



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 08/10/2017

Amended* Post Date:

**The following documents are included in the packet for the
Personnel Committee Meeting for 08/17/2017:**

- 1) Agenda
- 2) Draft minutes from 07/20/2017 and 08/08/2017
- 3) 2018 Budget
- 4) Resolutions
 - a. Resolution Relating to Deleting One Account Clerk Specialist Position and Creating a Financial Manager Position
 - b. Resolution Relating to Creation of Two Additional IT Support Specialist Positions



**GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK**

*Elizabeth Otto
County Clerk*

*Office: 920-294-4005
FAX: 920-294-4009*

Personnel Committee Meeting Notice

***Date: August 17, 2017 Time: 6:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI***

AGENDA

**Committee
Members**

*Joe Gonyo,
Chairman
Paul Schwandt, Vice-
Chair
Robert Lyon
Robert Schweder
Sue Wendt*

*Elizabeth Otto,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 07/20/17, 08/08/17
6. Correspondence
7. 2018 Budget
8. Resolutions/Ordinances
 - Resolution Relating to Deleting One Account Clerk Specialist Position and Creating a Financial Manager Position
 - Resolution Relating to Creation of Two Additional IT Support Specialist Positions
9. Clerk's Report
10. Committee Discussion
 - Future Meeting Dates: Meeting September 21, 2017 at 6:00 pm
 - Future Agenda items for action & discussion
11. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

PERSONNEL COMMITTEE MEETING
July 20, 2017

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, July 20, 2017 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Joe Gonyo
Robert Schweder
Sue Wendt
Robert Lyon
Paul Schwandt

Also Present: Liz Otto, County Clerk Cathy Schmit, County Administrator
Mark Podoll, Sheriff Dawn Klockow, Corporation Counsel
Mark Putzke, Chief Deputy

AGENDA

Motion/second (Schwandt/Wendt) to approve the agenda. All ayes. Motion carried.

MINUTES

Motion/second (Schweder/Lyon) to approve the minutes of the May 18, 2017 and June 13, 2017 meeting as presented. All ayes. Motion carried.

CORRESPONDENCE – none

2018 BUDGET

County Administrator Cathy Schmit informed the committee that the personnel costs are being added to the budget at this time. Discussion held on how the Pay for Performance program is working out.

RESOLUTIONS/ORDINANCES

- **Resolution Establishing 2018 Annual Budgeted Allocation for Pay for Performance**

Motion/second (Wendt/Schweder) to approve the Resolution Establishing 2018 Annual Budgeted Allocation for Pay for Performance and forward to Finance for fiscal approval and County Board for final approval. All ayes. Motion carried.

CLERK’S REPORT – none

CONSIDER MOTION TO CONVENE INTO CLOSED SESSION

Motion/second (Schwandt/Lyon) to convene into Closed Session per Wis. Stat. §(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session – this Closed Session relates to bargaining strategy – WPPA.

Roll call vote – Ayes – 5, Nays – 0, Absent - 0, Abstain – 0. Motion carried.

CONSIDER MOTION TO CONVENE INTO OPEN SESSION

Motion/second (Schweder/Lyon) to reconvene into Open Session at 6:27 PM.
Roll call vote – Ayes – 5, Nays – 0, Absent - 0, Abstain – 0. Motion carried.

Motion/second (Schweder/Wendt) to move forward with the terms set forth by the County Administrator and to meet with the WPPA union to negotiate a new contract. All ayes. Motion carried.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – August 17, 2017 at 6:00 PM

Future agenda items:

ADJOURNMENT

Chairman Gonyo adjourned the meeting at 6:31 PM.

Submitted by,

Liz Otto
County Clerk

**PERSONNEL COMMITTEE MEETING
August 8, 2017**

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Tuesday, August 8, 2017 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Joe Gonyo
Robert Schweder
Sue Wendt
Robert Lyon

Absent: Paul Schwandt

Also Present: Liz Otto, County Clerk
Harley Reabe, County Board Chair
Ted Kuklinski, Deputy Sheriff
Cathy Schmit, County Administrator
Michael Goetz, WPPA rep

AGENDA

Motion/second (Schweder/Wendt) to approve the agenda. All ayes. Motion carried.

CONSIDER MOTION TO CONVENE INTO CLOSED SESSION

Motion/second (Wendt/Lyon) to convene into Closed Session per Wis. Stat. §(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session – this Closed Session relates to bargaining strategy – WPPA.
Roll call vote – Ayes – 4, Nays – 0, Absent – 1 (Schwandt), Abstain - 0. Motion carried.

CONSIDER MOTION TO CONVENE INTO OPEN SESSION

Motion/second (Lyon/Schweder) to reconvene into Open Session at 6:16 PM.
Roll call vote – Ayes – 4, Nays – 0, Absent – 1 (Schwandt), Abstain - 0. Motion carried.

RESOLUTIONS/ORDINANCES

- Resolution Relating to Labor Agreement with Green Lake County Law Enforcement Association, WPPA Law Enforcement Employee Relations Division

Motion/second (Schweder/Wendt) to approve the resolution pending union member agreement and forward to County Board for final approval. All ayes. Motion carried.

ADJOURNMENT

Chairman Gonyo adjourned the meeting at 6:20 PM.

Submitted by,

Liz Otto
County Clerk

GREEN LAKE COUNTY 2018 BUDGET

	----- 12/31/2015 -----	----- 12/31/2016 -----	ACTUAL 6/30/2017 -----	2017 REVISED -----	2018 PROPOSED -----
PERSONNEL					
18-100-23-51820-160-000 FLEX PLAN	5,635	5,420	1,993	5,000	4,600
18-100-23-51820-160-001 HRA PARTICIPANT FEE	7,555	12,000	7,859	14,000	16,000
18-100-23-51820-161-000 EMPLOYEE ASSISTANCE PROGRAM	4,025	4,153	2,123	4,100	4,400
18-100-23-51820-210-000 LABOR LAW	46,119	16,447	-	14,000	2,000
18-100-23-51820-244-000 TESTING	-	-	-	-	13,500
18-100-23-51820-307-000 TRAINING	-	-	-	-	2,000
18-100-23-51820-310-000 OFFICE SUPPLIES	-	-	-	-	100
18-100-23-51820-311-000 POSTAGE	-	-	-	-	450
18-100-23-51820-323-000 ADVERTISEMENT	18,016	14,906	6,023	8,000	8,000
18-100-23-51820-382-000 PRE-EMPLOYMENT PHYSICALS	3,739	3,814	1,256	3,000	3,480
18-100-23-51820-382-070 DRUG TESTING	906	619	364	1,000	1,000
18-100-23-51820-390-000 BACKGROUND CHECKS	-	-	-	-	1,690
TOTAL EXPENDITURES	85,993	57,358	19,617	49,100	57,220
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FINANCING PROPOSAL					
18-101-01-49320-000-000 APPLIED FUNDS LABOR LAW ISSUES				-	1,882
COUNTY APPROPRIATION				49,100	55,338

RESOLUTION NUMBER ___ - 2017

RELATING TO DELETING ONE ACCOUNT CLERK SPECIALIST POSITON AND CREATING A FINANCIAL MANAGER POSITION

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of September 2017, does resolve as follows:

WHEREAS, Health & Human Services currently has two positions designated as Account Clerk Specialist; and,

WHEREAS, Health & Human Services financial reporting and budgeting has continued to become more complicated; and,

With approval/disapproval of the Personnel Committee.

Roll Call on Resolution No. -2017

Submitted by the Health and Human Services Board

Ayes , Nays , Absent , Abstain

Joe Gonyo, Chairman

Passed and Adopted/Rejected this 19th day of September 2017

Nick Toney, Vice Chairman

County Board Chairman

Joy Waterbury, Member

ATTEST: County Clerk

Nancy Hoffman, Member

Approved as to Form Corporation Counsel

Richard Trochinski, Member

Tom Reif, Member

Harley Reabe, Member

John Gende, Member

WHEREAS, The Financial Manager will be responsible for preparing and monitoring the annual Health & Human Services budget in cooperation with the Human Services Director; and,

WHEREAS, The Financial Manager will oversee the processing of all Health & Human Services expenses and revenues and ensures that all state and federal reporting requirements are met.

THEREFORE, one Account Clerk Specialist position will be deleted and one full-time Financial Manager position be created. (See attached job description.)

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors authorizes the creation of the Financial Manager position within the Department of Health & Human Services. See attached Fiscal Note. This position will be fully funded by Basic County Allocation grant funding and tax levy.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: Financial Manager

DEPARTMENT: HEALTH & HUMAN SERVICES/Administrative Unit

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR

SUMMARY:

This position is responsible for financial matters as they relate to the business of Health & Human Services. This position is responsible for preparing and monitoring the annual Health & Human Services budget in cooperation with the Human Services Director. This position oversees the processing of all Health & Human Services expenses and revenues and ensures that all state and federal reporting requirements are met.

DUTIES AND RESPONSIBILITIES:

- Coordinate and oversee all department financial reporting and billing with financial team staff in consultation with the Director. Prepare and submit financial and statistical reports and surveys required for compliance with state and federal programs and for Human Services Committee review.
- Development and management of the Department's annual budget by providing direct budgetary/performance financial analysis, forecasts and trending information to the Director. Coordinate with the county's finance Department and County Administrator on aspects of budget process and development.
- Conduct monthly/annual reconciliations as required. Monitor the financial status of the department. Prepare any budgetary adjustments and year-end accruals and budget addendums. Monitor general operations to assure compliance with applicable laws, administrative directives, Medicaid programs and insurance companies' requirements.
- Provide managers and staff with fiscal information to aid in program development and management in a timely and professional manner.
- Participate in the Department's annual audit with the county auditing firm and the Offices of the County Clerk and County Administrator.
- Recognize areas of Department operations that are inefficient and develop new procedures or recommend system design changes to promote efficiency.
- Assist in the development and management of the Department's internal management/data/financial systems and their coordination with the State and any other required outside systems.
- Attend local, regional, and state meetings, trainings and conferences beneficial to the financial operations of the agency.
- Perform other duties as assigned by the Director.

SKILLS AND ABILITIES:

Knowledge of general ledger accounting procedures. Computer familiarity and operational skills including Excel spreadsheets and other related software. Written, oral and interpersonal skills. Skill in researching, analyzing, interpreting and understanding complex guidelines such as financial, billing and audit requirements. Ability to facilitate a team environment and make decisions to meet required program time lines. Ability to manage and prioritize diverse work responsibilities and develop organizational practices and procedures. Ability to promote a harmonious relationship with others, including but not limited to outside agencies and county departments. Ability to perform duties and follow policies and procedures independent of direct supervision.

QUALIFICATIONS:

EDUCATION: Bachelor's Degree in accounting is required

EXPERIENCE / JOB KNOWLEDGE: Experience in financial management, including governmental and general ledger accounting is required.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 80% of the time is spent in sedentary work activities in an office environment using computer equipment as well as other office machines. 15% of the time is spent moving between offices, attending state and regional meetings, trainings and conferences. 5% of the time is spent in low lifting activities (up to 10 pounds) or kneeling, climbing, bending/twisting, reaching, and low to medium carrying. In unusual or non-routine situations, it may be required to stoop, crawl, run, swim, grapple, climb, and medium lifting (20-40 pounds).

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

7/24/2017

FISCAL NOTE - PERSONNEL COSTS

DEPARTMENT:		DEPARTMENT OF HEALTH & HUMAN COMMITTEE: HUMAN SERVICES						ACCOUNT #:			
CURRENT	POSITION TITLE	NAME	RATE	HOURS	WAGE	FICA	RET-C	RET-E	HEALTH INS	L-INS	TOTAL
HSCADMIN	Account Clerk Specialist	Vacant	18.51	2,080.00	38,500.80	2,945.31	2,618.05	0.00	23,439.00	22.00	67,525.17
PROPOSED											
HSCADMIN	Financial Manager	Vacant	20.04	2,080.00	41,683.20	3,188.76	2,792.77	0.00	23,439.00	22.00	71,125.74
Difference											3,600.57
Revenues:	Basic County Allocation		1,800.00								
	County Allocation		1,801.00								
	TOTAL REVENUE		3,601.00								

RESOLUTION NUMBER -2017

Creation of Two Additional IT Support Specialist Positions

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of September 2017, does resolve as follows:

WHEREAS, beginning in 1996 the Information Technology Department has operated with two full-time employees serving the technology needs of all County departments. Departmental requirements for technology have changed immensely in the last 21 years. In 1996 some departments had very little or no IT needs or requirements. However, the number of employees that rely on technology has steadily increased as technology has evolved. Today every employee relies on technology to perform day-to-day job duties; and,

Fiscal Note is attached.

Roll Call on Resolution No. -2017

Submitted by Information Technology Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this 19th day of September, 2017.

Joy Waterbury, Chair

Nick Toney, Vice-chair

County Board Chairman

Katie Mehn

ATTEST: County Clerk
Approve as to Form:

Gail Schroeder

Corporation Counsel

Preston Hiestand, Jr.

WHEREAS, along with the evolution of technology needs, there has been an increase in the complexity of the interactions and requirements of technology used within and between departments, and with the public. The IT Department is responsible for keeping all of these existing systems running smoothly and managing their availability, integrity, and security; and,

WHEREAS, the current level of technology infrastructure invested by the County, the amount of day-to-day maintenance required of current production systems is now overshadowing the workload for new projects that a department of two people can responsibly handle. Furthermore, during vacations and leaves, just one employee staffs the department two months out of the year, and,

WHEREAS, to continue meeting the current needs and requirements, the constant changing and evolution of technology, and considering the upcoming retirement of one staff member in early 2020, the Information Technology Department needs two new positions in 2018 allowing for managed gradual training and integration with the department and the rest of the organization.

NOW THEREFORE BE IT RESOLVED that the Green Lake County Board of Supervisors hereby creates two positions of IT Support Specialist within the Information Technology Department beginning with the 2018 fiscal year. One position shall be filled no earlier than April 1, 2018 and the second shall be filled no earlier than October 1, 2018.