

WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA – DRAFT

July 18 2017

6:00 p.m.

County Board Room, Elliott Building, Shell Lake, Wisconsin

1. Call Meeting to Order – 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 June 20, 2017 County Board Proceedings
6. Presentation of Award to Washburn County 911 Communication Center
7. Concerned Citizens

8. Consent Agenda

- A. Rezone Petition and Amendatory Ordinance
- B. Resolution Amending One Section of the Washburn County Code of Ordinances, Chapter 38, Article IV, Zoning Regulations
- C. Resolution Requesting Backfill for Lost Revenues if the Personal Property Tax is Repealed
- D. Approval of Updated Job Description – Administrative Coordinator/HR Director

9. Other Resolutions and Ordinances

- A. Resolution to Transfer Funds from the 2016 Solid Waste General Fund to the 2017 Capital Improvement Fund – Supv. Fiedler
- B. Resolution to Approve Short-Term Financing Request through Bureau of Commissioners of Public Lands – Supv. Fiedler
- C. Request for FT Deputy Sheriff (Recreation Officer) – 2018 Budget – Supv. Esser
- D. Request for FT Deputy Sheriff (Juvenile Officer) – 2018 Budget – Supv. Esser
- E. Request for FT CCS Service Facilitator (Health & Human Services) – 2018 Budget – Supv. Esser
- F. Request for FT Assistant Deputy (Register of Deeds) – 2018 Budget – Supv. Esser

10. Committee Reports
11. Chair Appointments – Appointment needed for Historical Society
12. Citizen Comments
13. Chair Comments
14. Possible Future Agenda Items
15. Audit Per Diems
16. Adjourn

Respectfully submitted this 12th day of July 2017
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.

WASHBURN COUNTY BOARD OF SUPERVISORS MINUTES – DRAFT

June 20, 2017

6:00 p.m.

County Board Room, Elliott Building, Shell Lake, Wisconsin

1. Call Meeting to Order at 6:00 p.m. by Chair Mackie
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supv. Ricci
3. Notice of Meeting was read by County Clerk Olson
4. Introduction of Washburn County Board District 7 Representative – Bob Olsgard. Motion to ratify Bob Olsgard was made by Ricci, 2nd by Reiter; MC. Oath of Office was given by Clerk Olson.
5. Roll Call was done by County Clerk Olson. Present: (20); Absent/Excused: (1) (Baker); Youth Present: 2 (Tolene, Schunk).
6. Approval of Agenda by – Fiedler, 2nd by Hoepfner; MC. Chair Mackie noted that this agenda item is not necessary per WCA recommendations.
7. Approval of May 16, 2017 County Board Proceedings on motion by Esser, 2nd by Masterjohn; MC.
8. Concerned Citizens – none at this time.
9. Presentation of Roles & Responsibilities by J. Michael Blaska, WCA Parliamentarian & Chief of Staff was introduced by Tom Mackie. Presentation was given (see attachment). Mr. Blaska explained the inaccurate/historic title of “supervisor”, forms of county government (Executive, Administrator, Administrative Coordinator); constitutional officer duties; emphasized that no operational control resides with individual county board supervisors; reviewed county board functions. Mr. Blaska explained that the standing committee’s duties with “monitoring performance” relate to budget, not individuals, in response to Supv. Hopke’s question. Reviewed staff roles/responsibilities – departments can set policy within the department – the board does not do this. Stated that the statute is vague with what the administrative coordinator does but that it should be set up so that the board does not interfere with those assigned duties; there needs to be a manager of some type with whatever authority is vested in that person. County board makes the law (legislative) vs department heads executing the law (day to day operational). Emphasized importance of making the distinction between administration and county board duties. Counties are an agent of the state and this is why the constitutional officers were created; the board has to provide the tools necessary for the constitutional officers to carry out their duties. Reviewed organizational chart which may vary depending on the duties given to the administrative coordinator. Roles of Staff vs Board and Department Head roles were reviewed. It was emphasized that county board supervisors’ authority is collective as a member of the board; they have no role outside of the committee. Chapter 59 indicates: “Thou Shalt Not Micro-Manage”. Board members set policy, they do not manage the county and should communicate with the staff through administration or proper department head. Mr. Blaska added that board members should not try to resolve things as it is not the board members’ job and that it’s important to remember what the roles are as the legislative body. He confirmed Supv. Sather’s statement regarding that the board cannot make a policy which supersedes state or federal law. Mr. Blaska also recommended against “adopting the agenda” and referenced Wisconsin’s Open Meetings law, which would take precedence over Roberts Rules of Order. Tom Mackie thanked Mr. Blaska for his input to the board and stated that he hopes the board takes it seriously.
10. **Consent Agenda** – Motion to approve by Masterjohn, 2nd by Dohm. Supv. Quinn pulled G, Supv. Esser pulled B, Hoepfner asked to remove F since it was missing from the packet and H is removed per Chair Mackie.
 - A. Rezone Petition and Amendatory Ordinance
 - B. **Resolution 47-17 Amending Multiple Sections of the Washburn County Code of Ordinances, Chapter 38, Article IV, Zoning Regulations** – Motion by Haessig, 2nd by Wood, to approve. Mr. Haessig stated that a public hearing was held and it was

gone through page by page and was approved unanimously. Esser questioned code reference 38-500 (3) (k) on page 28 regarding the issue of illegal signs in the county road right of way and stated that she wanted this section pulled and sent back to the highway committee because it has not been discussed there. Web Macomber, Zoning Administrator, stated that this is already in practice; ordinance needs to be updated to reflect practice and will allow him to proceed with anticipated work schedule.

Amendment by Thompson to approve the code update without item (k) so we can move forward, 2nd by Fiedler. Item (k) was referred back to highway and will be brought back to the next county board meeting. Discussion regarding Act 55 which indicates that we cannot be more strict than state law. Voice vote on amendment shows majority yes; 1 naye (Sather). Voice vote on amended resolution carries.

- C. **Resolution 48-17 Updating Washburn County Employee Handbook – 8.1 Corrective Action Policy**
- D. **Resolution 49-17 Supporting Improved Broadband Access in Washburn County**
- E. **Resolution 50-17 Adopting Washburn County Library Plan for 2017-2022**
- F. Resolution Requesting Backfill for Lost Revenues if the Personal Property Tax is Repealed – missing from packet and pulled.
- G. **Resolution 51-17 Regarding Van Ridership Policy – Veterans** – motion to approve by Quinn, 2nd by Ford; Quinn stated that the resolution was amended by committee to add “with the exception of caregivers and escorts” to the last sentence. Definition of caregiver/escort was given by Ella Parker, Lisa Powers. Voice vote on amendment passes unanimously. Supv. Esser asked if this has anything to do with Aging/ADRC. CVSO Lisa Powers stated that Aging has their own transportation policy. Supv. Haessig added that Aging/ADRC has picked up quite a few riders due to Fridays not being covered by Veterans; discussed funding sources and restrictions. Discussed having both Veterans and Aging/ADRC get together to discuss transportation services. Voice vote carries on the amended resolution.
- H. Review of Job Description for Administrative Coordinator/HR Director – pulled to go back to Personnel.

11. Other Resolutions and Ordinances

- A. **Resolution 52-17 to Authorize a Repeater and Antenna on the Radio Tower Erected in the Town of Long Lake** – Motion to approve by Fiedler, 2nd by Ricci. Carol Buck added that as long as we do the project at the same time, it saves money; this will not interfere with emergency communications. Roll Vote: Yes (20); Youth: Yes (2); MC.
- B. **Resolution 53-17 to Authorize Transfer of \$3000 from Maps & Plats Fund Balance to Purchase Vehicle for County Surveyor** – Motion by Fiedler, 2nd by Reiter to approve. Roll Voe: Yes (20); Youth: Yes (2); MC.
- C. **Resolution 54-17 to Authorize Transfer of \$3900 from Capital to Purchase Mobile Command Post Trailer** – Motion by Fiedler, 2nd by Masterjohn to approve. Carol Buck added that the county will be receiving several donated mobile radios that can be stored in the trailer. Supv. Masterjohn mentioned that the City of Spooner has offered to store the trailer in a heated garage in the police station, allowing equipment to be left in the trailer ready for use. Supv. Hoepfner asked if there will there be an expense to modify. Buck replied that modifications and maintenance will be covered in her budget. Buck also mentioned that she has applied for a grant from Enbridge for equipment that will allow better communications between differing radio frequencies. Roll Vote: Yes (20); Youth: Yes (2); MC.
- D. Resolution Prohibiting All Weapons from Health & Human Services Department Buildings – Motion to approve by Esser, 2nd by Haessig. Supv. Masterjohn asked if the requested restriction would affect law enforcement; Sheriff Dryden stated that an exception applies. Discussed definition of weapons, concern with health and safety with all departments, constitutional rights, whether or not signs prevent someone that’s intent on harming others, if it should be limited to the request by HHS or applied county-wide, what the penalty is for bringing a weapon in. Supv. Hansen indicated she had contacted the DOJ and was given information regarding wording for appropriate signage as well as information that Supv. Esser requested from our insurance company in which they recommend putting up signs on all county buildings. Additional discussion was held concerning options such as increasing the Sheriff’s budget to allow posting of deputies at all buildings, training of employees so they know how to handle/disarm a gun.

Supv. Olsgard requested to call the question. Roll Vote: Yes (9) Johnson, Olsgard, Esser, Thompson, Haessig, Ford, Reiter, Hansen, Hopke; No (11); Youth: Yes (1) Tolene, No (1); Motion fails.

- E. Resolution to Acquire an Interest of Land from the Town of Stinnett regarding Relocating a Portion of CTH M – This item was pulled; did not need to go to CB.

12. Committee Reports – motion to suspend by Masterjohn, 2nd by Haessig. MC.
13. Chair Appointments – Chair appointed Jill Matthys to the Veterans Service Commission, motion to ratify by Dohm, 2nd by Ford; MC. Chair appointed Supvs. Hopke, Reiter, Hansen, Baker, Olsgard to the Ad Hoc Committee on Drug Abuse, representatives from law enforcement and HHS will also be involved; motion by Fiedler, 2nd by Ford to ratify; MC.
14. Citizen Comments – none at this time.
15. Chair Comments - Chair Mackie reviewed the county's strategic planning for a "one stop shop" for HHS, Aging, etc., and has directed Public Property Committee to look into determining the next step as well as identifying a firm for planning assistance.
16. Possible Future Agenda Items
17. Audit Per Diems – on motion by Masterjohn, 2nd by Quinn; MC.
18. Adjourn at 7:50 p.m. on motion by Masterjohn, 2nd by Fiedler.

Respectfully submitted this 21st day of June 2017
Lolita Olson, County Clerk

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REZONING PETITIONS

Washburn County Board of Supervisors

Rezoning petitions were filed with the Washburn County Zoning Office for changes in the Zoning districts. Notices were sent that a public hearing would be held on June 27, 2017.

The Zoning Committee did conduct the public hearings, considered the following and recommend as:

Spooner Township Soholt Family Trust, Watertown WI. PROPERTY: PT SW SW, Section 20-39-12, to rezone 5 acres from Agricultural to Residential Agricultural, MapID#SP165/23530, in the town of Spooner to be able split off house and sell.

The Zoning Committee recommends APPROVAL of the request to rezone 5 acres of Agricultural to Residential Agriculture.

Spooner Township Paul Avery, Spooner WI. PROPERTY: E 660' N 900' SE SE , MapID#SP153A/23513, 15 acres, Section 19-39-12, to rezone 15 acres from Agricultural to Residential Agricultural, in the Town of Spooner to be able to split off house with acreage an sell.

The Zoning Committee recommends APPROVAL of the request to rezone 15 acres of Agricultural to Residential Agriculture.

Stinnett Township WWJ, LLC, West Bend WI. PROPERTY: SW SE SW OF RR ROW(.5ac), MapID#ST469/26026, 39.02 Acres, Section 28-41-10, to rezone 39.02 acres from Residential Recreational 2 to Residential Agricultural, in the town of Stinnett to open a veterinary clinic.

The Zoning Committee recommends APPROVAL of the request to rezone 39.02 acres of Residential Recreational 2 to Residential Agriculture.

Interested persons were given the opportunity to be heard.

Dated

David Haessig, Chairman
Washburn County Zoning Committee

Rezonepetitions062717

AMENDATORY ORDINANCE

WHEREAS, the Washburn County Board of Supervisors has heretofore been petitioned to amend the Washburn County Zoning Ordinance and Maps; and

WHEREAS, the rezoning petitions have been referred to the zoning district boundaries, pursuant to Wisconsin Statute Chapter 59.69, and;

THEREFORE BE IT RESOLVED that the Washburn County Zoning Ordinance and maps, adopted in 1977 be and the same are hereby amended and designated as;

Spoooner Township Soholt Family Trust, Watertown WI. PROPERTY: PT SW SW, Section 20-39-12, to rezone 5 acres from Agricultural to Residential Agricultural, MapID#SP165/23530, in the town of Spoooner to be able split off house and sell.

Spoooner Township Paul Avery, Spoooner WI. PROPERTY: E 660' N 900' SE SE , MapID#SP153A/23513, 15 acres, Section 19-39-12, to rezone 15 acres from Agricultural to Residential Agricultural, in the Town of Spoooner to be able to split off house with acreage an sell.

Stinnett Township WWJ, LLC, West Bend WI. PROPERTY: SW SE SW OF RR ROW(.5ac), MapID#ST469/26026, 39.02 Acres, Section 28-41-10, to rezone 39.02 acres from Residential Recreational 2 to Residential Agricultural, in the town of Stinnett to open a veterinary clinic.

Interested persons were given the opportunity to be heard.

Supervisor _____ move to _____ rezonings,

second by
Supervisor _____, motion carried

Dated

Thomas Mackie , Chairman
Washburn County Board of Supervisors

Rezonepetitions062717

Washburn County Board of Supervisors Resolution No. _____

A resolution amending one section of the Washburn County Code of Ordinances, Chapter 38, Article IV, Zoning Regulations

Whereas, the Washburn County Board of Supervisors adopted a series of amendments to the zoning ordinance on June 20, 2017 and,

Whereas, One paragraph was deleted from the approved amendments because the provision had not been approved by the Highway Committee and,

Whereas, Said provision was approved by the Highway Committee on June 26, 2017.

Therefore, be it resolved that the deleted paragraph (attached), Chapter 38, Article VI, Division, 18, Section 38-500 (3) (k) be adopted this day.

Be it further resolved that said amendments be incorporated in the Washburn County Code of Ordinances, Chapter 38, Article IV, in accordance with Chapter 66.0103.

Fiscal Impact: None

David Haessig, Chair

Jocelyn Ford

Steve Sather

Sue Hansen

DIVISION 18. - SIGNS

Sec. 38-500. - General provisions.

(1) Permit required. Except as otherwise specifically authorized, no sign shall be located, erected, moved, reconstructed, extended, enlarged, or structurally altered in Washburn County until a permit has been issued by the county zoning administrator. A permit shall only be issued for a sign in conformity with the size, type, number, location, and use regulations affecting each zoning district.

(2) Exceptions. A permit shall not be required for the following classes of signs:

(a) Class A signs: Official traffic control signs and informational or directional notices erected by federal, state, or local units of government.

(b) Class B signs: Type 1 on-premises real estate signs, residential identification, warning, and similar signs not greater than four square feet in area.

(c) Class B signs: Type 2 on-premises signs or bulletin boards for public, charitable, or religious institutions. Such signs shall not exceed 32 square feet in area, and no more than one sign for each such highway upon which the property faces shall be located outside of the right-of-way of the property.

(d) Class B signs: Type 3 on-premises signs advertising the sale of farm products. Such signs shall not be in use for more than six months or exceed 32 square feet in area. No more than one sign in the approaching direction along any one highway shall be permitted.

(3) Prohibited characteristics of signs.

(a) No sign shall resemble, imitate, or approximate the shape, size, form, or color of railroad or traffic signs, signals, or devices, except required signs on multiple use trails.

(b) No sign shall be so located as to interfere with the visibility or effectiveness of any official traffic sign or signal or with driver vision at any access point or intersection.

(c) No sign shall be erected, relocated, or maintained so as to prevent free ingress or egress from any door, window, or fire escape, and no sign shall be attached to a standpipe or fire escape.

(d) No sign shall contain any rotating or moving parts, or be illuminated by flashing lights.

(e) No sign shall exceed the maximum height limitations of the district in which it is located.

(f) No sign shall be located on a lot so as to reduce the required dimensional setback and side yard requirements of the district in which it is located.

(g) No sign shall be erected upon trees, or painted or drawn upon rocks or other natural features, or truck vans or trailers.

(h) No sign shall be located, erected, moved, reconstructed, extended, enlarged, or structurally altered except in conformity with Wis. Stats. ch. 84.30 and Wis. Admin. Code ch. H-19.

(i) No sign shall be allowed to remain up for more than three months after the business has ceased to operate; the business owner or land owner shall be responsible for its removal.

(j) All signs must be maintained in good repair. This includes that the message must be current and all signs must be painted. If a sign is found to be not in good repair, the zoning administrator may order the sign either repaired or removed within 90 days. After this time, such unrepaired signs shall constitute a violation of the zoning ordinance.

(k) Signs are not subject to normal building setbacks; however, all signs along public roadways must be located outside of the official road right of way. Permitted and exempt signs that are improperly placed within the right of way of a county highway will be removed by the Washburn County Highway Department and stored at their department headquarters. Sign owners may reclaim removed signs at a cost of \$25.00 per sign, payable to the Highway Department. The Highway Department reserves the right to impose a forfeiture up to \$500.00 for habitual repeat offenders.

RESOLUTION # _____

RESOLUTION SUPPORTING BACKFILL FOR LOST REVENUES IF THE PERSONAL PROPERTY TAX IS REPEALED

WHEREAS, legislative efforts to repeal Wisconsin's personal property tax are gaining momentum in the Wisconsin State Legislature, and

WHEREAS, local governments recognize that the personal property tax is often burdensome on businesses; however, any repeal efforts must include state funds devoted to local governments to ensure the property tax burden is not shifted to residential property taxpayers, and

WHEREAS, absent full replacement of local government revenues, public services will be dramatically reduced due to the loss of \$270 million in tax revenue, and


WHEREAS, legislative efforts underway in the Legislature (AB 277/SB 218) include a sum-sufficient appropriation to reimburse local governments for lost efforts; this approach has broad support from legislative advocates, the business community, and local governments, and

WHEREAS, local governments are partners with the state's business community and in order for local governments to continue providing services businesses rely on, local budgets must be made whole for any revenue loss associated with personal property tax repeal, and

THEREFORE BE IT RESOLVED, that in order to ensure any personal property tax repeal includes a full, 100%, backfill for lost revenue, local governments must be fully compensated for lost revenue associated with personal property tax repeal, and

THEREFORE BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Wisconsin Counties Association, Senator Janet Bewley, Representatives Nick Milroy and Romaine Quinn, the State Joint Finance Committee and Governor Scott Walker.

RECOMMENDED FOR ADOPTION THIS 20TH DAY OF JUNE, 2017 BY THE WASHBURN COUNTY EXECUTIVE COMMITTEE


Thomas Mackie, Chair


Tom Ricci, 1st Vice Chair


Beth Esser, 2nd Vice Chair


Chris Thompson, Member


L.H. Skip Fiedler, Member

Washburn County Position Description

Name:		Department:	Administration/Personnel
Title:	Administrative Coordinator/HR Director	Pay Grade:	29-1950
Date:	Revised May 2006; August 2016	Reports to:	County Board Chairman, Executive Committee, Personnel Committee
Job Code:	5149.035.01		
FLSA Status:	Exempt		

Purpose of Position

The purpose of this position is to administer, implement and coordinate all county management functions including personnel management, policies, labor relations and County Board resolutions and ordinances. The work is performed according to applicable Wisconsin statutes and under the direction of the County Board of Supervisors.

Essential Duties and Responsibilities: Administrative Coordinator

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Evaluates department head work performance with applicable committees. Establishes related goals. Analyzes management of county departments and functions and works through departments and committees to implement improvements.

Coordinate and direct administrative and management functions of the county government in accordance with County Board ordinance, directives and policy including the adopted budget, not otherwise vested by law in elected officers.

Manages large countywide projects as delegated by Executive Committee or County Board Chair.

Prepares and administers Administration and Personnel Department Budgets.

Determines organization and staffing needs with input from department heads and committees.

Administers all county liability insurance programs.

Drafts resolutions and ordinances with Corporation Counsel. Prepares meeting information for meetings of the County Board, and Executive Committees. Prepares, disseminates and evaluates requests for proposals as directed by Board or committees.

Attends and participates in various meetings as needed.

Coordinates county administration with local, state and federal issues. Represents the county regarding state legislation and in negotiating issues with various agencies.

Acts as the County's public information spokesperson where not in conflict with other statutory authority.

Supervise and evaluate administration/personnel staff.

Serves as the backup Emergency Management Coordinator.

Supports Washburn County Core Values throughout all levels of decision making. Develops customer service as an integral part of operations.

Purpose of Position: Human Resources/Benefits

The purpose of this position is to administer, implement and coordinate all personnel and benefits functions including personnel management, policies, and labor relations. This position will also perform and/or direct all administrative and clerical tasks to maintain personnel records, prepare payroll and reconciliations, payroll changes, orient new employees and implement employee benefits. The work is performed under the general direction of the Personnel Committee.

Essential Duties and Responsibilities: Human Resources/Benefits

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administers personnel programs including salary/compensation plan, performance evaluations, recruitment, training, professional development, job descriptions and other functions. Reviews evaluations, screens employment candidates, administers pay plans. ~~and in conjunction with department heads and committee-discipline employees-~~

~~Follows approved disciplinary process in implementing corrective action procedures in collaboration with Department Heads; implements corrective action procedures in collaboration with Committee of Jurisdiction concerning non-elected Department Heads.~~

Negotiates labor agreements between county and labor unions. Administers labor contracts. Receives, reviews and settles all labor grievance complaints and establishes suspense file for the same.

Audits HR/payroll data changes in New World.

Evaluates and examines organization and staffing needs for the County using appropriate Committee and Department Head input.

Analyzes job requirement data/tasks, develop, revise and update written job descriptions for new and existing jobs in cooperation with individual departments.

Supervises and participates in recruitment, interviewing, screening and selection of applicants for new and replacement positions in coordination with the Department Head and Governing Committee. Responsible for developing interview guides.

Develop guidelines and oversees the processing of reference checks, background checks, driving-record checks and criminal searches for pre-employment screening purposes. Provide employment information to perspective departments regarding reference checks.

Performs exit interviews.

~~Administers employee benefit programs/plans. Works with consultants and vendors annually to ensure plan continuity, analyze recommended changes, quantify updates, and research the best solutions to sustain the plans.~~

~~Administer the compensation and benefits program for Elected and Non-represented employees. Manages established salary/compensation program.~~

Administers and ~~assists department managers related to~~ unemployment and worker compensation ~~claims and procedures~~ and represents County at unemployment and workers compensation hearings.

~~Prepares procedures for implementation of personnel policies as adopted by the County Board.~~

~~Advises department heads, committee members and employees on personnel policies and procedures.~~

~~Is responsible for implementation, publication and training related to all Washburn County Handbook revisions.~~

Coordinates Department Head/Senior Staff meetings.

Responsible for ~~the~~ implementation ~~and periodic review of accurate of the~~ Washburn County Safety Program ~~Policies~~, manages Safety Committee meetings and ~~is responsible for the Washburn County Safety Manual-~~ ensures that required/recommended safety training is provided and documented.

Monitors annual changes to the Continuity of Operations program; Disaster Plan.

Manages and oversees Washburn County Wellness Program.

Receives complaints of harassment, investigates complaints according to established procedure, and makes recommendations for action.

~~Provides input to Personnel Committee chairperson for committee agenda;~~ schedules Personnel Committee meetings. Prepares and distributes meeting materials. May take and transcribe meeting minutes.

Prepares department correspondence, resolutions, assists with personnel requisitions, reports and other written materials when necessary.

Serves as Affirmative Action Officer, ADA Compliance Officer, and HIPAA Security Officer.

Responsible for position management system, job titles and ranges. Analyze present position and new positions and new hires, and make the salary recommendation for each.

~~Responsible for the Washburn County Employee Handbook revisions.~~

Liaison between our County attorney, Labor attorney and Washburn County in all employment-related matters.

Membership in and attendance at various professional organizations.

Approves all request for educational assistance, according to policy.

~~Approves all leave of absence requests according to policy.~~ Implements absence management policies.

Works with temporary services to temporarily staff open slots, where the replacement process is not adequate to cover our immediate needs.

Manages the Employee Assistance Program for Washburn County.

Monitors and responds appropriately to Public Records Requests for areas of responsibility.

~~Assures confidentiality of all HR records as prescribed by law, maintains privacy of conversations related to HR personnel matters.~~

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs backup assistance to the office reception tasks as necessary. Screens and routes telephone calls. Provides information to callers or refers to appropriate person or agency.

Serves on state and regional boards, commissions and committees affecting county government.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in Public Administration with five years prior governmental management experience that includes budgeting and personnel experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

- Knowledge of laws, regulations, and administrative rules governing Human Resources and public management.
- Demonstrated ability to prepare and analyze complex reports, financial/personnel and relevant data pertinent to required reporting to other governmental agencies. Knowledge of governmental accounting, cost analysis and a concise understanding of administrative and personnel management.
- Ability to maintain confidentiality of information concerning the County's position in labor relations.
- Considerable ability to establish and maintain effective working relationships with the public and governmental officials, department heads and employees.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, theorize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.

Requires the ability to provide first line supervision. Ability to persuade, convinces, and trains others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to manage and direct a large group of employees, which may include first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources. Requires the ability to apply principles of negotiation within the context of legal guidelines.

Ability to utilize reference, descriptive, consulting, design and advisory data and information such as budgets, billing invoices, budget reports, contracts, audit reports, employment agreements, personnel policies, job applications, project plans, environmental analysis, resolutions, ordinances, statutes, regulations, non-routine correspondence, legal briefs, economic analysis, and organizational analysis.

Ability to communicate orally and in writing with County Board Supervisors, state legislators, municipal officials, state agency personnel, vendor representatives, attorneys, auditors/accountants, news media representatives, county employees and the general public.

Mathematical Ability

Ability to calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs. Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments and/or unexpected situations involving moderate risk to the organization. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Physical Requirements

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, and/or materials used in performing essential functions.

Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as typing.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling objects weighing five to ten pounds.

Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Washburn County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

RESOLUTION # _____

**RESOLUTION TO TRANSFER FUNDS FROM THE 2016 SOLID WASTE
GENERAL FUND TO THE 2017 CAPITAL IMPROVEMENTS FUND**

WHEREAS, Washburn County receives tipping fee revenue quarterly from Allied Waste for the operation of the landfill located in the Town of Sarona; and

WHEREAS, a portion of the fees is allocated to the Solid Waste General Fund to be used as the Local Monitoring Committee, Town of Sarona and Washburn County determine. The fund has an accumulated fund balance of \$261,019.37 as of December 31, 2016; and,

WHEREAS, the Local Monitoring Committee and the Town of Sarona recommended reducing the fund balance down to \$150,000 with the pay down to be split between the Town and County per the previously identified percentages; and,

WHEREAS, Washburn County passed resolution #15-02, *Resolution to Formally Commit Specific Revenue Sources and Establish Specific Uses of Those Resources*, which requires formal governance action to transfer funds from Special Revenue Funds; and,

WHEREAS, the Washburn County Finance Committee recommends transferring the county portion of the fund balance pay down to the Capital Improvement Program Fund.

THEREFORE BE IT RESOLVED; that \$70,000 is paid to the Town of Sarona and Washburn County for 2016 fund balance in according to the percentages previously used and the County portion is transferred to the Capital Improvement Program Fund.

**FISCAL IMPACT: Transfer of Funds –Approximately \$37,030 plus \$32,549 (2015
county balance not transferred previously) equals \$69,579
Paid to Town of Sarona - \$32,970**

Recommended for adoption by the Washburn County Finance Committee this 29th day of June 2017.

L.H. 'Skip' Fiedler, Chair

Steve Waggoner, Vice Chair

David Masterjohn, Member

Christopher Thompson, Member

David Haessig, Member

Resolution No. _____

APPROVAL OF ANNUAL SHORT-TERM FINANCING REQUEST THROUGH
BUREAU OF COMMISSIONERS OF PUBLIC LANDS (BCL)
FORM OF RECORD

The following preamble and resolutions were presented by Supervisor _____ and were read to the meeting.

By the provisions of Sec.24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of the Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the County of **Washburn**, Wisconsin borrow from the Trust funds of the State of Wisconsin the sum of **Seven Hundred Thirty Nine Thousand and 00/100 Dollars (\$739,000.00)** for the purpose of **financing road construction and maintenance** and for no other purpose.

The loan is to be payable within **1** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **2.50** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the County of **Washburn**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the County of **Washburn** by such loan from the state be applied or paid out for any purpose except **financing road construction and maintenance** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the chairman and clerk of the County of **Washburn**, Wisconsin, are authorized and empowered, in the name of the county to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the county pursuant to this resolution. The chairman and clerk of the county will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this county forward this certified record, along with the application for the loan, to the Board of commissioners of Public Lands of Wisconsin.

Adopted, approved and recorded _____ day of _____.

Tom Mackie
Chairperson

ATTEST:

Lolita Olson
County Clerk

(SEAL)

Washburn County Personnel Requisition Form

Date: **July 2017** New Position: **XX** Replacing/Changing Position:

Why is position required or why can't present employees complete the work or why can't position be contracted?
This position is to fill a new position. This position requires the individual to be a sworn officer, as well as good faith bargaining between Washburn County and the WPPA Union.

POSITION INFORMATION:

Position Title: **PATROL DEPUTY** Department: **Sheriff**
 Effective Date: **January 2018** Union: **Yes**
 Position Type: **X Full-time** Part-time Limited Term Employment
 Duration of employment of requisitioned personnel: From: **Present** To: **Permanent**
 Will this position require 600 hours of work per year? **YES** **NO**
 If this is for additional staff please state reason: **To reinstate the Deputy/Recreational Officer position**
 Is office space, furniture and office equipment available? **Yes** If not, explain plan to obtain:

WAGES/BENEFITS/FUNDING:

Total wage and benefit costs for position? **\$84,665.87**
 Total cost for other equipment and/or training? Approximately **\$47,000**
 Is this request budgeted? **YES** **NO** List the funding source by percent: **100% levy**
 Are funds available to cover said request? **YES** **NO** If not, explain plan to fund request: **Budget for 2018**

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	\$2,000.00 (estimate)
Wages and Benefits	\$84,665
Personal Equipment (e.g. tools, uniforms, safety equipment, vehicle)	\$47,000
Mileage & Meals	Included w/training expense
Training Expenses (Including memberships)	\$3,000 (estimate) Depending on qualifications of applicant
Computer Equipment (e.g. hardware, software, wiring, etc.)	\$4,000 (MDC)
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
TOTAL:	\$140,665

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Cells will expand as you type.

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	Yes
What are the major functions or examples of work performed of the proposed position?	Yes – job description
Minimum Educational Requirements and minimum experience for this position?	Yes – job description
Knowledge Skills and Abilities?	Yes – job description
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Increased Workload
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	The public, crime
Is this work currently being performed by someone else? If yes, how and by whom?	Full time deputies
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Needed for security and safety reasons
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Back up support for other deputies, 24/7 coverage
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	LTE or overtime
Are there alternatives to the services that this individual would provide? If yes, explain.	No
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	Service to the public through loss of patrol coverage and services; Officer safety; Overtime
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes
How does this position fit into the long-range and strategic plans of the Department and/or County?	It is a necessary position

Justification for request or general remarks/comments about the position:

<p>See Attached</p>

POSITION DESCRIPTION		Union: Yes	
Class Title: Deputy Sheriff		Job Code: 210	
Department: Sheriff	Location: Shell Lake	Wage Range:	Date: Rev 06/01/16

PURPOSE OF POSITION:

Performs general police work to maintain public safety through the enforcement of State, Federal and County laws; does related work as required by the sheriff.

DISTINGUISHING FEATURES OF THIS POSITION:

Employee in this class performs a wide variety of duties connected with law enforcement work. These include investigation, enforcement and various types of assistance to the public. Assigned duties are performed in accordance with State and Federal law and the Sheriff's rules and regulations. General supervision is received from the Sheriff, Chief Deputy and Patrol Sergeant and the deputy is expected to exercise independent judgment and initiative when faced with emergency situations. This work involves an element of danger.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned or required.

- Enforces the laws of the county and all pertinent local, state and federal laws;
- Patrols an assigned area of the county enforcing all pertinent laws;
- Investigates incidents and accidents;
- Prepares reports and other paperwork in a timely manner;
- Provide first aid to those in need;
- Issue citations and warnings;
- Makes arrests and apprehends suspects;
- Testifies in court and assists with the prosecution of criminal charges;
- Respond to citizens complaints;
- Inspects and maintains issued vehicle and equipment;
- Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values;
- Directs traffic.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

Graduation from an accredited high school or equivalent. Associate Degree in Police Science or 60 college level credits and certification. **Must meet the minimum requirements of the State Law Enforcement Standards Board and possess a valid motor vehicle driver's license.**

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the principles and practices of law enforcement; ability to communicate well orally and in writing; good knowledge of laws governing law enforcement; good knowledge of county roads and geography; good first aid skills; ability to establish and maintain an effective working relationship with the general public and co-workers; self motivated; ability to understand and carry out complex oral and written directions; ability to prepare clear and concise reports; dependable; have good judgment; integrity and tact.

PHYSICAL REQUIREMENTS:

Due to the nature of law enforcement positions, a significantly higher level of physical activity is exerted which frequently requires running, transporting heavy objects and employing sufficient physical force to subdue or restrain individuals in the performance of duties.

Ability to operate equipment and machinery requiring complex and rapid adjustments, such as motor vehicle, firearms, restraint devices, two-way radio, chemical sprayers.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as operating a firearm and physical restraint devices. The employee frequently is required to stand and talk or hear. The employee is required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Ability to operate a variety of office equipment including, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, dictation equipment and photocopiers.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks and to sustain prolonged visual concentration. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move in excess of 100 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Ability to work under occasionally unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, irate individuals, intimidation and/or violence may cause discomfort and where there is a risk of injury. May require long periods of confinement in a motor vehicle or other restrictive environments.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Successful completion of a pre-employment physical including drug/alcohol testing.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Washburn County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approval: _____
Administrative Coordinator/
Personnel Director

Employee Signature

Date Signed

Supervisor Signature

Effective Date: 11/00

Revision History: 06/01/16

Washburn County Personnel Requisition Form

Date: **June 2017** New Position: **XX** Replacing/Changing Position:

Why is position required or why can't present employees complete the work or why can't position be contracted?
This position is to fill a new position. This position requires the individual to be a sworn officer, as well as good faith bargaining between Washburn County and the WPPA Union.

POSITION INFORMATION:

Position Title: **PATROL DEPUTY** Department: **Sheriff**
 Effective Date: **January 2018** Union: **Yes**
 Position Type: **X Full-time** Part-time Limited Term Employment
 Duration of employment of requisitioned personnel: From: **Present** To: **Permanent**
 Will this position require 600 hours of work per year? **YES** **NO**
 If this is for additional staff please state reason: **To reinstate the Deputy/Juvenile Officer position**
 Is office space, furniture and office equipment available? **Yes** If not, explain plan to obtain:

WAGES/BENEFITS/FUNDING:

Total wage and benefit costs for position? **\$84,665.87**
 Total cost for other equipment and/or training? Approximately **\$47,000**
 Is this request budgeted? **YES** **NO** List the funding source by percent: **100% levy**
 Are funds available to cover said request? **YES** **NO** If not, explain plan to fund request: **Budget for 2018**

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	\$2,000.00 (estimate)
Wages and Benefits	\$84,665
Personal Equipment (e.g. tools, uniforms, safety equipment, vehicle)	\$47,000
Mileage & Meals	Included w/training expense
Training Expenses (Including memberships)	\$3,000 (estimate) Depending on qualifications of applicant
Computer Equipment (e.g. hardware, software, wiring, etc.)	\$4,000 (MDC)
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
TOTAL:	\$140,665

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Cells will expand as you type.

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	Yes
What are the major functions or examples of work performed of the proposed position?	Yes – job description
Minimum Educational Requirements and minimum experience for this position?	Yes – job description
Knowledge Skills and Abilities?	Yes – job description
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Increased Workload
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	The public, crime
Is this work currently being performed by someone else? If yes, how and by whom?	Full time deputies
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Needed for security and safety reasons
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Back up support for other deputies, 24/7 coverage
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	LTE or overtime
Are there alternatives to the services that this individual would provide? If yes, explain.	No
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	Service to the public through loss of patrol coverage and services; Officer safety; Overtime
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes
How does this position fit into the long-range and strategic plans of the Department and/or County?	It is a necessary position

Justification for request or general remarks/comments about the position:

See Attached

Washburn County Personnel Requisition Form

Date: 07/05/17	New Position: X	Replacing/Changing Position:
Reason position is available:	termination retirement	transfer resignation death

Why is position required or why can't present employees complete the work or why can't position be contracted?
 This position serves children and adults who are suffering with mental health or AODA issues, a population anticipated to increase to levels not able to be served with current staffing ratios.

POSITION INFORMATION:

Position Title: CCS Service Facilitator	Department: HHSD
Effective Date: 07/01/18	Union:
Position Type: X Full-time Part-time Limited Term Employment	
Duration of employment of requisitioned personnel: From: 07/01/18 To: on-going	
Will this position require 600 (or 1200 <i>WRS</i>) hours of work per year? X YES <input type="checkbox"/> NO	
If this is for additional staff please state reason: Anticipated rise in the number of people suffering from mental health or AODA, primarily methamphetamine abuse will exceed our ability to serve all in need with current staffing.	
Is office space, furniture and office equipment available? If not, explain plan to obtain: Yes	

WAGES/BENEFITS/FUNDING:

Total wage and benefit costs for position? \$91,000
Total cost for other equipment and/or training? \$500
Is this request budgeted? X YES <input type="checkbox"/> NO List the funding source by percent: 100% funded through CCS
Are funds available to cover said request? X YES <input type="checkbox"/> NO If not, explain plan to fund request:

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	0
Wages and Benefits	\$80,000
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	\$500
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0

<i>Revenues (Use Negative #)</i>	-80,500
TOTAL:	00.00

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Cells will expand as you type.

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	See attached job description
What are the major functions or examples of work performed of the proposed position?	See attached job description
Minimum Educational Requirements and minimum experience for this position?	See attached job description
Knowledge Skills and Abilities?	See attached job description
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Increases in mental health and AODA population needing services
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Referrals from the community and other county agencies
Is this work currently being performed by someone else? If yes, how and by whom?	Yes, multiple CCS Service Facilitators
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	New position, reports to MH/AODA/APS Coordinator
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Will be equal to other service facilitators and case managers
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Other service facilitators or case managers
Are there alternatives to the services that this individual would provide? If yes, explain.	No
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	Waiting list, which is not allowed in the CCS program
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	This position requires no local tax levy
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes
How does this position fit into the long-range and strategic plans of the Department and/or County?	CCS is an expansion of mental health and AODA services which is desperately needed in the community, with no negative impact to the tax levy budget.

Justification for request or general remarks/comments about the position:

See above.

POSITION DESCRIPTION		Union: No	
CLASS TITLE: CCS Service Coordinator			
DEPARTMENT: Human Services	Location: Elliott Building	Date: 07/06/17	

GENERAL DESCRIPTION

This is the entry level community behavioral health services position built on recovery concepts. Under supervision, the employee assists consumers with environmental and supportive services designed to address and overcome financial, personal health or family issues; conducts individual or family assessment to determine service needs; provides agency services when appropriate; and refers consumers for other community-based services when needed.

SUPERVISION/DIRECTION RECEIVED

Position receives supervision and direction from the Mental Health, AODA & APS Coordinator and/or Clinical Coordinator.

SUPERVISION/DIRECTION EXERCISED

None

TYPICAL DUTIES (Illustrative Only)

Position fulfills requirements of CCS Service Facilitator as outlined in Wisconsin Administrative Code DHS 36

Serves as a member of a multi-disciplinary team serving CCS consumers

Provides services in support of recovery concepts and practices

In collaboration with the consumer and his/her supports, conducts comprehensive, strength-based assessments through interviews, home visits and collecting of collateral information

In collaboration with the consumer and his/her supports, determines the range and type of services needed for preventative or rehabilitative services

Explains the scope of services and discusses consumer's rights and responsibilities in relation to the use of services

Arranges or provides for appropriate services for consumers based on their assessed needs

In collaboration with the consumer, his/her supports, and other providers, assesses ongoing consumer needs while developing and updating service plans to address needs

Prepares correspondence, reports, and records as necessary and appropriate

Provides crisis and short-term intervention for consumers and families

Provides support as necessary for consumers and/or family or significant others in individual or group formats

Works efficiently to achieve treatment objectives without duplication of effort and with maximum effective use of time and resources

Attends and participates in staff meetings, supervision time and other regularly scheduled meetings

Completes and maintains consumer and program related documentation in a concise, thorough and timely manner

Maintains confidentiality of records and information relating to consumer's treatment

Remains current with licensure/certification and new evidenced based practices by attending continuing education courses and seminars or through other sources of information

Performs other duties as assigned

Adheres to approved social worker principles, methods and practices, including the National Association of Social Workers (NASW) code of ethics

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of HFS 36

Knowledge of resources for community mental health and ways in which these resources may be used by consumers

Working knowledge of common psychotropic medications and their intended benefits

Skill in working independently and implementing time management strategies

Ability to work with diverse populations

Ability to participate in and appropriately apply supervision

Ability to establish and maintain effective working relationships with consumers, other employees, contract agencies and the general public

Ability to understand and communicate effectively orally and in writing

Ability to manage high levels of stress

Considerable ability to work and make appropriate decisions independently

REQUIRED QUALIFICATIONS

Bachelor's degree in Social Work or related Human Services degree

Previous experience in mental health and/or substance use services (public or private)

Must have access to private transportation at all times for work-related duties. Must possess a valid State of Wisconsin driver's license or have the ability to obtain one.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office settings and occasionally in the field. Work is largely sedentary. Position may provide services in the office, at consumer's home, or in the community, which requires travel to different locations for performance of work duties. Hand-eye coordination is necessary to operate instruments, equipment, computers, and various other pieces of office equipment.

While performing the duties of this job, the employee may frequently be required to stand; walk; use hands to finger, handle, feel, or operate objects, or controls; and reach with hands and arms. The employee may regularly be required to sit; stoop; kneel, talk or hear. The employee must occasionally lift and/or move up to 25 pounds or more. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the office work environment is usually quiet to moderate.

Occasionally position may travel to other offices in the county or stay overnight out of town to attend training.

TOOLS AND EQUIPMENT USED:

Personal computers, including Microsoft Office, standard equipment of a data processing office, including photocopiers, calculator; motor vehicle; telephone.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NOTE: Appointment will be conditional upon successful completion of a background check.

Approval: _____/s/_____
Administrative Coordinator/
Director of Personnel
(Revised 07/06/17)

Washburn County Personnel Requisition Form

Date: 7/12/2017	New Position <input checked="" type="checkbox"/> X	Position Vacancy	Position Change
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POSITION INFORMATION:

Position Title: Assistant Deputy ROD/Floater Department: ROD/Other County departments as needed

Effective Date: 1/1/2018

Position Type: Full-time X Part-time LTE

Duration of employment of requisitioned personnel: ongoing

Will this position require 600 hours of work per year? YES NO

Reason for Request: data entry of historical real estate documents/issuing of vital statewide certificates

Why is position required or why can't present employees complete the work? Current staff cannot fulfill workload

Is office space, furniture and office equipment available? yes If not, explain plan to obtain:

WAGES/BENEFITS/FUNDING:

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance (Family Coverage)	Total
15.61	1950	30,439.50	2069.89	2328.62	70.13	21,511.98	56,402.12

Total cost for other equipment and/or training? 0

Is this request budgeted? YES NO List the funding source by percent: possible grant or designated PEA monies or levy

FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	0
Wages and Benefits	56,402.12
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	0
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
TOTAL:	56,402.12

DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

Cells will expand as you type.

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	yes
What are the major functions or examples of work performed of the proposed position?	Responsible for working with the Register of Deeds in achieving operational goals and ensuring standards and services are met in a timely manner. Responsible for consumer services such as researching and answering inquiries pertaining to real estate, vital records, legal documents, and land descriptions. Ensures confidentiality of information documented on all vital records as required by oath,
Minimum Educational Requirements and minimum experience for this position?	High School diploma or equivalent required. Associates degree in business or related field preferred , or any equivalent combination of experience and training, which provides the required knowledge skills and abilities,
Knowledge Skills and Abilities?	Knowledge of procedures and practices pertaining to the recording, filing, certification of mortgages, liens, deeds and other legal documents encountered in the Register of Deeds office. Knowledge of office terminology, procedures and equipment, and of business arithmetic.
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Mandated statewide issuance of vital records; digitizing and increased data entry create additional workload
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Requests from the public.
Is this work currently being performed by someone else? If yes, how and by whom?	no
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	enclosed
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Will allow more scheduling flexibility
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	New projects cannot be completed by existing employees,
Are there alternatives to the services that this individual would provide? If yes, explain.	no
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	With the modernization of the ROD Office, the public and other County Offices can be serviced at a higher level.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	no
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	yes
How does this position fit into the long-range and strategic plans of the Department and/or County?	Assist with the current and future modernization of the ROD office

Justification for request or general remarks/comments about the position:

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Approvals:

DEPARTMENT HEAD:	I hereby certify that the above information is correct.	DATE:	
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Committee of Jurisdiction:

COMMITTEE:	Approved Denied Comments	DATE:	
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HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Comments: Human Resource Director: _____ Date: _____
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COUNTY ADMINISTRATOR APPROVAL:

Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Comments: County Administrator: _____ Date: _____

COMMITTEE APPROVALS:

PERSONNEL COMMITTEE:	Approved Denied Comments	DATE:	
COUNTY BOARD (IF NECESSARY)	Approved Denied Comments	DATE:	

POSITION DESCRIPTION		Range: 06-1950
Class Title: ASSISTANT DEPUTY REGISTER OF DEEDS		Position #:
Department: Register of Deeds	Location: Courthouse – Shell Lake	Date: 7.2017

GENERAL STATEMENT OF DUTIES:

The Assistant Deputy is obligated by oath to comply with Wis. Stats. 69, 59.43, and 77.21 – 77.265, and is responsible for working directly with the Register of Deeds in achieving operational goals and ensuring standards and services are met in a timely manner. Responsible for consumer services such as researching and answering inquiries pertaining to real estate, vital records, legal documents, and land descriptions. This position serves in a non-judgmental manner, protecting confidential, restricted records and information obtained or provided, upholding all security measures within and outside the office.

EXAMPLES OF DEPUTY DUTIES PERFORMED: (Illustrative only)

- Ensures the confidentiality of information documented on all vital records as required by oath along with sensitive/personnel information used in identity theft such as social security numbers, military discharges, bank account numbers, family names, etc., and information acquired of specific events and situations.
- Performs duties with assuredness while sustaining focus under excessive obligations and urgency. Effectively interact, listen, resolve and answer customer's inquiries over the telephone, internet, written or in person regarding specific information of concern such as personnel information, legal actions, title holdings, recorded documents, transfer tax, probate papers, tax liens, incorporations, and personal property to name a few.
- Issue certified copies of vital records, veteran's discharges and documents after application request and identification is confirmed. Collect the appropriate fees and receipt the transaction amounts in dual receipting systems, reconcile transactions at the end of the day.
- Demonstrate and instruct genealogists, realtors, attorneys, title searchers, surveyors, appraisers and the general public on the use of office indexes, imaging system, internal and external computer software systems. Draft Electronic Real Estate Transfer Receipts with the Department of Revenue (DOR). Secure signature(s) on release of liability and collect appropriate fees.
- Accountable for accuracy by verifying the spelling and names of grantor/grantee, vendor/vendee, legal descriptions on real estate documents and vital records that are manually entered
- Report and confirm all discrepancies found with the Registrar Deputy. Any and all corrections, additions/deletions or changes will be agreed upon before action is taken.
- Account for entering in cash, checks, money orders, escrow accounts and invoice payments through a computerized receipting system.

- Research real estate documents, determine property interest, title, vital records and tax records.
- Amend or establish a vital record by assembling research documentation, faxing vital records, certify documentation and mail out paper work. File any notes for accountability and the use of other office staff.
- Add historical data to real estate documents relative to data conversion project.
- Other duties as assigned by Register of Deeds.

ESSENTIAL KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of procedures and practices pertaining to the recording, filing, certification of mortgages, liens, deeds and other legal documents encountered in the Register of Deeds office; knowledge of office terminology, procedures and equipment and of business arithmetic and English; ability to work and communicate well with others; ability to work with and understand property descriptions. Ability to lift heavy books on a regular basis.

EXPERIENCE AND TRAINING REQUIRED: Experience analyzing and entering data with a high level of accuracy (minimum of 45 wpm preferred). Experience working with property descriptions desirable. High School diploma or equivalent required. Associate's Degree in business or related field preferred; or any equivalent combination of experience and training, which provides the required knowledge, skills and abilities.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED: Telephone systems; computer terminal; personal computer including word processing software; scanning equipment; copy machine; postage machine; fax machine; calculator.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee normally works in a pleasant office environment. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Administrative Coordinator/HR Director

Employee Signature

Date Signed

Register of Deeds

