

# WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA

March 15, 2022

6:00 p.m.

Board Room, Washburn County Services Center, Shell Lake, Wisconsin

1. Call Meeting to Order – Chair Mackie
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. D. Wilson
3. Notice of Meeting - County Clerk Olson
4. Roll Call – County Clerk Olson
5. Approval of February 15, 2022 County Board Proceedings
6. Concerned Citizens
7. Presentation of Certificates to Youth Representatives
8. Approval of New Health & Human Services Director Appointment
9. **Consent Agenda Resolutions:**
  - A. 2022 Work Zone Safety Awareness Week in Washburn County
  - B. Proclamation for Fair Housing Month
  - C. Resolution Approving Updates to Part II of the County Board Rules
  - D. Resolution Opposing 2021 Senate Bill 829 Relating to the Distribution of Proceeds from the Sale of Tax Delinquent Property
10. **Other Resolutions and Ordinances:**
  - A. Resolution to Carry Over Funds to 2022 Totogatic Park Expansion Budget and Amend for Additional Grant Revenues – Supv. D. Haessig
  - B. Resolution Approving Increase in FTE for Corporation Counsel – Supv. D. Wilson
  - C. Resolution Approving Increase in FTE for Legal Assistant – Corp Counsel Office – Supv. D. Wilson
  - D. Resolution Approving Increase in FTE for Minong Senior Center Cook – Supv. D. Wilson
  - E. Resolution Approving Change from HHS Contracted Positions to Employee Status – Supv. D. Wilson
11. Committee Reports
12. Chair Appointments - LEPC
13. Citizen Comments
14. Chair Comments
15. Possible Future Agenda Items
16. Audit Per Diems
17. Adjourn

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

February 15, 2022

6:00 p.m.

Board Room, Washburn County Services Center, 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. Wilson.
3. Notice of Meeting was read by County Clerk Olson.
4. Roll Call was done by County Clerk Olson. Board members present: 19 (D. Haessig via zoom); Vacant: 2 (Districts 13 & 15); Youth present: 1 (Lindstrom).
5. Approval of January 18, 2022 County Board Proceedings on motion by Supv. S. Smith, 2<sup>nd</sup> by Supv. B. Olsgard, with correction noted as to who seconded the motion on the amendment for Item F, Resolution 2022-07 (should be Olsgard); MC.
6. Concerned Citizens – Brian Melton spoke in favor of having existing underground broadband lines that are not being used to be up and going; spoke in favor of utilizing funding for roads; thanked the board for keeping the county stable.
7. **Consent Agenda Resolutions** - motion to approve by Supv. D. Wilson, 2<sup>nd</sup> by Supv. C. Masterjohn; MC on voice vote.
  - A. **Resolution 2022-09 Approval of Wisconsin Statewide Mutual Aid Compact (WiSMAC) for Local Emergency Management Assistance**
8. **Other Resolutions and Ordinances:**
  - A. **Resolution 2022-10 to Carry Over 2021 Unit on Aging (UOA) Funds from the Farmers to Families Account to the 2022 UOA Budget** – Motion to approve by Supv. S. Smith, 2<sup>nd</sup> by Supv. M. Radzak. Roll Vote: Yes (19), No (0); Youth: Yes (1); MC.
  - B. **Resolution 2022-11 to Carry Over 2021 UOA Funds from the NextFifty Initiative Grant to the 2022 UOA Budget** – Motion to approve by Supv. D. Wilson, 2<sup>nd</sup> by Supv. K. Trembath. Roll Vote: Yes (19), No (0); Youth: Yes (1); MC.
  - C. **Resolution 2022-12 to Carry Over 2021 UOA Funds from the Share the Love Event Award to the 2022 UOA Budget** – Motion to approve by Supv. L. Featherly, 2<sup>nd</sup> by Supv. B. Olsgard. Roll Vote: Yes (19), No (0); Youth: Yes (1); MC.
  - D. **Resolution 2022-13 to Carry Over 2021 ADRC Funds from the Healthy Brains Program to the 2022 ADRC Budget** – Motion to approve by Supv. B. Vosberg, 2<sup>nd</sup> by Supv. C. Masterjohn. Roll Vote: Yes (19), No (0); Youth: Yes (1); MC.
  - E. **Resolution 2022-14 to Increase the 2021 UOA Budget – GWAAR 2020 Carryover and 2021 Final Annual Adjustments** – Motion to approve by Supv. S. Smith, 2<sup>nd</sup> by Supv. B. Olsgard. Roll Vote: Yes (19), No (0); Youth: Yes (1); MC.
  - F. **Resolution 2022-15 to Accept Funds from the DATCP into the 2022 Soil and Water Conservation Budget** – Motion to approve by Supv. B. Vosberg, 2<sup>nd</sup> by Supv. S. Johnson. Roll Vote: Yes (19), No (0), Youth: Yes (1); MC.
  - G. **Resolution 2022-16 to Carry Over 2021 Wisconsin Land Information Program (WLIP) Grant Dollars to the 2022 Surveyor/Land Information Budget** – Motion to approve by Supv. L. Featherly, 2<sup>nd</sup> by Supv. C. Stariha. Roll Vote: Yes (19), No (0); Youth: Yes (1); MC.
  - H. **Resolution 2022-17 for the Veteran’s Service Office to Accept In-Kind Donations from Local Veterans Service Organizations for 2021** – Motion to approve by Supv. D. Wilson, 2<sup>nd</sup> by Supv. K. Trembath. Roll Vote: Yes (19), No (0); Youth: Yes (1); MC.
  - I. **Resolution 2022-18 Approving Investing in Broadband Infrastructure with Mosaic Technologies for Washburn County** – Motion to approve by Chair T. Mackie, 2<sup>nd</sup> by Supv. D. Wilson. Supv. C. Stariha asked about the project, given that the county already has other dollars committed for a previous request from Mosaic. IT Director Tom Boron discussed the background for the request and showed an overview of the area under consideration (Town of Spooner lake area and eastward). Mr. Boron also mentioned that another provider, East Central Energy (ECE) who covers some of the northern part of Washburn County, is applying for a \$50 million federal grant and have only asked for a letter of support. Supv. S. Smith stated that the PSC is allocating

the federal money and in their scoring of the projects it is imperative the grant applicants have a public private partnership. The IT Committee approved the request and had forwarded it on to the Executive Committee who in turn felt that \$25,000 was a better amount to show the county's commitment. If successful this will get us closer to the goal we identified as a board. Supv. C. Stariha expressed concern over potential future cost to the consumer. Roll Vote: Yes (18), No (1) Stariha; Youth: Yes (1); MC.

- J. **Resolution 2022-19 Approving Investing in Broadband Infrastructure with Starwire Technologies for Washburn County** – Motion to approve by Supv. D. Wilson, 2<sup>nd</sup> by Supv. S. Johnson. Tom Boron reviewed that this project would focus on the southwestern part of the county covering Barronett and 2 roads in Sarona. Roll Vote: Yes (18), No (1) Stariha; Youth: Yes (1); MC.
  - K. **Resolution 2022-20 Approving Position Reclassification from Grade 7 to Grade 8 for Human Services Aide** – Motion to approve by Supv. D. Wilson, 2<sup>nd</sup> by Supv. H. Graber. Costs were reviewed. Roll Vote: Yes (19), No (0); Youth: Yes (1); MC.
  - L. **Resolution 2022-21 Ordering Issuance of Tax Deeds by the County Clerk to the County for Certain Unredeemed Properties** – Motion to approve by Supv. L. Featherly, 2<sup>nd</sup> by Supv. B. Reiter. Supv. P. Johnson confirmed that 2018 taxes would be the ones that have to be paid. Supv. L. Featherly stated that roughly between 10-12 parcels typically will not get paid. Roll Vote: Yes (19) No (0); Youth: Yes (1); MC.
9. Committee Reports: Motion by Supv. D. Wilson, 2<sup>nd</sup> by Supv. C. Masterjohn to suspend reports.
  10. Chair Appointments – HHS Board members to serve a 3 year term: Lynn Berghuis as medical representative and Terry Dryden, John Sahlstrom, Chuck Warner as at-large members. Marie Schrankel to serve as Interim Director for HHS effective March 5<sup>th</sup>, 2022 and serving until a Director is hired. Motion to approve by Supv. D. Wilson, 2<sup>nd</sup> by Supv. L. Featherly; MC on voice vote.
  11. Citizen Comments – none at this time.
  12. Chair Comments – DATCP – gypsy moth eradication will take place this year west of Spooner.
  13. Possible Future Agenda Items -
  14. Audit Per Diems on motion by Supv. C. Masterjohn, 2<sup>nd</sup> by Supv. J. Ford; MC.
  15. Adjourn at 7:03 p.m on motion by Supv. C. Masterjohn, 2<sup>nd</sup> by Supv. J. Ford; MC.

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.

**Resolution # \_\_\_\_ - \_\_\_\_**  
**Washburn County Board of Supervisors**  
**2022 Work Zone Safety Awareness Week in Washburn County**

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE WASHBURN COUNTY BOARD OF SUPERVISORS:

RE: RESOLUTION DESIGNATING THE WEEK OF APRIL 11, 2022 THROUGH APRIL 15, 2022 AS "WORK ZONE SAFETY AWARENESS WEEK" IN WASHBURN COUNTY.

WHEREAS: In 1999, the Federal Highway Administration partnered with the American Association of State Highway Officials and more recently the American Traffic Safety Services Association to create the National Work Zone Safety Awareness campaign which is held annually in April prior to the construction season in much of the nation and;

WHEREAS: The Wisconsin County Highway Association is asking all seventy-two counties in the state to unite and kick-off "Work Zone Safety Awareness Week" with a resolution and campaign to raise awareness for its workers, the travelling public, public safety workers, and those of various highway contractors performing work for the counties; and

WHEREAS: Between 2016 and 2021, there were 59 fatalities recorded as a result of more than 13,000 work zone crashes and injuring more than 5,000 people; and

WHEREAS: Construction and maintenance activities on our streets and highways periodically require that work zones be established; and

WHEREAS: there has been over 2,677 work zone crashes in Wisconsin in each of the last five years; and

WHEREAS: In 2020, Wisconsin suffered from nearly 1,700 crashes in road construction and maintenance zones, resulting in over 665 injuries and 17 fatalities; and

WHEREAS: Through their enforcement activities and other participation, the Washburn County Sheriff's Office, Wisconsin State Patrol, and Washburn County Highway Department will work to make Work Zone Safety Awareness Week a success; and

WHEREAS: The Federal Highway Administration has designated April 11 through April 15, 2022 as National Work Zone Safety Awareness Week with this year's theme "Work Zones are a Sign to Slow Down", which focuses on awareness to all drivers in work zones of their speed and proximity to workers;

NOW, THEREFORE, BE IT RESOLVED, by the Washburn County Board of Supervisors that the week of April 11 through April 15, 2022 be designated as Work Zone Safety Awareness Week in Washburn County.

Recommended for adoption by the Washburn County Highway and Dam Committee this 28<sup>th</sup> day of February, 2022 and approved by the Washburn County Board of Supervisors this 15<sup>th</sup> day of March, 2022.

**Highway Committee**

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Tim Kessler, Chairperson

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Hank Graber, Vice-Chair

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Sandy Johnson

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Mark Radzak

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Clint Stariha

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

**RESOLUTION PROCLAIMING APRIL AS FAIR HOUSING MONTH**

WHEREAS The Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United States; and

WHEREAS The Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familial status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and

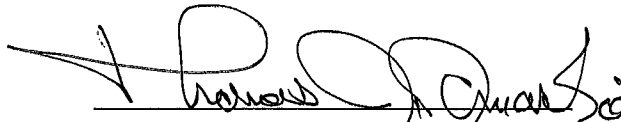
WHEREAS Washburn County is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

WHEREAS Our social fabric, the economy, health, and environment are strengthened in diverse, inclusive communities; and

WHEREAS More than fifty years after the passage of the Fair Housing Act, discrimination persists, and many communities remain segregated; and

WHEREAS Acts of housing discrimination and barriers to equal housing opportunity are repugnant to a common sense of decency and fairness.

NOW THEREFORE BE IT RESOLVED that the Washburn County Board of Supervisors does hereby declare the month of April, 2022 as Fair Housing Month In Washburn County as an inclusive community committed to fair housing, and to promoting appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of Washburn County.

  
Thomas J. Mackie, Chair

\_\_\_\_\_  
Date

Resolution \_\_\_\_\_

**RESOLUTION APPROVING UPDATES TO PART II OF THE COUNTY BOARD RULES**

**WHEREAS**, Part 2 of the County Board Rules of Order pertain to Rules of Procedure for Committees or Organizations over which the Board of Supervisors or its Chair has authority; and

**WHEREAS**, it was determined that the rules were in need of review and update; and

**WHEREAS**, the updated rules indicate changes being made, as per the attached document.

**THEREFORE, BE IT RESOLVED** that the Rules of Procedure, Part II, as attached, are approved and effective upon adoption by the Washburn County Board of Supervisors.

Fiscal Impact – none

Submitted for adoption by the Executive Committee on the 9<sup>th</sup> day of March, 2022 and approved by the Washburn County Board of Supervisors this 15<sup>th</sup> day of March, 2022.

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Thomas J. Mackie, Chair

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David Wilson, 1<sup>st</sup> Vice Chair

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Linda Featherly, 2<sup>nd</sup> Vice Chair

\_\_\_\_\_  
David Haessig, Member

\_\_\_\_\_  
Hank Graber, Member

PART II OF THE COUNTY BOARD RULES WILL BE FORWARDED  
AS A SEPARATE ATTACHMENT



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

**RESOLUTION OPPOSING 2021 SENATE BILL 829 RELATING TO THE DISTRIBUTION OF PROCEEDS FROM THE SALE OF TAX DELINQUENT PROPERTY**

**TO THE WASHBURN COUNTY BOARD OF SUPERVISORS:**

**WHEREAS**, under current law, counties retain the net proceeds from the sale of delinquent property unless the property was the homestead of the former owners and the former owner requests such payment; and

**WHEREAS**, counties bear the sole risk of loss when foreclosing on tax delinquent properties; and

**WHEREAS**, before a tax delinquent property is foreclosed upon, the property must be tax delinquent for a minimum of three years; and

**WHEREAS**, before a tax delinquent property is foreclosed upon, the owner receives notice of the pending foreclosure action and is given the opportunity to pay the back taxes including the opportunity to enter into a long term repayment plan; and

**WHEREAS**, 2021 SB 829/AB889 would require the county to pay the net proceeds of the sale of any property to any former owner of tax delinquent property, regardless of whether the former owner requests payment and regardless of whether the former owner used the property as his or her homestead; and

**WHEREAS**, 2021 SB 829/AB 889 would further require the county to pay off any lien placed on the property at the time of the foreclosure sale in accordance with the contract or law giving rise to the lien; and

**WHEREAS**, 2021 SB 829/AB 889 would shift the risk of loss onto the county causing the county to not exercise its authority to foreclose on tax delinquent properties leading to many blighted properties in communities throughout the county; and

**WHEREAS**, 2021SB 829/AB 889 is imprudent for a multitude of additional reasons including: (1) county treasurers are not trained in complex commercial law, nor do they have time or resources available to determine the priority of liens; (2) most often in tax foreclosures, property owners are not responsive leading to uncertainty as to what to do with unclaimed funds; (3) the proposed bill would have the county act as a realtor for private parties, while those services can and should be provided by the private sector; and (4) the bill would require the treasurer to make complex ownership decisions (e.g. unknown proportional tenant-in-common ownership interest by two unrelated parties, dissolved limited liability corporations, closed estates) when disbursing excess proceeds, which treasurers are neither trained in nor do they have the required time or resources available; and

**WHEREAS**, after careful consideration and review, the Executive Committee recommends Washburn County oppose 2021 SB 829 and 2021 AB 889;

**NOW THEREFOR BE IT RESOLVED** that the county board of supervisors of the county of Washburn opposes 2021 SB 829 and 2021 AB 889 or bills that contain similar provisions; and

**BE IT FURTHER RESOLVED** that the County Clerk is directed to send a copy of this resolution to Governor Evers and the legislators for Washburn County.

**FISCAL IMPACT:** None

Recommended for adoption by the Washburn County Executive Committee on March 9, 2022 and approved by the Washburn County Board of Supervisors this 15th day of March, 2022.

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Thomas J. Mackie, County Board Chair

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David Haessig, Member

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David Wilson, 1<sup>st</sup> Vice Chair

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Hank Graber, Member

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Linda Featherly, 2<sup>nd</sup> Vice Chair

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

**Resolution to Carry Over Funds to 2022 Totogatic Park Expansion Budget and Amend for Additional Grant Revenues**

WHEREAS, Washburn County received a \$811,490 grant for the purpose of expanding Totogatic Park as a 50% matching grant; and

WHEREAS, the 2020 budget included \$811,490 in expenditures, \$405,745 in grant revenues, and matching revenues from timber sources within the Totogatic Park Expansion Fund; and

WHEREAS, project work was also included in the 2021 budget with certain components not completed by year end; and

WHEREAS, remaining project needs of blacktop, maintenance building and other needs were inadvertently omitted from the 2022 budget request; and

WHEREAS, the Forestry Department has secured additional 50% matching grant funds for the purpose of replacing the dock at Totogatic Park boat landing.


THEREFORE BE IT RESOLVED, that the Forestry, Parks and Recreation Committee requests the carryover of \$114,600 and the addition of \$13,800 to the 2022 Totogatic Park Expansion budget; and


THEREFORE BE IT FUTHER RESOLVED, that revenue account 250.55370-43588 (state grant) be increased by \$64,200, revenue account 250.55370-49606 (timber revenues) be increased by \$64,200, and expenditure account 250.55370-50820 be increased by \$128,400.

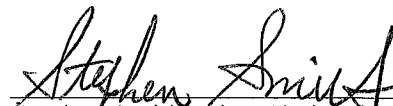
**FISCAL IMPACT \$128,400**

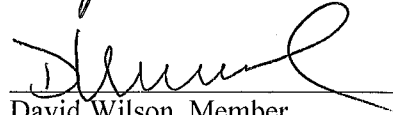
Recommended for adoption by the Washburn County Finance Committee this 3rd day of March, 2022 and approved by the Washburn County Board of Supervisors this 15th day of March, 2022.

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David Haessig, Chair

  
Linda Featherly, Member

  
Brian Vosberg, Member

  
Stephen Smith, Vice-Chair

  
David Wilson, Member

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

**RESOLUTION APPROVING INCREASE IN FTE FOR CORPORATION COUNSEL**

**WHEREAS**, employees in the office of the Corporation Counsel are all currently part-time; and,

**WHEREAS**, the workload increase and legally mandated timeframes require additional personnel resources to respond; and,

**WHEREAS**, specialized skills and knowledge do not allow work to be contracted; and,

**WHEREAS**, moving staff to full time in the future may be considered; however, at this point it is being requested to increase the position of Corporation Counsel from 1365 hours per year (26.25 hrs/wk) to 1560 hours per year (30 hrs/wk); and,

**WHEREAS**, the financial impact has been reviewed by Finance, with the recommendation that the cost comes from contingency.

**THEREFORE BE IT RESOLVED**; that the Washburn County Board of Supervisors approve the increase in annual hours from 1365 to 1560 for the Corporation Counsel, to be effective immediately, and to be funded by contingency.

**FISCAL IMPACT: \$8980.05 annually**

Recommended for adoption by the Washburn County Personnel Committee this 3<sup>rd</sup> day of March, 2022 and approved by the Washburn County Board of Supervisors this 15<sup>th</sup> day of March, 2022.

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Dave Wilson, Chair

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Hank Graber, Vice Chair

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Linda Featherly, Member

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Jocelyn Ford, Member

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Mark Radzak, 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.
What are the major functions or examples of work performed of the proposed position?	Representation support of all county departments in legal issues involving enforcement, contracts, litigation, and vulnerable adults.
Minimum Educational Requirements and minimum experience for this position?	Law degree and multiple years of litigation and government law practice.
Knowledge Skills and Abilities?	Specialized knowledge of law, legal and court systems, trial and negotiation skills, .
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Workload increases caused by increased litigation, legal support of new programs, public health related issues, and increased enforcement by other departments.
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Work is generated both by external causes, including public needs, and by other county departments requiring legal support for their programs.
Is this work currently being performed by someone else? If yes, how and by whom?	Work is done solely by department personnel.
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	There are two part-time positions in the department – Corporation Counsel and Legal Secretary. The Corporation Counsel is the department head, the Legal Secretary provides technical and clerical support for all Corporation Counsel duties and tasks.
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Not applicable.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	No change to current functioning.
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.	Legally required work will be delayed and potentially behind required timeframes.
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?	Workspace would not be affected.
How does this position fit into the long-range and strategic plans of the Department and/or County?	The county's legal work continues to increase. Moving staff to full-time staff may need to be considered at some point in the future.

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

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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>	Approved                      Denied	<b>DATE:</b>	
	Comments		

HUMAN RESOURCE DIRECTOR APPROVAL:

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

COMMITTEE APPROVALS:

<b>PERSONNEL COMMITTEE:</b>	Approved                      Denied	<b>DATE:</b>	
	Comments		
<b>COUNTY BOARD (IF NECESSARY)</b>	Approved                      Denied	<b>DATE:</b>	
	Comments		

## Washburn County Position Description

<b>Job Code:</b>		<b>Department:</b>	Corporation Counsel
<b>Position Title:</b>	Corporation Counsel	<b>Pay Grade:</b>	P2015-25-1950
<b>Date:</b>	July 1997	<b>Reports To:</b>	County Board of Supervisors

Position #: 5132.032.01

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### Purpose of Position

The purpose of this position is to represent the county in civil matters and advise county officials and employees acting on behalf of the county. The work is performed under the general direction of the County Board of Supervisors and according to applicable county ordinances and state statutes.

### 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 required and assigned.**

Advises county officials and employees acting on the county's behalf including functions for child support, mental commitments, zoning, forestry, health, Sheriff, social services, Board of Adjustment and other county functions.

Reviews contracts, resolutions, leases, ordinances and agreements. Obtains Attorney General opinions.

Prepares or directs preparation of ordinances, opinions, legal documents and correspondence.

Serves as member of County Industrial Development Agency.

Supervises assistant. Assigns work and projects. Reviews completed work. Instructs and advises assistant regarding work tasks and projects. Evaluates assistant's work performance. Recommends employee selection, discipline and discharge.

Prepares, recommends and administers department operating budget. Monitors expenditures for budget compliance.

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

Attends and participates in legal training required to maintain law license.

### 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.**

Maintains files, checklists and calendar.

Files and photocopies materials.

Drafts routine correspondence.



## **Minimum Training and Experience Required to Perform Essential Job Functions**

Juris Doctor degree, membership in Wisconsin Bar Association, three to five years' attorney experience preferably in municipal law.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles. Ability to analyze and categorize data and information, to determine consequences and identify and select alternatives. Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution.

Ability to negotiate and engage in formal bargaining or litigation within the context of legal guidelines. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Ability to persuade, convince, sell and train others. Ability to counsel and mediate. Ability to manage and direct subordinates. Ability to develop materials and to teach others.

Ability to utilize consulting and advisory data and information such as legal briefs, pleadings, discovery, court orders, case law, violation citations, contracts, leases, agreements, court calendar, medical reports, non-routine correspondence, ordinances, resolutions, state statutes, budget requests, child support manuals, case files and organizational analysis.

Ability to communicate orally and in writing with County Board Supervisors, county department head and staff, physicians, Judges, court staff and the general public.

### **Mathematical Ability**

Ability to interpret inferential statistical reports and/or formulation and equation data.

### **Judgment and Situational Reasoning Ability**

Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, supervising and teaching.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

### **Physical Requirements**

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

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Ability to recognize and identify individual characteristics of sounds associated with job-related tasks. Ability to sustain prolonged visual concentration.

**Environmental Adaptability**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals and intimidation may cause discomfort and poses a 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

Revision History:      5/05  
                                 10/06  
                                 09/09

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

**RESOLUTION APPROVING INCREASE IN FTE FOR LEGAL SECRETARY –  
CORPORATION COUNSEL**

**WHEREAS**, employees in the office of the Corporation Counsel are all currently part-time;  
and,

**WHEREAS**, the workload increase and legally mandated timeframes require additional  
personnel resources to respond; and,

**WHEREAS**, specialized skills and knowledge do not allow work to be contracted; and,

**WHEREAS**, moving staff to full time in the future may be considered; however, at this point it  
is being requested to increase the position of Legal Secretary for Corporation Counsel from  
1560 hours per year (30 hrs/wk) to 1755 hours per year (33.75 hrs/wk); and,

**WHEREAS**, the financial impact has been reviewed by Finance, with the recommendation that  
the cost comes from contingency.

**THEREFORE BE IT RESOLVED**; that the Washburn County Board of Supervisors approve  
the increase in annual hours from 1560 to 1755 for the Legal Secretary for Corporation Counsel,  
to be effective immediately, and to be funded by contingency.

**FISCAL IMPACT: \$6672.40 annually**

Recommended for adoption by the Washburn County Personnel Committee this 3<sup>rd</sup> day of  
March, 2022 and approved by the Washburn County Board of Supervisors this 15<sup>th</sup> day of  
March, 2022.

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

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

\_\_\_\_\_  
Linda Featherly, Member

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

\_\_\_\_\_  
Mark Radzak, 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.
What are the major functions or examples of work performed of the proposed position?	Support of Corporation Counsel in legal representation of all county departments in legal issues involving enforcement, contracts, litigation, and vulnerable adults. Involves drafting and filing of legal documents, organizing, prioritizing and following legal timelines and requirements.
Minimum Educational Requirements and minimum experience for this position?	Paralegal education, knowledge law and legal systems. Extensive experience working in legal and government systems.
Knowledge Skills and Abilities?	Knowledge of specialized legal requirements of government law. Ability to learn new legal areas and adapt to changing systems.
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Workload increases caused by increased county litigation, legal support of new programs, public health related issues, and increased enforcement by other departments.
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Work is generated both by external causes, including public needs, and by other county departments requiring legal support for their programs.
Is this work currently being performed by someone else? If yes, how and by whom?	Work is done solely by department personnel.
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	There are two part-time positions in the department – Corporation Counsel and Legal Secretary. The Corporation Counsel is the department head, the Legal Secretary provides technical and clerical support for all Corporation Counsel duties and tasks.
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Not applicable.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	No change to current functioning.
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.	Legally required work will be delayed and potentially behind required timeframes.
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?	Workspace would not be affected.
How does this position fit into the long-range and strategic plans of the Department and/or County?	The county's legal work continues to increase. Moving staff to full-time may need to be considered at some point in the future.

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

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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>	Approved                      Denied	<b>DATE:</b>	
	Comments		

HUMAN RESOURCE DIRECTOR APPROVAL:

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

COMMITTEE APPROVALS:

<b>PERSONNEL COMMITTEE:</b>	Approved                      Denied	<b>DATE:</b>	
	Comments		
<b>COUNTY BOARD (IF NECESSARY)</b>	Approved                      Denied	<b>DATE:</b>	
	Comments		

POSITION DESCRIPTION		Position #: 5132.320.01	
Class Title: Legal Secretary –Corp Counsel		Full or Part-time: Full time	
Department: Corporation Counsel	Location: Courthouse – LE Center	Wage Range: P2015-08-1950	Date: Rev 7/09

**GENERAL STATEMENT OF DUTIES:**

Performs a variety of advanced legal secretarial and administrative duties; performs related work as required.

**DISTINGUISHING FEATURES OF THIS CLASS:**

This is a legal secretarial position in the Corporation Counsel’s office, involving frequent detailed duties of an administrative nature of wide and varying scope. The employee frequently works with considerable independence of action in preparing legal papers, correspondence of a legal nature, giving information, receiving referrals from county departments, most notably from human services, and performing other public contact work. The employee is under the supervision of the Corporation Counsel who reviews the work, methods or results.

**PRIMARY DUTIES/ESSENTIAL JOB FUNCTIONS:** (Illustrative Only)

- Prepares data, documentation, correspondence and reports for County Corporation Counsel functions;
- Drafts letters, resolutions, ordinances, opinions, complaints, warrants, proceedings, agreements, reports, summons, and other legal documents as required;
- Files and indexes correspondence, memoranda, reports, legal documents, etc., alphabetically, numerically and according to other predetermined classifications;
- Fully prepares litigation files for Health and Human Services, Emergency Detention,-protective placement court hearings, administers ongoing mental and alcohol commitments and protective places, answers civil foreclosure complaints in which the county is a named defendant, and prepares intervention pleadings in personal injury lawsuits where medical assistance has been paid;
- Determines and notifies witnesses and others for court appearances;
- Gathers background information and statistics in preparation for budget and annual reports;
- Prepares correspondence in accordance with established procedures for litigation pertaining to Corporation Counsel functions;
- Verify incoming bills, prepare vouchers for submission of payment and keep records of all expenses;
- Maintain an inventory of equipment and supplies; order supplies when necessary;
- Compose and answer routine correspondence directly; transcribe dictation from tapes; type, file, and mail all legal documents; notarize documents;
- Answer telephone, screen calls and walk-ins (redirect to appropriate agencies), answer routine inquiries;
- Maintain filing system. Maintain cases on computer for easy access to information;
- Exercises considerable discretion in the absence of the corporation counsel who will remain at part-time.
- Supervise temporary attorneys’ work in case of corporation counsel conflicts and absences.
- Researches mental diseases and disorders for forensic presentation in court.
- Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values.
- Performs related tasks as required.

**EXPERIENCE AND TRAINING REQUIRED:** Graduation from a standard high school curriculum followed by a two year legal secretarial or related degree with four years of responsible legal secretarial experience in a legal (e.g. prosecutorial or law office) setting; or the equivalent combination of education and experience which provides the necessary knowledge, skills and abilities.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of modern legal office practices and procedures, legal terminology, business arithmetic and English; thorough knowledge of Chapters

49, 51, 54 and 55 of the Wisconsin statutes, related administrative rules and regulations, laws, county ordinances and established procedures pertaining thereto; ability to type accurately and at a speed of 60 wpm; ability to operate office equipment including computer for data entry and Microsoft Word for word processing; ability to maintain complex legal clerical records and prepare documents from such records in a confidential manner; ability to make decisions in accordance with departmental policy and procedures; ability to prepare effective correspondence; ability to maintain effective working relationships with law enforcement officers, other employees, public officials, attorneys, and the general public.

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.

The employee must occasionally lift and/or move up to 25 pounds.

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

TOOLS AND EQUIPMENT USED: Telephone systems; personal computer including Microsoft Suite Word, Excel, Publisher, PowerPoint; 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 will 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: \_\_\_\_\_  
Personnel Director

\_\_\_\_\_  
Date

Revision Date: 10/05 07/09 08/09



PERSONNEL COMMITTEE IS MEETING PRIOR TO COUNTY BOARD TO CONSIDER THE FTE POSITION CHANGE FOR THE MINONG SENIOR CENTER DINING SITE MANAGER/COOK POSITION; RESOLUTION WILL BE PROVIDED AT THE COUNTY BOARD MEETING

# Washburn County Personnel Requisition Form

Date: 2/22/2022	<input type="checkbox"/> New Position	<input type="checkbox"/> Position Vacancy	<input checked="" type="checkbox"/> Position Change
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**POSITION INFORMATION:**

Position Title: Minong Senior Dining Site Manager/Cook	Department: Washburn County Aging - Nutrition
Effective Date: ASAP	
Position Type: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> LTE <input type="checkbox"/> Casual	
Reason for Request: The number of meals for congregate and home delivered have increased. We no longer have a part-time kitchen helper to assist the Site Manager daily. Currently, the Site Manager does not have enough hours in the day to complete all work required by State of Wisconsin Nutrition Operations Policies Chapter 8.2.2. The previous Minong Site Manager position was budgeted at \$55,984.00 in 2022. The current Minong Site Manager's wages are at \$42,072.03 at 32.5 hours per week and would increase to \$44,612.90 at 37.5 hours per week.	
Why is position required or why can't present employees complete the work or why can't position be contracted? Contracting these services would cost more and we will not have control over the product produced. With not have a 10 hour per week kitchen helper all task fall on the Site Manager. The Site Manager needs more time to compete required work. The Minong Site Manager position would change from 32.5 hours per week to 37.5 hours per week	
Is office space, furniture and office equipment available? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
If not, explain plan to obtain:	

**WAGES/BENEFITS/FUNDING:**

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total	
							\$42,072.03	Current
\$15.37	1950	\$29,971.50	\$1,948.15	\$2,292.82	\$1,079.03	\$9,321.40	\$44,612.90	Proposed
							<b>Fiscal Impact</b>	<b>\$2,540.87</b>

Total cost for other equipment and/or training?

Is this request budgeted?    YES    NO   List the funding source:

**FISCAL ANALYSIS (from above):**

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	0
Wages and Benefits	\$44,612.90
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	150.00
Computer Equipment (e.g. hardware, software, wiring, etc.)	0

Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
<b>TOTAL:</b>	<b>\$44,762.90</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?	Yes
What are the major functions or examples of work performed of the proposed position?	The Site Manager/Cook is responsible for coordinating the nutritional services for the dining site and preparing meals for the congregate and home delivered nutrition programs.
Minimum Educational Requirements and minimum experience for this position?	Completion of High School or equivalent; training and experience in quality food handling and preparation; completion of a course in food service sanitation; or an equivalent combination of training and experience. ServSafe Certified with 90 days of hire.
Knowledge Skills and Abilities?	Basic knowledge of food handling and sanitation; ability to order, purchase and cook food on a quantity basis; follow directions and work close with supervision; organizational and public relations skills; ability to maintain accurate records; math knowledge and ability to complete reports, use of computer, fax, printer, and email; ability to get along with people, especially the elderly and disabled.
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Position Reclassification
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	The older adults who attend the senior centers in Minong and those who receive Home Delivered Meals in the Minong area.
Is this work currently being performed by someone else? If yes, how and by whom?	Yes, by current Site Manager
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	See attached
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	The Nutrition Director is the supervisor for the department. The Minong Site Manager/Cook locally supervises the daily operations of the Minong Senior Nutrition program and volunteers.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Substitute Cook
Are there alternatives to the services that this individual would provide? If yes, explain.	Volunteers are not reliable and the food needs to be prepared daily Monday-Friday.
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	The program would be effected by not being in compliance with State of Wisconsin Nutrition Operations Policies Chapter 8.2.2. The additional time is needed to ensure all required tasks are completed daily, weekly and monthly.

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?	The long range plans of the Unit on Aging are that there is and will continue to be a need to increase the number of staff, because of the drastic growth of older adults in Washburn County and their continuing needs of services. Per WI DHS, population of Washburn County residents age 60+ year 2000 was 3,888, 2020 was 6,215 for an increase of 59.86%. Projected to 2040 is 7,440 with an increase of 91.86%.

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

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>	Approved                      Denied Comments	<b>DATE:</b>	
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**HUMAN RESOURCE DIRECTOR APPROVAL:**

Filling of position is:  Approved     Not Approved

Comments:

Human Resources Director:

Date:

**COMMITTEE APPROVALS:**

<b>PERSONNEL COMMITTEE:</b>	Approved                      Denied Comments	<b>DATE:</b>	
<b>COUNTY BOARD (IF NECESSARY)</b>	Approved                      Denied Comments	<b>DATE:</b>	

<b>POSITION DESCRIPTION</b>		Grade P2015-04-1950
Class Title: Senior Dining Site Manager/Cook		Position Available 03/30/2021
Department: Unit on Aging	Location: County Senior Centers	Date: 05/30/2021

**GENERAL STATEMENT OF DUTIES:** Under the general direction and supervision of the Nutrition Program Director, the Dining Site Manager / Cook is responsible for coordinating the nutritional services for the dining site and preparing meals for the congregate and home-delivered nutrition programs. The Dining Site Manager / Cook actively supervises the safe and sanitary service of meals and all other related nutrition program activities and performs related work as required by the State of Wisconsin Nutrition Operation Policies Chapter 8.2.2.

**DISTINGUISHING FEATURES OF CLASS:** This position requires understanding and sensitivity to the needs of older Americans. Extensive knowledge of quantity and quality food preparation and sanitation is essential.

**EXAMPLES OF DUTIES PERFORMED:** (Illustrative only – may differ from senior center to senior center)

Responsible for the nutrition program in the center, including but not limited to food ordering, preparation and delivery.

- Performs center housekeeping and sanitation, ensuring compliance with Federal, State and County regulations.
- Works directly with all Dining Site Managers and Nutrition Program Director to develop the monthly menu for congregate and home delivered meals.
- Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values.
- Creates/Uses suitable recipes and calculates quantities needed for ordering and preparing food.
- Orders raw food products, paper supplies, chemicals and small equipment necessary for kitchen to carry out tasks.
- Maintains safe and orderly storage of food and other supplies.
- Compares prices and quality of products used and adjusts purchasing accordingly.
- Communicates effectively and coordinates with drivers, vendors, and other staff to ensure program runs smoothly.
- Prepares and packages meals for individual home delivery as well as bulk delivery to other senior dining sites.
- Schedules cleaning and preventative maintenance of all program related equipment for kitchen and home delivery routes.
- Schedules repairs and routine professional cleaning as needed for nutrition program equipment and kitchen area.
- Arrange for laundering kitchen items (i.e. towels, aprons, etc.)
- Other duties as directed by supervisor.
- Performs and complies with Nutrition Program Dining Site Manager duties as required by the State of Wisconsin Nutrition Operation Policies Chapter 8.2.2:

### **8.2.2 Nutrition Program Dining Site Managers**

The Dining Site Manager will ensure that all of the following are accomplished:

- Greeting participants
- Providing continual outreach to new participants
- Obtaining feedback and responding to concerns from participants regarding service delivery
- Advocating on behalf of older adults with community members as well as local, state, and federal lawmakers and policy makers
- Verifying that participants have registered
- Handling all participant contributions appropriately
- Enforcing policies and procedures related to food safety and sanitation
- Quality assurance for food or food-vendor contracts
- Keeping records of program data
- Scheduling and/or supervising other staff or volunteers
- Attending annual regional nutrition program staff training

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:** A basic knowledge of quantity food handling and sanitation; Ability to order, purchase and cook food on a quantity basis; Must be able to follow directions and work without close supervision; Must have good organizational and public relations skills; Ability to maintain accurate records; Math ability necessary as it relates to daily donations, participation reports, and production calculations; Knowledge of computer, fax, printer, and email use; Tact, courtesy and the ability to get along well with people, especially the elderly.

**EXPERIENCE AND TRAINING REQUIRED:** Completion of a standard high school course or equivalent; training and experience in quantity food handling and preparation; completion of a course in food service sanitation; or an equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must also be or be able to become ServSafe Certified within 90 days of hire.

#### **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 regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to walk, stand, talk, hear, climb and balance. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

PERSONNEL COMMITTEE IS MEETING PRIOR TO COUNTY  
BOARD TO CONSIDER THE STATUS CHANGE FOR CRISIS  
WORKERS; RESOLUTION WILL BE PROVIDED AT THE COUNTY  
BOARD MEETING

# Washburn County Personnel Requisition Form

Date: 03/10/2022	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Position Vacancy	<input type="checkbox"/> Position Change
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**POSITION INFORMATION:**

Position Title: Mental Health Crisis Worker-Telephone	Department: HHSD
Effective Date: 04/01/2022	
Position Type: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> LTE <input checked="" type="checkbox"/> Casual	
Duration of employment of requisitioned personnel: On-going	
Reason for Request: Due to current rules by the IRS, Department of Workforce Development and Department of Labor, it has been determined that Washburn County can no longer allow this service to be completed by contracted workers. As a result, they must become county employees.	
Why is position required or why can't present employees complete the work or why can't position be contracted? This position assists to cover the mental health crisis line, which is available 24/7/365. Due to call volume, it is unrealistic to have current staff cover overnight and weekend shifts. See above regarding inability to contract any longer.	
Is office space, furniture and office equipment available? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
If not, explain plan to obtain: No needed. This position will work off-site only.	

**WAGES/BENEFITS/FUNDING:**

Shifts/Yr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total
230	NA	\$25,696.54	NA	1965.79	925.13	NA	28,587.46

Total cost for other equipment and/or training? \$0

Is this request budgeted?  YES     NO    List the funding source: CMH

**FISCAL ANALYSIS (from above):**

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	150
Wages and Benefits	\$28,587.46
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.)	1500.00
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	-\$30,237.46
<b>TOTAL:</b>	<b>\$0</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 created. See attached.
What are the major functions or examples of work performed of the proposed position?	Please see attached Job Description
Minimum Educational Requirements and minimum experience for this position?	Please see attached Job Description
Knowledge Skills and Abilities?	Please see attached Job Description
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Due to current rules by the IRS, Department of Workforce Development and Department of Labor, it has been determined that Washburn County can no longer allow this service to be completed by contracted workers. As a result, they must become county employees.
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Public
Is this work currently being performed by someone else? If yes, how and by whom?	Combination of current staff and contracted staff. Current contracted staff will become county employees for this work.
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Under the supervision of the Mental Health & AODA Coordinator
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Work is generally separate from other duties and works off-site.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Current service facilitators, supervisor.
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.	Washburn County would likely need to contract this service to a larger agency at an increased cost. In addition, the Department would have less impact on hospitalizations, etc, which may result in increased cost/workload to other departments including law enforcement, corp counsel, etc.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No, position involves no levy
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Work will be off-site.
How does this position fit into the long-range and strategic plans of the Department and/or County?	Washburn County provides emergency mental health services under DHS 34 up to and including authorizing psychiatric hospitalizations under Chapter 51. This service has been "in-house" since 2019, resulting in a cost savings to the county. Effective management of

this program and consistency with other program areas results in good coordination of care, reduced hospitalizations and reduction in high cost placements.

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

As discussed above, this change in status from contracted to county employee is the result of labor laws, IRS, etc.

Approvals:

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	<b>03/10/2022</b>
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Committee of Jurisdiction:

<b>COMMITTEE:</b>	Approved                      Denied	<b>DATE:</b>	
	Comments		

HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is:  Approved     Not Approved

Comments:

Human Resources Director:

Date:

COMMITTEE APPROVALS:

<b>PERSONNEL COMMITTEE:</b>	Approved                      Denied	<b>DATE:</b>	
	Comments		
<b>COUNTY BOARD (IF NECESSARY)</b>	Approved                      Denied	<b>DATE:</b>	
	Comments		

# Washburn County Personnel Requisition Form

Date: 03/10/2022

New Position

Position Vacancy

Position Change

**POSITION INFORMATION:**

Position Title: Mental Health Crisis Worker- Mobile

Department: HHSD

Effective Date: 04/01/2022

Position Type:       Full Time       Part Time       LTE       Casual

Duration of employment of requisitioned personnel: On-going

Reason for Request: Due to current rules by the IRS, Department of Workforce Development and Department of Labor, it has been determined that Washburn County can no longer allow this service to be completed by contracted workers. As a result, they must become county employees.

Why is position required or why can't present employees complete the work or why can't position be contracted?  
This position assists to cover the mental health crisis line, which is available 24/7/365. Due to call volume, it is unrealistic to have current staff cover overnight and weekend shifts. See above regarding inability to contract any longer.

Is office space, furniture and office equipment available?     Y     N

If not, explain plan to obtain: No needed. This position will work off-site only.

**WAGES/BENEFITS/FUNDING:**

Shifts/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total
42	1939.98	NA	148.41	69.84	NA	2158.23

Total cost for other equipment and/or training? \$0

Is this request budgeted?  YES     NO    List the funding source: CMH

**FISCAL ANALYSIS (from above):**

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	150
Wages and Benefits	\$2,158.23
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.)	1500.00
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	-\$3808.23
<b>TOTAL:</b>	<b>\$0</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 created. See attached.
What are the major functions or examples of work performed of the proposed position?	Please see attached Job Description
Minimum Educational Requirements and minimum experience for this position?	Please see attached Job Description
Knowledge Skills and Abilities?	Please see attached Job Description
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Due to current rules by the IRS, Department of Workforce Development and Department of Labor, it has been determined that Washburn County can no longer allow this service to be completed by contracted workers. As a result, they must become county employees.
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Public
Is this work currently being performed by someone else? If yes, how and by whom?	Combination of current staff and contracted staff. Current contracted staff will become county employees for this work.
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Under the supervision of the Mental Health & AODA Coordinator
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Work is generally separate from other duties and works off-site.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Current service facilitators, supervisor.
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.	Washburn County would likely need to contract this service to a larger agency at an increased cost. In addition, the Department would have less impact on hospitalizations, etc, which may result in increased cost/workload to other departments including law enforcement, corp counsel, etc.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No, position involves no levy
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Work will be off-site.
How does this position fit into the long-range and strategic plans of the Department and/or County?	Washburn County provides emergency mental health services under DHS 34 up to and including authorizing psychiatric hospitalizations under Chapter 51. This service has been "in-house" since 2019, resulting in a cost savings to the county. Effective management of

this program and consistency with other program areas results in good coordination of care, reduced hospitalizations and reduction in high cost placements.

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

As discussed above, this change in status from contracted to county employee is the result of labor laws, IRS, etc.

Approvals:

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	03/10/2022
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Committee of Jurisdiction:

<b>COMMITTEE:</b>	Approved	Denied	<b>DATE:</b>	
	Comments			

HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is:  Approved  Not Approved

Comments:

Human Resources Director:

Date:

COMMITTEE APPROVALS:

<b>PERSONNEL COMMITTEE:</b>	Approved	Denied	<b>DATE:</b>	
	Comments			
<b>COUNTY BOARD (IF NECESSARY)</b>	Approved	Denied	<b>DATE:</b>	
	Comments			

<b>POSITION DESCRIPTION</b>		FT- Grade 13	
CLASS TITLE: Mental Health Crisis Worker			
DEPARTMENT: Human Services	Location: Services Building	Date: 03/09/2022	

GENERAL DESCRIPTION

This position operates under DHS 34 regarding emergency services for mental health crisis. The worker will respond to phone calls from law enforcement, hospitals and community members that are experiencing mental health crisis, assess and determine least restrictive safety planning regarding the crisis. This includes up to and including Emergency Detentions under Chapter 51.

The Washburn County Mental Health Crisis Line operates on a 24/7/365 basis. This position does require shifts overnight and during weekends.

SUPERVISION/DIRECTION RECEIVED

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

SUPERVISION/DIRECTION EXERCISED

None

TYPICAL DUTIES (Illustrative Only)

Position fulfills requirements of Emergency Services as outlined in Wisconsin Administrative Code DHS 34

Respond to all calls to the crisis line in a prompt and timely fashion.

Provide assessment regarding mental status and risk of crisis clients and collaborate with other agencies/providers on appropriate care and safety planning for individual in crisis.

Arranges and/or coordinates for appropriate safety plan for consumers based on their assessed needs. When appropriate, will respond in person or direct assigned mobile on-call worker to respond in person, as needed.

Document all contacts and assessment information regarding case in a concise, thorough and timely manner.

Maintains confidentiality of records and information relating to assessment.

Remains current with licensure/certification and continuing education courses and seminars or through other sources of information as required by program and/or department requirements.

Performs other duties as assigned

## KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of DHS 34 and DHS 51

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 in fast-paced, high stress situation.

## 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) is preferred.

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 largely sedentary. Work location is office, off-site 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 agencies/facilities in the county or stay overnight out of town to attend training.

This position is also part of our on-call system that assesses individuals experiencing a behavioral health crisis (in a safe location) afterhours and on weekends.

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



# Health & Human Services Board

Director  
Marie Schrankel

Deputy Director  
Vacant

## Washburn County Health & Human Services Department April 2022 PROPOSED

