



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 11/10/2016

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on November 17, 2016:

- 1) Agenda
- 2) Draft minutes from the 10/20/16 and 11/02/2016
- 3) Job Descriptions for Register of Deeds
- 4) Job Description for Corporation Counsel
- 5) Job Description and 4 Points Justification for Mental Health Case Manager
- 6) Resolution Related to Eliminating the position of Full-time County Surveyor
- 7) Resolution Relating to Creating the Drug Court Coordinator Position



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

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

Personnel Committee Meeting Notice

Date: November 17, 2016 Time: 6:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

Amended* AGENDA

Committee Members

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

Margaret R.
Bostelmann,
Secretary

**Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 10/20/2016 and 11/02/2016
6. Correspondence
7. Job Descriptions
 - Corporation Counsel
 - Register of Deeds
8. Job Descriptions/Fill Vacant Positions
 - Mental Health Case Manager
9. Voluntary Unpaid Leave Request
10. Resolutions/Ordinances
 - Resolution Related to Eliminating the position of Full-time County Surveyor
 - *Resolution Relating to Creating the Drug Court Coordinator Position
11. Monthly Vouchers
12. Clerk's Report
13. *Consider Motion to Convene into Closed Session per Wis. Stat § 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. This closed session relates to performance and possible discipline of certain Highway employee(s).
14. 20) *Reconvene to open session to take action, if appropriate, on matters discussed in closed session
15. Committee Discussion
 - Future Meeting Dates: Meeting December 22, 2016 at 6:00 pm
 - Future Agenda items for action & discussion
16. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann

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
October 20, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, October 20, 2016 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
Paul Schwandt
Robert Lyon

Also Present: Marge Bostelmann, County Clerk
Harley Reabe, Board Chair
Amy Brooks, Highway Commissioner
Jason Jerome, HHS Director
Dawn Klockow, Corporation Counsel
Sheriff Podoll
Mark Putzke, Chief Deputy
Lori Evans, Sheriff's Office

AGENDA

Motion/second (Schwandt/Schweder) to approve the amended agenda. Motion carried.

MINUTES

Motion/second (Schwandt/Schwandt) to approve the minutes of August 18, 2016, August 30, 2016, September 20, 2016 and October 11, 2016. as presented. Motion carried.

CORRESPONDENCE – None

GO TO MEETING CONFERENCE - WIFPLI - WAGE STUDY UPDATE

Lisa Corbeille of WIFPLI presented the wage scale update and positions review through GoToMeeting presentation. Four positions moved up a classification, chief deputy, land use planning & zoning director, master control aide and lead bus driver. The program specialist went down one classification. The others positions reviewed stayed in the same classification. The updated information was discussed. The Committee would like the County Administrator to review the study and make her recommendations to the Committee at the December meeting.

JOB DESCRIPTIONS

The Committee reviewed and discussed job descriptions from the following departments:

- Health and Human Services Job Descriptions
- Sheriff's Department Job Descriptions
- UW-Extension Job Descriptions

Klockow suggested that all job descriptions changes be acknowledged with a signature by the employee in the position which is being changed.

Motion/second(Schwandt/Lyon) to approve the updated job descriptions as presented for all departments. Motion carried.

FILL VACANT POSITIONS

- Detective – Sheriff’s Department
- Deputy Sheriff – Sheriff’s Department

Motion/second(Wendt/Gonyo) to approve filling the detective and deputy positions. Motion carried.

- Communications Sergeant – Sheriff’s Department – the position was discussed and the resolution creating the position was approved below.
- Community Response Social Worker – HHS
- Child Protection Intake Worker - HHS

Motion/second(Lyon/Schweder) to approve filling the positions. Motion carried.

VOLUNTARY UNPAID LEAVE REQUEST – None

HEALTH INSURANCE REVISION

Due to a conflict with this agenda item, Lyons left the room.

Bostelmann presented options to reduce health insurance costs to the County:

- Increase deductible from \$1,500/\$3,000 to \$2,000/\$4,000 is a premium savings of \$77,000. If half the deductible is given to the employee in the HRA, the saving is \$18,750.
- 2.) Changing the office visit from \$25 copay/100% to \$25 copay/deductible/100% reduces the premium by \$77,000
- Increase the employee premium contribution from 8% to 10% is a cost saving to the County of \$14,869.50.

Bostelmann also explained some changes in the HRA since the Affordable Care Act was passed. The Committee would like Kim Hurtz of AEGIS Corporation and Roger Maio from Diversified Benefit Services to provide information on the County Health Insurance and HRA at a special meeting on November 2 at 6 PM.

Lyon returned to the meeting after discussion was concluded.

RESOLUTIONS/ORDINANCES

Amend Ordinance 1042-2012 Personnel Policy and Procedure Manual, Sick Leave, Vacation Schedule and Appendix K-1 Public Safety Employee Health Benefit Coverage:

The resolution was discussed. Sick leave will be reduced from 12 days to 9 days. Eliminating the Public Safety plan, Appendix K-1, will be removed from the ordinance and discussed next month.

Resolution Relating to Eliminating a Communications Officer Position and Eliminating the Communication Administrator Position and Creating Two Sergeant of Communications Positions in the Sheriff’s Office:

Motion/second(Schwandt/Schweder) to approve the Resolution and send it on to the County Board. Motion carried.

CLOSED SESSION

Motion/second(Wendt/Gonyo) to go into closed session in accordance with Wis. Stat. § 19.85 (1) (f) considering financial, medical, social or personal histories or disciplinary date of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific person except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. This closed session relates to employee medical leave. Roll call vote, 5 ayes, 0 nays, motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS

Motion/second(Schweder/Wendt) to reconvene into open session. Roll call vote, 5 ayes, 0 nays, motion carried.

Motion/second(Schwandt/Schweder) to approve 4 days of unpaid medical leave for an employee. Motion carried.

MONTHLY VOUCHERS – None

CLERK’S REPORT – None

COMMITTEE DISCUSSION

- Future meeting date: Special meeting November 2nd. At 6:00. Regular meeting November 17, 2016 at 6:00 PM.
- Future Agenda items for action & discussion: November 2nd – Kim Hurtz and Roger Maio

ADJOURNMENT

Adjourned at 7:42 PM.

Submitted by,

Marge Bostelmann
County Clerk

PERSONNEL COMMITTEE MEETING
November 2, 2016

The meeting of the Personnel Committee was called to order by Vice-Chair Paul Schwandt at 6:00 PM on Wednesday, November 2, 2016 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: Paul Schwandt
Robert Schweder
Sue Wendt
Robert Lyon

Absent: Joe Gonyo

Also Present: Marge Bostelmann, County Clerk
Harley Reabe, Board Chair
Jason Jerome, HHS Director

Dawn Klockow, Corporation Counsel
Sheriff Podoll

AGENDA

Motion/second (Schweder/Lyon) to approve the amended agenda. Motion carried.

PRESENTATION ON HRA BY ROGER MAIO, DIVERSIFIED BENEFITS SERVICES

Roger Maio appeared to explain the background of Diversified Benefits Services. He explained what an HRA is and how the HRA is structured in the County and employees can use the funds.

PRESENTATION ON HEALTH BENEFITS BY KIM HURTZ AEGIS CORPORATION

Kim Hurtz appeared and reviewed and explained the employee plan overview report for 2015 and 2016. Utilization and proposed changes in the plan was proposed by Hurtz. Hurtz also proposed a cap on 2018 premium of 8%.

ACTION AND DISCUSSION ON:

- Health Insurance Benefits

Supervisor Lyon left the meeting.

The Committee discussed the proposed plan changes presented by Hurtz.

Motion/second(Wendt/Schweder) to approve the plan change for the prescription drug changes with a total premium of increase of 5% and send it to County Board for approval. Motion carried.

Supervisor Lyon returned to the meeting.

RESOLUTIONS/ORDINANCES

Amend Ordinance 1042-2012 Personnel Policy and Procedure Manual, Sick Leave, Vacation Schedule and Health Benefit Coverage:

Motion/second(Wendt/Schweder) to approve the changes in sick leave, vacation and the health benefit and send the Ordinance change on to County Board. Motion carried, 1 abstention (Lyon).

Amend Ordinance 1042-2012 Personnel Policy and Procedure Manual, Appendix K-1 Public Safety Employee Health Benefit Coverage

The Ordinance will eliminate the tier two health insurance plan for public safety employee.

Discussion held.

Motion/second(Wendt/Schweder) to send the Ordinance on to the County Board . Motion carried.

COMMITTEE DISCUSSION

- Future meeting date: Regular meeting November 17, 2016 at 6:00 PM.

ADJOURNMENT

Schwandt adjourned the meeting at 7:22 PM.

Submitted by,

Marge Bostelmann
County Clerk

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ACCOUNT CLERK II / DEPUTY

DEPARTMENT: TREASURERS/REGISTER OF DEEDS OFFICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY TREASURER/REGISTER OF DEEDS

SUMMARY:

Under general supervision of the County Treasurer and Register of Deeds, this shared position is responsible for locating, mapping, identifying, verifying and keeping current the owner & legal description of land parcels, along with respective land class and values. Also responsible to assist in directing and controlling the provision of record keeping services for real estate, personal property and vital statistics. Duties include technical and administrative work, which shall include public relations, education, and cooperation with other agencies and offices.

DUTIES AND RESPONSIBILITIES:

TREASURER:

- Prepares documents to update landowner records from transfer documents; tracks ownership changes accurately through the Register of Deeds Office.
- Communicates with drafting parties' possible errors in transfer documents, surveys, plats and other recorded documents.
- Creates and maintains accurate listings and descriptions of all parcels.
- Maps parcel changes created by "splitting" parcels or changes referenced by recorded Certified Survey Maps.
- Updates yearly assessment changes; verifies assessment data.
- Generates assessment rolls as well all assessor forms and information required for the assessment rolls.
- Works cooperatively with office staff and local officials in the preparation of tax bills and rolls for all municipalities.
- Works cooperatively in the receipting of tax bills for all real and personal property and balancing the same for a bank deposit, when needed.
- Upon request, generates information pertaining to property records; assists the public in matters of land description, taxation and assessment.
- Notifies zoning office of possible land division violations; works closely with GIS staff regarding mapping information.
- In conjunction with GIS, assists with new fire numbers, relays numbers to interested departments/individuals; updates fire number lists.
- Must be proficient in reading maps and legal descriptions.

- Assists in the preparation of reports, checks for distribution, daily deposit of receipted funds, and periodic mailings.
- 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.
- Employee is expected to be presentable in proper work attire.
- Works cooperatively with office staff to accomplish office tasks and carry out functions of the office.
- Provides customer service for walk-ins, phone calls, or email requests.
- Assumes the duties of the County Treasurer in their absence.

REGISTER OF DEEDS:

- Reviews real estate documents presented for recording according to Wisconsin State Statutes and makes a determination as to whether to accept or reject the documents, including the collection and proper accounting for fees.
- Records and files all deeds, mortgages, Lis Pendens and other real estate documents. There are over 100 types of documents that are recorded and indexed for real estate.
- Each document is reviewed, receipted, assigned a document number stamped with volume and page, recorded, and scanned; then documented in a daily log book, verified and returned to the customer.
- Index all associated documents to past related documents as required on each newly recorded document.
- Indexes real estate documents, i.e., grantor/grantee and tract.
- Reviews, receipts, records and verifies corporation names, name changes, by-laws and by law changes.
- Maps and tracts all real estate descriptions to the proper plat or section, town and range tract indexes.
- Review and redacts social security numbers from recorded documents in compliance with state statutes.
- Back index and verify recorded documents currently not in the computer system.
- Receives mail, and compiles according to order received, per statute.
- Assist GIS in searching and rescanning old documents as requested.
- Works cooperatively with office staff to accomplish office tasks and carry out functions of the office.
- Assumes the duties of the Register of Deeds in their absence.
- Processes Federal Tax Liens and releases submitted for recording by Internal Revenue Service.
- Conducts searches of Uniform Commercial Code filings on the computer Statewide UCC Lien System.
- Processes applications for certified copies of birth, death and marriage certificates.
- Processes vital record requests from State web base.
- Issues certified copies of legal documents.

- Communicates with attorneys, surveyors, title company representatives and other customers regarding recording requirements.
- Reads and comprehends the Wisconsin Statutes pertaining to the Register of Deeds Office.
- Microfilm/Scans real estate documents.
- Provides customer service for walk-ins, phone calls, or email requests.
- Assists customer with inquiries in regard to procedures and specific information about recorded and filed documents.
- Scans all real estate documents.
- Genealogy requests, provides customer service in person, phone, or email requests and inquiries.
- Registers in person searchers and provides them with a tutorial of our records.
- Must be proficient in reading maps and legal descriptions.

SKILLS AND ABILITIES:

- Ability to operate Windows based PC
- Ability to efficiently operate Microsoft Office with emphasis in Excel and Word
- Ability to pass a written real estate aptitude exam
- Ability to prepare reports
- Ability to use general office equipment such as a calculator, fax machine and typewriter.
- Ability to make decisions in accordance with laws, regulations and established procedures.
- Ability to interpret state and local laws relating to legal records management
- Extensive knowledge of land descriptions and maps
- Extensive geographical knowledge of Green Lake County
- Ability to maintain confidentiality of records
- Ability to accurately type with good keyboarding skills
- Proficiency with very good math skills
- Proficiency with excel spreadsheets
- Knowledge of business correspondence format, grammar, English and Spelling.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to work under limited supervision once the job training is completed.
- Perform related functions as assigned
- Skill in the use of general office equipment including but not limited to: computer, typewriter, calculator, copy machine, printers, scanners, microfiche duplicator, fax machine, drafting pens and measuring devices such as scale rulers and land compass.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- Ability to compare, count, differentiates measure, assemble, copy and record and transcribe data and information.
- Ability to classify, compute and tabulate data.

- Ability to utilize a variety of advisory data and information such as transfer returns, department indexes, monthly budget reports, land ownership records, vital records, a variety of maps, statutes, procedures, guidelines and non-routine correspondence.

QUALIFICATIONS:

EDUCATION: High School diploma or its equivalent. Or an Associate or business degree from an accredited vocational college, or technical school in office management, supplemented by courses in real estate principles and laws.

EXPERIENCE / JOB KNOWLEDGE: Two (2) years of office experience with at least one year of experience in abstracting or a related field. Or any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, handling object or fingering which includes keyboarding or writing. Walking, sitting, using far and near vision, is used 100% of time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lbs objects). Crouching, balancing, bending or twisting, would be required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: 100% of the time is spent indoors.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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.

February 14, 2013, November 2016

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DEPUTY – REGISTER OF DEEDS

DEPARTMENT: REGISTER OF DEEDS

LOCATION: GOVERNMENT CENTER

SUPERVISOR: REGISTER OF DEEDS

SUMMARY:

The Deputy performs a variety of duties as principal assistant to the Register of Deeds in maintaining the efficient operation as required by State Statutes. This is a semi-skilled position in the Deputy Classification. Under the general direction of the Register of Deeds, performs technical work in the recording and indexing of all instruments and writings authorized by law in relation to real estate documents and vital records.

DUTIES AND RESPONSIBILITIES:

- Reviews real estate documents presented for recording according to Wisconsin State Statutes and makes a determination as to whether to accept or reject the documents, including the collection and proper accounting for fees.
- Records and files all deeds, mortgages, Lis Pendens and other real estate documents. There are over 100 types of documents that are recorded and indexed for real estate.
- Each document is reviewed, receipted, assigned a document number stamped with volume and page, recorded, and scanned; then documented in a daily log book, verified and returned to the customer.
- Index all associated documents to past related documents as required on each newly recorded document.
- Indexes real estate documents, i.e., grantor/grantee and tract.
- Reviews, receipts, records and verifies plat and subdivisions.
- Reviews, receipts, records and verifies corporation names, name changes, by-laws and by law changes.
- Maps and tracts all real estate descriptions to the proper plat or section, town and range tract indexes.
- Reviews and records Certified Survey Maps.
- Review and redacts social security numbers from recorded documents in compliance with state statutes.
- Back index and verify recorded documents currently not in the computer system.
- Receives mail, and compiles according to order received, per statute.
- Assist GIS in searching and rescanning old documents as requested.

- Works cooperatively with office staff to accomplish office tasks and carry out functions of the office.
- Assumes the duties of the Register of Deeds in their absence.
- 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. Employee is expected to be presentable with work attire.
- Prepares informational mailings to local realtors, attorneys, funeral directors, and lending institutions.
- Register, files and indexes military discharges for Veteran's Service Office or Veteran.
- Processes Federal Tax Liens and releases submitted for recording by Internal Revenue Service.
- Conducts searches of Uniform Commercial Code filings on the computer Statewide UCC Lien System.
- Reviews vital records for death and marriage for accuracy and statutory requirements.
- Registers, files and indexes, as required by law, marriage, death and birth certificates.
- Proofread every death record for eligibility. Make contact with Funeral Directors/Coroner/Doctors with questions/clarifications. Accept record into State computer system. Monitor any rejected records.
- Assign a file number and date of acceptance, index and scan a copy of every marriage and domestic partnerships certificate.
- Maintain tickler of pending death certificates to ensure timely receipt.
- Contact Hospitals/Nursing Homes for proper paperwork that is missing regarding pending death certificates.
- Review lists to determine timeliness of death records which need to be received within 10 days. If not received, contact funeral director to discuss.
- Correct, amend or remove copies of vital records as instructed by state vital records office.
- Enter vital record transactions into Wisconsin's Statewide Vital Records Information System (SVRIS).
- Processes applications for certified copies of birth, death and marriage certificates.
- Processes vital record requests from State web base.
- Issues certified copies of legal documents.
- Maintains the daily and monthly bookkeeping system.
- Prepares monthly, annual and state agency reports.
- Prepares checks for distribution of any overpayments.
- Prepares daily deposit of receipted funds.
- Interacts directly with the Department of Revenue, State Vital Records Office, Fidar computer systems and other Register of Deeds Offices.
- Communicates with attorneys, surveyors, title company representatives and other customers regarding recording requirements.

- Reads and comprehends the Wisconsin Statutes pertaining to the Register of Deeds Office.
- Provides customer service for walk-ins, phone calls, or email requests.
- Assists customer with inquiries in regard to procedures and specific information about recorded and filed documents.
- Scans all real estate documents.
- Makes digital backups of recorded and filed documents.
- Genealogy requests, provides customer service in person, phone, or email requests and inquiries.
- Registers in person searchers and provides them with a tutorial of our records.

SKILLS AND ABILITIES:

- Ability to operate Windows based PC
- Ability to efficiently operate Microsoft Office with emphasis in Excel and Word
- Ability to pass a written real estate aptitude exam.
- Ability to use general office equipment such as a calculator, fax machine and typewriter.
- Ability to make decisions in accordance with laws, regulations and established procedures.
- Ability to interpret state and local laws relating to legal records management.
- General knowledge of land descriptions and maps.
- General geographical knowledge of Green Lake County.
- Ability to maintain confidentiality of records.
- Ability to accurately type with good keyboarding skills.
- Knowledge of business correspondence format, grammar, English and Spelling.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to work under limited supervision once the job training is completed.
- Perform related functions as assigned.
- Skill in the use of general office equipment including but not limited to: computer, duplex scanner, copy machine, telephone, calculator, fax machine, microfilm camera, microfiche reader and printer.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.
- Ability to compare, count, differentiates measure, assemble, copy and record and transcribe data and information.
- Ability to classify, compute and tabulate data.
- Ability to utilize a variety of advisory data and information such as transfer returns, department indexes, monthly budget reports, land ownership records, vital records, a variety of maps, statutes, procedures, guidelines and non-routine correspondence.

QUALIFICATIONS:

EDUCATION: High School diploma or its equivalent, supplemented by post high school course work in office practice and real estate principles preferred. Or an Associate or business degree from an accredited vocational, college, or technical school in office management. supplemented by courses in real estate principles and laws

EXPERIENCE / JOB KNOWLEDGE: A minimum of two (2) years of responsible office experience and real estate principles, or any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 35% of the time is spent sitting reading and writing and typing. About 30% of the time is spent lifting and carrying objects (volumes) weighing 20-25 pounds. 20% of the time is spent listening, talking and observing. About 15% is spent standing, stooping and climbing.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: 100% of the time is spent indoors.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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.

January 2013, November 2016

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: LEGAL ASSISTANT/ADMINISTRATIVE ASSISTANT

DEPARTMENT: CORPORATION COUNSEL OFFICE/CHILD SUPPORT AGENCY
THIS IS A FULL TIME (40 HRS/WEEK) POSITION WITH 30
HRS/WEEK IN CORPORATION COUNSEL'S OFFICE AND 10
HRS/WEEK IN CHILD SUPPORT AGENCY.

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CORPORATION COUNSEL AND CHILD SUPPORT
ADMINISTRATOR

SUMMARY:

Provides administrative, secretarial, and reception support relevant to departments operations. Provides support services to the Corporation Counsel by performing a variety of complex administrative functions requiring knowledge of legal terminology and procedures.

DUTIES AND RESPONSIBILITIES:

- Answers telephone, directs inquiries to proper person, and serves the public in providing essential information relevant to specific department programs in Child Support and Corporation Counsel Offices.
- Processes mail; initiates correspondence as necessary, maintains daily log of client services and maintains client's records in Child Support and Corporation Counsel Offices.
- Data entry in Child Support case management.
- Receipts Child Support payments.
- Filing and scanning Child Support documents.
- Responsible for day-to-day operations of the Corporation Counsel's Office while ensuring confidentiality is strictly maintained.
- Performs work in the areas of; Guardianship and Protective Placements; Mental Health and Alcohol Detentions & Commitments; Termination of Parental Rights; Subrogation Investigations; Medical Assistance; Administrative Appeals; Labor Negotiations, Grievances and Arbitration; Contractual Matters; Zoning Matters; Garnishments; Budget Management; Sexual Harassment/Discrimination; Unemployment Compensation; Real Estate, and other issues as they may relate to Green Lake County as a corporation, subject to the approval of the Corporation Counsel including, but not limited to the following:
 - Initiate, develop, compose, draft, transcribe, and/or monitor the execution of appropriate legal documents, reports, and correspondence, while ensuring that all/any time limits are met. These include petitions, motions, orders,

- answers, subpoenas, jury instructions, in rem or tax deed documents, opinions, briefs, letters, memorandums, hearing notices, contracts, etc.
- Schedule court hearings, conferences, and meetings, and maintain calendar.
 - Confer in person, by telephone, and/or in writing, with other professionals (judges, attorneys, medical administrators, social workers, school administrators, law enforcement, etc.) on behalf of the Corporation Counsel in a professional and confidential manner.
 - Coordinate County matters/case management with department heads, County Board Supervisors, attorneys, social workers, and other county employees or parties to matters.
 - Be responsible for the creation and maintenance of all case files in a precise and efficient manner. This includes managing a filing system, (both computer files and paper files), in an efficient manner.
 - Maintain calendar system for contracts, lawsuits, and deadlines for filing legal documents (answers, petitions, notices, proofs of service, etc.)
- Perform administrative functions as requested by the Corporation Counsel or as necessary for the efficient operation of the Corporation Counsel's Office.
 - Perform limited research subject to the approval of the Corporation Counsel.
 - Provide or obtain information for inquiries and requests from County officials, County Board Supervisors, and the public; respond by providing explanations and/or interpretations; channels the request to the appropriate person or department.
 - Maintain and update all legal research resources in the Corporation Counsel's Office.
 - Performs other related duties as assigned.

SKILLS AND ABILITIES:

- Considerable ability with proficient skill in the use of a personal computer, Microsoft Office, as well as ability to learn new software applications.
- Ability to type and transcribe (approx. 60 wpm)
- Ability to maintain accurate, detailed records; establish priorities and meet tight deadlines.
- Ability to follow instructions, initiate work duties and be able to work with little or no supervision.
- Ability to multi-task under stressful circumstances.
- Ability to be decisive, resolve problems, prioritize and suggest improvements.
- Excellent communication skills, both oral and written.
- Solid knowledge of legal terminology and procedures.
- Ability to retain confidential information.
- Ability to perform legal administrative, secretarial and reception duties.
- Ability to maintain a positive, helpful and courteous attitude with co-workers and the public.
- Knowledge of child support laws as they pertain to collection, court procedures, rules and regulations.
- Must possess excellent organizational skills.

- Skill in the use of general office equipment including but not limited to telephone, copy machine, calculator, typewriter, personal computer and printer, dictation machine, fax machine, shredder and automobile.

QUALIFICATIONS:

EDUCATION: A minimum of a high school diploma and two years of post-high school education. Education or training as legal assistant or other legal course study desirable.

EXPERIENCE / JOB KNOWLEDGE: Previous legal office experience required OR any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Three to five years legal office experience preferred. Must have and maintain a valid driver's license and insured vehicle.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 50% of the time is spent typing or keying on the computer while sitting; approximately 20% of the time is spent talking while seated or standing; approximately 20% of the time is spent listening while seated or standing; 10% of the time is spent reaching, stooping, kneeling, crouching and lifting/carrying objects up to 10 pounds. In unusual situations, kneeling, crouching, bending, twisting, reaching, ~~falling~~, high fingering and medium lifting (20-40 pounds), carrying and pushing may be required.

ENVIRONMENTAL DEMANDS: Over 90% of work is performed inside; 10% of the time may be spent doing independent investigation outside of the office

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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.

January 2013, April 2015

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: MENTAL HEALTH CASE MANAGER

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER

SUMMARY:

To provide strength and community-based, case management and service facilitation to individuals and families, covering a wide range of mental health issues.

DUTIES AND RESPONSIBILITIES:

- Approximately 50% of the time is spent providing case management and coordination of services for individuals and families in the Crisis Program. This includes following up with individuals placed on a commitment order or settlement agreement to ensure compliance, assessment and linkage to appropriate services, and coordination of care with Green Lake County and outside providers. This will include developing or working off and updating the individuals Crisis Plan. Working with the crisis team, including gathering and providing essential information to the team so they are able to make informed decisions on clinical recommendations.
- As time and programs dictate a portion of this time may also be devoted to CSP (Community Support Program) case management. CSP case management includes performing functional screens, assessments and determining areas of service needs, development of treatment plans/recovery plans, providing supportive counseling, education and assisting in areas of need are also required for the position. The applicant will be setting up and facilitating team meetings and ensure the individualized treatment/recovery plans and service delivery for each individual is coordinated, monitored and designed to support the individual in a manner that supports the consumer to achieve the highest possible level of independent functioning.
- About 15% of the time is spent providing crisis counseling to individuals via the crisis line and in outpatient setting. This includes performing crisis line duties, including coordinating inpatient emergency detentions and diversions. This also includes being on an 24 hour on-call crisis (mobile) team.
- About 10% of the time is spent on working with the Behavioral Health Services Unit Manager on crisis program administration. This includes maintaining client records on the Crisis Dashboard, tracking and compiling monthly statistics for the Behavioral Health Training Partnership, track and compile annual statistics for the crisis program, collaborate with the Green Lake County Corporation Counsel's office, develop and maintain relationships with outside entities including law enforcement,

emergency rooms, psychiatric hospitals, group homes and diversion facilities, and partnering with the Behavioral Health Services Unit Manager to ensure program compliance and growth.

- About 10% of the time will be spent on Court Coordination. This includes contacting and following up with hospitals after an emergency detention to obtain initial findings and physicians recommendations, coordination with corporation counsel, setting up independent evaluations, attendance and representation of the County's position at all hearings and maintain and complete all required court paperwork.
- Approximately 5% of the time is spent maintaining mental health charts. This would include completing necessary forms, (i.e., release of information, insurance claim, scheduling appointments, etc.).
- The remaining time is spent attending and participating in staffings, in-services, supervision and trainings. This includes performing any other duties as needed.
- We also require that your values are consistent with the clinical unit: treat others with dignity and respect, maintain professional integrity and foster intellectual creativity. A willingness to learn and grow professionally is also required.

SKILLS AND ABILITIES:

- Basic everyday living skills
- The ability to understand, follow and provide directions
- Reading, writing (reports) is necessary
- Comprehensive knowledge and skills of person centered approaches
- The ability to work in and with family teams
- Understand the needs of individuals with mental illness
- Comprehensive knowledge of the principals and practices of person centered care
- Ability to relate to and communicate effectively with staff, community professionals, agencies and the general public.
- Must have a valid Wisconsin Driver's License and access to an insured vehicle.

QUALIFICATIONS:

EDUCATION: A Bachelor's Degree in Social Work, Psychology or related field.

EXPERIENCE / JOB KNOWLEDGE: Considerable experience working with mental health and developmental disability populations. A Bachelor's Degree in Social Work, Psychology or related field with 1,000 hours of supervised post-degree clinical experience with chronically mentally ill persons, or a bachelor's degree in a field other than behavioral health with 2,000 hours of supervised post-degree clinical experience with persons with chronic mental illness. **A willingness to learn and grow professionally.**

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent hearing (listening), talking and sitting. 25% of the time is spent participating in activities using low handling skills and medium fingering skills.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work done is inside. In unusual situations, there may be exposure to noxious odors and a threat of physical attack or injury from clientele

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.

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07/08; Revised 11/2016

POSITION REVIEW

Mental Health Case Manager

- a. **Job Description.** The Mental Health Case Manager position was reviewed and amended as needed to meet the current job expectations. (See attached.)
- b. **Job Designation.** This is a Bachelor's Degree position requiring a degree in Social Work, Psychology, or a closely related field. The individual must be certified as a Social Worker in Wisconsin or meet the criteria to be certified. The starting wage is \$20.43.
- c. **Necessity.** This position is primarily responsible for following and ensuring treatment compliance for individuals on mental health commitments or stipulation agreements. This position is funded through Medicaid billing as well as County tax levy.
- d. **Evaluation of Existing Staff.** This is the only position at the agency that performs this function. This position is being vacated for a due to staff resignation.

11/2016

RESOLUTION NUMBER ___ - 2016

RELATING TO CREATING THE DRUG COURT COORDINATOR POSITION

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20TH day of December, 2016 does resolve as follows:

WHEREAS, the Department of Health & Human Services in partnership with the Circuit Court received a grant to provide Drug Court coordination, to individuals with substance abuse issues; and,

WHEREAS, the program is designed to serve non-violent drug offenders as an alternative to incarceration,

WHEREAS, the Drug Court Coordinator will work closely with the Drug Court on determining whom is eligible and whom will remain in the program

WHEREAS, this program is fully funded by the Treatment Alternative and Diversion Grant at 100% reimbursement; and,

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors authorizes the creation of the Drug Court Coordinator position. See attached Fiscal Note. This position will be fully funded by the Treatment Alternative and Diversion Grant.

Roll Call on Resolution No. ___ - 16 Submitted by Health & Human Services Board

With the recommendation to Approve/Disapprove

Aye__, Nay__, Absent__, Abstain__.

Passed and Adopted/Rejected this
20th day of December 2016

Joe Gonyo,, Chairman

John Gende, Member

County Board Chairman

Joy Waterbury, Member

ATTEST: County Clerk
Approved as to Form

Nancy Hoffman, Member

Corporation Counsel

Richard Trochinski, Member

Nick Toney, Vice Chairman

Harley Reabe, Member

Brian Floeter, Member

Vacant, Member

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DRUG COURT COORDINATOR

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER/DRUG COURT TREATMENT TEAM

SUMMARY:

To Drug Court Coordinator is the person primarily responsible for coordinating appropriate services for the clients, keeping up-to-date information on each client and briefing the treatment team on progress of each participant and any issues in the team staffing.

DUTIES AND RESPONSIBILITIES:

The Coordinator will be responsible to the drug court team for the following:

- Evaluate program referrals through implementation of the COMPAS risk assessment and make recommendations to the Drug Court Treatment Team for offender acceptance or declination
- Provide orientation to new clients while identifying individual needs which include medical, psychological, vocational, social familial, and daily living spheres. Conduct regular meetings with participants to discuss progress within the program.
- Coordinate the substance abuse assessment; implement the LSI-R screening
- Coordinate all participant activity from the time of assessment/screening to termination/graduation within the Green Lake County Treatment and Diversion Program
- Gather information from other agencies in regard to client participation
- Collect data on all aspects of participant activity and report the results to drug court team as required
- Coordinate and ensure collection of all drug and alcohol testing samples and report drug testing to the Team
- Create weekly reports to present to drug court team at weekly staff meetings with the other drug court team members and recommend participant rewards/sanctions based on participant's performance
- Take all weekly information and maintain databases on each client for statistical program evaluation
- Set reasonable fees for participants that are fair and commensurate with a participant's ability to pay, and monitor payments of fees, fines and restitution
- Create and maintain participant case files and case plans, including continuity of care

and aftercare portfolios

- Provide referral information to participants as needed using well developed personal network of community contacts
- Monitoring payment of program fees, fines, and restitution and advising the Drug Court Treatment Team of each participant's compliance with the financial components of their treatment protocol
- Assisting participants with exploration of funding sources for treatment and other programming when county assets are unavailable or inadequate
- Facilitate drug court teams/staff meetings

SKILLS AND ABILITIES:

Outstanding interpersonal and problem solving skills while being able to multi-task in the role of Coordinator. This position needs to work harmoniously, constructively, and cooperatively with other professionals, clients and their families, community providers, and members of the general public, then be able to work cooperatively with them to ensure client services.

Knowledge and understanding of the therapeutic techniques utilized in treatment of addiction, mental health, and co-disorders of those served. Ability to administer, score and interpret assessment tools utilized in all programs.

Requires the ability to follow directions, apply fairly appropriate agency policies, complete projects, data entry and billing in a timely manner.

Requires the ability to learn, comprehend, retain, and apply information regarding available community resources

Displays understanding of dual diagnosis and it's effect on the treatment process for both staff and participants.

Requires the ability to work with minimal supervision in a fast-paced and stressful environment, focusing on customer service.

Requires the ability to maintain the confidentiality of client, staff, and agency information and handle crisis situations that may occur.

Ability to type accurately and efficiently use office machines and computers.

Ability to be flexible and attend a wide variety of tasks for a variety of staff and other tasks as assigned.

QUALIFICATIONS/ EXPERIENCE / JOB KNOWLEDGE:

EDUCATION: Minimum of a Bachelor's Degree in Social Work, Mental Health/Substance Abuse Treatment, or Behavioral Science.

RESPONSIBILITY AND AUTHORITY:

There are no supervisory duties of other staff associated with this position.

Maintain a positive image of the Courts to the public, timely processing of intake information and maintenance of regular work review by supervising program manager and the maintenance of some office equipment.

Maintain regular and predictable attendance.

Promote, get along, and work in a harmonious relationship with others including but not limited to outside agencies and county departments.

Able to perform duties, follow policies and procedures and independent of direct supervision.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is listening. 15% of the time is spent talking, sitting, writing, reading or visually observing. About 10% of the time is spent standing, walking, reaching and low lifting. In unusual circumstances, it may be necessary to stoop, kneel, and lift/carry objects weighing up to 40 pounds.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 90% of work done is inside in the Government Center. In about 10% of the time situations develop where there is a threat of physical attack or injury from clients as consumers may be angry, upset and irrational.

Considerable work will be out in the community with participants along with hours in the office of the Government Center. Travel may be required for meetings and trainings.

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9/2016

DRAFT

7/13/2016

FISCAL NOTE - PERSONNEL COSTS

DEPARTMENT:		DEPARTMENT OF HEALTH & HUMAN COMMITTEE: HUMAN SERVICES						ACCOUNT #:		
POSITION TITLE	NAME	RATE	HOURS	WAGE	FICA	RET-C	HEALTH INS	L-INS	TOTAL	
HSBHU Drug Court Coordinator	Vacant	20.03	1,196.00	23,955.88	1,924.12	0.00	0.00	0.00	25,880.00	

This position will be fully funded by the Treatment Alternative and Diversion Grant