



# Administration

## 2007 Annual Report

536-0310

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**Department Mission:** *The Administration Department assists the County Board in developing policies and coordinating the activities of the various departments within Lincoln County. Administration also serves as a central “personnel” department for the County, handling such activities as benefits administration, employee relations, and recruitment and selection.*

In the past, we have listed the specific accomplishments or activity levels in the five areas of policy development, department coordination, employee benefit administration, employment relations, and recruitment selection and orientation. This year’s report will focus on those items which consumed the majority of time.

**Social Services:** The County continued to deal with ongoing issues out of the social services department. In July, the county settled its dispute with the Department of Workforce Development for the years 2002, 2003, and 2004, reducing the total amount withheld to \$20,276.

**Building program:** The County Board approved the building projects and the financing of the projects in late 2006. In 2007, building plans and construction began. The Administration Department coordinated department efforts in providing input and review of the design of the building to best meet the operational needs of the departments as they provide services to the residents of Lincoln County. Moving into the new building will create new challenges and opportunities.

**Budget preparation:** The County was forced to prepare its 2008 budget without knowing what revenue to expect from the state, and what kind of limits would be placed on the county levy by the Governor and the state legislature. The State budget was not passed by the Legislature and signed by the Governor until very late into the County’s budget process. Ultimately, the County Board adopted a budget that attempted to maintain services to the residents of Lincoln County and within the constraints from the state.

**Union negotiations:** All eight contracts expired at the end of 2007. Negotiations began in August and continue into 2008. Given the budget constraints imposed on the County and the need to be fiscally responsible, voluntary settlements have been difficult to reach. Five of the eight units remain unsettled.

**Staffing levels and re-organizations:** The Administrative and Legislative Committee reviews each position when they become vacant to assess the continuing need. Through out this process, the Administration Department made several recommendations to re-organize departments so that services could be provided in a more efficient and effective way. Over the past year, several positions were either eliminated or combined with existing positions in order to reduce costs and maintain services. Those changes included:

Social Services Director– Social Services  
Child Support Attorney/Administrator – Child Support  
Economic Support Supervisor– Social Services  
Long Term Support Supervisor – Social Services  
Social Worker – Social Services  
Word Processing Specialist – Social Services  
Administrative Secretary – UW Extension

Given the changes in physical locations of the departments, continued tight fiscal constraints, and increased costs, the County Board will have to continue to review the operations of each department and the county as whole in order to either reduce services or re-organize to provide current services more efficiently.

Respectfully Submitted,

John Mulder, Administrative Coordinator