

## WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA

July 20, 2021

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 June 15, 2021 County Board Proceedings
6. Introduction of new County Veterans Service Officer – Joe Schmidt
7. American Rescue Plan Act (ARPA) Update
8. Concerned Citizens

### 9. Consent Agenda

- A. Resolution Appointing Board of Adjustment Members
- B. Resolution Updating B-4 Policy re: Internal Promotion
- C. Resolution Updating Employee Handbook adding Vaping Restrictions to Section 9.4
- D. Resolution Denying a Claim for Hidden Lake Land Trust (Bernard Seidling)
- E. Resolution to Approve Broadband Expansion from Mosaic Technologies

### 10. Other Resolutions and Ordinances

- A. Resolution Changing FTE from .75 to 1.0 for HR Admin Asst for 2021
- B. Resolution Approving a New .8 FTE Passenger Transit Van Driver - Aging
- C. Resolution Approving PT Communicable Disease Surveillance Nurse – Public Health

11. Committee Reports
12. Chair Appointments –
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

June 15, 2021

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: (20), Excused/absent: (1) Carlstrom; Youth present: (3) Lindstrom, Schroeder, Daniels.
5. Approval of April 27, 2021 County Board Proceedings on motion by Supv. S. Smith, 2<sup>nd</sup> by Supv. C. Masterjohn; MC.
6. Introduction of new County Veterans Service Officer – Joe Schmidt – postponed as Mr. Schmidt is unavailable tonight.
7. Concerned Citizens – Joel Zimmerman, EDC Corp. gave report on what EDC has done in regard to expansion of broadband for the last five years and spoke in favor of the opportunity we have with Mosaic as a provider. Anna Marie Brown, thanked the board for their commitment to the county; spoke as president of the Local 2816 Washburn County employees union and asked for consideration for hazard pay to be given; also spoke as resident and tax payer and asked about the 5 days time for publishing minutes, who is in charge of that and the request to have acronyms explained; also spoke about the county's response time in regard to public records requests.
8. COVID-19 Update report from public health was reviewed and is included in packet. Court system is starting to open up again.
9. Indianhead Community Action Agency (ICAA) Presentation was given by Dave Willingham, President. The ICAA serves Burnett, Clark, Rusk, Sawyer, Taylor and Washburn Counties and our current representative on their board is Keith Trembath; they partner with local government, community organizations and private sector businesses/foundations and try not to duplicate, but supplement, services of other agencies. Mr. Willingham reviewed the start of rural transportation services in Ladysmith and is now a stand-alone transportation commission which functions in conjunction with Rusk County. Program highlights from the ICAA 2020 Annual Report were reviewed. Questions were asked about the Head Start program and location; currently this is under an interim organization but most of the staff, services and programs will continue as they have in the past. ICAA will again apply during the next competitive bidding cycle. Supv. K. Trembath thanked Mr. Willingham and added that he felt it to be a privilege to be a part of ICAA.
10. Mosaic Technologies Broadband Presentation was given by Preston Pearson, Chief Operating Officer (COO) who was introduced by IT Director Tom Boron. Mosaic Technologies, once Chibardun, is a non-profit cooperative based out of Cameron. Mosaic has come in to the Birchwood area of Washburn County and is planning on providing fiber to the home for "last-mile connections". This is a start for broadband expansion in Washburn County and Mosaic plans to take advantage of grant opportunities to expand further; Shell Lake and Spooner are on the radar and will continue to move northward in the county. Grant opportunities for the purpose of broadband expansion are available through the Public Service Commission (PSC) with applications due by July 27, 2021. Mr. Pearson reviewed the two grant proposals – one for Sarona and the other for Birch Lake & Lake Chetac. The map of the proposed Sarona expansion was reviewed which includes a proposed investment from Washburn County with a matching amount from Mosaic and a 65% match from the PSC. The estimated construction cost is \$2,950,000 and would cover approximately 93 square miles/555 homes, with an estimated 60% to 70% of homes that would hook up to the service. Broadband expansion was listed as a priority from past strategic planning sessions of the board. Questions and concerns from the board and youth



representatives were discussed. A ten minute recess was taken at 7:30 p.m. (*Entire discussion is available on the online audio recording.*)

**11. Consent Agenda** was approved on motion by D. Wilson, 2<sup>nd</sup> by C. Masterjohn; MC.

- A. Rezone Petition and Amendatory Ordinance – April & May**
- B. Resolution 2021-36 Supporting Adding a Specific Reference in Wis. Stat. §70.11(2) to Property Owned by Regional Planning Commissions as Exempt from Real Property Taxes**

**12. Other Resolutions and Ordinances**

- A. Resolution 2021-37 for Ordinance Approving the Return of a Tax Deeded Land to the Former Owner – Laura S. Brewer – Pursuant to §75.35(2)(e), Wis. Stats.** – Motion to approve by Supv. L. Featherly, 2<sup>nd</sup> by Supv. H. Graber; MC on voice vote, none opposed.
- B. Resolution 2021-38 to Increase the 2021 Unit on Aging Budget – GWAAR COVID 19 Consolidated Appropriations Act Grant, 2021 Supplemental Nutrition Funding** – Motion to approve by Supv. D. Haessig, 2<sup>nd</sup> by Supv. S. Smith. Roll Vote: Yes (20), Youth: Yes (3); MC.
- C. Resolution 2021-39 to Increase the 2021 Budget Due to the American Rescue Plan Act of 2021 for Washburn County** – Motion to approve by Supv. D. Haessig, 2<sup>nd</sup> by Supv D Wilson. This creates a business unit so that we can properly receive and track the money. Roll Vote: Yes (20); Youth: Yes (3); MC.
- D. Resolution 2021-40 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 any required bidding process. It was determined that this is a sole source provider, is a state grant and there is not enough time for a bid process (grant was announced June 1<sup>st</sup> with a July 27<sup>th</sup> deadline). Supv. B. Vosberg asked what happens if the PSC grant doesn't go through; as this is just a commitment for the grant application, no check would then be issued. Supv. D. Wilson added that, as Mosaic is a non-profit and cooperative, the dollars they bring in are then reinvested in the next expansion. Supv. P. Johnson asked about the segments for the funds received; we are on a timeframe for this one project – other projects will be determined later and encumbered by December 31, 2024. (The 2<sup>nd</sup> payment will be received from Treasury one year from now with projects to be paid for by December 31, 2026.) Supv. S. Smith stated that, as Washburn County government does not have an eligible sewer or water project, this is our first opportunity to invest in broadband. Roll Vote: Yes (20); Youth: Yes (3); MC. Chair T. Mackie congratulated the board for the step taken.
- E. Resolution 2021-41 Amending 2021 Budget for Professional Services for Courtroom Security** – Motion approved by Supv. D. Haessig, 2<sup>nd</sup> by Supv. L. Featherly. Facilities Director Kiko Murphy explained the proposed project. Roll Vote: Yes (20), Youth: Yes (3); MC.
- F. Resolution 2021-42 Amending 2021 Budget for Professional Services for Safety Barriers in the Courthouse** – Motion approved by Supv. D. Haessig, 2<sup>nd</sup> by Supv. D. Wood. Roll Vote: Yes (20), Youth (3); MC.
- G. Resolution 2021-43 Creating Chapter 32: Vaping Control Ordinance** – Motion to approve by Supv. J. Ford, 2<sup>nd</sup> by Supv. C. Masterjohn. Discussed the focus on age and restrictions. This would apply to everybody, schools have internal disciplinary processes and primarily the juvenile deputy would implement the ordinance violation where any law enforcement officer could write a ticket. This also mirrors what Shell Lake's rules are and what Spooner is developing at this time. Supv. S. Smith stated that this also affects the retailers. Voice vote taken with one naye (Sather); MC.

**13. Committee Reports** – motion by Supv. D. Wilson, 2<sup>nd</sup> by Supv. C. Masterjohn to suspend; MC.

**14. Chair Appointments** – Clarification of appointments to BOA – Chair Mackie mentioned that there have been some questions and rules are being researched and Chair has been negligent in regard to terms/appointments and he will do that by July 1st; ARPA Ad Hoc Committee appointments – board members: T. Mackie, B. Vosberg, S. Johnson, L. Featherly and D. Haessig; management – L. Olson, N. Tims, S. Kindle, B. Danielsen, Corp Counsel T. Frost. Chair Mackie stated that if board has ideas regarding

how the remaining 2 million dollars could be spent to contact one of the committee members. Motion to approve appointments was made by Supv. D. Wilson, 2<sup>nd</sup> by Supv. J. Ford; MC.

15. Citizen Comments

16. Chair Comments – board deserves a round of applause for their giant leap.

17. Possible Future Agenda Items – Ad Hoc Committee will get started and will be published.

18. Audit Per Diems on motion by Supv. C. Masterjohn, 2<sup>nd</sup> by Supv. S. Johnson. (Honors for past board member Hubert Smith and wife will be 21<sup>st</sup> of June at the Veteran's Cemetery.)

19. Adjourn at 8:23 p.m. on motion by Supv. C. Masterjohn, 2<sup>nd</sup> by Supv. S. Johnson; 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 # \_\_\_\_\_

**RESOLUTION TO APPOINT BOARD OF ADJUSTMENT MEMBERS**

**WHEREAS**, the Washburn County Board of Adjustments (BOA) is required to have five (5) members with 3 year term limits; and,

**WHEREAS**, said terms expire on June 30<sup>th</sup> of the term limits; and,


**WHEREAS**, these staggered terms are in need of clarification.

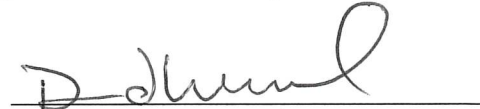
**THEREFORE, BE IT RESOLVED**, that the terms of Ruth King and Harry Sorensen are determined to be effective July 1, 2020 through June 30, 2023 and that the terms of Gene Bethel, Joe Weiss and Zachary Tranmer are effective July 1, 2021 through June 30, 2024; and,

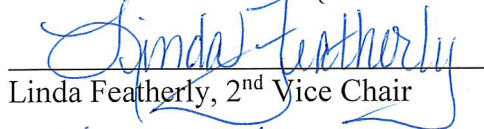
**BE IT FURTHER RESOLVED**, that the Board of Adjustment members, including alternates, shall be qualified to serve as set forth under Wis. Stat. §59.694(1)(c).

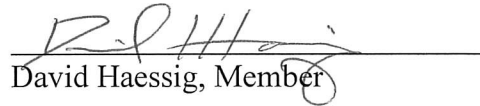
**FISCAL IMPACT:** None

Recommended for adoption by the Washburn County Executive Committee this 14<sup>th</sup> day of July, 2021 and approved by the Washburn County Board of Supervisors this 20<sup>th</sup> day of July, 2021.

  
Thomas Mackie, Chair

  
David Wilson, 1st Vice Chair

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

  
David Haessig, Member

  
Hank Graber, Member

**RESOLUTION TO APPROVE UPDATE TO EMPLOYEE HANDBOOK POLICY B.4 RE:  
POSITION JUSTIFICATION & HIRING PROCESS – INTERNAL PROMOTION**

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

**WHEREAS**, current policy regarding Internal Promotion needs clarifying language as to the extent of involvement with Human Resources, and

**WHEREAS**, the Personnel Committee has met and approved changing the language as indicated:

“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 a temporary, casual, or regular status employee currently employed by that Department within the County, who is qualified for the position vacancy, **and if internal promotion has been discussed with Human Resources**, 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.)”

**THEREFORE, BE IT RESOLVED**, that the Washburn County Board of Supervisors hereby approve the language change for the B.4 policy as reflected above.

**FISCAL IMPACT: None**

RECOMMENDED FOR ADOPTION ON THE 1<sup>st</sup> DAY OF JULY, 2021 BY THE PERSONNEL COMMITTEE AND APPROVED BY THE WASHBURN COUNTY BOARD OF SUPERVISORS THIS 20<sup>TH</sup> DAY OF JULY, 2021.

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

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

\_\_\_\_\_  
Mark Radzak, Member

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

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

**RESOLUTION TO APPROVE UPDATE TO EMPLOYEE HANDBOOK  
POLICY SECTION 9.4 TOBACCO USE**

**WHEREAS**, a resolution was adopted on June 15, 2021 by the Washburn County Board of Supervisors creating Chapter 32: Vaping Control Ordinance; and,

**WHEREAS**, Section 32-4 of the new ordinance states that “Vaping is prohibited in all county owned or leased buildings, on county property, in county owned vehicles, and in all county programs”; and,

**WHEREAS**, Section 32-5 of the new ordinance states that “In addition to or in lieu of enforcement of this section by forfeiture, violations of this section by county employees and officers may be subject to appropriate employee discipline as per handbook guidelines”; and

**WHEREAS**, references to the Vaping Ordinance need to be incorporated into the employee handbook; and,

**WHEREAS**, the Personnel Committee has met and approved changing the language in Section 9.4 to include reference to vaping:

**9.4 TOBACCO USE & VAPING RESTRICTIONS**

“Washburn County maintains a tobacco **and vaping-free** environment. The use of tobacco products, including but not limited to cigarettes, cigars, pipes and smokeless tobacco, **including vapor products and devices**, is prohibited inside all County **owned buildings** facilities and vehicles. ~~Through passage of a resolution, smoking in any and all areas of any County owned buildings and vehicles is prohibited.~~ Smoking is only allowed in areas that are a reasonable distance from the entrances of any building. **Vaping is additionally prohibited in all county leased buildings, on county property, and in all county programs.**

**THEREFORE, BE IT RESOLVED**, that the Washburn County Board of Supervisors hereby approve the language change for the 9.4 Tobacco Use & Vaping Restriction policy as reflected above to take effect upon approval.

**FISCAL IMPACT: None**

RECOMMENDED FOR ADOPTION ON THE 1<sup>ST</sup> DAY OF JULY, 2021 BY THE PERSONNEL COMMITTEE AND APPROVED BY THE WASHBURN COUNTY BOARD OF SUPERVISORS THIS 20<sup>TH</sup> DAY OF JULY, 2021.

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

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

\_\_\_\_\_  
Mark Radzak, Member

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

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



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

**A RESOLUTION DENYING A CLAIM**

**HIDDEN LAKE LAND TRUST –vs- WASHBURN COUNTY**

**WHEREAS**, Hidden Lake Land Trust, et al – RC Johnson, Trustee, by Bernard Seidling, have served the Washburn County Clerk with the attached Notice of Claim pursuant to Wis. Stat. § 893.80(1d)(a), on June 18, 2021; and


**WHEREAS**, the matter has been submitted to the County’s insurance company, Aegis/Wisconsin County Mutual Ins. Corporation who, after consultation with the Washburn County corporation counsel, recommend that the claim be denied.

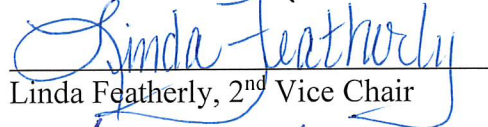
**THEREFORE, BE IT RESOLVED**, that the claim of Hidden Lake Land Trust, et al, is denied.

**THEREFORE, BE IT FURTHER RESOLVED**, that Notice of Disallowance be served on the claimant by certified mail pursuant to Wis. Stat. §893.80(1g).

**FISCAL IMPACT:** None

The foregoing resolution was adopted by the Washburn County Executive Committee at its meeting on July 14, 2021 and Passed/Defeated by a vote of \_\_\_ to \_\_\_ by the Washburn County Board of Supervisors on this 20th day of July, 2021.

  
\_\_\_\_\_  
Tom Mackie, Chair

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

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

  
\_\_\_\_\_  
David Wilson, 1st Vice Chair

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

Office of the Sheriff

Washburn County

421 Highway 63  
P. O. Box 429  
Shell Lake, WI 54871

Administration 715-468-4700  
FAX 715-468-4715

Dispatch/Jail 715-468-4720  
FAX 715-468-4729

Dennis Stuart  
Sheriff

Steve Pank  
Chief Deputy

Civil Papers

Printed on June 18, 2021

Paper Type(s) NOTICE OF CLAIM  
Received 06/18/21 10:38  
Expires 6/22/21  
Court Circuit Court  
Court Date  
Category Civil  
Assigned To Hart, Tia  
Status Incomplete  
Reason

Process # C2100109  
Docket #  
Reference #

Plaintiffs	Contact Info
Received From	Contact Info
HIDDEN LAKE LAND TRUST, ET AL - RC JOHNSON, TRUSTEE	152 N INDIES DRIVE MARATHON, FL 33050

Defendants	Contact Info
Serve On	Serve On Info
WASHBURN COUNTY C/O LOLITA OLSON	10 4TH AVENUE SHELL LAKE, WI 54871 Business #: (715) 468-4600
No Picture	

Interested Parties	Contact Info
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Information

Attempt Date	Incident #	Deputy	Outcome
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## NOTICE OF CLAIM

To Ms. Lolita Olson  
Washburn County Clerk

Dear Ms. Olson,

**This is formal notice**, Hidden Lake Land Trust, hereinafter the Trust, pursuant to 893.80(1d)(a), gives AMENDED notice to Washburn County and Dale Beers that on 5/20/2021, Dale Beers, Washburn County Zoning Administrator, unreasonably refused to issue permits for land development to Jami Boudinot, purchaser from the Trust. As a result, Ms. Boudinot has ceased making payments on all her contracts in Washburn County, which results in damages to the Trust of more than \$276,000. Be further advised, upon information and belief, Mr. Beers then proceeded on 5/20/2021 to Trespass on four (4) land-owners property, owned of record by the Trust, however under contract with other purchasers. Be advised, in addition to the Washburn contracts which Ms Boudinot has walked away from, Ms Fisk has chosen, as-a-result of the conduct of Mr. Beers, to cease making payments on her Washburn County contracts which results in damages in-excess of \$138,000 to the Trust. Total Damages caused by Mr. Beers conduct regarding his actions of 5/20/2021 exceed \$414,000.

You are further notified, on 9/3/2020, Mr. Beers signed a Special Inspection Warrant whereby he unlawfully represented he is a Sheriff (or peace officer), see attached, and unlawfully inspected property owned of record by a trust, however, under contract and occupied by a family with children.

You are further notified commencing in summer 2020 Mr. Beers Maliciously interfered with numerous other contracts between R. Johnson Trust and purchasers whereby the damages from his actions exceed \$192,000.00.

You are further notified that in fall 2020 Mr. Beers Maliciously interfered with contracts between another Trust and purchasers whereby the damages caused by Mr. Beers exceeds \$151,000.

Total damages caused by Mr. Beers/Washburn County exceed \$757,000.



Hidden Lake Land Trust, et al  
By RC Johnson, Trustee  
152 N Indies Drive  
Marathon, FL 33050

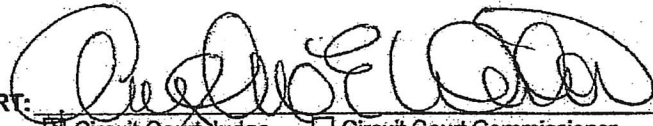


FILED

SEP 03 2020

Shannon Anderson  
CLERK OF COURT  
WASHBURN COUNTY  
SHELL LAKE, WI 54871

BY THE COURT:



Circuit Court Judge     Circuit Court Commissioner

Angelino E. Winton

STATE OF WISCONSIN

CIRCUIT COURT

WASHBURN COUNTY

Washburn County Zoning Department  
10 Fourth Avenue  
P.O. Box 506  
Shell Lake, WI 54871,

Plaintiff,

v.

Case No. \_\_\_\_\_

Florida Land Trust  
152 North Indies Drive  
Marathon, FL 33050-3703

**SPECIAL INSPECTION WARRANT**

and

Kimberly Hilgendorf  
N6319 Peace Lane  
Spooner, WI 54801,

Defendants.

TO: Kimberly Hilgendorf  
N6319 Peace Lane  
Spooner, WI 54801

The State of Wisconsin, to the sheriff, to the Zoning Department or any constable or any peace officer of said county:

Whereas, Washburn County through Dale Beers, Zoning Administrator has this day complained in writing to the said court upon oath that on the 3<sup>rd</sup> day of September, 2020, in said county, in and upon certain premises in the Town of Evergreen and more particularly described as follows: Tax ID #35709 at the address above, there now exists a necessity to determine if the Subject Property complies with the Wisconsin

Administrative Code, SPS 383.32(1)(f) and requests that a special inspection warrant be issued to search said premises.

Now, therefore, in the name of the State of Wisconsin you are commanded forthwith to search the said premises for said purposes.

**ENDORSEMENT ON WARRANT**

Received by me on Sep 3rd, 2020 at 11:45 o'clock A. M.

Dale Beers  
Sheriff (or peace officer)

**RETURN OF OFFICER**

I hereby certify that by virtue of the within warrant I searched the named premises and found the following things: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Sheriff (or peace officer)

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

**WASHBURN COUNTY BOARD OF SUPERVISORS  
RESOLUTION TO APPROVE BROADBAND EXPANSION PROPOSAL FROM  
MOSAIC TECHNOLOGIES**

**WHEREAS**, Washburn County (“the County”) continues to strive in the expansion of broadband technology available to its residents and visitors; and,

**WHEREAS**, Mosaic Technologies (“Mosaic”) is a not-for-profit local provider of broadband services in and around the County; and,

**WHEREAS**, Mosaic presented a proposal for expansion of fiber broadband services in the Township of Stone Lake (Washburn County) and the Township of Sand Lake (Sawyer County) “Stone Lake/Sand Lake Project”). Per this proposal this project will cover approximately 165 square miles and pass approximately 1,376 establishments (517 Washburn County establishments and 859 Sawyer County establishments); and,

**WHEREAS**, the Public Service Commission (PSC) has announced ARPA Broadband Grant Applications that have become available on July 1, 2021 with applications due July 27, 2021; and,

**WHEREAS**, one of the top items that an applicant must meet for the PSC ARPA Broadband Grant Application include a commitment for public private partnerships, which a relationship with Washburn County would provide.

**THEREFORE, BE IT RESOLVED**, that the Washburn County Board of Supervisors approve a public private partnership with Mosaic Technologies for the Stone Lake/Sand Lake Project. The County’s approval of this Resolution and the Mosaic proposal is beneficial to the health, safety, welfare, and economic development of the County’s residents, taxpayers, and visitors.

**FISCAL IMPACT:** None

Adopted and approved by the Washburn County Board of Supervisors this 20<sup>th</sup> day of July, 2021.

\_\_\_\_\_  
Thomas Mackie, Chairperson  
Washburn County Board of Supervisors



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

**RESOLUTION APPROVING POSITION CHANGE  
FROM .75 TO 1.0 FTE FOR HR/ADMINISTRATIVE ASSISTANT**

**WHEREAS**, due to continued and increasing needs for administrative work in various county departments; and,

**WHEREAS**, currently the part time HR/Administrative Assistant is assisting in other departments including Emergency Management, County Clerk's office and the Veteran's office; and,

**WHEREAS**, an increase from 4 days/week to 5 days/week will allow Emergency Management to have dedicated hours as well as provide for additional coverage for Admin/HR and other departments as may be needed from time to time; and,

**WHEREAS**, funding of the additional costs, which includes an increase for health insurance, will be absorbed by the Admin/HR department; and,

**WHEREAS**, it is anticipated that a portion of these additional costs could be recouped on a short-term basis with grants that provide funds for the public health and emergency response to COVID-19, such as those from the American Rescue Plan Act (ARPA).

**THEREFORE BE IT RESOLVED**; that the Washburn County Board of Supervisors approve the position change from part time to full time for the HR/Administrative Assistant position, to be effective immediately.

**FISCAL IMPACT: Additional \$1518 per month**

Recommended for adoption by the Washburn County Personnel Committee this 1st day of July, 2021 and approved by the Washburn County Board of Supervisors this 20<sup>th</sup> day of July, 2021.

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

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

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

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

\_\_\_\_\_  
Mark Radzak, Member

## Washburn County Personnel Requisition Form

Date: 5/20/2021	<input type="checkbox"/> New Position	<input type="checkbox"/> Position Vacancy	<input checked="" type="checkbox"/> Position Change
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**POSITION INFORMATION:**

Position Title: Administrative Assistant    Department: Administration/Human Resources and Emergency Management

Effective Date: 2022

Position Type:         Full Time         Part Time         Casual         LTE

Duration of employment of requisitioned personnel: ongoing

Reason for Request: Increase position from 4 days/week to 5 days/week to allow Emergency Management to have dedicated hours and for additional coverage for Admin/HR.

Why is position required or why can't present employees complete the work or why can't position be contracted?

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

If not, explain plan to obtain:

**WAGES/BENEFITS/FUNDING:**

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance – Cash in Lieu	Total	
18.20	1560	28,392.00	1916.46	2171.99	53.94	13,412.52	45,946.91	current
18.20	1950	35,490.00	2395.58	2714.99	67.43	23,491.68	64,159.67	proposed
						Additional request	18,212.76	

Total cost for other equipment and/or training?

Is this request budgeted?     YES     NO    If not, explain plan to fund request: While additional dollars may be available per the ARPA for emergency management/COVID responses, we understand the need for continuous dollars to be available for operations beyond the deadline for these funds to be used (2026). The additional cost would be pro-rated and the .25 cost (or actual cost of actual hours) could be recovered through ARPA if allowable.

**FISCAL ANALYSIS (from above):**

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	0
Wages and Benefits	1517.73/mo addtl cost
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	0
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0

Revenues (Use Negative #)	0
TOTAL:	

## DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	See enclosed
What are the major functions or examples of work performed of the proposed position?	See Enclosed Job description
Minimum Educational Requirements and minimum experience for this position?	High School diploma or equivalent required; Postsecondary training preferred; or combination of experience and training which provides the required knowledge, skills and abilities to perform the job duties.
Knowledge Skills and Abilities?	Knowledge and ability to implement modern office practices and administrative procedures; knowledge of business English, bookkeeping, spelling, and basic arithmetic; skill in operation of basic office machines, such as calculator, photocopier, computer, and printer; Good organizational skills; ability to positively communicate with staff and the general public; good judgment; ability to carry out oral and written instructions and perform tasks with a minimum amount of direct supervision
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Employees, CB members, Administration/HR Department, EM Department and Federal/state mandates/deadlines
Is this work currently being performed by someone else? If yes, how and by whom?	
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Enclosed
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Supervised by Administrative Coordinator, HR Generalist, and EM Director
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Administrative Coordinator, HR Generalist, EM Director
Are there alternatives to the services that this individual would provide? If yes, explain.	The Administrative Coordinator and HR Generalist work overtime and forego vacation/sick time to complete work
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	Increased workload for Administrative Coordinator, HR Generalist, and EM Director
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, HR office
How does this position fit into the long-range and strategic plans of the Department and/or County?	this position will be in direct support of Washburn County's core values of prompt, respectful and accurate communication as well



	as our value of providing competent and well-trained service by enabling all staff in the HR Department to efficiently and thoroughly complete tasks, ensuring accurate and timely performance.
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Justification for request or general remarks/comments about the position:

Our Emergency Management Director is in continuous need of a dedicated assistant for her office. Currently she has been able to utilize some hours through this admin asst position, but ideally needs dedicated hours. Expanding the position to full time will allow us to share the position with EM for a dedicated full day per week on a regularly scheduled basis, plus additional hours if needed. The hours currently available to the EM are also being shared with the County Clerk (one day/week); Admin/HR hours are three days/week. We don't anticipate workload in the HR office to decrease and can certainly utilize the additional hours as well.

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>	FLSA Status – Non-exempt	Position #:
Position Title: Administrative Assistant	FT	Grade: 07-1950
Department: Administration/HR & EM	Location: Courthouse	Date: 5.2018, 5.2020, 5.2021

GENERAL STATEMENT OF DUTIES: Performs a variety of basic administrative, clerical, typing, computer data entry, and record keeping tasks for the Washburn County Administration/HR Department; performs other duties as requested and assigned.

DISTINGUISHED FEATURES OF THE POSITION: This position is responsible for varied administrative duties and related tasks. This work involves the application of prescribed procedures and methods on routine matters. Provides confidential support to the Administrative Coordinator/HR Director and the HR Generalist/Benefits Coordinator.

EXAMPLES OF DUTIES PERFORMED: (Illustrative only)

- Answer phones, provide assistance and/or route calls to appropriate staff
- Process ingoing and outgoing mail
- Assists with the storage, organization, maintenance, and retention of personnel files
- General clerical duties including photocopying, scanning, and faxing
- Creates reports, forms, and documents as directed
- Maintains MSDS system
- Assists with Wellness, Safety, Employee of the Month and Emergency Management projects
- Maintains mailing lists, logs, directories, spreadsheets
- Responsible for Administration/HR Accounts Payable entry
- Performs other data entry as assigned.
- Maintains supply inventory of Admin/HR office by checking stock to determine inventory level; anticipating needed supplies; communicates order to purchasing department
- Demonstrate professional, courteous customer service to clients and other staff, consistent with County Core Values;
- Supports Washburn County Core Values throughout all levels of department decision making. Develops customer service as an integral part of department operations;
- Performs other duties as requested and assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES: Knowledge and ability to implement modern office practices and administrative procedures; knowledge of business English, spelling, and basic arithmetic; skill in operation of basic office machines, such as calculator, photocopier, computer, and printer; Working knowledge of accounting procedures, Good organizational skills; ability to positively communicate with staff and the general public; good judgment; ability to carry out oral and written instructions and perform tasks with a minimum amount of direct supervision.

EXPERIENCE AND TRAINING REQUIRED: Experience in administrative work which shall include computer data entry, knowledge of a variety of software including MS Word, Excel, PowerPoint, email, and internet; and in the operation of office machines. Experience in bookkeeping/accounting preferable. High School diploma or equivalent required; Postsecondary training preferred; or combination of experience and training which provides the required knowledge, skills and abilities to perform the job duties.

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.

Work is performed in office settings. Hand-eye coordination is necessary to operate instruments, equipment, computers, and various other pieces of office equipment.

TOOLS AND EQUIPMENT USED: Telephone systems; personal computer including MS Office software; copy machine; postage machine; fax machine; calculator.

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

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

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

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

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

Approval: \_\_\_\_\_  
Administrative Coordinator/HR Director

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

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Signed



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

**RESOLUTION APPROVING NEW POSITION OF  
.8 FTE PASSENGER TRANSIT VAN DRIVER**

**WHEREAS**, the expansion of transportation for the purpose of medical, nutrition, and socialization for Washburn County older adults and people with disabilities is greatly needed; and,

**WHEREAS**, the Aging/ADRC Committee has approved a proposal to expand elderly and disabled transportation options in Washburn County to potentially include a 14-passenger transit van that can transport multiple passengers on routes throughout Washburn County for the purposes of medical, nutritional, and social activities; and,

**WHEREAS**, with the reopening of senior centers, post-COVID-19, there is a significant need and requests from the Washburn County residents to provide this type of service that is not being provided by any other means or transportation providers in Washburn County; and,

**WHEREAS**, a portion of this funding will come from a reorganization of the current staffing level of drivers as well as a commitment of \$10,000 from the Health & Human Services Department for the indefinite future; and,

**WHEREAS**, additional funding is potentially available through ARPA funds designated for transportation needs.

**THEREFORE BE IT RESOLVED**; that the Washburn County Board of Supervisors approve the .8 FTE Passenger Transit Van Driver position to be effective immediately.

**FISCAL IMPACT: \$18,360.99 from Aging Fund Balance for 2021**

Recommended for adoption by the Washburn County Personnel Committee this 1st day of July, 2021 and approved by the Washburn County Board of Supervisors this 20<sup>th</sup> day of July, 2021.

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

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

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

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

\_\_\_\_\_  
Mark Radzak, Member



# Washburn County Personnel Requisition Form

Date: 05/27/2021

New Position

Position Vacancy

Position Change

**POSITION INFORMATION:**

Position Title: FTE .8 Passenger Transit Van Driver

Department: Unit on Aging

Effective Date: 07/01/2021

Position Type:

Full Time

Part Time

LTE

Casual

**Reason for Request:** Proposal to expand elderly and disabled transportation options in Washburn County to include a 14-passenger transit van that can transport multiple passengers on routes throughout Washburn County for the purposes of medical, nutritional, and social activities. The use of this driver and van will also allow for the ability for the Aging Unit to plan group trips within and outside of the county for the social enjoyment of the elderly and disabled that would not have the ability, otherwise. This transportation project, will reorganize the current staffing from three PT (19.5) hour and one PT (10) hour, driver positions. With the reopening of senior centers, post-COVID 19, there is a significant need and requests from the Washburn County residents to provide this type of service that is not being provided by any other means or transportation providers in Washburn County. The only public transportation available is Namekagon Transit with a route from Spooner to Shell Lake, Monday-Thursday 8 a.m. to 3:15 p.m. We will start recruitment of volunteers, to provide medical rides for the elderly outside of Washburn County. We will also be transitioning to a fee for ride schedule, rather than relying on donations only for project income.

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

If not, explain plan to obtain:

**WAGES/BENEFITS/FUNDING:**

Wage/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total	
\$15.02	1664	\$24,993.28	\$1,687.05	\$1,911.99	\$967.24	\$21,142.44	\$50,701.99	Proposed

Total cost for other equipment and/or training? \$250.00

Is this request budgeted?  YES  NO List the funding source: Partially, see attached breakdown.

**FISCAL ANALYSIS (from above):**

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	\$250.00
Wages and Benefits	\$50,701.99
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	\$250.00
Training Expenses (Including memberships)	\$250.00
Computer Equipment (Cell Phone)	\$500.00
Office Furniture and Supplies	0

Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
<b>TOTAL:</b>	\$51,951.99

## 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?	No.
What are the major functions or examples of work performed of the proposed position?	Providing transportation for the purpose of medical, nutrition, and socialization for Washburn County older adults and people with disabilities that do not qualify for Medicaid or Veteran's transportation.
Minimum Educational Requirements and minimum experience for this position?	H.S. Diploma, WI CDL w/Passenger Endorsement Driver's License, Current CPR/AED and First Aide Certification, Ability to pass any and all drug/alcohol testing and background checks.
Knowledge Skills and Abilities?	Knowledge of and sensitivity towards the needs of the elderly and disabled citizens. Knowledge of Washburn County communities, roads, and highways. Able to read maps, use cell phone, GPS, and follow directions. Skill in customer service.
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	There is not Washburn County wide public transportation available.
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	The elderly, disabled, and caregiver residents of Washburn County.
Is this work currently being performed by someone else? If yes, how and by whom?	Not as described.
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.)	N/A
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Part-time driver, if qualified.
Are there alternatives to the services that this individual would provide? If yes, explain.	Only for people that have Medicaid and for Veteran's for medical app. Both of these only provide for Medical appointments. There is no other transportation to take people shopping, to senior meal sites, church, exercise classes, beauty shop appointments, or other social activities. For older adults, lack of socialization is equivalent to smoking 15 cigarettes a day. It is our hope that in the future the county will consider additional funding to expand transportation services even further in Washburn County to accommodate the growing population of older adults in Northern, Wisconsin.
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	There are many residents throughout the county that currently do not have transportation and/or drive even though they should not.

Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	N/A
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 Washburn County Coordinated Transportation Plan #1 goal submitted to the DOT is to expand transportation services to residents.

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

Additional transportation is greatly needed, especially in the rural parts of Washburn County. Since there is such limited availability, we do not even market these services to the public. It is mainly advertised by word of mouth and to people that we serve through the Unit on Aging and ADRC.

Approvals:

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct. Linda A. Hand	<b>DATE:</b>	<b>05/27/2021</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 JOB DESCRIPTION

**TITLE:** Passenger Transit Van Driver  
.8 FTE – 1664 Hours

**DEPARTMENT / AGENCY:** Washburn County Unit on Aging

**IMMEDIATE SUPERVISOR:** Aging Director

**Position #:** 6111.180.20

**Wage Range:** P-00-2080

### **NATURE OF WORK:**

This position is primarily responsible for transporting and assisting elderly and disabled riders for Washburn County.

### **MINIMUM QUALIFICATIONS**

- Graduation from high school or high school equivalency.
- Valid Wisconsin CDL with Passenger Endorsement Required.
- Current CPR/AED and First Aide Certification.
- Experience working with older adults preferred and/or people with disabilities.
- Acceptable driving record required.
- Must be able to pass any and all drug/alcohol testing and background checks.
- Must have good communication skills, an outgoing personality, and be able to relate well to others.
- Desire to work with older people and people with disabilities.
- Ability to lift and move up to 25 lbs.

### **Knowledge, Skills and Abilities:**

- Knowledge of and sensitivity towards the needs of the elderly and disabled citizens.
- Ability to interact in a positive way with others.
- Knowledge of Washburn County communities, roads, and highways.
- Able to read maps, use cell phone, GPS, and follow directions.
- Skill in customer service.
- Ability to be alert to the needs of the riders and of the agency.

### **ESSENTIAL FUNCTIONS**

Under general direction

- Transports the elderly and disabled in a safe professional manner.
- Assist passengers, on and off bus, ensure seated properly, help carry packages, and answer questions about schedules and routes.
- Perform and document daily safety inspection of vehicle
- Responsible for monitoring and reporting maintenance needs to the Transportation Coordinator.
- Keeps interior and exterior of the bus clean.
- Assists riders to/from their home and into/out of the vehicle.
- Maintain accurate records, files reports as required, and collects tickets or fares from passengers.
- Drive vehicles over specified routes and to specified destinations according to schedules.
- Comply with traffic regulations to ensure safety for vehicle and passengers.



- Immediately report delays, accidents of vehicle, passenger or self, and vehicle breakdowns.
- Regulate heating, lighting, and ventilation systems for passenger comfort.

**SUPERVISION RECEIVED:**

This position is under the general supervision of the Unit on Aging Director.

**ENVIRONMENTAL REQUIREMENTS:**

This position requires travel both inside and outside of Washburn County in all types of weather. Must be able to meet the transportation requirements of this position. Dexterity in moving, picking up objects is required. Ability to bend, stretch, and perform basic mobility functions such as ambulating, opening and closing doors, assisting clients. Must be able to lift or move up to twenty-five pounds. This position is in and out of buildings assisting clients and carrying packages in all kinds of weather.

**CLOSING STATEMENT:**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed.

**Washburn County**  
**Health and Human Services Department**

Director: Jim L. LeDuc  
P.O. Box 250, 304 2<sup>nd</sup> Street Shell Lake, WI 54871

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**Human Services**

Phone: 715-468-4747

Fax: 715-468-4753

Email: [humanser@co.washburn.wi.us](mailto:humanser@co.washburn.wi.us)

**Child Support**

Phone: 715-468-4747

Fax: 715-468-4753

Email: [childsup@co.washburn.wi.us](mailto:childsup@co.washburn.wi.us)

**Public Health**

Phone: 715-635-4400

Fax: 715-257-4585

Email: [health@co.washburn.wi.us](mailto:health@co.washburn.wi.us)

May 27, 2021

Linda Hand  
Unit on Aging Director  
Washburn County  
Shell Lake, WI

Dear Linda,

I am both pleased and supportive of your effort to obtain a large passenger van and driver that can also serve the various target populations under the Health & Human Services Department. I envision being able to claim reimbursement for clients as well as program travel and can therefore commit to an annual contribution of \$10,000 for the indefinite future. Please feel free to contact me with any questions or if you need anything else.

Sincerely,

  
Jim LeDuc, Director  
Washburn County Health & Human Services Department



# WASHBURN COUNTY

## Department of Unit on Aging

304 2<sup>nd</sup> Street

P.O. Box 316

Shell Lake, WI 54871

(715) 635-4460 • Fax (715) 715-635-4464

[lhand@co.washburn.wi.us](mailto:lhand@co.washburn.wi.us) • [www.co.washburn.wi.us](http://www.co.washburn.wi.us)

May 27, 2021

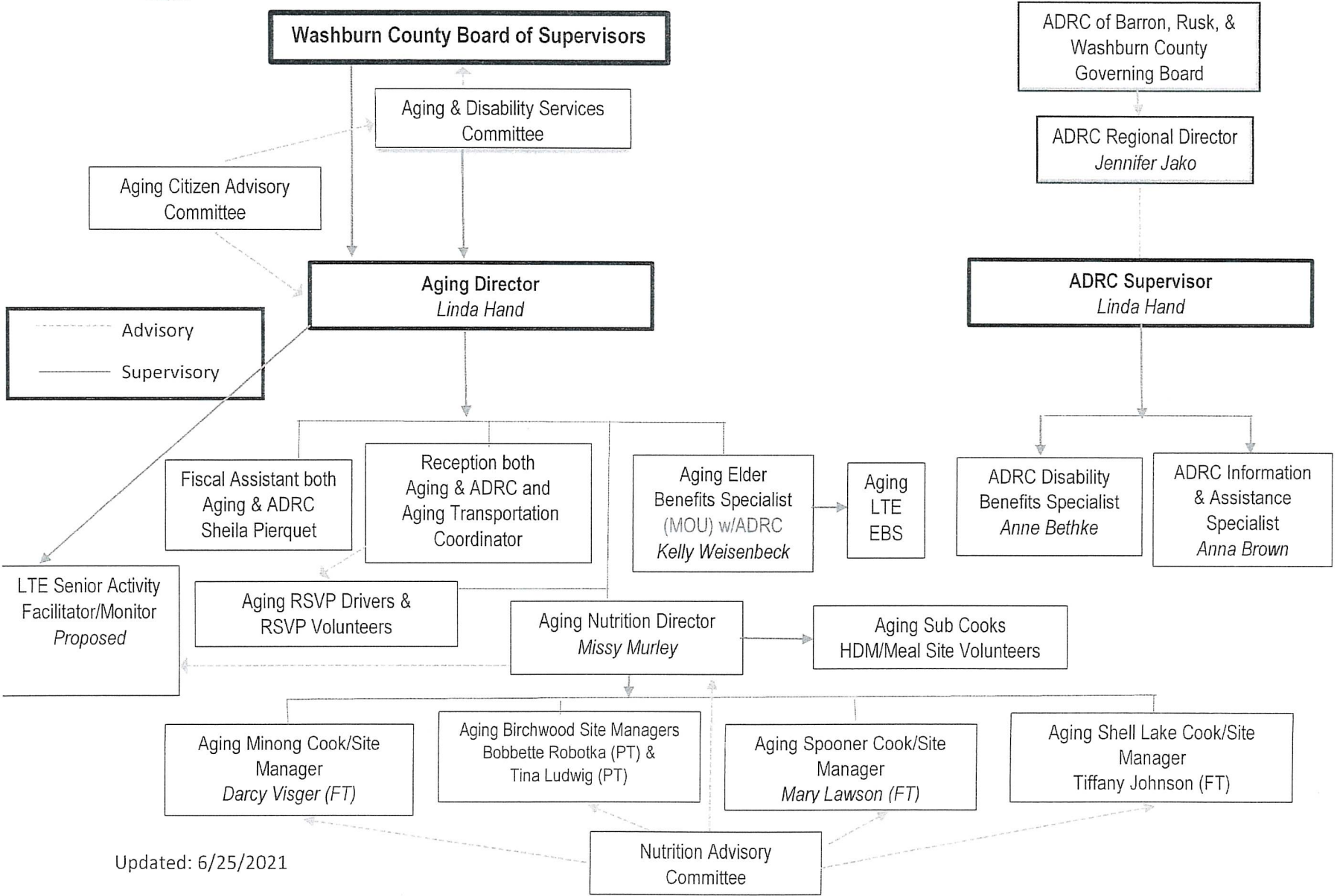
RE: Proposed Position FTE (32 hours/week) Transit Passenger Van Driver

Total 2021 RSVP Drivers Budget for Wages -		\$51,618.00
P.T. Driver (19.5 hours) - \$13.02 hr	-	\$14,804.00
April increase to \$13.32 hr		
P.T. Driver (19.5 hours) - \$12.92 hr	-	\$14,473.00
Balance Remaining -		=====
		\$22,341.00
Transit Passenger Van Driver (32 hours) - \$15.02 hr	-	\$50,701.99
Balance Due -		=====
		(\$28,360.99)
Human Services contribution per Jim LeDuc	+	\$10,000.00
		=====
Additional Funds Needed -		(\$18,360.99)



# Washburn Organizational Chart 2021

## Unit on Aging - Aging & Disability Resource Center Washburn County – Shell Lake, WI



Updated: 6/25/2021



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

Resolution Authorizing the Creation of a New Part Time Position:  
Public Health Communicable Disease Surveillance Nurse

WHEREAS, Washburn County has been impacted by the COVID19 Pandemic; and,

WHEREAS, Washburn County Public Health staff need to return to pre-pandemic daily operations and programming and also will need to continue to monitor COVID19 cases and variant strains for the foreseeable future; and,

WHEREAS, the burden of COVID19 case tracking, monitoring and data collection will require continued staffing attention and create additional caseload for Public Health staff beyond current capacity; and,

WHEREAS, the job tasks required of this work need to be completed by a Registered Nurse familiar with current nursing practices, awareness and understanding of communicable diseases and related issues; and,

WHEREAS, given the veteran status of our current Public Health nurses, hiring a part time nurse at this time would be strategic for future staffing and programming; and,

WHEREAS, on June 14, 2021, the Health & Human Services Board voted in favor of creating a Part Time Communicable Disease Surveillance Nurse position as it is the best use of available funding to meet the current and future needs of Washburn County; and,

WHEREAS, the creation of a Communicable Disease Surveillance Nurse position was approved by the Personnel Committee on July 1, 2021; and,

THEREFORE, BE IT RESOLVED, that the combination of COVID19 funding and current budget funds be used to support the Communicable Disease Surveillance Nurse within the Health & Human Services Department for budget year 2022 and beyond, and

THEREFORE, BE IT FURTHER RESOLVED, that the position of Communicable Disease Surveillance Nurse be approved and created as a part time position.

FISCAL IMPACT: \$40,492 (no new levy)

RECOMMENDED FOR ADOPTION THIS 20<sup>TH</sup> DAY OF JULY, 2021 BY THE WASHBURN COUNTY PERSONNEL COMMITTEE

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

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

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

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

\_\_\_\_\_  
Mark Radzak, Member



TOTAL:	0	
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## DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

<p>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?</p>	<p>Yes, Job Description attached for LTE. Would be same for P/T</p>
<p>What are the major functions or examples of work performed of the proposed position?</p>	<p>Case investigations, data collection, other state directives related to COVID. LTE nurse would only be brought on with influx of cases or if community clinic needed to be opened up.</p>
<p>Minimum Educational Requirements and minimum experience for this position?</p>	<p>4 year degree, Registered Nurse</p>
<p>Knowledge Skills and Abilities?</p>	<p>Knowledge of current nursing practices, good communication skills and knowledge of various computer software, etc.</p>
<p>What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)</p>	<p>Increased workload brought on by COVID pandemic, continued need for tracking and data collection, etc.</p>
<p>What/Who generates the work which is to be done? The public? The department itself? Another department within the County?</p>	<p>State mandates, Public and staff</p>
<p>Is this work currently being performed by someone else? If yes, how and by whom?</p>	<p>Yes, current staff and LTE nurse. However, other work has been on hold due to COVID</p>
<p>How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)</p>	<p>Reports to Public Health Officer</p>
<p>How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)</p>	<p>Take on work currently being performed by staff to allow for return to day to day operations and programming.</p>
<p>Who would perform the duties of this position when the incumbent is on vacation or using sick time?</p>	<p>Public Health Officer</p>
<p>Are there alternatives to the services that this individual would provide? If yes, explain.</p>	<p>No</p>
<p>What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.</p>	<p>Public Health staff will need to return to regular programming and day to day operations. COVID will continue to need to be tracked and data collected. If not created, risk turnover or earlier retirement of highly skilled staff in the department due to burn out and unmanageable workload.</p>
<p>Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.</p>	<p>No, work requires specifically trained staff (RN). Other duties of Public Health have not been tended to due to COVID, but will be expected to be re-established soon.</p>
<p>Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?</p>	<p>Yes, new Services Building</p>



<p>How does this position fit into the long-range and strategic plans of the Department and/or County?</p>	<p>Public Health will need to track COVID for years to come, impact and data collection. In addition, Public Health will likely see 2 retirements in the next few years.          LTE would only fill short term gaps/influxes as needed.</p>
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Justification for request or general remarks/comments about the position:

As an agency, we were sufficiently staffed prior to COVID in the Public Health Department. COVID will continue to be a burden on PH staff for the foreseeable future. However, we need to get back to programming and day to day operations. In order to maintain pre-COVID programming AND maintain COVID tracking, additional staffing will be required. This addition would also position PH well for future planning in regards to likely retirements and other transitions. An alternative option would be an LTE nurse position only should COVID illness levels see a significant spike in cases and/or community mass vaccination clinics need to re-open.

Approvals:

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	04/05/21
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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>	