

# WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA

September 18, 2018

6:00 p.m.

County Board Room, Elliott Building, Shell Lake, Wisconsin

1. Call Meeting to Order at 6:00 p.m. – Chair Mackie
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. Masterjohn
3. Notice of Meeting - County Clerk Olson
4. Roll Call – County Clerk Olson
5. Approval of August 21, 2018 County Board Proceedings
6. Concerned Citizens
7. Introduction of Linda Hand, Washburn County Aging/ADRC Director
8. Presentation by Mike Spafford, F.I.S.H. (Friends Into Spooner Hatchery)

## 9. Consent Agenda

- A. Rezone Petition and Amendatory Ordinance
- B. Resolution to Update Language on B-4 Policy

## 10. Other Resolutions and Ordinances

- A. Resolution to Approve County Forest Land Purchase – Bjelland Acquisition – Supv. Quinn
- B. Resolution to Approve County Forest Land Purchase – Wolf Springs Acquisition – Supv. Quinn
- C. Resolution to Amend the 2018 Soil & Water Budget – Supv. Sather
- D. Resolution to Transfer Capital Project Funds to New Washburn County Government Center Building Capital Project Fund for 2018 – Supv. Sather
- E. Resolution Approving New Position of Zoning Technician for 2018 Budget – Supv. Wilson
- F. Resolution Approving New County AODA Position – Supv. Wilson
- G. Resolution Approving Purchase of Larson Property – Chair Mackie

11. Committee Reports
12. Chair Appointments
13. Citizen Comments
14. Chair Comments
15. Possible Future Agenda Items
16. Audit Per Diems
17. Adjourn

Respectfully submitted this 12<sup>th</sup> day of September 2018, Amended on 9-17-2018  
Lolita Olson, County Clerk

# WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA – DRAFT

August 21, 2018

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. D. Masterjohn
3. Notice of Meeting was read by County Clerk Olson
4. Roll Call was by County Clerk Olson. Present: (19), Excused: (2) Johnson, Dohm; Youth Present: (0).
5. Approval of July 17, 2018 County Board Proceedings on motion by Wilson, 2<sup>nd</sup> by Masterjohn; MC.
6. Concerned Citizens – Linda Zillmer, resident of Village of Birchwood, thanked Highway Committee re: process with work they did regarding bicycle request and asked that the same process be followed for other requests such as Minong dam draw-down and the broadband ordinance.
7. **Consent Agenda** on motion to approve by D. Masterjohn, 2<sup>nd</sup> by Wilson; MC.
  - A. **Resolution 72-18 Adopting Broadband Forward! Community Ordinance**
8. **Other Resolutions and Ordinances**
  - A. **Resolution 73-18 Approving 1988 Quit Claim Deed – Village of Minong** – history given by Chair Mackie. Motion to approve by Thompson, 2<sup>nd</sup> by Stariha; MC on unanimous voice vote.
  - B. Resolution to Amend the 2018 Soil & Water Budget – Motion by Sather to approve, 2<sup>nd</sup> by D. Masterjohn. Amendment with updated numbers offered by Kessler, 2<sup>nd</sup> by Olsgard; original numbers had come from using an incorrect year. Board asked that the updated resolution be sent back for approval by Finance. Smith moved to postpone until next month, 2<sup>nd</sup> by Haessig; MC with several noes. Chair ruled that the ayes carried.
  - C. **Resolution 74-18 to Increase the 2018 Emergency Government Dept Budget for the Purchase of ICP Storage Canopy** – Motion by Sather to approve, 2<sup>nd</sup> by D. Masterjohn. The canopy for the emergency trailer will be located at the highway shop location. Roll Vote: Yes (19), No (0); MC.
  - D. **Resolution 75-18 to Approve 911 Capital Improvement Project Addition** – Motion by Sather, 2<sup>nd</sup> by D. Masterjohn; dollars are available from another project that will be transferred to this project. Background given by D. Masterjohn. MC on unanimous voice vote.
  - E. Resolution to Increase the 2018 Emergency Government Dept Budget – 2018 FEMA Grant – Pulled
  - F. **Resolution 76-18 Approving Position of Office Manager – District Attorney’s Office** – Motion by Wilson, 2<sup>nd</sup> by Graber. Roll Vote: Yes (19), No (0); MC.
9. Committee Reports – suspended.
10. Chair Appointments – Pastor John Sahlstrom to HHSD Board; motion to accept by Olsgard, 2<sup>nd</sup> by Stariha; MC.
11. Citizen Comments – none at this time.
12. Chair Comments – none at this time.
13. Closed Session under Wis. Stat. § 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Review and action on Settlement Proposal. Motion to go into closed session by D. Masterjohn, 2<sup>nd</sup> by Thompson. Roll vote shows unanimous approval. Asked to stay: Tom Ricci, Larry Ford, Beth Esser, Skip Fiedler, Mary Ann Swan, Bryan Symes, Lolita Olson.
14. Reconvene to Open Session and Act on Items from Closed Session if necessary and appropriate on motion by D. Masterjohn, 2<sup>nd</sup> by Wilson; MC.

15. **Resolution 77-18 Regarding Transfer of Funds** on motion to approve by Sather, 2<sup>nd</sup> by D. Masterjohn.  
Roll Vote: Yes (19), No (0); MC.
16. Possible Future Agenda Items –
17. Audit Per Diems on motion by D. Masterjohn, 2<sup>nd</sup> by Wilson; MC.
18. Adjourn at 7:20 p.m. on motion by C. Masterjohn, 2<sup>nd</sup> by D. Masterjohn; MC.

Respectfully submitted this 22nd day of August 2018  
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.

**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 August 28, 2018.

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

Beaverbrook Township Debbie Lawrence, Spooner WI. PROPERTY: 34.97acres, Map ID#BB61/Tax Id#3563 – GOV LOT 8 EXC NORTH 166’, Section 03-38-12, in the Town of Beaverbrook, to rezone 10 acres described above from Agricultural to Residential Agricultural to Split off and sell.

The Zoning Committee recommends APPROVAL of the request to rezone 10 acres of Agricultural to Residential Agriculture.

Madge Township Bruce Rene, Pembine WI. PROPERTY: 2.55 Acres, Map ID#MA460B/Tax ID#18767-PT SW SW, Section 26-38-11, in the Town of Madge, to rezone from Commercial to Residential Recreational 1 to bring into compliance.

The Zoning Committee recommends APPROVAL of the request to rezone 2.55 acres from Commercial to Residential Recreational 1.

Interested persons were given the opportunity to be heard.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
David Haessig, Chairman  
Washburn County Zoning Committee

**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;

BEAVERBROOK Township Debbie Lawrence, Spooner WI. PROPERTY: 34.97 acres, Map ID#BB61/Tax Id#3563 – GOV LOT 8 EXC NORTH 166’, Section 03-38-12, in the Town of Beaverbrook, to rezone 10 acres described above from Agricultural to Residential Agricultural to Split off and sell.

MADGE Township Bruce Rene, Pembine WI. PROPERTY: 2.55 Acres, Map ID#MA460B/Tax ID#18767-PT SW SW, Section 26-38-11, in the Town of Madge, to rezone from Commercial to Residential Recreational 1 to bring into compliance.

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

Rezonepetitions082818

**RESOLUTION # \_\_\_\_\_**

**RESOLUTION TO APPROVE UPDATE LANGUAGE ON B-4 POLICY**

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, clarification of the policy is needed in order to administer the policy in a clear, uniform and consistent manner,

WHEREAS, the attached policy updates and renumbers language in order for better understanding and flow of the processes defined.

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 BY THE PERSONNEL COMMITTEE THIS 18<sup>TH</sup> DAY OF SEPTEMBER 2018.

\_\_\_\_\_  
David Wilson, Chair

\_\_\_\_\_  
Hank Graber, Vice Chair

\_\_\_\_\_  
David Masterjohn, Member

\_\_\_\_\_  
Romaine Quinn, Member

\_\_\_\_\_  
Jocelyn Ford, Member

*(Affected sections highlighted)***NEW  
DRAFT****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 REQUISITION PROCESS**

1. The Personnel Office will be notified immediately of all potential personnel changes. Once notified, the Personnel Department will work with the Department head to complete a personnel requisition form. 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. The personnel requisition form must be completed for all positions. – Full-Time, Part-Time, Casual, and Temporary positions.
    - Recurring temporary positions that have been budgeted and approved, will not require the completion of additional personnel requisition forms. In subsequent year(s) after approval, it will only be necessary to review the need for the position with the HR Director.
  - b. Once complete, the personnel requisition will be forwarded to the appropriate committee(s) for approval.
2. If the personnel action creates a new position, 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 outlined above.
3. When filling budgeted vacant positions, no action shall occur until the committee of jurisdiction has approved the request.
4. When reclassifying or changing a position's FTE, no action shall occur until the Committee of Jurisdiction and Personnel Committee have approved the request.
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.

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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 result 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 Personnel Department may create a Hiring Pool to retain qualified candidates for Administrative Assistant positions, which all other departments may access. 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

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 a temporary, casual, 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 temporary, casual,\* or the regular status employee for the position vacancy without a full recruitment. (\*Provided that the temporary or casual employee 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 an initial position justification for any temporary, 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 temporary, 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 Temporary, 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 be provided to the interview panel members, 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.

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, 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, 3/13/17, 1/2018, 9/2018

**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. Annual LTE, seasonal, and temporary positions that have been approved and that are budgeted, shall not require the completion of additional Personnel Requisition forms. When such a position comes up to be refilled in succeeding year(s) after approval, it will only be necessary to review the need for the position with the HR Director.
  - c. 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. 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 result 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 an initial position justification for any annual 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

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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 be provided to the interview panel members, 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.

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, 3/13/17

Resolution No. \_\_\_\_\_

**County Forest Land Purchase - Bjelland**

WHEREAS, the Forestry, Parks and Recreation Committee has negotiated the purchase of approximately 40 acres, within the county forest blocking boundary, described as the NENE Section 28 T42N-R11W; and

WHEREAS, Washburn County has secured a Knowles-Nelson Stewardship land acquisition grant from the Department of Natural Resources that includes 50% reimbursement for appraisals, title evidence, recording fees and signage; and

WHEREAS, sufficient funds are available with the Forestry Department land acquisition account for the 50% County match.

THEREFORE, BE IT RESOLVED, that the Washburn County Board authorizes the purchase of the approximate 40 acres, utilizing the Knowles-Nelson Stewardship program and land acquisition account as funding sources; and

BE IT FURTHER RESOLVED, that the approval to purchase is contingent on a satisfactory title commitment; and

BE IT FURTHER RESOLVED, that upon purchase the County Clerk be directed to make application for entry of the approximate 40 acres into the County Forest Law Program.

<b>Fiscal impact:</b>	\$ 52,730	- total project cost (land plus associated costs)
	\$ 25,615	- Stewardship grant award
	\$ 27,115	- land acquisition account (250.56110)

Submitted for adoption this 18th day of September, 2018 by:

Forestry, Parks & Recreation Committee:

\_\_\_\_\_  
Romaine Quinn, Chairman

Motion for adoption by:  
Supervisor \_\_\_\_\_

\_\_\_\_\_  
Sandy Johnson, Vice Chair

\_\_\_\_\_  
James Dohm

Seconded by:  
Supervisor \_\_\_\_\_

\_\_\_\_\_  
Hank Graber

Ayes\_\_\_\_\_, Noes\_\_\_\_\_, Absent\_\_\_\_\_

\_\_\_\_\_  
Jerry Smith

I, Lolita Olson, County Clerk, do hereby certify that the Foregoing is a true and correct copy of a resolution adopted by the Washburn County Board of Supervisors at its meeting held on September 18, 2018.

\_\_\_\_\_  
Lolita Olson, County Clerk

Resolution No. \_\_\_\_\_

**County Forest Land Purchase – Wolf Springs**

WHEREAS, the Forestry, Parks and Recreation Committee has negotiated the purchase of approximately 200 acres, within the county forest blocking boundary, as described on the attached Exhibit “A”; and

WHEREAS, Washburn County has secured a Knowles-Nelson Stewardship land acquisition grant from the Department of Natural Resources that includes 50% reimbursement for appraisals, title evidence, recording fees and signage; and

WHEREAS, interest free Forestry Aid Project Loans are available for the 50% County match.

THEREFORE, BE IT RESOLVED, that the Washburn County Board authorizes the purchase of the approximate 200 acres, utilizing the Knowles-Nelson Stewardship program and Forestry Aid Project Loan as funding sources; and

BE IT FURTHER RESOLVED, that the approval to purchase is contingent on a satisfactory title commitment and a waiver of flowage compliance from the Wisconsin Department of Natural Resources; and

BE IT FURTHER RESOLVED, that upon purchase the County Clerk be directed to make application for entry of the 200 acres into the County Forest Law Program.

<b>Fiscal impact:</b>	\$ 306,030	- total project cost (land plus associated costs)
	\$ 148,015	- Stewardship grant award
	\$ 158,015	- Project Loan

Submitted for adoption this 18th day of September, 2018 by:

Forestry, Parks & Recreation Committee:

\_\_\_\_\_  
Romaine Quinn, Chairman

Motion for adoption by:  
Supervisor \_\_\_\_\_

\_\_\_\_\_  
Sandy Johnson, Vice Chair

\_\_\_\_\_  
James Dohm

Seconded by:  
Supervisor \_\_\_\_\_

\_\_\_\_\_  
Hank Graber

Ayes\_\_\_\_\_, Noes\_\_\_\_\_, Absent\_\_\_\_\_

\_\_\_\_\_  
Jerry Smith

I, Lolita Olson, County Clerk, do hereby certify that the Foregoing is a true and correct copy of a resolution adopted by the Washburn County Board of Supervisors at its meeting held on September 18, 2018.

\_\_\_\_\_  
Lolita Olson, County Clerk

**Exhibit "A"**

**Knowles-Nelson Stewardship Grant - Acquisition Parcels**

**Town of Frog Creek**

NENW	Section 9 T42N-R11W	40.00 Acres
NWNW	Section 9 T42N-R11W	40.00 Acres
SENE	Section 9 T42N-R11W	40.00 Acres
SWNE	Section 9 T42N-R11W	40.00 Acres
Pt. SENE	Section 9 T42N-R11W	33.00 Acres
Pt. SENE	Section 9 T42N-R11W	7.00 Acres

RESOLUTION NO. \_\_\_\_\_

**AMEND THE 2018 SOIL AND WATER BUDGET**

**WHEREAS**, the SWRM GRANT revenue increased \$18,964 from \$149,216 to \$168,180 and,

**WHEREAS**, the County levy will decrease \$21,614 from \$93,075 to \$71,461

**THEREFORE IT BE FURTHER RESOLVED** the 2018 Soil and Water Conservation Department 100-56970 be amended to reflect the change and keep the overall budget at \$250,641.

**FISCAL IMPACT: \$21,614**

Recommended for adoption by the Washburn County Finance Committee this 6th day of September, 2018.

**Finance Committee:**

  
\_\_\_\_\_  
STEVE SATHER, Chair

\_\_\_\_\_  
DAVID HAESSIG, Vice-Chair

  
\_\_\_\_\_  
CHRISTOPHER THOMPSON

\_\_\_\_\_  
DAVID MASTERJOHN

  
\_\_\_\_\_  
LINDA FEATHERLY

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION TO TRANSFER CAPITAL PROJECT FUNDS (FUND 400) TO NEW WASHBURN COUNTY GOVERNMENT CENTER BUILDING CAPITAL PROJECT FUND (FUND 405) FOR THE 2018 BUDGET**

**WHEREAS**, the purchase of Shell Lake properties for the Government Center building project will happen in the calendar year 2018, and

**WHEREAS**, there has not been a designation of specific funds for the purchase of Shell Lake properties in the 2018 budget, and

**WHEREAS**, the seed amount of \$1,000,000 be designated for the 2018 budget to be used for Shell Lake property purchases, and

**WHEREAS**, Resolution 66-18 set forth the intent to reimburse expenditures on the new Washburn County Government Center building project from proceeds of borrowing, and

**WHEREAS**, when those proceeds are received, Fund 400 Capital Projects Fund shall be paid back up to the amount of \$1,000,000,

**THEREFORE IT BE FURTHER RESOLVED** the amount of \$1,000,000 be transferred from Fund 400 Capital Projects to Fund 405 Government Center Cap Project through the #59227 Interfund Transfer business unit

**FISCAL IMPACT: \$1,000,000**

Recommended for adoption by the Washburn County Finance Committee this 6th day of September, 2018.

**Finance Committee:**

  
\_\_\_\_\_  
STEVEN SATHER, chair

\_\_\_\_\_  
DAVID HAESSIG, vice-chair

  
\_\_\_\_\_  
CHRISTOPHER THOMPSON

\_\_\_\_\_  
DAVID MASTERJOHN

  
\_\_\_\_\_  
LINDA FEATHERLY

**RESOLUTION # \_\_\_\_\_**

**RESOLUTION APPROVING THE CREATION OF THE POSITION OF ZONING  
TECHNICIAN IN THE ZONING DEPARTMENT**

WHEREAS, the Washburn County Zoning Administrator has announced his retirement, and

WHEREAS, actions have been taken to approve the promotion of the Assistant Zoning Administrator to Zoning Administrator effective with the date of retirement, and

WHEREAS, it has been recommended by the Zoning Committee that, instead of recruiting to fill the anticipated vacancy for the Assistant position, recruitment will be undertaken for the position of Zoning Technician, and

WHEREAS, since the position of Zoning Technician has not been occupied in the last 12 months it automatically becomes a “new” position which policy requires approval by county board, and

WHEREAS, the Personnel Committee is also recommending the creation of the Zoning Technician position.

THEREFORE BE IT RESOLVED; that the position of Zoning Technician be approved according to policy by the Washburn County Board of Supervisors, to be effective with the retirement date of the current Zoning Administrator and to carry forward into the 2019 Budget.

**FISCAL IMPACT:**

Recommended for adoption by the Washburn County Personnel Committee this 18th day of September 2018.

\_\_\_\_\_  
David Wilson, Chair

\_\_\_\_\_  
Hank Graber, Vice-Chair

\_\_\_\_\_  
Romaine Quinn, Member

\_\_\_\_\_  
Jocelyn Ford, Member

\_\_\_\_\_  
David Masterjohn, Member





# 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, 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.)	Internal promotion
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Public and Zoning Department
Is this work currently being performed by someone else? If yes, how and by whom?	Michelle Boutwell
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Zoning Administrator
Are there alternatives to the services that this individual would provide? If yes, explain.	
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	Extremely short staffed-Zoning Administrator would have to do the work load
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes, in the zoning office
How does this position fit into the long-range and strategic plans of the Department and/or County?	Zoning Department is required by State to issue and inspect POWTS

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

Michelle Boutwell Asst. Zoning Administrator, is currently doing these duties. Due to retirement of Web Macomber Zoning Administrator, the internal promotion of Michelle Boutwell to Zoning Administrator, leaves this position vacant.

Approvals:

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

<b>COMMITTEE:</b>	<input checked="" type="radio"/> Approved      Denied	<b>DATE:</b>	
	Comments		

HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Comments:
Human Resources Director: <i>Alison</i> Date:

COMMITTEE APPROVALS:

<b>PERSONNEL COMMITTEE:</b>	<input checked="" type="radio"/> Approved      Denied	<b>DATE:</b>	<i>9-10-18</i>
	Comments		
<b>COUNTY BOARD (IF NECESSARY)</b>	Approved      Denied	<b>DATE:</b>	
	Comments		

<b>Position Description:</b>		Union: Yes No	<b>Job Code:</b> 300
Class Title: Zoning Technician		Reports To: Zoning Administrator	
Wage Scale:	Grade 9	Supervisory Responsibilities: None	

GENERAL STATEMENT OF DUTIES:

The employee in the class performs pertinent duties in the enforcement of county zoning ordinances in order to maintain good environmental health for the residents and visitors of Washburn County. The position involves contact with the general public in providing advice about zoning laws and regulations. Work is performed under the general direction of the Zoning Administrator; however, the vast majority of functions are performed independently. Employee must use discretion and independent judgment in handling cases and legal matters.

EXAMPLES OF DUTIES PERFORMED: (Illustrative only)

- Assists in administrating the private on-site wastewater treatment system (POWTS) program for the county, with respect to permitting, inspection and maintenance/tracking, annual POWTS program audit, as required by the Wisconsin Department of Safety and Professional Services (DSPS). As well as the "Wisconsin Fund" grant program, in accordance with Wisconsin Stats.
- Provides information about ordinances and codes to property owners, prospective buyers, contractors, plumbers and certified soil testers; collects and receipts fee's; issues zoning permits, conditional use permits and issues sanitary permits;
- Conducts site inspections for conditional use, and variance applications as required; private sewage system installation inspections as needed; setback inspections as needed for zoning permits, determination of the ordinary high water mark or wetland delineation; Determines adjoining property ownership; Reviews and enforces driveway standards.
- Writes enforcement notices and answers routine correspondence; seek compliance and restoration for violations of the ordinances, issue's citations; consults with affected parties to help solutions in various situations brought to the attention of this office;
- May be required to attend public hearings for both the Zoning Committee and Board of Adjustment to verify, the on-sites, wetland determinations and ordinary high water mark;
- Compiles information and assists with the preparation of reports; Data entry, record, file and mail septic tank maintenance and holding tank pumping report notices;
- May assist Assists with the preparation and drafting of suggested changes in existing zoning ordinances; with policy and procedure development and local planning process;
- Reviews soil and site evaluations; Assists plumbers with POWTS system design; uses Crew File;
- ~~Change Zoning Mylar maps with appropriate approved zoning changes;~~
- Administrate and maintain mitigation tracking, violation tracking; violation notification systems
- Coordinate with state and local agencies regarding permit compliance; inter agency coordination procedure of violations, mitigation and buffer inspection;
- Assists with flood plain studies and elevation verification; ~~delineating jurisdictional wetlands according to Army Corps of Engineers methodology;~~ inspects shore land buffers in cooperation with state and local agencies; advises a property owners on wetland issues;
- Performs a variety of related duties as required by the Zoning Administrator.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of zoning codes, laws, ordinances and regulations; ability to analyze and compile information on zoning matters; ability to operate computer for data entry, retrieval and word processing purposes; ability to read and interpret maps (i.e., zoning maps, wetland maps, FEMA maps); ability to read and interpret legal descriptions to locate parcels accordingly; ability to maintain accurate and complete files and records; ability to prepare concise and detailed reports; ability to deal effectively with staff and the general public and exercise good judgment accordingly.

EXPERIENCE AND TRAINING REQUIRED: Graduation from a standard high school course; 4 year degree in Planning Land Use, Public Administration, Natural Resources or a related field is required; experience with zoning enforcement desirable. Specific experiences in this field may be substituted for the degree requirement.

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. Work is performed in office settings and in the field. Hand-eye coordination is necessary to operate instruments, equipment, computers, and various 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 50 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.

SPECIAL REQUIREMENTS: Must possess or acquire and maintain a State of Wisconsin Plumbing Inspector II credentials within ~~three~~ six months and a Wisconsin Certified Soil Tester credentials within six months of employment. Must possess a valid State of Wisconsin driver's license or have the ability to obtain one.

TOOLS AND EQUIPMENT USED: Personal computers, including word processing, spreadsheet, database, and computer-assisted design software; level and rods, tape measure, clinometer, soil auger, including photocopiers, calculator; motor vehicle; telephone; voice mail.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an 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.

While performing the duties of this job, the employee may frequently travel between buildings to work site locations. The employee must be able to negotiate slippery, uneven terrain, and be able to access precarious places.

The employee occasionally works near risk of electrical shock, vibration and areas of reduced traction.

The noise level in the office work environment is usually quiet to moderate and occasionally loud on work sites.

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

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interviews and references 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/  
Director of Personnel  
Effective Date: 04/03

\_\_\_\_\_  
Employee Signature

Revision History: last revised 09/02

**RESOLUTION # \_\_\_\_\_**

**RESOLUTION APPROVING REQUEST FOR THE NEW POSITION OF AODA  
PREVENTION & RESOURCE SPECIALIST FOR THE HEALTH & HUMAN SERVICES  
DEPARTMENT**

WHEREAS, the Ad-Hoc Committee on Drug Abuse recommended the funding of an AODA Prevention and Resource Specialist early in 2018,

WHEREAS, the Washburn County Board approved the funding and supported the creation and housing of this position in the HHS Department with the passage of Resolution #36-18 in March 2018 which funded the contracted position for the remainder of 2018, and

WHEREAS, the filling of the contracted position was at that point unsuccessful resulting in a request by HHS and subsequent approval by Personnel in June of 2018 to create a new county position of AODA Prevention & Resource Specialist, and

WHEREAS, this request did not move on to the Washburn County Board in June of 2018 due to the fact that a contracted position was then obtained in the meantime negating the necessity to pursue a county position, and

WHEREAS, the person filling the contracted position has recently given notice that she will be vacating the position at the end of October thereby creating a vacancy for the remainder of the year, and

WHEREAS, the HHS board has approved funding for the AODA Prevention and Resource Specialist as a county position for the 2019 budget versus the contracted position, and

WHEREAS, the funding is intact for the remainder of 2018 through contingency, and

WHEREAS, timing of the vacancy creates a need for the new county position to be approved ahead of schedule.

THEREFORE BE IT RESOLVED; that the Washburn County Board of Supervisors approve the creation of the AODA Prevention and Resource Specialist position to be funded as a county position to start with current year budget.

**FISCAL IMPACT:** 2018 – previously approved for \$30,000 from contingency  
2019 – anticipated \$75,000 to be funded from 70% AODA BCA, 20% AODA Block Grant, 10%  
AODA Committee Funding/additional grants

Recommended for adoption by the Washburn County Personnel Committee this 18<sup>th</sup> day of September 2018.

\_\_\_\_\_  
Dave Wilson, Chair

\_\_\_\_\_  
Hank Graber, Vice Chair

\_\_\_\_\_  
David Masterjohn, Member

\_\_\_\_\_  
Romaine Quinn, Member

\_\_\_\_\_  
Jocelyn Ford, Member

# Washburn County Personnel Requisition Form

Date: 06/08/18      New Position: X      Replacing/Changing Position:  
Reason position is available:    termination      transfer  
   Retirement      resignation      death

Why is position required or why can't present employees complete the work or why can't position be contracted?  
Washburn County Board has recognizes the impact drugs are having on our community and prevention is a missing piece in the fight against drugs. We have tried unsuccessfully to fill this position as a contracted position.

**POSITION INFORMATION:**

Position Title: AODA Prevention & Resource Specialist      Department: HHSD

Effective Date: Immediately      Union:

Position Type: X Full-time      Part-time      Limited Term Employment

Duration of employment of requisitioned personnel: From: On-going      To:

Will this position require 600 (or 1200 *WRS*) hours of work per year? X YES     NO

If this is for additional staff please state reason: AODA Prevention is a full time job that cannot be taken in by current staff.

office space, furniture and office equipment available? If not, explain plan to obtain: limited but position is ideal for Off-site working location.

**WAGES/BENEFITS/FUNDING:**

Total wage and benefit costs for position? \$75,000

Total cost for other equipment and/or training? \$500

Is this request budgeted? YES     NO X List the funding source by percent: { 10% contingency fund, 70% AODA BCA, 20% AODA Block Grant }  
*AODA committee / add'l grants*

Are funds available to cover said request? X YES     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	\$75,000
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>	
<b>TOTAL:</b>	<b>\$75,500</b>

## 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?	Job description yes, I am recommending a grade 13 classification
What are the major functions or examples of work performed of the proposed position?	AODA Prevention coalition building, prevention resource specialist/consultant, grant writer
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.)	Fighting drug abuse must be done on many fronts to be effective, we have not addressed prevention efforts well in Washburn County
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Drug abuse continues to be rampant and we need to get ahead of it by reaching the grade school population
Is this work currently being performed by someone else? If yes, how and by whom?	A little here and there by the Mental Health & AODA Coordinator
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Will coordinate activities with the Mental Health & AODA Coordinator, reports directly to the Director
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Will work closely with the Mental Health & AODA unit, as well as law enforcement, schools and the community.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Mental Health & AODA Coordinator or Director
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.	We will continue to struggle against the fight on drugs
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?	Limited, position is ideal for off-site working location
How does this position fit into the long-range and strategic plans of the Department and/or County?	Prevention is planning/programming for the future and strategic, we need to better reach the younger population so there are less struggling with drugs in the future

Justification for request or general remarks/comments about the position: Washburn County lacks a coordinated prevention effort in regards to Drug abuse and we need to provide better programming so as to reduce drug abuse in the future.

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Approvals:

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	06/08/18
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Committee of Jurisdiction:

<b>COMMITTEE:</b>	<input checked="" type="checkbox"/> Approved      Denied	<b>DATE:</b>	
	Comments		

HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Comments:		
Human Resource Director:	<i>J. Nelson</i>	Date:

COUNTY ADMINISTRATIVE COORDINATOR APPROVAL:

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

COMMITTEE APPROVALS:

<b>PERSONNEL COMMITTEE:</b>	<input checked="" type="checkbox"/> Approved      Denied	<b>DATE:</b>	<i>June 2018</i>
	Comments		
<b>COUNTY BOARD (IF NECESSARY)</b>	<input type="checkbox"/> Approved      Denied	<b>DATE:</b>	
	Comments		

<b>POSITION DESCRIPTION</b>	CONTRACTED
CLASS TITLE: AODA Prevention and Resource Specialist	
REPORTS TO: Health & Human Services Department	Date: 03/12/18

*(proposed:  
County  
position)*

GENERAL DESCRIPTION

The AODA Prevention Specialist position designs and implements alcohol and drug prevention services for schools, community groups, businesses, local government and the recovery community throughout Washburn County. This position shall also apply for and administer grants relating to AODA prevention activities, be the clearinghouse for all AODA prevention activities and be the community consultant for AODA prevention activities in Washburn County.

SUPERVISION/DIRECTION RECEIVED

The AODA Prevention Specialist receives direction from the Mental Health & AODA Coordinator and/or the HHSD Director.

SUPERVISION/DIRECTION EXERCISED

None.

TYPICAL DUTIES (Illustrative Only)

Continually assesses the AODA Prevention needs of Washburn County. Regularly collects and maintains data pertinent to alcohol and drug trends and prevention activities.

Design and implement alcohol and drug prevention services for the public including: schools, community groups, businesses, parents, local government and the recovery community; serves as a community consultant.

Provide prevention, education and training services to school, community groups, businesses, parents, local government and the recovery community.

Consult with various community stakeholders on developing programs for alcohol and drug prevention; work with community groups in a proactive manner to assist in the implementation of various prevention programs.

Seeks funding for substance abuse prevention services through federal, state, local and foundation grants. Oversees and maintains grant compliance necessary to fulfill grant outcomes, including data collection and other reporting requirements.

Conducts speaking engagements before various community groups on alcohol and drug related topics.

Research contemporary practices and techniques in the field of alcohol and drug abuse prevention and creates/edits/maintains training manuals/literature on the topic which are made available to the general public.

Coordinates program activities with collaborative agencies; identifies and maintains community resources useful in implementing program activities; establishes service provider networks.

Keeps current on prevention literature, statistical information, legislative activities and community resources and activities pertinent to programs.

Performs other duties as assigned.

#### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles and techniques for community organizing, health education, public speaking and social marketing.

Knowledge of the physiology and psychology of Alcohol and Drug Abuse and the continuum of treatment care.

Considerable ability to establish and maintain effective working relationships with other employees, representatives from community resource groups, collaborative agencies and the general public.

Grant writing, maintenance and compliance reporting.

Ability to communicate effectively orally and in writing.

Considerable ability to work and make appropriate decisions independently.

#### REQUIRED QUALIFICATIONS

Bachelor's degree in Social Work or closely related Human Services degree preferred. Two-year degree with two or more years of like experience also accepted.

Wisconsin Prevention Specialist certification within two years.

**RESOLUTION # \_\_\_\_\_**

**RESOLUTION TO PURCHASE ADDITIONAL PROPERTY FOR SHELL LAKE BUILDING PROJECT**

**WHEREAS**, Washburn County is in the process of purchasing property for the Shell Lake Building Project per Resolution #50-18 approved by the Washburn County Board on May 22, 2018, and

**WHEREAS**, an opportunity has been presented for the potential acquisition of an additional piece of property (the Kerry Larson property) next to the anticipated site of the new Senior Center, and

**WHEREAS**, with the purchase of this additional property, it would allow a better location and footprint for the proposed Maintenance Shop building while mitigating the need for the shop area to take up valuable parking space on Block 9, and

**WHEREAS**, expansion of scope of services by Solum & Associates was approved by Public Property which would include negotiation of the Kerry Larson property, and

**WHEREAS**, capital project funds have been specified for the purchase of Shell Lake properties which will be reimbursed with the proceeds of borrowing.

**THEREFORE BE IT RESOLVED** that the Washburn County Board of Supervisors hereby approves the acquisition of the Kerry Larson property for inclusion in the Shell Lake Building Project.

**FISCAL IMPACT:** To be negotiated

Total 2017 Estimated Fair Market: \$27,100 (Land - \$5,700; Improvements - \$21,400)

Recommended for adoption by the Washburn County Public Property Committee this 18<sup>th</sup> day of September 2018.

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Chris Thompson, Chair

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Linda Featherly, Vice Chair

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Jim Dohm, Member

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Clint Stariha, Member

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Mark Radzak, Member