

LINCOLN COUNTY
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE
Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452, Room 257
Monday August 1, 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. 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
5. Update from UW-Extension's Interim North Central Regional Director Will Andreson on nEXT Generation Project
6. Wireless Infrastructure and Expansion Request for Proposals Awarded
7. Corporation Counsel Long Range Plan
8. Recommendation to County Board on options for Pine Crest

Closed Session

8. 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. Administrative Coordinator's Evaluation

OPEN SESSION

9. Take any necessary action on item discussed in closed session
10. Set Next Meeting
11. Adjourn

DISTRIBUTION:

Administrative & Legislative Committee Members – Robert Lee (Chair), Bob Weaver (Vice Chair)(Electronic), Julie Allen (Secretary) (Electronic), 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. Confering 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
Monday, July 11, 2016 at 9:00 am.
Lincoln County Service Center Room 257**

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

MEMBERS NOT PRESENT:

VISITORS: Randy Scholz, Lisa Gervais, Travis Spoehr, Chris Marlowe, Debbie Moellendorf, Rick Wolf, Bill Bialecki, Carol Zoellner, Gavin Dinges, Amy Dinges, Loretta Baughan, Bill Zeitz, Jill Alexander, Cal Vander Sanden, Margie Daul, Greta Rusch, Jeremy Ratliff, Gene Bebel, and three other visitor whose names are illegible.

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, second by Breitenmoser to approve the previous minutes. All ayes.
3. **County Board YTD Budget Report:** County Clerk Marlowe indicated there were no issues with the year-to-date budget. Report was placed on file.
4. **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 was not at the meeting. She informed Administrator Coordinator Scholz that she had no issues with her budget. Report was placed on file.
 - c. **Veteran Service Activity and Financial Reports:** VA officer Wolf went over his report. Report was placed on file.
 - d. **UW-Extension Activity and Financial Reports:** Department head Moellendorf went over her reports. Report was place on file.
 - e. **Administrative Coordinator Activity and Financial Reports:** Administrative Coordinator Scholz went over his report. Report was placed on file.
5. **2017 CIP Request - Information Technology Departmental:**

Information Technology Director Spoehr presented the Committee the reason for the request. Motion by Weaver, second by Swanson to approve the request and send it to the Finance Committee to be included in the 2017 budget process. All ayes.
6. **Private Sector interest in Pine Crest:**

There were two presentations presented to the Committee. The first presentation was from Joe Finning and Kris Lowes from Evans Senior Investments (ESI). ESI indicated they felt the market value of the nursing home was around \$6,100,000 and that they could find a buyer at that price. They felt a private company would be able to run the facility at a 7.5% profit or around \$760,000/year. ESI indicated they could not say exactly what changes a company would make or make any guarantees on service level or future employee benefits.

The second presentation was from Ray Giannini from Marcus & Millichap (M&M). M&M indicated they felt the market value of the nursing home was around \$8,000,000 and that they could find a buyer at that price. M&M indicated they could not say exactly what changes a company would make or make any guarantees on service level or future employee benefits. The committee and visitors had a long discussion about Pine Crest. There was a motion by Breitenmoser, second by Weaver to have the Committee make a recommendation to the County Board to move forward with bonding for Pine Crest. The committee discussed the motion and Breitenmoser and Weaver withdrew their motion and second. The Committee requested Scholz to put an agenda item on the next Committee meeting "Options for Pine Crest", so the Committee can make a recommendation to the County Board.

7. **Letter and Resolution to Marathon County Supporting NCHC:**

The resolution and letter are to let Marathon County know that Lincoln and Langlade County support NCHC. Motion by Weaver second by Allen to approve and forward to County Board. All ayes

8. **Set Next Meeting:** August 1, 2016 at 9:00 am.

9. **Adjourn** Motion by Gilk second by Allen to adjourn at 11:25 am. All ayes

2-19-16

FOR 2016 13

ACCOUNTS FOR: 10 COUNTY BOARD	ORIGINAL APPROP	TRANSFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0001 COUNTY BOARD CHAIRMAN							
10100151 511000 C.B. WAGE SALARY	7,500	0	7,500	3,750.00	.00	3,750.00	50.0%
10100151 511001 C.B. PER DIEM	20,000	0	20,000	9,629.06	.00	10,370.94	48.1%
10100151 520000 C.B. EMP BENEFIT	2,000	0	2,000	924.30	.00	1,075.70	46.2%
10100151 554001 PRINTING ALLOCATIO	2,500	0	2,500	669.43	.00	1,830.57	26.8%
10100151 555000 C.B. TRAV TRAIN	3,400	0	3,400	1,378.92	.00	2,021.08	40.6%
10100151 560000 C.B. SUPPLIES	11,500	0	11,500	1,860.02	.00	9,639.98	16.2%
TOTAL COUNTY BOARD CHAIRMAN	46,900	0	46,900	18,211.73	.00	28,688.27	38.8%
0002 COUNTY BOARD COMMITTEES							
10100251 511001 COMM PER DIEM	42,000	0	42,000	15,938.41	.00	26,061.59	37.9%
10100251 520000 COMM BENEFITS	2,500	0	2,500	919.71	.00	1,580.29	36.8%
10100251 555000 COMM TRAVEL TRAIN	2,000	0	2,000	313.97	.00	1,686.03	15.7%
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	1,523.76	.00	1,976.24	43.5%
10100251 571000 FAIRGROUND PYMT TO	0	749,803	749,803	811,211.40	.00	-61,408.40	108.2%*
TOTAL COUNTY BOARD COMMITTEES	85,076	749,803	834,879	863,830.25	.00	-28,951.25	103.5%
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	26,250.00	.00	8,750.00	75.0%

2-19-16

FOR 2016 13

ACCOUNTS FOR: 10 COUNTY BOARD	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL HUMANE SOCIETY	35,000	0	35,000	26,250.00	.00	8,750.00	75.0%

0005 ECONOMIC DEVELOPMENT							
10100556 532000 ECONOMIC DEVELOPME	45,000	0	45,000	45,000.00	.00	.00	100.0%
TOTAL ECONOMIC DEVELOPMENT	45,000	0	45,000	45,000.00	.00	.00	100.0%

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%

0008 NO CENTRAL COM ACTION PROGRAM							
10100856 532000 NCCAP	8,000	0	8,000	8,000.00	.00	.00	100.0%
TOTAL NO CENTRAL COM ACTION PROGRAM	8,000	0	8,000	8,000.00	.00	.00	100.0%

0075 WVLS							
10107555 556000 WVLS MEMBERSHIP	4,177	0	4,177	4,176.98	.00	.02	100.0%
TOTAL WVLS	4,177	0	4,177	4,176.98	.00	.02	100.0%

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	.00	.00	289,849.00	.0%
10109954 571001 ADRC EXPENDITURES (0	0	0	2,232.41	.00	-2,232.41	100.0%*
TOTAL FAMILY CARE	439,315	0	439,315	76,965.41	.00	362,349.59	17.5%

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randy-s

LINCOLN COUNTY
YEAR-TO-DATE BUDGET REPORT

2-19-16

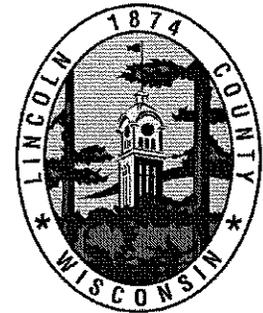
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FOR 2016 13

ACCOUNTS FOR:
10 COUNTY BOARD

ORIGINAL APPROP	TRANSFRS/ ADJUSTMIS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1,837,346	775,803	2,613,149	1,652,263.82	.00	960,885.18	63.2%
TOTAL EXPENSES	1,837,346	2,613,149	1,652,263.82	.00	960,885.18	

TOTAL COUNTY BOARD



Information Technology Director's Report

From: 7/2/2016
To: 7/21/2016

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.
- ✓ Deployed new Internet traffic filter and security solution – Cisco SourceFire.
- ✓ Updated Law Library software in Corrections.
- ✓ Assisted Pat Gierl in setting up access to Wisconsin Surplus public property listing and auction site.
- ✓ Installed new video visitation unit in cell block M that was destroyed by an inmate.
- ✓ Updated State PES billing software for Health department.
- ✓ Updated Munis Financial and ERP software.
- ✓ Fixed scanning to network folder option in Zoning.
- ✓ Applied update/fix provided by Bankoe to Celeritime payroll software at Pine Crest.
- ✓ Assisted Emergency Mgmt./Health Dept. collaboration to gather specs for new "Ready Lincoln" preparedness website.
- ✓ Worked with Pine Crest maintenance to schedule and notify users of mandated annual generator load test at HHS.
- ✓ Worked with Frontier to resolve issues with auto number and location info for 911/Dispatch.
- ✓ Removed stale user and computer accounts from Active Directory.
- ✓ Restructured Windows Updates to prevent unwanted server reboots during normal business hours.

ADRC-CW

- ✓ Fixed email and voicemail connection issues in Marshfield office.
- ✓ Renewed ADRC's endpoint antivirus licensing.

Key Ongoing and Upcoming Projects

- Remote location switch upgrades. – In progress – PCNH nursing wings scheduled for August 4th.
- Fiber Infrastructure Plan. – Group and stand-alone fiber plans were discussed with Frank Livermore – Spoehr, Scholz, Bergstrom, and Leydet attended. Will update internal ROI calculations and bring the new Director up to speed on the project. Expecting Livermore Technologies, LLC to present and answer questions at September 12, 2016 A&L meeting.
- SharePoint 2013 deployment – 2017 – Licensed via current Microsoft Enterprise Agreement.
- Migration to Office 2013 – deployment coinciding with workstation upgrades for users.
- Upgrade wireless infrastructure. – Proposals reviewed – Expected completion prior to 10/28/ 2016.
- Upgrade voice gateway and voice routers. CIP Project - Fall 2016 – 2800 series out of support October 2016.
- Upgrade to latest Tritech Platform for Sheriff's Office – 2017.
- 2017 CIP – Pending Nov. budget approval - Implement new Backup and Disaster Recovery Solution – 2017.
- Print Services Contract (5 year term) expires April, 2017. Beginning data collection for RFP.

Statistics

Help Desk Statistics (Monthly/Year to Date):

Help Desk Requests Received: 120/1333

Help Desk Requests Closed: 122/1337

Website Statistics (Monthly/Year to Date):

Total Visits – 8,843/82,617

Total Unique Visitors – 3,975/36,297

After Hours Support Statistics:

2016 – 34 Calls

2015 – 47 Calls

2014 – 85 Calls

2013 – 104 Calls

2012 – 89 Calls

2-19-16

FOR 2016 13

ACCOUNTS FOR: 25	INFORMATION TECHNOLOGY	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0000	DIVISION							
10250051	511000 IT SALARIES / WAG	300,339	0	300,339	154,464.72	.00	145,874.28	51.4%
10250051	520000 IT EMPL BENEFITS	121,521	0	121,521	65,863.66	.00	55,657.34	54.2%
10250051	530000 IT PROFESSIONAL SE	13,000	0	13,000	16,160.08	.00	-3,160.08	124.3%*
10250051	552001 IT TELEPHONE	500	0	500	551.89	.00	-51.89	110.4%*
10250051	554001 PRINTING ALLOCATIO	400	0	400	131.80	.00	268.20	33.0%
10250051	555000 IT TRAVEL TRAINING	7,500	0	7,500	1,849.54	.00	5,650.46	24.7%
10250051	560000 IT OFFICE SUPPLIES	1,500	0	1,500	114.01	.00	385.99	22.8%
10250051	560001 IT PRINTER SUPPLIE	1,500	0	1,500	99.22	.00	1,400.78	6.6%
10250051	561005 IT HARDWARE	62,500	0	62,500	28,142.24	.00	34,357.76	45.0%
10250051	561006 IT HARDWARE WARR,	16,225	0	16,225	11,959.87	.00	4,265.13	73.7%
10250051	561101 IT POSTAGE	200	0	200	18.98	.00	181.02	9.5%
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	103,622.16	.00	50,432.84	67.3%
10250051	561420 IT VOICE/DATA/VIDE	46,920	0	46,920	22,571.85	.00	24,348.15	48.1%
10250051	561430 IT MISC PARTS	2,500	0	2,500	1,576.15	.00	923.85	63.0%
10250057	581003 IT HARDWARE OUTLAY	50,000	0	50,000	5,397.00	.00	44,603.00	10.8%
	TOTAL DIVISION	790,660	0	790,660	420,414.48	.00	370,245.52	53.2%
0098	ADRC IT SUPPORT							
10259851	571000 ADRC MISC EXPENDIT	0	0	0	9,445.77	.00	-9,445.77	100.0%*
	TOTAL ADRC IT SUPPORT	0	0	0	9,445.77	.00	-9,445.77	100.0%
	TOTAL INFORMATION TECHNOLOGY	790,660	0	790,660	429,860.25	.00	360,799.75	54.4%
	TOTAL EXPENSES	790,660	0	790,660	429,860.25	.00	360,799.75	



Lincoln County Corporation Counsel

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Corporation Counsel
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ACTIVITY REPORT

6/28/16 – 7/22/16

<u>Department/Committee</u>	<u>Hours</u>	<u>Subject Matter</u>
A&L	10.25	Safety training
Admin	19.50	
Chapter 51	16.00	Mental, AODA commitments
Chapter 55	1.00	Guardianships & Protective Placements
Clerk of Courts	1.50	Brewington, bonds
County Board	14.00	
County Clerk	1.00	Minutes, etc
Courts		
Department of Social Services	20.50	Minor g'ship, pub records
Emerg Mgmnt		
Finance	.25	
Forestry	.75	Animal Planet release
Health	7.75	White Birch
Hwy	1.50	Tractor lease
IT	3.75	Livermore
Land Services	16.50	GPS units RFPs (2), enforcement, ord rev
Law Enforcement/LISO	4.25	citations
Pine Crest	2.50	Aspirus K
Probate		
Pub Prop	4.25	City/LCHS land trade, Quest, window add
Register of Deeds		
Solid Waste	.50	Endorsement
Treasurer		
UW Ext		
Totals	125	

2-19-16

FOR 2016 13

ACCOUNTS FOR: 21 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	52,519.96	.00	63,770.04	45.2%
10210051 520000 CORP COUNSEL EMPLO	52,658	0	52,658	22,433.69	.00	30,224.31	42.6%
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 TELEP	300	0	300	97.20	.00	202.80	32.4%
10210051 554001 PRINTING ALLOCATIO	1,500	0	1,500	229.18	.00	1,270.82	15.3%
10210051 555000 CORP COUNSEL TRAVE	2,500	0	2,500	1,480.75	.00	1,019.25	59.2%
10210051 560000 CORP COUNSEL SUPPL	750	0	750	265.77	.00	484.23	35.4%
10210051 561101 CORP COUNSEL POSTA	200	0	200	21.10	.00	178.90	10.6%
10210051 564000 CORP COUNSEL LIBRA	1,500	0	1,500	214.26	.00	1,285.74	14.3%
10210051 571000 CORP COUNSEL MISCE	0	0	0	30.00	.00	-30.00	100.0%*
TOTAL DIVISION	178,698	0	178,698	78,476.30	.00	100,221.70	43.9%
TOTAL CORPORATION COUNSEL	178,698	0	178,698	78,476.30	.00	100,221.70	43.9%
TOTAL EXPENSES	178,698	0	178,698	78,476.30	.00	100,221.70	



LINCOLN COUNTY VETERANS SERVICE OFFICE



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

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VETERANS SERVICE OFFICER
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PAMELA SCHOTZ
PROGRAM ASSISTANT
pschotz@co.lincoln.wi.us

July 25, 2016

Veterans Services Report for the month of July, 2016

- On July 11th the Veterans Service Officer attended Iron Mountain Director's Meeting. Choice Program updates, the Traveling Veterans Program, and changes in Compensation and Pension programs were discussed.
- The County Veterans Service Office Grant was received July 11th for \$4,182.36.
- On July 14th the Veterans Service Officer met with the Wisconsin Department of Veterans Affairs Secretary John Scocos and State Representative Mary Czaja at the Merrill City Hall. Regionalization and the new policies by the WDVA restricting CVSO access to the WDVA database were discussed.
- In the last 12 months 317 veterans have been added bringing the total to 3,817 veterans in the CVSO local database.
- Seven veterans have died since June 25th, bringing the total to 55 veterans for the year.

Richard J. Wolf, Veterans Service Officer.

2-19-16

FOR 2016 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJUSTMETS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
27 VETERANS DEPARTMENT							
0000 DIVISION							
10270054 511000 VETERANS SALARIES	84,209	0	84,209	44,974.79	.00	39,234.21	53.4%
10270054 520000 VETERANS EMPLOYEE	53,202	0	53,202	30,090.58	.00	23,111.42	56.6%
10270054 552001 VETERANS TELEPHONE	850	0	850	185.21	.00	664.79	21.8%
10270054 554001 PRINTING ALLOCATIO	1,200	0	1,200	416.50	.00	783.50	34.7%
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	2,707.65	.00	-1,907.65	338.5%*
10270054 561101 VETERANS POSTAGE	900	0	900	234.26	.00	665.74	26.0%
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	80,697.27	.00	66,863.73	54.7%
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	9,816	14,191	6,296.57	.00	7,894.43	44.4%
10275454 571001 ROLLING THUNDER EX	0	500	500	.00	.00	500.00	.0%
TOTAL VETERANS RELIEF	5,000	10,316	15,316	6,618.37	.00	8,697.63	43.2%
TOTAL VETERANS DEPARTMENT	152,561	10,316	162,877	87,315.64	.00	75,561.36	53.6%
TOTAL EXPENSES	152,561	10,316	162,877	87,315.64	.00	75,561.36	

Presented to:
Personnel Committee 08/08/16
Administrative & Legislative 08/01/16
County Board 08/16/16

Administrative Coordinator's Report

From: July 1, 2016 to: July 31, 2016

POLICY DEVELOPMENT

Committee Meetings:

A&L
Personnel
Social Services

DEPARTMENT COORDINATION

July 11 Attended Marathon County Board meeting – Report on NCHC
July 11 Update from Patrick Glynn on Wage Study reviewing rankings
July 12 Administration Department staff meeting
July 13 Meeting with Steve Adamavich Safety Consultant - County Wide Safety Program Review
July 13 Meeting with Sheriff Jaeger – Correction Officer Staffing for the Jail
July 13 Meeting with Rick Wolf – Leadership training
July 14 Meeting with Tim Meehan and Dan Leydet – Review of MA reimbursement for bonding
July 14 Meeting with Benjamin Wallijaspar - Enterprise Fleet Management Company & Kelly Reith –
Management system for light trucks and cars
July 15 Update from Patrick Glynn on Wage Study reviewing rankings
July 18 Meeting with Sheriff Jaeger – Correction Officer Staffing for the Jail
July 18 Meeting with Pat Gierl and Dan Leydet – New Maintenance position
July 19 Meeting with Matt Bremer for evaluation
July 19 Administration Department staff meeting
July 19 Meeting with Pat Gierl, Kelly Reith, Dan Leydet, and their staff on new maintenance position
July 19 Meeting with Kelly Reith for three-month evaluation
July 20 Update from Patrick Glynn on Wage Study reviewing rankings
July 21 Attended county safety training
July 21 Meeting with Cottingham & Butler – monthly insurance update
July 22 Meeting with Sharon Prasnicky – three-month evaluation
July 27 Administration Department staff meeting
July 27 Meeting with Langlade County and NCHC – Update on Marathon County
July 28 Conducted monthly department head meeting

STATUS OF ALL UNION CONTRACTS

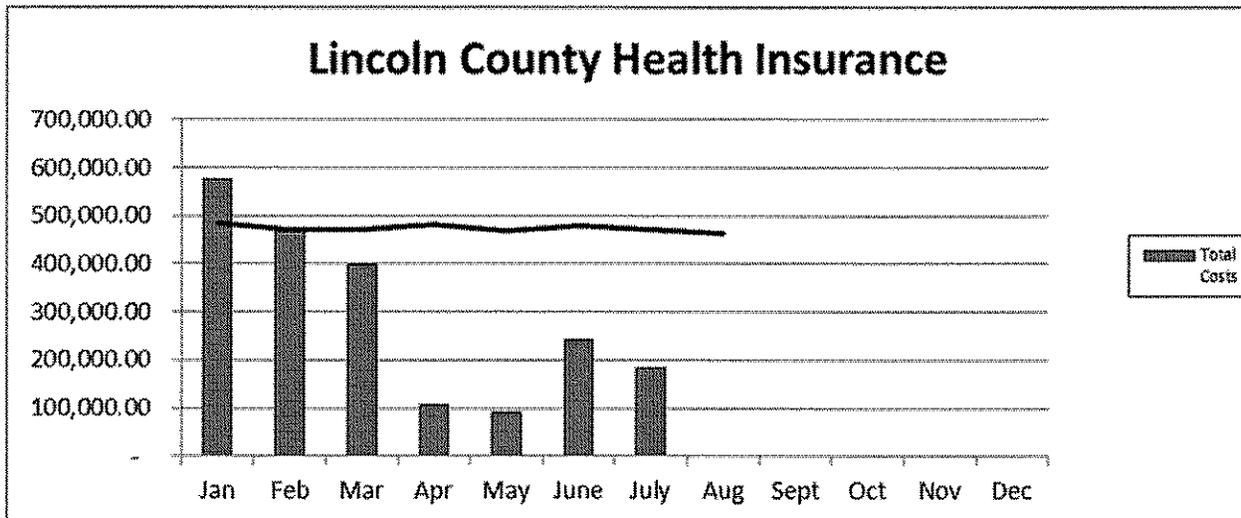
Sheriff Deputies: December 2017
Sheriff-Supervisors: December 2017

RECRUITMENT, SELECTION AND ORIENTATION

1. Sheriff's Office - Deputy – 2 hired. Reviewing applications for 3rd position.
2. Sheriff's Office – E9-1-1 Telecommunicator- Pre-employment Screening
3. Information Technology Department – Information Technology Director – Hired David Smith
4. Public Health Nurse - Making Offer

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	52,614	107,368
May	107	210	469,723	54,397	106,562	90,200
June	108	207	478,036	52,007	186,841	241,616
July	94	205	470,657	50,000	133,679	183,946
Aug						
Sept						
Oct						
Nov						
Dec						



2-19-16

FOR 2016 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
20 ADMINISTRATIVE PERSONNEL							
0000 DIVISION							
10200051 511000 ADMIN SALARIES	116,121	0	116,121	70,984.05	.00	45,136.95	61.1%
10200051 520000 ADMIN EMPLOYEE BEN	44,719	0	44,719	26,583.28	.00	18,135.72	59.4%
10200051 530000 ADMIN CONTRACTED S	0	60,000	60,000	44,887.48	.00	15,112.52	74.8%
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	167.55	.00	182.45	47.9%
10200051 553000 ADMIN ADVERTISING	3,500	0	3,500	3,559.40	.00	-59.40	101.7%*
10200051 554001 PRINTING ALLOCATIO	3,500	0	3,500	1,332.79	.00	2,167.21	38.1%
10200051 555000 ADMIN TRAVEL TRAIN	2,500	0	2,500	1,165.92	.00	1,334.08	46.6%
10200051 560000 ADMIN SUPPLIES	750	0	750	125.01	.00	624.99	16.7%
10200051 561101 ADMIN POSTAGE	500	0	500	155.74	.00	344.26	31.1%
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	148,961.22	.00	105,530.78	58.5%
TOTAL ADMINISTRATIVE PERSONNEL	194,492	60,000	254,492	148,961.22	.00	105,530.78	58.5%
TOTAL EXPENSES	194,492	60,000	254,492	148,961.22	.00	105,530.78	58.5%

Recommendation for Contract Award are highlighted.
 Proposal Submission Deadline: July 21st, 2016 1:00PM
 Proposal Opening and Announcements: July 21st, 2016 – 1:15PM

Line Item 1: Wireless Infrastructure and Expansion

Bidder Name	Receipt Date/Time	Bid Amount	Meets Minimum Specs
RMM Solutions – Wausau, WI	7/21/2016 12:35PM	\$64,910.65	YES
CC&N – Brookfield, WI	7/21/2016 10:30AM	\$124,251.17	YES

Opened and Announced at Lincoln County Service Center by: Travis Spoehr – Lincoln County Information Technology

Witnessed by:
 Laurie Kriewald – Deputy Treasurer
 Inside sales representative from RMM Solutions

Departmental Ten Year Long Range Plan

Department:

Office of Corporation Counsel

Mission Statement:

The mission of the Lincoln County Corporation Counsel is to protect the general welfare, public health and safety of Lincoln County residents by providing quality legal services in an efficient and timely manner to the county, its boards, committees, departments and public officials.

Department Program Changes:

- *Increasing number of mental health/drug dependency/alcohol commitment cases.
 - *Statutory change requiring prosecution of every three-party petition (ch 51).
 - *Shift in ordinance prosecution from District Attorney to Corporation Counsel impacting workload.
 - *Reduction in support staff.
 - *Increased enforcement staff/focus in Land Services, Health Department resulting in more citations impacting workload.
 - * Shift to reliance on corp counsel for labor/HR legal advice to avoid outside counsel cost.
-

Statutory Mandates:

The Lincoln County Corporation Counsel is the attorney charged with representing the interests of the county, its' elected officials, agencies, boards and commissions in all legal matters. This includes both prosecutorial and defense responsibilities. The Corporation Counsel represents the county in any litigation or legal matter involving the county's interests. Additionally, statutes require that the Corporation Counsel represent the interest of the public in all mental/alcohol/drug commitments, certain guardianship and protective placement cases and involuntary termination of parental rights cases.

Personnel Changes:

- 2013: Program Assistant (1.0 FTE)
 - 2014: Program Asst (1.0 FTE) replaced by Legal Secretary (.80 FTE) shared with Admin. Dept.
 - 2015: Legal Secretary (.80 FTE) shared with Admin. Dept.
 - 2016: Legal Secretary (reduced to .725 FTE) shared with Admin. Dept. & County Clerk
 - Feb, 2016 - Legal Secretary position vacated by incumbent
 - Legal Secretary (.725 FTE) reduced to Personnel Specialist (.50 FTE/higher rate of pay) shared with Admin. Dept.
-

Department Structural Changes:

Budget constraints have resulted in less clerical assistance, less coverage for corp counsel out-of-office/vacation, etc.; shift in clerical workload to higher paid employees (corp counsel & personnel specialist).

Legal Issues:

Growing complexity of county/departmental operations coupled with turnover in dept personnel causing increasing reliance on institutional memory of corporation counsel/corp counsel office.

Budget constraints on departments causing greater reliance on legal assistance earlier in 'business' of departments.

Increase in mental health/drug addiction/AODA social issues resultant in increasing court caseloads (ch 51, guardianship, social services).

Increasing reliance on citations (Land Services, law enforcement, Health Department) to force compliance with laws/ordinances and resolve conflict.

Financial:

Pressure to meet zero tax levy limits and still provide necessary services. This has had a real impact on recruiting and retaining quality/skilled employees. There is an increased demand for services from the Office of Corporation Counsel due to a number of factors.

Information Technology:

Ongoing need for more portability of operations. Corp counsel needs to stay in constant contact with office, law enforcement, mental health facility etc.

Ongoing need for growth of storage capacity of devices (electronic records retention).

Capital Improvement Projects (CIP):

None anticipated (at this time) meeting CIP parameters.

Employee Name: _____

Date of Evaluation ___ / ___ / ___

LINCOLN COUNTY DEPARTMENT HEAD EVALUATION FORM

Please respond to each question by indicating the appropriate level. Areas left unmarked will be graded as Meets Expectations. Areas marked Needs Improvement must be discussed with the employee during the committee meeting. Failure to discuss an item will be counted at Meets Expectations.

AREA OF EVALUATION	Needs Improve- ment	Meets Expect- ations	Exceeds Expect- ations	COMMENTS
A. Relationship with the Committee				
1. Keeps the Committee informed on issues, needs and operation of the Department.				
2. Offers professional advice to the Committee on items requiring Committee action, with appropriate recommendations based on thorough study of the matter.				
3. Provides Committee with adequate time to review background materials prior to making decisions.				
4. Supports Committee policy and actions to the public and staff.				
5. Recommends policy revisions/additions to the Committee.				

Employee Name: _____

Date of Evaluation ___/___/___

AREA OF EVALUATION	Needs Improvement	Meets Expectations	Exceeds Expectations	COMMENTS
A. Relationship with Committee (cont'd)				
6. Prepares and publishes an annual report of Department operations.				
7. Provides leadership for long-term planning for Department.				
8. Works toward establishing a working relationship and good communications with the Chair and other Committee members.				
B. Business and Finance				
1. Prepares budget employing accepted and sound fiscal and budgetary practices.				
2. Supervises operations, insisting on competent and cost-effective performance.				
3. Evaluates financial needs within the Department and makes recommendations for adequate funding.				

Employee Name: _____

Date of Evaluation __/__/____

AREA OF EVALUATION	Needs Improvement	Meets Expectations	Exceeds Expectations	COMMENTS
C. Community Relations				
1. Gains respect and support of the community on the Department operation. Is willing to listen to opinions and concerns of the public.				
2. Provides prompt, courteous service to those served by the department.				
Additional Comments:				
Date of Evaluation:				Evaluator's Signature: