

LINCOLN COUNTY
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE
Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452, Room 257
Monday November 7, 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. UW-Extension Activity and Financial Reports
 - e. Administrative Coordinator Activity and Financial Reports
8. IT New Mission Statement
9. Resolution Opposing Efforts to make County Veterans Service Officers Optional
10. Update on Broadband for Lincoln County
11. Broadband Forward Community Model Ordinance
12. Update on Meetings with Marathon and Langlade Counties on the Tri-County Agreement with North Central Health Care
13. Administration Ten Year Plan
14. Set Next Meeting
15. 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. 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
Monday, October 3, 2016 at 9:00 a.m.
Lincoln County Service Center Room 257**

MEMBERS PRESENT: Robert Weaver, Hans Breitenmoser, Jr, Patricia Woller and Julie Allen

MEMBERS NOT PRESENT: Robert Lee and Paul Gilk

VISITORS: Randy Scholz, Chris Marlowe, Debbie Moellendorf, David Smith, Dan Marzu, and Will Andresen

1. **Call Meeting to Order:** Vice Chair Weaver called the meeting to order at 9:00 a.m.
2. **Approval of Minutes From Previous Meeting:** Motion by Woller, second by Allen to approve the previous minutes. All ayes.
3. **Departmental Reports:**
 - a. **Information Technology Activity and Financial Reports:** IT Director Smith went over his report. Report was placed on file.
 - b. **Corporation Counsel Activity and Financial Reports:** Corporation Counsel Bergstrom was not at the meeting due to a meeting with North Central Health Care.
 - c. **Veteran Service Activity and Financial Reports:** VA officer Wolf was not at the meeting due to attending mandatory training.
 - 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.
4. **Update on Memorandum of Understand between UW- Extension and Lincoln and Marathon Counties for sharing a Cooperative Extension Agricultural Development Educator:** UW-Extension's Interim North Central Regional Director Will Andreson explained that Marathon County has chosen to withdraw from the MOU for the Agriculture Development Educator. Andreson is looking at how this portion of the position will be paid for as the UW moves forward with their new structure and will get back with the Committee in the future.
5. **Bids Awarded For Gateway Refresh – Upgraded components for telephone system – IT Department:** IT Director David Smith indicated the reason for the RFP and recommended approving CDW for \$42,259.95, which was low bid. Motion by Allen, second by Breitenmoser to approve as recommended by IT Director Smith. All ayes.
6. **Resolution Opposing Efforts to Make County Veterans Service Officer Optional:** Administrative Coordinator Scholz indicated Rick Wolff, Veterans Service Officer, asked to have this on the agenda for information purposes for this month, and he will bring it back next month.
7. **Set Next Meeting:** November 7, 2016 at 9:00 a.m.
8. **Adjourn:** Motion by Allen, second by Woller to adjourn the meeting at 9:48 a.m. All ayes.

FOR 2016 13

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

0001 COUNTY BOARD CHAIRMAN

10100151	511000	C.B. WAGE SALARY	7,500	0	7,500	5,625.00	.00	1,875.00	75.0%
10100151	511001	C.B. PER DIEM	20,000	0	20,000	14,327.54	.00	5,672.46	71.6%
10100151	520000	C.B. EMP BENEFIT	2,000	0	2,000	1,372.79	.00	627.21	68.6%
10100151	554001	PRINTING ALLOCATIO	2,500	0	2,500	1,155.44	.00	1,344.56	46.2%
10100151	555000	C.B. TRAV TRAIN	3,400	0	3,400	1,921.62	.00	1,478.38	56.5%
10100151	560000	C.B. SUPPLIES	11,500	0	11,500	2,919.08	.00	8,580.92	25.4%
TOTAL COUNTY BOARD CHAIRMAN			46,900	0	46,900	27,321.47	.00	19,578.53	58.3%

0002 COUNTY BOARD COMMITTEES

10100251	511001	COMM PER DIEM	42,000	0	42,000	25,344.79	.00	16,655.21	60.3%
10100251	520000	COMM BENEFITS	2,500	0	2,500	1,465.37	.00	1,034.63	58.6%
10100251	555000	COMM TRAVEL TRAIN	2,000	0	2,000	1,149.97	.00	850.03	57.5%
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	2,380.49	.00	1,119.51	68.0%
10100251	571000	FAIRGROUND PYMT TO	0	0	749,803	811,211.40	.00	-61,408.40	108.2%*
TOTAL COUNTY BOARD COMMITTEES			85,076	749,803	834,879	875,475.02	.00	-40,596.02	104.9%

0003 PUBLIC LIBRARIES

10100355	531220	LIBRARY SERVICES	613,304	0	613,304	614,193.00	.00	-889.00	100.1%*
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	633,084.95	.00	-888.95	100.1%

0004 HUMANE SOCIETY

10100454	532000	HUMANE SOCIETY	35,000	0	35,000	35,000.00	.00	.00	100.0%
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FOR 2016 13

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

TOTAL HUMANE SOCIETY		35,000	0	35,000	35,000.00	.00	.00	100.0%

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	425,761.50	.00	141,920.50	75.0%
TOTAL NORTH CENTRAL HEALTH CARE		541,682	26,000	567,682	425,761.50	.00	141,920.50	75.0%

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 ADDR C EXPENDITURE		149,466	0	149,466	149,466.00	.00	.00	100.0%
10109954 571000 STATE FAMILY CARE		289,849	0	289,849	289,849.00	.00	.00	100.0%
10109954 571001 ADDR C EXPENDITURES (0	0	0	3,692.93	.00	-3,692.93	100.0%*
TOTAL FAMILY CARE		439,315	0	439,315	443,007.93	.00	-3,692.93	100.8%

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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/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL COUNTY BOARD	1,837,346	775,803	2,613,149	2,496,827.85	.00	116,321.15	95.5%
TOTAL EXPENSES	1,837,346	775,803	2,613,149	2,496,827.85	.00	116,321.15	

Information Technology Director's Report

For Period: 8/29/2016 thru 10/26/2016

Items for A&L report

Lincoln County

- Update: Wireless project completed
- Update: Issue with Aging Disability and Resource Center (ADRC) move and connectivity with City-County Information Technology Commission (CCITC – Marathon County) for Land Records and Cayenta systems resolved. Access will be provided over the North Central Health Care (NCHC) Wausau to Merrill connection.
- New: Developed web-based database for HIPAA information collection, user and computer system information was imported to help consolidate and simplify the process. This is a low-cost solution that will improve data collection, maintenance, and efficiency. This database will continue to evolve as the analysis moves forward, once completed, it will be available for revising and updating.
- Update: Met with Ronald Turner and Travis Spoehr to discuss moving forward with Community Area Network (CAN), our consultant, Frank Livermore was unable to attend. We devised four phases, determining parts that City and County would share and parts that would be exclusive. We shared this information with Frank to draw up plans and estimated costs.
- The State of Wisconsin has provided Internet services to a number of County departments, this is the Badgernet Converged Network (BCN), to provide access to their solutions that they host. These included Social Services, the Court House, and the Sheriff's Office. These departments have been notified that the BNC – Internet connection will no longer be provided and advised these departments that they will need to contract with their own Internet Service Provider (ISP). To avoid added cost, this Internet traffic will now be routed through the County's Internet connection.

ADRC-CW

- Monthly meeting – provided timeline of events for Wausau location move.
- Working with contractors, overseeing IT logistics and installation.

Current Developments

- Met with both Judge Jay Tlusty and Rob Russell and discussed the need for electronic blood draw search warrants. I am researching solutions for this.
- UCC upgrade in progress (IP phone gateways).
- Met with Fire Dept. and Lincoln County Finance Dept. to discuss TriTech and ImageTrend options. Software expires late December and options will likely require migration of data.

Upcoming Developments

- Upgrade of Trittech platform in Sherriff's Office – 2017
- Backup and disaster recovery solution, pending Nov. budget approval for 2017 CIP funding.
- Print services contract expires in June, 2017.
- PCNH construction project - RFP for network infrastructure, acquisition of network and end-user equipment.

Statistics

<u>Help Desk</u>	<u>M/YTD:</u>	<u>After hour calls</u>	<u>M/YTD</u>	<u>Website</u>	<u>M/YTD</u>
Requests received	389/1924	8/29-10/26	13/56	Total Visits	22,238/120,067
Request Closed	377/1911			New Visitors	10,433/53,840

FOR 2016 13

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

0000 DIVISION

10250051	511000	IT	SALARIES / WAG	300,339	0	300,339	236,649.67	.00	63,689.33	78.8%
10250051	520000	IT	EMPL BENEFITS	121,521	0	121,521	99,733.45	.00	21,787.55	82.1%
10250051	530000	IT	PROFESSIONAL SE	13,000	0	13,000	18,592.63	.00	-5,592.63	143.0%*
10250051	552001	IT	TELEPHONE	500	0	500	872.65	.00	-372.65	174.5%*
10250051	554001	IT	PRINTING ALLOCATIO	400	0	400	231.03	.00	168.97	57.8%
10250051	555000	IT	TRAVEL TRAINING	7,500	0	7,500	2,687.70	.00	4,812.30	35.8%
10250051	560000	IT	OFFICE SUPPLIES	500	0	500	159.76	.00	340.24	32.0%
10250051	560001	IT	PRINTER SUPPLIE	1,500	0	1,500	212.52	.00	1,287.48	14.2%
10250051	561005	IT	HARDWARE	62,500	0	62,500	30,670.87	.00	31,829.13	49.1%
10250051	561006	IT	HARDWARE WARR,	16,225	0	16,225	13,335.60	.00	2,889.40	82.2%
10250051	561101	IT	POSTAGE	200	0	200	36.90	.00	163.10	18.5%
10250051	561103	IT	SOFTWARE	13,000	0	13,000	8,757.11	.00	4,242.89	67.4%
10250051	561105	IT	SOFTWARE WARR,	154,055	0	154,055	144,442.97	.00	9,612.03	93.8%
10250051	561420	IT	VOICE/DATA/YLDE	46,920	0	46,920	29,172.35	.00	17,747.65	62.2%
10250051	561430	IT	MISC PARTS	2,500	0	2,500	2,539.56	.00	-39.56	101.6%*
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	593,491.77	.00	197,168.23	75.1%

0098 ADRG IT SUPPORT

10259851	571000	ADRC	MISC EXPENDIT	0	0	0	8,091.37	.00	-8,091.37	100.0%*
TOTAL ADRG IT SUPPORT				0	0	0	8,091.37	.00	-8,091.37	100.0%
TOTAL INFORMATION TECHNOLOGY				790,660	0	790,660	601,583.14	.00	189,076.86	76.1%
TOTAL EXPENSES				790,660	0	790,660	601,583.14	.00	189,076.86	



Lincoln County Corporation Counsel

N. L. Bergstrom
 Corporation Counsel
 715/539-1015
nbergstrom@co.lincoln.wi.us

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

ACTIVITY REPORT

9/22/16 – 10/24/16

<u>Department/Committee</u>	<u>Hours</u>	<u>Subject Matter</u>
A&L	42.00	NCHC partner meetings
Admin	15.25	
Chapter 51	26.75	Mental health/AODA commitments
Chapter 55	2.25	Guardianships & Prot Placements
Clerk of Courts	4.25	Contempt hearings (new)
County Board	26.25	
Department of Social Services	13.75	Haven K, CAN appeals, g'ship, subpoena
Finance	1.50	
Forestry		
Health	2.50	Citations, lead order
Hwy	6.00	Rec request, leasing K, truck specs, auction waiver
IT	5.25	Router RFP, ADRC addendum
Land Services	9.00	enforcement
Law Enforcement/LISO	2.75	Rec requests
Pine Crest	7.75	Eee discipline, const Ks
Pub Prop	15.50	HVAC K, flooring K, generator RFP
Solid Waste		
Treasurer	1.75	IRS issue
UW Ext		
Emergency Mgmt	.50	Shooter training
Register of Deeds		
Courts		
County Clerk	1.50	
Totals	184.50	

FOR 2016 13

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

0000 DIVISION

10210051	511000	CORP COUNSEL SALAR	116,290	0	116,290	76,415.30	.00	39,874.70	65.7%
10210051	520000	CORP COUNSEL EMPLO	52,658	0	52,658	30,849.07	.00	21,808.93	58.6%
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	1,336.01	.00	1,663.99	44.5%
10210051	552001	CORP COUNSEL TELEP	300	0	300	172.34	.00	127.66	57.4%
10210051	554001	PRINTING ALLOCATIO	1,500	0	1,500	389.36	.00	1,110.64	26.0%
10210051	555000	CORP COUNSEL TRAVE	2,500	0	2,500	2,379.75	.00	120.25	95.2%
10210051	560000	CORP COUNSEL SUPPL	750	0	750	459.28	.00	290.72	61.2%
10210051	561101	CORP COUNSEL POSTA	200	0	200	32.31	.00	167.69	16.2%
10210051	564000	CORP COUNSEL LIBRA	1,500	0	1,500	891.04	.00	608.96	59.4%
10210051	571000	CORP COUNSEL MISCE	0	0	0	30.00	.00	-30.00	100.0%*

TOTAL DIVISION

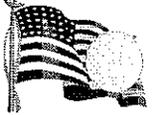
TOTAL CORPORATION COUNSEL

TOTAL EXPENSES

178,698	0	178,698	113,291.96	.00	65,406.04	63.4%
178,698	0	178,698	113,291.96	.00	65,406.04	63.4%
178,698	0	178,698	113,291.96	.00	65,406.04	63.4%



LINCOLN COUNTY VETERANS SERVICE OFFICE



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PROGRAM ASSISTANT
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October 29, 2016

Veterans Services Report for the month of October, 2016

- The County Veterans Services Office was closed from October 3rd through October 7th. The CVSO and staff attended mandatory training at Green Lake.
- On Saturday, October 8th, CVSO attended regional American Legion Officers' Meeting in Tomahawk.
- On Saturday, October 15th, CVSO attended Merrill Medical Clinic at the New Testament Church.
- On October 27th the CVSO will be attending the Veterans Outreach and Recovery Program (VORP) Regional Forum in Minocqua.
- 81 veterans have passed away so far for the year 2016.
- There 3,859 veterans active in the CVSO local database, 16 were added in October.

Richard J. Wolf, Veterans Service Officer.

FOR 2016 13

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

0000 DIVISION

10270054	511000	VETERANS SALARIES	84,209	0	84,209	67,509.69	.00	16,699.31	80.2%
10270054	520000	VETERANS EMPLOYEE	53,202	0	53,202	43,448.12	.00	9,753.88	81.7%
10270054	552001	VETERANS TELEPHONE	850	0	850	318.22	.00	531.78	37.4%
10270054	554001	PRINTING ALLOCATIO	1,200	0	1,200	719.25	.00	480.75	59.9%
10270054	555000	VETERANS TRAVEL TR	3,400	0	3,400	2,783.76	.00	616.24	81.9%
10270054	560000	VETERANS SUPPLIES	800	0	800	3,291.95	.00	504.52	411.5%*
10270054	561101	VETERANS POSTAGE	900	0	900	395.48	.00	504.52	43.9%
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	119,442.85	.00	28,118.15	80.9%

0054 VETERANS RELIEF

10275454	511001	VETERANS RELIEF PE	625	0	625	652.36	.00	-27.36	104.4%*
10275454	520000	VETERANS RELIEF EM	0	0	0	.69	.00	.69	100.0%*
10275454	571000	VETERANS RELIEF MI	4,375	9,816	14,191	6,378.82	.00	7,812.18	44.9%
10275454	571001	ROLLING THUNDER EX	0	500	500	.00	.00	500.00	.0%
TOTAL VETERANS RELIEF			5,000	10,316	15,316	7,031.87	.00	8,284.13	45.9%
TOTAL VETERANS DEPARTMENT			152,561	10,316	162,877	126,474.72	.00	36,402.28	77.7%
TOTAL EXPENSES			152,561	10,316	162,877	126,474.72	.00	36,402.28	



**Tammy Hansen, FoodWise Coordinator- Lincoln/Marathon Counties
(20% FTE)
Melissa Yates, FoodWise Educator, Lincoln County (60%)**

September/October 2016

Program Focus

FoodWise, University of Wisconsin-Extension's nutrition education program, is a federally funded effort that seeks to empower Wisconsin residents with limited incomes to make healthy choices to achieve healthy lives and reduce health disparities. Program funders include the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) and the Expanded Food and Nutrition Education Program (EFNEP).



Healthy choices, healthy lives.

October kicked off a new program year in WNEP. It was also the beginning of an even bigger change. WNEP has a long historical legacy of providing high quality, evidence-based nutrition education to families and individuals with limited incomes. While the strength of our program remains, much has changed at the national, state and local levels since our program first began. As we embrace this state of transition, WNEP will be moving to a new program name, FoodWise.

A name change at this time is strategic for several reasons:

- Move away from an acronym that holds little meaning for program partners and our target audience
- Move closer to an action oriented name that reflects our purpose and intended outcomes
- Modernize the program name and become more relevant to emerging audiences and generational trends, including maximizing our potential to reach a growing millennial audience
- Better position ourselves for a relevant and digital presence, including building brand awareness

Programming Highlights:

Youth: Starting in October, Melissa began a seven lesson biweekly nutrition series with nine second grade classrooms and an eight session biweekly series with six fourth grade classrooms at Kate Goodrich, Washington, and Jefferson Elementary Schools in Merrill. Lessons focus on the USDA's MyPlate being willing to try new foods, and developing a healthy lifestyle.

Adult: In September, Melissa concluded the four lesson, biweekly nutrition and food demonstration series with Haven that was started in August., nutrition/ food demo series with Haven. Participants received weekly small incentives funded by Good Samaritan and an electric skillet at the final lesson of the series if they attended all four lessons. Topics focused on the USDA's MyPlate and the dietary guidelines.

Other Activities:

Sep 13 - Tammy and Melissa attended the Lincoln County interagency meeting
Sep 19/ Oct 17- Tammy and Melissa attended monthly Lincoln County Extension staff meetings
Sep 23- Tammy and Melissa attended the Healthy People Lincoln County Core Group Meeting
Sep 27-29- Melissa attended the MAPS "Community Conversations", three night meeting series
Oct 12-14- Tammy and Melissa attended the Statewide Family Living/FoodWise meeting/ professional development training on health-focused coalition/PSE work that was held in Madison
Oct 17- Tammy and Melissa met with Health Dept staff to plan year two activities of the Community Garden Grant funded by the Wisconsin Partnership Program at the UW- School of Medicine and Public Health

September and October 2016 Lincoln County UW-Extension - Amanda Kostman
Family Living Educator (65% FTE)
4-H Youth Development Program Advisor (35% FTE)



Strong Women (Family Living) - information about this program can be found at <http://lincoln.uwex.edu/family-living-and-nutrition-education/strongwomen/>

- 5 Tomahawk Strong Bones programs (two classes per week per program) ran September 12-November 17, with 92 women and 4 men enrolled with four certified instructors covering the classes.
- 2 Merrill Strong Bones programs (two classes per week per program) ran September 26-November 4 with 26 women enrolled with two certified instructors (Janet Thompson and Kostman) covering the classes.
- 1 Merrill Healthy Heart programs (two classes per week per program) ran September 27-November 3 with 5 women enrolled with one certified instructors (Kostman).
- Continued the registration process for Fall Strong Women Programs in Merrill and Tomahawk. Began the Winter Strong Bones (starting in January 2017) enrollment.

Food Safety (Family Living) - taught two educational opportunities:

- Dehydrating your harvest workshop on September 12th at the Wausau Public Library with 29 people in attendance.
- Preserving your harvest workshop on September 13th Grace Lutheran Church in Tomahawk with 9 people in attendance.

Family Healthy Financial Health (Family Living) - Worked with Merrill Head Start program to start the "Money Smart in Head Start" programs. The program will consist of 8 newsletters (found at <http://fyi.uwex.edu/moneysmartheadstart/newsletters/>) sent to parents of Head Start students and 2 financial literacy programs ("How to Save a Dollar... when you don't have a dime to spare?" and "Credit and Debt: Make it work for you!") conducted by Kostman (scheduled for January 11 and February 1).

Parenting (Family Living) - Served as the webmaster for the Lincoln County Parent Support Network website hosted by UW-Extension at <http://fyi.uwex.edu/lcparentsupport/> (63 subscribers) and also promoted opportunities on Facebook.

Teen Court (4-H Youth Development) - information about this program can be found at <http://lincoln.uwex.edu/4-h-youth-development/lincoln-county-teen-court/>

- Participated in the September 3rd Wisconsin Teen Court Association Meeting.

4-H Community Club Program (4-H Youth Development) -

- Facilitated (information distribution, encouraged youth applicants and adult interviewers and collected resume submissions) the Lincoln County Older Youth Opportunities resume process due on November 1, designed to help youth develop skills that will help them stand out in a crowd of applicants when applying for job positions. We also combined multiple applications in this one process to make it more convenient and efficient for youth to access 4-H opportunities. The application processes combined include trips, awards, scholarships, the 4-H Ambassadors, and Camp Youth Staff. You can find this information at: <http://counties.uwex.edu/lincoln/files/2010/10/2016-2017-Older-Youth-Opportunities-Resume-Guide.pdf>
- Taught basketry for 4-H Project Discovery Day and assisted at the 4-H Banquet

Other Meeting and Events:

- Served on the planning team and attended the MAPS Community Conversation
- Attended Family Living Conference/Professional Development - September 8 and November 12-14.

Narrative Report for September & October 2016

Art Lersch, University of Wisconsin – Extension, Lincoln County
Community, Natural Resources & Economic Development (CNRED) Educator

Meetings

During the months of September and October 2016, I taught, led, or contributed to discussions in 29 meetings/presentations/trainings attended by residents, community leaders, government officials, university stakeholders, and nonprofit staff. 261 contacts were served in Lincoln County and statewide (as of October 24).

Primary Initiatives

Organizational Planning/Change

- **Merrill Warming Center:** After the Merrill Warming Center, in existence for two years, was forced to close due to its donated building having to be demolished, the local United Way director (fiscal agent for the center) requested that I lead discussions with stakeholders about whether the center should be reestablished or if some other way to assist local homeless should be explored. During two meetings, I was able to get the group to reach consensus on the idea that a new warming center be established with a long-term objective of developing a facility that will provide more comprehensive services to the area's homeless. The group agreed to create a 501c3 organization for this purpose and has already begun that work.
- **Merrill Chamber Planning:** At the request of the Chamber director, I designed and led retreat discussions that guided the board and staff as they identified 2017 priorities. Top initiatives are to eliminate several events/programs that the Chamber organizes but have little monetary or "goodwill" benefits; to strengthen/broaden youth programming between the school system and the Chamber; to complete a long-term succession plan (for staff); and to develop and use an internal scorecard that creates benchmarks for and trends related to chamber programming/initiatives. The scorecard data will be used to better communicate the Chamber's successes. I also facilitated the development of initial action plans meant to achieve these priorities.
- **nEXT Generation County/Tribal Support Staff Survey and Rural Gap Analysis:** I took the lead in developing a survey meant to inform Extension administration and county partners how support staff for Extension are spending their time. Department heads throughout the state are currently working with staff to complete the survey. I also played a pivotal role in developing a draft rural gap analysis report. The focus of the analysis is to suggest ways that Cooperative Extension can be restructured in rural counties statewide using the proposed multi-county area model.

Broadband

- **Frontier Connect America Fund II Lincoln County Project:** I met with Lincoln County citizens and Frontier officials (invited by John Van Ooyen, Frontier general manager) to discuss progress on the county CAF II project. Frontier officials communicated that the modified timeline for the project is that engineering will be completed no later than early 2017 and fiber will be installed between June 2017 and spring 2018. Comprehensive notes of the meeting are available to any interested person upon request.
- **LINC Project:** As a result of the LINC Fiber Plan being completed, the City of Merrill is now tentatively planning to build a good portion of the network outlined in the plan beginning in 2018. The city's IT director, city administrator, and finance director are working on a proposal to the City Council requesting approximately \$425,000 (initial estimate) to fund the project. The county is also looking at building a portion of the network to service county buildings. Return on investment estimates for both projects are substantial. I continue to work with the group as they plan how to move forward with network buildouts meant to serve city and county buildings.

Additional Initiatives

- Made presentation to Wisconsin Conservation Congress District Councilors and the organization's state chair on progress being made implementing the organization's strategic plan. I continue to work with a special committee that oversees implementation progress.
- Worked with a group of local veterans' organizations on the potential development of a new service post.
- Continued working with Bell Tower stakeholders to create a comprehensive development plan.
- Worked with River Bend Trail stakeholders on trailhead construction and mile marker issues.
- Appointed president of Leadership Wisconsin Board (only statewide leadership program in Wisconsin).

Based on needs identified through producer needs assessments and needs of partnering organizations, I am focusing my programming efforts on Nutrient Management, Crop Management, and Small Farm/Local Foods.

Nutrient Management

Goal: Implementation of tillage practices and nutrient applications that enhance profitability and protect water quality

- Participated in a discussion on implementing cover crops in grain corn and soybeans as a panelist at the State Cover Crop for Agency Staff meeting held in Marshfield on September 27. This meeting was in collaboration with the Dane County UW-Extension Crops and Soils Agent to bring government agencies together to share ideas and observations on using cover crops throughout Northern Wisconsin. Over 60 USDA Natural Resource Conservation Service employees, county land conservation departments, and Extension agents were present. An e-mail listserv was developed to continue the sharing of projects and observations for the group. (Sept)
- Over seeded cover crops in soybean field in Birnamwood. This project is in collaboration with the UW Pest and Nutrient Management program to determine the feasibility of broadcasting cover crops into standing soybean field. This study is the first of its type in Wisconsin. Biomass samples will be taken in November. (Sept)
- Presented findings at a field day for the Sustainable Agriculture, Research, and Education (SARE) cover crop project. Due to weather conditions, three attended that included two Taylor County Conservationists and one farmer from southeast Marathon County. Even with the low turnout there was much discussion on cover crops and sharing of ideas and concerns between those in attendance. Plans are being made to host a winter meeting to further discuss the results and economics of cover crops. (Oct)

Crop Management

Goal: Enhance profitability through economic decisions that protect crop yields and sustain the natural environment

- Collaborating with UW-Extension Offices in Dane County, UW Pesticide Applicator Training Program, and the Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) to secure sites in Stevens Point (change from Wausau), La Crosse, Eau Claire, and Milwaukee for the Pesticide Applicator Training for Hmong Producers. The first workshop will be in La Crosse on November 11 and 12. All travel expenses are being covered by the North Central Extension Risk Management Education Grant awarded to DATCP. (July - Aug)

Small Farms/Local Foods

Goal: Implementation of practices that create a direct link between producers and consumers that builds financial capital within a community and ensures community members have access to affordable, nutritious food

- The Tall Pines Community Garden committee consisting of UW-Extension, Lincoln County Health Department, and Live Sustainable compiled information to send to the funding partner, the Wisconsin Partnership Program at the UW School of Medicine and Public Health. This year the community garden donated over 625 pounds of produce to local food pantries. Grace Lutheran Church in Tomahawk used their funds to grow about 470 pounds that was donated to food pantries, Our Sister's House, and the backpack program. Kinship used their funding to grow fruits and vegetables to be used by the families in the program. Plans are being made to develop a mentoring program for the Pine Crest Nursing home and low income families. Plans are also being made to develop more learning gardens at the Tall Pines Community Garden site for 2017. (Sept - Oct).
- Presented the basic structure of the Wisconsin Local Food Locator website at the UW-Extension Community Food Systems Team In-service. This project is in collaboration with Taylor and Waushara County UW-Extension offices. During the presentation we gathered input on additional material to have on the website and ways we could improve the usability. This will be a free mobile website to promote direct market farms such as roadside stands, farmers' markets, or pick/cut farms. The goal is to develop a site that allows consumers to easily locate the direct market farms by searching by city or product resulting in an increase in sales for the producer. The website's URL once developed will be <http://fyi.uwex.edu/wilocalfoodlocator/>. We have submitted to present the website at the GIS Day at UW-Milwaukee and the 2017 Wisconsin Local Food Summit to gain interest in the site and gather additional input on the site's content. (Sept - Oct)



September - October 2016 Program Highlights

Debbie Moellendorf, 4-H Youth Development Educator and Department Head
deborah.moellendorf@ces.uwex.edu 715-539-1077

UW-Extension 4-H Youth Development integrates research, education, and community-based partnerships, enabling youth to learn and practice skills to be productive citizens.

Leadership for the county 4-H program – *The 4-H community club program is Extension's fundamental model for youth programming. Most 4-H programs feature volunteer-led experience-based learning, built upon curriculum that is developed and supported by University faculty. 4-H youth development personnel are responsible for connecting the educational and civic mission of 4-H with community youth interests.*

- Facilitated our Merrill Project Discovery Day on October 1st for thirty-two youth from throughout Lincoln County who participated in a variety of 4-H project sessions taught by 11 volunteer leaders, staff and community members. The majority of youth who completed the post-program evaluation indicated that Project Discovery Day had increased their project knowledge or they learned about a new project; provided them with an opportunity for youth and adults to work together, and encouraged them to share what they learned with their club or other project members.
- Worked with the Corning Yankees 4-H Club to plan and carry out this year's Annual 4-H Recognition Banquet held on October 22nd with 80 youth, volunteers and community members in attendance. As part of the evening, we recognized our 168 4-H Volunteer Leaders in Lincoln County who have given 1,808 years of service to Lincoln County 4-H along with awarding numerous special awards to youth members (Key Award, Graduating 4-H'ers, Memory Book), Outstanding Volunteer Leader awards, Friend of 4-H awards and the Community Servant award.
- Promoted 4-H and how individuals can become involved (both youth and adults) through several press releases to local newspapers and on radio programs I did on both WJMT and WJQJ in late September/early October as part of National 4-H Week. In addition, Amanda Kostman posted information throughout the week on our Lincoln UWEX Facebook page.

Strengthening Community for Positive Youth Development – *Work with numerous organizations to help them increase organizational capacity and sustainability to address local youth needs and create an environment for positive youth development. This community leadership role takes several forms, including catalyst/organizer and technical resource.*

- Facilitated the October 11th quarterly meeting of the Lincoln County Drug Free Coalition (DFC) where members present discussed upcoming opportunities and ways to continue implementing our environmental strategies aimed at changing or influencing community level factors to reduce the use/abuse of alcohol, tobacco and other drug use among youth and overtime adults. Efforts for September and October included: Amanda and I provided an overview of 4-H Youth Development programming for the Merrill Area Public School Counselors including my work with the Merrill Social Norms project; Kristin Bath from the Health Department and I provided an educational program on how the Mental Health Coalition and the DFC are collaborating to address issues of mental health and substance abuse in Lincoln County at the Wisconsin Hospital Association North Central District Fall meeting for over 60 hospital volunteers from throughout the area including Lincoln County who hosted the event in Merrill; and Officer Tyler Tesch from the City of Merrill Police Department and I set up our DFC display along with activities using the fatal goggles that simulate being under the influence of alcohol or marijuana during the Free Medical Clinic held at New Testament Church (approximately 50 people visited our display) and I set up the display at the Health Fair hosted by Good Samaritan Health Center (approximately 50 people visited our display). In addition, I wrote and submitted the 2017 Merrill Area United Way grant proposal on behalf of the coalition and submitted our applications for three projects to be funded by the Northwoods Coalition (Online Youth Risk Behavior Survey Project, Parent Network Project, Town Hall Meeting). Visit <http://lincoln.uwex.edu/p/dfc/> for more.

Support for After School Programs – *After school programs keep youth out of trouble by providing a safe and structured time during critical afternoon hours. Overall, the research shows that youth who are supervised and engaged in structured activities are less likely to participate in high risk activities. For middle school students, being supervised after school reduces by half the risk that they will smoke, drink, or abuse drugs. After school programs benefit the entire family by giving parents peace of mind about what their children are doing after school, consequently helping them to balance work and family responsibilities.*

- Continued to provided training and support to Ann Stoeckmann, "After the Bell" Program Coordinator (Temporary employee through UW-Extension funded through community donations for the program) and Yvette Chieves, 4-H After School Club Coordinator (Contracted Service through UW-Extension funded by Safe and Stable Families grant) as we began the 2016-17 programs in September and October. We have expanded our 4-H after school clubs to a sixth school in 2016-17, so we now have a 4-H after school club at Jefferson, Washington, Trinity, St. Francis (new) and Prairie River Middle School in Merrill and at Kinship of Tomahawk. By partnering with existing after school programs, we are able to provide the 4-H experience to youth who may not otherwise have the support to participate in a community 4-H club.

nEXT Generation – Participated in weekly Google hangouts and one face-to-face meeting as a member of the Family Living Program Planning Work Group to work on assigned tasks. With county support staff completed the survey about the activities they do to support our programming as requested by the County and Tribal Organizational Structure Work Group.

FOR 2016 13

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

0000 DIVISION

10440055	511000	TL - SALARIES AND EMPLOYEE BEN	43,894	0	43,894	28,055.71	.00	15,838.29	63.9%
10440055	520000	TL - EMPLOYEE BEN	11,605	0	11,605	4,029.73	.00	7,575.27	34.7%
10440055	530000	TL - AGENT CONTRA	135,234	585	135,819	135,819.00	.00	.00	100.0%
10440055	543000	TL - MACH/COMP MAT	235	0	235	235.00	.00	.00	100.0%
10440055	552001	TL - TELEPHONE	750	0	750	610.80	.00	139.20	81.4%
10440055	554001	TL - PRINTING ALLO	6,500	-585	5,915	5,824.75	.00	90.25	98.5%
10440055	556000	TL - WAGEC DUES	50	0	50	50.00	.00	.00	100.0%
10440055	561100	TL - OFFICE SUPPLI	2,500	0	2,500	1,548.05	.00	951.95	61.9%
10440055	561101	TL - POSTAGE	200	0	200	342.51	.00	-142.51	171.3%*
10440055	571000	NIL - MISC PROGRAM	100	0	100	255.00	.00	-155.00	255.0%*
TOTAL DIVISION			201,068	0	201,068	176,770.55	.00	24,297.45	87.9%

0039 4H YOUTH AGENT

10443955	554000	TL - 4H YOUTH A. P	1,600	0	1,600	1,100.00	.00	500.00	68.8%
10443955	555000	TL - YOUTH A. TRAV	1,200	0	1,200	1,562.76	.00	-362.76	130.2%*
10443955	571000	TL - YOUTH A. MISC	800	0	800	1,323.98	.00	-523.98	165.5%*
10443955	571002	NIL - SAMHSA08/ A	75	11	86	29.44	.00	56.56	34.2%
TOTAL 4H YOUTH AGENT			3,675	11	3,686	4,016.18	.00	-330.18	109.0%

0042 AG AGENT

10444255	555000	TL - AG AGENT TRAV	1,000	0	1,000	510.84	.00	489.16	51.1%
10444255	555002	NIL - UW AG TRAVEL	0	0	0	95.58	.00	-95.58	100.0%*
10444255	555007	TL - UW AG TRAVEL	500	0	500	356.16	.00	143.84	71.2%
10444255	571000	TL - AG AGENT MISC	200	0	200	143.76	.00	56.24	71.9%
10444255	571002	TL - UW AG MISC	200	0	200	7.98	.00	192.02	4.0%
TOTAL AG AGENT			1,900	0	1,900	1,114.32	.00	785.68	58.6%

0044 CRD AGENT

10444455	555000	TL - CRD AGENT TRA	900	0	900	473.04	.00	426.96	52.6%
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FOR 2016 13

ACCOUNTS FOR: 44 UW EXTENSION	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10444455 571000 TL - CRD AGENT MIS	700	0	700	105.00	.00	595.00	15.0%
TOTAL CRD AGENT	1,600	0	1,600	578.04	.00	1,021.96	36.1%
0046 FAMILY LIVING							
10444655 555000 TL - FAM LIVING TR	1,000	0	1,000	140.00	.00	860.00	14.0%
10444655 571000 TL - FAMILY LIVING	700	0	700	243.93	.00	456.07	34.8%
TOTAL FAMILY LIVING	1,700	0	1,700	383.93	.00	1,316.07	22.6%
0050 PARENTING FIRST							
10445055 561101 10012 PARENT FIRST	3,200	-200	3,000	76.56	.00	2,923.44	2.6%
TOTAL PARENTING FIRST	3,200	-200	3,000	76.56	.00	2,923.44	2.6%
0068 FARM SAFETY PROGRAM							
10446855 571000 10142 NTL - FARM SA	950	3	953	710.74	.00	242.26	74.6%
TOTAL FARM SAFETY PROGRAM	950	3	953	710.74	.00	242.26	74.6%
0076 HEALTHY LIVING							
10447655 554000 NTL PRINTING ALLOC	3,300	0	3,300	50.24	.00	3,249.76	1.5%
10447655 571000 NTL STRONG BONES M	5,700	-5,729	-29	2,431.90	.00	-2,460.90	-8385.9%*
10447655 571001 NTL STRONG BONES T	6,000	0	6,000	6,248.40	.00	-248.40	104.1%*
10447655 571002 NTL HEALTHY HEARTS	1,000	0	1,000	256.80	.00	743.20	25.7%
TOTAL HEALTHY LIVING	16,000	-5,729	10,271	8,987.34	.00	1,283.66	87.5%
0077 UW 4-H PROGRAMS							
10447755 554001 NTL TEEN CT PRINT	500	0	500	170.54	.00	329.46	34.1%

FOR 2016 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
44 UW EXTENSION							
10447755 571000 NTL - 4H THEEN CRT	2,090	2,011	4,101	-814.52	.00	4,915.52	-19.9%
TOTAL UW 4-H PROGRAMS	2,590	2,011	4,601	-643.98	.00	5,244.98	-14.0%
0079 SAFETY DAY CAMP							
10447955 571000 NTL - SAFETY DAY C	293	7	300	216.04	.00	83.96	72.0%
TOTAL SAFETY DAY CAMP	293	7	300	216.04	.00	83.96	72.0%
0080 UWEX-PEST APPLICATION TRAINING							
10448055 571000 NTL - PEST APPL TR	250	-73	177	.00	.00	177.00	.0%
TOTAL UWEX-PEST APPLICATION TRAINING	250	-73	177	.00	.00	177.00	.0%
0081 UWEX STATE POSTAGE							
10448155 561101 NTL - STATE POSTAG	4,145	0	4,145	3,176.19	.00	968.81	76.6%
TOTAL UWEX STATE POSTAGE	4,145	0	4,145	3,176.19	.00	968.81	76.6%
0082 4-H AFTER THE BELL							
10448255 554001 NTL A T B PRINTING	100	0	100	.00	.00	100.00	.0%
10448255 571000 NTL - 4-H ATB MISC	1,747	1,839	3,586	1,121.18	.00	2,464.82	31.3%
TOTAL 4-H AFTER THE BELL	1,847	1,839	3,686	1,121.18	.00	2,564.82	30.4%
0084 UWEX PROGRAM							
10448455 554001 NTL LEADERSHIP PRI	200	0	200	.00	.00	200.00	.0%
10448455 563000 NTL - LLC PROG ME	800	0	800	.00	.00	800.00	.0%
10448455 571001 NTL - LLC PROG MTS	200	9	209	490.38	.00	-281.38	234.6%*

FOR 2016 13

ACCOUNTS FOR: ORIGINAL APPROP TRANSFERS/ADJUSTMENTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

44 UW EXTENSION 1,200 9 1,209 490.38 .00 718.62 40.6%

0088 UW PROGRAM ACCOUNT

10448855 554001 NTL - MASTER GARD 100 0 100 1.26 .00 98.74 1.3%
 10448855 571000 NTL - MASTER GARDE 600 105 705 705 .00 705.00 .08
 TOTAL UW PROGRAM ACCOUNT 700 105 805 1.26 .00 803.74 .2%

0089 NCR- SEED TO TABLE

10448955 571000 NCR-SEED TO TABLE 2,500 1,911 4,411 655.23 .00 3,755.77 14.9%
 TOTAL NCR- SEED TO TABLE 2,500 1,911 4,411 655.23 .00 3,755.77 14.9%

0090 UWEX PROGRAM ACCOUNT

10449055 571000 NTL - WEN GRT EXP 328 0 328 .00 .00 328.00 .0%
 TOTAL UWEX PROGRAM ACCOUNT 328 0 328 .00 .00 328.00 .0%

0096 STRENGTHENING FAMILIES

10449655 571000 NTL - S. FAMILIES 400 -31 369 .00 .00 369.00 .0%
 TOTAL STRENGTHENING FAMILIES 400 -31 369 .00 .00 369.00 .0%

0097 SOCIAL NORMS

10449755 554001 NTL - SOCIAL NORM 1,500 0 1,500 6,494.98 .00 1,500.00 .0%
 10449755 571000 NTL - SOCIAL NORMS 2,500 2,628 5,128 6,494.98 .00 -1,366.98 126.7%*
 TOTAL SOCIAL NORMS 4,000 2,628 6,628 6,494.98 .00 133.02 98.0%

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LINCOLN COUNTY
YEAR-TO-DATE BUDGET REPORT

2-19-16

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FOR 2016 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMETS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
44 UW EXTENSION	248,346	2,491	250,837	204,148.94	.00	46,688.06	81.4%
TOTAL UW EXTENSION	248,346	2,491	250,837	204,148.94	.00	46,688.06	
TOTAL EXPENSES	248,346	2,491	250,837	204,148.94	.00	46,688.06	

Presented to:
Personnel Committee 11/07/16
Administrative & Legislative 11/07/16
County Board 11/08/16

Administrative Coordinator's Report

From: October 1, 2016 to: October 31, 2016

POLICY DEVELOPMENT

Committee Meetings:

2-Personnel
A&L
Land Services
Finance

DEPARTMENT COORDINATION

October 3 Wage Study Meeting – Department Heads
October 3 Wage Study Meeting – Pine Crest
October 3 Wage Study Meeting – Sheriff's Office
October 4 Attended Wage Study Meetings
October 5 Meeting with Lisa Gervais – Personnel Issue
October 5 Meeting with Jim Dummer – Lake Tomahawk Insurance – Health Insurance Options
October 6 Attended Wisconsin Association of County Personnel Directors (WACPD) Conference in Minocqua
October 7 Attended Wisconsin Association of County Personnel Directors (WACPD) Conference in Minocqua
October 10 Meeting with Marathon & Langlade County – NCHC Tri-County Agreement
October 10 Meeting with Lisa Gervais – Personnel Issue
October 11 Administration Department staff meeting
October 12 Meeting with Kelly Reith – Six-Month Evaluation
October 13 Meeting with Kevin Kleinschmidt – Yearly Evaluation
October 13 Meeting with Sharon Prasnicky – Six-Month Evaluation
October 14 Meeting with David Smith – Three-Month Evaluation
October 17 Meeting with Marathon & Langlade County – NCHC Tri-County Agreement
October 18 Administration Department staff meeting – Munis Training
October 20 Participated in Fire & Active Shooter Drills
October 24 Meeting with Marathon & Langlade County – NCHC Tri-County Agreement
October 24 Meeting with Dan Leydet, Renee Kruger, and Diana Petruzates – Coordinating filling of vacant positions in their departments
October 25 Administration Department staff meeting
October 26 Meeting with Jim Dummer – Lake Tomahawk Insurance – Health Insurance Options
October 27 Conducted Department Head Meeting
October 28 Meeting with Langlade County – NCHC Tri-County Agreement
October 31 Meeting with Marathon & Langlade County – NCHC Tri-County Agreement

STATUS OF UNION CONTRACTS

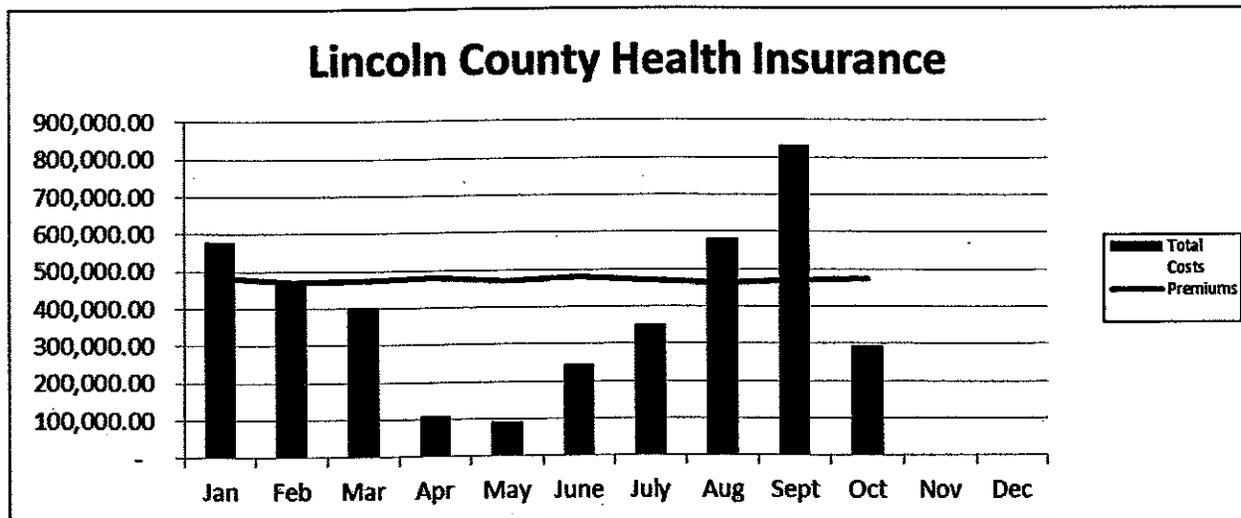
Sheriff Deputies: December 2017
Sheriff-Supervisors: December 2017

RECRUITMENT, SELECTION AND ORIENTATION

1. Circuit Court Bailiff – Hired Barbara Akey and Michael Hamann
2. Hearing Tech – Hired Karen Krombholz
3. Real Property Lister – Hired Ellen Ronsman
4. Deputy – Hired Corey Brehmer
5. Hygienists – Hired Dani Miles and Tuesday Nelson
6. Conservation Program Manager – Accepting applications

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	298,569	346,932
Aug	107	206	463,030	50,505	527,143	580,415
Sept	108	208	468,234	50,250	776,754	829,636
Oct	107	209	474,389	51,924	264,635	290,384
Nov	109	211	478,795	51,750		
Dec						



FOR 2016 13

ACCOUNTS FOR:
 20 ADMINISTRATIVE PERSONNEL

ORIGINAL
 APPROP

TRANSRS/
 ADJUSTMS

REVISED
 BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE
 BUDGET

PCT
 USED

0000 DIVISION

10200051	511000	ADMIN SALARIES	116,121	0	116,121	112,160.63	.00	3,960.37	96.6%
10200051	520000	ADMIN EMPLOYEE BEN	44,719	0	44,719	42,128.79	.00	2,590.21	94.2%
10200051	530000	ADMIN CONTRACTED S	0	60,000	60,000	67,527.48	.00	-7,527.48	112.5%*
10200051	531020	ADMIN LEGAL SERVIC	13,052	0	13,052	250.00	.00	12,802.00	1.9%
10200051	531190	ADMIN INHOUSE TRAI	300	0	300	.00	.00	300.00	.0%
10200051	552001	ADMIN TELEPHONE	350	0	350	281.12	.00	68.88	80.3%
10200051	553000	ADMIN ADVERTISING	3,500	0	3,500	5,510.35	.00	-2,010.35	157.4%*
10200051	554001	PRINTING ALLOCATIO	3,500	0	3,500	4,225.92	.00	-726.92	120.8%*
10200051	555000	ADMIN TRAVEL TRAIN	2,500	0	2,500	1,566.65	.00	933.35	62.7%
10200051	560000	ADMIN SUPPLIES	750	0	750	267.95	.00	482.05	35.7%
10200051	561101	ADMIN POSTAGE	500	0	500	211.18	.00	288.82	42.2%
10200051	564000	ADMIN PUBLICATIONS	200	0	200	.00	.00	200.00	.0%
10200051	571000	COUNTY WIDE SAFETY	9,000	0	9,000	8,610.00	.00	390.00	95.7%
TOTAL DIVISION			194,492	60,000	254,492	242,741.07	.00	11,750.93	95.4%
TOTAL ADMINISTRATIVE PERSONNEL			194,492	60,000	254,492	242,741.07	.00	11,750.93	95.4%
TOTAL EXPENSES			194,492	60,000	254,492	242,741.07	.00	11,750.93	95.4%

Old

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.

New

The Information Technology Department will provide effective solutions and services to its respective shareholders, departments, entities and end-users. These services are mission critical, requiring higher fault tolerance and immediate responses. The goal for the Technology Department is to provide reliable, economic, and secure solutions through research, networking, and teamwork, which will always meet the growing needs of Lincoln County and its residents.

Resolution 2016 -

Resolution Opposing Efforts to make County Veterans Service Officers Optional

Motion by:				
Second by:				
Dist.	Supervisor	Y	N	Abs
19	Allen			
10	Baughan			
1	Bialecki			
11	Breitenmoser			
13	Crosby			
12	Gilk			
14	Hafeman			
8	Heller			
17	Koth			
15	Lee			
16	Loka			
3	Mueller			
4	Nowak			
21	Pike			
22	Reichelt			
7	Rusch			
5	Swanson			
20	Vander Sanden			
18	Voermans			
2	Weaver			
6	Woller			
9	Zeitz			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

WHEREAS, Wisconsin Statutes Section 45.80 requires each county to elect a County Veterans Service Officer who is a Wisconsin resident and who served under honorable conditions on active duty in the Armed Forces; and

WHEREAS, County Veterans Service Officers are responsible for 95% of veterans' claims at any given time at the VA Regional Office in Milwaukee; and

WHEREAS, County Veterans Service Officers assist veterans with obtaining more than \$2.4 billion in VA benefits annually; and

WHEREAS, County Veterans Service Officers are invaluable to all veterans but especially elderly and disabled veterans in rural communities who are unable to drive and do not have public transportation options; and

WHEREAS, County Veterans Service Officers are the only veterans' advocates when dealing with the VA who serve veterans' right in their community.

NOW, THEREFORE, BE IT RESOLVED, that the county of Lincoln joins other counties in the state of Wisconsin, to express their desire to the Wisconsin State Legislature adamantly opposing any efforts to make County Veterans Service Officers optional, to allow non-veterans to fill the position of County Veterans Service Officers, and/or to consolidate or regionalize County Veterans Service Offices.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to all Lincoln County's State Senators and Assembly Representatives, to the Wisconsin Counties Association, and to the President of the County Veterans Service Officers Association of Wisconsin.

STATE OF WISCONSIN)
) SS
 COUNTY OF LINCOLN)

I hereby certify that this resolution/ordinance is a true and correct copy of a resolution/ordinance adopted by Lincoln County Board of Supervisors on:

 Christopher J. Marlowe
 County Clerk

Dated: (fill-in County Board date)

Introduced by: Administrative and Legislative Committee

Date Passed: May 2nd, 2016 Committee Vote: 5-0

Fiscal Impact: None

Drafted by: Richard Wolf, CVSO

Departmental Ten Year Long Range Plan

Department: Administration

Mission Statement: The mission of the Administration Department is to assist the County Board in developing policies and coordinating the activities of the various Departments for the County. The Administration Department also serves as a central Personnel Department for the County handling such activities as benefit administration, employee relations, and recruitment & selection.

Department Program Changes: I do not see the current programs changing. I do see the current programs becoming more complicated and time consuming. The reason I believe they will become more time consuming is the always-increasing regulations.

Statutory Mandates: This department is under so many state and federal laws, rules, and compliance mandates that it would take too long to list them all. I see this increasing and the need to stay on top of the changes will increase over the next ten years.

Personnel Changes: I currently do not anticipate any personnel changes. The main factor will be if we can pay our current staff a competitive wage.

Department Structural Changes: The ideal structure for this department is to have a full time personnel director.

Legal Issues: There will always be legal issues in this department, because of the personnel responsibility.

Financial: With the always-increasing regulations, it is not out of the realm of possibilities that this department will need to add staff within the next ten years. That could be a personnel director or an HR specialist.

Information Technology: I do not see any additional need from IT. I do know the County needs a reliable IT department to work effectively and efficiently. When there are issues with IT, all County departments are affected.

Capital Improvement Projects (CIP): I do not anticipate any capital improvement projects for this department.