

**LINCOLN COUNTY  
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE  
Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452, Room 248  
Monday, June 6, 2016 at 9:00 a.m.**

**Agenda**

1. Call meeting to order
2. Approval of Minutes from Previous Meeting(s)
3. County Board YTD Budget Report
4. 2017 Budget – County Board
5. 2017 Budget – Information Technology
6. Departmental Reports
  - a. Information Technology Activity and Financial Reports
  - b. Corporation Counsel Activity and Financial Reports
  - c. Veteran Service Activity and Financial Reports
  - d. Administrative Coordinator Activity and Financial Reports
7. Information Technology - Departmental 10 Year Long Range Plan
8. Review Administrative Coordinator's Job Description for Compensation Study
9. Review Contract for HIPAA Privacy, Security, and Breach Notification Rules – with Three Pillars Technology Solutions LLC.
10. Request for Contingency - \$8,100 for HIPAA Privacy, Security, and Breach Notification Rules Contract
11. Set Next Meeting
12. Adjourn

**DISTRIBUTION:**

**Administrative & Legislative Committee Members – Robert Lee (Chair), Bob Weaver (Vice Chair), Julie Allen (Secretary), Hans Breitenmoser, Jr., Paul Gilk, Garth Swanson, and Patsy Woller**  
**Administrative Coordinator**  
**Other County Board Supervisors**  
**Department Heads**

Service Center – Posted on \_\_\_\_\_ at \_\_\_\_\_ .m. by \_\_\_\_\_  
News Media - Notified on \_\_\_\_\_ at \_\_\_\_\_ .m. by \_\_\_\_\_  
Courthouse – Posted on \_\_\_\_\_ at \_\_\_\_\_ .m. by \_\_\_\_\_  
Tomahawk Annex – Posted on \_\_\_\_\_ at \_\_\_\_\_ .m. by \_\_\_\_\_

**There may be a quorum of other Lincoln County committees present at this meeting. Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.**

#### GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

#### NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

#### MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

#### TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

#### EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

#### PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

#### STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

#### CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

#### BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

#### USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

#### LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

#### PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

**Meeting Minutes of  
Lincoln County Administrative and Legislative Committee  
William Buedingen Training Center, W6147 State Road 86, Tomahawk, WI 54487  
Tuesday, May 17, 2016 at 5:30 p.m.**

**MEMBERS PRESENT:** Robert Lee, Robert Weaver, Patricia Woller, Paul Gilk, Hans Breitenmoser, Jr, Garth Swanson, and Julie Allen

**MEMBERS NOT PRESENT:**

**VISITORS:** Randy Scholz, Carl Vander Sanden, and Loretta Baughan

1. **Call Meeting to Order:** Chair Lee called the meeting to order at 5:30 p.m.
2. **Request to fill authorized positions – IT Department**
  - a. Network Engineer – Scholz explained the two requests go together. The current network engineer has resigned and the current IT director is requesting that he go back into the position. Scholz indicated the current IT director was the network engineer before taking the IT director position. Scholz has no problem with the current IT director going back to the network engineer position. Motion by Weaver, second by Woller to approve filling the network engineer position. All ayes.
  - b. IT Director – Scholz explained that the current IT director would continue operating as the IT director until the position is filled. Motion by Allen, second by Swanson to approve filling the IT director position. All ayes.
3. **Adjourn Motion** by Gilk, second by Breitenmoser to adjourn at 5:37 pm. All ayes

**Meeting Minutes of  
Lincoln County Administrative and Legislative Committee  
Monday, May 2, 2016 at 9:00 am.  
Lincoln County Service Center Room 248**

**MEMBERS PRESENT:** Robert Lee, Robert Weaver, Patricia Woller, Paul Gilk, and Julie Allen

**MEMBERS NOT PRESENT:** Hans Breitenmoser, Jr and Garth Swanson

**VISITORS:** Randy Scholz, Travis Spoehr, Debbie Moellendorf, NL Bergstrom, and Rick Wolf

1. **Call Meeting to Order:** Chair Lee called the meeting to order at 9:00 a.m.
2. **Approval of Minutes from Previous Meeting:** Motion by Woller with a second by Allen to approve the previous minutes from April 4, 2016. All ayes.
3. **Election of Officers:**
  - a. **Vice Chair:** Bob Weaver was nominated by Allen. Motion by Allen, second by Gilk to close nominations and cast a unanimous vote for Weaver. All ayes.
  - b. **Secretary:** Allen was nominated by Weaver. Motion by Weaver, second by Gilk to close nominations and cast a unanimous vote for Allen. All ayes.
4. **County Board YTD Budget Report:** Administrative Coordinator Scholz indicated County Clerk Marlowe was not able to attend, but Marlowe indicated there were no issues with the year-to-date budget. Report was placed on file.
5. **Departmental Reports**
  - a. **Information Technology Activity and Financial Reports:** IT Director Spoehr went over his report. Report was placed on file.
  - b. **Corporation Counsel Activity and Financial Reports:** Corporation Counsel Bergstrom went over her report. Report was placed on file.
  - c. **Veteran Service Activity and Financial Reports:** VA officer Wolf was not able to attend the meeting. Report was placed on file.
  - d. **UW-Extension Activity and Financial Reports:** Department Head Moellendorf went over her reports. Report was placed on file.
  - e. **Administrative Coordinator Activity and Financial Reports:** Administrative Coordinator Scholz went over his report. Report was placed on file.
6. **2015 Budget Modifications – IT Department:**

Motion by Allen, second by Woller to approve and forward to finance. All ayes
7. **2015 Budget Modifications – County Board Budget:**

Motion by Weaver second by Gilk to approve and forward to finance. All ayes
8. **2017 Budget – Corporation Counsel:**

Motion by Lee second by Weaver to approve and forward to finance. All ayes
9. **2017 Budget – Administration Department:**

Motion by Woller second by Allen to approve and forward to finance. All ayes
10. **2017 Budget – UW Extension:**

Motion by Woller second by Gilk to approve and forward to finance. All ayes

**11. 2017 Budget – Veteran Services Department:**

Motion by Gilk second by Weaver to approve and forward to finance. All ayes

- 12. Resolution requesting Veterans Service Office Grant Revision:** Wolf and Scholz explained the resolution is to move the grant back to a block grant so the funds can be used as the County wants. With the current change to the grant, it makes utilization very difficult. Motion by Gilk second by Weaver to approve and forward to County Board. All ayes

Motion by Allen second by Woller to go into Closed Session and allow Administrative Coordinator Scholz and Veteran Service Officer Wolf to participate in closed session. Roll call vote, all ayes.

**Closed Session**

- 13. Convene into closed session pursuant to sec. 19.85(1) (c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility.**  
a. **Veteran Service Officer – Yearly Evaluation**

Motion by Weaver second by Woller to enter open session. Roll call vote, all ayes.

**OPEN SESSION**

- 14. Take any necessary action on item discussed in closed session:** Motion by Lee second by Woller to give an excellent review and approve a step increase for Veteran Service Officer Wolf.
- 15. Set Next Meeting:** June 6, 2016 at 9:00 am.
- 16. Adjourn** Motion by Allen second by Woller to adjourn at 9:57 am. All ayes

FOR 2016 13

ACCOUNTS FOR: COUNTY BOARD ORIGINAL APPROP TRANFRS/ ADJUSTMS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

0001 COUNTY BOARD CHAIRMAN

10100151	511000	C.B. WAGE SALARY	7,500	0	7,500	2,500.00	.00	5,000.00	33.3%
10100151	511001	C.B. PER DIEM	20,000	0	20,000	6,651.72	.00	13,348.28	33.3%
10100151	520000	C.B. EMP BENEFIT	2,000	0	2,000	625.29	.00	1,374.71	31.3%
10100151	554001	PRINTING ALLOCATIO	2,500	0	2,500	584.08	.00	1,915.92	23.4%
10100151	555000	C.B. TRAV TRAIN	3,400	0	3,400	1,039.26	.00	2,360.74	30.6%
10100151	560000	C.B. SUPPLIES	11,500	0	11,500	1,319.50	.00	10,180.50	11.5%
TOTAL COUNTY BOARD CHAIRMAN			46,900	0	46,900	12,719.85	.00	34,180.15	27.1%

0002 COUNTY BOARD COMMITTEES

10100251	511001	COMM PER DIEM	42,000	0	42,000	9,122.25	.00	32,877.75	21.7%
10100251	520000	COMM BENEFITS	2,500	0	2,500	522.30	.00	1,977.70	20.9%
10100251	555000	COMM TRAVEL TRAIN	2,000	0	2,000	13.97	.00	1,986.03	.7%
10100251	556000	COMM NACO DUES	614	0	614	.00	.00	614.00	.0%
10100251	556001	COMM DUES WCA	7,000	0	7,000	6,536.00	.00	464.00	93.4%
10100251	556002	COMM ITBEC	1,001	0	1,001	1,001.00	.00	.00	100.0%
10100251	556003	COMM REG PLAN COMM	21,461	0	21,461	21,461.00	.00	.00	100.0%
10100251	556004	COMM CHAM OF COMM	5,000	0	5,000	4,925.00	.00	75.00	98.5%
10100251	560000	COMM SUPPLIES	3,500	0	3,500	1,408.24	.00	2,091.76	40.2%
10100251	571000	FAIRGROUND PYMT TO	0	0	749,803	749,803.40	.00	-.40	100.0%*
TOTAL COUNTY BOARD COMMITTEES			85,076	749,803	834,879	794,793.16	.00	40,085.84	95.2%

0003 PUBLIC LIBRARIES

10100355	531220	LIBRARY SERVICES	613,304	0	613,304	307,096.50	.00	306,207.50	50.1%
10100355	532000	LIBRARY SERV-OTHER	18,892	0	18,892	18,891.95	.00	.05	100.0%
TOTAL PUBLIC LIBRARIES			632,196	0	632,196	325,988.45	.00	306,207.55	51.6%

0004 HUMANE SOCIETY

10100454	532000	HUMANE SOCIETY	35,000	0	35,000	17,500.00	.00	17,500.00	50.0%
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FOR 2016 13

ACCOUNTS FOR: 10 COUNTY BOARD	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL HUMANE SOCIETY	35,000	0	35,000	17,500.00	.00	17,500.00	50.0%
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0005 ECONOMIC DEVELOPMENT							
10100556 532000 ECONOMIC DEVELOPME	45,000	0	45,000	22,500.00	.00	22,500.00	50.0%
TOTAL ECONOMIC DEVELOPMENT	45,000	0	45,000	22,500.00	.00	22,500.00	50.0%
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0007 NORTH CENTRAL HEALTH CARE							
10100754 532000 NCHCF PROF SERV	541,682	26,000	567,682	283,841.00	.00	283,841.00	50.0%
TOTAL NORTH CENTRAL HEALTH CARE	541,682	26,000	567,682	283,841.00	.00	283,841.00	50.0%
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0008 NO CENTRAL COM ACTION PROGRAM							
10100856 532000 NCCAP	8,000	0	8,000	8,000.00	.00	8,000.00	100.0%
TOTAL NO CENTRAL COM ACTION PROGRAM	8,000	0	8,000	8,000.00	.00	8,000.00	100.0%
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0075 WYLS							
10107555 556000 WYLS MEMBERSHIP	4,177	0	4,177	4,176.98	.00	4,176.98	100.0%
TOTAL WYLS	4,177	0	4,177	4,176.98	.00	4,176.98	100.0%
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0099 FAMILY CARE							
10109954 536000 ADRC EXPENDITURE	149,466	0	149,466	74,733.00	.00	74,733.00	50.0%
10109954 571000 STATE FAMILY CARE	289,849	0	289,849	1,753.33	.00	289,849.00	.0%
10109954 571001 ADRC EXPENDITURES (	0	0	0	1,753.33	.00	-1,753.33	100.0%*
TOTAL FAMILY CARE	439,315	0	439,315	76,486.33	.00	362,828.67	17.4%

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LINCOLN COUNTY  
YEAR-TO-DATE BUDGET REPORT

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FOR 2016 13

ACCOUNTS FOR:  
10 COUNTY BOARD

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL COUNTY BOARD	1,837,346	775,803	2,613,149	1,546,005.77	.00	1,067,143.23	59.2%
TOTAL EXPENSES	1,837,346	775,803	2,613,149	1,546,005.77	.00	1,067,143.23	



PROJECTION: 2017 2017 - LINCOLN COUNTY BUDGET  
ACCOUNTS FOR:  
COUNTY BOARD CHAIRMAN

	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 DEPARTMENT CHANGE	PCT CHANGE
10100151 511000 C.B. WAGE COMMITTEE SIGNATURES:	7,726.55	7,500.00	7,500.00	2,500.00	.00	7,763.00	3.5%
10100151 511001 PER DIEM	17,422.27	20,000.00	20,000.00	6,651.72	.00	20,000.00	.0%
10100151 520000 FRINGE	1,746.06	2,000.00	2,000.00	625.29	.00	2,000.00	.0%
10100151 554001 PRINT ALLO	1,421.06	2,500.00	2,500.00	391.26	.00	.00	-100.0%
10100151 555000 TRAV	2,467.23	3,400.00	3,400.00	1,039.26	.00	3,400.00	.0%
10100151 560000 SUPPLIES	1,466.45	11,500.00	11,500.00	1,272.35	.00	1,500.00	-87.0%
10100160 411100 PROP TAX	-47,588.00	-46,900.00	-46,900.00	-46,900.00	.00	-34,663.00	-26.1%
TOTAL COUNTY BOARD CHAIRMAN	-15,338.38	.00	.00	-34,420.12	.00	.00	.0%
10100251 499990 FUNDS APPL	.00	-289,849.00	-289,849.00	.00	.00	.00	-100.0%
10100251 511001 PER DIEM	36,240.62	42,000.00	42,000.00	9,122.25	.00	42,000.00	.0%
10100251 520000 COMM FRING	2,083.76	2,500.00	2,500.00	522.30	.00	2,500.00	.0%
10100251 554001 PRINT ALLO	.00	.00	.00	.00	.00	2,500.00	.0%
10100251 555000 COMM TRAV	1,935.71	2,000.00	2,000.00	13.97	.00	2,500.00	25.0%
10100251 556000 DUES	.00	614.00	614.00	.00	.00	614.00	.0%
10100251 556001 COMM WCA	6,536.00	7,000.00	7,000.00	6,536.00	.00	7,000.00	.0%
10100251 556002 COMM ITBEC	1,001.00	1,001.00	1,001.00	1,001.00	.00	1,001.00	.0%



PROJECTION: 2017 2017 - LINCOLN COUNTY BUDGET FOR PERIOD 99

ACCOUNTS FOR:

COUNTY BOARD COMMITTEES	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 DEPARTMENT	PCT CHANGE
10100251 556003 COMM RPC	21,478.00	21,461.00	21,461.00	21,461.00	.00	24,000.00	11.8%
10100251 556004 CHMB OF CM	5,000.00	5,000.00	5,000.00	4,925.00	.00	5,000.00	.0%
10100251 560000 COMM SUPP	7,354.80	3,500.00	3,500.00	1,240.61	.00	13,500.00	285.7%
10100251 571000 FAIR PYMT	351,975.00	.00	.00	536,845.00	.00	.00	.0%
10100260 411100 PROP TAX	-88,551.00	-85,076.00	-85,076.00	-85,076.00	.00	-100,615.00	18.3%
TOTAL COUNTY BOARD COMMITTEE	345,053.89	-289,849.00	-289,849.00	496,591.13	.00	.00	-100.0%
10100355 531220 LIBRARY	603,057.00	613,304.00	613,304.00	307,096.50	.00	619,437.00	1.0%
10100355 532000 LIBRARY SE	17,387.39	18,892.00	18,892.00	18,891.95	.00	19,000.00	.6%
10100360 411100 PROP TAX	-618,785.00	-632,196.00	-632,196.00	-632,196.00	.00	-638,437.00	1.0%
TOTAL PUBLIC LIBRARIES	1,659.39	.00	.00	-306,207.55	.00	.00	.0%
10100454 532000 HUMANE SOC	35,000.00	35,000.00	35,000.00	17,500.00	.00	35,000.00	.0%
10100460 411100 PROP TAX	-35,000.00	-35,000.00	-35,000.00	-35,000.00	.00	-35,000.00	.0%
TOTAL HUMANE SOCIETY	.00	.00	.00	-17,500.00	.00	.00	.0%
10100556 532000 ECON CORP	45,000.00	45,000.00	45,000.00	22,500.00	.00	45,000.00	.0%
10100560 411100 PROP TAX	-45,000.00	-45,000.00	-45,000.00	-45,000.00	.00	-45,000.00	.0%
TOTAL ECONOMIC DEVELOPMENT	.00	.00	.00	-22,500.00	.00	.00	.0%
10100754 532000 NCHCF	541,682.00	541,682.00	567,682.00	283,841.00	.00	584,713.00	3.0%
10100760 411100 PROP TAX	-541,682.00	-541,682.00	-567,682.00	-567,682.00	.00	-584,713.00	3.0%
TOTAL NORTH CENTRAL HEALTH C	.00	.00	.00	-283,841.00	.00	.00	.0%
10100856 532000 NCCAP	8,000.00	8,000.00	8,000.00	8,000.00	.00	8,000.00	.0%
10100860 411100 PROP TAX	-8,000.00	-8,000.00	-8,000.00	-8,000.00	.00	-8,000.00	.0%
TOTAL NO CENTRAL COM ACTION	.00	.00	.00	.00	.00	.00	.0%
10107555 556000 MEMBERSHIP	4,176.98	4,177.00	4,177.00	4,176.98	.00	4,177.00	.0%



ACCOUNTS FOR:	2015 ACTUAL	2015 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 DEPARTMENT	PCT CHANGE
10107560 411100	-4,177.00	-4,177.00	-4,177.00	-4,177.00	.00	-4,177.00	.0%
TOTAL WVLS	-4,290.03	.00	.00	-1,250.53	.00	.00	.0%
10109954 473100	-4,290.03	.00	.00	-1,250.53	.00	.00	.0%
10109954 499990	.00	.00	.00	.00	.00	-289,849.00	.0%
10109954 536000	149,466.00	149,466.00	149,466.00	74,733.00	.00	150,000.00	.4%
10109954 571000	498,829.00	289,849.00	289,849.00	.00	.00	289,849.00	.0%
10109954 571001	4,010.19	.00	.00	1,250.53	.00	.00	.0%
10109960 411100	-150,000.00	-149,466.00	-149,466.00	-149,466.00	.00	-150,000.00	.4%
TOTAL FAMILY CARE	498,015.16	289,849.00	289,849.00	-74,733.00	.00	.00	-100.0%
GRAND TOTAL	829,390.04	.00	.00	-242,610.56	.00	.00	.0%

\*\* END OF REPORT - Generated by Dawn Bergs \*\*

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LINCOLN COUNTY  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 2017 - LINCOLN COUNTY BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

DIVISION	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 DEPARTMENT	PCT CHANGE
10250049 499990 FUNDS APPL COMMITTEE SIGNATURES:	.00	-50,000.00	-50,000.00	.00	.00	-75,000.00	50.0%
10250051 511000	290,143.20	300,339.00	300,339.00	103,234.70	.00	310,850.00	3.5%
10250051 520000	119,569.59	121,521.00	121,521.00	43,303.27	.00	123,292.00	1.5%
10250051 530000	10,589.50	13,000.00	13,000.00	4,945.00	.00	13,000.00	.0%
10250051 552001	450.26	500.00	500.00	305.30	.00	500.00	.0%
10250051 554001	318.93	400.00	400.00	54.20	.00	400.00	.0%
10250051 555000	5,201.96	7,500.00	7,500.00	1,432.32	.00	7,500.00	.0%
10250051 560000	487.99	500.00	500.00	87.03	.00	500.00	.0%
10250051 560001	1,498.60	1,500.00	1,500.00	.00	.00	1,500.00	.0%
10250051 561005	61,831.52	62,500.00	62,500.00	18,747.23	.00	62,500.00	.0%
10250051 561006	14,705.57	16,225.00	16,225.00	11,959.87	.00	16,943.00	4.4%
10250051 561101	68.55	200.00	200.00	8.70	.00	200.00	.0%
10250051 561103	12,505.91	13,000.00	13,000.00	7,825.33	.00	13,000.00	.0%
10250051 561105	138,434.43	154,055.00	154,055.00	99,204.92	.00	161,104.00	4.6%
10250051 561420	38,630.67	46,920.00	46,920.00	16,121.35	.00	46,920.00	.0%
10250051 561430	2,550.46	2,500.00	2,500.00	937.05	.00	2,500.00	.0%

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dawn-b

LINCOLN COUNTY  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

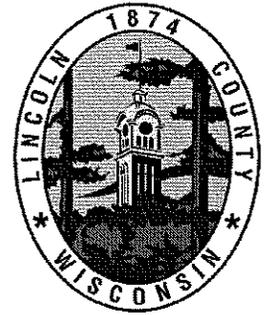
FOR PERIOD 99

PROJECTION: 2017 - LINCOLN COUNTY BUDGET

ACCOUNTS FOR:

DIVISION	2015 ACTUAL	2016 ORIG BUD	2016 REVISED BUD	2016 ACTUAL	2016 PROJECTION	2017 DEPARTMENT CHANGE	PCT CHANGE
10250057 581003	.00	50,000.00	50,000.00	.00	.00	75,000.00	50.0%
10250057 583001	6,864.68	.00	.00	.00	.00	.00	.0%
10250060 411100	-663,523.00	-675,143.00	-675,143.00	-675,143.00	.00	-694,537.00	2.9%
TOTAL DIVISION	40,328.82	65,517.00	65,517.00	-366,976.73	.00	66,172.00	1.0%
10259851 461901	-64,868.26	-65,517.00	-65,517.00	-65,517.02	.00	-66,172.00	1.0%
10259851 473100	-25,084.36	.00	.00	-10,327.70	.00	.00	.0%
10259851 571000	25,084.36	.00	.00	8,058.35	.00	.00	.0%
TOTAL ADRC IT SUPPORT	-64,868.26	-65,517.00	-65,517.00	-67,786.37	.00	-66,172.00	1.0%
GRAND TOTAL	-24,539.44	.00	.00	-434,763.10	.00	.00	.0%

\*\* END OF REPORT - Generated by Dawn Bergs \*\*



## Information Technology Director's Report

From: 4/25/2016

To: 5/24/2016

### Key Projects Recently Completed

#### Lincoln County

- ❖ Completed open Help Desk tickets and requests for Lincoln County and ADRC-CW users.
- ❖ Deployed new workstations and laptops and processed phone change requests.
- ❖ Patched workstation and server operating systems and upgraded department specific applications.
- ✓ Updated VMWare to fix potential bugs and known issues.
- ✓ Replacement of faulty surveillance camera in Courthouse basement – East hallway.
- ✓ Migration of Sheriff's Office Inform query platform from failing physical server into virtual environment.
- ✓ Completed resolution and repair of email server and database issues. Platform is again stable.
- ✓ Updated and applied critical fixes to Munis Financial ERP system.
- ✓ Recorded and published wage study meetings for employee access.
- ✓ Helped move computers and printers for office changes at Lincoln Industries in Merrill.
- ✓ Rebuilt and restored telephone system server causing Caller ID, Fax, and call reporting issues.
- ✓ Resolved issue with phone system paging at the Sheriff's office that was discovered in Tornado drill testing.

#### ADRC-CW

- ✓ Updated ADRC intranet with new internal use forms and policies.
- ✓ Continued discussion regarding technology needs for ADRC's Wausau office move to a new location.
  - Move has been approved by the ADRC board of directors.
  - New location will be 2600 W. Stewart Avenue
  - Proposed cutover date is December 1, 2016.

### Key Ongoing and Upcoming Projects

- Remote location switch upgrades. – In progress – PCNH to be staged and scheduled for early June.
- Development of Fiber Infrastructure Plan to determine ROI. – Group fiber plan completed and in review. Lincoln County stand-alone fiber plan option in final documentation phase. Expecting Livermore Technologies, LLC to present at July or August meetings.
- SharePoint 2013 deployment – 2017 – Licensed via current Microsoft Enterprise Agreement.
- Migration to Office 2013 – deployment coinciding with workstation upgrades for users.
- Upgrade wireless infrastructure. – RFP in review - Summer/Fall 2016.
- Upgrade voice gateway and voice routers. CIP Project - Fall 2016 – 2800 series out of support October 2016.
- Upgrade to latest Tritech Inform Platform for Sheriff's Office – 2017.
- 2017 CIP – Pending approval - Implement new Backup and Disaster Recovery Solution – Early 2017.

### Statistics

#### Help Desk Statistics (Monthly/Year to Date):

Help Desk Requests Received: 220/1002

Help Desk Requests Closed: 241/1006

#### Website Statistics (Monthly/Year to Date):

Total Visits – 12,453/59,453

Total Unique Visitors – 5,419/25,879

#### After Hours Support Statistics:

2016 – 22 Calls

2015 – 47 Calls

2014 – 85 Calls

2013 – 104 Calls

2012 – 89 Calls

FOR 2016 13

ACCOUNTS FOR: INFORMATION TECHNOLOGY ORIGINAL TRANSFRS/ REVISED YTD EXPENDED ENCUMBRANCES AVAILABLE PCT  
 25 APPROP ADJUSTMTS BUDGET BUDGET USED

0000 DIVISION

10250051	511000	IT	SALARIES / WAG	300,339	0	300,339	114,694.32	.00	185,644.68	38.2%
10250051	520000	IT	EMPL BENEFITS	121,521	0	121,521	48,127.63	.00	73,393.37	39.6%
10250051	530000	IT	PROFESSIONAL SE	13,000	0	13,000	5,470.00	.00	7,530.00	42.1%
10250051	552001	IT	TELEPHONE	500	0	500	400.18	.00	99.82	80.0%
10250051	554001	PRINTING	ALLOCAITIO	400	0	400	86.63	.00	313.37	21.7%
10250051	555000	IT	TRAVEL TRAINING	7,500	0	7,500	1,487.78	.00	6,012.22	19.8%
10250051	560000	IT	OFFICE SUPPLIES	500	0	500	114.01	.00	385.99	22.8%
10250051	561005	IT	PRINTER SUPPLIE	1,500	0	1,500	.00	.00	1,500.00	.0%
10250051	561006	IT	HARDWARE WARR,	62,500	0	62,500	19,860.07	.00	42,639.93	31.8%
10250051	561101	IT	POSTAGE	16,225	0	16,225	11,959.87	.00	4,265.13	73.7%
10250051	561103	IT	SOFTWARE	13,000	0	13,000	7,891.31	.00	5,108.69	60.7%
10250051	561105	IT	SOFTWARE WARR,	154,055	0	154,055	100,056.92	.00	53,998.08	64.9%
10250051	561420	IT	VOICE/DATA/VIDE	46,920	0	46,920	16,121.35	.00	30,798.65	34.4%
10250051	561430	IT	MISC PARTS	2,500	0	2,500	1,226.53	.00	1,273.47	49.1%
10250051	581003	IT	HARDWARE OUTLAY	50,000	0	50,000	.00	.00	50,000.00	.0%
TOTAL DIVISION				790,660	0	790,660	327,511.26	.00	463,148.74	41.4%

0098 ADRC IT SUPPORT

10259851	571000	ADRC	MISC EXPENDIT	0	0	0	8,539.15	.00	-8,539.15	100.0%*
TOTAL ADRC IT SUPPORT				0	0	0	8,539.15	.00	-8,539.15	100.0%
TOTAL INFORMATION TECHNOLOGY				790,660	0	790,660	336,050.41	.00	454,609.59	42.5%
TOTAL EXPENSES				790,660	0	790,660	336,050.41	.00	454,609.59	



# Lincoln County Corporation Counsel

**N. L. Bergstrom**  
 Corporation Counsel  
 715/539-1015  
[nbergstrom@co.lincoln.wi.us](mailto:nbergstrom@co.lincoln.wi.us)

Lincoln County Service Center  
 801 N. Sales Street, Suite 207  
 Merrill, WI 54452  
 Fax: 715/539-8053

## ACTIVITY REPORT 4/25/16 – 5/25/16

<u>Department/Committee</u>	<u>Hours</u>	<u>Subject Matter</u>
A&L	14.25	NCHC mtgs, HIPAA consultant K, wage study
Admin	17.50	New staff/training
Chapter 51	61.00	Mental, AODA commitments
Chapter 55	10.50	Guardianships & Protective Placements
Clerk of Courts	3.50	Property bonds, Tn Merrill nuisance ord
County Board	11.50	
County Clerk	6.25	Tax deed policy, minutes, reorg follow-up
Courts		
Department of Social Services	23.75	Unlawful detentions, seminar, TPR, Compas MOU
Emerg Mgmt		
Finance	2.00	10 year plan
Forestry		
Health	9.25	MAPs K, garden shed K issues, White Birch, records requests
Hwy	20.50	Rumble strips, driveway permit, ET Plus records request
IT	1.25	We Petition/We Lobby issue
Land Services	9.75	BOA mtg, CUP error, plumber fees/collection
Law Enforcement/LISO	8.75	Lab K, DPPA decision, LineHills records requests
Pine Crest	2.00	
Probate	2.00	
Pub Prop	4.00	RFPs & Ks
Register of Deeds		
Solid Waste		
Treasurer		
UW Ext		
Totals	146.75	

FOR 2016 13

ACCOUNTS FOR: CORPORATION COUNSEL ORIGINAL APPROP TRANSFRS/ ADJUSTMTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

0000 DIVISION

10210051	511000	CORP COUNSEL SALAR	116,290	0	116,290	38,865.47	.00	77,424.53	33.4%
10210051	520000	CORP COUNSEL EMPLO	52,658	0	52,658	17,141.25	.00	35,516.75	32.6%
10210051	531020	CORP COUNSEL OUTSI	0	0	0	337.50	.00	-337.50	100.0%*
10210051	531210	CORP COUNSEL CODIF	3,000	0	3,000	846.89	.00	2,153.11	28.2%
10210051	552001	CORP COUNSEL TELLP	300	0	300	80.85	.00	219.15	27.0%
10210051	554001	PRINTING ALLOCATIO	1,500	0	1,500	193.07	.00	1,306.93	12.9%
10210051	555000	CORP COUNSEL TRAVE	2,500	0	2,500	934.00	.00	1,566.00	37.4%
10210051	560000	CORP COUNSEL SUPPL	750	0	750	265.77	.00	484.23	35.4%
10210051	561101	CORP COUNSEL POSTA	200	0	200	16.00	.00	184.00	8.0%
10210051	564000	CORP COUNSEL LIBRA	1,500	0	1,500	79.00	.00	1,421.00	5.3%
10210051	571000	CORP COUNSEL MISCE	0	0	0	30.00	.00	-30.00	100.0%*

TOTAL DIVISION 178,698 0 178,698 58,789.80 .00 119,908.20 32.9%

TOTAL CORPORATION COUNSEL 178,698 0 178,698 58,789.80 .00 119,908.20 32.9%

TOTAL EXPENSES 178,698 0 178,698 58,789.80 .00 119,908.20



# LINCOLN COUNTY VETERANS SERVICE OFFICE



801 N. SALES STREET · SUITE #104 · MERRILL, WI 54452  
PHONE: (715) 539-1083 · FAX: (715) 539-8324

*RICHARD J. WOLF*  
VETERANS SERVICE OFFICER  
rwolf@co.lincoln.wi.us

*PAMELA SCHOTZ*  
PROGRAM ASSISTANT  
pschotz@co.lincoln.wi.us

May 27, 2016

## Veterans Services Report for the month of May, 2016

- 27 veterans/widows have been added to the system since last report bringing the total number of veterans/widows active in the system to 3754.
- 39 veterans and 13 widows have passed away since the beginning of the year.
- The Veterans Service Officer attended the Crisis Intervention Training for Law Enforcement Officers held in Tomahawk on April 27th.
- The Veterans Service Officer attended the Lincoln County Board of Supervisors meeting on April 14 to explain the purpose of Resolution 2016-05-18.
- Pam Schotz has done multiple media releases for Memorial Day and will be doing media releases for free passes to the Milwaukee Zoo.
- The Milwaukee Zoo will be giving the office 50 free passes for veterans and their families. The passes are for use on July 3<sup>rd</sup>.

Richard J. Wolf, Veterans Service Officer.

FOR 2016 13

ACCOUNTS FOR: VETERANS DEPARTMENT ORIGINAL APPROP TRANSFRS/ ADJUSTMS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

0000 DIVISION

10270054	511000	VETERANS SALARIES	84,209	0	84,209	32,097.70	.00	52,111.30	38.1%
10270054	520000	VETERANS EMPLOYEE	53,202	0	53,202	21,492.62	.00	31,709.38	40.4%
10270054	552001	VETERANS TELEPHONE	850	0	850	152.14	.00	697.86	17.9%
10270054	554001	PRINTING ALLOCATIO	1,200	0	1,200	328.46	.00	871.54	27.4%
10270054	555000	VETERANS TRAVEL TR	3,400	0	3,400	1,111.90	.00	2,288.10	32.7%
10270054	560000	VETERANS SUPPLIES	800	0	800	1,262.75	.00	-462.75	157.8%*
10270054	561101	VETERANS POSTAGE	900	0	900	152.67	.00	747.33	17.0%
10270054	561440	VETERANS GRAVE CAR	1,000	0	1,000	976.38	.00	23.62	97.6%
10270054	570000	VETERANS FUEL ASSI	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL DIVISION			147,561	0	147,561	57,574.62	.00	89,986.38	39.0%

0054 VETERANS RELIEF

10275454	511001	VETERANS RELIEF PE	625	0	625	321.80	.00	303.20	51.5%
10275454	571000	VETERANS RELIEF MI	4,375	0	4,375	5,096.57	.00	-721.57	116.5%*
TOTAL VETERANS RELIEF			5,000	0	5,000	5,418.37	.00	-418.37	108.4%
TOTAL VETERANS DEPARTMENT			152,561	0	152,561	62,992.99	.00	89,568.01	41.3%
TOTAL EXPENSES			152,561	0	152,561	62,992.99	.00	89,568.01	

Presented to:  
Personnel Committee 06/06/16  
Administrative & Legislative 06/06/16  
County Board 06/21/16

## **Administrative Coordinator's Report**

**From:** May 1, 2016 to: May 31, 2016

### **POLICY DEVELOPMENT**

#### **Committee Meetings:**

2-Personnel  
2-A&L  
Highway  
Finance  
Pine Crest

### **DEPARTMENT COORDINATION**

May 2 Participated in a listening session with US Senator Johnson and State Senator Tiffany – the need for broadband in northern counties

May 3 Meeting with Kelly Reith – Update on Highway Department operations

May 3 Attended Department Head Meeting – Training on 10 year long range plan

May 3 Meeting with Kelly Reith – Going over job descriptions for highway department

May 5 Meeting with Jacque Krause and Elayne Fischer about pro-rated vacation in Sheriff's Office

May 9 Meeting with Kelly Reith – Meeting with DOT about upcoming work

May 10 Administration Department staff meeting

May 11 Meeting with Sharon Prasnicky – Training on Work Comp procedures

May 11 Meeting with Kelly Reith – Update on Highway Department operations

May 12-13 Attended Wisconsin Association of County Personnel Directors (WACPD) Conference in Sturgeon Bay

May 16 Meeting with Dan Leydet and Pat Gierl about CIP for the maintenance department

May 16 Meeting with Renee Krueger – 2017 Budget

May 16 Meeting with Tucker John – From Employee Development Group – Scheduling to rollout employee group accident, group critical illness, and group universal life insurance

May 17 Administration Department staff meeting

May 17 Meeting with Sheriff and Chief Deputy about new employee vacation schedule and Sheriff's Office timesheets

May 17 Meeting with Kelly Reith – Update on Highway Department operations

May 17 Meeting with Art Lersch and Kevin Kleinschmidt about DNR relocation

May 18 Meeting with Tim Fisher about 911 timesheets

May 18 Participated in Patrol Superintendent Interview

May 19 Participated in Patrol Superintendent Interview

May 20 Meeting with Human Service Center in Rhinelander – about mental health services

May 23 Meeting with Kelly Reith – Update on Highway Department operations

May 24 Administration Department staff meeting

May 25 Meeting with Kelly Reith – Update on Highway Department operations

May 26 Conducted Department Head meeting

May 26 Attended ribbon cutting & dedication with Bob Lee at the Merrill airport – Governor Walker attended

May 26 Participated in a listening session with Governor Walker – At the Lincoln County Service Center

May 26 Monthly health insurance meeting with Cottingham & Butler  
 May 31 Administration Department staff meeting

**STATUS OF ALL UNION CONTRACTS**

**Sheriff Deputies:** December 2017

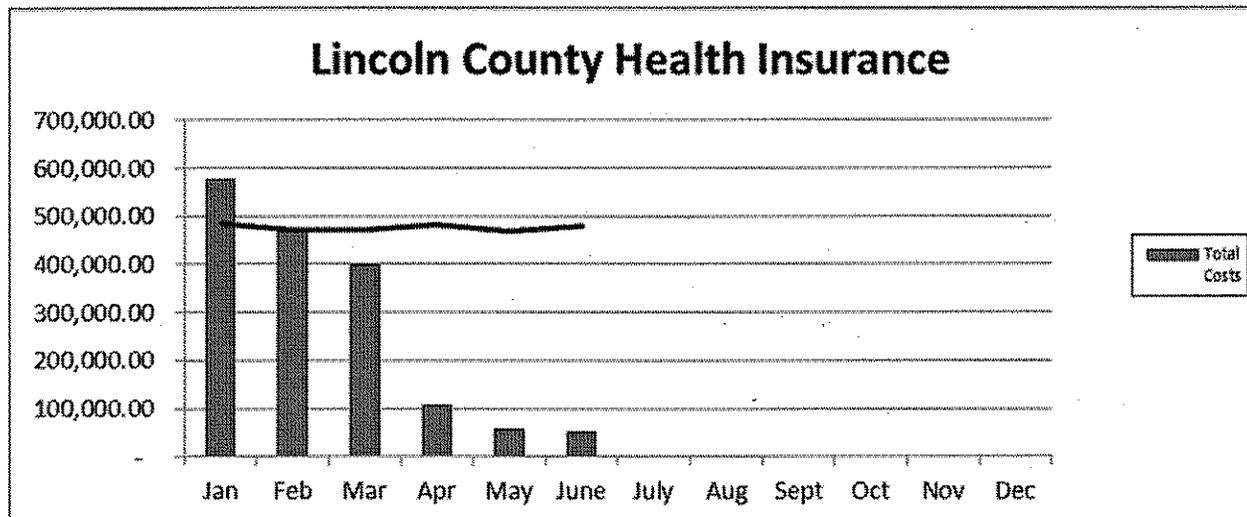
**Sheriff-Supervisors:** December 2017

**RECRUITMENT, SELECTION AND ORIENTATION**

1. Sheriff's Office - Deputy – Reviewing applicants
2. Sheriff's Office – E9-1-1 Telecommunicator- Accepting Applications
3. Information Technology Department – Information Technology – Accepting Applications
4. Highway Department - Patrol Superintendent – Hired

**Health Insurance  
2016**

Month	Enrollment		Health Ins Premiums	Stop Loss & Admin Fees	SAS	Total Costs
	Single	Family			Paid Claims	
Jan	101	213	488,413	58,142	488,201	576,501
Feb	99	211	470,131	55,047	476,917	466,216
Mar	98	211	472,488	54,682	433,137	398,766
Apr	105	210	480,992	55,868	33,268	91,155
May	107	210	469,723	54,397	71846	55,483
June	108	207	478,036	52,008		52,008
July						
Aug						
Sept						
Oct						
Nov						
Dec						



FOR 2016 13

ACCOUNTS FOR: ADMINISTRATIVE PERSONNEL ORIGINAL APPROP TRANSFRS/ ADJUSTMTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

0000 DIVISION

10200051	511000	ADMIN SALARIES	116,121	0	116,121	48,060.95	.00	68,060.05	41.4%
10200051	520000	ADMIN EMPLOYEE BEN	44,719	0	44,719	16,625.68	.00	28,093.32	37.2%
10200051	530000	ADMIN CONTRACTED S	0	60,000	60,000	33,567.48	.00	26,432.52	55.9%
10200051	531020	ADMIN LEGAL SERVIC	13,052	0	13,052	.00	.00	13,052.00	.0%
10200051	531190	ADMIN INHOUSE TRAI	300	0	300	.00	.00	300.00	.0%
10200051	552001	ADMIN TELEPHONE	350	0	350	143.29	.00	206.71	40.9%
10200051	553000	ADMIN ADVERTISING	3,500	0	3,500	2,778.60	.00	721.40	79.4%
10200051	554001	PRINTING ALLOCATIO	3,500	0	3,500	980.69	.00	2,519.31	28.0%
10200051	555000	ADMIN TRAVEL TRAIN	2,500	0	2,500	1,021.16	.00	1,478.84	40.8%
10200051	560000	ADMIN SUPPLIES	750	0	750	116.76	.00	633.24	15.6%
10200051	561101	ADMIN POSTAGE	500	0	500	100.24	.00	399.76	20.0%
10200051	564000	ADMIN PUBLICATIONS	200	0	200	.00	.00	200.00	.0%
10200051	571000	COUNTY WIDE SAFETY	9,000	0	9,000	.00	.00	9,000.00	.0%
TOTAL DIVISION			194,492	60,000	254,492	103,394.85	.00	151,097.15	40.6%
TOTAL ADMINISTRATIVE PERSONNEL			194,492	60,000	254,492	103,394.85	.00	151,097.15	40.6%
TOTAL EXPENSES			194,492	60,000	254,492	103,394.85	.00	151,097.15	40.6%

## Departmental Ten Year Long Range Plan

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**Department: Information Technology**

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**Mission Statement:** Information Technology facilitates effective information sharing for Lincoln County Government. Research, implementation and support are provided for Lincoln County technological investments. Through teamwork we will provide reliable, cost effective and secure solutions to the County's ever-changing needs.

**Department Program Changes:** As hardware costs continue to plummet, and along with it associated profit margins for manufacturers and resellers, the shift to subscription based services, a.k.a. the cloud, will continue to be a trend worth watching. Big players such as Microsoft and Adobe have already begun to make on-premise systems less available and less attractive options. In terms of budgeting, this will mean a shift from capital expenditures on enterprise systems and software to operational expenditures for the ongoing subscriptions.

**Statutory Mandates:** HIPAA compliance for electronic Personal Health Information. Criminal Justice Information Systems (CJIS) compliance for Sheriff's Office connections, access, and data storage. State of WI records retention schedules for electronic public records and satisfaction of open records requests.

**Personnel Changes:** Pending hire of new Information Technology Director with Damian Wegner's departure and Travis Spoehr's shift back to the Network Engineer position. Tammy Saal, Network Administrator, plans to retire in less than 5 years.

**Department Structural Changes:** Possible needs for additional departmental employee(s) given the rate at which technology is being integrated into nearly all aspects of government and business.

**Legal Issues:** None currently and none projected.

**Financial:** See Department Program Changes above. ADRC-CW current contract for I.T. services provided by Lincoln County I.T. expires December 31, 2017. Past differing schools of thought have left the I.T. budget somewhere in the middle of paying for technology goods and services directly vs. departments paying for them or being charged back for usage. Not necessarily anything wrong with this current state, just noteworthy for possible future discussion.

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**Information Technology:**

**Capital Improvement Projects (CIP):** As you'll see with many of these projects that involve hardware, the lifecycle is typically 5-10 years and they may repeat. Manufacturers will typically not warranty products beyond 7-10 years and/or will price the ongoing maintenance in a fashion to force the retirement of old systems in favor of new. Values are estimates or approximations and do not factor for future inflation.

2016	Voice Gateways & Routers	5-7 years	\$ 50,000.00	CIP Approved
2016	Wireless Infrastructure	7-10 years	\$ 75,000.00	CIP Approved
2017	Backup/Disaster Recovery Solution	7 years	\$ 75,000.00	CIP Requested
2017	Print Services Contract – <i>not CIP but worth noting due to operational costs.</i>	3-5 years	\$ -	All equipment costs presumed to be included in the service contract terms and monthly costs.
2018	Private Fiber Amongst Merrill Buildings	20+ years	\$ 200,000.00	Fiber Study Plan has been completed as of 5/16/2016.
2018	Video Arraignment/Video Conferencing	5-7 years	\$ 100,000.00	
2019	UCS/VMWare Hypervisor Infrastructure	5-7 years	\$ 150,000.00	
2020	Storage Infrastructure / Backup & Recovery System	5-7 years	\$ 250,000.00	
2021	Card Access/Security Systems	8-10 years	\$ 100,000.00	
2022	Switching Hardware	5-7 years	\$ 120,000.00	
2023	Wireless Infrastructure	5-7 years	\$ 60,000.00	
2024	Datacenter A/C & Battery Backup	12-15 years	\$ 125,000.00	
2024	Voice Gateways/Routers	5-7 years	\$ 50,000.00	
2025	All Cabling Infrastructure to Endpoints	15-20 years	\$ 150,000.00	
2025	Cabling Upgrade to High speed Trunking 10/40Gbps	12-15 years	\$ 25,000.00	
2026	Landfill to Courthouse Point to Point Wireless	12-15 years	\$ 50,000.00	

**Lincoln County  
Position Description**

**Position Title:** Administrative Coordinator **Department:** County Administration Office

**Pay Grade:** 22 **FLSA:** Exempt

**Date:** April 2016 **Reports To:** Administrative & Legislative  
Committee County Board of  
Supervisors

**Evaluated by:** Administrative & Legislative Committee

**Appointed by:** County Board of Supervisors

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**Purpose of Position**

The purpose of this position is to serve as chief administrative officer for the County; to supervise and coordinate the administrative and management functions for the County; and to perform other administrative duties as assigned by the County Board. The work is performed under the direction of the County Board and in accordance with sec. 59.19, Wis. Stats. This job description is subject to review and revision by the Administrative and Legislative Committee of the County Board. Any revisions must be approved by a majority vote of the County Board.

**Essential Duties and Responsibilities**

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

- Attend all meetings of the County Board;
- Attend at least one committee meeting of each county committee annually, except when excused;
- Assist each department head/oversight committee with the provision of research and data as requested by the department head or the oversight committee chair;
- Advise and make recommendations to the County Board on matters within his or her administrative authority;
- Present to the County Board all data pertaining to the responsibilities of the Board and all needs for legislative action which come to his or her attention.

**Agendas, Resolutions, Ordinances**

- Assists in the preparation of the agendas for meetings of the County Board in consultation with the chair of the County Board and the County Clerk;
- Assists in the preparation of all county resolutions and ordinances.

**Budget/Fiscal Responsibilities**

- Meets with the Finance Committee of the County Board early each fiscal year (January 1 to December 31) to establish procedures, format and priorities desired in the preparation of the budget.

- Assists the Finance Director in compiling reports summarizing the county's fiscal condition and future financial needs ensuring that the director regularly presents those reports at County Board meetings;
- Attends Finance Committee budget review meetings;
- Conducts and schedules, with the Finance Committee, budget hearings and meetings on budget requests, and present recommendations on same;
- Submits the annual budget for the Administrative Coordinator's office to the Finance Committee;
- Submits the final recommended annual budget and capital improvement program (CIP) to the County Board for approval as recommended by the Finance Committee.

#### Administrative Duties/Responsibilities

- The Administrative Coordinator shall have oversight responsibilities/authority over county administrative matters unless otherwise specified.
- Consults with and advises department heads, oversight committees and/or the County Board on the organizational structure of the county departments and nongovernmental agencies funded by Lincoln County and makes written recommendations for reorganization, consolidation, expansion, contraction or transfer of responsibilities to the oversight committees and the County Board.
- Prepares/provides such reports, studies and research as the County Board may require concerning present and future operations of the county government.
- Oversees the care and custody of all real and personal property of the county over which the County Board has authority. Maintains and keeps such property in repair and maintains in a permanent record a perpetual inventory of property;
- Oversees the preparation of long-range plans for the management of county properties and for the construction and alteration of physical facilities needed to render county services properly. Said plans shall recommend the priority of projects and be submitted to the County Board for its final approval.
- Handles the public relations affairs of the county and the County Board.
- Coordinates the County Loss Control/Risk Management Program
- Nothing in this job description shall be construed to grant the Administrative Coordinator any authority vested by Wisconsin statute and/or federal law in any other county officer, commission, committee, or board.

#### Relationship with County Departments/Department Heads

- Appoints and supervises the heads of all departments of the county except constitutional office-holders and except where statutes provide that the appointment shall be made by elected officers;
- Appointments by the Administrative Coordinator under this section require the confirmation of the County Board unless, by ordinance, it elects to waive confirmation or unless the appointment is made under a statutory civil service system competitive examination procedure.
- The Administrative Coordinator may place department heads/employees on leave with pay pending an investigation of job performance without having to obtain permission first from the department's oversight committee. The Administrative Coordinator shall provide written notification of such action taken to the chair of the County Board and chair of the appropriate oversight committee. The oversight committee shall review any leave

decision made by the Administrative Coordinator.

#### Legal

- The Administrative Coordinator ensures that all orders, ordinances, resolutions, and regulations of the County Board are executed, whether personally or by the department heads.

#### Personnel

- Through the department heads, supervises and coordinates the work of the departments and agencies under the direct supervision or fiscal control of the County Board; assists and participates in the oversight committees' performance evaluation of the department heads; , and conducts regular staff meetings with the department heads;
- With the assistance of department heads, administers and coordinates personnel/labor policies and procedures; administers the recruitment, screening and selection policies for the county; recommends new/updated policies as required; and maintains the County Employee Personnel Policies;
- With the assistance of the department heads, conducts salary and benefit surveys; analyzes current salary levels; prepares recommendations for changes to the Personnel Committee; reviews requests for new county positions and presents recommendations to the Personnel Committee.

#### Effectiveness/Efficiency of Services

- Recommends the adoption of new or revised ordinances, orders and resolutions with assistance from department heads, oversight committees and Corporation Counsel when these actions will promote improved county services and operations;
- Develops county policies and administrative procedures to be adopted by the board.

#### Monitor State and Federal Legislation

- Remains informed of federal and state legislation affecting the county.

#### Complaints

- Processes complaints received concerning county operations by conducting an appropriate investigation and/or referring same to the appropriate committee/department head and reporting such findings to the appropriate parties.

#### General

The Administrative Coordinator shall serve as county spokesperson at the direction of the County Board in the transaction of its business and shall do the following:

- Serves as the County Board's representative in communications with other county officers and boards, with other federal, state, or local government officials, and with the media;
- Encourages and initiates collaborative relationships with local government units in the county through the County Board.
- Remains informed about federal and state grant programs and procedures, provides data as requested on same to the departments, and assists in applications for and procurement of grants;
- When necessary, coordinates county functions with federal, state, and other county, municipal, or special districts;

- Acts as the legal custodian of county records as provided by Wisconsin statutes.
- Serves as the Affirmative Action/Equal Employment Opportunity Officer for the county, the Compliance Officer for the Americans with Disabilities Act, and ensures compliance with other federal, state, and county regulations pertaining to employment;
- Assists department heads with interviews and the selection of new employees;
- With the assistance of department heads, serves as the county spokesperson in negotiations, mediation and interest arbitration;
- With the assistance of department heads, administers the provisions of the collective bargaining agreements, serves as the hearing officer in contract disputes, and represents the county position in grievance and interest arbitration where legal counsel is not utilized;
- Administers the county self-funded health insurance program in conjunction with the Health Plan Trustees;
- Provides reports, data, and other information to assist the County Board in making decisions regarding operational and policy matters pertaining to personnel operations;
- With the assistance of department heads prepares orientation packets for new employees including information on health and life insurance, deferred compensation, State Retirement Fund, county personnel policies and other information as appropriate, and coordinates training for new employees and ongoing training for employees and department heads;
- Attends various committee meetings, seminars and workshops as required.

#### Accountability, Responsibility, Tenure, Removal

- The Administrative Coordinator is accountable to the County Board for the administration of county policies and programs and for his/her conduct as a responsible public official.
- No provision of this description is intended to vest in the Administrative Coordinator any duty, or grant the Administrative Coordinator any authority which is vested by law in any other county officer, employee, commission, committee, or board. In the absence of specific authority vested by statute, ordinance or resolution with the county Administrative Coordinator, policy direction shall be solicited from the County Board.
- The Administrative Coordinator is an at-will employee that serves at the pleasure of the County Board. The action of the County Board in removing the Administrative Coordinator by a majority vote shall be final.
- A vacancy in the office of Administrative Coordinator created by reason of death, resignation, or removal shall be filled by appointment as provided by Wisconsin state statutes and/or county ordinance.

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

Bachelor's degree from an accredited college or university in Business Management, Public Administration, Human Resource Management, government finance or related field, with a minimum of three years of successful management experience in business, industry or government, or any combination of education and successful experience that provides equivalent knowledge, skills, and abilities. Successful administrative management experience in county or municipal government is highly desirable. A valid Wisconsin driver's license is required.

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

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities

to perform the essential functions.

#### Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Some bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving is required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to ambulate between offices, court and other facilities.

#### Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.

#### Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percents, and make use of principles of descriptive statistics.

#### Supervisory Skills

- Ability to assign, supervise, and review the work of others.
- Ability to make recommendations regarding the selection, discipline, and discharge of employees.

#### Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to provide leadership and guidance to county personnel.
- Ability to comprehend and interpret a variety of documents including Worker's Compensation, insurance, and other reports, union grievances, contracts, job applications, resumes, personnel records, performance evaluations, letters and other correspondence, federal, state and county law, policy and procedure manuals, court and arbitration decisions, and other such documents as needed or required.
- Ability to negotiate contracts, record and deliver information, explain procedures and follow instructions.
- Ability to use and interpret accounting, legal, medical and personnel management terminology.
- Ability to work without close supervision and be a self-starter.
- Ability to exercise discretion and maintain confidentiality in general and in particular as it relates to sensitive materials and matters being handled in the office.
- Ability to work under stress.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county and State department personnel and the general public.

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

\_\_\_\_\_  
Employee's Signature

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

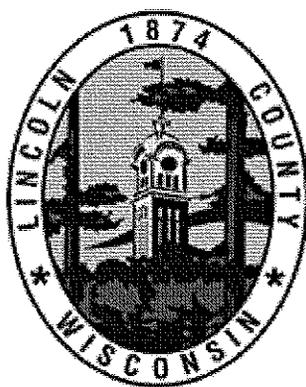
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Statement of Work for Ongoing HIPAA Consulting and Compliance Maintenance Services

Presented to:

**Lincoln County**



Prepared by:

**Three Pillars Technology Solutions LLC**



**THREE PILLARS TECHNOLOGY**  
SOLUTIONS THAT WORK

2701 International Lane  
Suite 201  
Madison, WI 53704

05/26/2016

## Contents

Executive Summary .....	3
Service Benefits .....	3
Services Overview .....	4
Scope of Work .....	4
Ongoing HIPAA Consulting and Compliance Maintenance Services .....	4
Privacy and Security Compliance Consulting Services .....	6
Deliverables .....	6
Key Assumptions .....	8
Service Provision Estimates.....	9
Terms and Conditions.....	9
Project Approval.....	10
Appendix "A": Change Request Form .....	111
Appendix "B": HIPAA Security Rule.....	122

## Executive Summary

**Lincoln County** needs to comply with applicable HIPAA laws and regulations, specifically the HIPAA Privacy, Security, and Notification in the Case of Breach of Unsecured Protected Health Information (Breach Notification) Rules as well as other applicable security laws and regulations. **Lincoln County** recognizes the need to maintain a proper state of HIPAA compliance, and given the complexity and ever changing nature of both HIPAA laws and regulations and data security protection practices, it recognizes that it will require an investment to have access to the level of expertise necessary and appropriate in order to protect its sensitive data and maintain proper HIPAA compliance. It is the desire and intent of **Lincoln County** to:

- Ensure that the electronic services and solutions used and/or offered to the public, and as applicable, to its clients / patients and customers are secure and compliant by protecting the confidentiality, integrity and availability of electronic protected health information (ePHI) and other sensitive electronic data that **Lincoln County** creates, receives, maintains, and transmits
- Reasonably safeguard protected health information (PHI) from intentional or unintentional uses or disclosures, as well as limit incidental uses and disclosures and report breaches of unsecured PHI in a timely manner
- Adhere to patients' rights laws and regulations in respect to their protected health information
- **Maintain compliance with HIPAA laws and regulations by insuring the ability to demonstrate and prove ongoing compliance activities are being undertaken – especially with regard to those requirements of compliance mandated by the HIPAA Security Rule**

**Lincoln County** has requested assistance from Three Pillars Technology Solutions LLC (Three Pillars) to:

- **Conduct a periodic mandatory HIPAA Security Risk Analysis to meet the specifications described in 45 CFR § 164.308(a)(1)(ii)(A)**
- **Assist in the development and oversight of an ongoing risk management program to meet the requirement of HIPAA to implement security measures sufficient to reduce risks and vulnerabilities to a reasonable and appropriate level to comply with 45 CFR §164.306(a).**
- **Assist in development and oversight of an effective Breach Response and Notification plan**
- **Provide prioritized recommendations in areas related to both HIPAA Privacy and Security Rule compliance and utilizing security best practices**
- **Assist in such additional compliance and remediation efforts as may be requested and authorized by Lincoln County**

## Service Benefits

The benefits of these services include:

1. Identifying prioritized security remediation strategies based on the risk threat levels identified so that **Lincoln County** can initiate solutions to mitigate risks and protect sensitive electronic information
2. **Enabling Lincoln County to meet the HIPAA Administrative Risk Analysis required specification described in section 164.308(a)(1)(ii)(A) and decrease exposure to a finding of 'willful neglect' by the Office for Civil Rights (OCR)**
3. Identifying potential regulatory compliance gaps for the HIPAA Privacy and Breach Notification Rules so that **Lincoln County** can initiate appropriate remedial actions

4. Decreasing the likelihood of a breach of unsecured ePHI and / or negative findings as a result of an audit or review performed by the Office for Civil Rights (OCR)
5. Increasing customer and client confidence by providing **Lincoln County** with attestation and documentation which confirms their regulatory compliance status and demonstrates sound privacy, security, and breach notification practices, if appropriate
6. Optimization of future budget and resource allocation will be enhanced, as remediation strategies will be prioritized based on the risk levels identified
7. Decreasing the likelihood of unauthorized parties committing fraud or stealing sensitive information
8. **Provides Lincoln County with readily available, qualified expertise, who are familiar with the unique environment of Lincoln County, who they can turn to whenever questions or issues arise with respect to data security and HIPAA compliance**
9. **Provides Lincoln County with a reliable and affordable means to maintain and provide evidence and documentation of their efforts to maintain an appropriate level of HIPAA compliance**

## Services Overview

Three Pillars Technology Solutions (Three Pillars) will provide services to **Lincoln County** based on the Scope of Work for each project.

## Scope of Work

### Provision of Periodic HIPAA Security Risk Analysis

Three Pillars will analyze, provide recommendations and validate satisfactory best practices by conducting a periodic HIPAA Security Risk Analysis based on the HIPAA Security Rule Administrative, Physical and Technical safeguards as well as a HIPAA Privacy Compliance Assessment based on the HIPAA Privacy and Breach Notification Rules. Furthermore, the HIPAA Security Risk Analysis:

- **Helps the organization meet the HIPAA Administrative Risk Analysis required specification described in section 164.308(a)(1)(ii)(A)**
- Includes an analysis of the safeguards in the tables in Appendix B: HIPAA Security Rule
- Is based on National Institute of Standards and Technology (NIST) common criteria for a risk assessments including:
  - Threat source list
  - Inventory asset list
  - Risk level of high, medium or low for each risk based on likelihood and impact scores
  - Likelihood determination for each risk
  - Impact determination for each risk

The scope of work will consist of:

- **Evaluation of the below controls** within such Business Units as may be specifically requested by **Lincoln County** to be included within the scope of work, and as may be listed below, without limitation:
  - **Information Technology**
  - **Pine Crest Nursing Home**
  - **Lincoln County Social Services Department**

- **Public Health**
- **Administrative Safeguards** – Review one set of written security policies, procedures, standards, practices, and technology mechanisms, including those related to controls identified in Table 1 below:

**Table 1 – Security Controls**

Access, Authorization and Authentication Controls	Encryption and Digital Signature Practices
Anti-Malware Practices	Incident Handling Practices
Application Development Practices	Logging and Auditing Practices
Asset Classification and Sensitivity Practices	Organizational Security Policy
Asset Management Practices	Password Protection Practices
Acquisition of New Company Practices	Patch Management Practices
Change Management Practices	Personnel Security Controls
Configuration Management Practices	Physical and Environmental Controls
Communications and Operations Management	Remote Access and VPN Practices
Computer System Acceptable Use Practices	Risk Assessment Practices
Data Backup Practices	Security Awareness Practices
Data Leakage Protection Controls	Software Licensing Practices
Data Retention Practices	Vendor Management Practices
Disaster Recovery & Business Continuity Practices	Wireless Security Practices

- **Physical Safeguards** – The following office location(s) in Lincoln County, WI:
  - TBD
  - TBD
- **Technical Safeguards** – Evaluation of IT designs and components that create, receive, maintain, and/or transmit ePHI:
  - If requested and authorized by **Lincoln County**, a vulnerability assessment that includes conducting a reasonable analysis (reasonable analysis is based on findings from the tools and methods used, but not verified by trying to breach (Pen Test) the application or IT Component) from an attacker perspective on:
    - IT components for up to 10 ePHI servers and up to 10 workstations/laptops to determine if weaknesses exist based on:
      - Missing patches
      - Misconfigured services
      - Inadequate passwords
    - Applications that contain ePHI to ensure that applications are developed securely based on Open Web Application Security Project (OWASP) best practices
  - Review of any 3<sup>rd</sup> party audit reports and certifications relative to confirmation of the existence and maintenance of a regulatory compliant and secure data environment
  - Review of latest network diagrams to ensure that they:
    - Are up-to-date
    - Include enough details to ensure sound security control mechanisms throughout the network environment
  - Firewall design
  - Patching and malware controls
  - Redundancy capabilities
  - Intrusion prevention / detection controls

- Network access controls
- **Privacy and Breach Notification Rules** – Establish a baseline through a high level review of one set of written privacy and breach notification policies, procedures, and forms related to the following HIPAA requirements:
  - Part 164, Subpart D – Notification in the Case of Breach of Unsecured Protected Health Information
    - Notification to individuals
    - Notification to the media
    - Notification to the Secretary
    - Notification by a business associate
    - Law enforcement delay
    - Administrative requirements and burden of proof
  - Part 164, Subpart E – Privacy of Individually Identifiable Health Information
    - Uses and disclosures of protected health information: general rules
    - Uses and disclosures: organizational requirements
    - Uses and disclosures to carry out treatment, payment, or health care operations
    - Uses and disclosures for which an authorization is required
    - Uses and disclosures requiring an opportunity for the individual to agree or to object
    - Uses and disclosures for which an authorization or opportunity to agree or object is not required
    - Other requirements relating to uses and disclosures of protected health information
    - Notice of privacy practices for protected health information
    - Rights to request privacy protection for protected health information
    - Access of individuals to protected health information
    - Amendment of protected health information
    - Accounting of disclosures of protected health information
    - Administrative requirements

## Privacy and Security Compliance Consulting Services

Often times our clients have items found in the initial project stage that do not meet information security best practices and/or the HIPAA Privacy, Security, and/or Breach Notification Rule requirements. Three Pillars will assist in remediation efforts as requested by **Lincoln County**.

## Deliverables

The deliverables will consist of the following:

- I. **Provision of a periodic HIPAA Security Risk Analysis:**
  - A Summary report of the HIPAA Security Risk Analysis that provides detailed analyses and mitigation recommendations including these items:
    - Common threat sources
    - Likelihood score for each risk
    - Impact score for each risk
    - Risk level of high, medium, or low for each risk based on the likelihood and impact scores
  - An overview letter, if appropriate, that communicates the results of the HIPAA Security Risk Analysis that can be used internally and, as authorized, presented and released by **Lincoln County** to such other third parties as **Lincoln County** determines appropriate
  - Electronic copies of reports that include:
    - PDF copies of the summary reports

- PDF copy of the overview letter, if appropriate
  - Draft report delivery meeting with **Lincoln County's** team to review preliminary observations and recommendations for any errors or misstatements
  - As may be requested, conduct review meetings with **Lincoln County** leadership to review the HIPAA Security Risk Analysis report
  - As may be requested, provide presentations with the assessment results to executive leadership and Board meetings as may be requested by **Lincoln County**
- II. **Delivery of quarterly, or more frequent, periodic HIPAA Compliance and Data Security update reports to provide Lincoln County with information to help them maintain awareness on any changes in the HIPAA rules and regulations and HIPAA enforcement actions and to keep current on 'best practice' trends and developments for both HIPAA compliance and data security.**
- III. **Assist in development and oversight of an ongoing risk management program to meet the requirements of HIPAA**
- IV. **Assist in development and oversight of an effective Breach Response and Notification plan**
- V. **Conduct and provide an, at a minimum, annual review and attestation of Lincoln County's HIPAA Privacy, Security, and Breach Notification Rules compliance status and conduct such additional periodic reviews on a schedule that meets the needs and requirements of Lincoln County**
- VI. **Ongoing Privacy and Security Compliance Consulting Services [As May be Requested and Authorized by Client]**
  - Time and Materials consulting to assist in privacy, security, and/or breach notification remediation efforts as requested, including but not limited to:
    - HIPAA privacy, security, and/or breach notification related policy, procedure, standard, and form authoring and implementation
    - Privacy, security, and/or breach notification workforce awareness training
    - **Delivery of periodic Vulnerability Scans and Penetration testing to test effectiveness of network data security controls to help meet the HIPAA Security Rule requirements set forth at 45 CFR § 164.308 (a) (8)**
    - Penetration testing that includes attempting to breach:
      - IT components that contain ePHI from an attacker perspective based on:
        - Missing Patches
        - Misconfigured Services
        - Inadequate Passwords
        - Applications that contain ePHI from an attacker perspective based on weaknesses found in the application's code
    - Disaster recovery and business continuity planning, such as:
      - Business impact analysis
      - DR/BC plan editing
      - DR/BC plan testing

## Key Assumptions

### Key Assumptions

Three Pillars assumes for the sake of scoping and acceptance of this project that the following will hold true for the duration of the project:

- Additional work will be presented as part of the change order process outlined in this Scope of Work on Appendix "A".
- **Lincoln County** will provide a Single Point of Contact (SPOC) with decision making ability to interface with the security and/or privacy professional(s) conducting the work. This person is responsible for signing off on the Scope of Work and Change Order documents throughout the project.
- **Lincoln County** will provide a work space for the security professionals when they are on site.
- **Lincoln County** will provide an overhead projector/screen for the privacy and/or security professionals to utilize during on site meetings with your organization.
- Three Pillars will schedule meetings with **Lincoln County** personnel to discuss specific topics. **Lincoln County** will be prepared for the discussion and have necessary individuals available for the meeting.
- So that Three Pillars may conduct, if requested, an internal vulnerability scanning remotely, **Lincoln County** will provide VPN access with full connectivity to the systems that will be scanned and **Lincoln County** is responsible to have created a full backup of all systems to be tested and has verified that the backup procedure will enable Customer to restore systems to their pretest state.
- **Lincoln County** is responsible for problem resolution of occurrences beyond Three Pillars' control (i.e. software bugs, hardware failures, telecommunication circuits, server, or desktop issues outside the scope of work). Three Pillars can assist with these issues on a Time & Materials basis.
- **Lincoln County** is responsible for completing physical walkthrough assessments of the sites not included in HIPAA Security Risk Analysis and Privacy Compliance Assessment Scope of Work (above). The results will be provided to Three Pillars to evaluate and incorporate in the summary reports.
- The project will be led by and include certified information security resources, experienced in audit, security, NIST, PCI standards and HIPAA regulations and/or a privacy and security consultant experienced in audits and HIPAA privacy, security, breach notification Rules.
- Three Pillars will maintain resources available and accessible in a timely fashion to assist **Lincoln County** who shall have one or more of the following certifications and credentials maintained in good standing:
  - ◆ **CISSP - Certified Information Systems Security Professional (CISSP - ISC2)**
  - ◆ **HCISPP - HealthCare Information Security and Privacy Practitioner (HCISPP – ISC2)**
  - ◆ **CISM - Certified Information Security Manager (CISM - ISACA)**
  - ◆ **CHSP - Certified HIPAA Security Professional (CHSP - ISC2)**
  - ◆ **CRISC - Certified in Risk and Information Systems Control (CRISC - ISACA)**
- All systems and processes to be reviewed are managed by **Lincoln County**.

## Service Provision Estimates

The Service Provision Estimates will be discussed and confirmed between Three Pillars and **Lincoln County** representatives prior to service delivery. **Lincoln County** will be invoiced monthly on a Time and Materials basis. The hours identified within the table below represent Three Pillars' best estimate of the Professional Services time needed to deliver the desired solution. If the estimates are to surpass 110% of the estimate below, **Lincoln County** will be consulted before continuing the services. Standard rates will be charged for working during the hours of 8AM – 5PM. Overtime rates (1.5 x standard) will be charged for any work outside of those hours as authorized by **Lincoln County**. Holiday rates (2 x standard) will apply for work conducted on Sundays and Three Pillars holidays, in the event such work is authorized by **Lincoln County**. Travel Time will be billed at ½ the Hourly Rate.

<b>Service Estimates</b>	<b>Estimated Hours</b>	<b>Rate</b>	<b>Total</b>
<b>Ongoing HIPAA Consulting and Compliance Maintenance Services – Annual Estimate and Projection – First Year 2016</b>	<b>36</b>	<b>\$225</b>	<b>\$8,100</b>
<b>Subsequent Years 2017 - 2018</b>	<b>18 per year</b>	<b>\$225</b>	<b>\$4050</b>
<b>Such Additional Privacy and Security Compliance Consulting Services, as requested</b>	<b>TBD</b>	<b>\$225</b>	<b>TBD</b>
<b>Travel Expenses (Hotel, Rental Car, Air Fare, Daily Food Allowance)</b>	<b>As preauthorized by Client</b>	<b>TBD</b>	<b>TBD</b>

**Important notice regarding the professional service estimates:** These estimates are intended as conservative good faith estimates to provide the client with guidelines and realistic expectations as to the amount of time necessary to schedule and proceed with the solution delivery as proposed, as well as, provide appropriate good faith estimates in order to secure necessary budget allocation and approval.

## Terms and Conditions

Fees quoted in this proposal do not include any taxes that may be applicable. Any such taxes shall be specified on an invoice as a separate line item. **Payment terms for this Statement of Work include payment of an engagement and solution delivery commitment retainer of \$2,700 payable upon receipt, to be credited and applied to future professional service invoices and fully refundable if services are cancelled or for whatever reason not authorized or delivered, with subsequent payments being due thirty (30) days from the monthly invoice dates. Lincoln County will be invoiced monthly on a Time and Materials basis.**

- **Lincoln County shall have full preauthorization control for the delivery of any services proposed.**
- **Lincoln County will only be billed for those hours of service performed as preauthorized.**

## Project Approval

Signatures on this page by Client authorized approver indicates acceptance that the Statement of Work correctly identifies the solution delivery desired:

On behalf of, client **Lincoln County:**

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of **Three Pillars:**

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix “B”: HIPAA Security Rule

HIPAA Security Rule Administrative Safeguard Specifications		
Standards (R)=Required (A)=Addressable	Sections	Specification Definition
<b>Security Management Process (R)</b>	164.308(a)(1)(i)	Implement policies and procedures to prevent, detect, contain, and correct security violations.
Risk Analysis (R)	164.308(a)(1)(ii)(A)	Conduct an accurate and thorough assessment of the potential risks and vulnerabilities to the confidentiality, integrity, and availability of electronic protected health information held by the covered entity or business associate.
Risk Management (R)	164.308(a)(1)(ii)(B)	Implement security measures sufficient to reduce risks and vulnerabilities to a reasonable and appropriate level to comply with § 164.306(a).
Sanction Policy (R)	164.308(a)(1)(ii)(C)	Apply appropriate sanctions against workforce members who fail to comply with the security policies and procedures of the covered entity or business associate.
Information System Activity Review (R)	164.308(a)(1)(ii)(D)	Implement procedures to regularly review records of information system activity, such as audit logs, access reports, and security incident tracking reports.
<b>Assigned Security Responsibility (R)</b>	164.308(a)(2)	Identify the security official who is responsible for the development and implementation of the policies and procedures required by this subpart for the covered entity or business associate.
<b>Workforce Security (R)</b>	164.308(a)(3)(i)	Implement policies and procedures to ensure that all members of its workforce have appropriate access to electronic protected health information, as provided under paragraph (a)(4) of this section, and to prevent those workforce members who do not have access under paragraph (a)(4) of this section from obtaining access to electronic protected health information.
Authorization and/or Supervision (A)	164.308(a)(3)(ii)(A)	Implement procedures for the authorization and/or supervision of workforce members who work with electronic protected health information or in locations where it might be accessed.
Workforce Clearance Procedure (A)	164.308(a)(3)(ii)(B)	Implement procedures to determine that the access of a workforce member to electronic protected health information is appropriate.
Termination Procedures (A)	164.308(a)(3)(ii)(C)	Implement procedures for terminating access to electronic protected health information when the employment of, or other arrangement with, a workforce member ends or as required by determinations made as specified in paragraph (a)(3)(ii)(B) of this section.
<b>Information Access Management (R)</b>	164.308(a)(4)(i)	Implement policies and procedures for authorizing access to electronic protected health information that are consistent with the applicable requirements of subpart E of this part.
Isolating Health care Clearinghouse Function (R)	164.308(a)(4)(ii)(A)	If a health care clearinghouse is part of a larger organization, the clearinghouse must implement policies and procedures that protect the electronic protected health information of the clearinghouse from unauthorized access by the larger organization.
Access Authorization (A)	164.308(a)(4)(ii)(B)	Implement policies and procedures for granting access to electronic protected health information, for example, through access to a workstation, transaction, program, process, or other mechanism.
Access Establishment and Modification (A)	164.308(a)(4)(ii)(C)	Implement policies and procedures that, based upon the covered entity's or the business associates' access authorization policies, establish, document, review, and modify a user's right of access to a workstation, transaction, program, or process.
<b>Security Awareness and Training (R)</b>	164.308(a)(5)(i)	Implement a security awareness and training program for all members of its workforce (including management).
Security Reminders (A)	164.308(a)(5)(ii)(A)	Periodic security updates.
Protection from Malicious Software (A)	164.308(a)(5)(ii)(B)	Procedures for guarding against, detecting, and reporting malicious software.
Log-in Monitoring (A)	164.308(a)(5)(ii)(C)	Procedures for monitoring log-in attempts and reporting discrepancies.

HIPAA Security Rule Administrative Safeguard Specifications		
Standards (R)=Required (A)=Addressable	Sections	Specification Definition
Password Management (A)	164.308(a)(5)(ii)(D)	Procedures for creating, changing, and safeguarding passwords.
<b>Security Incident Procedures (R)</b>	164.308(a)(6)(i)	Implement policies and procedures to address security incidents.
Response and Reporting (R)	164.308(a)(6)(ii)	Identify and respond to suspected or known security incidents; mitigate, to the extent practicable, harmful effects of security incidents that are known to the covered entity or business associate; and document security incidents and their outcomes.
<b>Contingency Plan (R)</b>	164.308(a)(7)(i)	Establish (and implement as needed) policies and procedures for responding to an emergency or other occurrence (for example, fire, vandalism, system failure, and natural disaster) that damages systems that contain electronic protected health information.
Data Backup Plan (R)	164.308(a)(7)(ii)(A)	Establish and implement procedures to create and maintain retrievable exact copies of electronic protected health information.
Disaster Recovery Plan (R)	164.308(a)(7)(ii)(B)	Establish (and implement as needed) procedures to restore any loss of data.
Emergency Mode Operation Plan (R)	164.308(a)(7)(ii)(C)	Establish (and implement as needed) procedures to enable continuation of critical business processes for protection of the security of electronic protected health information while operating in emergency mode.
Testing and Revision Procedure (A)	164.308(a)(7)(ii)(D)	Implement procedures for periodic testing and revision of contingency plans.
Applications and Data Criticality Analysis (A)	164.308(a)(7)(ii)(E)	Assess the relative criticality of specific applications and data in support of other contingency plan components.
<b>Evaluation (R)</b>	164.308(a)(8)	Perform a periodic technical and non-technical evaluation, based initially upon the standards implemented under this rule and subsequently, in response to environmental or operational changes affecting the security of electronic protected health information, that establishes the extent to which a covered entity's or business associate's security policies and procedures meet the requirements of this subpart.
<b>BA Contracts and Other Arrangements (R)</b>	164.308(b)(1)	A covered entity may permit a business associate to create, receive, maintain, or transmit electronic protected health information on the covered entity's behalf only if the covered entity obtains satisfactory assurances, in accordance with § 164.314(a) that the business associate will appropriately safeguard the information. A covered entity is not required to obtain such satisfactory assurances from a business associate that is a subcontractor.
	164.308(b)(2)	A business associate may permit a business associate that is a subcontractor to create, receive, maintain, or transmit electronic protected health information on its behalf only if the business associate obtains satisfactory assurances, in accordance with § 164.314(a), that the subcontractor will appropriately safeguard the information.
Written contract or other arrangement (R)	164.308(b)(3)	Document the satisfactory assurances required by paragraph (b)(1) or (b)(2) of this section through a written contract or other arrangement with the business associate that meets the applicable requirements of § 164.314(a).

HIPAA Security Rule Physical Safeguard Standards		
Standards (R)=Required (A)=Addressable	Sections	Specification Definition
Facility Access Controls	164.310(a)(1)	Implement policies and procedures to limit physical access to its electronic information systems and the facility or facilities in which they are housed, while ensuring that properly authorized access is allowed.
Contingency operations (A)	164.310(a)(2)(i)	Establish (and implement as needed) procedures that allow facility access in support of restoration of lost data under the disaster recovery plan and emergency mode operations plan in the event of an emergency.
Facility Security Plan (A)	164.310(a)(2)(ii)	Implement policies and procedures to safeguard the facility and the equipment therein from unauthorized physical access, tampering, and theft.
Access Control and Validation Procedures (A)	164.310(a)(2)(iii)	Implement procedures to control and validate a person's access to facilities based on their role or function, including visitor control, and control of access to software programs for testing and revision.
Maintenance Records (A)	164.310(a)(2)(iv)	Implement policies and procedures to document repairs and modifications to the physical components of a facility which are related to security (for example, hardware, walls, doors, and locks).
<b>Workstation Use (R)</b>	164.310(b)	Implement policies and procedures that specify the proper functions to be performed, the manner in which those functions are to be performed, and the physical attributes of the surroundings of a specific workstation or class of workstation that can access electronic protected health information.
<b>Workstation Security (R)</b>	164.310(c)	Implement physical safeguards for all workstations that access electronic protected health information, to restrict access to authorized users.
<b>Device and Media Controls (R)</b>	164.310(d)(1)	Implement policies and procedures that govern the receipt and removal of hardware and electronic media that contain electronic protected health information into and out of a facility, and the movement of these items within the facility.
Disposal (R)	164.310(d)(2)(i)	Implement policies and procedures to address the final disposition of electronic protected health information, and/or the hardware or electronic media on which it is stored.
Media Re-use (R)	164.310(d)(2)(ii)	Implement procedures for removal of electronic protected health information from electronic media before the media are made available for re-use.
Accountability (A)	164.310(d)(2)(iii)	Maintain a record of the movements of hardware and electronic media and any person responsible therefore.
Data Backup and Storage (A)	164.310(d)(2)(iv)	Create a retrievable, exact copy of electronic protected health information, when needed, before movement of equipment.

HIPAA Security Rule Technical Safeguard Standards		
Standards (R)=Required (A)=Addressable	Sections	Specification Definition
<b>Access Control (R)</b>	164.312(a)(1)	Implement technical policies and procedures for electronic information systems that maintain electronic protected health information to allow access only to those persons or software programs that have been granted access rights as specified in § 164.308(a)(4).
Unique User Identification (R)	164.312(a)(2)(i)	Assign a unique name and/or number for identifying and tracking user identity.
Emergency Access Procedure (R)	164.312(a)(2)(ii)	Establish (and implement as needed) procedures for obtaining necessary electronic protected health information during an emergency.
Automatic Logoff (A)	164.312(a)(2)(iii)	Implement electronic procedures that terminate an electronic session after a predetermined time of inactivity.
Encryption and Decryption (A)	164.312(a)(2)(iv)	Implement a mechanism to encrypt and decrypt electronic protected health information.
<b>Audit Controls (R)</b>	164.312(b)	Implement hardware, software, and/or procedural mechanisms that record and examine activity in information systems that contain or use electronic protected health information.
<b>Integrity (R)</b>	164.312(c)(1)	Implement policies and procedures to protect electronic protected health information from improper alteration or destruction.
Mechanism to Authenticate ePHI (A)	164.312(c)(2)	Implement electronic mechanisms to corroborate that electronic protected health information has not been altered or destroyed in an unauthorized manner.
<b>Person or Entity Authentication (R)</b>	164.312(d)	Implement procedures to verify that a person or entity seeking access to electronic protected health information is the one claimed.
<b>Transmission Security (R)</b>	164.312(e)(1)	Implement technical security measures to guard against unauthorized access to electronic protected health information that is being transmitted over an electronic communications network.
Integrity Controls (A)	164.312(e)(2)(i)	Implement security measures to ensure that electronically transmitted electronic protected health information is not improperly modified without detection until disposed of.
Encryption (A)	164.312(e)(2)(ii)	Implement a mechanism to encrypt electronic protected health information whenever deemed appropriate.

HIPAA Security Rule Organizational Requirements (see § 164.314)		
<b>BA contracts or other arrangements. (R)</b>	164.314(a)(1)	The contract or other arrangement required by § 164.308(b)(3) must meet the requirements of paragraph (a)(2)(i), (a)(2)(ii), or (a)(2)(iii) of this section, as applicable.
BA contracts. (R)	164.314(a)(2)(i)	The contract must provide that the business associate will— (A) Comply with the applicable requirements of this subpart; (B) In accordance with § 164.308(b)(2), ensure that any subcontractors that create, receive, maintain, or transmit electronic protected health information on behalf of the business associate agree to comply with the applicable requirements of this subpart by entering into a contract or other arrangement that complies with this section; and (C) Report to the covered entity any security incident of which it becomes aware, including breaches of unsecured protected health information as required by § 164.410.
Other arrangements. (R)	164.314(a)(2)(ii)	The covered entity is in compliance with paragraph (a)(1) of this section if it has another arrangement in place that meets the requirements of § 164.504(e)(3).
Business associate contracts with subcontractors (R)	164.314(a)(2)(iii)	The requirements of paragraphs (a)(2)(i) and (a)(2)(ii) of this section apply to the contract or other arrangement between a business associate and a subcontractor required by § 164.308(b)(4) in the same manner as such requirements apply to contracts or other arrangements between a covered entity and business associate.
<b>Requirements for group health plans. (R)</b>	164.314(b)(1)	Except when the only electronic protected health information disclosed to a plan sponsor is disclosed pursuant to § 164.504(f)(1)(ii) or (iii), or as authorized under § 164.508, a group health plan must ensure that its plan documents provide that the plan sponsor will reasonably and appropriately safeguard electronic protected health information created, received, maintained, or transmitted to or by the plan sponsor on behalf of the group health plan.
Implementation specifications (R)	164.314(b)(2)	The plan documents of the group health plan must be amended to incorporate provisions to require the plan sponsor to— (i) Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of the group health plan; (ii) Ensure that the adequate separation required by § 164.504(f)(2)(iii) is supported by reasonable and appropriate security measures; (iii) Ensure that any agent to whom it provides this information agrees to implement reasonable and appropriate security measures to protect the information; and (iv) Report to the group health plan any security incident of which it becomes aware.

HIPAA Security Rule Policies and Procedures and Documentation Requirements (see § 164.316)		
<b>Policies and procedures (R)</b>	164.316(a)	Implement reasonable and appropriate policies and procedures to comply with the standards, implementation specifications, or other requirements of this subpart, taking into account those factors specified in § 164.306(b)(2)(i), (ii), (iii), and (iv). This standard is not to be construed to permit or excuse an action that violates any other standard, implementation specification, or other requirements of this subpart. A covered entity or business associate may change its policies and procedures at any time, provided that the changes are documented and are implemented in accordance with this subpart.
<b>Documentation (R)</b>	164.316(b)(1)	(i) Maintain the policies and procedures implemented to comply with this subpart in written (which may be electronic) form; and (ii) If an action, activity or assessment is required by this subpart to be documented, maintain a written (which may be electronic) record of the action, activity, or assessment.
Time limit (R)	164.316(b)(2)(i)	Retain the documentation required by paragraph (b)(1) of this section for 6 years from the date of its creation or the date when it last was in effect, whichever is later.
Availability (R)	164.316(b)(2)(ii)	Make documentation available to those persons responsible for implementing the procedures to which the documentation pertains.
Updates (R)	164.316(b)(2)(iii)	Review documentation periodically, and update as needed, in response to environmental or operational changes affecting the security of the electronic protected health information.

Note: Required (R) = Must implement it. Addressable (A) = Implement if reasonable and appropriate (make all attempts possible to do this). If not reasonable and appropriate, document the reason and implement an equivalent alternative measure.

# **Executive Summary in support of establishing a relationship to secure an ongoing HIPAA Compliance Maintenance and Data Security Solution Partner**

**Covered Entities and Business Associates** need to comply with applicable HIPAA laws and regulations, specifically the HIPAA Privacy, Security, and Notification in the case of a Breach (Breach Notification) Rules as well as other applicable security laws and regulations. Given the heightened awareness of, and the increased criticality, for organizations to have in place and maintain appropriate data security protections, there has been a pronounced shift in focus to the HIPAA Security Rule since the enactment of the HIPAA/HITECH legislation, which created a more forceful enforcement process and enhanced penalties for non-compliance, especially in cases of 'willful neglect'. In order to maintain a proper state of HIPAA compliance given the complexity and ever changing nature of both the HIPAA laws and regulations and data security protection practices, Covered Entities and Business Associates will need to make an investment in order to secure and have access to the level of expertise necessary and appropriate in order to protect its sensitive data and maintain proper HIPAA compliance.

The federal HIPAA compliance audit program administered by the Department of Health and Human Services (HHS) will recommence in 2016 and is expected to become an ongoing audit program, utilizing a predominant desk audit approach that will require prompt and timely submittals by the Covered Entity or Business Associate of requested proof of compliance documents via a compliance web portal.

Due to an announced change in focus and greater emphasis and scrutiny on meeting the compliance mandates of the HIPAA Security Rule which addresses data security practices (the area where most of an organization's risk will arise), it is more important than before to have a compliance partner who has expertise in technology and data security in order to address the more technical aspects of the Security Rule and provide appropriate Breach Notification oversight and response.

**It should be the goal and intent of every Covered Entity and Business Associate to:**

- Reasonably safeguard protected health information (PHI) from intentional or unintentional uses or disclosures, as well as limit incidental uses and disclosures and report breaches of unsecured PHI in a timely manner by ensuring that the electronic services and solutions used and/or offered to the public, and as applicable, to its clients / patients and customers are secure and compliant
- Maintain compliance with HIPAA laws and regulations by securing the ability to demonstrate and prove ongoing compliance activities are being undertaken – especially with regard to those requirements of compliance mandated by the HIPAA Security Rule

**Three Pillars Technology Solutions LLC (Three Pillars) offers an ongoing HIPAA Compliance Solution that will provide the following:**

- Conduct a Review and Assessment of Current HIPAA Compliance Status
- Conduct a periodic mandatory HIPAA Security Risk Analysis to meet the specifications described in 45 CFR § 164.308(a)(1)(ii)(A)

- Assist in the development and oversight of an ongoing risk management program to meet the requirement of HIPAA to implement security measures sufficient to reduce risks and vulnerabilities to a reasonable and appropriate level to comply with 45 CFR §164.306(a).
- Assist in development and oversight of an effective Breach Response and Notification plan
- Provide prioritized recommendations in areas related to both HIPAA Privacy and Security Rule compliance and utilization of data security best practices
- Assist in such additional compliance and remediation efforts as may be requested and authorized by the Covered Entity or Business Associate

## **Service Benefits**

### **The benefits of these services include:**

1. Creates opportunity for significant cost saving as it alleviates and reduces the need to hire and retain full time staff with an appropriate level of experience and recognized industry credentials in data security and regulatory compliance (i.e. CISSP – CISM – HCISPP – CRISC). These are typically individuals that often have high salary expectations that must be met in order to secure and retain them as permanent staff.
2. Provides the Covered Entity or Business Associate with a reliable solution provider to conduct the HIPAA Administrative Risk Analysis required specification described in section 164.308(a)(1)(ii)(A) and decrease exposure to a finding of 'willful neglect' by the Office for Civil Rights (OCR)
3. Reduces the cost of conducting the mandatory periodic HIPAA Security Risk Analysis (SRA) by utilizing a reliable solution partner who has assisted in the conduct of the prior SRAs and will not have to expend additional effort to build a knowledge base in order to repeat the process.
4. Increasing customer and client confidence by providing the Covered Entity or Business Associate with periodic attestation documentation from an independent 3<sup>rd</sup> party which confirms their regulatory compliance status and demonstrates sound privacy, security, and breach notification practices, as needed and appropriate
5. Provides ongoing oversight to help uncover and recognize any potential regulatory compliance gaps for the HIPAA Privacy and Breach Notification Rules so that the Covered Entity or Business Associate can initiate appropriate remedial actions
6. Decreases the likelihood of unauthorized parties committing fraud or stealing sensitive information and the likelihood of a breach of unsecured ePHI and / or negative findings as a result of an audit or review performed by the Office for Civil Rights (OCR)
7. Optimization of future budget and resource allocation will be enhanced, as remediation strategies will be prioritized based on the risk levels properly identified
8. Provides the Covered Entity or Business Associate with readily available, qualified expertise, who are familiar with the unique environment of the Covered Entity or Business Associate, that they can turn to whenever questions or issues arise with respect to data security and HIPAA compliance and who can assist and respond quickly in the event of a data breach