LINCOLN COUNTY
PERSONNEL COMMITTEE
Lincoln County Service Center, 801 N. Sales Street, Merrill WI 54452, Room 248
Monday, November 18, 2019 4:30 p.m.
Agenda

1. Call meeting to order
2. Approve Minute(s) from previous meeting(s)
3. Request to fill new position(s)
    a. Social Services – Social Worker
    b. Social Services – Child Welfare Support Specialist
4. Reorganization of Land Services Department
    a. Reclassification of Land Information Program Manager
    b. Reclassification of GIS Specialist/Survey Tech
5. Administrative Coordinator's Report
6. Employee Recruitment and Retention Plan
7. Resolution to Approve Annual Compensation Fringe Adjustment for County Elected Officials (Clerk, Register of Deeds, and Treasurer)
8. Motion to go into closed session: a. Pursuant to sec. 19.85(1)(c), Wis. Stat. for the purpose of considering employment, promotion, compensation or performance evaluation of any employee over which the governmental body has jurisdiction or exercise responsibility.
    a. Maintenance staff employee request for leave without pay-no other leave time available (8 weeks requested)
9. Reconvene to open session
10. Take any necessary action on the closed session items(s).
11. Set next meeting date(s)
12. Adjourn

DISTRIBUTION:
Personnel Committee Members –Corey Nowak (Chair) (Electronic), Brian Hafeman (Vice Chair), Julie Allen (Electronic), Greta Rusch and Tyler Mueller
County Board Chair
Administrative Coordinator
Department Heads

News Media – Notified on _____ at _____ m. by_____
Bulletin Boards:
Service Center – Posted on_____ at _____ m. by_____

While there may be a quorum of the Social Services Committee, Land Service Committee and Highway Committee present, no Social Services Committee, Land Services Committee or Highway Committee business will be conducted at this meeting.

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statue.
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 consider 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 SEESIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours <u>unless</u> 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, nay member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than $25.00 nor more than $300.00 for each violation.

Meeting Minutes of
Lincoln County Personnel Committee
Lincoln County Service Center, 801 N. Sales Street, Merrill, WI 54452, Room 248
Friday, September 13, 2019 7:00 a.m.
Agenda

MEMBERS PRESENT: Corey Nowak, Julie Allen, Greta Rusch
MEMBERS EXCUSED: Tyler Mueller, Brian Hafeman

VISITORS: Jason Hake, Ken Schneider, Matt Bremer, Bob Weaver, Hunter Lane

1. **Call Meeting to Order:** Meeting was called to order at 7:00 a.m. by Chair Nowak

2. **Approve Minute(s) from previous meeting(s):** Motion by Rusch to approve minutes from the 7/16/19 meeting, second by Allen. All ayes. Motion carried.

3. **Memorandum of Agreement for Sick Leaver Payout for Lincoln County Employees Working at Pine Crest and Lincoln Industries:** Hake stated the proposed MOU would convert sick leave balances as of 12/31/19 into a PEHP account for any employee 55 or older. Employees under 55 would then have their sick leave balances as of 12/31/19 converted to a separate sick leave bank at NCHC. This bank could be used when all PLT time has been exhausted and the employee qualifies for FMLA. If the employee stays until age 55 and retires they would be paid out the remaining balance. This proposal has been communicated at an employee advisory committee meeting.

   Motion by Rusch to approve the Memorandum of Agreement and forward to County Board, second by Allen. All ayes. Motion carried.

4. **Administrative Coordinator's Report:** Hake highlighted his reports, which were then placed on file.

5. **Employee Recruitment and Retention Plan:** The committee discussed options to help with recruitment and retention challenges. Hake will continue discussions with department heads.

6. **Set next meeting date(s):** Call of the Chair

7. **Adjourn:** Motion by Allen to adjourn the meeting, second by Rusch. All ayes. Motion carried

Minutes drafted by Jason Hake, Administrative Coordinator

Lincoln County
Staff Requisition

Title of requested position Social Worker(Attach job description if available)

Department: Social Services Department Head: Renee Krueger

Date of Request: 10/29/19

Classification of position request (check one in each column)

[☒] Regular Position
[☐] Temporary Position
Duration:_____

[☒] Full time
[☐] Part time _____ Hours

In the space provided below briefly describe the disposition of the request (i.e. classify specific job category, reason, time frame, duties, replacement position or addition to staff, any other significant information):
It is respectfully requested to add an additional social worker position. Currently, LCDSS has 1 youth justice worker with 30-35 youth on supervision (formal and informal), 2 CPS initial assessment workers who typically have 10-14 open investigations and maintain families eligible for in-home safety services (a 4 month program), and 2 CPS on-going workers who typically have 16-22 open families (with 33 youth currently in out-of-home placements). There is additionally a licensing social worker who is responsible for child care certifcation, foster care licensing, and kinship care licensing. The additional social worker would be trained the first 6 months to year as an initial assessment worker with possible transition to an on-going social worker/youth justice worker. The IA training provides the necessary skills in assessing for safety, developing protective/safety plans, develop/refine forensic interviewing skills, and learn statutory and DCF standards. These skills are foundational skills that support workers in an on-going case management role.

Define the budgetary impact of this request (County levy, State or Federal grants, proposed hourly rate, requested fringe benefits, department FTE, and/or productivity): If funded by a grant, is the grant anticipated to continue at the same level in future years.
Referencing the Department of Children and Families memo 2019-29i, the increase in $25 million funding increase to the Children and Families Allocations for 2019-2021 biennial budget is allocated with several key principles. One of those includes "Establish a meaningful minimum funding increase both in percentage and real dollar terms to foster a balanced allocation process that allow all counties to support at least one worker;" The advocacy of this funding was successful based on data surrounding case loads, retention and recruitment of social workers, and the opioid crisis on the childwelfare system and the direct coorelation to outcomes and timely permanency. It is imperative that the County use the additional funds to support an additional social worker to reduce current caseloads.

Lincoln County has received an additional $168,000 in DCF allocations. $79,010 would be the salary and fringe for a step 1 social worker. The remaining funding would be off setting other needed structural changes to continue to provide the a high quality service delivery given limited resources.

Explain the adverse effects on the department if this request is not approved: Indicate if this position is mandated or supports mandated positions or departments.

Social Worker recruitment and retention is challenging at best. The demands of the role result in high burn out of staff, specifically because workers are expressing that they are unable to have meaningful contact with families to effect change due to high caseload or to feel confident in decisions around safety. There is supporting research that the number of assigned case social workers to a single case increases the length of out-of-home placements and longer time frames to reaching permanency. The costs of out-of-home placements can be substantial and access to placements is also deminishing. This is resulting in placements through treatment foster homes many hours from the child's natural community which are additional expenses and barriers to permanency.

Approved by _____ _____

Administrative Coordinator Date

For positions other than short-term, temporary and/or the circumstances surrounding the request, further approval may be required by the following Committees:

Approved by _____ _____

Governing Committee Chairperson Date

Approved by _____ _____

Personnel Committee Chairperson Date

Lincoln County
Staff Requisition

Title of requested position Child Welfare Support Staff(Attach job description if available)

Department: Social Services Department Head: Renee Krueger

Date of Request: 10/28/19

Classification of position request (check one in each column)

[☒] Regular Position
[☐] Temporary Position
Duration:_____

[☐] Full time
[☒] Part time 32 Hours

In the space provided below briefly describe the disposition of the request (i.e. classify specific job category, reason, time frame, duties, replacement position or addition to staff, any other significant information):
When children are placed under a dispositional order, whether through Delinquency or Child Protective Services, it is the burden of the department to establish conditions for the family and to ensure access and availability of services. DSS has historically done this through offering a 4-month intensive in-home program through the use of two contracts. The first being a parent aide through Children's Hospital and the second being a therapist from Centre of Well-being. The needs of families have become more complex due to increased drug use and the impacts on families. The intensive in-home structure rapidly lost effectiveness mostly due to poor family engagement as well as contract provider turnover (parent aide). After extensive review, it was determined that the therapist contract would not be renewed in 2020 and the Children's Contract would be restructured with the new hire. It is also important to note that when DSS received in-home safety service funding that local agencies were sought out to provide flexible services, however due to the inconsistent nature of those funds and the vast needs it would need to address, community agencies were not interested.

It is requested that in order to be increase positive outcomes that Social Service use the contract funds to hire a position that can be flexible to meet the programming needs. This position will be responsible for providing supports to families under a dispositional order to meet conditions that the social worker is otherwise currently providing. This would include but not limited to transportation, supervising visits, providing parenting groups, home management support,and referral supports. The majority of the time will be spent out of the building in homes, community and working evening hours if necessary.

Define the budgetary impact of this request (County levy, State or Federal grants, proposed hourly rate, requested fringe benefits, department FTE, and/or productivity): If funded by a grant, is the grant anticipated to continue at the same level in future years.
The current contract that is not being renewed is $40,000. A Fiscal Informational Specialist (which is comparable in requirements and responsibilities) at 32 hours would currently be $26.30 wage & $23,188

in frings for a total of $49,489. This is $10,000 greater than the current budget. However, due to unfilled contracts in 2019, there would not be a negative budget impact. The 2020 allocations would be covered through projected contract expenses and the remaining $10,000 through safe and stable funding for reunification. Safe and Stable funding has been a stable funding source that provides support to a number of community programs for the purpose of prevention, preservation, and reunifications.

Explain the adverse effects on the department if this request is not approved: Indicate if this position is mandated or supports mandated positions or departments.

Lincoln County has approximately 35 youth in out-of-home placements under a dispositional order and approximately 13 youth in home under a dispositional order for Child Protective Services. Placement locations are as far as Kenosha and New London. There are additionally 33 youth currently being served through youth justice referrals/supervision. The DCF standards provide visitation frequency recommendations being based on age and are anywhere from 1 time to 5 times per week. Providing service to alleviate the time consuming components for social workers will allow for social workers to be more attentive to the case management components which will result in more quality, goal focused conversations with families and be able to meet permanency sooner for children.

Approved by _____ _____

Administrative Coordinator Date

For positions other than short-term, temporary and/or the circumstances surrounding the request, further approval may be required by the following Committees:

Approved by _____ _____

Governing Committee Chairperson Date

Approved by _____ _____

Personnel Committee Chairperson Date

CARLSON DETTMANN CONSULTING

A Cottingham & Butler Company

November 5, 2019

MEMORANDUM

TO: Jason Hake, Administrative Coordinator
FR: Patrick Glynn, Senior Consultant

RE: Job Classification Reviews

The County requested we evaluate job documentation provided for two classifications. Based on our review of the job documentation, and a series of follow-up conversations, the following are our recommendations:

- Account Technician (Clerk of Courts): The revised documentation is illustrative of incorporating the collection duties previously performed by the Collection Specialist-Business Manager. Despite the changes, the County is maintaining this classification as a paraprofessional (as opposed to the prior professional-level classification). In reviewing accounting jobs, we typically look for the balance of the transactional nature of the duties (clerical or paraprofessional) against the analytical nature of the duties (professional). The duties assigned to this job, along with the educational requirements and purpose statement, clearly establish this job as a paraprofessional. Based on the revised duties/responsibilities, we recommend an increased rating in for Interactions & Communications. However, the change in points does not change the grade allocation for this classification.
- GIS Specialist/Assistant Real Property Lister: The County is revisiting the structure of its Land Services Department in an effort to provide greater clarity to roles and accountability within the department. The County is seeking to have this classification responsible for the day-to-day tasks and duties associated with the GIS system, and the department head would have responsibility for the higher-level decision-making. Further, the County is seeking to have greater coverage/backup for the real property functions. Based on the revised duties and responsibilities, we recommend increased ratings in Education & Experience and Thinking Challenges. Our changes result in a recommended *placement at Grade H* of the wage structure.

Please let me know if you any questions.

Patrick Glynn
patrick.glynn@carlsondettmann.com
920.629.4743

LINCOLN COUNTY

ADMINISTRATION DEPARTMENT

Jason Hake
Administrative Coordinator

Activity Report
9/26/19 – 10/28/19

COMMITTEE MEETINGS

- Administrative & Legislative Committee
- Highway
- Law Enforcement & EMS/Judicial Committee
- Pine Crest Trustees
- Public Property
- County Board

DEPARTMENT COORDINATION

Sep	26	Emergency Rate Setting – Renee Krueger, Dan Leydet, Nancy Bergstrom
Sep	27	Pine Crest IT Transition to NCHC – David Smith, NCHC, CCIT
Oct	01	Employee Evaluation – John Hanz
Oct	01	Employee Orientation – Zach Ziesemer
Oct	01	Administration Staff Meeting
Oct	01	Vacant Positions – Matt Bremer
Oct	07	GIS Position Vacancy – Matt Bremer
Oct	07	Account Tech Position – Marie Peterson
Oct	08	Administration Staff Meeting
Oct	09	FMLA Q&A with Sheriff's Office Staff
Oct	14	WCA Personnel Training
Oct	15	Department Head Meeting
Oct	15	Employee Benefit Meetings
Oct	16	Employee Benefit Meetings
Oct	17	Employee Benefit Meetings
Oct	17	Broadband Grant Opportunities – Melinda Osterberg
Oct	17	Lincoln Industries transition – Renee Krueger
Oct	18	Pine Crest Maintenance Transition – NCHC, Pat Gierl
Oct	23	M3 Consulting – Stop Loss Renewal Discussions
Oct	23	Lincoln Industries Maintenance Transition – Renee Krueger, Pat Gierl, NCHC
Oct	25	Administration Staff Meeting

HIRING UPDATES

ACCEPTING APPLICATIONS:

- Child Welfare Manager/Social Services

INTERVIEWS BEING SCHEDULED/HELD:

OFFER MADE (State date as follows):

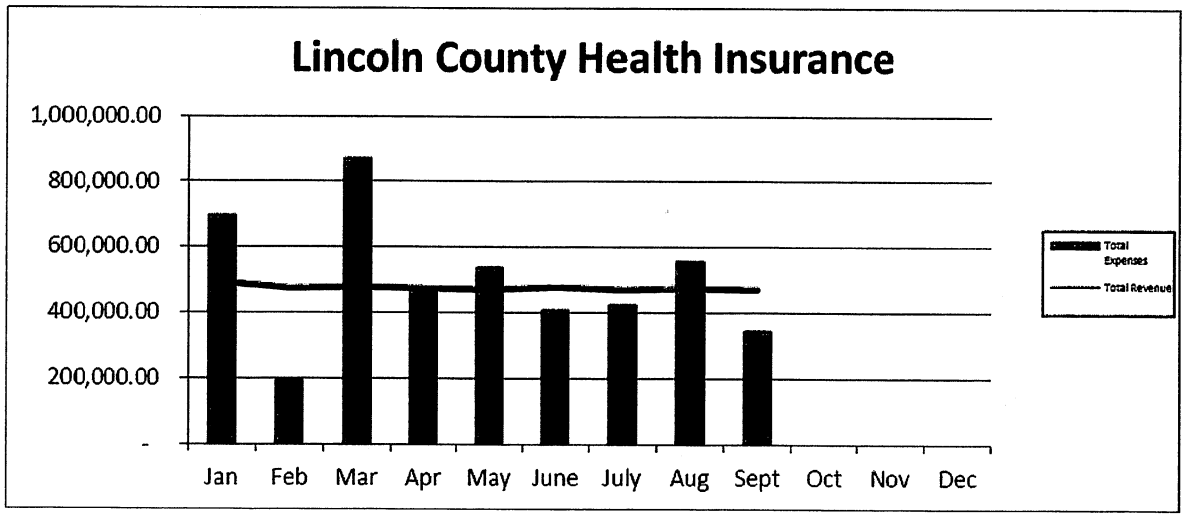
- Andrew Schneider/Highway – 10/28/2019
- Ryan Kufahl/Highway – 10/29/2019
- Shane Deschler/Highway – 11/4/2019
- Todd Bishop/Highway – 11/13/2019
- Margaret Cochrane/Sheriff's Office – TBD
- Shane Fendos/Sheriff's Office – TBD

STATUS OF UNION CONTRACTS

Sheriff Deputies: December 2021
Sheriff-Supervisors: December 2021

HEALTH INSURANCE
2019

Month	Enrollment Single	Enrollment Family	Total Total Revenue	Total Total Expenses	YTD Gain (loss)
Jan	110	206	491,978	696,531	(204,553)
Feb	117	198	473,242	192,227	281,015
Mar	117	198	477,214	868,947	(391,733)
Apr	118	199	474,394	477,497	(3,104)
May	117	195	471,906	536,707	(64,802)
June	119	199	478,285	407,625	70,660
July	117	196	468,692	424,274	44,418
Aug	119	199	475,302	557,147	(81,846)
Sept	119	199	470,109	345,459	124,650
Oct					
Nov					
Dec					
Total			**4,281,121**	**4,506,415**	**(225,295)**



Resolution 2019 -

ANNUAL COMPENSATION FRINGE ADJUSTMENT FOR COUNTY ELECTED OFFICIALS
(Clerk, Register of Deeds, and Treasurer)

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

WHEREAS, the Board desires to establish the total annual compensation for 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, as part of the County's fringe benefit program, for each month served, $150 is contributed to the post employment health plan of some county elected officials (Clerk of Courts, Coroner, and Sheriff); and

WHERAS, in 2016 the Board, by a floor motion, chose to eliminate the $150 contribution to the post employment health plan for the Clerk, Register of Deeds, and Treasurer while continuing to contribute $150/month to the Clerk of Courts, Coroner, and Sheriff. In 2018 the Board chose to continue the $150 contribution for the Clerk of Courts, Coroner, and Sheriff while continuing to not fund the contribution for the Clerk, Register of Deeds, and Treasurer; and

WHEREAS, continuing this practice of selecting which Elected Official are given this fringe benefit might be considered discriminatory or unfair.

NOW, THEREFORE BE IT RESOLVED, that the Clerk, Register of Deeds, and Treasurer be reimbursed the $150/month (PEHP) contribution, that was taken away in January of 2017, and then continue to contribute equally that which is contributed to the other Elected Officials in Lincoln County.

BE IT FURTHER RESOLVED that all county elected officials are entitled to the County's fringe benefit program, for each month served, $150 is contributed to the post employment health plan.

Dated: November 12, 2019

Introduced by: Personnel Committee Committee Action: ___ on November __, 2019

Fiscal Impact: $21,600

Drafted by: Corey Nowak, Personnel Committee Chair

Motion by:

Second by:

Dist.	Supervisor	Y	N	Abs
19	Allen			
6	Ashbeck			
1	Bialecki			
9	Bolder			
11	Breitenmoser			
13	Callahan			
12	Gilk			
20	Gorski			
14	Hafeman			
8	Heller			
17	Koth			
15	Lee			
16	Loka			
3	Mueller			
21	Nowak			
22	Panfil			
10	Ratliff			
7	Rusch			
5	Saal			
18	Voermans			
2	Weaver			
4	Woellner			
	Totals			

Carried
Defeated
Amended

Voice vote
Roll call

STATE OF WISCONSIN)
) SS:
COUNTY OF LINCOLN)

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

_____

_____
Christopher J. Marlowe
County Clerk