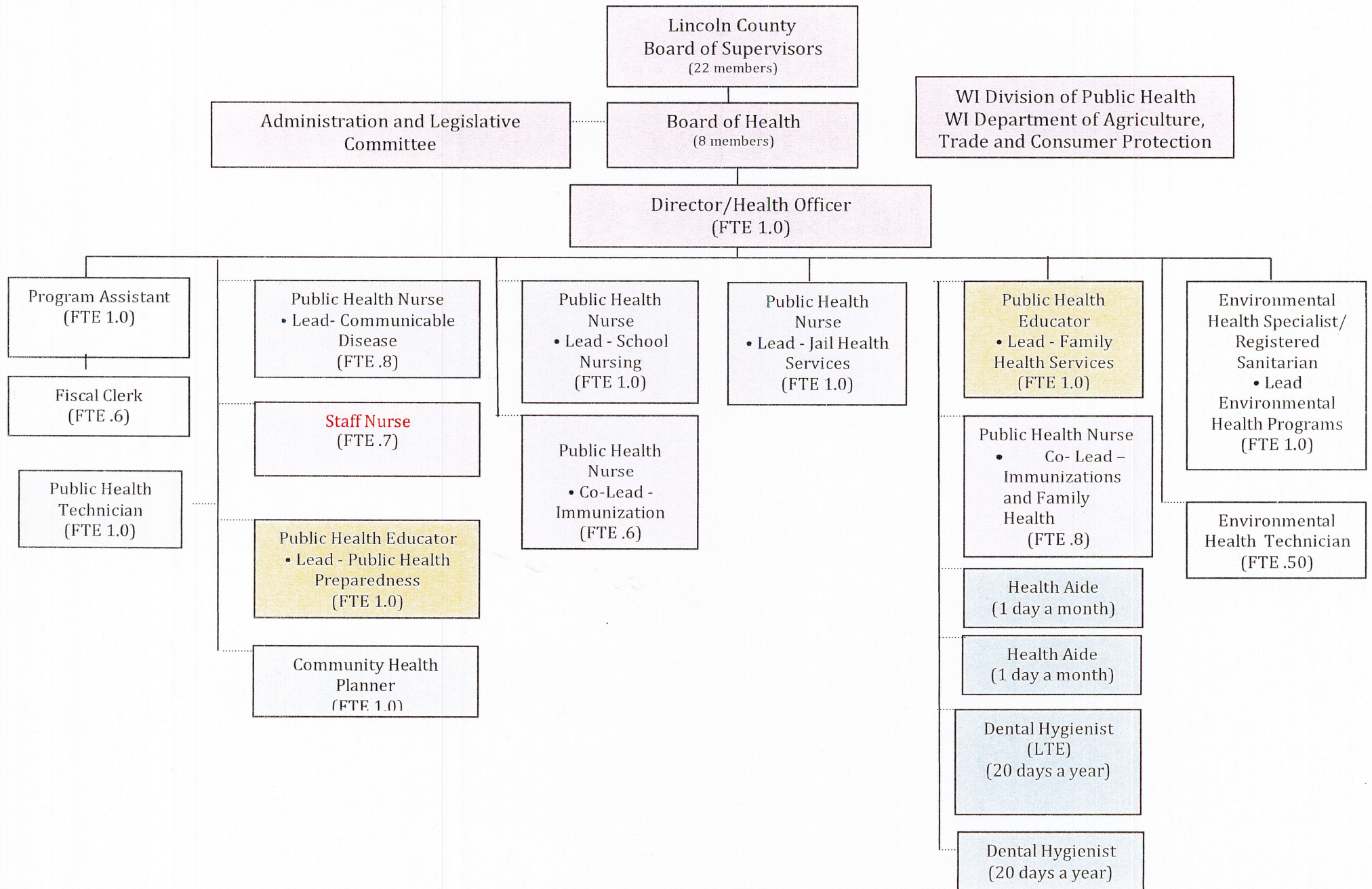


**LINCOLN COUNTY HEALTH DEPARTMENT**  
**ORGANIZATIONAL CHART – FEBRUARY 2024**



**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: X

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

X  
X  
X  
X  
X  
X

**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<br>APPROP | REVISED<br>BUDGET | YTD ACTUAL  | MTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
|------------------------------------|--------------------|-------------------|-------------|------------|--------------|---------------------|----------------|
| <b>20 ADMINISTRATIVE PERSONNEL</b> |                    |                   |             |            |              |                     |                |
| <b>0000 DIVISION</b>               |                    |                   |             |            |              |                     |                |
| 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               | 1,069.90    | 23.50      | .00          | -569.90             | 214.0%*        |
| 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                 | -31,919.91  | 8,771.81   | .00          | 31,919.91           | 100.0%         |
| TOTAL ADMINISTRATIVE PERSONNEL     | 0                  | 0                 | -31,919.91  | 8,771.81   | .00          | 31,919.91           | 100.0%         |
| TOTAL REVENUES                     | -234,585           | -234,585          | -234,585.00 | .00        | .00          | .00                 |                |
| TOTAL EXPENSES                     | 234,585            | 234,585           | 202,665.09  | 8,771.81   | .00          | 31,919.91           |                |
| GRAND TOTAL                        | 0                  | 0                 | -31,919.91  | 8,771.81   | .00          | 31,919.91           | 100.0%         |

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

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

Department Administration Dept. No. 20

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

|                 |                |         |
|-----------------|----------------|---------|
| 10200051.560000 | Admin Supplies | \$8,190 |
|-----------------|----------------|---------|

Explanation

|   |
|---|
| Carryover unspent funds from 2023 into 2024 |
|   |
|   |
|   |
|   |
|   |

Grant Name

|     |
|-----|
| N/A |
|-----|

Source of Funds

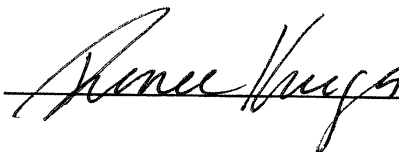
|                  |
|------------------|
| Operating Budget |
|------------------|

Expected Use

|                       |
|-----------------------|
| Purchase of Furniture |
|                       |
|                       |

Department Head's Signature

Date 3-6-24





2018  
absent extenuating circumstances with written approval by the Administrative Coordinator.

- d. If the Finance Department 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 employee's current earnings based on a ninety day reimbursement schedule.
- e. By requesting and receiving advanced pay, employee consents to these recoupment terms.

#### LEAVE OF ABSENCE

A. Leave of absence without pay for periods not in excess of six (6) months: Six (6) months leave of absence without pay may be granted in any year by the employer to any employee upon written request by such employee, providing such employee does not accept employment elsewhere or become self-employed. No benefits shall accrue to the employee while taking a leave of absence. The employee to whom leave of absence has been granted shall be entitled, at the expiration of the time stated on such leave, to be reinstated, if qualified, to the position in which he or she was employed at the time the leave was granted (without loss of seniority in accordance with the union contract, if applicable). Any leaves of absence shall be requested in writing, stating starting and ending dates and reason. Leave of absences are discretionary and must be approved by department head, oversight committee, and Personnel Committee. Organizational impact, employee performance, staffing needs and any other relevant factors will be considered when processing leave of absence requests.

#### B. Voluntary Unpaid Leaves of Absences:

1. Employees may voluntarily reduce their hours per pay period by 20 percent by taking voluntary unpaid leaves of absences without having to contribute more to their health insurance and/or have deductions made from their vacation and sick leave accruals. (For full time employees that is the equivalent of one day per week).
2. Employees may reduce their hours on regular schedule contingent upon approval of the Department Head and Administrative Coordinator.
3. Employees may reduce their hours on an as needed basis contingent upon approval of their Department Head.
4. Voluntary unpaid leave of absences may be taken even if employees have paid time off (vacation and sick leave on the books).
5. All voluntary unpaid leaves of absences must be in increments of at least 1 hour.
6. Effective dates: First of the month following County Board approval.
7. Personnel Committee will have the right to cancel the program. Department Heads may deny any further requests at any time and can end the participation with a notice of 30 days for those who have reduced their hours on regular schedule.
8. Exclusions: Sheriff's Department Deputies, Correctional employees, and 911 Telecommunicators, and Pine Crest employees.
9. Employees will not be allowed to work extra hours on remaining days in the pay period in order to make up the lost time. (For example: An employee can't take one day off and then end up working 4 Ten hour days the remaining days of the week.)
10. FLSA Considerations:
  - a. Exempt employees: Exempt employees of public agencies (Salaried staff) may reduce their hours and take unpaid leave of absences for absences due to budget required furlough.

- b. Non-exempt (hourly) employees would not be impacted by FLSA except that the unpaid leave would not be considered time worked. Depts cannot allow employees to take time off on one day only to work more than 40 hours in the remaining days of that week so that the County is paying overtime.
11. FMLA Considerations: Requests for family and medical leave will be handled separate and distinct from request for voluntary unpaid leaves of absences.

Impact on Benefits:

Health Insurance: There will be no increased employee contribution provided the employee does not reduce their work hours more than 20% in a pay period.

Retirement: The County contributes a percentage based on an employee's earnings. To the extent that an employee's earnings are voluntarily reduced, the contribution will be reduced.

Years of Service: The Wisconsin Retirement System considers 1904 hours to be one year of service. Employees who work less than that in a given year will earn less than a full year of creditable years of service.

FICA: The County contributes a percentage based on an employee's earnings. To the extent that an employee's earnings are voluntarily reduced, the contribution will be reduced.

Form: The employee request for voluntary unpaid leave of absences form is located at Global/Forms & Documents/Administration.

### **LEAVES - EMERGENCY CONDITIONS**

To promptly notify employees of any emergency conditions that may require the closing of a work site, the reassignment of staff to alternative work sites or other emergency measures.

- A. Inclement Weather: Inclement Weather Policy (Does not apply to essential personnel such as Highway, Nursing Home, and Sheriff Office employees.) During periods of inclement weather, the buildings and operations under the control of the County will remain open and functional during the usual and customary workday hours subject to the following:
  - 1. In the event an employee of Lincoln County makes a good faith determination that, although the County remains open for business, his/her safety would be jeopardized by attempting to travel to work in severe inclement weather, said employee may, with the approval of the employee's department head, have the option of not attending work and using one of the following alternatives:
    - a. Taking the time off as vacation if said employee has unused vacation time available.
    - b. Taking the time off as compensatory time provided said employee has earned sufficient compensatory time prior to the absence.
    - c. Make up the time during the same week with their department's head approval.



2024  
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 and approval process. 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;



- 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

Motion By:  
Second By:

Resolution 2024-03-XX

## Resolution Approving the Purchase of CivicPlus Agenda and Meeting Management Select Software

| 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  |               |   |   |     |

STATE OF WISCONSIN )  
COUNTY OF LINCOLN ) SS

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

WHEREAS, pursuant to Wisconsin State Statute Chapter 59.23(2)(a) The County Clerk shall act as clerk of the board at all of the board's regular, special, limited term, and standing committee meetings; under the direction of the county board chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the board in a format chosen by the clerk, including all committee meetings, either personally or through the clerk's appointee; file in the clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; publish ordinances as provided in s. 59.14 (1); and perform all duties prescribed by law or required by the board in connection with its meetings and transactions.; and

WHEREAS, in Lincoln County, each committee has a department head, as an appointee of the county clerk, to create the agendas for committee meetings and to keep and record true minutes of all the committees proceedings; and

WHEREAS, the county clerk then manages the retention of these proceedings and records at length every resolution adopted, order passed, and ordinance enacted by the board; and

WHEREAS, in an effort to administrate ease of access to our county's records and make readily available to its public and staff the counties website is used to store such records and simplify the search process; and

WHEREAS, CivicPlus Agenda and Meeting Management Select Software is designed to aid and coordinate the efforts of our administrative staff in the preparation, retention, and availability of the records described above.

WHEREAS, CivicPlus is the parent company to Lincoln County's website host which also performs the county's codification services which our corporation counsel manages. CivicPlus Agenda Management integrates with our current website and codifications making these process seamless and uniform.

NOW, THEREFORE BE IT RESOLVED, that the Lincoln County Board of Supervisors approves the purchase of CivicPlus Agenda and Meeting Management Select Software and authorizes the County Clerk and Information Technology Director to facilitate this purchase and implementation.

Dated:

Authored by:

Co-Sponsored by:

Committee: Administrative & Legislative Committee

Committee Vote:

Date Passed:

Fiscal Impact: \$16,073 to implement. \$8,033 annual support.

Drafted by: Chris Marlowe (County Clerk)