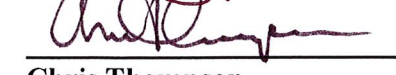
David Haessig



David Masterjohn



Steve Waggoner, Vice Chair



Chris Thompson

Adopted by the Washburn County Board of Supervisors on January ____, 2017, by a vote of ____ Ayes to ____ Nays.

Pursuant to § 65.90(5)(a), Stats., this resolution requires a two-third majority and publication in the official newspaper within 10 days of its passage.

Correct Attest:

LOLITA OLSON
Washburn County Clerk

RESOLUTION # _____

**RESOLUTION TO TRANSFER FUNDS FROM THE 2016 LAND AND WATER
CONSERVATION DEPARTMENT BUDGET TO VERNON COUNTY LAND AND WATER
CONSERVATION DEPARTMENT**

WHEREAS, Washburn County Land and Water Conservation Department was awarded \$8,400 in 2016 from the Wisconsin Department of Agricultural Trade and Consumer Protection; and,

WHEREAS, the funds are annually allocated to counties as part of the State's Soil and Water Resource Management Program for reducing nonpoint source pollution; and,

WHEREAS, these funds are to go to farmers to hire a qualified nutrient management planner to develop a plan.

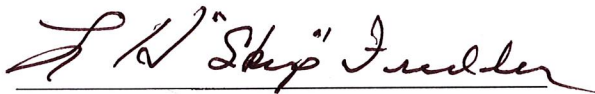
WHEREAS, these plans require soil testing to be done and if not used will be retained by the state at the end of 2016.

WHEREAS, when transferred to another county are deemed by the Wisconsin Department of Agricultural Trade and Consumer Protection as being utilized by the county and future allocations of these funds to the county are not reduced.

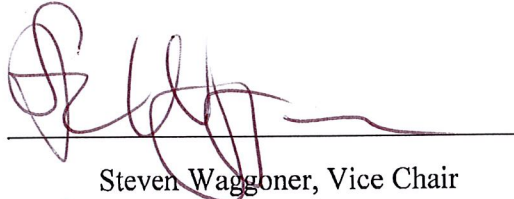
THEREFORE BE IT RESOLVED; that \$7,000 be transferred from the 2016 Land and Water Conservation budget to Vernon County to use in 2016.

FISCAL IMPACT: Transfer of Funds \$ 7,000

Recommend for adoption by the Washburn County Finance Committee this ____ day of November 2016.



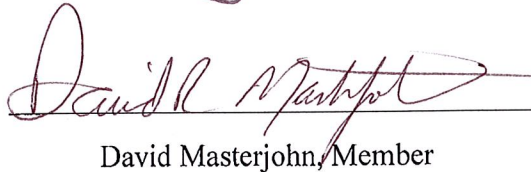
L.H. "Skip" Fiedler, Chair



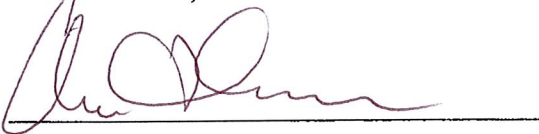
Steven Waggoner, Vice Chair



Michael Bobin, Member



David Masterjohn, Member



Christopher Thompson, Member



Wisconsin Dept. of Agriculture, Trade & Consumer Protection
Agricultural Resource Management Division
2811 Agriculture Drive, PO Box 8911
Madison WI 53708-8911
Phone: (608) 224-4648 or (608) 224-4610

*Soil and Water Resource
Management Program*

DATCP Received:

Cost-Share Funds Transfer Agreement

Submit transfer requests no later than
December 1st of the grant year

Grant Year: 2016 Fund Type: SEG TOTAL AMOUNT OF TRANSFER: \$7,000.00 (whole dollars only)

County Transferring Cost-Share Funds: Washburn County Receiving Cost-Share Funds: Vernon

It is understood and agreed that:

- Bond and SEG revenue funds for conservation practices allocated to counties for the grant year indicated above may be transferred from, or to, any county consistent with the terms in the annual grant contracts and ss. ATCP 50.28 (as modified by department waiver), 50.34 and 50.36. A county may not transfer redirected cost-share funds originally awarded as an annual staffing grant.
- The county transferring the cost-share funds ("Transferring County") certifies that it has an uncommitted portion of its cost-share allocation equal to or greater than the transfer amount listed above, has not previously extended the grant funds which are the subject of the transfer, and has approval of its Land Conservation Committee to make these funds available for transfer.
- The county receiving the cost-share funds ("Receiving County") certifies that it has made a commitment to use the transferred funds on one or more specific projects, and has the approval of its Land Conservation Committee to accept the transferred funds for cost-sharing on the specific projects.
- The Transferring County agrees to the transfer of funds in the amount listed above to the Receiving County to be used to cost-share projects involving appropriate practices.
- The transfer must be approved by DATCP, consistent with the recommendation of the Land and Water Conservation Board. DATCP will not approve a transfer that exceeds the Transferring County's current available cost-share grant allocation as shown in DATCP's records for the grant year indicated above.
- DATCP is authorized to modify the allocation plan and amend the grant contracts for the Transferring and Receiving Counties to carry out the terms of this AGREEMENT.
- The counties signing this AGREEMENT are responsible for tracking their cost-share balances and accurately calculating transfer amounts. Reimbursement requests submitted to DATCP will be processed in accordance with the revised cost-share amounts authorized by this AGREEMENT. Reimbursement request(s) submitted by either the Transferring County or Receiving County that would create an overage of the revised cost-share grant allocation will not be paid.
- Funds transferred by this Agreement to the Receiving County may be extended into the subsequent grant year for the same project, subject to s. ATCP 50.34(6).

[Signature]
LCC Chair, County Board Chair, Executive, or Administrator from Transferring County

11-15-16
Date

[Signature]
LCC Chair, or County Board Chair, Executive, or Administrator from Receiving County

11/3/16
Date

After both the transferring county and receiving county have signed this agreement, the receiving county should e-mail it to: datcpswrm@wisconsin.gov

For DATCP use

The LWCB recommended approval of this transfer of funds on _____, 20____ (through its delegated representative _____) [Strike if this does not apply]

Approval of cost-share funds transfer of \$ _____ from _____ County to _____ County to be reflected in the Final Allocation Plan for the grant year indicated above. This Agreement hereby serves as a fully executed amendment to the grant contracts of the two counties signing this Agreement for the grant year indicated above.

Dated this _____ day of _____, 20____.

STATE OF WISCONSIN DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

Dept. of Agriculture, Trade & Consumer Protection, Secretary

RESOLUTION # _____

RESOLUTION TO CARRY FORWARD FUNDS FROM THE 2016 SPECIAL PROJECTS BUDGET TO THE 2017 SPECIAL PROJECTS BUDGET – HEART OF THE NORTH SPONSORSHIP FOR 2017.

WHEREAS, Washburn County is a member of the Heart of the North promotional group; and,

WHEREAS, only half of the funds dedicated in the 2016 budget for the Heart of the North promotional group were spent in 2016.

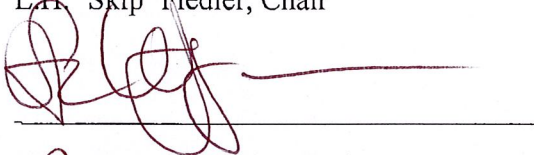
THEREFORE BE IT RESOLVED; that \$1,000 be transferred from the 2016 Special Projects budget to the 2017 Special Projects budget for budget line item Other Contractual Services (#50290) under the project titled: SpecProj.Lobby.

FISCAL IMPACT: Transfer of Funds \$ 1,000

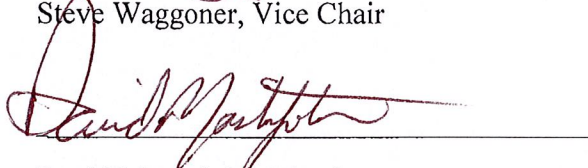
Recommend for adoption by the Washburn County Finance Committee this _____ day of January 2017.



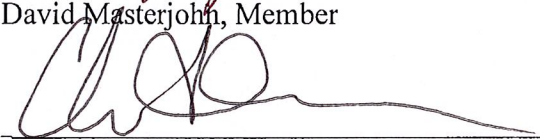
L.H. 'Skip' Fiedler, Chair



Steve Waggoner, Vice Chair



David Masterjohn, Member



Chris Thompson, Member



David Haessig, Member