

**LINCOLN COUNTY
ADMINISTRATIVE AND LEGISLATIVE COMMITTEE**

Wednesday, March 6, 2024, 3:30 PM

Meeting Location: Room 255 County Board Room Government Services Center
801 N. Sales St., Merrill, WI 54452

Electronic Attendance Available: Persons wishing to attend the meeting electronically may enter the meeting prior to the start time indicated above using the following number or address:

Conference Call: 1 470-655-5119

Access Code: 435 973 352#

Meeting ID: <https://meet.google.com/vqx-jsdx-gno>

Please Note: Closed Session will only include those Committee Members that are attending in person. The teleconference cannot start until the host (county clerk) dials in and enters the host password. In the event there is an unforeseen technical difficulty that prevents all or a part of the meeting from being available electronically, the meeting will continue in person and those wishing to attend can appear in person at the location indicated in this agenda.

AGENDA

1. Call Meeting to Order
2. Approval of Minutes from 02.07.24 & 2.12.24
3. Consent Agenda
 - a. Financials
 - i. 2023 Budget Modifications and Carry Over Requests
 - ii. 2024 Year To Date
 - b. Timesheet(s) Approval
 - c. Expense Reimbursement(s) Approval
 - d. Activity Reports (written) & Discussion as needed
 - i. County Clerk
 - ii. UW Extension
 - iii. Veterans Office
 - iv. Information Technology
 - v. Corporation Counsel
 - vi. Administrative Coordinator
4. Approval of Lincoln County Credentialing and Asset Management Program
5. Civic Plus Discussion and Possible Action
6. Authorizing the Administrative Coordinator to work with North Central Health Care, department heads, and the buyers to navigate the transition of Pine Crest operations
7. ARPA Update and Next Steps
 - a. Approval of RFP contingent upon finding a suitable location for “Welcome to Lincoln County Signage”
8. Resolutions
 - a. Allow LCHD Flexibility To Fill Public Health Nurse Positions with Staff Nurse Positions
 - b. Elected Officials Compensation
 - c. ARPA
 - i. Midwest Communication
 - ii. Map It
9. Policy Handbook
- 10.. Set Next Meeting Date April 3, 2024; Adjourn

DISTRIBUTION:

Committee Members – D. Friske-Chair, J. Boyd, L. Anderson-Malm, J. DePasse, A. Cummings, G. Hartwig; K. Wickham. Other County Board Supervisors, Department Heads

Posted on: _____ at: _____ a.m./p.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. You may contact the County Clerk at 715.539.1019. 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)(c).
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.

ADMINISTRATIVE AND LEGISLATIVE COMMITTEE

Wednesday, February 7, 2024, 3:30 PM

Meeting Location: Room 255 Government Services Center
801 N. Sales St., Merrill, WI 54452

MEMBERS PRESENT: Don Friske, Greg Hartwig, Lori Anderson-Malm, Julie DePasse, Jesse Boyd, Angela Cummings, Ken Wickham

DEPARTMENT HEADS PRESENT: Renee Krueger, John Olson, Travis Spoehr, Karry Johnson. Samantha Fenske, Chris Marlowe, Art Lersch, Terri Kolb, Keith Cohrs (virtually)

MINUTES

1. Call Meeting to Order by Friske at 3:30pm
2. Approve Minutes of 1.03.24: M/S DePasse/Wickham to approve - carried.
3. Consent Agenda
 - a. 2024 Year to Date Financials- Fenske reported that the end of year for 2023 is still being worked on and can expect budget modifications in March/April. Nothing substantial to report for 2024.
 - b. Timesheet(s) Approval: M/S Cummings/Hartwig to approve timesheets as presented - carried.
 - c. Expense Reimbursement(s) Approval: none
 - d. Activity Reports
 - i. County Clerk - nothing to report
 - ii. UW Extension - Lersch reported that they are working with AmeriCorp Vista to hire a summer position to support 4-H programming. University is covering the costs. Kolb provided information regarding the Hunger Task Force Meal Program.
 - iii. Veterans Office - Olson shared a partnership with Health Minds Coalition to increase awareness of gun lock availability and 980 crisis hotline services. Olson reported that he received CVSO Supplemental funds that were provided to support outreach. He discussed use of the funds for parenting on a media campaign. He will share the final product with the committee.
 - iv. Corporation Counsel - Johnson did not have anything further to add.
 - v. Administrative Coordinator - Krueger expanded on the report and shared further information on the timelines for the opioid commission.
4. Setting Elected Officials Salaries - Register of Deeds, County Clerk & Treasurer: Krueger explained the need to establish salaries for elected officials prior to nominations papers being available and believed that it needed to be brought to the County Board in February. Krueger provided previous resolutions and handed out a packet with historical salaries and percent increases annually as well as a spreadsheet with 1% through 5% increases. Marlow clarified that we had through March to set salaries. Robust discussion on how to establish criteria for a base; need for competitive salaries; and responsibilities. Item will be held over until March with Hartwig, DePasse, Wickham, and Krueger to meet to bring a proposal back.
5. Discussion regarding Ice Drags and Request for Ordinance: Johnson noted the example in the packet used for Lake Delton. Question raised as to what was prompting the need for an ordinance. Discussion regarding whether there was an ability to enforce such

ordinance; situations in which the ordinance could be applied; and unforeseen ramifications. Johnson directed to further research and bring back to the committee at a later time.

6. Approve ADRC Lease: Krueger informed of changes to #21. M/S Boyd/DePasse to approve - carried
7. Approval of Standard Cooperative Agreement - Corporation Counsel/Child Support 2024-2025: Johnson provided need for agreement. M/S Wickham/Cummings to approve - carried.
8. Approval of Amendment to NCHC Nursing Home Management Agreement: Krueger informed that in reviewing the Nursing Home Management Agreement that there was nothing established as to how to address the transfer of property and personnel in the event of a sale or other mutual termination of NCHC management. This Amendment was approved at the NCHC Executive Committee level and is now before Lincoln County. Clarification was made regarding first page #2 "Lincoln County Board of Directors" was a typo and should be "Lincoln County Board of Supervisors. Question was posed about the amendment being silent to a scenario in which there was a gain. Krueger informed of the 51.42 fund balance that any gain would be applied to, Gary Olson was present and confirmed that while that is understood by both parties and suggested that change could be made at a later date. M/S Wickham/DePasse to approve the Amendment with the change to #2 - carried.
9. ARPA
 - a. Year To Date Approvals/Progress/Anticipated Requests: Krueger informed that after RFP's were done, bids were higher than quotes. For all projects, it was estimated that there would be an additional request for \$79,000. Additionally, there are a number of projects that have been being worked on over the last few months and in the event those were all approved, there would be \$795,891 remaining. Krueger/Fenske will work over the next month to bring a final proposal to committee next month so as to dedicate the funds.
 - b. Town of Harrison: Wickham presented on behalf of the town. M/S Hartwig/Wickham to approve the request for \$24,600 - carried
 - c. Town of Skanawan: Joe Dorava presented on behalf of the town. Clarification was provided regarding the project. M/S DePasse/Boyd to approve subject to meeting all the requirements for timelines - carried.
 - d. Town of Schley - Timothy Klimek presented the updated proposal. Discussion as to how it meets the criteria. Krueger suggested there may be an opportunity to collaborate on a project with Schley and requested to hold it over for another month to allow further discussion. Krueger clarified that there is \$41,682 remaining in the \$300,000 dedicated to townships.
10. Resolutions
 - a. Setting Annual Compensation for county Elected Officials: Held over until next month
 - b. Solid Waste PPE Policy: Krueger explained that currently the solid waste is not included in the personnel policy for reimbursement for "shoes" for PPE. Cohrs informed of need. Discussion regarding the need to address the PPE reimbursement policy more comprehensively. Krueger discussed the timing of resolution and policy. M/S DePasse/Hartwig to approve the resolution - carried.

- c. Township Requests: Hartwig/DePasse to approve with clarification of funds to reflect what was approved - carried.
- 11. Policy/Ordinance
 - a. PPE; Payroll & Deductions: M/S DePasse/Boyd to approve as submitted with comprehensive review at a later date - carried.
 - b. Amending Sections 7.03: Boyd explained changes. Attachment was not included in the packet by error. Boyd read the change and noted it would be included in the county board packet. M/S Hartwig/Cummings to approve - carried.
- 12. Set Next Meeting Date March 6, 2024; Adjourn 6:00pm

Minutes prepared by: Renee Krueger

ADMINISTRATIVE AND LEGISLATIVE COMMITTEE

Monday, February 12th, 2024, 4:00 PM

SPECIAL MEETING

Meeting Location: Room 257 Government Services Center
801 N. Sales St., Merrill, WI 54452

MEMBERS PRESENT: Don Friske, Greg Hartwig, Lori Anderson-Malm, Jesse Boyd, Angela Cummings, Ken Wickham

DEPARTMENT HEADS PRESENT: Renee Krueger, Karry Johnson. Samantha Fenske

MINUTES

1. Call Meeting to Order by Friske at 4:00pm
2. M/S Boyd/Cummings to move to closed session to include the Administrative Coordinator, Corporation Counsel, Finance Director, and Supervisor Detert pursuant to: The committee may consider a motion to adjourn into closed session (roll call vote required), pursuant to: Wis. Stats. § 19.85(1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session", to wit: Pine Crest Contract Negotiations
Roll call vote - moved into closed session
3. Reconvene into open session: M/S Cummings/Wickham to return to open session; roll call vote
4. Take any action on items discussed in closed session: M/S Wickham/Cummings to forward the asset purchase agreement to the February 19th County Board meeting for consideration and direct corporation counsel to draft a resolution accordingly - discussion. - Carried on voice vote
9. Adjourn at 5:05pm

Minutes prepared by: Renee Krueger

Lincoln County
Budget Modification Form
For the Year 2023

Issue Date: 12/31/2023

County Department:

COUNTY BOARD

Budget Modification Number:
(Finance will assign)

<u>Account Number</u>	<u>Account Name</u>	<u>Increase</u>	<u>Decrease</u>
10100151.520000	C.B. Employee Benefit	1033	
10100251.554001	Printing Allocation	499	
10100251.556000	COMM NACO Dues	1075	
10100251.511001	COMM Per Diem		2607
10100251.571000.10211	BEAD Grant Exp	9086	
10100251.435100.10211	BEAD Grant Rev	9086	

Description of need:

2023 EOY Budget Modifications

Department Head Signature _____

Committee Approval:

Finance Committee Approval:
(if total appropriation has been increased)

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____

COMPLETED BY: _____

GRANT NAME/PROJECT: _____

GRANT NAME/PROJECT: _____

GRANT NAME/PROJECT: _____

GRANT NAME/PROJECT: _____

APPROVED BY: _____

LINCOLN COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10 COUNTY BOARD							
0001 COUNTY BOARD CHAIRMAN							
10100151 511000 C.B. WAGE SALAR	7,500	0	7,500	7,500.00	.00	.00	100.0%
10100151 511001 C.B. PER DIEM	18,000	0	18,000	14,755.44	.00	3,244.56	82.0%
10100151 520000 C.B. EMP BENEFI	588	0	588	1,620.51	.00	-1,032.51	275.6%*
10100151 555000 C.B. TRAV TRAIN	3,000	0	3,000	1,585.00	.00	1,415.00	52.8%
10100151 560000 C.B. SUPPLIES	500	0	500	406.78	.00	93.22	81.4%
10100160 411100 C.B. TAX LEVY	-29,588	0	-29,588	-29,588.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	0	-3,720.27	.00	3,720.27	100.0%
TOTAL COUNTY BOARD CHAIRMAN	0	0	0	-3,720.27	.00	3,720.27	100.0%
0002 COUNTY BOARD COMMITTEES							
10100251 511001 COMM PER DIEM	30,000	0	30,000	21,536.08	.00	8,463.92	71.8%
10100251 520000 COMM BENEFITS	1,700	0	1,700	1,290.92	.00	409.08	75.9%
10100251 554001 PRINTING ALLOCA	1,250	0	1,250	1,748.84	.00	-498.84	139.9%*
10100251 555000 COMM TRAVEL TRA	3,000	0	3,000	978.00	.00	2,022.00	32.6%
10100251 556000 COMM NACO DUES	0	0	0	1,075.00	.00	-1,075.00	100.0%*
10100251 556001 COMM DUES WCA	5,281	0	5,281	5,281.00	.00	.00	100.0%
10100251 556003 COMM REG PLAN C	20,810	0	20,810	19,644.00	.00	1,166.00	94.4%
10100251 560000 COMM SUPPLIES	7,500	0	7,500	662.87	.00	6,837.13	8.8%
10100251 561101 POSTAGE	1,500	0	1,500	1,343.64	.00	156.36	89.6%
10100254 532000 BIRTH TO THREE	112,378	0	112,378	112,378.00	.00	.00	100.0%
10100260 411100 COMM TAX LEVY	-183,419	0	-183,419	-183,419.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	0	-17,480.65	.00	17,480.65	100.0%
10211 BEAD GRANT							
10100251 435100 10211 BEAD GRANT	0	0	0	-9,232.75	.00	9,232.75	100.0%
10100251 571000 10211 BEAD GRANT	0	0	0	9,085.50	.00	-9,085.50	100.0%*
TOTAL BEAD GRANT	0	0	0	-147.25	.00	147.25	100.0%
TOTAL COUNTY BOARD COMMITTEES	0	0	0	-17,627.90	.00	17,627.90	100.0%

LINCOLN COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0003 PUBLIC LIBRARIES							
10100355 531220 LIBRARY SERVICE	653,780	0	653,780	653,780.00	.00	.00	100.0%
10100355 532000 LIBRARY SERV-OT	24,427	0	24,427	24,427.31	.00	-.31	100.0%*
10100360 411100 PUBLIC LIBRARIE	-678,207	0	-678,207	-678,207.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	0	.31	.00	-.31	100.0%
TOTAL PUBLIC LIBRARIES	0	0	0	.31	.00	-.31	100.0%
0004 HUMANE SOCIETY							
10100454 532000 HUMANE SOCIETY	41,000	0	41,000	41,000.00	.00	.00	100.0%
10100460 411100 HUMANE SOCIETY	-41,000	0	-41,000	-41,000.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	0	.00	.00	.00	.0%
TOTAL HUMANE SOCIETY	0	0	0	.00	.00	.00	.0%
0007 NORTH CENTRAL HEALTH CARE							
10100754 532000 NCHCF PROF SERV	1,040,853	0	1,040,853	1,040,853.00	.00	.00	100.0%
10100760 411100 NCHCF TAX LEVY	-1,040,853	0	-1,040,853	-1,040,853.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	0	.00	.00	.00	.0%
TOTAL NORTH CENTRAL HEALTH CARE	0	0	0	.00	.00	.00	.0%
0008 NO CENTRAL COM ACTION PROGRAM							
10100856 532000 NCCAP	8,000	0	8,000	8,000.00	.00	.00	100.0%
10100860 411100 NCCAP TAX LEVY	-8,000	0	-8,000	-8,000.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	0	.00	.00	.00	.0%
TOTAL NO CENTRAL COM ACTION PROGRAM	0	0	0	.00	.00	.00	.0%
0075 WVLS							

LINCOLN COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 13							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10107555 556000 WVLS MEMBERSHIP	4,177	0	4,177	4,176.98	.00	.02	100.0%
10107560 411100 WVLS PROPERTY T	-4,177	0	-4,177	-4,177.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	0	-.02	.00	.02	100.0%
TOTAL WVLS	0	0	0	-.02	.00	.02	100.0%
0099 FAMILY CARE							
10109954 499990 FUNDS APPLIED (-289,849	0	-289,849	.00	.00	-289,849.00	.0%*
10109954 536000 ADRC EXPENDITUR	149,466	0	149,466	149,466.00	.00	.00	100.0%
10109954 571000 STATE FAMILY CA	289,849	0	289,849	289,849.00	.00	.00	100.0%
10109960 411100 FAMILY CARE TAX	-149,466	0	-149,466	-149,466.00	.00	.00	100.0%
TOTAL FAMILY CARE	0	0	0	289,849.00	.00	-289,849.00	100.0%
TOTAL COUNTY BOARD	0	0	0	268,501.12	.00	-268,501.12	100.0%
TOTAL REVENUES	-2,424,559	0	-2,424,559	-2,143,942.75	.00	-280,616.25	
TOTAL EXPENSES	2,424,559	0	2,424,559	2,412,443.87	.00	12,115.13	
GRAND TOTAL	0	0	0	268,501.12	.00	-268,501.12	100.0%
** END OF REPORT - Generated by Deana Jankowsky **							

Lincoln County
Budget Modification Form
For the Year 2023

Issue Date: 12/31/2023

County Department: UW EXTENSION

Budget Modification Number:
(Finance will assign)

<u>Account Number</u>	<u>Account Name</u>	<u>Increase</u>	<u>Decrease</u>
10441955.554000	TL 4H Printing	490	
10443955.571000	TL-Youth A Misc	115	
10441955.555000	TL 4H Travel Train		605

Description of need:

2023 EOY Budget Modifications

Department Head Signature _____

Committee Approval:

Finance Committee Approval:
(if total appropriation has been increased)

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____

COMPLETED BY: _____

GRANT NAME/PROJECT: _____

GRANT NAME/PROJECT: _____

GRANT NAME/PROJECT: _____

GRANT NAME/PROJECT: _____

APPROVED BY: _____

2023 Carryover Request – No. _____ (To be completed by Finance)

Department UW Ext **Dept. No.** 44

Directions: Any department requesting a carryover of funds from 2023 to 2024 should complete a separate form for each account for which a carryover is requested. Please list the account number, the account name, the dollar amount and provide a complete explanation of the need for the request. If it is grant money, identify the name of the grant, the source of the grant funds and the expected use of the funds. (If you have multiple carryovers, please make copies of this form for your use.)

Account Number Account Name Amount

10441955.571001	4H – NTL Miscellaneous	\$5,278
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Explanation

Carryover unspent funds from 2023 into 2024
SEED TO TABLE - \$911
4-H AFTER THE BELL - \$4,367

Grant Name

--

Source of Funds

Per Program

Expected Use

Per Program

Department Head's Signature _____

Date _____

2023 Carryover Request – No. _____ (To be completed by Finance)

Department UW Ext **Dept. No.** 44

Directions: Any department requesting a carryover of funds from 2023 to 2024 should complete a separate form for each account for which a carryover is requested. Please list the account number, the account name, the dollar amount and provide a complete explanation of the need for the request. If it is grant money, identify the name of the grant, the source of the grant funds and the expected use of the funds. (If you have multiple carryovers, please make copies of this form for your use.)

Account Number

Account Name

Amount

10448055.571000	PEST APPLICATION TRAINING	\$124
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Explanation

Carryover unspent funds from 2023 into 2024

Grant Name

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Source of Funds

Per Program

Expected Use

Per Program

Department Head's Signature _____

Date _____

2023 Carryover Request – No. _____ (To be completed by Finance)

Department UW Ext **Dept. No.** 44

Directions: Any department requesting a carryover of funds from 2023 to 2024 should complete a separate form for each account for which a carryover is requested. Please list the account number, the account name, the dollar amount and provide a complete explanation of the need for the request. If it is grant money, identify the name of the grant, the source of the grant funds and the expected use of the funds. (If you have multiple carryovers, please make copies of this form for your use.)

Account Number

Account Name

Amount

10448155.561101	UWEX STATE POSTAGE	\$1,783
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Explanation

Carryover unspent funds from 2023 into 2024

Grant Name

State Postage

Source of Funds

Grant Funds

Expected Use

Per Grant Guidelines

Department Head's Signature _____
Date _____

2023 Carryover Request – No. _____ (To be completed by Finance)

Department UW Ext **Dept. No.** 44

Directions: Any department requesting a carryover of funds from 2023 to 2024 should complete a separate form for each account for which a carryover is requested. Please list the account number, the account name, the dollar amount and provide a complete explanation of the need for the request. If it is grant money, identify the name of the grant, the source of the grant funds and the expected use of the funds. (If you have multiple carryovers, please make copies of this form for your use.)

Account Number

Account Name

Amount

10448455.571001	UWEX LLC PROGRAM	\$143
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Explanation

Carryover unspent funds from 2023 into 2024

Grant Name

--

Source of Funds

Per Program

Expected Use

Per Program

Department Head's Signature _____

Date _____

2023 Carryover Request – No. _____ (To be completed by Finance)

Department UW Ext **Dept. No.** 44

Directions: Any department requesting a carryover of funds from 2023 to 2024 should complete a separate form for each account for which a carryover is requested. Please list the account number, the account name, the dollar amount and provide a complete explanation of the need for the request. If it is grant money, identify the name of the grant, the source of the grant funds and the expected use of the funds. (If you have multiple carryovers, please make copies of this form for your use.)

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
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10449055.571000	WEN PROGRAM	\$328
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Explanation

Carryover unspent funds from 2023 into 2024

Grant Name

--

Source of Funds

Per Program

Expected Use

Per Program

Department Head's Signature _____

Date _____

2023 Carryover Request – No. _____ (To be completed by Finance)

Department UW Ext **Dept. No.** 44

Directions: Any department requesting a carryover of funds from 2023 to 2024 should complete a separate form for each account for which a carryover is requested. Please list the account number, the account name, the dollar amount and provide a complete explanation of the need for the request. If it is grant money, identify the name of the grant, the source of the grant funds and the expected use of the funds. (If you have multiple carryovers, please make copies of this form for your use.)

Account Number Account Name Amount

10449755.571000	SOCIAL NORMS	\$408
-----------------	--------------	-------

Explanation

Carryover unspent funds from 2023 into 2024

Grant Name

--

Source of Funds

Per Program

Expected Use

Per Program

Department Head's Signature _____

Date _____

LINCOLN COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
44 UW EXTENSION							
0000 DIVISION							
10440049 499990 FUNDS APPLIED (0	-9,932	-9,932	.00	.00	-9,932.00	.0%*
10440055 530000 TL - AGENT CON	45,000	-45,000	0	.00	.00	.00	.0%
10440055 552001 TL - TELEPHONE	0	0	0	41.33	.00	-41.33	100.0%*
10440055 554001 TL - PRINTING A	0	0	0	5.99	.00	-5.99	100.0%*
10440060 411100 UW EXTENSION TA	-45,000	0	-45,000	-45,000.00	.00	.00	100.0%
TOTAL NO PROJECT	0	-54,932	-54,932	-44,952.68	.00	-9,979.32	81.8%
TOTAL DIVISION	0	-54,932	-54,932	-44,952.68	.00	-9,979.32	81.8%
0019 4 H PROGRAM EDUCATOR							
10441955 530000 4H EDUCATOR CON	0	34,900	34,900	34,900.00	.00	.00	100.0%
10441955 554000 TL 4 H PRINTING	0	0	0	489.21	.00	-489.21	100.0%*
10441955 555000 TL 4H TRAVEL/TR	0	4,100	4,100	416.58	.00	3,683.42	10.2%
10441955 561100 TL - OFFICE SUP	0	3,000	3,000	147.66	.00	2,852.34	4.9%
10441955 571000 TL 4 H MISCELLA	0	3,000	3,000	1,776.79	.00	1,223.21	59.2%
10441955 571001 NTL 4 H MISCELL	0	6,729	6,729	1,450.52	.00	5,278.48	21.6%
TOTAL NO PROJECT	0	51,729	51,729	39,180.76	.00	12,548.24	75.7%
TOTAL 4 H PROGRAM EDUCATOR	0	51,729	51,729	39,180.76	.00	12,548.24	75.7%
0039 YOUTH DEVELOPMENT							
10443955 571000 TL - YOUTH A. M	0	0	0	115.00	.00	-115.00	100.0%*
TOTAL NO PROJECT	0	0	0	115.00	.00	-115.00	100.0%
TOTAL YOUTH DEVELOPMENT	0	0	0	115.00	.00	-115.00	100.0%
0076 HEALTHY LIVING							
10447655 571001 NTL STRONG BONE	0	1,234	1,234	1,234.00	.00	.00	100.0%

LINCOLN COUNTY

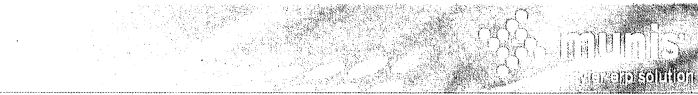


YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL NO PROJECT	0	1,234	1,234	1,234.00	.00	.00	100.0%
TOTAL HEALTHY LIVING	0	1,234	1,234	1,234.00	.00	.00	100.0%
0080 UWEX-PEST APPLICATION TRAINING							
10448055 571000 NTL - PEST APPL	0	124	124	.00	.00	124.00	.0%
TOTAL NO PROJECT	0	124	124	.00	.00	124.00	.0%
TOTAL UWEX-PEST APPLICATION TRAINING	0	124	124	.00	.00	124.00	.0%
0081 UWEX STATE POSTAGE							
10448155 436900 NTL - STATE POS	0	0	0	-1,247.50	.00	1,247.50	100.0%
10448155 561101 NTL - STATE POS	0	825	825	290.00	.00	535.00	35.2%
TOTAL NO PROJECT	0	825	825	-957.50	.00	1,782.50	-116.1%
TOTAL UWEX STATE POSTAGE	0	825	825	-957.50	.00	1,782.50	-116.1%
0084 UWEX PROGRAM							
10448455 571001 NTL - LLC PROG	0	143	143	.00	.00	143.00	.0%
TOTAL NO PROJECT	0	143	143	.00	.00	143.00	.0%
TOTAL UWEX PROGRAM	0	143	143	.00	.00	143.00	.0%
0089 NCR- SEED TO TABLE							
10448955 571000 NCR-SEED TO TAB	0	0	0	-1,650.00	.00	1,650.00	100.0%
TOTAL NO PROJECT	0	0	0	-1,650.00	.00	1,650.00	100.0%
TOTAL NCR- SEED TO TABLE	0	0	0	-1,650.00	.00	1,650.00	100.0%

LINCOLN COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 13								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
0090 UWEX PROGRAM ACCOUNT								
10449055 571000 NTL - WEN GRT E	0	328	328	.00	.00	328.00	.0%	
TOTAL NO PROJECT	0	328	328	.00	.00	328.00	.0%	
TOTAL UWEX PROGRAM ACCOUNT	0	328	328	.00	.00	328.00	.0%	
0097 SOCIAL NORMS								
10449755 571000 NTL - SOCIAL NO	0	549	549	141.01	.00	407.99	25.7%	
TOTAL SOCIAL NORMS	0	549	549	141.01	.00	407.99	25.7%	
TOTAL UW EXTENSION	0	0	0	-6,889.41	.00	6,889.41	100.0%	
TOTAL REVENUES	-45,000	-9,932	-54,932	-46,247.50	.00	-8,684.50		
TOTAL EXPENSES	45,000	9,932	54,932	39,358.09	.00	15,573.91		
GRAND TOTAL	0	0	0	-6,889.41	.00	6,889.41	100.0%	
** END OF REPORT - Generated by Deana Jankowsky **								

Lincoln County
Budget Modification Form
For the Year 2023

Issue Date: 12/31/2023

County Department: VETERANS

Budget Modification Number:
(Finance will assign)

<u>Account Number</u>	<u>Account Name</u>	<u>Increase</u>	<u>Decrease</u>
10270054.435600.10181	CVSO ARPA Grant Rev	2530	
10270054.571000.10181	CVSO ARPA Grant Exp	2530	

Description of need:

2023 EOY Budget Modifications

Department Head Signature

Committee Approval:

Finance Committee Approval:
(if total appropriation has been increased)

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT:	COMPLETED BY:
GRANT NAME/PROJECT:	
GRANT NAME/PROJECT:	
GRANT NAME/PROJECT:	
GRANT NAME/PROJECT:	APPROVED BY:

2023 Carryover Request – No. _____ (To be completed by Finance)

Department Veterans **Dept. No.** 27

Directions: Any department requesting a carryover of funds from 2023 to 2024 should complete a separate form for each account for which a carryover is requested. Please list the account number, the account name, the dollar amount and provide a complete explanation of the need for the request. If it is grant money, identify the name of the grant, the source of the grant funds and the expected use of the funds. (If you have multiple carryovers, please make copies of this form for your use.)

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
10275454.571000	Veteran Relief	\$11.474
10270754.571001	Private Donations	\$1,978

Explanation

Carryover of Veteran Relief and Private Donations

Grant Name

N/A

Source of Funds

Donation, Operational Budget

Expected Use

Per Program

Department Head's Signature _____
Date _____

LINCOLN COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
27 VETERANS DEPARTMENT								
0000 DIVISION								
10270049 499990 FUNDS APPLIED (BUD		0	-15,476	.00	.00	.00	-15,476.00	.0%*
10270054 511000 VETERANS SALARIES		111,034	111,034	111,089.12	2,255.78	.00	-55.12	100.0%*
10270054 520000 VETERANS EMPLOYEE		47,012	47,012	45,885.50	328.22	.00	1,126.50	97.6%
10270054 552001 VETERANS TELEPHONE		450	450	505.62	.00	.00	-55.62	112.4%*
10270054 554001 PRINTING ALLOCATIO		950	950	399.20	.00	.00	550.80	42.0%
10270054 555000 VETERANS TRAVEL TR		5,000	5,000	4,040.14	28.82	.00	959.86	80.8%
10270054 560000 VETERANS SUPPLIES		1,100	1,100	144.07	59.07	.00	955.93	13.1%
10270054 561101 VETERANS POSTAGE		600	600	475.49	22.40	.00	124.51	79.2%
10270054 561440 VETERANS GRAVE CAR		1,500	1,500	1,200.75	.00	.00	299.25	80.1%
10270060 411100 VETERANS TAX LEVY		-162,946	-162,946	-162,946.00	.00	.00	.00	100.0%
TOTAL NO PROJECT		4,700	-10,776	793.89	2,694.29	.00	-11,569.89	-7.4%
10008 COUNTY VETERAN OFFICER GRANT								
10270054 435600 10008 VETERANS OFFI		-10,000	-10,000	-11,000.00	.00	.00	1,000.00	110.0%
TOTAL COUNTY VETERAN OFFICER GRAN		-10,000	-10,000	-11,000.00	.00	.00	1,000.00	110.0%
10156 WDVA TRANSPORTATION GRANT								
10270054 435600 10156 WDVA TRANS GR		0	0	-400.00	-400.00	.00	400.00	100.0%
TOTAL WDVA TRANSPORTATION GRANT		0	0	-400.00	-400.00	.00	400.00	100.0%
10181 CVSO ARPA GRANT								
10270054 435600 10181 CVSO ARPA GRA		0	0	-2,530.98	13,347.02	.00	2,530.98	100.0%
10270054 571000 10181 CVSO ARPA GRA		0	0	2,530.98	.00	.00	-2,530.98	100.0%*
TOTAL CVSO ARPA GRANT		0	0	.00	13,347.02	.00	.00	.0%
TOTAL DIVISION		-5,300	-20,776	-10,606.11	15,641.31	.00	-10,169.89	51.0%

LINCOLN COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0054 VETERANS RELIEF							
10275454 511001 VETERANS RELIEF PE	1,000	1,000	610.32	173.78	.00	389.68	61.0%
10275454 520000 VETERANS RELIEF EM	0	0	31.86	8.04	.00	-31.86	100.0%*
10275454 571000 VETERANS RELIEF MI	4,300	18,098	6,981.65	.00	.00	11,116.35	38.6%
TOTAL NO PROJECT	5,300	19,098	7,623.83	181.82	.00	11,474.17	39.9%
TOTAL VETERANS RELIEF	5,300	19,098	7,623.83	181.82	.00	11,474.17	39.9%
0307 VETERANS PRIVATE DONATIONS							
10270754 485000 DONATIONS FROM PRI	0	0	-300.00	-300.00	.00	300.00	100.0%
10270754 571001 PRIVATE DONATION E	0	1,678	.00	300.00	.00	1,678.00	.0%
TOTAL VETERANS PRIVATE DONATIONS	0	1,678	-300.00	.00	.00	1,978.00	-17.9%
TOTAL VETERANS DEPARTMENT	0	0	-3,282.28	15,823.13	.00	3,282.28	100.0%
TOTAL REVENUES	-172,946	-188,422	-177,176.98	12,647.02	.00	-11,245.02	
TOTAL EXPENSES	172,946	188,422	173,894.70	3,176.11	.00	14,527.30	
GRAND TOTAL	0	0	-3,282.28	15,823.13	.00	3,282.28	100.0%

** END OF REPORT - Generated by Deana Jankowsky **

Lincoln County
Budget Modification Form
For the Year 2023

Issue Date: 12/31/2023

County Department:

INFORMATION TECHNOLOGY

Budget Modification Number:
(Finance will assign)

<u>Account Number</u>	<u>Account Name</u>	<u>Increase</u>	<u>Decrease</u>
10250051.511000	IT Salaries / Wages	1,682	
10250051.552001	IT Telephone	864	
10250057.581003	IT Hardware Outlay	8,200	
10259851.571000	ADRC Misc Expenditures	14,964	
10256454.561005.10326	EWISCACWIS Hardware	7,420	
10256454.435600.10326	IT EWISCACWIS Grant Revenue	2,894	
10250051.561105	IT Software Warr, Sub & Sup		30,236

Description of need:

2023 EOY Budget Modifications

Department Head Signature

Committee Approval:

Finance Committee Approval:
(if total appropriation has been increased)

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT:

COMPLETED BY:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

APPROVED BY:

LINCOLN COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
25 INFORMATION TECHNOLOGY									
0000 DIVISION									
10250049	499990	FUNDS APPLIED (BUD	-40,000	-40,000	.00	.00	.00	-40,000.00	.0%*
10250051	511000	IT SALARIES / WAG	326,475	326,475	328,156.56	6,704.06	.00	-1,681.56	100.5%*
10250051	520000	IT EMPL BENEFITS	137,876	137,876	136,435.30	1,085.16	.00	1,440.70	99.0%
10250051	530000	IT PROFESSIONAL SE	16,000	16,000	13,381.92	.00	.00	2,618.08	83.6%
10250051	552001	IT TELEPHONE	1,000	1,000	1,863.29	.00	.00	-863.29	186.3%*
10250051	554001	PRINTING ALLOCATIO	200	200	198.95	.00	.00	1.05	99.5%
10250051	555000	IT TRAVEL TRAINING	9,000	9,000	8,291.56	52.40	.00	708.44	92.1%
10250051	560000	IT OFFICE SUPPLIES	300	300	293.39	.00	.00	6.61	97.8%
10250051	561005	IT HARDWARE	62,000	62,000	44,481.52	.00	.00	17,518.48	71.7%
10250051	561006	IT HARDWARE WARR,	45,000	45,000	42,289.61	.00	.00	2,710.39	94.0%
10250051	561101	IT POSTAGE	150	150	83.36	5.59	.00	66.64	55.6%
10250051	561103	IT SOFTWARE	6,000	6,000	2,118.38	.00	.00	3,881.62	35.3%
10250051	561105	IT SOFTWARE WARR,	200,000	200,000	164,849.79	673.62	.00	35,150.21	82.4%
10250051	561420	IT VOICE/DATA/VIDE	30,000	30,000	28,543.26	.00	.00	1,456.74	95.1%
10250057	581003	IT HARDWARE OUTLAY	0	0	8,200.00	.00	.00	-8,200.00	100.0%*
10250057	583003	IT CIP	40,000	40,000	.00	.00	.00	40,000.00	.0%
10250060	411100	IT TAX LEVY	-767,776	-767,776	-767,776.00	.00	.00	.00	100.0%
TOTAL NO PROJECT			66,225	66,225	11,410.89	8,520.83	.00	54,814.11	17.2%
TOTAL DIVISION			66,225	66,225	11,410.89	8,520.83	.00	54,814.11	17.2%
0098 ADRC IT SUPPORT									
10259851	461901	ADRC IT SUPPORT FE	-66,225	-66,225	-67,650.00	.00	.00	1,425.00	102.2%
10259851	473100	ADRC - INTERGOV RE	0	0	-15,328.42	.00	.00	15,328.42	100.0%
10259851	571000	ADRC MISC EXPENDIT	0	0	14,963.23	1,613.50	.00	-14,963.23	100.0%*
TOTAL NO PROJECT			-66,225	-66,225	-68,015.19	1,613.50	.00	1,790.19	102.7%
TOTAL ADRC IT SUPPORT			-66,225	-66,225	-68,015.19	1,613.50	.00	1,790.19	102.7%
4564 SACWIS									
10326 SACWIS									
10256454	435600	10326 IT EWISACWIS	0	0	-2,893.80	.00	.00	2,893.80	100.0%

LINCOLN COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10256454 561005 10326 EWISCACWIS HA	0	0	7,420.00	.00	.00	-7,420.00	100.0%*
TOTAL SACWIS	0	0	4,526.20	.00	.00	-4,526.20	100.0%
TOTAL SACWIS	0	0	4,526.20	.00	.00	-4,526.20	100.0%
TOTAL INFORMATION TECHNOLOGY	0	0	-52,078.10	10,134.33	.00	52,078.10	100.0%
TOTAL REVENUES	-874,001	-874,001	-853,648.22	.00	.00	-20,352.78	
TOTAL EXPENSES	874,001	874,001	801,570.12	10,134.33	.00	72,430.88	
GRAND TOTAL	0	0	-52,078.10	10,134.33	.00	52,078.10	100.0%

** END OF REPORT - Generated by Deana Jankowsky **

Lincoln County
Budget Modification Form
For the Year 2023

Issue Date: 12/31/2023

County Department: CORPORATION COUNSEL

Budget Modification Number:
(Finance will assign)

<u>Account Number</u>	<u>Account Name</u>	<u>Increase</u>	<u>Decrease</u>
10210051.511000.10003	Corp Counsel Ch Sup Salary	2196	
10210051.520000.10003	Corp Counsel Ch Sup EE Benefit	749	
10210854.511000.13573	TPR Wages	1248	
10210854.520000.13573	TPR Benefits	517	
10214554.511000.10397	Wages-CHIPS Legal Services	5839	
10214554.520000.10397	Fringe-CHIPS Legal Services	2442	
10210051.511000	Corp Counsel Salaries		9084
10210051.520000	Corp Counsel Employee Benefits		3907

Description of need:

2023 EOY Budget Modifications

Department Head Signature _____

Committee Approval:

Finance Committee Approval:
(if total appropriation has been increased)

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT:
GRANT NAME/PROJECT:
GRANT NAME/PROJECT:
GRANT NAME/PROJECT:
GRANT NAME/PROJECT:

COMPLETED BY: _____

APPROVED BY: _____

LINCOLN COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
21 CORPORATION COUNSEL									
0000 DIVISION									
10210051	511000	CORP COUNSEL SALAR	90,715	90,715	81,630.71	2,032.00	.00	9,084.29	90.0%
10210051	520000	CORP COUNSEL EMPLO	37,231	37,231	33,258.47	295.66	.00	3,972.53	89.3%
10210051	531020	CORP COUNSEL OUTSI	52,500	52,500	50,000.00	.00	.00	2,500.00	95.2%
10210051	531210	CORP COUNSEL CODIF	2,800	2,800	1,935.28	660.00	.00	864.72	69.1%
10210051	552001	CORP COUNSEL TELEP	800	800	669.82	.00	.00	130.18	83.7%
10210051	554001	PRINTING ALLOCATIO	700	700	487.01	.00	.00	212.99	69.6%
10210051	555000	CORP COUNSEL TRAVE	3,000	3,000	1,693.01	.00	.00	1,306.99	56.4%
10210051	560000	CORP COUNSEL SUPPL	750	750	.00	.00	.00	750.00	.0%
10210051	561101	CORP COUNSEL POSTA	100	100	49.44	3.50	.00	50.56	49.4%
10210051	564000	CORP COUNSEL LIBRA	1,500	1,500	262.02	.00	.00	1,237.98	17.5%
10210060	411100	CORPORATION COUNSE	-194,595	-194,595	-194,595.00	.00	.00	.00	100.0%
TOTAL NO PROJECT			-4,499	-4,499	-24,609.24	2,991.16	.00	20,110.24	547.0%
10003 STATE CHILD SUPPORT									
10210051	435600	10003 CORP COUNSEL	-9,000	-9,000	-10,821.80	-2,009.20	.00	1,821.80	120.2%
10210051	511000	10003 CORP COUNSEL	9,478	9,478	11,673.23	.00	.00	-2,195.23	123.2%*
10210051	520000	10003 CORP COUNSEL	4,021	4,021	4,769.38	.00	.00	-748.38	118.6%*
TOTAL STATE CHILD SUPPORT			4,499	4,499	5,620.81	-2,009.20	.00	-1,121.81	124.9%
TOTAL DIVISION			0	0	-18,988.43	981.96	.00	18,988.43	100.0%
4508 JUVENILE									
13573 TPR ADOPTION SERVICES									
10210854	435600	13573 TPR GRANT REV	0	0	-515.91	.00	.00	515.91	100.0%
10210854	511000	13573 TPR WAGES	0	0	1,247.59	36.38	.00	-1,247.59	100.0%*
10210854	520000	13573 TPR BENEFITS	0	0	516.33	5.26	.00	-516.33	100.0%*
TOTAL TPR ADOPTION SERVICES			0	0	1,248.01	41.64	.00	-1,248.01	100.0%
TOTAL JUVENILE			0	0	1,248.01	41.64	.00	-1,248.01	100.0%

LINCOLN COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
4545 FOSTER PARENT TRAINING							
10397 CHIPS LEGAL SERVICE 4E							
10214554 435600 10397 CHIPS REV	0	0	-1,924.37	-396.54	.00	1,924.37	100.0%
10214554 511000 10397 WAGES-CHIPS L	0	0	5,838.55	-36.38	.00	-5,838.55	100.0%*
10214554 520000 10397 FRINGE-CHIPS	0	0	2,441.18	-5.26	.00	-2,441.18	100.0%*
TOTAL CHIPS LEGAL SERVICE 4E	0	0	6,355.36	-438.18	.00	-6,355.36	100.0%
TOTAL FOSTER PARENT TRAINING	0	0	6,355.36	-438.18	.00	-6,355.36	100.0%
TOTAL CORPORATION COUNSEL	0	0	-11,385.06	585.42	.00	11,385.06	100.0%
TOTAL REVENUES	-203,595	-203,595	-207,857.08	-2,405.74	.00	4,262.08	
TOTAL EXPENSES	203,595	203,595	196,472.02	2,991.16	.00	7,122.98	
GRAND TOTAL	0	0	-11,385.06	585.42	.00	11,385.06	100.0%

** END OF REPORT - Generated by Deana Jankowsky **

Lincoln County
Budget Modification Form
For the Year 2023

Issue Date: 12/31/2023

County Department: ADMIN

Budget Modification Number:
(Finance will assign)

<u>Account Number</u>	<u>Account Name</u>	<u>Increase</u>	<u>Decrease</u>
10200051.553000	Admin Advertising	1033	
10200051.560000	Admin Supplies	8760	
10200051.511000	Admin Salaries		9793

Description of need:

2023 EOY Budget Modifications

Department Head Signature _____

Committee Approval:

Finance Committee Approval:
(if total appropriation has been increased)

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: _____

COMPLETED BY: _____

GRANT NAME/PROJECT: _____

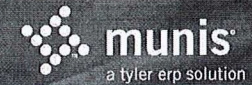
GRANT NAME/PROJECT: _____

GRANT NAME/PROJECT: _____

GRANT NAME/PROJECT: _____

APPROVED BY: _____

LINCOLN COUNTY



YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
20 ADMINISTRATIVE PERSONNEL									
0000 DIVISION									
10200051	511000	ADMIN SALARIES	144,830	144,830	132,048.56	2,832.70	.00	12,781.44	91.2%
10200051	520000	ADMIN EMPLOYEE BEN	61,005	61,005	55,836.73	520.27	.00	5,168.27	91.5%
10200051	531020	ADMIN LEGAL SERVIC	5,000	5,000	31.00	.00	.00	4,969.00	.6%
10200051	531190	ADMIN INHOUSE TRAI	5,000	5,000	4,929.14	1,688.32	.00	70.86	98.6%
10200051	552001	ADMIN TELEPHONE	900	900	777.47	.00	.00	122.53	86.4%
10200051	553000	ADMIN ADVERTISING	3,000	3,000	4,032.33	3,699.33	.00	-1,032.33	134.4%*
10200051	554001	PRINTING ALLOCATIO	4,000	4,000	1,251.04	.00	.00	2,748.96	31.3%
10200051	555000	ADMIN TRAVEL TRAIN	5,000	5,000	2,559.77	.00	.00	2,440.23	51.2%
10200051	560000	ADMIN SUPPLIES	500	500	9,259.90	8,213.50	.00	-8,759.90	1852.0%*
10200051	561101	ADMIN POSTAGE	350	350	129.15	7.69	.00	220.85	36.9%
10200051	571000	COUNTY WIDE SAFETY	5,000	5,000	.00	.00	.00	5,000.00	.0%
10200060	411100	ADMINISTRATION TAX	-234,585	-234,585	-234,585.00	.00	.00	.00	100.0%
TOTAL DIVISION			0	0	-23,729.91	16,961.81	.00	23,729.91	100.0%
TOTAL ADMINISTRATIVE PERSONNEL			0	0	-23,729.91	16,961.81	.00	23,729.91	100.0%
TOTAL REVENUES			-234,585	-234,585	-234,585.00	.00	.00	.00	
TOTAL EXPENSES			234,585	234,585	210,855.09	16,961.81	.00	23,729.91	
GRAND TOTAL			0	0	-23,729.91	16,961.81	.00	23,729.91	100.0%

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YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 2 TO 2024 2

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10 COUNTY BOARD							
0001 COUNTY BOARD CHAIRMAN							
10100151 511000 C.B. WAGE SALARY	7,500	7,500	625.00	625.00	.00	6,875.00	8.3%
2024/02/000035 02/20/2024 PRJ	625.00 REF PAYROL				WARRANT=240220	RUN=4 COUNTY B	
10100151 511001 C.B. PER DIEM	18,000	18,000	1,085.99	1,855.99	.00	16,914.01	6.0%
2024/02/000035 02/20/2024 PRJ	1,855.99 REF PAYROL				WARRANT=240220	RUN=4 COUNTY B	
10100151 520000 C.B. EMP BENEFIT	1,951	1,951	122.74	181.65	.00	1,828.26	6.3%
2024/02/000035 02/20/2024 PRJ	181.65 REF PAYROL				WARRANT=240220	RUN=4 COUNTY B	
10100151 555000 C.B. TRAV TRAIN	2,500	2,500	.00	.00	.00	2,500.00	.0%
10100151 560000 C.B. SUPPLIES	500	500	.00	.00	.00	500.00	.0%
10100160 411100 C.B. TAX LEVY	-30,451	-30,451	-30,451.00	.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	-28,617.27	2,662.64	.00	28,617.27	100.0%
TOTAL COUNTY BOARD CHAIRMAN	0	0	-28,617.27	2,662.64	.00	28,617.27	100.0%
0002 COUNTY BOARD COMMITTEES							
10100251 511001 COMM PER DIEM	25,000	25,000	1,647.61	2,926.94	.00	23,352.39	6.6%
2024/02/000035 02/20/2024 PRJ	2,926.94 REF PAYROL				WARRANT=240220	RUN=4 COUNTY B	
10100251 520000 COMM BENEFITS	1,913	1,913	91.05	171.38	.00	1,821.95	4.8%
2024/02/000035 02/20/2024 PRJ	171.38 REF PAYROL				WARRANT=240220	RUN=4 COUNTY B	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 2 TO 2024 2

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10100251 554001 PRINTING ALLOCATIO	1,250	1,250	51.52	.00	.00	1,198.48	4.1%
10100251 555000 COMM TRAVEL TRAIN	3,500	3,500	.00	.00	.00	3,500.00	.0%
10100251 556000 COMM NACO DUES	0	0	1,075.00	500.00	.00	-1,075.00	100.0%*
2024/02/000033 02/15/2024 API	500.00	VND 006211 VCH359057	NORTHWOODS RAIL TRAN ADMINISTRATIVE FEE				345369
10100251 556001 COMM DUES WCA	5,281	5,281	5,281.00	.00	.00	.00	100.0%
10100251 556002 COMM ITBEC	1,001	1,001	1,001.00	.00	.00	.00	100.0%
10100251 556003 COMM REG PLAN COMM	22,000	22,000	19,659.00	.00	.00	2,341.00	89.4%
10100251 556004 COMM CHAM OF COMM	1,800	1,800	.00	.00	.00	1,800.00	.0%
10100251 560000 COMM SUPPLIES	4,000	4,000	.00	.00	.00	4,000.00	.0%
10100251 561101 POSTAGE	1,400	1,400	.00	.00	.00	1,400.00	.0%
10100254 532000 BIRTH TO THREE PRO	112,378	112,378	28,094.50	.00	.00	84,283.50	25.0%
10100260 411100 COMM TAX LEVY	-179,523	-179,523	-179,523.00	.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	-122,622.32	3,598.32	.00	122,622.32	100.0%
TOTAL COUNTY BOARD COMMITTEES	0	0	-122,622.32	3,598.32	.00	122,622.32	100.0%
0003 PUBLIC LIBRARIES							
10100355 531220 LIBRARY SERVICES	663,286	663,286	.00	.00	.00	663,286.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 2 TO 2024 2

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10100355 532000 LIBRARY SERV-OTHER			28,229	28,229	24,052.65	24,052.65	.00	4,176.35	85.2%
2024/02/000057 02/22/2024 API	2,971.07 VND	002367 VCH359205			ANTIGO PUBLIC LIBRAR	LIBRARY COSTS			345438
2024/02/000057 02/22/2024 API	320.99 VND	003944 VCH359206			EDWARD U. DEMMER	LIBRARY COSTS			345459
2024/02/000057 02/22/2024 API	1,613.56 VND	003091 VCH359207			FRANCES L. SIMEK MEM	LIBRARY COSTS			345464
2024/02/000057 02/22/2024 API	366.73 VND	004389 VCH359208			MINOCQUA PUBLIC LIBR	LIBRARY COSTS			345486
2024/02/000057 02/22/2024 API	18,780.30 VND	002368 VCH359209			RHINELANDER DISTRICT	LIBRARY COSTS			345494
10100360 411100 PUBLIC LIBRARIES T			-691,515	-691,515	-691,515.00	.00	.00	.00	100.0%
TOTAL NO PROJECT			0	0	-667,462.35	24,052.65	.00	667,462.35	100.0%
TOTAL PUBLIC LIBRARIES			0	0	-667,462.35	24,052.65	.00	667,462.35	100.0%
0004 HUMANE SOCIETY									
10100454 532000 HUMANE SOCIETY			41,000	41,000	10,250.00	.00	.00	30,750.00	25.0%
10100460 411100 HUMANE SOCIETY TAX			-41,000	-41,000	-41,000.00	.00	.00	.00	100.0%
TOTAL NO PROJECT			0	0	-30,750.00	.00	.00	30,750.00	100.0%
TOTAL HUMANE SOCIETY			0	0	-30,750.00	.00	.00	30,750.00	100.0%
0007 NORTH CENTRAL HEALTH CARE									
10100754 532000 NCHCF PROF SERV			1,058,854	1,058,854	264,713.50	264,713.50	.00	794,140.50	25.0%
2024/02/000057 02/22/2024 API	264,713.50 VND	600039 VCH359204			NO CENTRAL HEALTH CA	INSTALLMENT PAYMENT			345488
10100760 411100 NCHCF TAX LEVY			-1,058,854	-1,058,854	-1,058,854.00	.00	.00	.00	100.0%
TOTAL NO PROJECT			0	0	-794,140.50	264,713.50	.00	794,140.50	100.0%
TOTAL NORTH CENTRAL HEALTH CARE			0	0	-794,140.50	264,713.50	.00	794,140.50	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 2 TO 2024 2

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0008 NO CENTRAL COM ACTION PROGRAM							
10100856 532000 NCCAP	8,000	8,000	8,000.00	8,000.00	.00	.00	100.0%
2024/02/000002 02/01/2024 API	8,000.00 VND	000330 VCH358570	NORTH CENTRAL	COMMUN	INSTALLMENT	PAYMENT	345208
10100860 411100 NCCAP TAX LEVY	-8,000	-8,000	-8,000.00	.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	.00	8,000.00	.00	.00	.0%
TOTAL NO CENTRAL COM ACTION PROGR	0	0	.00	8,000.00	.00	.00	.0%
0075 WVLS							
10107555 556000 WVLS MEMBERSHIP	4,177	4,177	.00	.00	.00	4,177.00	.0%
10107560 411100 WVLS PROPERTY TAXE	-4,177	-4,177	-4,177.00	.00	.00	.00	100.0%
TOTAL NO PROJECT	0	0	-4,177.00	.00	.00	4,177.00	100.0%
TOTAL WVLS	0	0	-4,177.00	.00	.00	4,177.00	100.0%
0099 FAMILY CARE							
10109954 536000 ADRC EXPENDITURE	149,466	149,466	37,366.50	.00	.00	112,099.50	25.0%
10109954 571000 STATE FAMILY CARE	289,849	289,849	.00	.00	.00	289,849.00	.0%
10109960 411100 FAMILY CARE TAX LE	-439,315	-439,315	-439,315.00	.00	.00	.00	100.0%
TOTAL FAMILY CARE	0	0	-401,948.50	.00	.00	401,948.50	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 2 TO 2024 2

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL COUNTY BOARD	0	0	-2,049,717.94	303,027.11	.00	2,049,717.94	100.0%
TOTAL REVENUES	-2,452,835	-2,452,835	-2,452,835.00	.00	.00	.00	
TOTAL EXPENSES	2,452,835	2,452,835	403,117.06	303,027.11	.00	2,049,717.94	
GRAND TOTAL	0	0	-2,049,717.94	303,027.11	.00	2,049,717.94	100.0%
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YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 2 TO 2024 2

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
44 UW EXTENSION							
0000 DIVISION							
10440060 411100 UW EXTENSION TAX L	-45,000	-45,000	-45,000.00	.00	.00	.00	100.0%
TOTAL NO PROJECT	-45,000	-45,000	-45,000.00	.00	.00	.00	100.0%
TOTAL DIVISION	-45,000	-45,000	-45,000.00	.00	.00	.00	100.0%
0019 4 H PROGRAM EDUCATOR							
10441955 530000 4H EDUCATOR CONTRA	36,250	36,250	.00	.00	.00	36,250.00	.0%
10441955 554000 TL 4 H PRINTING	0	0	36.92	.00	.00	-36.92	100.0%*
10441955 555000 TL 4H TRAVEL/TRAIN	3,500	3,500	.00	.00	.00	3,500.00	.0%
10441955 561100 TL - OFFICE SUPPLI	3,000	3,000	.00	.00	.00	3,000.00	.0%
10441955 571000 TL 4 H MISCELLANEO	2,250	2,250	156.35	.00	.00	2,093.65	6.9%
TOTAL 4 H PROGRAM EDUCATOR	45,000	45,000	193.27	.00	.00	44,806.73	.4%
TOTAL UW EXTENSION	0	0	-44,806.73	.00	.00	44,806.73	100.0%
TOTAL REVENUES	-45,000	-45,000	-45,000.00	.00	.00	.00	
TOTAL EXPENSES	45,000	45,000	193.27	.00	.00	44,806.73	
GRAND TOTAL	0	0	-44,806.73	.00	.00	44,806.73	100.0%

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YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 2 TO 2024 2

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
27 VETERANS DEPARTMENT									
0000 DIVISION									
10270054 511000	VETERANS SALARIES		118,206	118,206	15,790.43	9,023.10	.00	102,415.57	13.4%
2024/02/000011	02/09/2024 PRJ	4,511.55	REF	PAYROL			WARRANT=240209	RUN=2	GENERAL
2024/02/000050	02/23/2024 PRJ	4,511.55	REF	PAYROL			WARRANT=240223	RUN=2	GENERAL
10270054 520000	VETERANS EMPLOYEE		49,838	49,838	6,892.02	3,610.12	.00	42,945.98	13.8%
2024/02/000011	02/09/2024 PRJ	1,799.17	REF	PAYROL			WARRANT=240209	RUN=2	GENERAL
2024/02/000050	02/23/2024 PRJ	1,810.95	REF	PAYROL			WARRANT=240223	RUN=2	GENERAL
10270054 552001	VETERANS TELEPHONE		550	550	41.33	.00	.00	508.67	7.5%
10270054 554001	PRINTING ALLOCATIO		850	850	18.01	.00	.00	831.99	2.1%
10270054 555000	VETERANS TRAVEL TR		5,500	5,500	.00	.00	.00	5,500.00	.0%
10270054 560000	VETERANS SUPPLIES		750	750	.00	.00	.00	750.00	.0%
10270054 561101	VETERANS POSTAGE		600	600	.00	.00	.00	600.00	.0%
10270054 561440	VETERANS GRAVE CAR		1,750	1,750	.00	.00	.00	1,750.00	.0%
10270060 411100	VETERANS TAX LEVY		-173,344	-173,344	-173,344.00	.00	.00	.00	100.0%
TOTAL NO PROJECT			4,700	4,700	-150,602.21	12,633.22	.00	155,302.21-3204.3%	
10008 COUNTY VETERAN OFFICER GRANT									
10270054 435600 10008	VETERANS OFFI		-10,000	-10,000	.00	.00	.00	-10,000.00	.0%*

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 2 TO 2024 2

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL COUNTY VETERAN OFFICER GRAN	-10,000	-10,000	.00	.00	.00	-10,000.00	.0%
10181 CVSO ARPA GRANT							
10270054 435600 10181 CVSO ARPA GRA	0	0	-13,347.02	.00	.00	13,347.02	100.0%
10270054 571000 10181 CVSO ARPA GRA	0	0	92.76	.00	.00	-92.76	100.0%*
TOTAL CVSO ARPA GRANT	0	0	-13,254.26	.00	.00	13,254.26	100.0%
TOTAL DIVISION	-5,300	-5,300	-163,856.47	12,633.22	.00	158,556.47	3091.6%
0054 VETERANS RELIEF							
10275454 511001 VETERANS RELIEF PE	1,000	1,000	.00	.00	.00	1,000.00	.0%
10275454 571000 VETERANS RELIEF MI	4,300	4,300	.00	.00	.00	4,300.00	.0%
TOTAL VETERANS RELIEF	5,300	5,300	.00	.00	.00	5,300.00	.0%
TOTAL VETERANS DEPARTMENT	0	0	-163,856.47	12,633.22	.00	163,856.47	100.0%
TOTAL REVENUES	-183,344	-183,344	-186,691.02	.00	.00	3,347.02	
TOTAL EXPENSES	183,344	183,344	22,834.55	12,633.22	.00	160,509.45	
GRAND TOTAL	0	0	-163,856.47	12,633.22	.00	163,856.47	100.0%

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YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 2 TO 2024 2

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
25 INFORMATION TECHNOLOGY									
0000 DIVISION									
10250049	499990	FUNDS APPLIED (BUD	-100,000	-100,000	.00	.00	.00	-100,000.00	.0%*
10250051	511000	IT SALARIES / WAG	346,455	346,455	47,587.70	26,255.76	.00	298,867.30	13.7%
	2024/02/000011	02/09/2024 PRJ	13,127.88	REF PAYROL			WARRANT=240209	RUN=2 GENERAL	
	2024/02/000050	02/23/2024 PRJ	13,127.88	REF PAYROL			WARRANT=240223	RUN=2 GENERAL	
10250051	520000	IT EMPL BENEFITS	146,178	146,178	22,224.11	11,579.97	.00	123,953.89	15.2%
	2024/02/000011	02/09/2024 PRJ	5,795.89	REF PAYROL			WARRANT=240209	RUN=2 GENERAL	
	2024/02/000050	02/23/2024 PRJ	5,784.08	REF PAYROL			WARRANT=240223	RUN=2 GENERAL	
10250051	530000	IT PROFESSIONAL SE	15,000	15,000	17.69	17.69	.00	14,982.31	.1%
	2024/02/000033	02/15/2024 API	17.69	VND 300012 VCH359045	VIP OFFICE PRODUCTS	FEDEX CHARGES			345415
10250051	552001	IT TELEPHONE	1,100	1,100	208.97	35.99	.00	891.03	19.0%
	2024/02/000057	02/22/2024 API	35.99	VND 005069 VCH359194	VERIZON WIRELESS	CELL PHONES			345508
10250051	554001	PRINTING ALLOCATIO	200	200	5.11	.00	.00	194.89	2.6%
10250051	555000	IT TRAVEL TRAINING	10,000	10,000	119.52	.00	.00	9,880.48	1.2%
10250051	560000	IT OFFICE SUPPLIES	300	300	26.98	.00	.00	273.02	9.0%
10250051	561005	IT HARDWARE	50,000	50,000	25,766.40	25,755.00	.00	24,233.60	51.5%
	2024/02/000033	02/15/2024 API	18,470.00	VND 002292 VCH359037	DELL MARKETING L.P.	LAPTOPS,OPTIPLEX			345321
	2024/02/000057	02/22/2024 API	-83.93	VND 000085 VCH359190	CDW GOVERNMENT, INC	CREDIT			13621
	2024/02/000057	02/22/2024 API	83.93	VND 000085 VCH359191	CDW GOVERNMENT, INC	KEYBOARD			13621
	2024/02/000057	02/22/2024 API	7,285.00	VND 002292 VCH359192	DELL MARKETING L.P.	LAPTOPS			345455

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 2 TO 2024 2

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10250051 561006 IT HARDWARE WARR,	46,000	46,000	3,779.00	.00	.00	42,221.00	8.2%
10250051 561101 IT POSTAGE	100	100	.00	.00	.00	100.00	.0%
10250051 561103 IT SOFTWARE	2,500	2,500	985.50	985.50	.00	1,514.50	39.4%
2024/02/000033 02/15/2024 API	985.50 VND	009163 VCH359042	LUCID SOFTWARE, INC	LUCID SUITE			13596
10250051 561105 IT SOFTWARE WARR,	179,000	179,000	17,197.25	3,709.80	.00	161,802.75	9.6%
2024/02/000033 02/15/2024 API	2,592.00 VND	006730 VCH359043	SHI INTERNATIONAL CO	ISI TELEMAGEMENT SOLUTIONS			13608
2024/02/000033 02/15/2024 API	1,117.80 VND	005521 VCH359044	VAN ERT ELECTRIC CO	RENEWAL			345411
10250051 561420 IT VOICE/DATA/VIDE	30,000	30,000	299.96	149.98	.00	29,700.04	1.0%
2024/02/000002 02/01/2024 API	149.98 VND	000089 VCH358573	CHARTER COMMUNICATIO	INTERNET CHARGES			345191
10250057 583003 IT CIP	100,000	100,000	.00	.00	.00	100,000.00	.0%
10250060 411100 IT TAX LEVY	-759,183	-759,183	-759,183.00	.00	.00	.00	100.0%
TOTAL NO PROJECT	67,650	67,650	-640,964.81	68,489.69	.00	708,614.81	-947.5%
TOTAL DIVISION	67,650	67,650	-640,964.81	68,489.69	.00	708,614.81	-947.5%
0098 ADRC IT SUPPORT							
10259851 461901 ADRC IT SUPPORT FE	-67,650	-67,650	.00	.00	.00	-67,650.00	.0%*
10259851 571000 ADRC MISC EXPENDIT	0	0	16,831.62	16,831.62	.00	-16,831.62	100.0%*
2024/02/000057 02/22/2024 API	7,596.62 VND	000085 VCH359189	CDW GOVERNMENT, INC	CHROMEBOOKS			13621
2024/02/000057 02/22/2024 API	9,235.00 VND	002292 VCH359192	DELL MARKETING L.P.	LAPTOPS			345455
TOTAL ADRC IT SUPPORT	-67,650	-67,650	16,831.62	16,831.62	.00	-84,481.62	-24.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 2 TO 2024 2

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL INFORMATION TECHNOLOGY	0	0	-624,133.19	85,321.31	.00	624,133.19	100.0%
TOTAL REVENUES	-926,833	-926,833	-759,183.00	.00	.00	-167,650.00	
TOTAL EXPENSES	926,833	926,833	135,049.81	85,321.31	.00	791,783.19	
GRAND TOTAL	0	0	-624,133.19	85,321.31	.00	624,133.19	100.0%
** END OF REPORT - Generated by Deana Jankowsky **							

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 2 TO 2024 2

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
21 CORPORATION COUNSEL									
0000 DIVISION									
10210051 511000	CORP COUNSEL SALAR		94,247	94,247	9,181.90	5,486.30	.00	85,065.10	9.7%
2024/02/000011	02/09/2024 PRJ	2,235.16	REF	PAYROL			WARRANT=240209	RUN=2 GENERAL	
2024/02/000050	02/23/2024 PRJ	3,251.14	REF	PAYROL			WARRANT=240223	RUN=2 GENERAL	
10210051 520000	CORP COUNSEL EMPLO		39,372	39,372	4,510.87	2,349.81	.00	34,861.13	11.5%
2024/02/000011	02/09/2024 PRJ	957.44	REF	PAYROL			WARRANT=240209	RUN=2 GENERAL	
2024/02/000050	02/23/2024 PRJ	1,392.37	REF	PAYROL			WARRANT=240223	RUN=2 GENERAL	
10210051 531020	CORP COUNSEL OUTSI		52,500	52,500	53.00	.00	.00	52,447.00	.1%
10210051 531210	CORP COUNSEL CODIF		2,800	2,800	.00	.00	.00	2,800.00	.0%
10210051 552001	CORP COUNSEL TELEP		800	800	93.22	40.29	.00	706.78	11.7%
2024/02/000057	02/22/2024 API	40.29	VND	005069 VCH359194	VERIZON WIRELESS	CELL PHONES		345508	
10210051 554001	PRINTING ALLOCATIO		700	700	22.83	.00	.00	677.17	3.3%
10210051 555000	CORP COUNSEL TRAVE		3,000	3,000	.00	.00	.00	3,000.00	.0%
10210051 560000	CORP COUNSEL SUPPL		750	750	.00	.00	.00	750.00	.0%
10210051 561101	CORP COUNSEL POSTA		100	100	.00	.00	.00	100.00	.0%
10210051 564000	CORP COUNSEL LIBRA		1,500	1,500	.00	.00	.00	1,500.00	.0%
10210060 411100	CORPORATION COUNSE		-200,269	-200,269	-200,269.00	.00	.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 2 TO 2024 2

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL NO PROJECT	-4,500	-4,500	-186,407.18	7,876.40	.00	181,907.18	4142.4%
10003 STATE CHILD SUPPORT							
10210051 435600 10003 CORP COUNSEL	-9,000	-9,000	.00	.00	.00	-9,000.00	.0%*
10210051 511000 10003 CORP COUNSEL	9,509	9,509	1,841.46	901.68	.00	7,667.54	19.4%
2024/02/000011 02/09/2024 PRJ	457.19	REF PAYROL			WARRANT=240209	RUN=2 GENERAL	
2024/02/000050 02/23/2024 PRJ	444.49	REF PAYROL			WARRANT=240223	RUN=2 GENERAL	
10210051 520000 10003 CORP COUNSEL	3,991	3,991	789.38	386.20	.00	3,201.62	19.8%
2024/02/000011 02/09/2024 PRJ	195.84	REF PAYROL			WARRANT=240209	RUN=2 GENERAL	
2024/02/000050 02/23/2024 PRJ	190.36	REF PAYROL			WARRANT=240223	RUN=2 GENERAL	
TOTAL STATE CHILD SUPPORT	4,500	4,500	2,630.84	1,287.88	.00	1,869.16	58.5%
TOTAL DIVISION	0	0	-183,776.34	9,164.28	.00	183,776.34	100.0%
4508 JUVENILE							
13573 TPR ADOPTION SERVICES							
10210854 435600 13573 TPR GRANT REV	0	0	-173.00	.00	.00	173.00	100.0%
TOTAL TPR ADOPTION SERVICES	0	0	-173.00	.00	.00	173.00	100.0%
TOTAL JUVENILE	0	0	-173.00	.00	.00	173.00	100.0%
4545 FOSTER PARENT TRAINING							
10397 CHIPS LEGAL SERVICE 4E							
10214554 435600 10397 CHIPS REV	0	0	-322.40	.00	.00	322.40	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 2 TO 2024 2

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10214554 511000 10397 WAGES-CHIPS L	0	0	3,200.33	1,739.86	.00	-3,200.33	100.0%*
2024/02/000011 02/09/2024 PRJ	1,371.57	REF PAYROL			WARRANT=240209	RUN=2 GENERAL	
2024/02/000050 02/23/2024 PRJ	368.29	REF PAYROL			WARRANT=240223	RUN=2 GENERAL	
10214554 520000 10397 FRINGE-CHIPS	0	0	1,371.94	745.24	.00	-1,371.94	100.0%*
2024/02/000011 02/09/2024 PRJ	587.51	REF PAYROL			WARRANT=240209	RUN=2 GENERAL	
2024/02/000050 02/23/2024 PRJ	157.73	REF PAYROL			WARRANT=240223	RUN=2 GENERAL	
TOTAL CHIPS LEGAL SERVICE 4E	0	0	4,249.87	2,485.10	.00	-4,249.87	100.0%
TOTAL FOSTER PARENT TRAINING	0	0	4,249.87	2,485.10	.00	-4,249.87	100.0%
TOTAL CORPORATION COUNSEL	0	0	-179,699.47	11,649.38	.00	179,699.47	100.0%
TOTAL REVENUES	-209,269	-209,269	-200,764.40	.00	.00	-8,504.60	
TOTAL EXPENSES	209,269	209,269	21,064.93	11,649.38	.00	188,204.07	
GRAND TOTAL	0	0	-179,699.47	11,649.38	.00	179,699.47	100.0%

** END OF REPORT - Generated by Deana Jankowsky **

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 2 TO 2024 2

			ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
20 ADMINISTRATIVE PERSONNEL									
0000 DIVISION									
10200051 511000	ADMIN SALARIES		148,682	148,682	19,828.91	11,330.81	.00	128,853.09	13.3%
2024/02/000011	02/09/2024 PRJ	5,665.40	REF	PAYROL			WARRANT=240209	RUN=2	GENERAL
2024/02/000050	02/23/2024 PRJ	5,665.41	REF	PAYROL			WARRANT=240223	RUN=2	GENERAL
10200051 520000	ADMIN EMPLOYEE BEN		63,989	63,989	9,710.20	5,061.18	.00	54,278.80	15.2%
2024/02/000011	02/09/2024 PRJ	2,529.92	REF	PAYROL			WARRANT=240209	RUN=2	GENERAL
2024/02/000050	02/23/2024 PRJ	2,531.26	REF	PAYROL			WARRANT=240223	RUN=2	GENERAL
10200051 531020	ADMIN LEGAL SERVIC		5,000	5,000	32.55	.00	.00	4,967.45	.7%
10200051 531190	ADMIN INHOUSE TRAI		2,000	2,000	.00	.00	.00	2,000.00	.0%
10200051 552001	ADMIN TELEPHONE		900	900	23.64	.00	.00	876.36	2.6%
10200051 553000	ADMIN ADVERTISING		3,000	3,000	.00	.00	.00	3,000.00	.0%
10200051 554001	PRINTING ALLOCATIO		3,000	3,000	58.02	.00	.00	2,941.98	1.9%
10200051 555000	ADMIN TRAVEL TRAIN		4,000	4,000	270.64	.00	.00	3,729.36	6.8%
10200051 560000	ADMIN SUPPLIES		1,000	1,000	7.00	.00	.00	993.00	.7%
10200051 561101	ADMIN POSTAGE		300	300	.00	.00	.00	300.00	.0%
10200051 571000	COUNTY WIDE SAFETY		3,000	3,000	.00	.00	.00	3,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

JOURNAL DETAIL 2024 2 TO 2024 2

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
10200060 411100 ADMINISTRATION TAX	-234,871	-234,871	-234,871.00	.00	.00	.00	100.0%
TOTAL DIVISION	0	0	-204,940.04	16,391.99	.00	204,940.04	100.0%
TOTAL ADMINISTRATIVE PERSONNEL	0	0	-204,940.04	16,391.99	.00	204,940.04	100.0%
TOTAL REVENUES	-234,871	-234,871	-234,871.00	.00	.00	.00	
TOTAL EXPENSES	234,871	234,871	29,930.96	16,391.99	.00	204,940.04	
GRAND TOTAL	0	0	-204,940.04	16,391.99	.00	204,940.04	100.0%

** END OF REPORT - Generated by Deana Jankowsky **

Lincoln County Employee Timesheet

Name: John Olson Jr

Employee Number: 795

Representative Status: Nonrepresented

FLSA Status: Exempt

Department: VETERANS SERVICE

Pay Period:

From: 2/5/2024

To: 2/18/2024

2/5	2/6	2/7	2/8	2/9	2/10	2/11	2/12	2/13	2/14	2/15	2/16	2/17	2/18	Hours	Pay Category	FMLA hours
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun			
5	9.5	9.5	9	8.5	5		9	9	9.5	8.5	7			89.5	Regular: Veterans	
														0	Vacation:	
														0	Holiday:	
3														3	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
8	9.5	9.5	9	8.5	5	0	9	9	9.5	8.5	7	0	0	92.5	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.



Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

COMPLETED BY:

APPROVED BY:

Lincoln County Employee Timesheet

Name: John Olson Jr

Employee Number: 795

Representative Status: Nonrepresented

FLSA Status: Exempt

Department: VETERANS SERVICE

Pay Period:

From: 1/22/2024

To: 2/4/2024

1/22	1/23	1/24	1/25	1/26	1/27	1/28	1/29	1/30	1/31	2/1	2/2	2/3	2/4			FMLA
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	hours
8.5	9.5	8.5	9	8.5			9	8.5	8.5	9	3.5			82.5	Regular: Veterans	
														0	Vacation:	
														0	Holiday:	
											6.5			6.5	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
8.5	9.5	8.5	9	8.5	0	0	9	8.5	8.5	9	10	0	0	89	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.



Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

COMPLETED BY:


APPROVED BY:

Time summary Pay period: B: 1/22/2024 - 2/18/2024

	Regular	Overtime	Comptime	Benefits	Deduction	Other	Amount	Total
SPOEHR, TRAVIS L (442)	156.5	0	0	12	0	0	0	168.5

100 (FT SALARY)	156.5
300 (VACATION)	4
400 (SICK PAY)	8

Date	In	Out	Pay code	Time logg	Daily total	Weekly total	Total time	Amount	Comment
Mon, 1/22/2024	08:00	17:30	100 (FT SALARY)	9.5	9.5	9.5	9.5	0	
Tue, 1/23/2024	08:00	16:00	100 (FT SALARY)	8	8	17.5	17.5	0	
Wed, 1/24/2024	08:00	16:00	100 (FT SALARY)	8	8	25.5	25.5	0	
Thu, 1/25/2024	08:00	18:00	100 (FT SALARY)	10	10	35.5	35.5	0	
Fri, 1/26/2024	08:00	16:00	100 (FT SALARY)	8	8	43.5	43.5	0	
				43.5			43.5		
Mon, 1/29/2024	08:00	16:00	100 (FT SALARY)	8	8	8	51.5	0	
Tue, 1/30/2024	08:00	17:00	100 (FT SALARY)	9	9	17	60.5	0	
Wed, 1/31/2024	08:00	16:00	100 (FT SALARY)	8	8	25	68.5	0	
Thu, 2/1/2024	08:00	16:00	400 (SICK PAY)	8	8	33	76.5	0	
Fri, 2/2/2024	08:00	16:30	100 (FT SALARY)	8.5	8.5	41.5	85	0	
				41.5			41.5		
Mon, 2/5/2024	08:00	16:00	100 (FT SALARY)	8	8	8	93	0	
Tue, 2/6/2024	08:00	16:30	100 (FT SALARY)	8.5	8.5	16.5	101.5	0	
Wed, 2/7/2024	08:00	16:30	100 (FT SALARY)	8.5	8.5	25	110	0	
Thu, 2/8/2024	08:00	16:00	100 (FT SALARY)	8	8	33	118	0	
Fri, 2/9/2024	08:00	16:00	100 (FT SALARY)	8	8	41	126	0	
				41			41		
Mon, 2/12/2024	08:00	16:00	100 (FT SALARY)	8	8	8	134	0	
Tue, 2/13/2024	08:00	16:30	100 (FT SALARY)	8.5	8.5	16.5	142.5	0	
Wed, 2/14/2024	08:00	16:30	100 (FT SALARY)	8.5	8.5	25	151	0	
Thu, 2/15/2024	08:00	12:00	100 (FT SALARY)	4	4	29	155	0	
Thu, 2/15/2024	08:00	12:00	300 (VACATION)	4	8	33	159	0	
Fri, 2/16/2024	08:00	17:30	100 (FT SALARY)	9.5	9.5	42.5	168.5	0	
				42.5			42.5		

Employee Signature 

Committee Approval _____

Lincoln County Employee Timesheet

Name:

Karry Johnson

Employee Number:

760

Representative Status:

Nonrepresented

FLSA Status:

Exempt

Department:

Corporation Counsel

Pay Period:

From:

1/22/2024

To:

2/4/2024

1/22	1/23	1/24	1/25	1/26	1/27	1/28	1/29	1/30	1/31	2/1	2/2	2/3	2/4	Hours	Pay Category	FMLA hours	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun				
8	9.5	6.5	7.5	1			3.5	2.5	4	3.5				46	Regular: Corp Counsel		10210051.511000
0.5	0.5	0.5	1	0.25			0.5	0.75	2	3				9	Regular: Child Support		10210051.511000.10003
1		2		5.75			5	5.75	3	4.5				27	Regular: CHIPS Legal Service 4E		10214554.511000.10397
														0	Vacation:		
														0	Holiday:		
														0	Paid Sick Allowance:		
														0	Paid Funeral Leave:		
														0	Worker's Compensation:		
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID		
														0			
														0			
9.5	10	9	8.5	7	0	0	9	9	9	11	0	0	0	82	TOTAL HOURS REPORTED		

I certify that the foregoing is true and correct.

Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

COMPLETED BY:

APPROVED BY:

Lincoln County Employee Timesheet

Name:Karry Johnson

Employee Number:760

Representative Status:Nonrepresented

FLSA Status:Exempt

Department:Corporation Counsel

Pay Period:

From:2/5/2024

To:2/18/2024

2/5	2/6	2/7	2/8	2/9	2/10	2/11	2/12	2/13	2/14	2/15	2/16	2/17	2/18	Hours	Pay Category	FMLA hours	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun				
6.25	6	8	6.25	8			9.5	4.5	5.5	6.25	5			65.25	Regular: Corp Counsel		10210051.511000
1			2				0.5	0.25	2.5	2.5				8.75	Regular: Child Support		10210051.511000.10003
1.75	3	1.5		0.25				0.25	0.25	0.25				7.25	Regular: CHIPS Legal Service 4E		10214554.511000.10397
														0	Vacation:		
														0	Holiday:		
														0	Paid Sick Allowance:		
														0	Paid Funeral Leave:		
														0	Worker's Compensation:		
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID		
														0			
														0			
9	9	9.5	8.25	8.25	0	0	10	5	8.25	9	5	0	0	81.25	TOTAL HOURS REPORTED		

I certify that the foregoing is true and correct.

Employee signature

Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

GRANT NAME/PROJECT:

COMPLETED BY:

APPROVED BY:

	Regular	Overtime	Comptime	Benefits	Deduction	Other	Amount	Total
KRUEGER, RENEE L (561)	88.5	0	0	0	0	0	0	88.5

100 (FT SALARY)	88.5
-----------------	------

Date	In	Out	Pay code	Time logg	Daily total	Weekly total	Total time	Amount	Comment	Employee appr	Supervisor approval
Mon, 2/5/2024	08:00	17:00	100 (FT SALARY)	9	9	9	9	0		KRUEGER, REI	KRUEGER, RENEE L (561) (rlk) 02/19/2024 04:57
Tue, 2/6/2024	08:00	20:00	100 (FT SALARY)	12	12	21	21	0		KRUEGER, REI	KRUEGER, RENEE L (561) (rlk) 02/19/2024 04:57
Wed, 2/7/2024	08:00	21:00	100 (FT SALARY)	13	13	34	34	0		KRUEGER, REI	KRUEGER, RENEE L (561) (rlk) 02/19/2024 04:57
Thu, 2/8/2024	08:00	14:30	100 (FT SALARY)	6.5	6.5	40.5	40.5	0		KRUEGER, REI	KRUEGER, RENEE L (561) (rlk) 02/19/2024 04:57
Fri, 2/9/2024	08:00	15:30	100 (FT SALARY)	7.5	7.5	48	48	0		KRUEGER, REI	KRUEGER, RENEE L (561) (rlk) 02/19/2024 04:57
Sat, 2/10/2024	08:00	09:00	100 (FT SALARY)	1	1	49	49	0		KRUEGER, REI	KRUEGER, RENEE L (561) (rlk) 02/19/2024 04:57
				49			49				
Mon, 2/12/2024	08:00	16:00	100 (FT SALARY)	8	8	8	57	0		KRUEGER, REI	KRUEGER, RENEE L (561) (rlk) 02/19/2024 04:57
Tue, 2/13/2024	08:00	16:30	100 (FT SALARY)	8.5	8.5	16.5	65.5	0		KRUEGER, REI	KRUEGER, RENEE L (561) (rlk) 02/19/2024 04:57
Wed, 2/14/2024	08:00	16:00	100 (FT SALARY)	8	8	24.5	73.5	0		KRUEGER, REI	KRUEGER, RENEE L (561) (rlk) 02/19/2024 04:57
Thu, 2/15/2024	08:00	16:00	100 (FT SALARY)	8	8	32.5	81.5	0		KRUEGER, REI	KRUEGER, RENEE L (561) (rlk) 02/19/2024 04:57
Fri, 2/16/2024	08:00	12:00	100 (FT SALARY)	4	4	36.5	85.5	0		KRUEGER, REI	KRUEGER, RENEE L (561) (rlk) 02/19/2024 04:57
Sat, 2/17/2024	08:00	11:00	100 (FT SALARY)	3	3	39.5	88.5	0		KRUEGER, REI	KRUEGER, RENEE L (561) (rlk) 02/19/2024 04:57
				39.5			39.5				

Renee Krueger

Employee Signature

Committee Approval

Time Inquiry for: RENEE KRUEGER
Pay Period: 01/22/2024 - 02/04/2024

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Amount	Total	Other Overtime	Other Comptime
79.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	80.00	0.00	0.00

Day	Date	In	Out	Type	Time Logged	Daily Total	Weekly Total	Total Time	Comment
Mon	01/22/2024	-	-	100	7.00	7.00	7.00	7.00	
Tue	01/23/2024	-	-	100	9.50	9.50	16.50	16.50	
Wed	01/24/2024	-	-	100	11.50	11.50	28.00	28.00	
Thu	01/25/2024	-	-	100	11.50	11.50	39.50	39.50	
Mon	01/29/2024	-	-	100	8.00	8.00	8.00	47.50	
Tue	01/30/2024	-	-	100	8.00	8.00	16.00	55.50	
Wed	01/31/2024	-	-	100	5.50	5.50	21.50	61.00	
Wed	01/31/2024	-	-	400	1.00	6.50	22.50	62.00	
Thu	02/01/2024	-	-	100	9.00	9.00	31.50	71.00	
Fri	02/02/2024	-	-	100	9.00	9.00	40.50	80.00	

Date _____

Supervisor

Date



LINCOLN COUNTY
VETERANS SERVICE
JOHN OLSON – CVSO
801 North Sales Street, Suite 104 · Merrill, WI 54452
Tel. (715) 539-1010

February 27, 2024

Veterans Services Report February 2024

Office Activity / Summary

Activity	December	January	February	90 Day Avg
<u>Phone</u>	134	163	174	157
<u>Email</u>	26	53	67	49
<u>In-Person</u>	45	69	72	62
<u>Fax</u>	14	27	48	30
<u>Mail</u>	18	23	38	26
<u>Unspecified</u>	15	20	14	16
<u>Total</u>	252	357	413	340

Trends

Focus of effort continues to be clearing back log of disability claims.

- 10 - New claims opened
- 23 - Claims completed and submitted

Awards/Benefits

- o Total Retroactive Awards Benefits to Lincoln County Residents YTD (JAN – FEB) =
- o \$ 65, 830.00

Community News / Outreach

- EM Campaign focused on PACT Act outreach
- April 7, 2024 – Spring Veterans Council

LINCOLN COUNTY VISION STATEMENT:

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Education and Training

- National Veterans Legal Services Program
 - o Burn Pit and Southwest Asia Service
 - o Non-Service Connected Pension
- Wisconsin CVSO Spring Conference
 - o April 15th -19th (Office will be Closed)
 - o Green Bay WI

Tomahawk Visits

- February 22, 2024
 - o 3 Appointments / 2 Walk In

CVSO

- **Out of Office April 1 - April 4**



**LINCOLN COUNTY
INFORMATION TECHNOLOGY**

Travis Spoehr - Director
801 North Sales Street, Suite 206 · Merrill, WI 54452
Tel. (715) 539-1043

Administrative & Legislative Committee Meeting – March 6, 2024

Activity & Statistics Report: 2/1/2024 to 2/28/2024

The Information Technology department has completed the following over the course of the reporting period:

- Completed the survey and participation in the annual National Cybersecurity Review Survey, expect to complete. Free to participate and the results are anonymous and confidential. This continues to serve as a good benchmark for the maturity of Lincoln County's cybersecurity efforts and proof of participation has also become a necessity for certain cybersecurity related grant eligibility.
- Completed annual reporting to Finance on 2023 active users and comprehensive inventory of technology assets. We have additionally been working with Finance on identification of software based information technology arrangements (SBITAs) that must be reported on per the Gov't Accounting Standards Board statement number 96 (GASB96).
- Presented at the second of three Lincoln County Symposiums for employee in-service training.
- Due to changes in how the County Clerk's Office will handle elections with the new computer setup and election equipment, we were able to cancel Internet service at the Tomahawk City Hall. The Sheriff's Office had also previously used a workspace on this connection but paperless and mobile solutions also have negated the requirement for a physical office space. This will save approximately \$1580 for the remainder of 2024 and \$1800 annually.
- Completed initial baseline security awareness phishing campaign. Infosec AwareEd education campaign scheduled for release on March 4th between this report writing and prior to the meeting.
- Annual workstation for replacements have been purchased.

The Information Technology department continues to work on the following in addition to our regular preventative maintenance and daily break/fix work:

- We have been researching solutions and options to encrypt data between the Sheriff's Office and the Service Center that meet Federal Information Processing Standards (FIPS) 140-2. This has come about as a requirement post 2023 CJIS audit completed for and reviewed by the State of WI Dept. of Justice. We are also in the process of updating network diagrams and a few other smaller requirements. Based on initial research, this doesn't appear it will have a significant budgetary impact for IT nor the Sheriff's Office. We are working to expedite to avoid any resultant issues of non-compliance.
- Demonstration completed and consideration being given to CivicEngage agenda management from CivicPlus. Please see separate agenda item #5 for the compliment of background information.
- Have begun to work on 2024 workstation replacements and deployments.
- Consideration being given to a checklist automation software that will assist with semi-automation of tasks, i.e. employee onboarding and termination procedures that span across multiple departments.
- Have begun to look into how best to organize IT documentation into an SOP manual.
 - Have tested a "portal of portals" using the existing Help Desk system.

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Travis Spoehr - Director
801 North Sales Street, Suite 206 · Merrill, WI 54452
Tel. (715) 539-1043

Administrative & Legislative Committee Meeting – March 6, 2024

- Goal remains to leverage current systems to provide self-help and/or technology and other “at your own pace” training opportunities for all employees, especially new hires.
- Regarding website content management and upgrade to Drupal 10: We have completed the kick off meeting and received training materials to distribute to users. CivicPlus continues to work on the migration and upgrade in the background. Expected to be completed by end of March.
- Have begun to collect and assemble costs and details related to Lincoln County’s phone systems and lines.
- Preliminary work performed with Badger TraCS (Traffic and Criminal Software) and the Sheriff’s Office to potentially move the TraCS internal database server to Badger TraCS private cloud. All the same features they have currently for a nominal annual hosting fee. This eliminates internal server and database maintenance efforts. Final cutover scheduled.
- Continued work on steps and prerequisites necessary to transition to a dot gov domain. We have received notification that these have re-opened and have participated in a virtual town hall regarding the newly designed steps for acquisition and deployment. Expecting to bring a resolution for action to April A&L for this with the application and supporting documentation. The Cyber Infrastructure and Security Agency (CISA) is the leading Federal agency through which we must apply and register the domain.
- Continued work on planning and preparation for Next Generation 911 (NG911) emergency services and features.
 - Continued conversations with our current hardware/software to attempt to coincide this project with another on the horizon to save some labor costs.
 - Site survey and needs assessment is scheduled with the Emergency Services IP Network (ESInet) provider. A project manager from AT&T has been assigned.
- Continued assistance as needed for the branding and marketing efforts. Primary efforts in the reporting period have been focused on Uniquely Wisconsin stories as well as the marketing plan proposed by Midwest Communications (MWC).
- Continued assistance to the Broadband Commission.
 - BEAD plan expected to be approved and submitted at the March commission meeting.
 - Rapid Design study information has been presented to the Commission and provides a wealth of information regarding potential Broadband solutions based on various factors and limitations.
 - Met with Ken Wickham, Renee Krueger, and Scott Feldt with BugTussel to discuss potential projects and partnerships.
- WICAMS ID policy and procedure has been fully vetted and will be presented for approval in March.
 - This policy will replace most of Appendix C of the current IT policy in regards to photo identification.
- Testing continues on the Munis with the Finance Department and key stakeholders.
 - Finance and IT have now shifted focus to working with the Tyler Technologies implementation and support teams to address outstanding issues and roadblocks. Training focus has shifted now to Advanced Scheduler.
 - Time & Attendance. The IT and Finance departments have been production/live testing.

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**LINCOLN COUNTY
INFORMATION TECHNOLOGY**

Travis Spoehr - Director
801 North Sales Street, Suite 206 · Merrill, WI 54452
Tel. (715) 539-1043

Administrative & Legislative Committee Meeting – March 6, 2024

- Working through business rules for OT and comp time payments, as well as issues with correct import into Munis ERP for payroll functions.
- Employee self-service (ESS).
 - Working on getting direct deposit advice images to display properly on screen and for employees to print.
- Advanced Scheduler.
 - Have met internally to discuss Sheriff's Office schedules and OT payment processing.
 - Training sessions have been scheduled.
- Tyler Content Manager and Enterprise Forms: More training is expected to be scheduled.

The Information Technology department expects to begin work on the following near-term or as indicated:

- Discussions with Land Services and Emergency Management on options for a new wide format printer a.k.a. a plotter.
- Given consideration for applying multi-factor authentication to all systems that are capable to bolster security.
- Have begun to do some initial research on new backup and disaster recovery systems. Current system is not end of support or expected lifecycle, but the complexities of new feature sets and options are many.
- Additional work on COOP/COG plans with Emergency Management. IT's part in that is in relation to cybersecurity events, technology and access at alternative or temporary sites, and backup/disaster recovery of data and systems.

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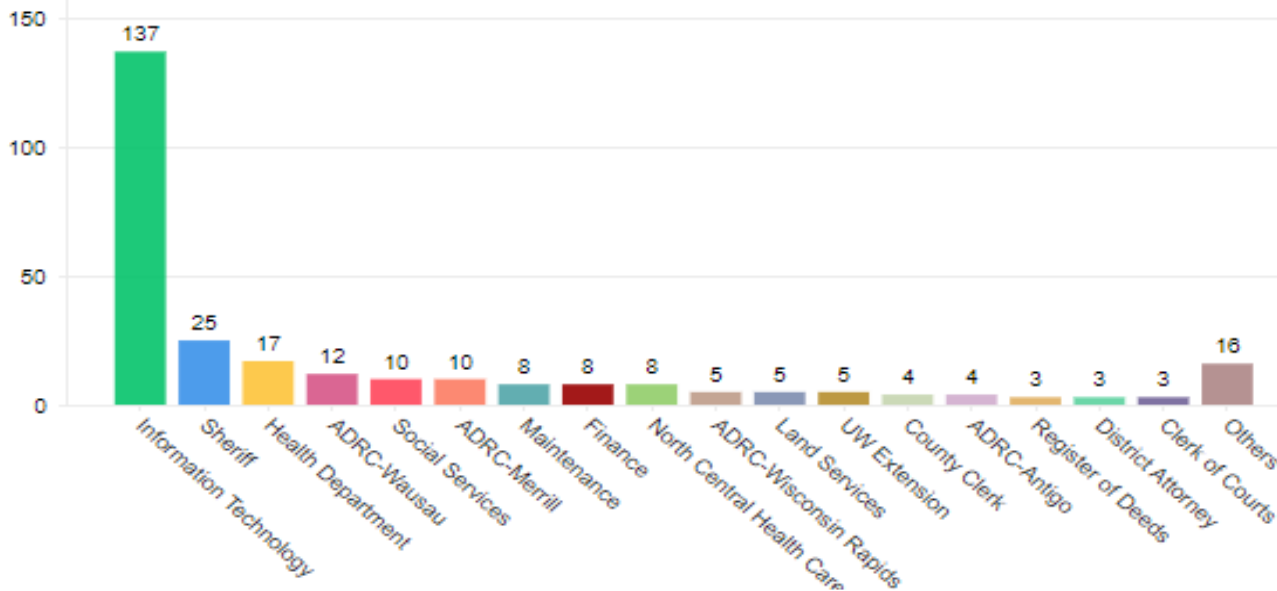
**LINCOLN COUNTY
INFORMATION TECHNOLOGY**

Travis Spoehr - Director
801 North Sales Street, Suite 206 · Merrill, WI 54452
Tel. (715) 539-1043

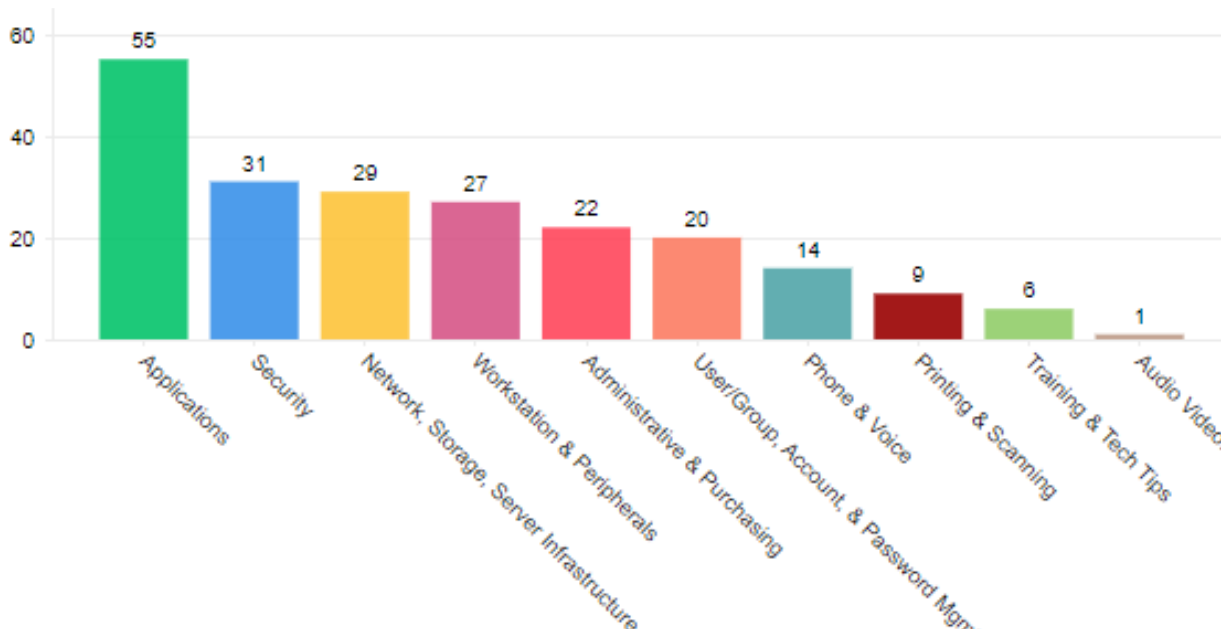
Administrative & Legislative Committee Meeting – March 6, 2024

Four (4) after-hours calls received this reporting period and 4 total in 2023. Historical average of 6 per month.

283 requests received in the reporting period and 550 requests received year to date:



214 requests completed in the reporting period and 466 requests completed year to date.



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801 North Sales Street, Suite 206 · Merrill, WI 54452
Tel. (715) 539-1043

Administrative & Legislative Committee Meeting – March 6, 2024

Website statistics from Google Analytics for the reporting period:

↓ Page title and screen class		↓ Views	Users	Views per user	Average engagement time	Event count
		100% of total	100% of total	Avg 0%	Avg 0%	100% of total
1	Home Page Lincoln County, Wisconsin	4,542	2,075	2.19	26s	17,912
2	GIS Mapping Lincoln County, Wisconsin	2,366	1,263	1.87	15s	9,742
3	Jail Lincoln County, Wisconsin	2,082	985	2.11	23s	11,059
4	Meetings Lincoln County, Wisconsin	1,824	541	3.37	1m 47s	9,980
5	Search Lincoln County, Wisconsin	1,532	711	2.15	53s	5,085
6	Property Tax Records Lincoln County, Wisconsin	1,456	891	1.63	13s	7,066
7	Career Opportunities Lincoln County, Wisconsin	988	533	1.85	39s	4,586
8	Real Estate and Tax Data Search Lincoln County, Wisconsin	979	540	1.81	20s	3,722
9	Sheriff's Office Lincoln County, Wisconsin	777	482	1.61	28s	3,133
10	News Lincoln County, Wisconsin	689	223	3.09	34s	2,220

Website statistics from Google Analytics year to date:

Page title and screen class		↓ Views	Users	Views per user	Average engagement time	Event count
		100% of total	100% of total	Avg 0%	Avg 0%	100% of total
1	Home Page Lincoln County, Wisconsin	8,758	3,702	2.37	30s	34,387
2	GIS Mapping Lincoln County, Wisconsin	4,504	2,292	1.97	16s	18,837
3	Jail Lincoln County, Wisconsin	4,137	1,847	2.24	25s	21,873
4	Meetings Lincoln County, Wisconsin	3,251	810	4.01	2m 11s	17,920
5	Property Tax Records Lincoln County, Wisconsin	2,997	1,749	1.71	13s	14,667
6	Search Lincoln County, Wisconsin	2,969	1,374	2.16	51s	9,831
7	Career Opportunities Lincoln County, Wisconsin	2,133	1,091	1.96	35s	9,519
8	Real Estate and Tax Data Search Lincoln County, Wisconsin	1,829	1,028	1.78	20s	6,978
9	Sheriff's Office Lincoln County, Wisconsin	1,559	928	1.68	29s	6,191
10	Calendar Lincoln County, Wisconsin	1,327	294	4.51	1m 19s	4,103

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LINCOLN COUNTY CORPORATION COUNSEL

KARRY A. JOHNSON
801 North Sales Street, Suite 207 · Merrill, WI 54452
Tel. (715) 539-1015 · Fax (715) 539-8053

ACTIVITY REPORT 01/29/24 – 02/25/24

Department/Committee	Hours	Subject Matter
A&L	9.0	Prepare reports for committee; Review packet/Attend meeting;
Admin	55.5	WCA meetings; Rev legislative updates; Dept head meetings; Wis Legis Notif;; Caselaw Express; Staff training; Comms w/ Broker, contract negotiations; Staff Development Training/day; Linco Sympo Training Day 2
Child Support	16.0	Case prep and attend hearings; pleading review/approval; Filings on individual cases; Research;
Clerk of Courts		
County Board	15.0	Rev/attend meeting; Municode updates; Other resolutions/ords; Opioid updates; Meetings/discussions w/ supervisors; Litigation matters;
County Clerk		
Emergency Management		
Finance	1.0	ORRs;
Forestry	1.25	Tax deed sales/Qs; Ch 16 & 19 Ords; Garvin Pl/Injx; Hydr K/PD Bridge project; RFPs
Health	.75	Lead disclaimer; Vehicle/trade-in/bid;
Hwy		
IT		
Land Services	15.50	Compliance/Zoning matters; Certiorari; Ords/Ch 17 updates; RFP; POWTS judges;
Law Enforcement/EMS/Judicial		
Pine Crest/LI/NCHC	1.75	Disc re: NOC for NCHC cc: counties
Probate/Courts	1.0	DA Ords request/review
Public Property		
Register of Deeds		
Sheriff	17.0	Dog citations; ORRs; Disc re: depo of deputy; Rev contract/joint lab; K9 Retire/Agr;
Social Services	28.75	GN & TPR matters, ORR & disco responses; CAN/DHA appeals; Extensive Discovery document review/redaction for TPRs; Rev subpoeans/Motion quash;
Solid Waste		
Treasurer		
UW Ext		
Veterans Service		
Totals	162.50	
Court – prep/attend - included in Totals	20.5	(child support, social services, sheriff, land services)



**LINCOLN COUNTY
ADMINISTRATION**

Renee Krueger – Administrative Coordinator
801 North Sales Street, Suite 202 · Merrill, WI 54452
Tel. (715) 539-1010

**Administrative Coordinator
Activity Report
*March 6, 2024***

Administration:

- There have been a number of discussions with North Central Health Care and department heads regarding working through the operational logistics of the transition of Pine Crest.
- I continue to work with Townships in responding to questions regarding their ARPA projects. The first “Request For Payment” was submitted by the Town of King for the Handicap Kayak Launch and Materials.
- The marketing plan continues to be underway. We are currently working through site location and barriers for the location of the “Welcome to Lincoln County” sign. However, the RFP specs are ready upon identification of the location.
- Department Heads have received a copy of the draft employee handbook and have had an opportunity to provide their input to substantial changes. It is ready for final review by A&L.
- Department Heads had a chance to provide feedback regarding to the change of Friday hours. While there are no complaints or significant concerns reported, there have been two incidents that general public has had building access although the doors should have been secure. One was a result of miscommunication between a virtual and in-person meeting and the other was a general public request. Staff present were able to assist them and no additional security issues resulted. Department Heads will communicate to their employees regarding general building security and IT will ensure programming of locked doors is in place.
- I had the opportunity to tour the landfill and was provided a high overview of operations by the Solid Waste Manager. There have been on-going discussions and outreach regarding addressing the issues presented at the County Board meeting.
- Finance and Administration have been working with the Public Health Director on recruitment and retention for Public Health Nurse Positions and use of grants funds to support these efforts.
- The second day of the Linco Sympo '24 received a number of positive responses. I am working with LISO to provide a modified training for the shift staff that were unable to attend either of the training days.

WHERE THE NORTHWOODS START AND YOUR ADVENTURE BEGINS!



Lincoln County: Credentialing and Asset Management Policy



LINCOLN COUNTY
EMERGENCY MANAGEMENT



2023

**Lincoln County Board of
Supervisors Chair**
Don Friske

**Lincoln County
Administrative Coordinator**
Renee Krueger

**Lincoln County Director of
Emergency Management**
Tyler Verhasselt

**Lincoln County Director of
Information Technology**
Travis Spoehr

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I. Introduction

This document is to serve as an implementation guide for individuals and organizations within Lincoln County is regards to the Wisconsin Credentialing and Asset Management (WI-CAMS) program. For policy and procedural guidance in regards to WI-CAMS please refer to Wisconsin Emergency Management's (WEM) Credentialing Overview Policy, v. 2.2 dated March 5, 2018.

II. Policy

Lincoln County follows the State of Wisconsin credentialing parameters which includes the Federal Information Processing Standard (FIPS) 201. By following the FIPS 201 standard, interoperability between states and with the federal government is ensured.

A. Picture

1. The ID card shall not be valid unless a picture is included on the card. Only pictures with a minimum of 300 dots per inch (dpi) resolution shall be used. Photos should include head and shoulders. It is encouraged that departments and/or agencies use uniform clothing and a light-colored background.

B. Agency Logo

1. There are two categories for logos that shall be used on Lincoln County identification cards.
 - a) All Lincoln County employees regardless of department or office will utilize the Lincoln County logo.
 - b) All other municipalities will utilize the logo their Program Manager (PM) deems appropriate and will supply a copy of their logo to Lincoln County Information Technology (IT) for printing purposes.

C. Title

1. This field will be designated for position or job titles.

D. Organization

1. If the individual is affiliated with Lincoln County select "Lincoln County" and the subsequent department which they are affiliated with.
2. If the individual is affiliated with an agency of a city, township, village, etc. of Lincoln County select the appropriate agency (e.g. Merrill Fire Department).

E. Issue Date

1. The issue date is to be set on the day the card is printed.

F. Expiration Date

1. A card's expiration date is to be set on the day of printing and will be the date five (5) years after issuance. This does NOT include card re-prints for lost, stolen, or damaged cards. If a reprint card is to be issued for the same individual, it must contain the original issuance and expiration date.

G. Color Coding

1. Card color schemes are set by each responder type and are not changeable. Color schemes are as follows (IAW FIPS 201 and WI-CAMS Policy, v2.2):

Color	Discipline
Brown	Animal Care
Blue	Emergency Medical Services
Red	Fire, Hazmat, Rescue
Black	Sworn Law Enforcement
Orange	Public Works
Pink	Media
Green	Other
Lime	Radiological
Yellow	Volunteer
Gold	VIP
Lavender	Public Health
Gray	EM, Non-Sworn Law Enforcement
White	Private Sector
Teal	Government Administration

2. Lincoln County adaptation:

- a) Blue:
 - (1) Municipal Emergency Medical Services (Non-Fire Fighters)
- b) Red:
 - (1) Municipal Fire Departments
- c) Black:
 - (1) Lincoln County Sheriff Office
 - (2) Merrill Police Department
 - (3) Tomahawk Police Department
- d) Orange:
 - (1) Lincoln County Highway Department
 - (2) Lincoln County Maintenance
 - (3) Lincoln County Solid Waste
 - (4) Lincoln County Forestry
 - (5) Lincoln County Land Services
- e) Yellow:
 - (1) Lincoln County Social Services
 - (2) ARES/RACES members
 - (3) Red Cross, Salvation Army, etc.
- f) Gold:
 - (1) Lincoln County Board Supervisors
 - (2) Lincoln County Clerk
 - (3) Lincoln County Treasurer
 - (4) Lincoln County Coroner

- g) Lavender:
 - (1) Lincoln County Health Department
- h) Gray
 - (1) Lincoln County Emergency Management
- i) Teal
 - (1) Lincoln County Administration
 - (2) Lincoln County Circuit Court
 - (3) Lincoln County Corporation Counsel
 - (4) Lincoln County District Attorney
 - (5) Lincoln County Finance
 - (6) Lincoln County Information Technology
 - (7) Lincoln County Register in Probate/Juvenile Court
 - (8) Lincoln County Register of Deeds
 - (9) Lincoln County Veteran's Services

H. Lamination

1. Excepting Government Admin (Teal) cards, a credential card will not be valid without the First Responder/Authorized Personnel hologram laminate. This laminate provides an additional level of security for the card. It also enhances the durability of the card. The laminate will contain the WEM logo. Teal cards may be laminated with local- or state-issued laminate or not at all.

I. Footer

1. In accordance with FIPS-201 and WI-CAMS Policy v2.2, the footer along the bottom of the card will read "SWORN" for sworn officers; "NON-SWORN" for non-sworn officers; and "MABAS WISCONSIN" for responders that are part of the MABAS Wisconsin system. This will be used to assist in identification when responders are called to cross jurisdictional boundaries and/or state lines for aid and assistance.

J. Back of Card

1. Qualifications Field: The qualifications field contains qualifications as identified by both the card holder and the card holder's agency of affiliation.
 - a) The qualifications field shall include local, regional, and state memberships and certifications to include but are not limited to: local, regional, and state response groups; regional IMT groups; volunteer organizations; FEMA certifications; medical and healthcare certifications; and WEM, DHS, DOT, DOJ associations.
 - b) It should be noted that qualifications will remain active on the ID badge until the card itself expires. It is the agency's program manager's responsibility to track, update, add, or remove any qualifications of the personnel in SalamanderLive.
2. Biometric Information: Biometric information is required due to the nature in which Lincoln County utilizes this system in emergency, crisis, and natural disasters. In case of personal accountability recovery, medical information will be utilized in the identification and recovery of human remains. The following areas are required fields:
 - a) Gender
 - b) Height (in feet and inches)
 - c) Weight
 - d) Emergency Contact Name and Phone Number
 - e) Date of Birth
 - f) Hair Color
 - g) Eye Color
3. Signature of Organization Authority: The signature of the authorizing official for the agency (e.g. Fire Chief, Police Chief, Highest Elected Official) will be utilized for this field.
4. Return Address: In accordance with FIPS-201 and WI-CAMS Policy v2.2 all cards regardless of organization will include Wisconsin Emergency Management's address.
 - a) Wisconsin Emergency Management, 2400 Wright Street, Madison, WI 53704

K. Qualifications

1. Personnel qualifications are typically position-specific. Determining essential functions, levels of training, experience levels, required licensure and certifications, and physical and medical fitness for a position should be part of a job-task analysis. This analysis normally incorporates, as appropriate, input from job incumbents, managers, industry organizations and others with knowledge of the position requirements. Departments, agencies, and authorities having jurisdiction over positions are responsible for determining position requirements through a job-task analysis process.
2. NIMS guidance on credentialing refers to the identification and qualification information a person will present to the requesting jurisdiction. NIMS guidance on credentialing does not confer the authority or privilege to practice any profession. Only the receiving department, agency or jurisdiction can extend that privilege or authority after evaluating the person's information. Utilizing the NIMS standards provides a means to make the evaluation.
3. Two key elements in the qualification process include typing personnel and resources, and certifying that personnel in fact possess at least the minimum level of training, experience, licensure, certification and fitness to perform the job. **Certification is the responsibility of and the liability of the agency and their designated program manager.**

L. Certifying

1. **Policy:** According to FEMA, certification of personnel ensures “...personnel possess a minimum level of training, experience, physical and medical fitness, and capability appropriate for a particular position.” This requires organizations to test and evaluate their personnel against the qualifications established by their regulatory bodies. Additionally organizations must “...authenticate qualifications...” through a formal process to approve and sign off on personnel qualification.
2. **Deployable Personnel:** In addition to the legally mandated requirements of the credentialing effort, other aspects of the credentialing process needs to be addressed. Under NIMS, these include authorization to deploy, control of access to an affected area, affiliation of personnel deploying as part of an organization, and revocation of credentials when necessary. Appropriately issued credentials do not authorize an individual or a team to self-deploy. Each agency authorized to issue credentials shall have a policy in place that dictates how credentialed staff associated with their agency are authorized to deploy in the vent of a disaster. Authorization for deployment is covered in pre-determined mutual aid agreements.
3. **Access:** NIMS intentionally limits access in a disaster to personnel who have been credentialed and authorized to deploy through a formal agreement between the requesting and providing agencies. The agreements can range from automatic mutual aid agreements, the Emergency Management Assistance Compact (EMAC) and mission assignments to federal agencies to provide Direct Federal Assistance. Personnel that arrive at the reception center that have not been credentialed and authorized are to be turned away (See WI-CAMS Standard Operating Procedure for *Incident Access Control*).
4. **Affiliation:** WI-CAMS recognizes the need for processes to address the full range of access control, both for individuals who provide support to the incident command structure and for those who require access for specific purposes outside of the NIMS/ICS structure. It may not be practical to confirm the qualifications of individuals or groups of people responding to an event. In these cases, documented affiliation (identification) with an organization or entity responding to or affect by the event provides proof of qualification and authorization to deploy. For example, private sector utility workers or contractors working to restore power for a critical infrastructure company would gain access based on their affiliation with the power utility company.

M. Physical Security

1. **Revocation:** A critical component of the credentialing and asset management program is access and possession. In any case of termination, separation, or personnel being relieved of their position the program manager of the applicable agency shall immediately delete the individual’s account in SalamanderLive and within 18 hours physically collect their identification badge.
2. **Card Disposal:** Expired, revoked, or returned identification badges should be shredded, if possible, but minimally destroyed by cutting through the barcode such that the card can no longer be read by the system. If the credential is printed on a proximity card it will be destroyed in the same way as the standard card.

III. Procedure

- A. Unique Alpha-numeric Identifier:** Based on a 15-character alpha-numeric sequence. Provides visual recognition pattern of the state, responder type, county origination, agency identifier and individual or asset number.

WI	X	069	0000	00000
State Abbr.	Responder Type	County FIPS Code	Organization ID Number	Individual ID Number

1. State Identifier: Two-letter U.S. Post Office abbreviation for Wisconsin (e.g. WI)
2. Responder Type: See below for each responder group's alpha character.

B	Business Representatives, Suppliers and Contractors, Critical Transportation
C	County Agency Officials (other than Emergency Management)
E	Emergency Management, FEMA, IMT, TERT, MACS
F	Fire, Hazardous Materials, Technical Rescue
G	Government Elected Representatives, VIPs, Federal Officials
H	Public Health, Health Care, Hospital Staff
I	Information Technology
L	Law Enforcement
M	Emergency Medical Personnel, DMAT, DMORT
N	National Guard
P	Public Works, Publicly-Owned Utilities
R	Radiological
S	State Agency (other than Emergency Management)
T	Tribal Officials
U	Private Sector Communications, Critical Infrastructure & Utilities
V	Volunteer and Faith-based Organizations, VOAD, Site-Specific Assistance

3. County FIPS Code: Lincoln County's FIPS code is 069.

4. Organization Identification Number: Four alpha-numeric characters are available for county and tribal-based organizational identification. See below for Lincoln County agencies and their organization identification number.

- 001** Lincoln County Administration, Lincoln County Circuit Court, Lincoln County Corporation Counsel, Lincoln County District Attorney, Lincoln County Finance, Lincoln County Information Technology, Lincoln County Register in Probate/Juvenile Court, Lincoln County, Register of Deeds, and Lincoln County Veteran Services
- 002** Lincoln County Emergency Management
- 003** Lincoln County Health Department
- 004** Lincoln County Social Services
- 005** Lincoln County Board of Supervisors, Lincoln County Clerk, Lincoln County Treasurer, and Lincoln County Coroner
- 006** Lincoln County Highway Department, Lincoln County Maintenance, Lincoln County Solid Waste, Lincoln County Forestry, and Lincoln County Land Services
- 007** Lincoln County Sheriff's Office
- 008** Merrill Fire Department
- 009** Merrill Police Department
- 010** Tomahawk Fire Department
- 011** Tomahawk Police Department
- 012** Corning Fire Department
- 013** Pine River Fire Department
- 014** Russell Fire Department
- 015** Aspirus Emergency Medical Services

5. Individual/Asset Identification Number: Five alpha-numeric characters are available for individuals or asset identification and will be assigned by the program manager of each organization. Any unassigned characters will be filled in with zero(s) to account for the five digits.
6. Organization Naming Conventions:
- a) County organizations will use the two-letter identifier for the county "Co." (e.g. Lincoln Co. Emergency Management).
 - b) Municipal organizations will use the city name then organization (e.g. Pine River Fire Department or Tomahawk Police Department).
 - c) Common abbreviations should be used when applicable.

IV. Memorandum of Agreement

Wisconsin Credentialing and Asset Management System, Lincoln County Adaptation

Memorandum of Agreement (MOA)

This document is a Memorandum of Agreement (MOA) between Lincoln County and Merrill Fire Department, Merrill Police Department, Tomahawk Fire Department, Tomahawk Police Department, Corning Fire Department, Pine River Fire Department, and Russell Fire Department as it specifically relates to the “credentialing” program, also known as the Wisconsin Credentialing and Asset Management System (WI-CAMS).

- A. PARTIES.** The parties to this memorandum are Lincoln County and Merrill Fire Department, Merrill Police Department, Tomahawk Fire Department, Tomahawk Police Department, Corning Fire Department, Pine River Fire Department, and Russell Fire Department. Parties understand that WI-CAMS is a voluntary system and can be terminated with proper notice by Lincoln County or the participating agency. Upon termination of agreement by participating agency, all WI-CAMS credentials, equipment and supplies must be returned to Lincoln County.
- B. AUTHORITY.** This agr is authorized under the provisions of Wisconsin Statute 66.0301.
- C. PURPOSE.** The purpose of this MOA is to establish a county-wide credentialing system and increase interoperability and mutual aid throughout the region and state. This MOA further establishes system responsibilities of the parties and an understanding of the shared responsibility of producing and issuing individual and asset identification/qualification cards for prevention, protection, mitigation, response and recovery operations in Wisconsin. WI-CAMS will also be utilized for systematic intra- and interstate, and Emergency Management Assistance Compact (EMAC) deployments of Wisconsin’s emergency management resources.
- D. WI-CAMS LEXICON.** The following definitions apply to WI-CAMS and this MOA:
1. **Applicant:** is the individual responder to an emergency in the State of Wisconsin that is issued an identification/qualification card. All Applicants shall have a sponsoring agency.
 2. **Sponsor (Program Manager):** is the designee from a sponsored agency that maintains all credentials, qualifications, etc. of an applicant prior to issuance of an identification card or deployment.
 3. **Registrar:** is the agent maintaining WI-CAMS software and internet connectivity; the registrar reserves the right to revoke the participation of an Applicant, Sponsor, or Issuing Agent.
 4. **Issuing Agent:** is the agent, Lincoln County Information Technology representative, which prints identification cards from WI-CAMS.

E. RESPONSIBILITIES OF THE PARTIES. To establish system “trust” as defined in the Federal Information Processing Standard 201 (FIPS 201), the following are required of the identification/qualification card issuing agents and Lincoln County Emergency Management.

1. Sponsor Responsibility:

- a) To validate Applicant qualifications and maintain “trusted” security of the information in WI-CAMS, at no time will the Applicant be permitted to enter their own information.
- b) County or Agency-level sponsors will be responsible for all information entered into WI-CAMS for their individual agency. Information entered may be subject to audit by Lincoln County Emergency Management.
- c) Entered qualifications must be reviewed by the WI-CAM Statewide User Group and published by Wisconsin Emergency Management. For all other resources, the National Incident Management System (NIMS) will be used.
- d) At no time will private or medical information include, but is not limited to, Social Security numbers, driver’s license numbers, account numbers, blood type, allergies, medications, etc.
- e) Card revocation must be registered in WI-CAMS within 18 hours.

2. Registrar Responsibility:

- a) Maintain the online database on a 24/7/365 basis with reasonable exception for maintenance outages and outages beyond the control of Lincoln County Emergency Management.
- b) Username(s) and password(s) will be issued to the Program Manager of the sponsoring agency. Applicants will not be issued login and passwords.

3. Issuing Agent Responsibility:

- a) Lincoln County Information Technology will only issue identification cards to the sponsored agency’s Program Manager.

F. PRINTING OF CARDS. Issuing Agent and Registrar will be authorized to print identification cards using WI-CAMS; however the sponsor or program manager will be restricted to editing records. Local municipalities, public safety agencies, etc. will be responsible for replacement of lost or stolen identification cards at \$10 each.

G. PRIVACY OF INFORMATION. SalamanderLive contains personal information on individuals whose information is stored in it. The use of this information is strictly for emergency management purposes inside Lincoln County and the state of Wisconsin. By entering into this system, you agree to not release any personal information to include, but not limited to, names, home addresses, telephone numbers, or personal information outside of SalamanderLive without prior written approval of WEM. In addition personal information may be exempt from public release under the Wisconsin Open Records Law (Wis. Stat. § 13.31-19.39).

Requests for information on this system from any outside entity should be forwarded to Wisconsin Emergency Management (WEM) for its consideration. Questions on this policy should be directed to wicams@wisconsin.gov. Any violation of this policy may subject you to the loss of use of this system.

Attachment 1

Record of Change/ Review /Signature

Date	Contributor	Description of Change	Page Number(s)
11/22/2023	T. Verhasselt	Authored and review by Lincoln County Administration, Information Technology, and Corporation Counsel	1-13

The undersigned have hereby reviewed and approve of the policy and approve the Memorandum of Agreement and agree to abide by its terms and conditions:

Date	Title	Signature
	County Board Chair	
	Administrative Coordinator	
	Director of Emergency Management	
	Director of Information Technology	
	Merrill Police Department	
	Merrill Fire Department	
	Tomahawk Fire Department	
	Tomahawk Police Department	
	Corning Fire Department	
	Pine River Fire Department	
	Russell Fire Department	
	Aspirus—Tomahawk	

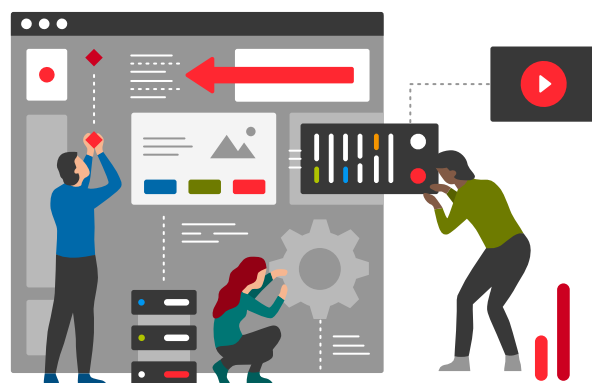


agenda and meeting
management

SELECT

Premium Implementation with Live Meeting Manager

Proposal valid for 60 days from date of receipt



CivicPlus Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

25+ Years
10,000+ Customers
850+ Employees

RECOGNITION

Inc. 5000 11-time Honoree
GovTech 2024 Top 100 Company
Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

Primary Office

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com



civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



Features & Functionality

Agenda & Meeting Management Select System

CivicPlus' Agenda & Meeting Management Select software is the fastest, most intuitive way to streamline the entire agenda management process — from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with Select is easy with customized workflows, version tracking, and built-in communication tools.

Our innovators designed it to offer configuration flexibility so that the system can be scaled from the most simple agenda process to the most complex. Built-in integrations and a suite of APIs make working with other internal applications easy. Agenda & Meeting Management Select's user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.

Fully Integrated, Cloud-Based Software Suite

- User-friendly, modern interface
- Unlimited users
- Unlimited storage
- Highly configurable to your agenda and meeting management processes
- Adaptable permission settings
- Confidential attachments
- Field-level versioning
- Integrated code of ordinances
- Built-in integrations with Dropbox, Microsoft's One Drive, Google Drive, Laserfiche, Zoom, and API availability (additional fees may apply)
- Single sign-on through the CivicPlus Platform
- Secure Cloud-Based Hosting
- Automatic Updates
- Customer-Defined Roadmap
- Enhanced Analytics for Data Visibility

Part of the Integrated CivicPlus Platform

Our powerful CivicPlus Platform is the foundation on which all our CivicPlus solutions are built, allowing them to work seamlessly and securely, leveraging existing data, and reducing information silos so your administrative staff can collaborate efficiently. Administrators can take advantage of authentication using our identity provider integrations to provide a single sign-on experience for internal users. The entire system is cloud-based, eliminating the need for internal application management. Agenda & Meeting Management Select is hosted in Microsoft's Azure cloud service, providing a stable multi-user environment while ensuring high availability and uptime. CivicPlus is also the only technology provider that offers an integration between our agenda & meetings software and an online code of ordinances—with Municode Codification.



Agenda Management

FLEXIBLE, CUSTOMIZED TEMPLATES

Standardized templates throughout the system provide consistency and clarity to agendas, packets, staff reports, and minutes.

EFFICIENTLY MANAGE AGENDA PACKETS OF ANY SIZE

The software compiles your items and all the legislation, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. Create multiple packet versions instantly to include or exclude specific attachments for your different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.

Administrators choose what they publish to the public, internal users, and elected or appointed officials and when the information goes out. Automated email notifications can be enabled so all users, both internal and external, know when the meeting documents are published.

CONVENIENT, ANYTIME AGENDA MODIFICATIONS

Changes to the agenda can be made at any time by administrators without affecting global configurations or settings. Drag-and-drop reordering allows you to move items and automatically rennumbers everything on the agenda. One-touch copy and move functions enable you to duplicate or move agenda items from meeting to meeting, eliminating the need for duplicate data entry.

CREATE AGENDA ITEMS IN SECONDS

An easy-to-use item entry allows staff members to enter agenda items, upload attachments, and send through the workflow with a few clicks. Configurable field types and our embedded text editor ensure that you are capturing all the information needed for Select to generate staff reports. Automated PDF file conversion and built-in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments.

AUTOMATE YOUR APPROVALS PROCESS

The workflow engine streamlines the routing of your agenda items, automates notifications, and gives full transparency to collaborators as it passes through the approval process. As contributors change items, the system tracks revisions, keeping them visible within the item fields and on the item timeline. In-app messaging and task assignments keep everyone in the loop and agenda prep moving forward.

CUSTOM TAGS TO GROUP LIKE AGENDA ITEMS

Administrators can set up tags that can be used by staff when creating their agenda items for improved searching and reporting. Associate like content with pre-defined tags relevant to your community.



Live Meeting Management

AUTOMATED MINUTES SETUP

A fully-integrated Live Meeting Manager will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. Move from the meeting agenda to Live Meeting Manager with a single click.



KEEP UP WITH THE MEETING ACTION

Meetings move fast. Agenda & Meeting Management Select's cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion, without having to wait for the system to catch up. The clean, intuitive interface gives single-screen access to all your meeting controls. One-click control allows you to update your in-chamber display screens, set your video bookmarks (additional fees apply), and queue items in the Board Portal for your elected and appointed officials.

SPEAKER MANAGER

Speakers can be added to the discussion at any time during the live meeting, while the built-in speaker timer helps keep meetings running efficiently.

EASY, INTUITIVE MINUTES-TAKING

While in your live meeting, use the Minutes module to capture critical meeting actions from a single screen with a clean and intuitive user interface. Take roll and manage attendance, record motions and votes, enter speaker information, and record comments or discussion to be brought into your minutes document.

If using CivicPlus Media's integrated video streaming and video-on-demand service, you can also create bookmarks for the accompanying video during the live meeting. Additional fees apply

DISPLAY PAGES

Keep meeting participants informed and engaged by displaying the current item, speaker, or vote results automatically to the constituents attending the meeting.

FLEXIBLE VOTING

Minutes takers can record motions and votes instantly in Live Meeting Manager or initiate electronic voting when desired. Apply motions and votes to individual agenda items or multiple agenda items as a group.



Board Portal

FLEXIBLE ACCESS

Your officials can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, OneDrive, Google Drive, or post to the Board Portal. It is optimized for all devices, including desktops, laptops, and tablets. No separate application required.

A PERSONAL MEETING REPOSITORY

Give officials a personal, secure location to review and take notes on all meeting content, including agendas, supporting documents, minutes, and media.

INTERACTIVE MEETING TOOL

During live meetings, the Board Portal integrates with Live Meeting Manager to allow officials to refer to their review notes and annotations, capture notes within a dedicated field, receive visual cues as the agenda progresses from item to item, see speaker information instantly, and enter electronic votes (additional fees apply for electronic voting). Chair View can also be enabled to allow the meeting presider to call speakers and advance agenda items.

FIND WHAT YOU NEED- FASTER

Agenda & Meeting Management Select automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate past items, attachments, minutes, and agendas by searching a keyword, date range, and more. An item summary view allows officials to see the motions, votes, and any comment or discussion on the item that was recorded in the meeting minutes in an intuitive display, preventing a manual search through full minutes documents.



Public Resident Portal

CONTENT ACCESSIBILITY

It's not enough to be transparent by publishing your agendas and other meeting documents online. Your meeting content must be accessible to all members of the public.

Closed captioning is also available with our CivicPlus Media service for live streaming and on-demand video. Additional fees apply for CivicPlus Media and closed captioning.

CONTENT TRANSPARENCY

Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping residents engaged and informed.

Public Resident Portal

- Resident portal to embed on any webpage gives access to all meeting content on a single page
- PDF downloads of Agenda, Packet, Minutes, Notices, and Other pertinent meeting documents
- HTML agenda view hyperlinks attachments within the meeting agenda for direct access to specific documents
- Full-text search and filtering options
- Email notifications
- Social sharing
- Side-by-side agenda and video display with optional CivicPlus Media live streaming and on-demand video service (additional fees apply)
- Optional Motions and Vote minutes display updates the HTML agenda view to allow residents to quickly see the final disposition of agenda items without having to read full minutes documents
- Mobile-responsive
- Custom branding
- Integrated live or on-demand video with bookmarks to easily jump to desired content (additional fees apply)
- Optional public commenting forum
- Easily jump to past, current, upcoming events with an embedded calendar and continuous scrolls



The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Local governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

CIVICPLUS PORTAL

CivicPlus Portal empowers residents to be more engaged and informed about progress in your community. Portal streamlines the resident user experience as they interact with the CivicPlus products leveraged by you – driving revenue, trust, and satisfaction.

With a single username and password, they can watch a public meeting recording, submit a public works request, pay a utility bill, or register for an upcoming event. The result is more engaged and informed voters and fewer phone calls, walk-ins, or emails to your department asking how to find documents or submit records requests.

INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and setup complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time. The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with Select today:

- Automatically add agenda or minute files to the Document Center to be displayed on a CivicEngage® Central website after they are published in Select
- Set-up a workflow to post in the CivicEngage Central News Flash once you've published your Select meeting documents

Shorten your pre-meeting to-do list and send your meeting information instantly with a custom integration using the Integration Hub.



Integrated Code of Ordinances & Web

As the only local government software provider with an integrated codification, agenda and meeting management, and municipal website solution offering, our suite allows for digital transformation of the entire legislative process - from the start of the agenda process to the final online publishing of the newly adopted legislation.

If you are a customer of CivicPlus' codification services, the cutting-edge integration between your meetings & agenda management and code of ordinances reduces the manual steps associated between your agenda management and codification processes. As an example, you can send ordinances directly to the CivicPlus for codification by our team of legal editors. When pushed from Agenda & Meeting Management Select, this uncoded legislation will be visible on the landing page of our Online Code Hosting platform nearly instantaneously. You can also take this to the next level by integrating our Municipal Website solutions with our Online Code Hosting system, allowing for one-stop search, capabilities. With this integration, the public can instantly access your code, meetings, packets, and agendas in one simple search straight from your municipal website.



EXAMPLES OF MEANINGFUL CIVIC EXPERIENCE INTEGRATIONS

The following are examples of integrations between the CivicPlus Agenda & Meeting Management Select with other CivicPlus solutions and tools. If you have yet to experience all that CivicPlus can provide, please reach out for additional information and a quote.

CivicEngage Municipal Websites	<ul style="list-style-type: none"> • Set-up a workflow to post in CivicEngage's News Flash once you've published your meeting documents. • Automatically add agenda or minute files to CivicEngage's Document Center to be displayed on your website after they are published in Select. • Meeting information and dates are automatically integrated to the CivicEngage Calendar. • Meeting files are automatically included in the website's search results.
Codification	<ul style="list-style-type: none"> • Send adopted ordinances to the Codification Legal Team in one click. • Send ordinances straight to your online code portal as "Adopted and Not Yet Codified". • Instantly link your online code to the meeting content produced within Select.
CivicPlus Media	<ul style="list-style-type: none"> • Share high-definition, on-demand video or live video feeds of your meetings directly from Select and CivicPlus Media, seamlessly integrated with your meeting agendas and equipped with clear bookmarking and navigation.
Integration Hub	<ul style="list-style-type: none"> • Third-party integrations examples include integrations with Zoom, Webex, and GoToMeetings, and with Laserfische, Google Drive, Dropbox, and other APIs.



Implementation

Project Timeline

Twenty to Twenty-Four Weeks

While every implementation is unique, the following timeline can provide you with information about the different implementation stages and what you can expect at each stage.

PHASE 1: INITIATE	<ul style="list-style-type: none">• Project Kickoff communication including timeline, deliverables, and an implementation questionnaire to capture details for your configuration
PHASE 2: ANALYZE	<ul style="list-style-type: none">• Template Review meeting to review and discuss needs for Proposed Agenda Template• Obtain internal approvals on Proposed Agenda Template and send in final approval
PHASE 3: OPTIMIZE	<ul style="list-style-type: none">• Virtual consulting session(s) to review current processes and documents and discuss desired goals, best practices, and configuration options• Premium system configuration is completed and handed off for review, testing, and feedback• Configuration adjustments made per submitted feedback
PHASE 4: EDUCATE	<ul style="list-style-type: none">• Live, virtual training sessions are conducted within configured site
PHASE 5: LAUNCH	<ul style="list-style-type: none">• System Launch



Premium Implementation Plan

Implementation & Support Experience Designed for You

Agenda & Meeting Management Select has the experience and expertise to help administrations of any size transform the entire meeting management process. We know implementation can't be a one size fits all solution and offer flexible packages designed to meet your desired outcomes.

Our Premium Implementation Package is the perfect fit for automating manual or inefficient agenda and meeting processes. It is designed for organizations with less than 50 internal users and a desire for a guided implementation experience. A dedicated and knowledgeable Implementation consultant will manage your project from end-to-end—consulting and collaborating with your team, configuring the system to automate your process, and delivering live virtual training to your user groups. Key project staff will have online access to the timeline and all expected checkpoints and deliverables for a fully transparent implementation.

Beyond implementation, your users will feel empowered by our in-application support tools, a full online help center, as well as phone, email, and live chat support with members of the dedicated, award-winning Technical Support team.

CONSULTING

Up to 2 Hours of Virtual Consultation

During this consulting session, your implementation consultant will be reviewing your submitted project questionnaire with your key project staff. The implementation consultant will review your custom template designs and discuss the configurations that will be made to ensure your workflows match your current agenda and meeting processes.

DESIGN

We will design up to 5 custom templates to ensure consistency in system-generated meeting documents: Agendas, Item/Staff Report, Minutes, Agenda Script.

CONFIGURATION

Our team will configure your system with Premium customization options to map existing processes to our Agenda & Meeting Management Select system. Additional custom configurations can be made by administrative users at any time using Help Center resources.

TRAINING

Up to 4 hours of Virtual Training

Your implementation consultant will guide user groups through live, virtual training sessions using your custom configured Agenda & Meeting Management Select solution. We recommend no more than 20 users per session. Individual sessions are either 30 or 60 minutes in duration.



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence.

AWARD-WINNING

CivicPlus has been honored with one Gold Stevie® Award, two Silver Stevie® Awards, and four Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year –

Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1000 Employees, and Most Valuable Response by a Customer Service Team (COVID-19). The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.



Support at a Glance

- Technical support engineers available 8 a.m. – 6 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Operating system patches
- Testing and development



Hosting & Security

Redundant power sources and internet access ensures consistent and stable connections. We invest over 1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site is unparalleled.

CLOUD-HOSTING WITH AZURE

The infrastructure is fully hosted within the Azure Cloud environment using their Infrastructure as a Service (IaaS) model. Using a mix of Azure Virtual Machines and Storage Accounts, all processing and data storage is done within this environment. All users need is a web browser to access and utilize the application. Your system is monitored 24/7/365 with a 99.9% guaranteed up-time (excluding maintenance). Additional details regarding our hosting and security services can be provided upon request.

DISASTER RECOVERY

Agenda & Meeting Management Select utilizes Azure's Site Recovery Services and Geographically Redundant Storage Accounts (GRS) to provide disaster recovery between Azure regions. All data is written to a GRS account which creates copies of that data in data centers across multiple Azure regions, so access to the data is always available. Site Recovery Services allows us to quickly spin up and failover to clones of our Azure Virtual Machines.



Disclaimer

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.



Enhancement Options

CivicPlus Media: Live Streaming & On-Demand Video

Increase resident engagement and participation by sharing high-definition live video feeds of your meetings directly from Agenda & Meeting Management Select and CivicPlus Media. Stream up to 3 concurrent live proceedings and seamlessly integrate all video content directly into your meeting agendas. Videos feature clear bookmarking and navigation so viewers can quickly find discussions of interest. Viewers can watch videos from any device with no software or application downloads necessary. Integrated closed captioning services are available at an additional cost. Additional fees apply.

Boards & Committees Module

The Boards and Committees module tracks vacancies, applications, and appointments. Interactive dashboards give you quick access to actionable information. Easily manage rosters and generate communications using customized templates. Store system-generated communications and other necessary documentation at the board or individual member level. Track training and other internal requirements. Additional fees apply.

Historical File Import

As part of your implementation project, we will import up to 7,500 PDF, MP4, or MP3 documents to your new system. The process includes indexing your imported agendas for keyword searching and retrieval. You and your citizens will still have access to this historical information with increased functionality. Historic meeting documents imported into CivicPlus Agenda & Meeting Management Select by your implementation consultant will be optimized for character recognition to improve complete text search, and accessibility for screen reading assistive devices.



**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-61568-1

1/8/2024 9:05 AM

3/31/2024

Client:

LINCOLN COUNTY, WISCONSIN

Bill To:

LINCOLN COUNTY, WISCONSIN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Megan Poole		megan.poole@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	CivicClerk Premium Configuration	CivicClerk Premium Configuration
1.00	CivicClerk Custom Template Design	CivicClerk Custom Template Set - includes 2 Agenda templates, 1 Item Report template, 1 Minutes template, 1 Agenda Script template
2.00	CivicClerk Consulting (1h, virtual)	1 hour Virtual Consulting
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours
1.00	CivicClerk Historical File Import (up to 7,500 files – PDF / MP3 / MP4)	CivicClerk Historical File Import (up to 7,500 files – PDF / MP3 / MP4)
1.00	CivicClerk Custom IdP Integration Implementation Fee	Custom IdP Integration Implementation Fee

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Agenda and Meeting Management Select Annual Fee	Agenda and Meeting Management Select Annual Fee
1.00	Agenda and Meeting Management Select: Custom IdP Integration Package	Custom IdP Integration Package Custom IdP Integration Annual Fee Custom IdP Integration Implementation Fee

QTY	PRODUCT NAME	DESCRIPTION
1.00	CivicClerk Custom IdP Integration Annual Fee	Custom IdP Integration Annual Fee

QTY	PRODUCT NAME	DESCRIPTION
1.00	Agenda and Meeting Management Select: Premium Implementation Package	Premium Implementation Package – Up to 15# of Boards

Total Investment - Initial Term	USD 16,073.00
Annual Recurring Services (Subject to Uplift)	USD 8,033.00

Initial Term Invoice Schedule	100% Invoiced upon Signature Date
-------------------------------	-----------------------------------

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

The County Board as a body corporate will continue to regularly conduct business meetings as outlined by State statute. Barring a resolution that significantly changes the way the County conducts business at the committee sub-structure level, the amount of monthly meetings will remain consistently in the 10-20 meetings per month range.

CivicPlus Estimations	
\$ 50.00	wage+fringe
919	est. hours saved
\$ 45,950.00	est. \$ saved if we were able to actually realize this
\$ 53,084.18	Civic+ est. \$ saved
919	
\$ 57.76	hourly

Lincoln IT Estimations	
15	monthly meetings (average)
7	hours per meeting spent - this solely managing and producing the agenda and packet
105	hours per month
1260	hours per annum
\$ 50.00	avg wage+fringe (may seem high but it is typically Dept Heads working on this)
\$ 63,000.00	total wage+fringe spent on agenda mgmt
\$ 8,000.00	per annum cost
160	hours saved to break even
12.70%	% of est. time spent on packets and agendas that would need to be realized to break even



Travis Spoehr <travis.spoehr@co.lincoln.wi.us>

Your Results from Agenda & Meeting Management ROI Calculator

1 message

CivicPlus Calculator <notification@outgrowmail.app>

Tue, Feb 27, 2024 at 12:25 PM

Reply-To: jrochester@civicplus.com

To: travis.spoehr@co.lincoln.wi.us

Hi Travis,

Thank you for using CivicPlus® Agenda & Meeting Management ROI Calculator.

Based on the information you shared, below is an estimate for the time and money you could save annually with our Agenda and Meeting Management Software:

Total Yearly Cost Savings: \$53,084.18

Total Yearly Hourly Time Savings: 919

Your Answers were:

How many city council and committee meetings do you have per month? 17

What is your average hourly salary? 50

How many hours, on average per meeting, do you spend creating an agenda packet until the first version is complete? 5

How many hours, on average per meeting, do you spend making last minute changes after a first version is complete? 1

How many hours, on average per meeting, do you spend printing out packets? 1

On average, how many pages are your packets? 50

On average, how many copies do you print of each packet? 10

All the Best,
CivicPlus

P.S. Ready for a 1:1 demo? Click [here](#).

Disclaimer: The results of CivicPlus® Agenda and Meeting Management ROI Calculator are estimated figures based on user inputs and are not intended to be binding or relied upon for legal purposes. Not every customer will realize the results of their inputs to the ROI Calculator given variables exist that are beyond the control of the customer and CivicPlus. For more information regarding the ROI Calculator's methodology and assumptions, please visit [here](#).

[Unsubscribe From This List](#) | [Manage Email Preferences](#) | [Report Abuse](#)

Agendas & Meetings

in f

Calculating the ROI of Agenda and Meeting Management Software


How much time could you save if you automated your agenda and meeting management?



CivicPlus

 December 10, 2022

└ 10 min

[→ Prep Time Cut in Half](#)[Meeting Minutes Are a Breeze](#)[Saving Thousands of Dollars](#) [Make Meetings Easy with CivicPlus](#)

days. [The CivicPlus® Agenda and Meeting Management solution](#) is designed to cut down on the time it takes to create and approve agendas, record votes and meeting minutes, and publish the documentation online. We hear from our customers that the product has helped them streamline their processes and increase productivity. So we wondered: exactly how much time were they saving?

In order to better understand the impact of the CivicPlus Agenda and Meeting Management software, we conducted a survey of our customers. We asked our customers to estimate their time and cost savings since implementing our solution. Using their answers and our qualified team members (former Clerks), we designed a calculator to aid in your determination of how much you could save with our solution. [Calculate your ROI here.](#)

Our customers gave us quantitative and qualitative answers to our survey questions. Here's an overview of what we learned about their experiences.

Prep Time Cut in Half

We asked how much time customers were saving creating the first draft of an agenda packet — and it is significant. The average customer has reduced the time spent on agenda creation by half, and some saw even greater time savings. One customer told us that the system had made it much easier to collaborate with others and lessened the burden on the clerk's office.

"Preparing agendas has moved from a week's worth of work to a day of simple review and pulling together. Integrating the item report preparation has spread the responsibility across all departments, not just mine. This allows me much more time for other work." The City of Escondido, CA, estimates that they've reduced the time spent on agenda preparation by 40-50%. They love that the software makes collaborating with multiple stakeholders easy. Sometimes they have as many as 40, so it's important that everyone be able to log on to upload or review documents. Read the [full story of Escondido's journey to comprehensive meeting management here.](#)

much time customers were saving on agenda finalization tasks, like reprinting, renumbering, and even scrapping an entire packet and starting over. One customer reported spending eight hours per meeting on these tasks and now spends only 30 minutes; another spent six hours and now spends one. With flexible templates, streamlined user experiences and robust collaborative features, our software makes changes easy.

Meeting Minutes Are a Breeze

When the meeting is over, one of meeting management's most time-consuming tasks begins – producing meeting minutes. But the CivicPlus Agenda and Meeting Management software help clerks easily move from agenda creation to minutes taking, allowing you to quickly record roll calls, discussions, motions, votes, and speakers. Using the Live Meeting Manager feature, you can even update in-chamber displays, queue items for board members, add speaker timers, call up speakers, and enable electronic voting.

Again, customers told us that the time they spent has been cut by over half. One customer was spending 16 hours on average creating minutes, and now they are spending only three. Meeting recordings are more complete, and more information is taken by the Live Meeting Manager. This makes minutes easier to draft and finalize.

Saving Thousands of Dollars

Saving time is saving money. While the work of government is never done, staff have more time for other work and projects when they aren't spending hours revising, printing, and taking minutes. One of our customers is saving an estimated \$75,000 a year on agenda and meeting management, largely due to reduced labor costs.

Our customers also reported saving on printing costs since implementing our software. One customer's \$58,000 savings is largely due to reduced printing costs. Our solution allows the review, revision, and distribution of agenda packets to happen online, which greatly reduces or eliminates the need for printing physical copies.

CivicPlus is committed to empowering governments with technology that helps them streamline operations, increase revenue, and create positive civic experiences for residents. We knew our Agenda and Meeting Management software was helping customers improve the efficiency of their meeting processes, but we've been happy to learn more about the big-picture impacts of the solution.

We used the expertise from CivicPlus employees who were previously government clerks and the data we received from our customers to create a return on investment (ROI) calculator. [Read more about our methodology here](#). Answer questions about your current agenda preparation process, and the calculator will estimate how much time and money you could save with the CivicPlus Agenda and Meeting Management solution. How much could you benefit from a smoother agenda and meeting management process? [Try it and find out](#).

If you're interested in learning more about how our Agenda and Meeting Management solution can help your organization, you can take a [self-guided tour of the software here](#). You can also [download the product information here](#).

Written by

CivicPlus





AGENDA AND MEETING MANAGEMENT >

Agenda and Meeting Management | ROI Calculator | Methodology

ROI Calculator Methodology and Assumptions

Methodology

The Return on Investment (ROI) calculator was designed to show government offices how much they could save in terms of real dollars and staff hours. The formula for the calculator was developed by CivicPlus agenda and meeting management experts, including former clerks. Drawing on their experience, they established estimates of average time spent on building an agenda, as well as the associated costs. They also laid out the assumptions their estimates were based on. You can find those listed below.

Once an initial formula had been established, CivicPlus distributed a customer survey to finetune the estimates with data. The survey asked customers how much time they had been spending on agenda preparation and finalization. The formula and its underlying assumptions were adjusted based on the answers we received from the survey, including answers from respondents that had existing





included in [our related blog](#).

Assumptions

To create this calculator, we started with the assumption that the CivicPlus Agenda and Meeting Management software saves all customers time and money.

All printing cost savings were estimated based on laser printers printing in black and white only. The average cost of a standard yield black and white laser cartridge is \$75 and yields 1,350 pages. We used this and the estimated price of a single piece of paper (\$0.01) to establish a printing cost per page of \$0.07.

Qualifications

Your calculator results represent important savings from the agenda preparation process and do not include savings you may experience from our additional tools for minutes taking, live meeting management, and post-meeting tasks. The results also do not include savings other members of your organization may experience from the CivicPlus tools designed to speed up the review and collaboration process, or the cost of the software.

These results are not intended to be exact and are subject to change. Your results may fluctuate depending on how many hours you are currently spending, the number of people contributing to the agenda, and more.



LOCATION

302 South 4th Street, Suite 500 Manhattan, Kansas 66502

888-228-2233

AWARDS & RECOGNITION



February 2024

S M T W T F S

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29

Event Categories

Type or select an event category to filter...

VIEW TODAY

Load more previous events

Past Events

Tuesday
FEB 13, 2024
7:00 PM CST

Utility Commission Meeting
138 E MAIN ST Mount Horeb, WI 53572
Utility Commission

Wednesday
FEB 14, 2024
6:00 PM CST

Community Development Authority Meeting
138 E MAIN ST Mount Horeb, WI 53572
Community Development Authority

From Date

To Date



Utility Commission Meeting - February 13, 2024

Meeting Overview

Meeting Files

Share Meeting

Agenda

Agenda Packet

a. Roll Call
No Attachment File

a. Consideration of December 12, 2023 Meeting Minutes-UTIL COMM

a. Consider Bank Account Information & Check Registers for December 2023

2023-12 Utility Monthly Bank Account Information

Check Register-Utility Commission December 2023

Check Register-USBank Utility Commission December 2023

Check Register-Utility Commission December 2023

Check Register-USBank Utility Commission December 2023

1 of 1

90%

VILLAGE OF MOUNT HOREB
E. Main Street
Mount Horeb, WI 53572
Phone: (608) 437-6884 Fax: (608) 437-3190
Email: mhinfo@mounthorebwi.info Web: mounthorebwi.info

UTILITY COMMISSION AGENDA
Tuesday, February 13, 2024 at 7:00 PM
Municipal Building Board Room
138 E. Main Street
Mount Horeb, WI

- Call to order
 - Roll Call
- Public Comments – non-agenda items
- Consent Agenda
 - Consideration of December 12, 2023 Meeting Minutes
- Agenda Items
 - Consider Bank Account Information & Check Registers for December 2023
 - Consider Bank Account Information & Check Registers for January 2024
 - Electric Department report-December 2023
 - Electric Department Report-January 2024
 - Water Superintendent report-December 2023
 - Water Superintendent Report-January 2024
 - Wastewater Superintendent Report-December 2023
 - Wastewater Superintendent Report-January 2024
 - Consideration of Optional Three-Tier Time of Day Rate for Residential Services
- Meeting adjournment.

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR INFORMATION OR TO REQUEST THIS SERVICE, CONTACT ALYSSA GAFFNEY, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-9404



Clicking on any of the individual agenda items then also takes you directly to a PDF associated to that agenda item only as opposed to having to download and scroll through the entire packet.

Motion By:
Second By:

Resolution 2024-

Allow LCHD Flexibility To Fill Public Health Nurse Positions (bachelor's degree from a nursing program) with Staff Nurse Positions (associated degree from a nursing program)

Dist.	Supervisor	Y	N	Abs
1	Bialecki			
2	Anderson-Malm			
3	McCrank			
4	Osness			
5	Wendorf			
6	Ashbeck			
7	Rusch			
8	Thiel			
9	Friske			
10	Boyd			
11	Detert			
12	DePasse			
13	Brixius			
14	Hafeman			
15	Lemke			
16	Miller			
17	Meunier			
18	Wickham			
19	Allen			
20	Cummings			
21	Simon			
22	Hartwig			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

WHEREAS, the Lincoln County Public Health Department (LCHD) has 6 – Public Health Nurse positions, bachelor's degree from a nursing program, 4.9 FTE; and

WHEREAS, there has been a vacancy in a public health nurse position since August 2022 with minimal applications; and

WHEREAS, the market for nurses is challenging nationally with feedback by interested parties that Lincoln County's pay is not at a comparable wage; and

WHEREAS, the programs that LCHD will no longer be able to maintain if we are not able to hire nursing staff are school nursing, jail nursing, employee and drug alcohol testing, immunizations, communicable disease follow-up as well as meeting long standing state and federal grants; and

WHEREAS, after giving consideration to associated degree from a nursing program applicants, reviewing the roles and responsibilities, ability to adjust work flow; and

WHEREAS, the restructure would result in a cost-neutral or cost savings to the county; and

WHEREAS, it is recognized there will be re-structuring of public health nursing responsibilities as allowable and defined in Wisconsin Administrative Code DHS 139.08, DHS 441 and Standards of Practice for Registered Nurses and Licensed Practical Nurses in Chapter N 6.

NOW THEREFORE, BE IT RESOLVED that the County Board recognizes the challenges in filling Public Health Nurse positions and the need to continue to provide mandatory and contractual services to our community and adopts the new organizational structure. (See organizational chart)

IT IS FURTHER RESOLVED that the Lincoln County Health Department may make this organizational structure change in order to expand recruitment options for unfilled nursing position within the approved 2024 budget for salary and fringe.

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 the Lincoln County Board of Supervisors on:

Christopher J. Marlowe
Lincoln County Clerk

Dated: (County Board date)

Authored by: Angela Cummings
Co-Sponsored by: Laurie Thiel
Committee: Board of Health
Committee Vote: 7-0

Date Passed: 2/21/24

Committee: Administrative and Legislative
Committee Vote:

Date Passed:

Fiscal Impact: Cost savings, Position Grade G instead of Grade H

Drafted by: Shelley Hersil

Resolution 2024-03-XX

SETTING ANNUAL COMPENSATION FOR COUNTY ELECTED
OFFICIALS (County Clerk, Register of Deeds, and Treasurer)

Motion By:

Second By:

Dist.	Supervisor	Y	N	Abs
1	Bialecki			
2	Anderson-Malm			
3	McCrank			
4	Osness			
5	Wendorf			
6	Ashbeck			
7	Rusch			
8	Thiel			
9	Friske			
10	Boyd			
11	Detert			
12	DePasse			
13	Brixius			
14	Hafeman			
15	Lemke			
16	Miller			
17	Meunier			
18	Wickham			
19	Allen			
20	Cummings			
21	Simon			
22	Hartwig			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

WHEREAS, pursuant to sec. 59.22 of the Wisconsin State Statutes, the County Board must establish the total annual compensation to be paid to county elected officials (other than supervisors and circuit judges) prior to the earliest time of filing nomination papers for the county elective office; and

WHEREAS, the Board desires to establish the total annual compensation for the county elected officials, which is separate and distinct from the fringe benefits offered by the County to elected officials, and which fringe benefits are subject to increase or decrease during the officer’s term at the discretion of the Board and in accordance with state and federal law; and

WHEREAS, for each month served, \$150 is contributed to the post employment health plan (PEHP) of each county elected official; and

WHEREAS, as part of the County’s fringe benefit programs, county elected officials may participate in fringe benefits in accordance with state law.

NOW, THEREFORE BE IT RESOLVED, that the total annual compensation for county elected officials of County Clerk , Register of Deeds, and Treasurer under sec. 59.22(1) Wis. Stats, shall be as follows, effective on the first day of the term of office that begins after the date of this resolution:

ELECTED OFFICE	2025	2026	2027	2028
County Clerk	\$71,770	\$73,206	\$74,670	\$76,163
Register of Deeds	\$71,770	\$73,206	\$74,670	\$76,163
Treasurer	\$71,770	\$73,206	\$74,670	\$76,163

This compensation shall be in lieu of any fee for service or any other payments of any kind, with the exception of standard reimbursement of business expenses set forth in the Lincoln County Personnel Policy.

BE IT FURTHER RESOLVED that as and for fringe benefits, the aforementioned county elected officials are entitled to (a) participate in Wisconsin Retirement System in accordance with law and the County shall pay only its share of the contributions required by law; and (b) are eligible to participate in the County’s health insurance program subject to the terms and conditions of the program, which may be modified from time to time, under the same terms and conditions as the plan and coverage offered to non-represented managerial county employees who are not law enforcement managerial employees or no-represented managerial employees described in sec. 111.70(1)(mm2) Wis. Stat.

Dated: February 19, 2024

Authored by:
Co-Sponsored by:
Committee: Administrative and Legislative
Committee Vote: Date Passed:
Fiscal Impact: The total wage increase for the 4 year term is \$51,267 (\$17,089 per person)

Drafted by: Renee Krueger, Administrative Coordinator

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 the Lincoln County Board of Supervisors on:

Christopher J. Marlowe
Lincoln County Clerk

Motion By:

Second By:

Resolution 2024-03--

Dist.	Supervisor	Y	N	Abs
1	Bialecki			
2	Anderson-Malm			
3	McCrank			
4	Osness			
5	Wendorf			
6	Ashbeck			
7	Rusch			
8	Thiel			
9	Friske			
10	Boyd			
11	Detert			
12	DePasse			
13	Brixius			
14	Hafeman			
15	Lemke			
16	Miller			
17	Meunier			
18	Wickham			
19	Allen			
20	Cummings			
21	Simon			
22	Hartwig			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

Approval of Using \$120,000 of ARPA Funding from Marketing for Contracting Services with Midwest Communications for Advertisement

WHEREAS, Lincoln County Board of Supervisors identified the Administrative and Legislative committee to review and vet all requests against the criteria that it does not create base building and creates economic growth and/or generates county revenue; and

WHEREAS, the Lincoln County Board of Supervisors approved earmarking \$500,000 for marketing plans to be later identified; and

WHEREAS, the goal of the branding is to market tourism and bringing visitors to the community to visit/stay to increase sales tax; and

WHEREAS, contracting services through a professional marketing source increases customer reach, promotes travel to Lincoln County, and increases sales; and

WHEREAS, Midwest Communications currently provides services to the City of Merrill and has developed a marketing plan that compliments current local efforts; and

WHEREAS, the Administrative Coordinator and Director of Information Technology collaborated with Midwest Communications to develop an 18-month service plan and additional video production options that are within our budget and reaches our target groups; and

WHEREAS, Midwest Communications can use the “B” role from Uniquely WI to support the development of advertisements; and

WHEREAS, the Administrative and Legislative Committee supports contracting marketing services from Midwest Communications.

NOW, THEREFORE BE IT RESOLVED, that the Lincoln County Board of Supervisors, based on the recommendation of the Administrative and Legislative Committee approve \$120,000 from the County’s American Rescue Plan Act (ARPA) allocation for the purpose contracting marketing services from Midwest Communications as part of the comprehensive marketing plan.

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 the Lincoln County Board of Supervisors on:

Christopher J. Marlowe
Lincoln County Clerk

Dated: March 29, 2024

Authored by:, Supervisor, District
Co-Sponsored by:, Supervisor, District
Committee: Administrative and Legislative
Committee Vote: Date Passed: 03.06.24
Fiscal Impact: ARPA funds \$120,000 (18-month service plan and funds for seasonal video production changes)

Drafted by: Renee Krueger, Administrative Coordinator

Where the Northwood's Starts and Your Adventure Begins!



LINCOLN COUNTY

WISCONSIN

Government

Departments

Search

Lincoln County

Cameo Almli
cameo.almli@mwcadvertising.com
Cell 715-218-0195



THE DECISION FUNNEL

Many customers do not make instant purchase decisions. They often research products and services, compare features and prices, and read customer reviews. It's important to guide prospective customers through the entire buying journey to convince them to purchase your product or service.

AWARENESS

- Radio
- Digital Billboards
- Internet/Mobile Advertising
- Social Content
- Streaming Video (TV)
- Targeted Email

INTEREST

CONSIDERATION

INTENT

- Business Reviews
- Referral Websites
- Virtual Assistant
- Website

EVALUATION

PURCHASE

- Google Shopping
- SEM/SEO
- Social Advertising

| THIS IS WHAT I HEARD YOU SAY...

Needs & Goals

- Lincoln County wants to attract tourism. People that are outdoor oriented.

Camping

Fishing

Boating

ATV

Snowmobiling

Biking

Ice Fishing, etc.



BUILD THE RIGHT AUDIENCE

This is the core audience profile based on the users you want to target in your campaign.

Age	18-25 26-35 36-45 46-55 56-65
Income	\$100,001-\$150,000 \$150,001-\$200,000 \$200,000+
Gender	Female Male
Household	Children at Home Engaged Married Rent Single
Enthusiasts	Business, Finance Travel
Lifestyle	High Spenders Leisure Travelers Outdoor Enthusiast
Occupation	Accounting Construction Education, Training & Library Engineering & Architecture Finance Health Care Professionals Human Resources Insurance Legal Services Management & Business Manufacturing & Production Marketing & Advertising Media & Communication Personal & Home Services Public Relations Public Utilities & Services Real Estate Real Estate & Building Maintenance Research Sales & Sales Management Science & Biotech Transportation & Logistics
Search History	Camping, Fishing, Bike Trails, Northwoods, Snowmobiling, Horseback Riding, Hiking, Golf, etc.

CAMPAIGN GEOGRAPHY

Campaign Geographic Area:

Minneapolis, MN | Chicago, IL

Platteville

Lacrosse

Dubuque

Waterloo

Cedar Rapids

Madison



GEOFENCING & CONVERSION ZONES

Target users based on where they go in the real world!

Utilizing GPS location services, we build a virtual fence around any physical location, rooftop or property line. We tag the mobile device of anyone entering this fence and deliver your message on any device they use. Conversion zones then allow us to report how many of those users saw your message and came to the conversion zone, typically your store.

Accurate down to 10 feet!

Ads are served up to 30 days after users leave the geofenced area

Foot Traffic Attribution with Conversion Zones

Target users visiting your competitors and track how many came to your location after seeing your message.

For time-sensitive locations, such as concerts or football games, use event targeting to reach the attendees. Event targeting does not include conversion zones.



AWARENESS



CONSIDERATION



PURCHASE



RETENTION



ADVOCACY

RETARGETING

Re-engage and win the business!

Display retargeting enables you to re-engage with potential leads or customers who have left your website without converting. Retargeting campaigns are effective because they enable you to target engaged customers with a highly-relevant ad.

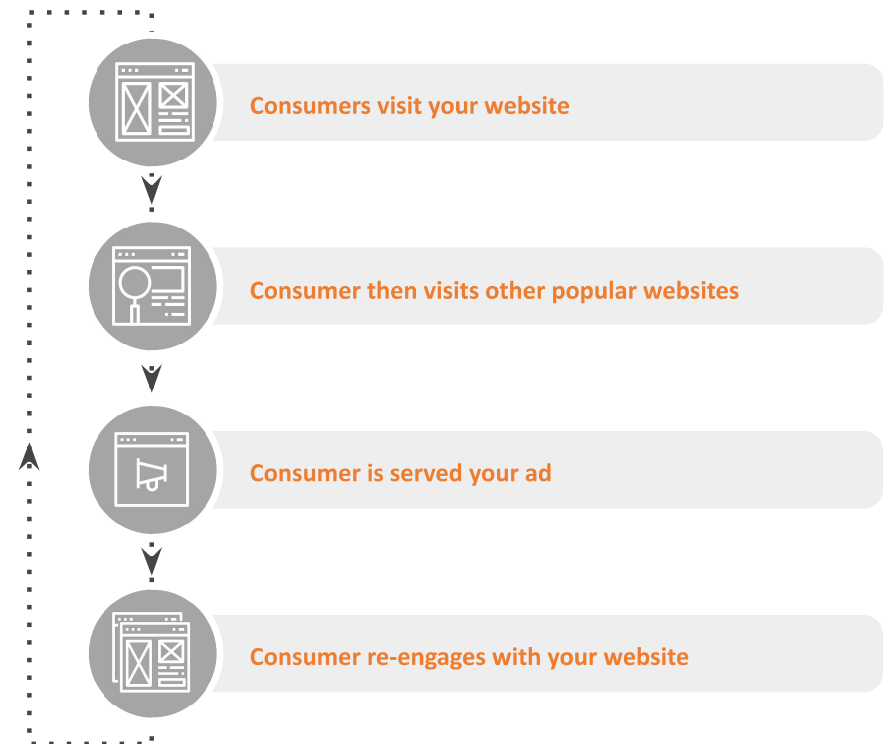
Only 2%

of users convert on their first visit to a website.

10x

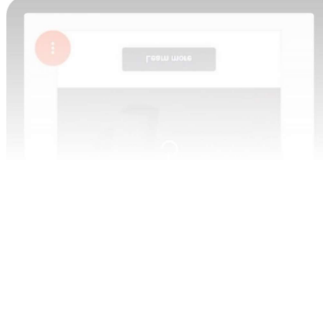
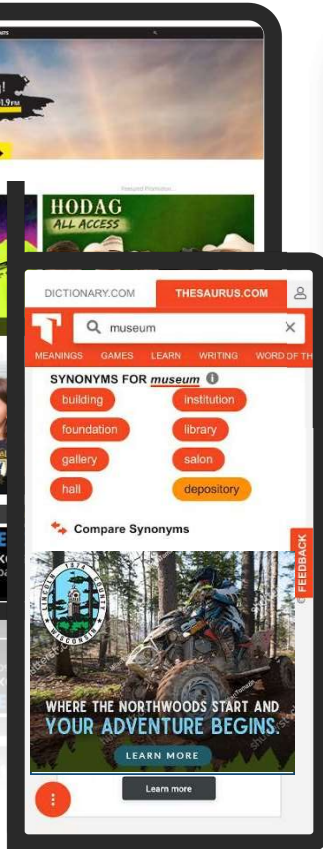
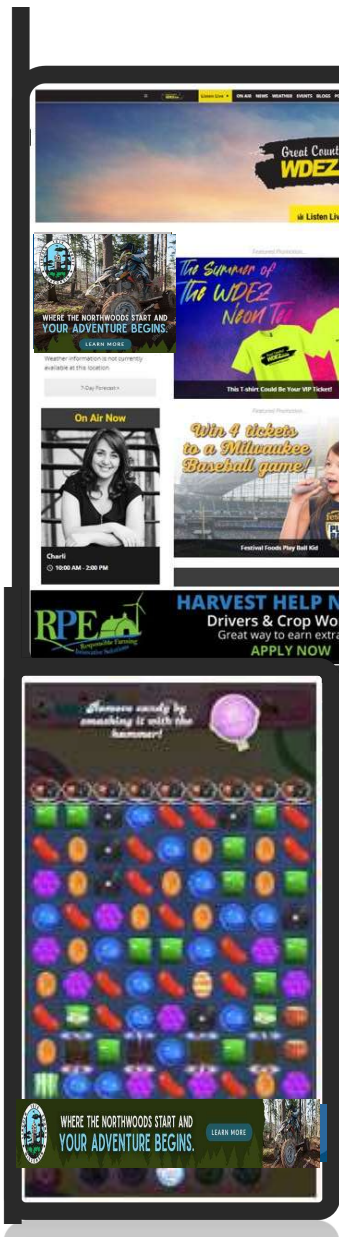
The average click-through rate for retargeted ads is 10x higher than the CTR for display ads.

On top of driving customers to the point of purchase, retargeting can help you retain them as long-term buyers and advocates of your brand.

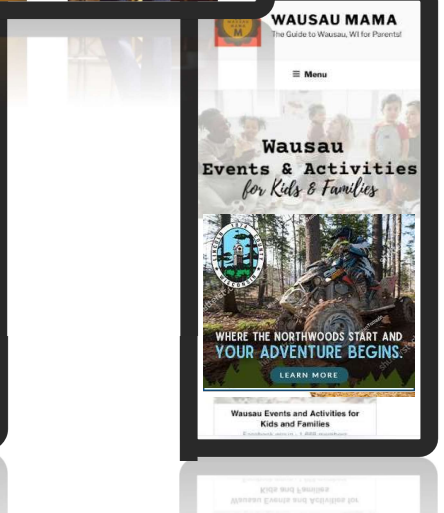
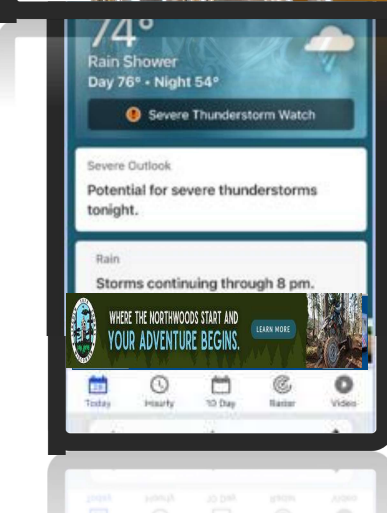
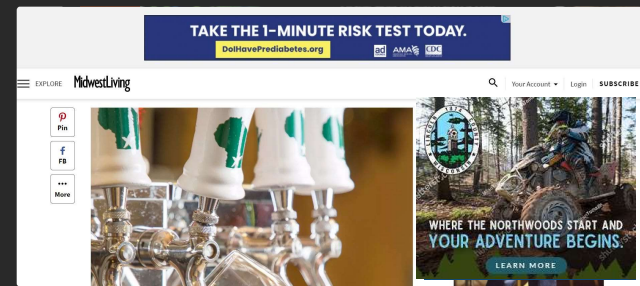
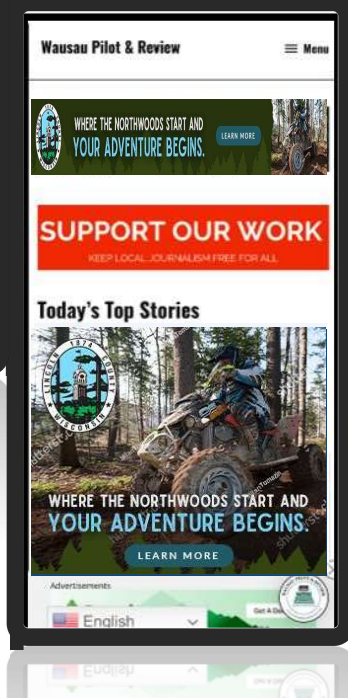


Ad Examples:



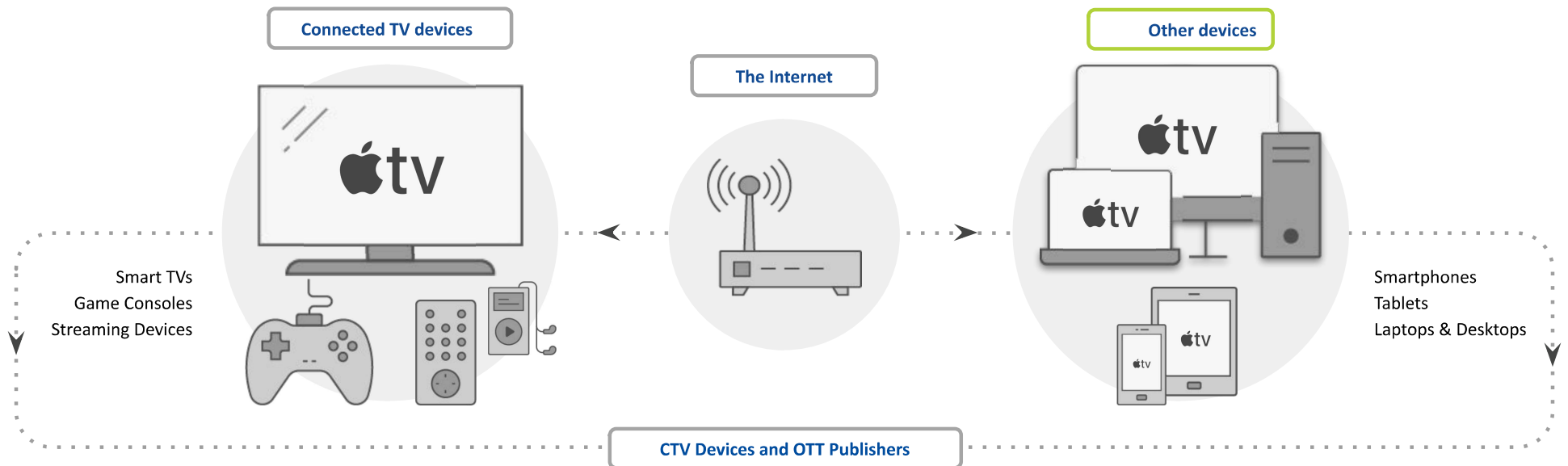


where might my
digital ads
appear?
(but certainly not limited to)



CONNECTED TV / OTT

Reach more households than traditional linear TV



Video Production Services

We can provide customized, professional videos in up to 5 business days, and you can choose from a wide range of packages to suit your needs.

Sources: [Broadband Search, 2022](#), [eMarketer 2022](#) | [IAB.com](#) | Simpli.fi & The Trade Desk, Jan-Oct 2021

AWARENESS



CONSIDERATION



PURCHASE



RETENTION



ADVOCACY

CONNECTED TV / OTT

Reach more households than traditional linear TV

OTT / CTV content is streamed by users directly from the internet primarily on televisions and mobile devices. Your non-skippable video ad can be featured before, during, or after these shows - like commercials - but with the power to target your specific audience!

55M

There will be over 55 million cord cutters this year, up 22% over the past 2 years.

86+
MINS

The average time spent per day with OTT subscription video is 86.73 minutes.

TARGETING	CONTENT	TRACKING
<ul style="list-style-type: none">● Reach over 31 million TV viewers who are no longer subscribed to cable.● 27% plan to cut the cord in 2021 — almost 2x as many as in 2020.● Deliver ads to your ideal customer and not just a channel they <i>might</i> be watching.	<ul style="list-style-type: none">● Utilize your existing television assets or make new ones.● Place same as you would a TV Spot● :15 or :30 spots available.	<ul style="list-style-type: none">● Reach / Frequency● <i>PLUS, what traditional TV CAN'T provide:</i><ul style="list-style-type: none">- Video Watch Rates- Foot Traffic Attribution



Video Production Services

We can provide customized, professional videos in up to 5 business days, and you can choose from a wide range of packages to suit your needs.



We deliver better results:

Our OTT campaigns deliver a 98% completion rate. The industry average is 96%.

Sources: [Broadband Search, 2022](#), [eMarketer 2022](#) | [IAB.com](#) | Simpli.fi & The Trade Desk, Jan-Oct 2021

AWARENESS



CONSIDERATION



PURCHASE



RETENTION



ADVOCACY

AMPLIFY YOUR REACH WITH SOCIAL MEDIA DISPLAY

Connect with customers and prospects on Facebook and Instagram to build your brand, increase sales, drive website traffic, and even increase repeat customers! Social media offers you hyper-direct targeting to reach the audience you want to reach. Target existing followers, non-followers, or followers of competitors' pages in a variety of means including:



FB/IG DISPLAY | CAROUSEL | VIDEO AD FORMATS



AUDIENCE NETWORK



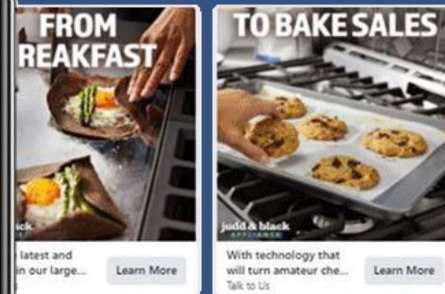
MESSENGER ADS



US adults spend 72 minutes per day on social media.



Consumers who are influenced by social media are 4x more likely to spend more on purchases.



Video Production Services

We can provide customized, professional videos in up to 5 business days, and you can choose from a wide range of packages to suit your needs.



We deliver better results:

Compared to industry averages, our social media campaigns deliver a 70% cheaper cost-per-click rate, and a 45% stronger click-through rate.

- CPC: MWC average: \$0.51 vs. Industry average: \$1.68 | CTR: MWC average: 1.29% vs. Industry average: 0.89%.

Sources: eMarketer 2022, ClioTrack | "Facebook Ads" represents avg. performance across all industries. | Source: WordStream. July 21, 2021

AWARENESS

CONSIDERATION

PURCHASE

RETENTION

ADVOCACY

REPORTING & ANALYTICS

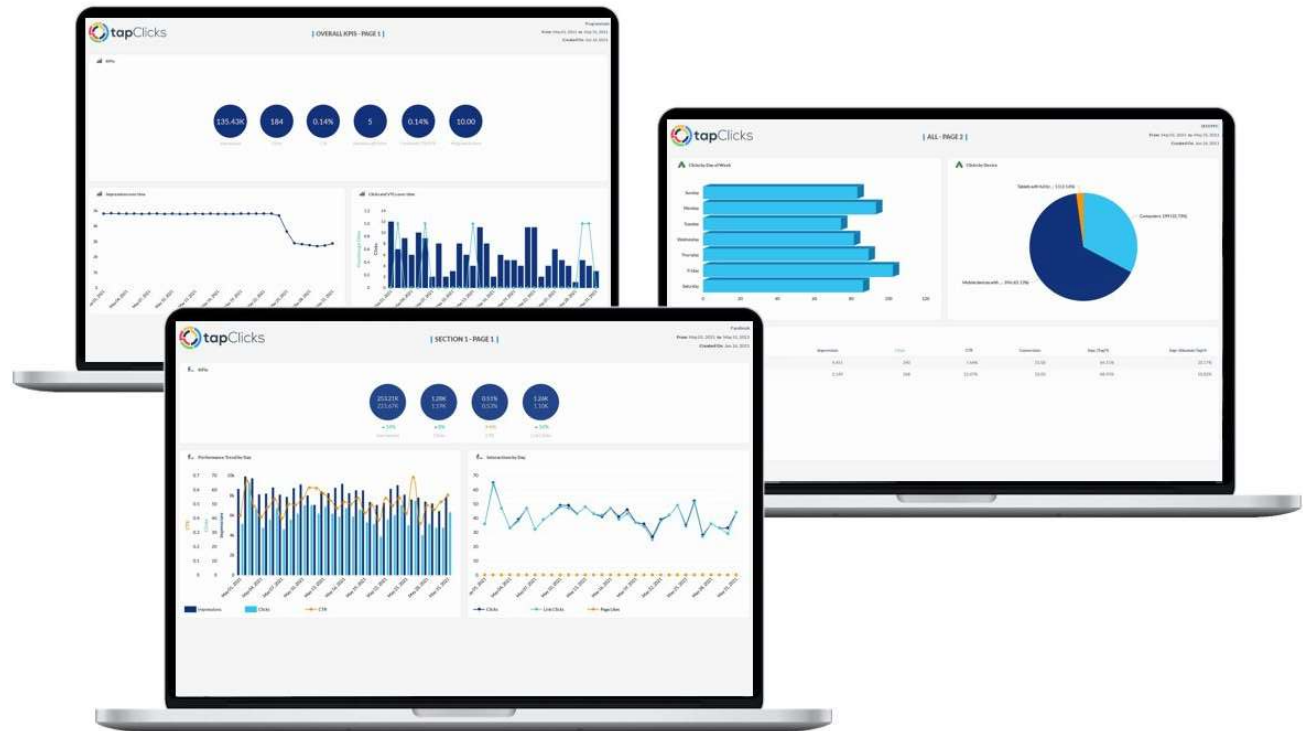
Showcasing the ROI for your Digital Marketing Campaign

Easy-to-digest reporting dashboard

Includes everything from campaign goals to campaign performance

Identify which changes need to be made to optimize your campaign

Get real-time reports on your metrics



WHY US?

Choose an advertising partner you can trust

At **Midwest Communications**, your success is our priority. We are invested in your business' success, and desire to build a long-lasting partnership with you. Here's what we're doing to achieve that goal and earn your trust:

DELIVERING RESULTS

We manage digital campaigns from end-to-end, optimizing to ensure success, retention and growth. Plus, our campaigns outperform industry-benchmarks:



PROGRAMMATIC:

50% better click-through rate than national average.



SOCIAL MEDIA:

70% cheaper cost-per-click, with 40% stronger click-through-rate than national average.



OTT:

2% better completion rate than national average.



PPC / SEARCH:

59% cheaper cost-per-click, with 1.26% stronger click-through-rate than national average.

AD FRAUD PROTECTION



We have invested in full-time staff that monitor and detect ad fraud. Nationwide, an average of **35%** of all digital ads are delivered fraudulently, (i.e. - sent to spam/ bots). Our fraud rate measures at just 5%, and that means 95% of your investment will be delivered to real human beings.

CAMPAIGN MANAGEMENT



Our dedicated campaign management team monitors and optimizes your campaigns multiple times every week. They make adjustments based on historical performance, to drive the best possible results for your business.

BRAND SAFETY



We ensure your ads appear exclusively on brand-safe websites, to protect you from the damaging influence of questionable content on other sites.

Ad Fraud Source: [Media Post 2022](#)

Delivering Results Sources: [Simpli.fi](#), September 2021 YTD performance, [WordStream](#), July 21, 2021, [IAB.com](#) | [Simpli.fi](#) & The Trade Desk, Jan-Oct 2021, [Wordstream 2021](#) | **Note:** "Facebook Ads" represents avg. performance across all industries.

MEDIA PLAN RECOMMENDATION

This customized campaign recommendation was developed based on your goals and objectives. It is designed to maximize the impact of your campaign. You'll see a breakout of total impressions and monthly investment according to each tactic.

Campaign 07/01/2024– 12/31/2025 (18 months)

Product	Monthly Quantity	Monthly Budget	Total Budget
OTT		\$1,500/mo	\$36,000
Targeted Display – Retargeting	250,000 impressions	\$2,500/mo	\$60,000
Facebook	281,250 impressions	\$2,250/mo	\$54,000
		Monthly Budget \$6,250	Total Budget: \$112,500

Free Services:
Campaign Setup and Pixel Placement
Free Creative Design for Targeted Display and PPC
Reporting
Testing and Fraud Protection
Midwest Communications will not charge for production on ads created by Merrill Community Productions
Midwest Communications will not go over monthly budget.

Signature: _____

In order to run some digital media campaigns, advertiser must have appropriate business accounts/page access for all tactics selected and commit to implementation of required pixels.

KICKING OFF YOUR CAMPAIGN: NEXT STEPS

Now that your campaign has been defined and finalized, we are just a few steps away from going live! Here are the next steps for your reference:

- 1 Media plan approval and start date confirmation
- 2 Grant admin access (if social media is part of your campaign)
- 3 Order the creative/s, review, and approve
- 4 Pixel placement (Google Tag Manager/retargeting/social)
- 5 Campaign officially goes live
- 6 Review reporting every 30 days minimum
- 7 Implement a creative change after 90 days

VIDEO PRODUCTION

2023

Standard

- Background music
- Text over animation
- A.I. voice-over or no voice-over
- Client provides raw footage or images
- 3 revisions

:15 - \$300

:30 - \$450

Advanced

- Background music
- Text over animation
- A.I. voice-over or no voice-over
- Choice of stock video footage or images
- 3 revisions

:15 - \$400

:30 - \$600

Premium

- Background music
- Text over animation or other custom effects/transitions
- Professional voice-over
- Choice of stock video footage or images
- 3 revisions

:15 - \$1,000

:30 - \$1,250

:60 - \$1,600

Exclusive

- Background music
- Text over animation or other custom effects/transitions
- Professional voice-over
- Choice of stock video footage or images
- 3 revisions

● Video script & storyboard

:15 - \$1,550

:30 - \$2,100

:60 - \$2,800

Premium Combo

- :15 AND :30 video
- Background music
- Text over animation or other custom effects/transitions
- Professional voice-over
- Choice of stock video footage or images
- 3 revisions

\$1,825

Premium Combo

- :15 AND :30 AND :60 video
- Background music
- Text over animation or other custom effects/transitions
- Professional voice-over
- Choice of stock video footage or images
- 3 revisions

\$3,000

Exclusive Combo

- :15 AND :30 video
- Background music
- Text over animation or other custom effects/transitions
- Professional voice-over
- Choice of stock video footage or images
- 3 revisions
- Video script & storyboard

\$3,025

Exclusive Combo

- :15 AND :30 AND :60 video
- Background music
- Text over animation or other custom effects/transitions
- Professional voice-over
- Choice of stock video footage or images
- 3 revisions
- Video script & storyboard

\$4,600



THANK YOU

We look forward to being your marketing partner.

Motion By:

Second By:

Resolution 2024-03--

Approval of Using \$66,000 of ARPA Funding from Marketing for MAP IT

Dist.	Supervisor	Y	N	Abs
1	Bialecki			
2	Anderson-Malm			
3	McCrank			
4	Osness			
5	Wendorf			
6	Ashbeck			
7	Rusch			
8	Thiel			
9	Friske			
10	Boyd			
11	Detert			
12	DePasse			
13	Brixius			
14	Hafeman			
15	Lemke			
16	Miller			
17	Meunier			
18	Wickham			
19	Allen			
20	Cummings			
21	Simon			
22	Hartwig			
Totals				
Carried				
Defeated				
Amended				
Voice vote				
Roll call				

WHEREAS, Lincoln County Board of Supervisors identified the Administrative and Legislative committee to review and vet all requests against the criteria that it does not create base building and creates economic growth and/or generates county revenue; and

WHEREAS, the Lincoln County Board of Supervisors approved earmarking \$500,000 for marketing plans to be later identified; and

WHEREAS, the goal of the branding is to market tourism and bringing visitors to the community to visit/stay to increase sales tax; and

WHEREAS, one of Lincoln County’s greatest assets to increase tourism is the variety and uniqueness of our multi-use trail systems; and

WHEREAS, Map It App allows visitors and local residents to access interactive maps, find new trails by location, their activity length, amenities and navigate routes event when there isn’t cell signal; and

WHEREAS, the City of Merrill, Tomahawk Chambers, Merrill Chambers and Lincoln County will partner to develop the app; and

WHEREAS, the Administrative and Legislative Committee supports purchasing the Map It App and authorize the Administrative Coordinator to work with the City of Merrill, City of Tomahawk, the Chambers, and the Department Heads to operationalize the app for Lincoln County.

NOW, THEREFORE BE IT RESOLVED, that the Lincoln County Board of Supervisors, based on the recommendation of the Administrative and Legislative Committee approve \$66,000 from the County’s American Rescue Plan Act (ARPA) allocation for the purpose purchasing and operationalizing the Map It app.

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 the Lincoln County Board of
Supervisors on:

Christopher J. Marlowe
Lincoln County Clerk

Dated: March 19, 2024

Authored by:, Supervisor, District
Co-Sponsored by:, Supervisor, District
Committee: Administrative and Legislative
Committee Vote: Date Passed: 03.06.24
Fiscal Impact: ARPA funds \$66,000 (includes app and 2 years of annual services);
thereafter \$3,000 in annual services

Drafted by: Renee Krueger, Administrative Coordinator

LINCOLN COUNTY

WHERE THE NORTHWOODS START AND YOUR ADVENTURE BEGINS

EMPLOYEE HANDBOOK

Adopted March 19, 2024

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WELCOME

Welcome to Lincoln County. We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources team. It is the responsibility of each employee to help ensure that Lincoln County complies with its obligations under State and Federal law. We have a rich history and strive to responsibly serve the people of Lincoln County. We sincerely hope you will take pride in being an important part of Lincoln County's success.

This Policy supersedes and replaces past practices and provisions previously found in collective bargaining agreements, including those that have expired and/or found in department-specific personnel policies except where expressly noted herein. These policies are subject to change and Lincoln County will make every effort to keep employees up to date. For employees who remain covered under a collective bargaining agreement, the terms of the bargaining agreement supersede the terms of the Policy.

MISSION STATEMENT

The mission of the Lincoln County Board is to maintain and improve the quality of life for those we serve by providing fiscally responsible services in a respectful and dignified manner.

VISION STATEMENT

Lincoln County will preserve the unique characteristics and resources that make up the place where the Northwoods start and your adventure begins by weaving together the cities and towns and holding ourselves and our communities to a higher standard through unity of effort and opportunity.

IMPORTANT THINGS TO KNOW

AT-WILL EMPLOYMENT

Lincoln County, in agreement with the State of Wisconsin, is an at-will employer. This means that either the employee or the employer may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this handbook is intended to or creates an employment agreement, expressed or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no County representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Lincoln County employees have the right to engage in or refrain from such activities.

EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY

Lincoln County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Lincoln County expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Administration. The County will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the Administration.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

1. Shunning and avoiding an individual who reports harassment, discrimination or retaliation;
2. Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
3. Denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Complaint Procedure located in the Employment Expectations section of this handbook.

AMERICANS WITH DISABILITIES ACT (ADA)

To ensure equal employment opportunities to qualified individuals with a disability, Lincoln County will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require reasonable accommodation should contact Administration.

Lincoln County is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy, the way we do business, and is an important principle of sound business management.

EMPLOYMENT EXPECTATIONS

CODE OF CONDUCT

Employees of Lincoln County are expected to adhere to our policies and conduct business in an honest, ethical and professional manner. Each employee and elected official has the responsibility to use good judgment, follow our policies, and act in the best interest of Lincoln County.

CONFLICT OF INTEREST

Lincoln County expects all employees and elected officials to conduct themselves and County business in a manner that reflects the highest standards and is in accordance with all federal, state and local laws, ordinances and regulations. This includes avoiding real and potential conflicts of interests.

Lincoln County recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the organization.

If a situation arises where there is a potential conflict of interest, it is the responsibility of the employee to discuss this with Administration and/or Corporation Counsel for advice and guidance on how to proceed.

The list below are some examples of the types of activity that indicate improper behavior, resulting in questionable integrity, or ethics. This list is not intended to be all inclusive but act as general guidelines:

- Simultaneous employment by another firm that is a competitor of or supplier to Lincoln County.
- Engaging in County business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
- Holding a substantial interest in, or participating in the management of, a firm to which the county makes sales, contributes funds or from which it makes purchases.
- Borrowing money from customers or firms, other than recognized loan institutions.
- Accepting substantial gifts or excessive entertainment from an outside organization or agency.
- Participating in civic or professional organization activities in a manner that divulges confidential County information.

- Misusing privileged information or revealing confidential data to outsiders.
- Using one's position in the County or knowledge of its affairs for personal gains.
- Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of county business.
- Campaigning for elected office, or for a candidate seeking elected office, while on work time or with County funds, equipment or other resources.
- Engaging in lobbying for any cause on behalf of any group or individual while on work time or with County funds, equipment or other resources.

Specific Conflict of Interest Policies:

Confidential Information: The protection of confidential information is vital to the integrity and success of Lincoln County. Although we are subject to Open Records statutes, there still are protections in place for confidential information, which is information not generally shared with the public. All inquiries for open record information should be vetted through Administrative Coordinator or the Corporation Counsel.

Nepotism: No person may be hired or transferred in a position where their direct supervisor or department head is a member of their family. Furthermore, County Board Supervisors may not sit on an Oversight Committee if a member of their family holds any position in a department that reports up through said Oversight Committee. Family is defined by generally accepted familial relationships including in-laws, as well as any other person sharing or have shared a residence. **Exceptions may be made if adequate separation of supervision can be accommodated and must be reviewed and approved by the Administrative Coordinator.**

Other Employment: Employees may hold outside jobs or volunteer as long as they continue to meet performance standards of their County position and provided the outside job/volunteering does not create a conflict of interest. The Administrative Coordinator has sole discretion to determine whether a conflict exists. If so, outside employment or volunteering would be prohibited. Lincoln County is the PRIMARY employer, therefore all employees shall be held to the same performance standards and work schedules, regardless of existing outside employment/volunteering demands.

Solicitation: No employee or organization shall engage in any solicitation of employees for any purpose whatsoever during work hours or in work areas.

Political Activities: Employees are free to engage in political activity outside of work hours to the extent that it does not adversely affect the performance of job duties, working relationships, or Lincoln County operations. When engaging in political activity

or discussion of public issues, employees are expected to ensure that their actions and positions are not attributed to Lincoln County. Lincoln County resources may not be used to promote a particular candidate or political party, nor used to advocate for a particular position on any issue that has been identified as the viewpoint of a candidate or party. Any political activity must be conducted independent of an employee's role with Lincoln County. Political activities include, but are not limited to:

- Partisan and nonpartisan elections and referenda;
- Solicitation of money or signatures for political contributions of from other employees, whether on or off work time;
- Posting political materials in areas open to the public or at workstations;
- Using employer's mailing address as a return address for political solicitations;
- Providing employer mailing lists to any individual or organization for political solicitations if information is not generally available to the public (note: the use and distribution of employer mailing lists to outside parties always requires prior review and authorization);
- Providing a forum for an individual candidate to promote his or her campaign without providing equal opportunity to all candidates for the same office to participate in the forum;
- Political advocacy in the form of clothing items, armbands, buttons, etc. that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace;
- Using Lincoln County, County position titles or departments in support of a candidate.

HARASSMENT/DISCRIMINATION/ BULLYING/RETALIATION

Lincoln County maintains a safe workplace environment that is free from discrimination, harassment (sexual and otherwise), bullying and retaliation. Every employee has a personal responsibility to help maintain a safe and healthy workplace environment. Workplace harassment, discrimination and bullying whether engaged in by employees, supervisors, elected officials or members of the public will not be tolerated.

Lincoln County has a Zero Tolerance policy for this behavior.

Employees will be subject to disciplinary action up to and including discharge. Similarly, acts of retaliation taken against employees, supervisors or elected officials for reporting

workplace safety issues, harassment or discrimination will not be tolerated and offenders will be subject to disciplinary measures up to and including discharge.

Bullying: Malicious repeated behavior that a reasonable person would consider to be offensive, degrading, humiliating, or threatening. Bullying may be directed towards one employee or a group of employees or customers. Some examples include, but are not limited to:

- Screaming at someone
- Condescending and belittling comments
- Name calling or ridiculing
- Derogatory remarks or insults
- Undermining or impeding others' work
- Unwarranted harsh and persistent criticism of work

Cyber-Bullying:

The utilization of social media, website material, emails, texting, cell phones, and other electronic means to promote or enact bullying of an employee, group of employees or customers.

Harassment and Discrimination:

Unlawful harassment or discrimination is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment and/or discrimination includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Sexual Harassment:

While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Camera, video or other recording device utilized to capture or transfer images that marginalizes, objectifies, or infringes on any person's privacy or right to it;
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated.

VIOLENCE IN THE WORKPLACE

Lincoln County is committed to providing a work environment that is free from violence. Any acts or threatened acts of violence will not be tolerated. Anyone engaging in violent behavior will be subject to discipline, up to and including termination, and may also be personally subject to other civil or criminal liabilities.

This section requires the combined efforts of all employees to enforce. Employees will report any act of violence or any threat of violence to their supervisor. All such reports will be fully investigated.

Supervisors, managers and/or directors will take the workplace violence concerns of employees seriously. They will trust the instincts of employees who are worried or fearful of another employee or customer. They will bring bizarre, erratic, or aggressive employee/citizen behavior to the attention of the Administrative Coordinator. Swift corrective and/or disciplinary action will be taken as necessary to stop aggressive behavior. Employee dismissals will be handled in as positive and forward-looking manner as possible to avoid and/or deter aggressive retaliation. Law Enforcement support will be obtained as necessary to ensure workplace safety.

Workplace violence is any act or threat (either verbal or implied) of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Lincoln County employees, occurring on county property or against an employee acting in their capacity as an employee.

Acts or threats of violence include, but are not limited to, the following:

- All threats or acts of violence occurring on Lincoln County property regardless of the relationship between Lincoln County and the parties involved in the incident.
- All threats or acts of violence occurring off Lincoln County premises involving someone who is acting in the capacity of a representative of Lincoln County.
- All threats or acts of violence occurring off Lincoln County premises involving an employee of Lincoln County if the threats or acts affect the legitimate interests of Lincoln County.
- Any acts or threats resulting in the conviction of an employee or agent of Lincoln County, or an individual performing service on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the interest and goals of Lincoln County.
- Any threats or acts of violence occurring off Lincoln County premises that can be shown to be a result of an employee performing their job for Lincoln County

Specific examples of conduct, which may be considered threats, or acts of violence include, but are not limited to, the following:

- Any physical altercation such as hitting, shoving, punching, kicking, “horseplay”, etc.
- The suggestions or intimation that violence is appropriate.
- Threatening an individual or his/her family, friends, associates, or property with harm.
- The intentional destruction or threat of destruction of county property.
- Harassing or threatening communications including phone calls, emails, text, surveillance, stalking, etc.
- Illegal possession, use or threat to use firearms or weapons.

Any reports of threats or acts of violence will be fully investigated.

Employees who find it necessary to obtain a restraining order, injunction against harassment, and order of protection or any other court order designed to prevent acts of violence or harassment from local judicial or law enforcement agencies, should immediately notify their supervisor and the Administrative Coordinator. Every effort will be made to keep employees safe at work.

COMPLAINT PROCEDURE

It is the responsibility of every employee experiencing or witnessing bullying or harassment in any form to report it to their supervisor, department head, or Administration as soon as possible. Reports can be made verbally or in writing. Any report will be treated seriously and investigated promptly. All employees and elected officials are expected to cooperate fully.

Employees and elected officials who participate in discriminatory behavior, bullying, harassment or retaliate against an employee who reports it, or makes an accusation in bad faith, will be subject to disciplinary action up to and including termination.

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor or department head, Administration or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination towards or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, Lincoln County will take immediate, appropriate, corrective action, including discipline, up to immediate termination.

HR AND EMPLOYEE RELATIONS POLICIES

It is the intent of Lincoln County to align with State and Federal employment laws and regulations. All employment laws have implications for policies and procedure governance. For this reason, the Administrative Coordinator, in conjunction with the Board Chair, reserves any and all management rights regarding employees' status including:

- Manage and direct employees
- Hire, promote, schedule, transfer and assign employees
- Layoff and recall employees
- Discharge employees or take disciplinary action
- Professional development of employees
- Assign work duties
- Contract out for goods and services
- Discontinue certain operations
- Establish work rules

The following Human Resources policies align with State and Federal guidelines and regulation. Where laws and regulation are not specifically prescriptive, Lincoln County is committed to navigating unregulated decisions in a manner that aligns with the intent and spirit of fair labor practices.

ELECTED OFFICIALS

The accrued vacation of an employee elected to office shall be paid out. The employee shall not accrue additional benefits and shall not be able to use those benefits while in office.

Elected officials are not eligible for health insurance post-employment except as provided through COBRA, vacation pay, holiday pay, longevity pay, or funeral leave, and are not eligible for sick leave accrual but may be eligible for other benefits as outlined by resolution adopted by the County Board.

RECRUITMENT AND HIRING

It is the practice of Lincoln County to undertake appropriate outreach and positive recruitment activities such as those listed that are reasonably designed to effectively recruit qualified candidates. The scope of the County's efforts shall depend upon all the circumstances, including positions and resources available, and the extent to which existing employment practices are adequate.

While Lincoln County believes there are no deficiencies in its current employment practices with respect to applicants and employees, it engages in outreach, positive recruitment, and external dissemination programs to augment its existing affirmative efforts. Recruitment includes but is not limited to the following activities:

- Contacts with minority-serving and women's colleges and universities;
- Technical school and community college recruitment;
- Participating in career/job fairs;
- Regular contacts with community organizations supporting minorities, women, veterans, and persons with disabilities;
- Sharing of job openings with the State Division of Employment Security (DES);
- Sharing of job openings through professional and trade networks and associations;
- Working directly with the Department of Workforce Development on recruiting efforts.

BENEFITS

All plan benefits and eligibility are described in detail in the Summary of Plan Benefits. *Please contact Human Resources to obtain a copy and for any information needed about a benefit.*

A. Group health insurance is available to all employees who regularly work 30 or more hours per week. Coverage is also available for spouses and dependents. Employees are required to contribute toward their monthly health insurance

premium. The employee share of monthly health insurance premiums are determined based on the coverage option they select from available plans. Coverage begins on the first of the month following the date of hire.

1. Employees who enroll for group health insurance coverage during their first 30 days of employment are accepted regardless of pre-existing conditions.
2. 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.

B. Qualified Medical Child Support Orders: Lincoln County will comply with Qualified Medical Child Support Orders. The Administration Department will have the authority and responsibility to amend the procedures as required.

C. All eligible employees who elect to do so may purchase, at their expense, life insurance made available through WRS. Employees may also elect to purchase, at their expense dental, vision, whole life, long-term disability, accident, critical illness, and universal life insurance.

VACATION

Lincoln County recognizes the importance of time off from work, and encourages employees to take vacation during the year. Employees with continuous service will accrue paid vacation according to the following schedule:

- Date of hire through 6 months = one week
- 6 months through 1 full year of service = an additional one week
- 1 year through 5 full years of service = two weeks
- 6 years through 12 full years of service = three weeks
- 13 years through 19 full years of service = four weeks
- 20 years through 22 full years of service = five weeks
- 23 years to 31 full years of service = one additional vacation day per year to a maximum of 33 vacation days may be used.

For purposes of vacation, one (1) week shall be equal to the employee's regular work week. Regular part-time employees shall receive pro-rated vacation amounts, proportionate to their hours worked. Limited-term employees are not eligible for vacation.

All vacations shall be approved in advance by the department head or designee

Employees may carry over up to one week of vacation leave at the approval of their department head. Employees who voluntarily terminate or retire from County employment will be paid out any unused vacation provided they give appropriate notice and have at least one year of service with the County. **Employees who are involuntarily terminated will not receive vacation payout.** Employees may not waive vacation and take vacation pay in lieu thereof.

OVERTIME & COMPENSATORY TIME

Lincoln County complies with the overtime-pay provisions of the Fair Labor Standards Act. Overtime, when applicable to covered employees, shall only be accumulated after 40 hours worked per work week. Any paid leave time including compensatory time shall not be counted as hours worked for overtime purposes. All overtime or compensatory time must be approved in advance by the direct supervisor or department head.

Compensatory time balance (Non-Exempt Employees Only): Employees may accumulate comp time subject to departmental policies. Employees who normally work less than 40 hours per week shall accumulate comp time at straight time up to 40 hours. Compensatory time may not exceed 20 hours without the approval of the department head. County Departments Heads may choose to limit the compensatory time accrual and pay out accumulated hours. Whenever possible, compensatory time is to be taken within 30 days of the date it is earned; and be taken with the prior approval of the department head.

Exempt Employees: Exempt employees are expected to work the hours required to discharge their responsibilities to the county as identified in their job description. Full-time equivalent employees' timesheets should record full-time equivalent hours worked, sick leave and vacation time. Hours in excess of the full-time equivalent total (80 hours per pay period) have no monetary or time-off value to the exempt employee.

ON-CALL PAY

Departments that require on-call services outside of the normal business hours will assign duties accordingly based on job description and department procedures. Exempt employees are not eligible for on-call pay but will receive service call pay as outlined for non-exempt employees.

Social Services

All employees of the social services department are subject to call-in if an emergency sheltering need is directed by the Director of Emergency Management. If called, employees receive a minimum of two hours of compensatory time or pay. If you receive multiple calls during the same time period, you do not receive the two hour minimum for each. County overtime and compensatory time policies apply for time actually worked.

Intake On-Call Pay:

Employees having responsibilities for Children's Court Intake Services are required to be on-call as directed by the department. The employee shall receive \$144.00 per weekend (Friday through Monday), \$34.00 per night (Monday through Thursday) and \$72.00 per holiday on-call time.

- If the holiday falls on a Friday, Saturday, or Sunday, the employee who carries the on-call phone will receive \$72 for Thursday evening into Friday and the weekend pay for Friday through Monday 8am.
- If a holiday falls on a Monday the employee would receive the \$144 for Friday through Monday and the \$72 for Monday through Tuesday 8am.
- If a holiday occurs on a Tuesday, Wednesday, or Thursday, the employee will receive \$34 for the evening prior and \$72 on the day of the holiday.

Employees required to be on-call on a holiday shall receive (8) hours of compensatory time in addition to any time actually worked on that day.

Intake Service Call Pay:

Employees who receive a call will record their time worked to the nearest 15 minute increment. County overtime and compensatory time policies apply for time actually worked.

Health Department, IT Department, Maintenance Department (excluding Pine Crest)

Employees in these departments will be assigned on-call as directed by the department head. All employees within these departments are subject to call-in if an emergency is declared and the department head determines it is necessary. If called, employees receive a minimum of two hours of comp time or pay. If you receive multiple calls during the same time period, you do not receive the two hour minimum for each. County overtime and compensatory time policies apply for time actually worked.

On-Call Pay:

\$1.00/hour for every hour on call (non-holidays)

\$2.00/hour for every hour on call on the day of the holiday

Employees required to work on call on a holiday shall receive (8) hours of compensatory time in addition to any time actually worked on that day.

Highway Department

All employees of the highway department are subject to call-in due to weather or other road related emergencies that present a public safety concern. Each employee called to work after going home at the end of a day, or called to work in case of emergency shall receive one (1) hour's pay at straight time rate of pay, as call pay, in addition to pay for actual time worked. County overtime and compensatory time policies apply for time actually worked.

LONGEVITY

All regular full-time employees shall be eligible to receive longevity payments, provided they have completed 36 months of service with the County by December 1 of any year.

The longevity payment shall be \$1.50 per month for each full month of service and shall be paid each year to eligible employees on the first pay date in December. Part-time employees regularly working half-time or more, but less than full-time, shall receive 1/2 of the longevity pay amounts.

No proration shall be permitted in computing an employee's length of employment or longevity payment. Eligibility and payment are based on consecutive years of service. Partial longevity payments may not be made to employees who terminate during the year, except to those who retire under the provisions of the Wisconsin Retirement Plan or to the beneficiaries of an employee who dies.

UNIFORM AND PERSONAL PROTECTION EQUIPMENT REIMBURSEMENT

To ensure that employees wear safety equipment that shall provide the necessary support and protection required of the job they are assigned, some departments will be required to wear uniforms and/or safety attire/equipment. Employees shall follow their respective departments in regards to adhering to uniform and personal equipment expectations. These amounts are based on the needs of the department and department issued supplies. No proration will occur

and benefits are eligible the following January upon hire. The following allocations are paid to employees annually with their second check in January.

- All Highway Employees receive \$250
- All Maintenance Employees \$400
- Sheriff Office Patrol, Investigators, and Correction Sergeant Employees receive \$750. Swat, Dive Team and K9 handlers receive an additional \$150.
- Solid Waste receives \$250

PAYROLL & DEDUCTIONS

Employee compensation information can be found in the wage scale posted annually on January 1st. The salary paid to an employee in any classification in a given pay range shall not exceed the maximum rate in that pay range.

Lincoln County pays employees on a bi-weekly pay schedule-through direct deposit on alternating Fridays. All employees shall provide bank information to the Finance Department to facilitate direct deposit.

Employees must notify Administration or update your information **within 5 business days** if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

Wage Scale Form can be found at Google Drive: Global/Human Resources/Wage Scale

Personnel Change Forms can be found at Google Drive: Global/Human Resources/Forms

EMPLOYEE WORKSITE WELLNESS PROGRAM

According to the National Wellness Institute, "Wellness is a conscious, self-directed and evolving process of achieving one's full potential". In an effort to support employees in achieving their own personal wellness goals, maintain a healthy lifestyle, and maintain an optimal work-life balance, Lincoln County is allowing wellness activities to use on-site facilities during the lunch hour and after work for the convenience of employees. The county does not endorse any specific program or activity, instructor or speaker. Wellness activities are strictly voluntary and not a requirement of your employment. It is to be

understood that these are off-duty activities which are not compensable and for which the county assumes no liability. Each individual must assess whether participation in an activity is right for you. We encourage you to consult with your physician before beginning any new wellness program or activity.

When equipment or activities are offered at the worksite, liability waivers may be required.

EMPLOYEE STATUS CATEGORIES

Full-Time Employees: Employees who work 36-40 hours per week on a permanent basis.

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.

Limited Term Employees: Employees holding jobs of limited or specified duration arising out of special projects, grant funding, vacancy pending appointment, seasonal workloads, emergencies, employees who are not scheduled regular hours but are called in at the discretion of the department head, or other.

Limited term employees (LTEs) will not be eligible to receive benefits unless employment contract or tenure in LTE role dictates otherwise. LTEs will not accrue any form of service credit, or file formal grievances except in matters pertaining to alleged discrimination. Limited term positions that exceed 1,200 hours in a 12 month period are mandated by State statute to enroll in the Wisconsin Retirement System, therefore Lincoln County strives to maintain LTE working hours below the 1200 threshold. 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.

Grant Funded Employee: Employees may work either full-time, part-time, or LTE schedules through grant funded positions. These positions have an anticipated termination date, however, may be extended upon additional grant funding availability.

Grant positions funded at 100%, including benefits, requires approval by the Administrative Coordinator and the appropriate oversight committee.

Grant funded less than at 100% will require approval by the Administrative Coordinator, the appropriate oversight committee, finance and county board.

Academic Internships (Unpaid): An academic intern is an unpaid student learner who is receiving instruction in an accredited post-secondary educational institution. Paid internships are considered LTE positions for employment purposes (see above). Academic Interns (or Interns) earn credits or clinical hours by completing on-site learning at Lincoln County on a limited term basis as part of a school's bona fide training program in lieu of compensation by Lincoln County. Departments may use interns with approval from their oversight committee and the Administrative Coordinator.

- Any internship contract is not a job promise.
- No pay/wages or employment benefits are provided to interns.
- The internship program can be terminated at any time at the discretion of the Administrative Coordinator.
- Any required reviews or paperwork required by the school to obtain credit for participation is the responsibility of the intern in conjunction with the Department Head.
- 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.

Written Documentation Requirements: Department Heads must consult with the Administration Department before proceeding with an internship. Each internship should be documented as follows:

- Satisfactory background check
- A copy of the school's internship policy and the requirements
- 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.
- 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
- 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
- The "Release and Waiver of Liability" must be completed prior to observing/shadowing a Lincoln County employee.

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 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.
- A Lincoln County employee shall supervise the student at all times, using care not to expose the student to harmful or risky situations.

Volunteers: Volunteers are scheduled, unpaid limited term employees. Departments may use volunteers with approval from their oversight committee and the Administrative Coordinator.

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.

OPEN POSITIONS

Open positions within the organization, whether they are new or current positions, will be managed and recruited by the Human Resources Department. **All open positions will be posted on the Lincoln County website for a minimum of two (2) weeks.** Below are specifics about open positions within Lincoln County.

Job Transfers:

Employees can transfer positions within the County either voluntarily (through application process) or involuntarily (assignment through operational need, promotion or demotion). Any job transfer must have the approval of the Administrative Coordinator.

Employees transferring from one pay grade to another (either up or down) will be appropriately evaluated. Wages may be adjusted to ensure the appropriate wage is put in place. The date of transfer will be their new date of classification and a 12 month probation period will be put in place. Employees transferring to the same pay grade will

keep their current rate of pay and date of classification. Job transfers will have no impact on longevity benefits.

Layoff and Recalls:

Lincoln County retains the right to lay off any employee, in whole or in part, and to retain employees regardless of their length of employment. The overall operational needs of the County shall be the prime consideration used in the determination of which employees shall be laid off. The rehiring of employees that have been laid off shall follow Fair Labor Standards.

New Positions:

A new position can occur when adding a position or if a current position changes more than 50%. All new full-time or part-time positions must have appropriate approval from the Administrative Coordinator, their oversight and A&L committee, as well as the County Board.

All requests shall be submitted to the Administrative Coordinator by February 1, to allow for all necessary budget approvals for the following calendar year. The Administrative Coordinator, who is charged with recommending the organization and staffing necessary to insure compliance and efficiency in providing services, will conduct a thorough review of any new position requests. The only exceptions to positions added outside of the budget process is when a “new” grant funded position becomes available or is a result of restructuring of the department that ultimately results in a reduction in expenses or overall personnel.

Where department reorganization is budget-neutral and does not add any additional positions, revised position descriptions or classifications shall not be treated as new positions, but shall require Administrative Coordinator and their respective oversight committee.

Replacement Positions:

Replacement positions occur when an approved position becomes vacant due to retirement, death, voluntary or involuntary termination. When a vacancy occurs in a position already authorized by the County Board, the department head shall fill out a “Replacement of Authorized Position Approval” form. The form must be sent to the Administrative Coordinator for approval. If this request is denied by the Administrative Coordinator, the request can be considered by the oversight and the A&L Committee. If either committee denies the request, the position will not be filled. In order to maintain

State required minimums and to fill the authorized positions immediately, Correctional Officer Positions may be filled without following the above procedure.

Temporary Assignments:

Temporary assignments will be based on the operational needs and the overall good of the County. Decisions of temporary assignments will be at the discretion of the Administrative Coordinator. Change in pay will generally not occur for temporary assignments.

Temporary Change In Hours

Employees may request in writing a temporary reduction in hours so long as it does not negatively impact the operations of the department. Requests must be approved by the department head and the administrative coordinator and shall be reviewed every three months. Benefits will be adjusted based on the hours worked. If a temporary reduction in hours extends beyond 1 year, the position may be permanently reduced with the approval of their oversight and A&L committee. If permanently reduced, any increase in hours will be treated as a new position.

LICENSE AND CERTIFICATION

Employees must acquire and maintain any license or certification that is mandated by Federal, State or County entities in order to perform specific job duties. If an employee loses a required license or certification, the employee must inform the department head and the Administrative Coordinator immediately. Loss of a license or certification may result in termination.

Commercial Driver's License (CDL) Suspension:

For highway workers, possession of valid CDL is required to perform the essential duties and responsibilities of employment. These employees receive an additional \$2 add on to their pay. At any given time, there shall be no more than one employee employed at the Highway Department with a suspended CDL.

If a highway worker has his/her CDL suspended for six (6) months or less (and is able to obtain an occupational standard driver's license within ten days of the CDL suspension), he/she may remain employed at the discretion of the Highway Commissioner, but will not receive the \$2 add on. If a highway worker has his/her CDL suspended more than six (6) months in any combination over the life of his/her employment or is not able to produce an occupational standard driver's license within ten days of having his/her CDL suspended, this shall result in an immediate termination based upon an inability to perform the essential job functions of a highway worker

RESIGNATION

Employees wishing to resign from employment with the County need to provide the appropriate notice to leave in good standing:

- Hourly employees – 14 day written notice to their department head and Administrative Coordinator
- Exempt employees – 30 day written notice to department head and Administrative Coordinator
- Department Head – 30 day written notice to Administrative Coordinator and their oversight committee chair.

Failure to provide proper notice will result in loss of accrued vacation benefits. Accrued sick time is not paid out. Employees resigning their position cannot use vacation, sick or holiday pay once notice is given unless approved prior to the notice being provided.

RETIREMENT

Employees wishing to retire from employment with the County need to provide the appropriate notice to leave in good standing. Additional notice of retirement will not impact the ability for the employee to arrange for their retirement, but is greatly appreciated by the Administration Department. Minimum notice is as follows:

- Hourly employees – 14 day written notice to their department head and Administrative Coordinator
- Exempt employees – 30 day written notice to department head and Administrative Coordinator
- Department Head – 30 notice Administrative Coordinator and their oversight committee chair.

Failure to provide proper notice will result in loss of accrued vacation benefits. Accrued sick will be placed in a PEHP account for retirees. Employees retiring must meet with the Administration Department to arrange for this and other retirement benefits.

Eligibility for Retirement Benefits through WRS:

Employees must qualify for Wisconsin Retirement Benefits under one the following provisions:

- Full-time employees: Shall be considered immediately eligible for participation in the Wisconsin Retirement System (WRS).
- Part-time employees: Are eligible if they are expected to work at least two-thirds of what is considered full-time employment by ETF. If, after one year, a part-time

employee has worked at least two-thirds of what is considered full-time by the ETF or at least 1,200 hours in the immediately preceding 12-month period, the part-time employee shall become a participating employee.

Employee Contribution:

Once eligible for coverage under WRS, coverage is mandatory and an employee may not “opt out” of WRS. The County and the employee are each required to pay “one-half of the actuarially required contributions”. Employee contributions are pre-tax.

Early Retirement:

Early retirement is permitted under the rules of Wisconsin Retirement Fund. Questions relating to early retirement shall be directed to the Administration Department.

TERMINATION

Any involuntary termination of an employee must be approved by the Administrative Coordinator. Any involuntary termination will occur after thorough review of the employee file, any needed investigation, or a clear breach of a “Zero Tolerance” policy of Lincoln County.

No notice is required for involuntary termination.

LEAVES OF ABSENCE

Lincoln County provides their full and part time employees with time off of work outside of vacation. Any leave of absence greater than three consecutive work days requires proper documentation and may need approval from the Administrative Coordinator. The following leaves of absence are listed in alphabetical order and provide a general policy overview. Please contact the HR Benefits Specialist for more information and to arrange any leave greater than three (3) workdays.

Bereavement:

Lincoln County allows paid leave to arrange or attend family funerals based on the following:

- Up to three (3) paid days off for death of immediate family defined as father, mother, spouse, child, brother, sister, grandchild or grandparent, and to be used

between death and interment. This definition includes “step” and “half” and “in-law” descriptors.

- Up to one (1) paid day off for the death of uncle, aunt, cousin. This definition includes “step” and “half” and “in-law” descriptors and to be used between death and interment. mother/father-in-law, son/daughter-in-law, brother/sister-in-law

Additional requests for bereavement will be dealt with on an individual basis and requires the approval of the Administrative Coordinator.

Emergency Conditions, Health and Safety, and Inclement Weather:

Emergency conditions may require the closing of a work site, the reassignment of staff to alternative work sites or other emergency measures. Below are guidelines to address foreseeable needs, but Lincoln County Administration reserves the right to call or react to an emergency outside this policy on an as-needed basis. Employees and public will be notified by local radio and TV stations of all emergency conditions that lead to a closing.

The Administrative Coordinator, with the approval of the County Board Chair or in conjunction with health and/or safety officials, may decide to delay opening, close or take other emergency measures in order to safeguard the health and welfare of employees and the public we serve.

Lincoln County will make all efforts to be open for business during inclement weather. With the exception of if an employee can't make it into work due to weather conditions; or must leave work early due to weather conditions, employees have the option of the following provisions with the approval of their Department Head:

- Use available vacation.
- Work from home
- Make up the time during the same week (flex-time).
- Taking the time off as excused unpaid leave of absence.
 - Please note that if the employee was already scheduled to have the day off (vacation or sick) they must proceed as scheduled.
- Use banked compensatory, if applicable.

If during an inclement weather period, a Department Head becomes aware that no one will be present at work in their department, they must notify the Administrative Coordinator that the department will be closed.

Family Medical Leave (Federal and State):

Family Medical Leave is provided for employees dealing with a serious health condition for themselves or an immediate family member. Lincoln County complies with both the Federal and State Family Medical Leave laws and Medical Leave/Bone Marrow and Organ Donation/Voting Leave Law requirements. In the event of any conflict between policy and applicable law, employees will be afforded all rights required by law.

All employees are responsible for contacting the Administration to apply or notify the organization of FMLA leaves.

For specifics, please review:

- Federal FMLA at <https://www.dol.gov/general/topic/benefits-leave/fmla>
- State of Wisconsin FMLA at <https://dwd.wisconsin.gov/er/civilrights/fmla>

Eligibility: Employees are eligible for FMLA leave if they have been employed with the County consecutively for at least 12 months and 1250 hours (Federal provisions) or consecutively for at least 52 weeks and 1,000 hours (State provision);

Employees who meet the eligibility requirements may be able to take up to 12 weeks of unpaid leave during any 12-month period for one of the following reasons:

- To care for their child following birth or after adoption (some provisions apply)
- To care for a spouse, child, or parent with a serious health condition;
- Employee's pregnancy, prenatal medical or childbirth; or
- Employee's own serious health condition.
- In the case where a married couple is employed at Lincoln County, the two spouses together may take a combined total of 12 weeks' leave during any 12-month period when caring for the same family member(s) other than themselves.

Requesting FMLA Leave: If possible, employees should give Lincoln County at least 30 days' prior notice of the need to take leave. When 30 days' notice is not possible, the employee must give notice as soon as practicable (within 1 or 2 business days of learning of the need for leave except in extraordinary circumstances). Failure to provide such notice may be grounds for delaying the start of the FMLA leave. (removed: For unforeseeable leave, employees must comply with Lincoln County's usual and customary procedural requirements for requesting leave, including a requirement that a specific person be contacted, absent unusual circumstances. Failure to provide such notice may be grounds for delaying the start of the FMLA leave. Contact the Administration Department to request the appropriate FMLA paperwork.)

When submitting a request for leave, the employee must provide sufficient information to the Administration Department to determine if the leave qualifies as the anticipated start and the duration of the leave. (removed:Sufficient information must include that the employee is unable to perform job functions; that a family member is unable to perform daily activities; that the employee or family member needs hospitalization or continuing treatment by a healthcare provider; or the circumstances supporting the need for military family leave.) Employees also must inform Lincoln County if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees will be required to provide certification and periodic recertification supporting the need for leave.

When an employee requests leave, Lincoln County Administration Department will inform the employee of eligibility under FMLA. If eligible, the employee will be provided a written notice that includes details on any additional information required. If the employee is not eligible under the FMLA, Lincoln County Administration Department will provide the employee with a written notice indicating the reason for ineligibility.

If leave will be designated as FMLA-protected, Lincoln County Administration Department will inform the employee in writing and provide information on the amount of leave that will be counted against the employee's leave entitlement under the Wisconsin FMLA, the federal FMLA or both.

Intermittent or Reduced Schedule Leave: An employee does not need to use leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Military Family Leave due to qualifying exigencies may also be taken on an intermittent basis. Under Federal FMLA, leave may not be taken on an intermittent basis when used to care for the employee's own child during the first year following birth, or to care for a child placed with the employee for foster care or adoption, unless both the employer and employee agree to such intermittent leave.

Medical Certification: If the employee is requesting leave because of the employee's own or a covered relative's serious health condition or bone marrow/organ donation, the employee and the relevant healthcare provider must supply appropriate medical certification. Employees may obtain Medical Certification forms from the Administration Department. When the employee requests leave, the employee will be notified of the requirement for medical certification and when it is due (no more than 15 days after the employee requests leave). If the employee provides at least 30 days' notice of medical leave, he or she should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner, absent extenuating circumstances, may result in denial of leave until it is provided.

Lincoln County reserves the right to directly contact the employee's health care provider for verification or clarification purposes. Lincoln County will not use the employee's direct supervisor for this contact. (removed: Before Lincoln County makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification.)

Lincoln County has the right to ask for a second opinion if it has reason to doubt the certification. Lincoln County will pay for the employee to get a certification from a second doctor, which Lincoln County will select. Lincoln County may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, Lincoln County will require the opinion of a third doctor. Lincoln County and the employee will mutually select the third doctor, and Lincoln County will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Medical and Other Benefits: During an approved FMLA leave, Lincoln County will maintain the employee's health benefits as if the employee continued to be actively employed. If paid leave is substituted for unpaid FMLA leave, Lincoln County will deduct the employee's portion of the health plan premium as a regular payroll deduction. If leave is unpaid, the employee must pay his or her portion of the premium. The employee should contact the Administration Department to make arrangements to make monthly premium payments.

An employee's healthcare coverage will cease if the employee's premium payment is more than 30 days late. If the payment is more than 15 days late, Lincoln County will send the employee a letter to this effect. If Lincoln County does not receive the co-payment within 15 days after the date of that letter, the employee's coverage may cease. If the employee elects not to return to work for at least 30 days at the end of the leave period, the employee will be required to reimburse Lincoln County for the cost of the premiums paid by Lincoln County for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of a serious health condition or certain other circumstances beyond the employee's control.

If the employee contributes to a life insurance or disability plan, Lincoln County will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or Lincoln County may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, Lincoln County may discontinue

coverage during the leave. If Lincoln County maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work. Employees will not accrue seniority or fringe benefits during an unpaid FMLA leave.

Recertification: Lincoln County may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days, (removed: and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, Lincoln County may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. Lincoln County may provide the employee's health care provider with the employee's attendance records and ask whether the need for leave is consistent with the employee's serious health condition. unless circumstances have changed significantly, the employer suspects fraud, or if the employee seeks an extension of the leave. Failure to provide requested recertification within 15 days, except in extraordinary circumstances, may result in the delay of further leave until the requested recertification is provided.

Reporting While On Leave: If an employee takes leave because of the employee's own serious health condition or to care for a covered relative, the employee must contact the Administration Department periodically regarding the status of the condition and his or her intention to return to work. In addition, the employee must give notice as soon as practicable (within 2 business days, if feasible) if the dates of the leave change, are extended, or were unknown initially.

Return to Work/ FMLA Leave Exhausted: An employee who takes leave may be asked to provide a fitness for duty clearance from the health care provider addressing the employee's ability to perform the essential functions of the employee's job. (removed: A. This requirement will be included in the employer's response to the FMLA request. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.) Lincoln County will make every effort to meet "light duty" needs should they be recommended.

If an employee has reached their maximum hours of FMLA leave, any further time off is not FMLA protected. If further time off is needed beyond their eligible maximum leave days/hours, the employee may request an unpaid leave of absence. Please contact the Administration department as soon as this need becomes apparent. Additional unpaid

leaves will require the approval of the Department Head and the Administrative Coordinator.

Upon return from FMLA leave, every effort will be made to return employees to their original position. However, if this is not possible, an equivalent position with equivalent pay, benefits, and other employment terms will be provided.

Failure to return to work by the specified date of return, working elsewhere during leave, or engaging in any activities inconsistent with the basis or medical circumstances upon which the leave was granted is considered a voluntary resignation, unless specifically approved.

Jury Duty/Witness:

Employees who receive a summons to serve on jury duty will be granted jury duty leave. The employee should notify the department head or supervisor immediately upon receipt of a summons/subpoena for jury/witness duty that is scheduled during the employee's normal work hours.

- No pay shall be allowed when such service falls on a day when an employee is off for any reason.
- The employee who completes jury duty or is not empaneled on the jury must return to work as soon as possible.
- Employees called for jury duty shall be paid their regular rate of pay for hours normally scheduled to work, provided their jury service fee, excluding mileage and meal stipend, is turned over to the County. No overtime or compensatory time credit will be given for hours beyond the normal workday.
- Benefits accruals will not be impacted for any jury duty.
- An employee summoned to appear as a witness that is work-related will be paid their normal hours as worked, but will be required to turn over any witness fee and mileage reimbursement to the County. The County will either provide transportation or pay mileage as necessary and in conformance with the County's expense reimbursement policy.
- If the appearance as a witness is not work-related, the employees will be required to take accrued vacation or compensatory time, or make up the time if no leave is available. Employees will not be required to turn over any witness fee or mileage reimbursement.
- If there is a question about whether the appearance is work-related or not, a determination will be made by the Administrative Coordinator in consultation with the Department Head.

Military Leave:

Lincoln County complies with federal law regarding the rights of employees who enter active military service. If an employee is called into active duty and meets all legal requirements, the employee will be reinstated to his or her former job at the expiration of military service pursuant to sec. 45.50, Wis. Stats.

Employees who are called to active military duty or to Reserve or National Guard training should submit copies of their military orders to the Administration Department as soon as received. Employees will be granted a military leave of absence without pay for the period of military service outlined in the orders, in accordance with applicable laws. Eligibility for reinstatement after military duty is completed is also determined in accordance with applicable laws.

A post-probationary employee is entitled by law to be excused from his/her County position for up to thirty (30) work days in any calendar year for the purpose of attending military schools, annual field training, active duty or any other federal active duty or training which has been duly ordered and held by the National Guard, state guard or any other reserve component of the military forces of the United States or the State of Wisconsin now or hereafter organized or constituted under federal and state law. Employee shall give written notification to his/her supervisor and the Administrative Coordinator as soon as s/he is aware of the training schedule. Employee shall indicate on his/her timesheet the days required for training. Employees shall provide a copy of the order which documents the training or active duty requirement.

Pay: To the extent that this duly approved absence creates a gap in pay for the employee before state or federal pay begins, the county agrees to advance pay for the absence on the following terms:

- a. Employee agrees to repay the advanced pay through payroll deduction within ninety (90) days of return to work or from any pay due employee upon termination of employment – whichever comes first. Should an employee terminate employment before repaying the advanced pay, the amount remaining unpaid shall be collected by this method or any other legal means.
- b. This pay will occur on the County's regular payroll schedule and will be based on the employee's normal work schedule without any overtime.
- c. As soon as the employee begins receiving payment from the training/active duty agency, s/he must notify the HR and this gap pay will terminate. HR and payroll will work out a reimbursement schedule with the employee; however, the reimbursement schedule shall not exceed ninety (90) days absent extenuating circumstances with written approval by the Administrative Coordinator.

- d. If HR does not receive notification within ninety (90) days of the employee returning to work or receiving state/federal pay, the Finance Department will begin withholding repayment of the advanced pay from the employee's current earnings based on a ninety day reimbursement schedule.
- e. By requesting and receiving advanced pay, the employee consents to these recoupment terms.

Military Family Leave (Federal Only):

There are two types of Military Family Leave available:

1. Qualifying exigency leave: Employees meeting the eligibility requirements for federal leave may be entitled to use up to 12 weeks of their basic federal FMLA Leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, parent, son, or daughter is on covered active duty or called to active duty status in the Armed Forces, including the National Guard or Reserves. Qualifying exigencies may include:

- Short-notice deployment (up to 7 days of leave)
- Attending certain military events
- Arranging for alternative childcare
- Addressing certain financial and legal arrangements
- Periods of rest and recuperation for the service member (up to 5 days of leave)
- Attending certain counseling sessions
- Attending post-deployment activities (available for up to 90 days after the termination of the covered service member's active duty status)
- Other activities arising out of the service member's active duty or call to active duty and agreed upon by Lincoln County and the employee

2. Leave to care for a covered service member: This special leave entitlement permits employees who are the spouse, parent, child or next of kin to take up to 26 weeks of leave to care for a covered service member or veteran during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on temporary disability retired list, for a serious injury or illness incurred in the line of duty while on active duty. For veterans undergoing medical treatment, recuperation, or therapy must be for a serious injury or illness that occurred any time during the five years preceding the date of treatment.

When both spouses work for the same employer, the aggregate amount of leave that can be taken by the couple to care for a covered service member is 26 weeks in a single 12-month period.

Organ Donation/Bone Marrow:

Lincoln County will provide eligible employees up to six weeks of unpaid, job-protected leave in a 12-month period for the purpose of serving as an organ or bone marrow donor. Leave may only be taken for the period necessary for the employee to undergo the donation procedure and to recover from the procedure. ***Eligible employee*** means an employee who has worked for the county for 52 consecutive weeks and has worked at least 1,000 hours during those weeks.

An employee who wishes to request donor leave must make a reasonable effort to schedule the bone marrow or organ donation so as to not unduly disrupt the employer's operations, subject to the approval of the donee's health care provider, and must give the employer advance notice of the need for the leave in a reasonable and practicable manner. Notice should be provided to the employee's supervisor and the Administration Department.

As a condition of approving leave, Lincoln County may require medical certification that states all of the following:

- The donee has a serious health condition that necessitates a bone marrow or organ transplant.
- The employee is eligible and has agreed to be a bone marrow or organ donor for the donee.
- The expected amount of time necessary for the employee to recover from the donation procedure.

Lincoln County will maintain the employee's group health insurance during the approved leave if/to the extent the employee had coverage under the plan immediately prior to leave.

Upon return from leave an employee will be returned to his or her former position, or if that position is not vacant, the employee will be returned to a position with equivalent pay, benefits, and other terms and conditions of employment.

Employees who take donor leave are not entitled to any right, employment benefit, or position to which they would not otherwise have been entitled had leave not been taken.

Employees are also not entitled to the accrual of any seniority or employment benefit during a donor leave.

The employer and employee may mutually agree that, during a period of recovery from a donation procedure, the employee will work in an alternative employment position.

Employees who have questions regarding this policy should contact the Administration Department.

Personal Leave of Absence without pay:

A leave of absence without pay may be granted not in excess of six (6) months provided the employee does not accept employment elsewhere or become self-employed. No benefits shall accrue during said leave. The employee, at the expiration of the time stated on such leave, shall be reinstated, if qualified, to their previous position, or equivalent, without loss of seniority.

Any leaves of absence shall be requested in writing, stating start and end dates, reason and any appropriate documentation. Organizational impact, employee performance, staffing needs and any other relevant factors will be considered when processing leave of absence requests. Leave of absences are discretionary and must be approved by:

- Department Head
- Administrative Coordinator
- Departmental Oversight Committee, and
- Administrative and Legislative Committee

Sick Leave:

Paid sick leave is provided to employees to address their own personal health care needs or the health care needs of an immediate family member. Immediate family is defined as the employee's spouse, children, parent, or member of the employee's household.

Employees shall earn sick leave based on hours worked to a maximum of 8 hours for each calendar month of service and may accumulate such leave to a maximum of up to 800 hours.

- Employees shall be eligible to use earned sick leave for personal illness, non-occupational injury, or for family illness after 1 month of employment.
- An employee who is absent due to an on-the-job injury which is covered by Worker's Compensation is entitled to receive the Worker's Compensation benefit and not sick leave.

- Employees utilizing sick leave may not engage in other employment or self-employment activities during their regular hours of work.
- At the County's discretion, an employee may be required to furnish a doctor's certificate as proof of illness of the employee or their immediate family member.
- Unless otherwise approved by the Administrative Coordinator, an employee who uses three (3) consecutive days of sick leave, prior to returning to the assigned department, the employee must provide to the Administration Department a return to work note signed by a physician or other qualified medical provider to certify the employee is cleared to perform the essential job functions of their job.

Unused sick time is forfeited upon termination of employment with the following exceptions:

- Employees retiring under the provisions of the Wisconsin Retirement Plan shall convert any sick leave balance to the County's Post Employment Health Plan
- Contrary provisions in collective bargaining agreements.

Voting:

Employees may request to their department head, in advance and in writing, to leave work in order to vote. The employee must apply for the time off prior to Election Day and the employer may designate the time of day for the absence. Time off, up to a maximum of three hours, will be unpaid unless you use vacation or compensatory time and will not count towards hours worked for purposes of other benefits such as holiday pay, overtime pay, etc.

PERFORMANCE MANAGEMENT

Reviews

All newly hired or transferred employees shall have a 12 month probationary period. Evaluations will be submitted to the Administrative Coordinator. If any issues arise, the Administrative Coordinator will work with the Department Head to determine the best course of action at that time.

A departmental leader may evaluate performance at any time for any reason. Department leaders are required to review the performance of the probationary employee at 90-days, 6 months and one year. Every employee shall have an evaluation completed by their supervisor on their current anniversary date. Subsequent evaluations will be completed annually by December first of the calendar year. Employees will be provided their evaluation on September 1st and will complete the employee

self-evaluation portion and return to their supervisor by October 1st. Supervisors will complete their review and meet with the employee for discussion, returning the final completed evaluation form to Administration by December 1st. If the supervisors indicate on the evaluation form that the performance has met expectations and recommends a step increase and the employee is eligible, step increase pay will be administered annually on the beginning of the pay period that includes January 1st. If a supervisor has indicated that the employee has not met expectations and is not recommending a step increase, the evaluation will clearly identify the areas of improvement needed and expectations that the employee needs to meet. The completed signed Evaluation Form is added to the employee's personnel file.

Disciplinary Action

Disciplinary action may occur when there are violations of standards of conduct, policies or procedures, as well as for unsatisfactory work performance. It is in the best interests of the employees and Lincoln County to ensure fair treatment of all employees, and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future. The County reserves the right, in its sole discretion, to impose disciplinary action.

The manner in which employees work, conduct themselves, and their appearance and attitude reflects on the County. Employees are expected to work in a competent and conscientious manner which reflects favorably upon other employees and Lincoln County in general. The following is a list of *examples* of behavior which justify disciplinary action.

- Fraud in securing employment
- Incompetency
- Inefficiency
- Unauthorized absences, repeated absence or tardiness
- Improper use of leave
- Neglect of duty
- Insubordination or willful misconduct
- Dishonesty
- Under the influence or in possession of intoxicants or controlled substances during working hours
- Conviction of a felony or misdemeanor, the circumstances of which are substantially related to the duties performed
- Negligence or willful damage to property
- Failure to obtain and maintain a current license or certification as required by law or employer

- Failure to maintain effective working relationships with other employees or the public
- Sexual or other unlawful harassment
- Workplace violence
- Violation of any lawful order, directive, policy, or work rule

The offenses listed above are not intended to be all-inclusive, and discipline or discharge may occur for any other reason depending upon the seriousness of the offense and the particular circumstances involved. The county reserves the right and absolute discretion not to follow progressive discipline and impose any level of discipline as deemed appropriate.

The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee discipline may be imposed which include, but are not limited to, the following:

- verbal or written warning
- Performance Improvement Plan (PIP)
- unpaid administrative leave or suspension
- termination

Immediate suspension by the department head may be necessary to preserve the health, safety, and welfare of employees, or to protect County property. The department head shall report the suspension to the Administrative Coordinator immediately.

Employee Discipline Form can be found at Google Drive: Global/Department Heads/Discipline and Termination/Employee Disciplinary Action Form

Grievance

The purpose of this policy is to provide guidance for employees and supervisors concerning discipline of county employees and to implement the grievance procedure mandated by sec. 66.0509(1m), Wis. Stats. Nothing in this policy is intended to create a legally binding contract expressed or implied or to change the at-will nature of employment with the County of Lincoln, as the County reserves its management rights to exclusively manage its operations in the best interest of the taxpayers of the County. The Personnel Policy does not guarantee employment for any definite period of time.

This policy applies to post-probation employees not covered by a collective bargaining agreement. For employees who remain covered under a collective bargaining agreement, the terms of the bargaining agreement supersede this policy. For purposes of this policy, "employee" does not include: statutory or political appointees, limited term employees,

seasonal employees, casual employees, temporary employees and independent contractors. This policy is subject to change and modification.

Employment with the County of Lincoln is voluntarily entered into and employees are free to resign at any time. Similarly, the County may terminate the employment relationship at will at any time for any reason or no reason, provided there is not a violation of applicable federal, state or local law.

It is in the best interests of the employees and the County of Lincoln to ensure fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future. The County reserves the management right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

An employee has access to this grievance procedure only as it relates to “workplace safety”, “discipline”, “denial of step-increase based on poor performance review”, and “termination” as those terms are defined herein.

The Grievance Procedure shall provide a timely and orderly review of decisions concerning:

- Employee terminations
- Employee discipline
- Workplace safety
- Denial of step-increase based on poor performance review

For purposes of this policy, “*workplace safety*” means: any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety including safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, warning requirements, workplace violence and accident risk. “Workplace safety” does not include – without limitation by enumeration – safety of property or conditions of employment unrelated to physical health and safety matters including, but not limited to: hours, overtime, sick, family or medical leave, work schedules, breaks, termination, vacation, performance reviews and compensation. A grievance filed regarding workplace safety must be filed by the grievant claiming he or she has been personally affected by the alleged workplace safety violation. The affected employee(s) must propose a remedy for the alleged violation.

For purposes of this policy, “*discipline*” means: an employment action that results in disciplinary suspension without pay, disciplinary termination or disciplinary demotion. “Discipline” does not include termination, layoffs or workforce reduction activities, oral

reprimands or warnings, written reprimands or warnings, plans of correction or performance improvement, performance evaluations or reviews, documentation of employee acts or omissions, administrative leave with or without pay pending investigation of misconduct or nonperformance, non-disciplinary wage, benefit or salary adjustments, changes in assignment, assignment location or other non-material employment actions.

For purposes of this policy, *“step-increase based on poor performance review” means: an employment action that results in an employee who would otherwise receive a step-increase on the wage scale but was denied due to the employee receiving a poor performance evaluation.*

For purposes of this policy *“termination”* means: a separation from employment by the employer for disciplinary or quality of performance reasons. “Termination” does not include: layoff, furlough, workforce reduction activities, job transfer, reassignment, non-disciplinary demotion, action taken as a result of an employee’s failure to meet the qualifications of the position, voluntary termination including without limitation quitting and resignation, job abandonment, retirement, contract non-renewal, end of employment due to disability, or end of employment and/or completion of temporary employment, seasonal employment, contract employment, part-time employment or assignment.

Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that arise. Accordingly, employees should first discuss complaints or questions with their immediate supervisor. If for any reason, an employee doesn’t feel comfortable bringing the matter to his/her supervisor, feel free to raise the issue with any member of management. Time spent in grievance meetings and hearings will not be considered as compensable work time.

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute termination of the grievance. Failure of management to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. Time limits may be extended by agreement in writing of the parties at any step of the procedure.

Timelines/Procedure.

First Step

If the problem cannot be resolved with the employee’s immediate supervisor, a written grievance (on the County’s specified form) may be filed with the department head, or designee in the absence of the department head, no later than seven (7) calendar days from the date that the employee first became aware,

or should have reasonably been aware, of the condition or circumstance giving rise to the grievance. Where the grievance alleges a workplace safety violation, the grievant must propose a remedy for the alleged violation. The employee shall provide a copy to the Administrative Coordinator immediately.

The department head, or designee, will provide a written response within fourteen (14) calendar days of receiving the grievance. The department head shall provide a copy of its response to the Administrative Coordinator immediately.

Second Step

The written decision provided by the department head or designee shall be final unless the employee files a written request (on the County's specified form) with the Administrative Coordinator no later than seven (7) calendar days of the date of the response.

The Administrative Coordinator, or designee, will then provide a written response within fourteen (14) calendar days of receiving the grievance.

Third and Final Step

The written decision shall be final unless the employee files a written request (on the County's specified form) with the Administrative Coordinator no later than seven (7) calendar days of the date of the response by the Administrative Coordinator or designee for a hearing before the Administrative and Legislative Committee.

If the Committee Chair determines that the grievant has met the required timelines for the grievance process, a hearing shall be conducted as soon as practicable. This determination is not subject to appeal. The hearing may or may not be transcribed, subject to the Committee Chair's discretion.

Grievance Hearings

The grievant shall have the right to representation (limited to one person) during the hearing and appeal at the grievant's expense. The representative shall not be a material witness to the dispute.

Witnesses may present information but only in person and written documents may be submitted, subject to the Committee's discretion. The grievant carries the burden of production of evidence and the burden of proof which shall be clear and convincing evidence. The rules of evidence shall not be strictly followed, but no factual conclusions may be based solely on hearsay evidence. Not less than ten (10) calendar days prior to

the hearing, the grievant and the County shall exchange lists of witnesses and documentary evidence that they intend to introduce at the proceedings. The Committee may request oral or written closing arguments and replies.

The Committee shall provide a written decision. The Committee must answer the following question:

- for workplace safety violation allegation(s): Based on evidence presented, has the grievance proven by clear and convincing evidence violation(s) of any standard(s) established under state law or rule or federal law or regulation relating to workplace safety?
- for discipline, denied step-increases, or termination grievances: Based on the evidence presented, has the grievant proven by clear and convincing evidence the decision of the Administrative Coordinator was arbitrary or capricious?

As an elected committee of the County Board of Supervisors, the Administrative and Legislative Committee is given the authority through Lincoln County Ordinance Chapter 2.08(4) to serve as the mediator when conflicts arise between departments, personnel, elected officials, County Board members and committees. Therefore, this is the highest level of appeal of the Lincoln County governing body for personnel matters. Thus, the decision of the Administrative and Legislative Committee shall be final. unless the employee files with the Administrative Coordinator a request for the decision to be reviewed by the Board of Supervisors no later than fourteen (14) calendar days from the date of the hearing decision issued by the Personnel Committee/Chair. The Board of Supervisors shall review the matter as soon as practicable. The Board shall examine the Personnel Committee's written decision and determine whether a rational basis exists for the written decision. The Board shall not conduct a new hearing, take testimony, supplement the record nor substitute its judgment for that of the Personnel Committee. The Board assumes that the decision of the Committee is correct and valid. A majority vote of the board members shall be required to overturn the decision of the Committee. Absent the County Board vote required to overturn the decision, the decision of the Personnel Committee shall be final. The minutes of the County Board will reflect its action on the appeal.

B. Forms: The Discipline & Grievance Procedure and complaint/appeal forms are available on the County Global drive @ G:\Forms & Documents\Administration\Discipline & Grievance Procedure with Forms or contact the Administration Department.

RECORDS MANAGEMENT AND RETENTION

County employees shall familiarize themselves with the “Records Management and Retention Ordinance of Lincoln County” which regulates the maintenance, retention and disposal of records (paper, electronic) created or in your possession. It can be viewed at Google Shared Drive Global: County Administration/Public Records/Records Retention. Employees are expected to strictly adhere to the retention rules prescribed therein or otherwise prescribed by statute or administrative rule. Any questions concerning record retention should be directed to the Corporation Counsel.

Personnel Files

The official personnel file of each employee of Lincoln County will be maintained by the Administration Department. Lincoln County, as a government entity, is subject to open records laws, which includes some, but not all, employment personnel file information. Files will be maintained under a secure system with procedures designed to restrict access and prevent misuse of information.

Lincoln County only retains personal information that is directly job-related, pertinent to the individual's employment at Lincoln County, and/or required for personnel administration and legal compliance. Access to personal information is exclusively limited to the employee, their personnel representatives, and management responsible for employment related decisions except where otherwise required by law. Release of other information (listed under §103.13(6), Wis. Stats.) will be at the discretion of the Administration Department, unless compelled by law. Information contained within personnel files includes (but is not limited to) application/resume; employment and salary history; education/certification records and test scores; attendance records; performance reviews documentation; letters of resignation/separation notice; and other employment information. Not all file information is subject to open records requests and requires review upon each request.

A separate, secure medical file will be kept for each employee that includes personal information not subject to open record. Medical file information includes (but not limited to) health insurance information, beneficiary designation and/or miscellaneous benefit information, pre-placement physicals including physical exams, psychological exams, and drug tests. To meet legal requirements and for audit purposes the payroll and benefit information will be retained and maintained in the County's Finance Department, which includes W-4 forms, salary history, voluntary deduction forms, wage garnishments, child support withholdings, credit verifications, and other authorized changes and/or miscellaneous payroll forms.

Employment References

All employment reference requests should be directed to the Administration Department. Employees providing references for co-workers or former co-workers do so in their individual capacity and are not authorized to do so on behalf of Lincoln County.

Release of Employee Information:

Requests for employment verification from former or current employees should be referred to the Human Resources Department. Without a written consent form signed by the employee, the only information verified will be:

- Dates of employment;
- Current job title or job title at time of termination.
- Other information required to be disclosed pursuant to law.

Review of Personnel File:

Employees may request to review their employee records with the Human Resources Department. Employees may obtain a copy of the contents of their file for a nominal photocopy fee. Employees will be granted a maximum of 2 requests to review their files in a calendar year. The employer shall provide the employee with the opportunity to inspect the employee's personnel records within 7 working days after the employee makes a written request.

An employee who is involved in a grievance against the employer may designate in writing a representative to inspect their personnel records under the same conditions provided the employee. Employees shall not be permitted to examine confidential county records pertaining to a legal matter or an investigation of alleged discrimination.

Corrections to Personnel Record

Employees may review and add to information in their personnel records. Written documentation or statements provided by the employee relevant to information in their file should become a part of the file for as long as the original information is maintained. Lincoln County will make every effort to maintain the accuracy of personnel data and provide opportunities for employees to correct and explain disputes. Incorrect information will be eliminated from the file.

WORKPLACE POLICIES

The following policies are intended to be a guideline for the daily business of Lincoln County. It is the expectation of Lincoln County Administration and the Board of Supervisors that all employees align their work hours with the spirit and intent of our policies and ensure proper office coverage for effective operations. Work schedules shall be approved by the Department Head and in some cases shall be approved by the Administrative Coordinator.

Flexible Schedules enhance the ability of the County to fulfill its responsibilities, render services to the public, and enhance employee morale. For purposes of this section, a flexible schedule is not a permanent schedule or shift change. Rather, a flexible schedule is designed to offer the employee and the Department Head flexibility to alter a shift as needed for a short term, temporary or one-time basis. A flexible schedule may be established upon request of the employee, with the prior approval of the Department Head or designee. The Department Head may discontinue or alter the flexible schedule. When discontinuing or altering an established flexible schedule, the Department Head will normally provide advance notice of such change whenever possible.

Daylight Savings Time Employees who are required to work during the change of Daylight Savings Time shall be paid for the hours actually worked.

OFFICE HOURS

(This is a pilot for 2024 and may be changed at any time at the discretion of the Administrative & Legislative Committee)

Offices and departments shall be open for business and service from 8:00 a.m. to 4:30 p.m. Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Fridays, except on designated holidays and countywide closures.

- Highway Department office hours are from 6:30am to 4:30pm Monday through Thursday.
- Solid Waste office hours are based on the schedule determined by the oversight committee.
- The core hours of operations at the courthouse will remain 8:00a.m. to 4:30p.m. Monday through Friday. However, all county offices in the courthouse may be closed to the public on Friday's at 1:00p.m.

The County reserves the right to schedule and/or change all hours and schedules of work as deemed necessary and nothing contained herein shall be construed as a guaranteed work week. The core hours of operation for the Highway Department are

generally 6:30 a.m. to 4:30 p.m. Monday through Thursday. However, this does not guarantee a work schedule of such, and scheduling may be adjusted according to the operational needs of a department. Certain departments may work varied hours based on 24/7 operations and customer needs, including the Sheriff's Department.

The workweek is Monday through Sunday, beginning the first shift on Monday.

Employees will be assigned "regular" scheduled hours based on the operational needs of the department and/or statutorily required coverage. Any requests to change those hours as an on-going schedule must be approved by the Department Head and a copy provided to the Administration Department. All requests will consider the impact on the department operations, community access to services, and equitable treatment to other employees within the department. Department Heads are responsible for ensuring community access to services during County Hours and may change any person's regular scheduled hours to meet this demand.

Employees may be permitted to flex their regular schedule hours, as approved by their department head (and/or designee) to accommodate operational needs and/or reduce overtime. Flex time is defined as a temporary variance from the regular scheduled hours. Flex time involves working longer hours on some days in order to have a shorter day or time off on other days. Flex time must be in conformance to the Fair Labor Standards Act. Poor performance, abuse of flex time, changes in operational needs of the department and/or creation of a hardship for the department may result in the revocation of the privilege or changes to a flex schedule at the discretion of management.

HOLIDAYS

Lincoln County observes the following 10 holidays:

- New Year's Day
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Not all holidays fall during a work week. The Administration Department will share the yearly holiday calendar in late fall with benefits of open enrollment materials.

Employees must have worked the day preceding and the day following the holiday (or the day designated as the holiday), unless the employee has pre-approved leave. All full-time and part-time employees will receive holiday pay at the regular pay rate for eight (8) hours, with the exception of the Highway Department and Sheriff's Office employees who receive vacation based on the department's operational hours. Any employee who is required to work on any of the above-mentioned holidays shall be paid time and one-half or may request a scheduled day off in lieu of the holiday during the same pay period.

In addition to the Holiday building closures, additional planned building closures may be authorized by the Administration and Legislative Committee and posted with the Holiday Schedule. While the buildings are closed, they are not holidays and employees are subject to their regular work hours. These dates are designated to allow for mandated training for all employees and are subject to change annually.

ATTENDANCE

It is the expectation of Lincoln County that employees will be punctual and in regular attendance. Poor attendance and excessive tardiness are disruptive to the work environment. Either may lead to disciplinary action, up to and including termination of employment. Any employee attendance falling below 98% shall be reviewed by the department head. FMLA, scheduled sick leave and approved vacation shall not be counted against attendance.

BREAKS/LUNCH

Non-exempt (hourly) employees are entitled to two 15 minute rest periods each day, as well as a 30 minute unpaid meal break. Break periods of 15 minutes will be counted as hours worked. Breaks are scheduled at the discretion of management. If necessary for continuity of services, breaks are to be taken on a staggered basis within a department.

TIME REPORTING

All employees shall be required to participate in the County time and attendance scheduling program as designed by the program. Employees are responsible for accurate recording of time and requests for leave daily. Employees who "clock-in/out"

for another employee or ask another employee to “clock-in/out” for themselves will be subject to discipline, up to termination. Department Heads or Department Supervisors are the only ones authorized to make necessary changes to “time and attendance.”

COMMUNICATION

All employee communication is expected to be professional, courteous, and work appropriate. Lincoln County is subject to open records which include all emails, texts, letters, memos, notes, photos, videos, etc.

To provide employees with appropriate updates, standard mail, email and bulletin boards will be the main vehicle utilized for organizational communication. HR will maintain all information on bulletin boards located in break rooms. No other information is authorized to be on employment related bulletin boards. Employees and/or the general public must have departmental approval to post on department bulletin boards. Lincoln County reserves the right to monitor, retrieve, backup and review any communication composed, sent, received, or downloaded

DRESS CODE

Employees at all levels and positions are representative of the organization and affect the public’s impression of the County. Employees’ dress, grooming and personal hygiene contribute to the professional appearance of Lincoln County. Employees are expected to:

- Present a professional appearance at all times;
- Promote a positive working environment and limit distractions caused by inappropriate dress; and
- Ensure safety while working.

Department heads are responsible for communicating and enforcing the dress code. Disciplinary action is appropriate for attire that is offensive, distracting or in conflict with this section.

Dress and Grooming:

All employees are expected to be neat and clean in appearance and to dress in a manner appropriate to the nature of their position and job duties in accordance with department requirements and health and safety standards. Employee’s clothes or uniforms shall be neat and clean. Employees should avoid clothing, hairstyles, or jewelry that may detract

or interfere with the performance of their work or pose a safety risk. Employees are expected to maintain clean and appropriate oral and body hygiene.

Employees working in an office setting are expected to dress in a business casual (less formal wear than business suits, i.e. dress pants or skirts/dresses and dress shirts), which does not include items from the below list which are deemed unacceptable (list is not all inclusive):

- Torn or excessively faded and/or worn jeans
- Bib overalls and beach attire
- Halter or midriff tops or dresses
- Tight fitting clothing or clothing that is otherwise revealing, distracting or provocative
- Clothing with offensive pictures or language
- Soiled, torn or ripped clothing
- T-shirts, unless it displays County logo
- Shorts
- Flip-flops (beach style), crocs and garden shoes

Employees assigned to field inspection, maintenance and/or outside work may wear casual clothing on days involving field inspections and outside work. Dress should be appropriate for conditions and health/safety standards and **must follow the Lincoln County Safety Compliance Program.**

Casual Dress Days:

Casual dress days are days in which office employees may be allowed to wear clothing that is less formal than that worn on other business days as permitted by the department head. Employees who are required to wear uniforms or employees required to appear in court may not be able to dress in casual attire. All items deemed inappropriate above are also inappropriate for casual day.

Body Piercing:

If an employee has piercings, they should not pose any safety threats.

IDENTIFICATION BADGES AND KEYS

All employees are provided an Identification Badge and building access fob according to the **Credentialing and Asset Management Program** upon hire. **Employees are encouraged to wear the badge appropriately and in a visual location.** Employees must report lost or stolen cards to their supervisor and IT immediately. Employees will be responsible for the costs of a replacement badge if two are lost in one year.

Keys issued to the employee are to be inventoried appropriately. The County Clerk office manages all keys in collaboration with maintenance and the Department Head.

EMPLOYEE TRAVEL

This section will define the parameters of acceptable expense claims for County employees. While procedures contained herein are generally applicable to all employees, some may be modified by collective bargaining agreements. If information herein conflicts with the provisions of a union contract, the terms of that contract will control. The most cost-effective form of transportation available must be utilized, taking into consideration work assignment, costs and travel time.

Training:

Attendance at conferences and training must be approved by the department head as appropriate. Any out-of-state travel must be approved by your oversight committee in advance.

Reimbursement Procedure: In order to receive reimbursement, expenses incurred by employees while on County business must be reported on the Lincoln County expense form and accompanied by the required original vendor receipts.

Expense Forms can be found at Google Drive: Global/Human Resources/

Disallowed Expenses: Expenses which are not Lincoln County business-related are not reimbursable. This list is not all-inclusive.

Alcoholic beverages

- Spouse or family members costs
- Lost/stolen cash or personal property
- Laundry or cleaning costs
- Traffic citations, parking tickets and other fines
- Repairs, towing service, locksmiths, repair of flat tires, lubrication, etc., and other similar expenses for personal vehicles
- Meals included in the cost of registration fees
- Additional charges for late checkout or failing to cancel guaranteed reservations (unless justified)
- Lodging costs within a 70-mile radius from the primary work site.
- Trip/flight insurance
- Extra baggage charges for personal items
- Child care costs

Vehicle Use

Employees required to drive a vehicle as part of their job must possess a valid driver's license at all times. Employees who drive on County business are required to inform their department head of any changes that may affect either their legal or physical ability to drive or their continued insurability. Employees must notify their department head if their license becomes invalid or suspended. Employees must follow all rules of operation and all laws regulating driving.

Employees are not permitted under any circumstance to operate a vehicle for County business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication or intoxication. Employees who are unable to operate their vehicle for health reasons must notify their department head as soon as possible.

Employees who drive a vehicle on County business must exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Employees must exercise due diligence to drive safely and are responsible for any driving infractions or fines as a result of their driving.

When two or more employees are traveling to the same destination, carpooling is required whenever possible.

Insurance Minimum Coverage: County personnel, including elected public officials, who use their personal vehicles for County travel are required by our insurance carrier to carry minimum limits of automobile liability insurance. The minimum limits of liability are \$100,000/\$300,000 or a combined single limit of \$300,000. Personnel in this category must provide the County with evidence of insurance (a certificate of insurance or photocopy of their policy declarations page) showing the minimum limits required on or before January 15 of each year. Department heads are required to keep on file a copy of each employee's auto insurance declarations page verifying that they have the minimum liability coverage. Department heads must also complete the departmental "Verification of Insurance Form" indicating which employees have the minimum coverage. This form should be returned to accounts payable. Those employees with the minimum coverage will be reimbursed at the current IRS rate.

Volunteer Drivers: Volunteer drivers must also provide evidence of insurance (a certificate of insurance or a photocopy of their policy declarations page). Volunteer drivers are exempt from the required minimum limits of liability.

Primary Coverage: In each case, County personnel using their personal vehicle or volunteer drivers should be covered by their primary automobile liability insurance.

Mileage Regulations: County personnel, including elected public officials and volunteer drivers, who use their personal vehicles for approved County travel and are in compliance with current insurance requirements on the vehicle for which mileage is claimed, will be reimbursed for mileage at the current Internal Revenue Service (IRS) rate. Those not in compliance with the insurance requirements will be paid \$.25 per mile. The County shall reimburse employees traveling on business for expenses that would be deductible as local transportation expenses for IRS purposes.

Temporary Work Location: If your job requires that you travel to a temporary work location, you may claim actual mileage from home to the temporary work location and back home. A temporary work location is a place where your work assignment is realistically expected to last one year or less. This guideline applies to mileage reimbursement for seminars and training also.

Two Places of Work: For departments where staff is required to travel to both a primary (regular) work location and a secondary work location, the oversight committee should designate the primary and secondary work location. This schedule should limit travel to both locations on the same day as much as is practical to conduct business. If you regularly work at two or more places in one day, you can be reimbursed for your transportation expenses of getting from one workplace to another. Transportation from home to the first workplace during the day and from the second workplace back home, are commuting expenses and are never reimbursable.

Local Travel: If your job requires that you use your personal vehicle for a business purpose, such as to pick up mail, you may claim reimbursement for mileage for the most direct route.

If you drive home at the end of the workday and must return to your primary work location for a meeting in the evening, the second trip to work and return home is a reimbursable expense.

Parking and Tolls: Out-of-County parking fees and tolls will be reimbursed to the employee. Where the amount claimed is over \$10.00 per day, the employee must provide a receipt.

County Vehicle Use

Lincoln County provides the use of County-owned vehicles to certain employees to conduct County business or to report directly to their work from home. The following procedures will be used for such authorization.

Department heads may authorize the employees to take vehicles home on an occasional basis when the needs of the department dictate that the employee should take the vehicle home.

Employees who are assigned a vehicle to take home on a regular basis for improved response or for reporting to work directly from their home must be authorized by their department head and appropriate oversight committee.

Employees who are assigned a County Vehicle should store the vehicle at the County's facilities during extended absences due to vacation, sick leave or other absences exceeding 3 successive working days unless approved by the department head.

County owned vehicles should not be used for any personal reasons except for incidental use on route to and from work pre-approved by the department head. All other personal use of County owned vehicles is strictly prohibited. Vehicle use outside of Lincoln County will be for official business only.

Employees assigned a county vehicle should not allow anyone else to operate the vehicle or provide rides to passengers unless business related.

Employees operating or riding in a vehicle owned or leased by the County are prohibited from smoking. Consistent with state law, smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" shall include the use of an electronic delivery device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in the county ordinance. "Electronic Delivery Device" shall mean any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. "Electronic Delivery Device" shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

Employees assigned a county vehicle will be responsible for maintaining the cleanliness of the car by removing all trash and waste on a regular basis.

Employees should complete a pre-trip inspection report and report any damage and or accidents. Employees should also report the need for any minor repairs such as defective wipers and/or lights as well as the need for other routine maintenance.

Meals

General

Tax Tip: Reimbursement for the cost of meals paid in connection with single day/non-overnight travel is considered by the IRS as taxable income to the employee.

Meals for Others: In certain situations, with supervisor or department head approval, meals for non-County employees may be reimbursed if the meal is a necessary business courtesy extended to a non-County employee visiting on official business.

Claims

Regulations: Reimbursement for meals in connection with official business out of the county will be allowed only on the following conditions:

Breakfast will be reimbursed if departure is prior to 6:30 a.m. and return after 10:00 a.m...

Lunch, when travel assignment is outside the county and extends over the period 10:30 a.m. to 2:30 p.m.

Dinner provided the employee returns from travel status after 6:00 p.m.

Rates: Claims shall represent actual, reasonable and necessary expenses.

Maximum amounts: Breakfast \$10.00; Lunch \$15.00; and Dinner \$20.00.

Lodging

General

Allowed Expenses: Overnight accommodations are allowable where:

1. The distance traveled is more than 70 miles one-way from the primary work site; or
2. Training requires the employee to be away overnight; or

3. The meeting begins too early for travel to commence after 6:00 a.m. or ends too late to allow a return to the employee's home or principal place of business (whichever is nearer the meeting site) prior to 10:00 p.m.; or
4. An evening meeting is a part of the business activity.
5. The intent of this section is to allow for safe travel and well-being of the employee. Available daylight hours and current road and weather conditions should be taken into consideration when making the request to stay overnight.

Choice of Accommodations: Choice of lodging shall be based on cost with consideration given to accessibility in conducting business. A state rate is available at many hotels/motels. When making a reservation, employees seeking lodging for County business should request the established state rate, excluding tax. If an employee is attending a conference, the employee may choose to stay at that location regardless of the rate or seek separate lodging at a cheaper rate so long as the travel reimbursement does not exceed the cost of the lodging expense.

Standard Room Rate: Employees will be reimbursed at the standard room rate. Where employees of the same sex are traveling together, however, they are encouraged — whenever feasible — to share lodging accommodations.

Tax Exemption: County employees traveling on County business are exempt from payment of state and some local taxes on lodging. When making reservations, employees can avoid the tax on hotel/motel rooms by advising the hotel/motel of the tax exempt status and provide the facility with documentation (including the tax exempt number) explaining the County's tax exempt status. As an alternative, a purchase order providing that information can be utilized.

CREDIT CARDS & PURCHASE CARDS

Credit and Purchase cards will be used only for authorized purchases necessary for business related supplies, services and products **that are unable to be purchased through our centralized purchasing agent.** Employees making purchases will be responsible for the proper use and security of the card(s) and account information. The following policies will apply to credit and purchase card issuance and use:

- The department oversight committee and finance committee must approve the request for a card.
- No card will be used for personal purchases.

- Cards must be kept in a designated area in the department along with a list of employees authorized to use the cards. The employee using the credit card must turn in receipts each month to be included with the credit card monthly billing. No payments will be made without supporting receipts or invoices.
- A copy of the receipt will be initiated by an authorized signer, coded with an appropriate account number, and forwarded to the accounts payable clerk in the Finance Department each week. Weekly the accounts payable clerk will match charges on the account (accessed through the internet) with the approved receipts received.

Any unauthorized charges found on the account will result in the following:

- Immediate freeze on the account
- Finance Department investigation into the circumstances of the charge
- Employee holding the card will report to the Finance Committee for a full explanation of unauthorized charge
- Employees may be personally responsible for all unauthorized charges.

INFORMATION TECHNOLOGY POLICIES

Lincoln County provides numerous technology resources that are available to county employees, elected officials and our partners. Computers, cell phones, and network resources are provided as a business tool to enable users to perform their job duties. Employees are required to review and follow the Information Technology Policies found at G: Global/Human Resources/Policies/Informational Technology Policies

These resources are to be used by employees for business purposes only. All computer activities will be monitored to protect legitimate business interests.

County owned workstations, laptops, and other electronic devices are configured by the Information Technology Department and users are prohibited from making any configuration changes.

Employees must protect the security and integrity of work related electronic documents and will be held accountable should their actions jeopardize the safety and integrity of Lincoln County. As such, Lincoln County will follow best practices in security and usage, as well as prohibit employee's personal devices from being utilized for County work and from being connected to the County network.

Damaged/Lost/Stolen Equipment:

Lost, stolen or damaged IT equipment should be immediately reported to the employee's department head or immediate supervisor and IT.

Employees may be financially responsible for the replacement if:

- Equipment is lost or damaged while in the care of an employee as a result of the employee's carelessness or negligence.
- Equipment is not returned by an employee within the specified period of time or is damaged upon its return.
- Equipment is damaged due to failure to adhere to safety, maintenance or operational policies.

If the employee is found to be financially responsible for the loss or damage to a mobile device, any costs associated with repair or replacement shall be deducted from the employee's paycheck unless a prompt personal payment is made to reimburse the county for the loss.

Mobile Phones:

Mobile phones may be provided to certain county employees to conduct necessary job-related activities. Requests for mobile phones must be approved by an employee's department head and the Administrative Coordinator. Should an employee believe their position merits the use of a mobile phone, the department head and County Administrative Coordinator will evaluate the request. Such evaluations shall consider the following factors:

- The frequency of the employee's need for mobile communications for county business.
- The cost of mobile communications as compared to alternative forms of communication.
- The provision of mobile phones to others within the employee's department and the potential to share or jointly use mobile phones.

The county provides mobile phones to designated employees for conducting county business. Use of county-owned mobile phones to make or receive personal calls is prohibited. It is understood incidental personal use may occur in urgent and emergent situations. This use should be on a limited basis and reported to the employee's

supervisor. Repeated non-compliance with this policy may result in loss of mobile equipment and other discipline.

Employees are permitted to carry personal mobile phones while at work. Use of personal mobile phones for non-business purposes is restricted to break and lunch periods. The county is not responsible for damage or loss of any personal mobile device.

SAFETY & ON/OFF THE JOB INJURY

Employees must immediately report to their supervisor any job related injury. An employee is required to complete the Employee's Injury Report Form as soon as practical. The completed form is to be filed with the supervisor. The supervisor shall complete the form and forward a copy to the Administration Department. The supervisor will conduct an accident investigation within 24 hours of the injury.

If an employee receives medical treatment for an injury, they must provide a completed "Return to Work Form" (signed by a healthcare provider) to their supervisor and Administration before returning to work. If the employee returns with restrictions, then the supervisor will make every effort to accommodate the employee. If accommodations for restrictions cannot be made within the department, Administration shall pursue transitional work in other departments. Employees may be utilized in other departments and may complete work outside of their normal duties while transitioning to unrestricted duty.

If the employee is unable to report for any kind of work, the employee must work with Administration to ensure all appropriate protocol is being followed.

Employee Injury off the Job

Employees injured off the job will work directly with the Administration Department if any work accommodations are required.

Liability Incident /Property Damage:

Employees who are made aware of a potential liability incident or property damage must immediately report it to their supervisor. Gather as much information about the incident as possible. The supervisor shall report it to the County Clerk's office immediately. No employee shall accept or sign for any legal documents related to the potential claim without consulting Corporation Counsel. Any and all inquiries related to the potential claim shall be directed to the County Clerk's office.

Employees who are made aware of an auto or fleet accident must immediately report it to their supervisor. Gather as much information about the accident as possible. The supervisor shall report it to the County Clerk's office immediately. No employee shall accept or sign for any legal documents related to the accident without consulting Corporation Counsel. Any and all inquiries related to the accident shall be directed to the County Clerk's office.

Safety / Loss Control / Risk Management Plan

The County Safety Director (Emergency Management Director) will assist department heads as needed with safety related issues, questions, and concerns. The County Safety Director will work to ensure the success of the Lincoln County Safety Compliance Program, report to the Finance & Insurance Committee as necessary and serve as Chair of the County Safety Work Group.

Lincoln County Safety Compliance Program can be found at XXXXXXXX

SOCIAL MEDIA

Social media records are governed by Wisconsin statute 19.31-19.39. All Lincoln County social media accounts are to be used only for business purposes only. All activity on any Lincoln County social media account will be managed appropriately, and in alignment with all established ethical business standards.

The use of County work time and equipment (computers, cell phones, etc.) for personal use of social media accounts is prohibited. Employees violating the social media policy are subject to discipline up to and including termination.

DRUGS AND ALCOHOL

Lincoln County is dedicated to providing a safe and healthy workplace environment. Our employees are our most valuable resource in ensuring the quality of all services.

Lincoln County has a Zero Tolerance policy for the unlawful use, abuse, possession, distribution, or sale of alcohol or controlled substances.

Any employee found to be under the influence of drugs or alcohol during work hours shall face immediate termination.

No employee shall be under the influence of alcohol or illicit drugs at any time during working hours. This includes any paid or unpaid break or lunch periods, training sessions, working hours of a conference, or any time an employee represents (implied or

otherwise) Lincoln County. The sale, possession, transfer or purchase of alcohol or illegal drugs while in the course or scope of employment is also prohibited.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre-employment: Candidates may be required to submit a drug and/or alcohol screen as part of a conditional offer of employment.

Reasonable Suspicion: Any employee that appears to be under the influence of alcohol or drugs, may be subject to a drug or alcohol test. When an employee is notified that there is reasonable suspicion to be tested, that employee will be immediately escorted by a County official to the collection site for a drug and alcohol test.

Random: Per DOT requirements, random alcohol and drug screening will apply to all CDL positions. Lincoln County reserves the right to randomly screen all employees at any time.

Post-accident: A post-accident drug and alcohol test is required whenever a driver causes an accident or vehicle damage, or receives a citation for a moving violation.

Refusal to test will be considered a voluntary termination.

To ensure the integrity and accuracy of each test, all specimen collection, analysis, and laboratory procedures will be performed in accordance with DOT protocols and safeguards as set forth in Part 40 of Title 49 of the Federal Code of Regulations.

Lincoln County recognizes and enforces the Federal Highway Administration's (FHWA) drug and alcohol policies and regulations for any employee using a County vehicle or for employees utilizing their own means of transportation to enact County business. This applies to all vehicle operators when on duty whenever performing, or just about to perform, a safety-sensitive function. Safety-sensitive functions are any on duty activities that include, but are not limited to, the following:

- Waiting to be dispatched
- Inspecting equipment
- All driving time
- Loading and unloading of vehicles or their cargo
- Performing requirements relating to accidents
- Repairing, assisting, or attending a disabled motor vehicle,
- Performing any compensated work for any non-motor entity

The County believes that training, along with comprehensive drug testing, is the most effective approach to promote safety and reduce alcohol and drug abuse. Employees may contact the Administration Department for information on services for drug and alcohol problems.

Commercial Driver's License (CDL)

Lincoln County recognizes the Federal Highway Administration's (FHWA) drug and alcohol policy and regulations. All positions requiring a CDL shall be reviewed and held to the FHWA standards.

Pre-Employment: All offers by the County to hire an applicant for a driver position are contingent upon: 1) completing the County's general consent and release to be tested for drugs and alcohol forms; 2) taking a drug and alcohol test as directed by the County and passing both tests; 3) completing the County's authorization to obtain past drug and alcohol test results form(s) from previous employer(s); and 4) complying with any other County conditions or requirements at time of offer.

Any applicant who refuses or fails to complete the County's consent and release to be drug and alcohol tested form(s), who refuses or fails to complete the County's authorization to obtain past drug and alcohol test results form(s), who refuses or fails to submit to a pre-employment/pre-duty drug and alcohol test, or whose result is positive for either test, will not be considered eligible to work for the County.

Reasonable Suspicion Testing: Each driver is required to submit to a drug and/or alcohol test whenever the County has reasonable suspicion to believe that the driver has used drugs and/or alcohol in violation of DOT regulations and/or this policy. In the event one or more supervisors find reasonable suspicion to test (based on personal observation and documented by one or more supervisors who has received training on performance indicators of probable drug and alcohol use), a drug and/or alcohol test of the employee will be required.

Whenever a driver is notified that there is reasonable suspicion to be tested, the driver must report to the collection facility immediately. Drivers who are required to submit to a reasonable suspicion test will be escorted by a County official to the collection site for a drug and alcohol test.

If the driver refuses the County's efforts and insists on driving their own vehicle or a County vehicle, the County reserves the right to take whatever appropriate action to prevent this, including contacting law enforcement officials.

Random Testing: The County is required to perform unannounced, random drug and alcohol testing of all covered employees. Every driver will have an equal chance to be selected each and every time a selection is conducted.

Whenever a driver is randomly selected to be tested, they will be notified of this in writing and instructed to report to the collection site immediately.

Any driver who tests positive, or who refuses to submit to a test, shall be terminated.

Post-Accident Testing: A driver who has an accident while performing a safety-sensitive function may be required to submit to a post-accident drug and alcohol test as soon as possible. A driver must always submit to a post-accident test as soon as possible after an accident which involves the death of a human being.

A post-accident drug and alcohol test is required whenever a driver receives a citation for a moving violation involving the accident and either: 1) a person is injured because of the accident and the injuries require immediate medical attention to the person away from the accident scene; or 2) one or more motor vehicles involved in the accident, receive disabling damage, and must be removed from the accident scene by a tow vehicle or another vehicle.

Following an accident under the above circumstances, all employees will be tested as soon as possible, but not to exceed eight (8) hours for alcohol testing and 32 hours for drug testing. Employees involved in accidents must refrain from alcohol use for eight (8) hours following the accident or until a drug/alcohol test has been administered. Employees who leave the scene of an accident without appropriate authorization prior to testing will be considered to have refused the test and will be terminated. Any other employee whose performance may have contributed to accidents under this section will be tested; for example, maintenance or dispatching employees.

Any employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution will be terminated. Refusal can include an inability to provide an adequate urine specimen or breath/saliva sample, without valid medical reason, delaying arrival at the collection site, or engaging in any conduct which clearly obstructs the testing process.

Test Procedures and Confidentiality

To ensure the integrity and accuracy of each test, all specimen collection, analysis, and laboratory procedures will be performed in accordance with DOT protocols and safeguards as set forth in Part 40 of Title 49 of the Federal Code of Regulations. This will include: 1) procedures to ensure the identity of the driver at the time of specimen

collection; 2) strict chain-of-custody procedure to ensure that the driver's specimen is not tampered with; 3) the use of a trained breath alcohol technician (BAT) and National Highway Transportation Safety Administration (NHTSA) approved testing equipment for conducting alcohol tests; 4) the use of a laboratory which has been certified by Substance Abuse and Mental Health Services Administration (SAMHSA); 5) the confirmation of an initial positive drug screen by a second analysis using gas chromatography/mass spectrometry (GCMS); 6) the confirmation of an initial positive alcohol screen by a second analysis; and 7) County appointment of a qualified Medical Review Officer (MRO) to review drug test results before they are reported to the County's designated contact person.

Collection Procedures

All drug tests will be administered using split sample procedures specified by DOT. Under these procedures, the driver must provide at least 45 milliliters (ml) of urine in a specimen container. The specimen will then be divided into two (2) specimen bottles by the collector. Thirty (30) ml will be poured into one bottle and fifteen (15) ml into the second bottle. Both bottles will be sent to the laboratory.

The bottle containing 30 ml will be analyzed as the driver's primary specimen. The second bottle will be held by the laboratory to be sent to another lab at the driver's request in the event that the primary specimen is verified as positive. In the event the primary specimen is verified as positive, the driver will be notified by the County's MRO, or by the company, of the positive test and given the option to have the second bottle sent to a different laboratory for analysis. To exercise this option, the driver must advise the County's MRO within 72 hours of being told that the primary specimen was positive. A POSITIVE drug test may be determined to be NEGATIVE by the MRO if the driver can prove that the substance was prescribed by a licensed physician. This determination will be made by the County's MRO.

This policy is not intended to prohibit the use of medication legally prescribed by a licensed physician, who is familiar with the driver's medical history and specified safety-sensitive duties, and who has advised the driver that the prescribed medication will not adversely affect the driver's ability to operate a motor vehicle. Medications prescribed for someone other than the driver, however, will not be considered lawfully used when taken by the driver under any circumstances.

All alcohol tests conducted under this policy require that the driver must provide a breath/saliva specimen for any test conducted by the County. If the alcohol test is conducted by a law enforcement officer following an accident, the driver must provide either a breath or blood specimen.

Prior to being tested for alcohol, each driver will be required to: 1) present their personal identification; and 2) complete a DOT Breath Alcohol Test Form provided by the BAT. A driver, who fails to provide identification, refuses to complete the form, or otherwise fails to cooperate will be treated as though they test positive and will be terminated.

Prior to each alcohol breath/saliva test conducted by the County, the BAT will instruct the driver on how the test will be conducted.

In the event that an employee is required to comply with breath testing as a result of a law enforcement investigation, the employee must submit to the examination. The test will be considered enforceable for purposes of the Policy if the testing officer is a qualified BAT and the EBT that was used for the test has been certified by the State of Wisconsin or a local law enforcement agency.

1. Alcohol

No employee shall consume an intoxicating beverage, or be under the influence of an intoxicating beverage, within four (4) hours before going on duty or operating, or having physical control of, or performing any safety-sensitive function; or

Consume an intoxicating beverage, regardless of its alcohol content, be under the influence of an intoxicating beverage, or have any measured alcohol concentration or any detected presence of alcohol, while on duty, or operating, or in physical control of a County vehicle, or while performing any safety-sensitive function; or

Be on duty, or operate, or in physical control of a County vehicle, or perform any safety-sensitive function while in possession of an intoxicating beverage (including medications which contain alcohol), regardless of its alcohol content.

2. Procedures After Positive Test Result

If a confirmation alcohol test measures 0.04 or greater, or for a controlled substance, the County will terminate the employee.

In the event that any test result obtained under these policies results in a positive drug or alcohol reading, the employee will be terminated.