

**LINCOLN COUNTY
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE**

Tuesday, October 20, 2020 at 4:30 p.m.

Meeting Location: Room 257/Government Services Center 801 N. Sales St., Merrill, WI 54452
Via Teleconference and In-Person Attendance

In-Person Attendance: Due to public health recommendations regarding COVID-19 and mass gatherings, you are encouraged to attend by phone. For those attending in person, please observe social-distancing by staggering your arrival time and by maintaining spacing between attendees of at least 6 feet. Attendees should spread out around the perimeter of the room. Consistent with Governor Evers' Emergency Order #1 (Executive Order #90), face coverings will be required of all attendees with the limited exceptions set forth in Emergency Order #1.

Teleconference Attendance: Persons wishing to attend the meeting by phone may call into the telephone conference beginning ten minutes prior to the start time indicated above using the following number:

Conference Call: 1 617-675-4444

Access Code: 987 969 184 2447#

Meeting ID: <https://meet.google.com/ujx-wfxm-suj?hs=122&authuser=0>

The teleconference cannot start until the host (department head) dials in and enters the host password.

All public participants' phones, microphones and chat dialog boxes will be muted or disabled during the meeting. If "public comment" appears on the agenda, before the meeting is called to order, the clerk will ask teleconference attendees whether any public comment is being offered. When called upon by the clerk or chair, any person offering public comment should state their name and comments.

Agenda

1. Call meeting to order
2. Approve Minutes from Previous Meeting – 10/07/20
3. Personnel Policy Updates (after Trustee Insurance Changes from 10/9/20 meeting)
4. Closure of In-Person North Central Health Care Services in Tomahawk; Terminate Lease
5. Set Next Meeting
6. Adjourn

DISTRIBUTION:

Administrative & Legislative Committee Members – Kevin Koth (Chair), Bob Weaver (Electronic), Julie Allen (Electronic), Hans Breitenmoser, Jr., Paul Gilk, Greta Rusch, and Don Friske

Administrative Coordinator

Other County Board Supervisors

Department Heads

Service Center – Posted on _____ at _____ .m. by _____

News Media - Notified on _____ at _____ .m. by _____

While there may be a quorum of the following committees present, no committee business will be conducted at this meeting:

Finance & Insurance Committee

Land Services Committee

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
Wednesday, October 7, 2020 at 8:00 a.m.**

Via Teleconference

MEMBERS PRESENT (in person): Kevin Koth, Greta Rusch, Julie Allen, Don Friske, Hans Breitenmoser, Paul Gilk, Bob Weaver

MEMBERS PRESENT (via teleconference): none

MEMBERS EXCUSED: none

MEMBERS ABSENT: none

VISITORS (in person): Jason Hake, N.L. Bergstrom, Diana Petruzates, Chris Marlowe, Dora Gorski, David Smith, Art Lersch, Dean Bowe

VISITORS (via teleconference): September Murphy, Dan Leydet, Nathan Walrath, Shelley Hersil, Becky Byer, Marie Peterson, Patricia Voermans, Eric Olson, Renee Krueger, Nate Walrath, Mike Huth, Norm Bushar, Steve Taskay, Todd Nicklaus, Pat Goggin

1. Call meeting to order.
Meeting called to order at 8:00 AM by Chair Koth. Members were present by roll call; visitors (via teleconference) by self-report.
2. Approval of Minutes from Previous Meeting(s) – 9/23/20
Weaver/Rusch to approve minutes from 9/23/20 meeting. Motion carried on a voice vote.
3. Other COVID-19 Concerns/Updates. Shelley Hersil (Public Health Officer) reports that Lincoln County, along with neighboring northern counties, are experiencing “high” levels of exposure rates which is attributable to school opening, mass gatherings and the Fall Ride. Lincoln Co has had over 100 new COVID cases in the last week with over 300 exposures resulting from these cases. Hospitals are reporting limited capacity with in-county hospitals also having limited capability to handle these patients. Nursing home accessibility is also limited. PHO Hersil sees this as ‘just the beginning.’ Hersil also referenced the new State Emergency Order #3 which is aimed at controlling mass gatherings. She lamented that enforcement remains problematic; she is hoping for cooperation from law enforcement and the district attorney. Finally, Hersil reports that her staff are experiencing fatigue from the constant, prolonged demand for health department services relating to COVID-19.
4. Resolution to Approve COVID-19 Coordinator LTE Position in the Department of Health. Hersil clarified that this is an LTE position with funding anticipated through November, 2022. Weaver/Rusch to support the hiring of an LTE position and forward the resolution to County Board for consideration. Motion carried on a voice vote.
5. Continuation of Hiring Freeze Plan. Jason Hake (Administrative Coordinator) reviewed the current hiring freeze policy which is effective through 2020. In light of the several oversight committees that have supported hiring in their respective departments despite the hiring freeze in effect, Hake

questioned the committee as to their position on the (underlying) hiring freeze. Discussion followed with the committee indicating support for the current hiring freeze plan resolution.

6. Continuation of Moratorium on Non-Essential Spending. Hake queried the committee as to their support for a continuing moratorium on non-essential spending. The committee indicated its support for the current policy/resolution.
7. Request to Fill Vacant Position During Hiring Freeze
 - a. Assistant Forestry Administrator (Forestry). Dean Bowe (Forestry, Land & Parks Administrator) spoke in favor of refilling this vacancy immediately. There being no motion to exempt this from the hiring freeze, this position will remain vacant until at least 1/1/20.
 - b. Forester (Forestry)/Equipment Operator (Solid Waste). Bowe spoke in favor of this position as 'something is better than nothing.' Hake indicated that because this is a 'consolidation or combining of positions', that he supports granting an exemption from the hiring freeze for this position. Hake clarified that this is a permanent reorganization, i.e. not limited to the duration of the hiring freeze. Friske/Koth to grant an exemption to the hiring freeze for this position. Friske raised a point of order, indicating that N.L.Bergstrom (corporation counsel) should not be allowed to speak since this is not a legal issue. In response to Chair Koth's ruling that Bergstrom should be heard, Friske raised a challenge to the Chair's ruling. On a roll call vote (with Friske voting no), the Chair's ruling was upheld by the committee and Bergstrom was heard. Motion to grant an exemption from the hiring freeze for this position passed on a voice vote.
 - c. GIS Specialist. Hake recommends delaying hiring for this vacancy for the duration of the hiring freeze. He and the committee and staff are working on reorganizing the Land Services Department. There being no motion to exempt this position from the hiring freeze, this position will remain vacant during the hiring freeze.
 - d. Social Worker 3.0 FTE (Social Services). Hake recommends exempting these positions from the hiring freeze as they are 'essential to ongoing operations' since they carry-out mandated child abuse and neglect statutory functions. Further, they are partially funded by non-tax levy revenue sources (state aids). Rusch/Gilk to exempt these positions from the hiring freeze. Motion carried on a voice vote.
 - e. Building Maintenance Worker 1.5 FTE (Maintenance). Hake recommends these vacancies not be exempted from the hiring freeze. There being no motion to exempt these positions from the hiring freeze, these positions will remain vacant.
8. Activity/Financial Reports (Questions) and Approval of Timesheet and Expense Reimbursement
 - a. Administrative Coordinator – Hake highlighted his reports, which were placed on file.
 - b. Corporation Counsel – Bergstrom highlighted her reports, which were placed on file.
 - c. Veterans – Wulf was unable to attend. Hake reports that the assistant is working 20 hours per week as a contact tracer in the Health Department given the reduction in traffic in this office.
Friske/Allen to approve the timesheets for these positions. Motion carried on a voice vote.
 - d. County Board YTD Budget Report. Marlowe reports this budget is ok; report placed on file.
 - e. Information Technology – Smith highlighted his reports, which were placed on file.

- f. UW Extension – Lersch reported that the UW staff furlough resulted in an \$1800 credit to Lincoln County. Reports placed on file.
9. UW Extension Resolution Accepting \$15,000 Donation from Ascension Good Samaritan Hospital. Gilk/Friske to accept the donation and forward the resolution to County Board for approval. Motion carried on a voice vote.
10. Resolution Accepting Election Security Subgrant of \$41,873.30. Smith explained the grant and requirements. Allen/Breitenmoser to accept the grant and forward the resolution to County Board for consideration. Motion carried on a voice vote.
11. Tug Lake Preservation District – County Role/Involvement. Bergstrom explained that as part of this statutory process, the county would need to designate a committee to hold a public hearing. Additionally, this committee should designate a committee to consider whether Lincoln County (as a landowner in the proposed preservation district) will sign the petition in support of creating this lake preservation district. Friske/Koth to designate the Land Services Committee to hold the required public hearing and to designate the Forestry, Land & Parks Committee to consider participation as a landowner. Motion carried on a voice vote.
12. North Central Health Care Joint Agreement Update – Status of Transfer of APS to ADRC-CW. Bergstrom reported that the year-long negotiations between the member counties and ADRC-CW to have them assume the adult protective services (APS) program from NCHC have not resulted in an agreement; therefore, NCHC will continue to be responsible for Lincoln, Langlade and Marathon County Adult Protective Services programming.
13. Sale of Lincoln Industries Tomahawk Building (1775 Kaphaem Road, Tomahawk, WI). Hake reports that this building has not been in use for approximately one year and is no longer needed for Lincoln Industries programming. This issue was referred to this committee from Public Property Committee for a decision on whether to dispose of the property. Steve Taskay (Tomahawk Mayor) indicated that Tomahawk is interested in the building and the property (20 acres). They have a potential lessee for the property. Gilk/Weaver to direct the Forestry, Land & Parks Committee to sell the property. Motion carried on a voice vote.
14. Virtual Meetings and Remote Attendance (ordinance revisions/Ch. 2, Lincoln County Code)
This is an ongoing discussion about how to accommodate remote attendance at meetings during COVID, i.e. by continuing Declarations of Emergency or by changing county board ordinances to allow for remote meetings. Committee members agreed that any permanent change (via ordinance) in attendance modality would require significant discussion and more study.
15. Declaration of Emergency Status. This issue is related to the issue above. The current Declaration of Emergency expires on 11/17/20. There was consensus that as an accommodation to COVID-19, members and public should be allowed to attend meetings by teleconference and that the Declaration of Emergency has accommodated that need, Allen/Rusch moved to support a new Declaration of Emergency to expire on 5/19/20. Motion carried on a voice vote.

16. Personnel Policy Management During COVID—19. Hake reports receiving multiple complaints about Highway Department noncompliance with COVID-19 Personnel Policy requiring masks. Hake also reports that Highway Department has had multiple exposures, active COVID cases and multiple quarantines due to exposure alleged to have occurred in the workplace. Hake has issued a written reminder to John Hanz (Hwy Commissioner) that he is required to comply with the county's policies since they apply to ALL county employees.

Chair Koth called a 5 minute recess (without objection). The meeting reconvened following the recess.

17. Motion to go into closed session: Pursuant to sec. 19.85(1)(c), Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation of any employee over which the governmental body has jurisdiction or exercises responsibility.

- a. Preliminary Exit Interview – Administrative Coordinator
Gilk/Weaver to go into closed session as recited above and to include Jason Hake, N.L.Bergstrom and Dora Gorski in the closed session. Motion carried on a roll call vote with no dissenters.

18. Reconvene into Open Session. Koth/Friske to return to open session. Motion carried on a roll call vote with no dissenters.

19. Take any necessary action discussed in closed session. No action.

20. Approve Human Resources Director/Administrative Coordinator Job Description. As directed by the committee at the last meeting, Hake and Bergstrom have revised the Administrative Coordinator job description to place more focus on human resources duties and programming. Hake presented the revised job description with red-lining. Members discussed the revised job description and made minor edits to the draft. Hake reported on the Carlson Dettmann assessment of the revised position description warranting a reduction in pay grades from "S" to "Q".

11:50 AM – Koth is excused; Vice-chair Weaver presides.

Friske/Breitenmoser to approve revising the job description for the Administrative Coordinator position (now Human Resources Director/Administrative Coordinator) with the edits agreed upon and to approve placement on the Lincoln County Pay Plan at Grade Q. Motion carried on a voice vote.

21. Resignation & Recruitment – Timeline and Process. Hake reports on his plan for advertising this vacancy (for approximately one month) and indicates that this is not the best time of year for recruiting. The committee agrees that we will not utilize the applicant "Questionnaire" required when Jason was recruited since it was focused on administrative knowledge – not HR skills. The committee agrees to meet to screen resumes following the County Board meeting on 11/10/20 with an interview schedule to follow as soon as practicable.

22. Set Next Meeting: November 10, 2020 at 10:00 AM or immediately after County Board.
23. Adjourn: Gilk/Rusch to adjourn. Motion carried on a voice vote.

Minutes prepared by Jason Hake, Administrative Coordinator
N.L.Bergstrom, Corporation Counsel

LINCOLN COUNTY PERSONNEL POLICY

Revisions to Policy (Health Insurance Benefits Eligibility)

EMPLOYEE STATUS CATEGORIES

- A. **Full-Time Employees**: Employees who work 36-40 hours per week on a continuous basis.
- B. **Part-Time Employees**: Employees who work half the full-time equivalent hours (for their position) or more but less than 36 hours per week on a continuous basis. Applicable benefits are pro-rated based on the number of hours worked. During the first year of employment, the average hours will be estimated. Thereafter, they shall be computed annually for purposes of benefits eligibility.

Benefits Eligibility:

1. Life insurance - based on earnings
 2. Health Insurance – ~~premiums are pro-rated~~ not eligible under 30 hours per week on a continuous basis.
 3. Sick - pro-rated in earnings and in payment.
 4. Holiday - pro-rated in earnings and in payment
 5. Funeral - pro-rated in earnings and in payment.
 6. Floating Holiday - pro-rated in earnings and in payment
 7. Vacation - pro-rated in earnings, but not in payment
 8. Longevity - not pro-rated
- C. **Limited Term Employees**: Employees holding jobs of limited or specified duration arising out of special projects, position vacancy pending appointment, the absence of a position incumbent, abnormal workloads, emergencies, employees who are not scheduled regular hours, but are called in at the discretion of the department head or other reasons established by the department head. Limited Term employees may work either full-time or part-time work schedules, but will not be eligible to receive benefits or accrue any form of service credit, or file formal grievances except in matters pertaining to alleged discrimination. Limited Term positions may not exceed 1043 hours (in a 12 month period) but other restrictions may apply based upon the type of limited term employee. Limited Term positions will require approval by the Administrative Coordinator and the appropriate oversight committee.

OTHERS/NON-EMPLOYEES

- A. **Volunteers**: Departments may use volunteers with approval from their oversight committee. Department Heads must receive approval from the Administrative Coordinator before using County employees as volunteers. Departments should conduct a background check of all volunteers and provide appropriate training and/or orientation to the volunteers. Volunteer drivers will be required to provide certificates of insurance per the Lincoln County Employee Travel Policy and must sign waivers of liability if appropriate.

B. Academic Internships (Unpaid): An intern is an unpaid student learner who is receiving instruction in an accredited post-secondary educational institution and thereby earning credits or clinical hours by completing on-site learning at Lincoln County on a limited term basis as part of that school's bona fide training program in lieu of compensation by Lincoln County.

1. The intern acknowledges that there is not a job promised at completion of an internship and all learning is solely for the benefit of the student and are not compensable volunteer hours.
2. The internship program can be terminated at any time at the discretion of the Administrative Coordinator.
3. Any required reviews or paperwork required by the school to obtain credit for participation is the responsibility of the intern.
4. Interns are expected to demonstrate strict confidentiality, high ethical standards and complete compliance with all Lincoln County policies as well as state and federal law.
5. Academic Component. The internship will:
 - a. Provide onsite training similar to training provided in an educational setting
 - b. Provide experience to benefit the intern - the work must be an integral part of the student's course of study
 - c. NOT displace regular employees, but work under close observation of a regular employee
 - d. NOT guarantee or suggest the offer of a job at completion
 - e. Provide NO pay/wages or employment benefits
 - f. Be for educational credits and directly tied to the intern's field of study
 - g. Follow the student's academic schedule
6. Departments considering unpaid internships should be able to answer 'yes' to the following questions:
 - a. Is the work that you are offering an integral part of the student's course of study?
 - b. Will the student receive credit for the work or is the internship required for graduation?
 - c. Does the student have to prepare a report of his/her experience and submit it to a faculty supervisor?
 - d. Have you received a letter or some other form of written documentation from the school stating that the internship (in your department) is approved or sponsored by the school as educationally relevant?
 - e. If the student performs work that other employees also perform, will the student be doing the work for the purpose of learning and not necessarily performing a task for the benefit of the county?
 - f. Will you provide an opportunity for the student to learn a skill, process or other business function?
 - g. Is there educational value to the work performed, i.e. is it related to the courses the person is taking in school?
 - h. Is the individual supervised by one of your staff members at all times?

- i. Is it clear that a job is not guaranteed upon completion of the internship or completion of the student's schooling?
7. Written Documentation: Consult with the Administration Department before proceeding with an internship. Each internship should be documented as follows:
- a. Satisfactory background check
 - b. A copy of the school's internship policy and the requirements
 - c. A learning plan detailing the academic content of the proposed program approved by the school to be reviewed by the Department Head. This should clearly set forth the expectations of the County, the student and the educational institution.
 - d. A letter (on the school's official letterhead) verifying the student's enrollment in the school, their field of study, the purpose of the internship, and the credits available for completion in the internship in lieu of monetary compensation
 - e. Proof of liability coverage carried by the school to protect the student while participating in this program at Lincoln County and to hold the County harmless in the event of injury or death
 - f. Signed Lincoln County "Release and Waiver of Liability" prior to observing or participating in any volunteer work at Lincoln County
- C. Job Shadowing (Unpaid): Consult with the Administration Department before proceeding with a job shadow. A job shadow is a worksite experience during which a student spends time one-on-one with an employee observing daily activities and asking questions about the job and public service. A student wishing to job shadow may contact the department head that they wish to shadow. A student may not perform any work for the County and is only entitled to observe. S/he must maintain strict confidentiality and is subject to HIPAA, Lincoln County policies, state and federal law. A student assumes all risk of participation and holds Lincoln County harmless in the event of injury, death, or illness. The "Release and Waiver of Liability" must be completed prior to observing/shadowing a Lincoln County employee. The Lincoln County employee shall supervise the student at all times, using care not to expose the student to harmful or risky situations.

BENEFITS - HEALTH INSURANCE & COBRA

To provide health insurance to those employees who qualify for coverage.

All plan benefits and eligibility are described in detail in the Summary of Plan Benefits and you may contact the administration department to obtain a copy and for any information needed about a benefit.

Levels of benefits provided and employee participation is determined by Lincoln County and applicable state and federal regulations.

- A. Group health insurance is available to all employees who regularly work ~~half time~~ 30 hours or more and who meet eligibility criteria such as participation in the health wellness program. Coverage is also available for spouses and dependents. Details of the plan's coverage may be obtained from the Administration Department.
1. Employees who enroll for group health insurance coverage during their first 30 days of employment are accepted regardless of pre-existing conditions. Employees who request coverage for themselves, their dependents, or both, after the initial eligibility period cannot change coverage until the next annual enrollment period unless they have eligibility change in family status or loss of coverage.
 2. Effective January 1, 2012, employees will pay a share of monthly health insurance premium. ~~Premiums are prorated for eligible part time employees.~~
- B. Non-represented employees retiring under the provisions of the Wisconsin Retirement Plan shall convert their balance (up to 800 hours) of accumulated sick leave and any earned and unused vacation to the County's Post Employment Health Plan. Non-represented employees, who retire under the Wisconsin Retirement Plan, may participate in the County Health Care Plan at their expense until they reach the age they are eligible for Medicare. ~~Spouses of retired non-represented employees who are eligible for Medicare are not eligible for County health insurance.~~ This provision is not applicable for employees who go on early retirement for disability. A failure to timely pay these premiums shall result in termination of coverage.
- C. Employees on an approved leave of absence due to exhaustion of State and Federal Family Medical Leave may continue to participate in the health insurance program by paying (in advance) the employee's share of the health insurance premium by the tenth of each month for the succeeding month. Employees on a leave of absence for any other reason may continue to participate in the health insurance program by paying the full premium (in advance) by the tenth of each month for the succeeding month to the County. A failure to timely pay these premiums shall result in termination of coverage.
- D. Terminating employees and their dependents who lose dependent status may be eligible for continued coverage at their expense for a specified time period under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and should contact the Administration Department with questions about continuation.
- E. Qualified Medical Child Support Orders: Lincoln County will comply with Qualified Medical Child Support Orders following procedures established by the Lincoln County Administration Department. The Administration Department will have the authority and responsibility to amend the procedures as required.
- F. Availability of Notice of Privacy Practices: As required by HIPAA's Standards for Privacy of Individually Identifiable Health Information, Lincoln County has a Notice of Privacy Practices which outlines the specific uses and disclosures of protected health information. This notice also outlines certain individual rights and Lincoln County's legal duties with respect to protected health information. Annually, each employee will be provided with a copy of the notice as a payroll insert or in annual enrollment benefits packet. If you are

covered under the Lincoln County plan and wish to receive a copy of the Lincoln County Notice of Privacy Practices, please contact the Lincoln County Administration Department or the Lincoln County HIPAA Privacy Officer at 715-539-1010. The Administration Department will have the authority and responsibility to amend this notice as required.

- G. Lincoln County HIPAA Portability Procedures: In accordance with the final regulations for Title I of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Lincoln County has a procedure for obtaining/providing Certificates of Creditable Coverage. If you wish to receive a copy of the Lincoln County HIPAA Portability Procedures or a Certificate of Creditable Coverage, please contact the Lincoln County Administration Department or the Lincoln County HIPAA Privacy Officer at 715-539-1010. The Administration Department will have the authority and responsibility to amend this procedure as required.