

**WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA**

**May 17, 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 April 19, 2022 County Board Proceedings
6. Concerned Citizens
7. **Consent Agenda Resolutions:**
  - A. Rezone Petition and Amendatory Ordinance - April 2022
  - B. Resolution To Update Policy A-20 Cash/Check Receipting
8. **Other Resolutions and Ordinances:**
  - A. Resolution to Accept the Offer to Purchase from Moria Mining Co., LLC – Supv. L. Featherly
  - B. Resolution to Accept ADRC Grant of \$5000 – Supv. S. Smith
  - C. Resolution Increasing Disability Benefit Specialist (DBS) Position from .5 to 1.0 FTE, ADRC/Aging – Supv. D. Wilson
9. Committee Reports
10. Chair Appointments
11. Chair Comments
12. Possible Future Agenda Items
13. Audit Per Diems
14. 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

April 19, 2022

9:00 a.m.

County Board Room – Elliott Bldg. - Shell Lake, Wisconsin

PLEASE NOTE THAT THIS IS THE DAYTIME REORGANIZATIONAL MEETING

1. Meeting called to order at 9:00 a.m. by County Clerk Olson,
2. Moment of Silent Meditation and Pledge of Allegiance was lead by Supervisor Thomas Mackie.
3. Notice of Meeting was read by County Clerk Olson.
4. Certification of Membership was read by County Clerk Olson, copy on file.
5. Youth Representatives were introduced by County Clerk Olson.
6. Oath of Office was administered to County Board members and to the Youth Representatives by County Clerk Olson.
7. Roll Call was done by County Clerk Olson. All board members were present (21); All Youth were present (4); a copy of the roll call sheet is on file.
8. Procedures for Election of Officers was reviewed by County Clerk Olson.
9. Adoption of Rules of Order of the Washburn County Board of Supervisors was presented by Corporation Counsel Tom Frost. Motion was made by Supv. Stephen Smith to adopt Parts I and II of the Rules of Order, 2<sup>nd</sup> by Supv. Jocelyn Ford. Amendment was offered by Supv. Stephen Smith to strike Part I (b) of Rule #8 (Part II of the County Board Rules), as the board had to change that rule during the last term, 2<sup>nd</sup> by Supv. Bob Olsgard. Voice vote on amendment carries without naves. Voice vote on original motion to adopt as amended carries without naves.
10. Election of Chairperson - County Clerk Olson asked for nominations for the position of Washburn County Board Chair. Supv. Linda Featherly nominated Supv. Thomas Mackie, 2<sup>nd</sup> by Supv. Stephen Smith. Being no other nominations, motion was made by Supv. David Wilson, 2<sup>nd</sup> by Supv. Cristina Masterjohn, to close nominations and to cast a unanimous ballot for Thomas Mackie, MC. **District 5 Supervisor Thomas Mackie took the gavel as Chair of the Washburn County Board of Supervisors for the two year term starting today.**
11. Election of 1<sup>st</sup> Vice Chair – Supv. Stephen Smith nominated Supv. David Wilson, 2<sup>nd</sup> by Supv. Jocelyn Ford. Motion to close nominations and cast a unanimous ballot was made by Supv. Bob Olsgard, 2<sup>nd</sup> by Supv. Cristina Masterjohn; MC. **District 11 Supervisor David Wilson is the 1<sup>st</sup> Vice Chair.**
12. Election of 2<sup>nd</sup> Vice Chair – Supv. Sandy Johnson nominated Supv. Tim Kessler, 2<sup>nd</sup> by Supv. Clint Stariha. Supv. Jocelyn Ford nominated Supv. Linda Featherly, 2<sup>nd</sup> by Supv. Cristina Masterjohn. Voting was done by secret ballot and results were 12 for Supv. Linda Featherly and 9 for Supv. Tim Kessler. **Supv. District 2 Supervisor Linda Featherly is the 2<sup>nd</sup> Vice Chair.**
13. Election of Highway Committee –  
District I nominees were: Supvs. Sandy Johnson, Mark Radzak, Hank Graber. After a 2/3 majority was received by two nominees, voting took place and results were 15 for Supv. Hank Graber, 6 for Supv. Sandy Johnson. **District 10 Supervisor Hank Graber now represents District I for the Highway Committee.**  
(Sheriff Dennis Stuart introduced himself at this time as he had to leave for a prior commitment.)  
District II nominees were: Supvs. Tim Kessler, Brian Melton. Voting took place and results were 18 for Supv. Tim Kessler, 3 for Supv. Brian Melton. **District 8 Supervisor Tim Kessler now represents District II for the Highway Committee.**  
District III nominees were: Supvs. Clint Stariha, George Cusick. Voting took place and results were 14 for Supv. Clint Stariha and 7 for Supv. George Cusick. **District 21 Supervisor Clint Stariha now represents District III.**  
Two members at large nominees: Supvs. Mark Radzak, Brian Melton, Paul Johnson, Sandy Johnson. After a 2/3 majority was received by two nominees, voting took place and results were 13 for Supv. Sandy Johnson and 8 for Supv. Mark Radzak. **District 4 Supervisor Sandy Johnson is now a Member at Large for the Highway Committee.** Voting took place for the remaining member at large nominees: Supvs. Brian Melton, Mark Radzak. Voting took place and results were 18 for Supv. Mark Radzak, 3 for Supv. Brian Melton. **District 3 Supervisor Mark Radzak is now a Member at Large for the Highway Committee.**
14. Approval of March 15, 2022 County Board Proceedings on motion by Supv. David Wilson, 2<sup>nd</sup> by Supv. Bob Olsgard; MC.

15. Concerned Citizens – Linda Zillmer, Village of Birchwood, congratulated the board and gave positive comments about board actions. Laurel Daughtery, along with three other gentlemen from the Town of Birchwood, spoke in favor of Item 21B - ATV Ordinance.
16. Northwood Technical College Presentation by John Will, President. Folders were handed out to the board; presentation is on file. It was mentioned that the Shell Lake building is being repurposed for a health education center with simulated clinical site(s) and an Open House will be scheduled for this summer.
17. Recess for Executive Committee to Appoint Additional Members and Assign Committees at 10:28 a.m. Clerk Olson to introduce Department Directors during the recess. Serena Lu was excused.
18. Introduction of Department Heads – Renee Bell, ROD; Lori Baltrusis, UWEXT; Nicole Tims, Treasurer; Tom Boron IT; Nathan Nelson, GIS Coord/LIO, Dept for Land Info/Surveyor Office; Butch Beers, Zoning; Shannon Anderson, Clerk of Circuit Court and Register in Probate; Brian Danielsen, Highway Commissioner; Judge Angeline Winton; Marie Schrankel, HHS; Stephanie Vilella, CJCC; Kiko Murphy, Facility Operations; Sharon Peterson, Finance; Mike Peterson, Forest Administrator; Lisa Burns, Land & Water Conservation; Tom Frost, Corporation Counsel; Missy Murley, Senior Nutrition Director, representing Aging/ADRC; Lolita Olson, County Clerk/ Administrative Coordinator/HR Director.
19. Administrative Coordinator Report – Lolita Olson presented a video on “What are Counties” produced by the Wisconsin Counties Association (WCA).
20. Reconvene at 11:33 a.m.
21. Consent Agenda Resolutions were approved on motion by Supv. David Wilson, 2<sup>nd</sup> by Supv. Cristina Masterjohn. Highway Commissioner Brian Danielsen provided a video on the requested ATV Route and answered questions from the board. MC on voice vote with no naves.
  - A. **Rezone Petition and Amendatory Ordinance**
  - B. **Resolution 2022-30 Approving ATV Ordinance – CTH B from Birchwood Fire Lane to Horseshoe Road**
22. Other Resolutions and Ordinances:
  - A. **Resolution 2022-31 to Accept Healthy Lakes & Rivers Grant Funds into the 2022 DNR Surface Water Budget** on motion to approve by Supv. Stephen Smith, 2<sup>nd</sup> by Supv. Cristina Masterjohn. Roll Vote: Yes (21); Youth: Yes (3); MC.
  - B. **Resolution 2022-32 Clarifying 2022 Fiscal Impact for Increasing FTE for Corporation Counsel and Legal Secretary** on motion to approve by Supv. Stephen Smith, 2<sup>nd</sup> by Supv. David Wilson. Roll Vote: Yes (21); Youth: Yes (3); MC.
  - C. Resolution to Approve Increase from .5 to 1 FTE for DBS – Aging/ADRC – pulled; will be reviewed by Finance.
  - D. **Resolution 2022-33 Approving Reclass for Forestry Groundskeeper** on motion by Supv. David. Wilson, 2<sup>nd</sup> by Supv. Sandy Johnson. MC on voice vote without any naves.
  - E. **Resolution 2022-34 to Approve the Small Courtroom Security Capital Project for 2022** on motion to approve by Supv. Stephen Smith, 2<sup>nd</sup> by Supv. Clint Stariha. Roll Vote: Yes (21), Youth: Yes (3); MC.
  - F. **Resolution 2022-35 to Renovate the Spooner Annex County Government Building to Relocate Spooner Senior Center** on motion to approve by Supv. Stephen Smith, 2<sup>nd</sup> by Supv. Linda Featherly. Supv. Stephen Smith indicated that this needs a super majority to pass vs only a majority vote. The grant of \$100,000 already received is in addition to the \$400,000 from this resolution. Roll Vote: Yes (19), No (2) T. Kessler, C. Stariha; Youth: Yes (3); MC.
23. Committee Reports – committee assignments will be handed out.
24. Chair Appointments – Harry Sorensen is leaving the Zoning Board of Adjustments and Mike Spafford will take his place; appointment of Steve Sather to Zoning Board of Adjustments as an alternate. Motion to approve appointments by Supv. David Wilson, 2<sup>nd</sup> by Supv. Cristina Masterjohn; MC.
25. Citizen Comments – Colleen Cook from Spooner (District 19) – thanked everybody and had positive comments about the Spooner Annex being used for the senior center.
26. Chair Comments – Reminder was given by Chair Mackie of the upcoming COWS Meeting at Lakewoods on May 18<sup>th</sup> (County Official Workshops).
27. Possible Future Agenda Items – members were asked to stay for a group picture.
28. Audit Per Diems on motion by Supv. Cristina Masterjohn, 2<sup>nd</sup> by Supv. David Wilson; MC.
29. Adjourn at 12:16 p.m. on motion by Supv. Cristina Masterjohn, 2<sup>nd</sup> by Supv. David Wilson; MC.

## REZONING PETITIONS

Washburn County Board of Supervisors

Rezoning petitions were filed with the Washburn County Zoning Office for changes in the Zoning districts. Notices were sent that a public hearing would be held on April 26, 2022.

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

**Minong Township: John Link**, Minong WI. PROPERTY: Tax Id#20211-40 acres, SE NW, in Section 25-42-12, town of Minong, to rezone (+-) 1.85 acres from Agricultural to Residential Recreational 1 to create a parcel with the house and sell.

The Zoning Committee recommends APPROVAL of the request to rezone (+-) 1.85 acres of Agricultural to Residential Recreational 1.

Interested persons were given the opportunity to be heard.

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Dated

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Jocelyn Ford, Chairman  
Washburn County Zoning Committee

Rezonepetitions042622



**AMENDATORY ORDINANCE**

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

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

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

**Minong Township: John Link, Minong WI. PROPERTY: Tax Id#20211-40 acres, SE NW, in Section 25-42-12, town of Minong, to rezone (+-) 1.85 acres from Agricultural to Residential Recreational 1 to create a parcel with the house and sell**

Interested persons were given the opportunity to be heard.

Supervisor \_\_\_\_\_ move to \_\_\_\_\_ rezonings,  
second by \_\_\_\_\_

Supervisor \_\_\_\_\_, motion carried.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Thomas Mackie, Chairman

Washburn County Board of Supervisors

Rezonepetitions042622

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

**RESOLUTION TO UPDATE POLICY A-20  
CASH/CHECK RECEIPTING POLICY MAY 2022**

WHEREAS, Cash handling is an issue that effects numerous departments in the County; and

WHEREAS, uniform cash handling is a part of accountable and responsible fiscal controls, which protect County assets.

WHEREAS, the updated policy, approved by the Finance Committee May 5, 2022 and approved by the Executive Committee May 11, 2022; and

NOW THEREFORE BE IT RESOLVED, policy A-20 Cash/Check Receipting Policy is adopted as attached.

**FISCAL IMPACT: \$0**

Recommended for adoption by the Washburn County Finance Committee this 5th day of May, 2022 and approved by the Washburn County Board of Supervisors this 17th day of May, 2022.

\_\_\_\_\_  
Stephen Smith, Chair

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Brian Vosberg, Vice-Chair

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Linda Featherly, Member

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David Wilson, Member

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Cristina Masterjohn, Member

## Washburn County Cash/Check Receipting Policy May, 2022

TITLE: Policy on cash/check receipting, disbursing, reconciling and petty cash procedures.

POLICY: Washburn County and the Auditors recognize the importance of strong internal controls over cash management. Safeguarding the assets of the County is the primary focus of this policy. As such, the following procedures are to be established and applied when cash/check transactions occur. Some of the following procedures are difficult to apply in all situations.

### General Procedures

1. Bank reconciliations shall be timely performed, preferably by the end of the following month. The main checking account, the payroll account and the Local Government Investment Pool (Pool) will be reconciled by both the Treasurer's Office and the Accounting Department.
2. The Finance Committee must approve all new accounts opened at financial institutions prior to the account being opened.
3. Borrowings from cash registers are prohibited as well as cashing personal checks for employees or the public.
4. All departments that frequently collect funds from the public shall post a sign, within the area funds are collected, reminding the public to request a receipt when purchasing a good or service from Washburn County.

### Cash Receipts

1. Incoming mail should be opened and receipts listed by persons having no access to cash receipts or accounts receivable, as practicable.
2. The listing of mail receipts should be subsequently compared to cash receipts records and authenticated copies of deposit slips by an employee having no access to cash.
3. A sign is to be posted at all counters where cash is received reminding the public to request a receipt when making payments. A receipt should always be issued when receiving cash, including receipts received by mail. No amount is too small.
4. Pre-numbered cash receipts are to be used and customers' remittance data and other support information are to be attached. **The pre-numbered cash receipts numerical sequences shall be accounted for on a monthly basis.**
5. Persons independent of the mail opening and receipt listing function shall enter cash receipts into the financial system, **where possible. We recognize this may not always be possible with small staffs.**
6. **Receipts shall be deposited at the Treasurer's Office a minimum of weekly to avoid timing issues.**



7. Deposits with the Treasurer's Office must reconcile back to your department records. Departments should be able to identify which customer/client/or group of department slips issued agree with each deposit at the Treasurers. ACH or direct deposit amounts received by the Treasurer's Office shall be reviewed for accuracy by the applicable department prior to entry in the financial system.

8. For departments that maintain cash registers, the cash register tape should be reconciled to the cash and checks received on a daily basis. Let the Finance Department/Treasurer's Office know the amount you keep on hand in the cash registers.

9. Adequate physical control should exist over cash receipts from time of mail opening until time of bank deposit.

10. The Department Supervisor should be reviewing all financial receipts at least once a month.

11. For all Departments that charge fees for services, shall log every receipt of check/cash in a pre-numbered receipt book having at least two parts to reconcile with an electronic spreadsheet. No amount is too small. Some Departments enter receipts directly into software programs and are able to print receipts to customers. This is acceptable as long as a log of receipts can be printed to reconcile with the deposit.

12. A separate revenue account should be set up for each distinctive fee charged. This will isolate fees more efficiently for reconciliations and accountability.

13. All funds held in departments during closed office hours shall be stored in a safe, lockable place. A vault or held by the Treasurer in their vault is preferred. Only department designee's (determined by the department head) shall have access to the safe or vault. No checks cash shall be held in an unsecured area, such as a desk or desk drawer.

14. Complaints on customer statements should be investigated by an employee who is independent of the preparer of the daily cash receipts list, cashier, and accounts receivable bookkeeper, as practicable.

15. Post-dated checks, disputed items, unidentified receipts, NSF checks, checks charged back by banks, and similar items subject to normal receipts control should be investigated by persons independent of preparation of deposits and posting of accounts receivable detail.

16. The general cashier function shall be segregated from the general ledger and subsidiary ledger functions.

17. Campground cash/check handling – When checks/cash are picked up at the parks, they should be picked up and accounted for by at least two people. Records of monetary pickups shall be reconciled with one copy of the record being kept at the park, one copy going to the Forestry office, with another copy going to the Treasurer's Department or bank of deposit. At a minimum, bank deposits shall be made weekly. Separate revenue accounts should be utilized for the different products or services provided in the parks/campgrounds and in the Forestry Office.

18. Zoning cash/check handling – We recognize that receipting cash/checks in the Zoning Department for permits will be handled differently based on whether or not the permit is approved. Two people will sign the receipt of cash and a copy of the receipt will be given to the customer at that time. Checks mailed in with their permit application will be held in the office until the permit is approved. When the permit is approved, the check will be deposited via the accounting system and delivered to the Treasurer's office. Zoning will secure any cash/checks in their office under lock and key.

### **Cash Disbursements**

1. All disbursements (including payroll) shall be made by check or ACH transfers.
2. Check stocks-
  - Checks are pre-numbered (check or control number) and used in sequence.
  - There shall be adequate physical and accounting controls over unauthorized use of blank check stock, such as vaults or safes.
  - There should be a specified custodian for blank check stocks.
  - There should be a specified custodian for ordering additional check stock.
3. Check preparation-
  - Checks shall be prepared by employees who are independent of voucher/invoice approval procedures.
  - Employees preparing checks shall compare all data on vouchers and support to the checks.
  - All checks, disbursement vouchers, or check requests shall be approved for payment by the department head or designated responsible employee.
  - Checks shall be recorded in the disbursements journal as prepared.
  - Checks shall be made payable to specified payees and never to cash.
  - The county will use positive pay as a check protection tool, when available.
  - Voided/spoiled checks shall be properly mutilated and retained.
  - Checks to be voided and/or reissued shall notify the Treasurer's office. Checks, which are voided, must be returned to the Treasurer's office unless check is lost.
  - Persons independent of the preparation and posting of the voucher process should initiate void checks.
  - Departments should always have original supporting documentation attached to the voucher. Occasionally there will be instances where this is not possible. The supporting documentation shall be vendor invoices, not monthly billing statements.
  - Supporting documents shall be properly canceled at time of signature to prevent duplicate payment.
4. Check signing-
  - Check signers are authorized by the governing body.
  - Authorized check signers, as much as possible, shall be independent of:



- (1) Voucher preparation and approval for payment.
- (2) Check preparation, cash receiving, and petty cash.
- (3) Purchasing and receiving.
- (4) Timekeeping for payroll checks.

- Disbursements shall be regularly compared with budgeted amounts.
- Signing blank checks shall be forbidden.
- Custody of checks after signature and before mailing shall be handled by the Treasurer's Office unless request is made by the department to return the check to the department.
- Any checks held for later mailing should be kept in a safe or vault.
- Employee payroll checks are to be distributed by the Treasurer's Office or picked up by the departments at the Treasurer's Office by someone authorized by the department head.

5. There shall be adequate controls over non-check disbursements such as debit memos and wire transfers (for example, passwords for individuals authorized to make transfers, and bank callback verifications for telephone transfers exceeding a predetermined dollar amount).

6. Access to computerized cash receipts and disbursements records shall be limited to those with a logical need for such access.

7. Checks will be disbursed by the Treasurer's Office at the end of each business week.

8. Checks exceeding \$5000 are held by the Treasurer's Office until the Finance Committee has audited the checks. Early release approval by the Chair of the Finance Committee is needed when checks are requested to be disbursed before normal release dates. **Request this early release through the Finance Director. Some checks over \$5000 are not held, and have been pre-approved for early release by the Finance Committee Chair. These exceptions are payroll disbursements, lease payments, utility bills, fees due to the State of Wisconsin, annual budgeted quarterly payments to outside entities, town severance payments, insurance payments. These exceptions are updated when needed.**

### **Reconciliation**

1. Bank accounts shall be reconciled promptly after the end of each month.
2. Reconciliation's should be made by someone other than persons who participated in the receipt or disbursement of cash, whenever possible.
3. The bank reconciler should receive the bank statements (with canceled checks, debit and credit advices, etc.) unopened from the banks.
4. Reconciliation procedures for all bank accounts should include the following, with respect to deposits:

- Comparison of dates and amounts of daily deposits as shown on the bank statements with the cash receipts journal.
  - Investigation of bank transfers to determine that both sides of the transactions have been properly recorded on the books.
  - Items rejected by the bank-
    - (1) Deposits or collection items subsequently charged back by the bank (because of insufficient funds, etc.) shall be delivered directly, when possible, to an employee independent of those who prepare the deposit or keep the books.
    - (2) Such items should be investigated by a responsible person independent of those responsible for the receipt or recording of cash.
5. The reconciliation procedures for all bank accounts shall include the following, with respect to disbursements:
- Comparison of canceled checks with the disbursement journal as to number, date, payee, and amount.
  - Account for the sequence of check numbers.
6. Completed bank reconciliations shall be reviewed by a responsible official.
7. Checks outstanding for one year's time shall be:
- Investigated; and,
  - Payment stopped and an entry made restoring such items to cash.
8. Adjustments of cash accounts shall be approved by the appropriate person.
9. Inter-bank transfers shall be performed by persons other than the persons preparing the bank reconciliations.

EFFECTIVE: Immediately

DATE: May 5, 2022

APPROVED: By the Washburn County Finance Committee May 5, 2022

LAST REVISED: August 2005

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

**RESOLUTION TO ACCEPT THE OFFER TO PURCHASE  
FROM MORIA MINING CO., LLC**

**WHEREAS**, Moria Mining Co., LLC, a company offering electronic currency processing, has recently expressed an interest to purchase property located to the east of the Washburn County Highway facility (County H Property) for the purpose of constructing a light industrial building; and,

**WHEREAS**, Public Property considered the request and approved selling the property to Moria Mining Co., LLC; and,

**WHEREAS**, negotiations were undertaken and the Offer to Purchase was drafted on behalf of Washburn County by Craig Solum, Realty Research, Inc. in the amount of \$290,000.

**THEREFORE, BE IT RESOLVED**, that the Offer to Purchase for \$290,000 by Moria Mining, LLC be accepted by the Washburn County Board of Supervisors, with funds to be deposited to the account(s) designated by the Board: \_\_\_\_\_\*

**FISCAL IMPACT: \$290,000**

Recommended for adoption by the Washburn County Public Property Committee this 10th day of May, 2022 and approved by the Washburn County Board of Supervisors this 17<sup>th</sup> day of May, 2022.

\_\_\_\_\_  
Linda Featherly, Committee Chair

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Mark Radzak, Vice Chair

\_\_\_\_\_  
Stephen Smith, Member

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

\_\_\_\_\_  
Clint Stariha, Member

*\*for reference, the Development Fund is 288.56705-48305;  
the Capital General Public Buildings is 400.57141-48305*



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

**RESOLUTION TO INCREASE 2022 ADRC BUDGET – STATE OF WISCONSIN  
DEPARTMENT OF HEALTH SERVICES REALLOCATION OF FUNDS FROM  
FY2020 UNDERSPENDING**

WHEREAS, the ADRC receives annual grant funds from the State of Wisconsin Department of Health Services (DHS). Throughout the year DHS will amend the grant amounts for each county due to reallocation of statewide unspent prior year funds; and

WHEREAS, the total amount DHS reallocated from FY2020 statewide underspending to Washburn County ADRC was \$5,000; and

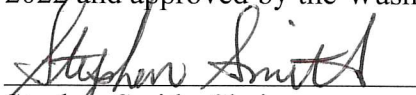
WHEREAS, the DHS reallocation was not previously budgeted in the 2022 ADRC budget;

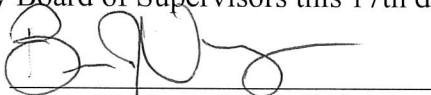
THEREFORE BE IT RESOLVED, the Washburn County Aging and Disability Services Committee recommends to increase the 2022 ADRC budget in the amount of \$5,000 for the DHS reallocation of funds from FY2020 underspending;

THEREFORE, BE IT FURTHER RESOLVED, the 2022 ADRC budget shall be increased \$5,000 for the DHS reallocation of funds from CY2020 underspending using revenue account 238.54600.43563 and expense account 238.54600.50310.

**FISCAL IMPACT: \$5,000.00**


Recommended for adoption by the Washburn County Finance Committee this 5th day of May, 2022 and approved by the Washburn County Board of Supervisors this 17th day of May, 2022.

  
\_\_\_\_\_  
Stephen Smith, Chair

  
\_\_\_\_\_  
Brian Vosberg, Vice-Chair

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

  
\_\_\_\_\_  
David Wilson, Member

  
\_\_\_\_\_  
Cristina Masterjohn, Member

**RESOLUTION INCREASING DISABILITY BENEFIT SPECIALIST (DBS)  
POSITION IN THE 2022 FISCAL BUDGET FOR ADRC/AGING**

WHEREAS, on April 4, 2022, the Aging and Disability Services Committee approved the increase in hours of the DBS position from .5 to 1 FTE; the Personnel Committee approved the same increase on April 18, 2022 due to the difficulty in keeping an employee in a 4-year degreed professional part-time position long term; and

WHEREAS, the increased position will require additional funding from the state in the form of grant revenue the department receives based on 100% time reporting and medical assistance (MA) drawdown; and

WHEREAS, the affected accounts for the year 2022 are 238.54620-50120 (expense \$11,684) and the funding source coming from 238.54620-49310 (via interfund fund balance transfer from Aging (240.59224-50910) for \$11,684; and

WHEREAS, the personnel requisition form shows an annual fiscal increase of \$19,424.72 for 2023, but the actual fiscal impact for 2022 would be \$9,712.38, whereby the position is anticipated to be filled by July 1, 2022; and

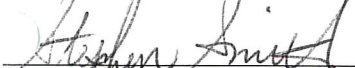
11,684.52


THEREFORE, BE IT FUTHER RESOLVED, that the accounts noted above be amended for the 2022 ADRC budget.

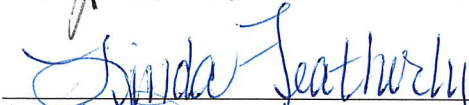
**2022 FISCAL IMPACT \$11,684**

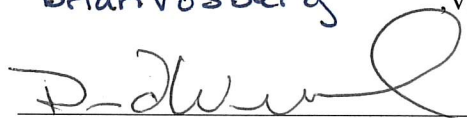
Recommended for adoption by the Washburn County Finance Committee this 21st day of April, 2022 and approved by the Washburn County Board of Supervisors this 17th day of May, 2022.

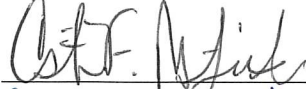
*Finance Committee members*

  
STEPHEN SMITH, Chair

  
BRIAN VOSBERG, Vice-Chair


  
LINDA FEATHERLY, Member

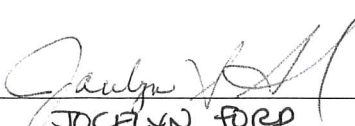
  
DAVID WILSON, Member

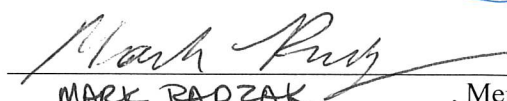
  
CRISTINA MASTERSON, Member


*Personnel Committee members*

  
DAVID WILSON, Chair

  
LINDA FEATHERLY, Vice-Chair Member

  
JOCELYN FORD, Member

  
MARK RADZAK, Member

  
MARK GRABER, Vice chair, Member

# Washburn County Personnel Requisition Form

Date: 04/04/22     
  New Position     
  Position Vacancy     
  Position Change

**POSITION INFORMATION:**

Position Title: Disability Benefit Specialist (DBS) 1 FTE      Department: ADRC  
  
 Effective Date: 06/01/22-07/01/22  
  
 Position Type:     
  Full Time     
  Part Time     
  LTE     
  Casual  
  
 Reason for Request: Position Vacancy for .5 position, propose changing to a Full Time position.  
  
 Why is position required or why can't present employees complete the work or why can't position be contracted? This position is required by the ADRC contract with the State of Wisconsin for at least .5. The ability of filling of the position, with educational requirements have become unsustainable.  
  
 Is office space, furniture and office equipment available?     Y     N  
  
 If not, explain plan to obtain:

**WAGES/BENEFITS/FUNDING:**

Rate/Hr	Hrs/Yr	Wage/Yr	WRS	Taxes	W/C	Health Insurance	Total
\$23.02	2080	\$47,881.60	\$3,112.30	\$3,662.94	\$1,723.83	\$24,639.04	\$81,019.72
Fiscal impact							\$19,424.72

Total cost for other equipment and/or training?

Is this request budgeted?     YES     NO    List the funding source: ADRC Budget for .5 position, would need additional levy to cover Fiscal Impact

**FISCAL ANALYSIS (from above):**

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	\$200.00
Wages and Benefits	\$81,019.72
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	\$750.00
Training Expenses (Including memberships)	\$175.00
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	\$180.00
Renovation/Relocation Costs	0
Revenues (Use Negative #)	-\$62,900.00
<b>TOTAL:</b>	<b>\$19,424.72</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 purpose of this position is to serve as the community-level, frontline, primary service provider of the Disability Specialist Program; to assist persons' age eighteen to fifty-nine with developmental disabilities, physical disabilities, or mental illness with information, assistance, and advocacy in obtaining or retaining public or private benefits, entitlements and legal rights for which they are eligible.
Minimum Educational Requirements and minimum experience for this position?	Bachelor's Degree, preferably in a human services-related field. Ability to advocate on behalf of consumers. Knowledge of and/or experience with public benefits preferred.
Knowledge Skills and Abilities?	Excellent written and oral communication skills. Ability to travel to consumers' homes, when necessary. Previous experience working with people with disabilities preferred. Ability to attend and successfully complete initial and ongoing training as required by the Wisconsin Department of Health Services (DHS) and the Aging and Disability Resource Center (ADRC). Able to attend regional and statewide trainings requiring travel and some overnight stays. Must possess a valid driver's license and access to insured and reliable transportation. Follow directions and work without close 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 Vacancy. State mandated.
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Adults with disabilities, residing in Washburn County.
Is this work currently being performed by someone else? If yes, how and by whom?	Yes, by other local staff. Minimal assistance from Barron. Wait List.
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 work is performed under the direction and supervision of the Washburn County ADRC Supervisor, in close collaboration with the DBS program attorney who provides substantive case oversight.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Short term, a wait list would be created until returns.
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.	This position is required by the ADRC contract of services with the Wisconsin Department of Health Services.
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 ADRC is that there is and will continue to be a need to increase the number of staff, because of the drastic growth of disabled adults in Washburn County and their continuing needs for services.

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

Approvals:

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

COMMITTEE: <i>ADRC</i>	<input checked="" type="radio"/> Approved <input type="radio"/> Denied Comments		DATE:	
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HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is:  Approved  Not Approved

Comments:

Human Resources Director: *Holson* Date:

COMMITTEE APPROVALS:

PERSONNEL COMMITTEE:	<input checked="" type="radio"/> Approved <input type="radio"/> Denied Comments		DATE:	<i>4-18-2022</i>
COUNTY BOARD (IF NECESSARY)	<input type="radio"/> Approved <input type="radio"/> Denied Comments		DATE:	

<b>Position Description</b>		Job Code: 5462.308.01	<b>PT</b>
Class Title: Disability Benefit Specialist (DBS)		Incumbent:	Wage Scale: Range 11-2080 Should be same as EBS
Department: ADRC	Supervisory Responsibilities: None	Location: Shell Lake	Date: 06-2008

**PURPOSE OF POSITION:**

The purpose of this position is to serve as the community-level, frontline, primary service provider of the Disability Specialist Program; to assist persons' age eighteen to fifty-nine with developmental disabilities, physical disabilities, or mental illness with information, assistance, and advocacy in obtaining or retaining public or private benefits, entitlements and legal rights for which they are eligible. The work is performed under the direction and supervision of the Washburn County ADRC Supervisor, in close collaboration with the DBS program attorney who provides substantive case oversight.

**DISTINGUISHING FEATURES OF THE POSITION:** (general duties and responsibilities)

Provides information on a comprehensive array of private and government benefits and programs; i.e. Medical Assistance, Social Security Disability Income, SSI, Medicare, private health and disability insurance, consumer problems, discrimination in employment, housing and utility issues, prescription drug assistance, supportive home services, legal issues, etc.

Counsel on choices (advantages, risks, responsibilities) related to services and programs that may address individual needs.

Assist in accessing benefits; i.e. making referrals, gathering verifying data, filing grievances and appeals, providing representation at administrative hearings.

Advocate on behalf of disabled individuals and their caregivers. Empower individuals to advocate on their own behalf.

Identify concerns and problems of disabled individuals and related system level issues, and present that information to appropriate entities.

Performs case intake duties and interviews clients.

Performs computer data entry of client records and complies with federal and state reporting requirements applicable to the Disability Specialist Program. Maintains detailed records and generates reports as directed by the Federal, State and County governments, the legal backup provider, Disability Rights Wisconsin (DRW) who has a contract with the Department of Health Services (DHS) to provide technical assistance, support, and training for Wisconsin's Disability Benefit Specialists (DBS's).

Maintains client confidentiality and confidentiality of client information.

Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values.



## **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Provide assistance in accessing public and private benefits and programs.
- Provide advocacy to consumers in administrative hearings and grievance procedures, including representation where appropriate.
- Assist consumers in gathering documentation and evidence for applications and appeals, such as medical and employment records.
- Provide information and assistance with grievance and appeal rights and processes.
- Adhere to confidentiality standards.
- Read, interpret, and apply regulations governing eligibility for benefits and work with the DBS program attorneys for clarification.
- Consult regularly with program attorney regarding individual cases and general caseload.
- Make referrals to other agencies and services, when appropriate.
- Complete and submit all required paperwork (e.g., 100 percent time reporting spreadsheets, DBS database reports) in a timely manner.
- Ability to relate well with persons with disabilities.
- Knowledge of physical, psychological, social and economic needs of persons (age 18–59) with physical, developmental disabilities, or mental illness.
- Good verbal and writing skills including ability to speak in front of large groups of people.
- Knowledge of government programs – be able to deal effectively with governmental bureaucracies, persons with disabilities, and the general public.
- Ability to read, interpret and apply regulations governing eligibility for benefits.
- Thorough knowledge of office terminology, procedures and equipment and of business arithmetic and English;
- Extensive knowledge of computer systems, data entry and word processing by demonstrating working knowledge of Microsoft Office Suite programs.
- Ability to establish and maintain effective working relationships with staff, citizens and officials;
- Ability to maintain complex clerical records and prepare reports from such records;
- Ability to make decisions in accordance with laws, regulations and establish procedures.
- Ability to type 45 wpm;

## **EXPERIENCE AND TRAINING REQUIRED:**

- Bachelor's Degree, preferably in a human services-related field. Ability to advocate on behalf of consumers.
- Knowledge of and/or experience with public benefits preferred.
- Excellent written and oral communication skills.
- Ability to travel to consumers' homes, when necessary.
- Previous experience working with people with disabilities preferred.
- Ability to attend and successfully complete initial and ongoing training as required by the Wisconsin Department of Health Services (DHS) and the Aging and Disability Resource Center (ADRC).
- Able to attend regional and statewide trainings requiring travel and some overnight stays.
- Must possess a valid driver's license and access to insured and reliable transportation.

**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; mainframe computer terminal; personal computer including word processing 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: \_\_\_\_\_  
Personnel/Benefits Coordinator

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

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

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

Effective Date: 6/2008, 9/2021





# Washburn Organizational Chart 2022

## Unit on Aging - Aging & Disability Resource Center

### Washburn County – Shell Lake, WI

**Washburn County Board of Supervisors**

County Board Supervisors  
 Agency Director/Supervisor  
 Department Manager  
 Site Managers  
 Citizen Advisors

ADRC of Barron, Rusk, & Washburn County Governing Board

ADRC Regional Director  
 Jennifer Jako

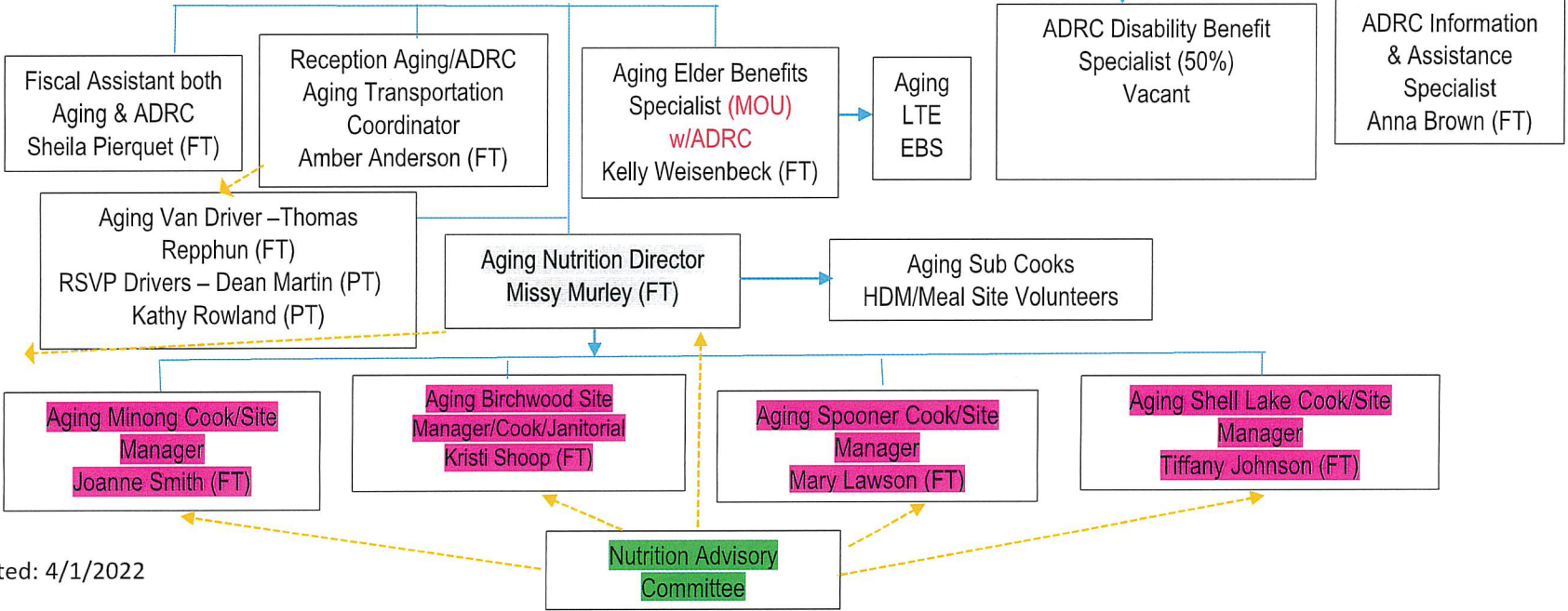
Aging Citizen Advisory Committee

Aging & Disability Services Committee

**Aging Director**  
 Linda Hand (FT)

**ADRC Supervisor**  
 Linda Hand (FT)

--- Advisory  
 — Supervisory



Updated: 4/1/2022