



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 08/11/16

Amended* Post Date: 08/17/2016

The following documents are included in the packet for the P&I Committee on April 5, 2016:

- 1) Agenda
- 2) Draft minutes from the 07/21/16 meeting
- 3) Job Description and Four Points for Intensive In-Home Clinical Therapist
- 4) Resolution relating to Creating the CLTS/CCS Service Facilitator position
- 5) Resolution Relating to Increasing the Veteran's Service Officer position in the Veteran's Service Office up to 1500 hours per year
- 6) *Ordinance Amending Ordinance 1042-2012 Green Lake County Personnel Policies and Procedure Manual; Smoke Free Workplace and Appendix O, Green Lake county Employee Recognition Policy



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: August 18, 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: 07/21/2016
6. Correspondence
7. Appearances
8. Job Descriptions/Fill Vacant Positions
 - Intensive In-Home Clinical Therapist
9. Voluntary Unpaid Leave Request
10. Resolutions/Ordinances
 - Resolution Relating to Creating the CLTS/CCS Service Facilitator position
 - *Resolution Relating to Increasing the Veteran's Service Officer position in the Veteran's Office up to 1500 hours per year
 - **Ordinance Amending Ordinance 1042 – 2012 Green Lake County Personnel Policies and Procedures Manual; Smoke Free Workplace, and Appendix O, Green Lake County Employee Recognition Policy
11. Update Wage Classification Study – WIPFLi
12. Performance Management Policy
13. Base Wage Increase 2017
14. Department Head/Employee Training- RISE Leadership
15. Monthly Vouchers
16. Clerk's Report
17. Committee Discussion
 - Future Meeting Dates: Meeting September 22, 2016 at 6:00 pm
 - Future Agenda items for action & discussion
18. 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

July 21, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, July 21, 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
Mark Putzke, Chief Deputy
Amy Brooks, Highway
Lisa Corbeille, WIPFLi
Dawn Klockow, Corporation Counsel
Sheriff Podoll
Lori Evans, Sheriff's Office
Julia Johnson, WIPFLi

AGENDA

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

MINUTES

Motion/second (Wendt/Schweder) to approve the minutes of June 21, June 23 and July 11, 2016 as presented. Motion carried.

CORRESPONDENCE – None

APPEARANCES

- Julia Johnson and Lisa Corbeille, WIPFL Re: Wage Study Update

Corbeille presented information on the base compensation plan update. She discussed the overview of developing a compensation plan, the current salary structure and what is involved in a compensation plan update.

UPDATE WAGE CLASSIFICATION STUDY - WIPFLI

Discussion was held on the presentation and reason's to update the wage plan.

Motion/second(Schwandt/Schweder) to send the recommend to move forward with updating the wage classification study to County Board and requesting contingency funds be used . Motion carried.

JOB DESCRIPTIONS – None

JOB DESCRIPTIONS/FILL VACANT POSITIONS – None

VOLUNTARY UNPAID LEAVE REQUEST – None

RESTRUCTURING HIGHWAY PERSONNEL

Amy Brooks presented information to restructure personnel at the Highway Department. Due to the retirement of one of the highway superintendents, Brooks recommends eliminating the superintendent position, creating a engineer technician position, eliminating a highway laborer position and creating a highway foreman position. Discussion was held.

RESOLUTIONS/ORDINANCES

Amending Ordinance 1042 -2012 Green Lake Policy and Procedures Manual; Appendix L, M, N, and O.

Motion/second(Schwanst/Lyon) to approve the ordinance and send it on to the August County Board. Motion carried.

Relating to Eliminating one Highway Superintendent position and one Highway Laborer Position, and creating one Engineering Technician position and one Highway Foreman position in the Highway Department.

Motion/second(Schwandt/Schweder) to approve the resolution and forward on to the County Board. Motion carried.

ARBITRATION DECISION FOR WPPS UNION

The arbitration decision was awarded on June 29th. The WPPA union's final offer was selected and shall be incorporated into the parties' 2015-2017 collective bargaining agreement.

HEALTH INSURANCE FOR 2017

Bostelmann stated that in 2014 the county requested proposals for health insurance for 2015. GHT was the low bid with a proposal for 2016 not to exceed 7%. The 2016 insurance increased was 4%. Discussion held.

Motion/second(Schweder/Wendt) to make a recommendation that the Group Health Trust continue health insurance for 2017. Motion carried.

DEPARTMENT HEAD/EMPLOYEE TRAINING – RISE LEADERSHIP

Ben Fauske, RISE Leadership, presented a proposal for additional training relating to the performance management program. The proposal was reviewed and discussion held.

Motion/second(Schwandt/Lyon) to approve the proposal for the training and give Bostelmann the authority sign the contract. Motion carried.

2017 BUDGET

The 2017 budget was presented and discussed.

Motion/second(Schweder/Gonyo) to approve the budget. Motion carried.

MONTHLY VOUCHERS

Vouchers were presented in the amount of \$1568.08.

Motion/second(Schwandt/Wendt) to approve the vouchers as presented. Motion carried.

CLERK'S REPORT – None

CONSIDER MOTION TO CONVENE INTO CLOSED SESSION:

Motion/second(Schweder/Gonyo) to move into closed session pursuant to Wis. Stat. section 19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility. The closed session relates to wage compensation for ESU Manager. Roll call vote, 5 ayes, 0 nays, motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

Motion/second(Schweder/Schwandt) to resume open session. Roll call vote, 5 ayes, 0 nays, motion carries.

Motion/second(Wendt/Gonyo) to approve the increase in salary of the ESU Manager by \$3/hour retroactive to when she became manager of the Child Support Agency. Motion carried.

COMMITTEE DISCUSSION

- Future meeting date: August 18, 2016 at 6:00 PM.
- Future Agenda items for action & discussion:

ADJOURNMENT

Adjourned at 7:22 PM.

Submitted by,

Marge Bostelmann
County Clerk

POSITION REVIEW

Intensive In-Home Clinical Therapist

- a. **Job Description.** The Intensive In-Home Clinical Therapist position was reviewed and revised to reflect TCM (Targeted Case Management and CCS (Comprehensive Community Services).
- b. **Job Designation.** This is a Master's Level position requiring a Master's Degree, LPC (Licensed Professional Counselor) or C.A.P.S.W. (Certified Advanced Practice Social Worker). To provide strength and community-based intensive in-home clinical services, case management and service facilitation to children and families, covering a wide range of behavioral health, developmental and physical disabilities which will enable the families to remain intact. The position will have a starting wage of \$25.40.
- c. **Necessity.** This position primarily provides intensive in-home therapy services, Targeted Case Management (TCM) , Comprehensive Community Services (CCS) service facilitation/therapy to children, youth and families to prevent out-of-home care.
- d. **Evaluation of Existing Staff.** This is the only position at the agency that performs these three functions. The position is presently being vacated for a staff promotion.

8/2016

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: INTENSIVE IN-HOME CLINICAL THERAPIST

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHILDREN & FAMILY SERVICES UNIT MANAGER
BEHAVIORAL HEALTH SERVICES UNIT MANAGER

SUMMARY:

To provide strength and community-based intensive in-home clinical services, case management and service facilitation to children and families, covering a wide range of behavioral health, developmental and physical disabilities which will enable the families to remain intact.

DUTIES AND RESPONSIBILITIES:

- Approximately 40% of the time is spent providing targeted case management (TCM), in-home therapy and coordination of services for children and their families in the Child Welfare/Juvenile Justice system. This includes intake and performing functional screens, assessment, care planning and service arranging, providing clinical case management services and crisis stabilization, and advocating on behalf of the participant to secure the resources needed to obtain the services identified in care planning, and ongoing monitoring.
- Approximately 50% of the time is spent providing case management and coordination of services for individuals and families in the county's CCS (Coordinated Community Services) This 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 meeting 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.
- This time also includes being a Team Leader or Team Member providing mental health services either in the office or in-home. The applicant will be expected to follow legal, organizational and contractual requirements, laws and policies, prepare, complete and submit required items by due dates and required timelines, establish and maintain good communication, collaboration, and cooperation with all stakeholders, and perform other duties as assigned.

- Approximately 5% of the time is spent maintaining behavioral health charts. This would include completing necessary forms, (i.e., release of information, insurance claims, scheduling appointments, etc.).
- The remaining time is spent attending and participating in staffing's, in-services, supervision and trainings.

SKILLS AND ABILITIES:

- Basic everyday living skills
- The ability to understand, follow and provide directions
- Reading, writing (reports, case notes) is necessary
- Comprehensive knowledge and skills of person centered approaches
- The ability to work in and with individual/family teams
- Understand the needs of individuals with mental illness, developmental and physical disabilities.
- 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: Master's Degree in Social Work, Psychology or related field.

EXPERIENCE / JOB KNOWLEDGE: Licensed or licensable as an "Independent Clinical Social Worker" or equivalent with 1 -2 years of experience. Must meet the criteria for billing medical assistance, Comprehensive Community Services and/or Crisis.

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.

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.

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.

08/05/2016

RESOLUTION NUMBER ___ - 2016

RELATING TO CREATING THE CLTS/CCS SERVICE FACILITATOR 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 September, 2016 does resolve as follows:

WHEREAS, the Department of Health & Human Services was recertified to provide Comprehensive Community Services (CCS), to individuals with mental health issues; and,

WHEREAS, the Department of Health & Human Services has one contracted CCS service facilitator with a full caseload,

WHEREAS, the Department of Health & Human Services also provides Service Facilitation for children who are developmentally disabled, Severe Emotional Disturbance or physically disabled through the Children's Long Term Support (CLTS) program ,

WHEREAS, the need for these programs is growing to the point that a second worker is needed to meet the needs of the consumers waiting for services and community-based services are more cost effective than placing individuals in institution placements

WHEREAS, these programs is fully funded by the State at 100% reimbursement; and,

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors authorizes the creation of the CLTS/CCS Service Facilitator position. See attached Fiscal Note. This position will be fully funded by Medicaid funding.

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 September 2016

County Board Chairman

ATTEST: County Clerk Approved as to Form

Corporation Counsel

Nick Toney, Vice Chairman

Brian Floeter, Member

Joe Genyo,, Chairman

John Gende, Member

Joy Waterbury, Member

Nancy Hoffmann, Member

Richard Trochinski, Member

Harley Reabe, Member

Vacant, Member

NOW, THEREFORE, BE IT FURTHER RESOLVED, in the event that this position is no longer fully funded by state or federal grant or other funding, and if tax levy is necessary to fund this position, it shall be eliminated when all current state or federal funds are exhausted.”

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	
HSESU	CLTS/CCS Service Facilitator	Vacant	20.43	2,080.00	42,494.40	3,250.82	2,804.63	20,846.50	25.00	69,421.35

This position will be fully funded with Medicaid funding
This is a case management position that will bill Medicaid through the CLTS and CCS programs.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CLTS/CCS Service Facilitator

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 behavioral health, developmental and physical disabilities.

DUTIES AND RESPONSIBILITIES:

- Approximately 50% of the time is spent providing case management and coordination of services for children and their families in the CLTS (Children's Long-Term Support) program. This includes intake and performing functional screens, assessment, care planning and service arranging; advocating on behalf of the participant to secure the resources needed to obtain the services identified in care planning, and ongoing monitoring.
- Approximately 40% of the time is spent providing case management and coordination of services for individuals and families in the county's CCS (Coordinated Community Services) This 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 meeting 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.
- This time also includes being a Team Leader or Team Member providing mental health services either in the office or in-home. The applicant will be expected to follow legal, organizational and contractual requirements, laws and policies, prepare, complete and submit required items by due dates and required timelines, establish and maintain good communication, collaboration, and cooperation with all stakeholders, and perform other duties as assigned.
- Approximately 5% of the time is spent maintaining behavioral health/CLTS charts. This would include completing necessary forms, (i.e., release of information, insurance claims, scheduling appointments, etc.).
- The remaining time is spent attending and participating in staffing's, in-services, supervision and trainings.

SKILLS AND ABILITIES:

- Basic everyday living skills
- The ability to understand, follow and provide directions
- Reading, writing (reports, case notes) is necessary
- Comprehensive knowledge and skills of person centered approaches
- The ability to work in and with individual/family teams
- Understand the needs of individuals with mental illness, developmental and physical disabilities.
- 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 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.

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.

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.

07/11/2016

RESOLUTION NO. __-2016

Relating to Increasing the part-time Deputy Veteran's Service Officer Position in the Veteran's Office to up to 1500 hours per year

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

WHEREAS, Resolution No. 6-2013 created a part-time Deputy Veteran's Service Officer position in the Veteran Services Office working up to 1040 hours per year; and,

Roll Call on Resolution No. __-2016 Submitted by Health and Human Services Committee and Personnel Committee

Aye __, Nay __, Absent __, Abstain __

Joe Gonyo, Health and Human Services & Personnel Chair

Passed & Adopted/Rejected this _____
day of _____, 2016

Nick Toney

County Board Chair

Brian Floeter

Attest: County Clerk
Approved as to form:

John Gende

Corporation Counsel

Nancy Hoffman

Paul Schwandt

Harley Reabe

Robert Lyon

Richard Trochinski

Robert Schweder

Joy Waterbury

Sue Wendt

WHEREAS, the duties of the Deputy Veteran's Service Officer have increased in the three plus years since the position was created necessitating an increase in the amount of hours that may be worked per year; and,

WHEREAS, the Health and Human Services Committee and the Personnel Committee recommend that the Deputy Veteran's Service Officer position hours be increased to working up to 1500 hours per year.

NOW BE IT RESOLVED, that the Green Lake County Board of Supervisors increases the amount of hours for the Deputy Veteran's Service Officer up to 1500 hours per year in the Veteran's Services Office.

FISCAL NOTE

CURRENT BUDGET

POSITION TITLE	NAME	RATE	HOURS	WAGES	FICA R-employer		H-INS	L-INS	TOTAL
Deputy Veterans Svc Officer	Roberta Colhouer	16.13	1040	16,775.20	1,283.30	0.00	0.00	0.00	18,058.50

No benefits are available with this position as long as it remains under 1200 hours per year.

PROPOSED BUDGET

POSITION TITLE	NAME	RATE	HOURS	WAGES	FICA R-employer		H-INS	L-INS	TOTAL
Deputy Veterans Svc Officer	Roberta Colhouer	16.13	1500	24,195.00	1,850.92	1,596.87	0.00	36.00	27,678.79

Benefits would include retirement, life insurance, vacation, paid holidays, and sick leave. PTO would be on a pro-rated basis after one year.

Total increase in levy: \$9,620.28

ORDINANCE NO. -2016

Amending Ordinance 1042 – 2012 Green Lake County Personnel Policies and Procedures Manual; Smoke Free Workplace, and Appendix O, Green Lake County Employee Recognition Policy

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

WHEREAS, it is necessary to have up-to-date policies and procedures for the orderly and efficient handling of personnel related matters throughout Green Lake County Departments and offices;

Roll Call on Ordinance No. - 2016

Aye____, Nay____, Absent____, Abstain____

Submitted by Personnel Committee

Passed & Enacted/Rejected this 20th
day of September, 2016

Joe Gonyo, Chair

County Board Chairman

Paul Schwandt, Vice-Chair

Attest: County Clerk
Approved as to Form:

Robert Lyon

Corporation Counsel

Robert Schweder

Sue Wendt

NOW, THEREFORE, BE IT ORDAINED, that the Green Lake County Personnel Policies and Procedures Manual shall be amended as follows:

SMOKE FREE WORKPLACE

The County shall be a smoke-free workplace. Smoking means to smoke or carry a lighted pipe, cigar, cigarette and also includes the use of any electronic smoking device which is defined as any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person so simulate smoking through inhalation of vapor or aerosol from the product.

The following guidelines shall be observed to provide a healthy work environment:

1. Employees may not smoke in any building or on any grounds owned, leased or otherwise operated by or on behalf of Green Lake County at any time;
2. Smoking is permitted during lunch breaks off-County premises and in County owned parks and County Highway grounds during the duration of the Green Lake County Fair;
3. There shall be no smoking in vehicles that are owned, leased or rented by the County at any time;

Any violations of the no smoking policy will subject the employee to discipline in addition to fines and forfeitures under state law.

BE IT FURTHER ORDAINED, that the Green Lake county Personnel Policies and Procedure Manual 1042-2012 insert Green Lake County Employee Recognition Policy, Appendix O as follows:

(Please see attached document)

BE IT FURTHER ORDAINED, that this ordinance shall become effective upon passage and publication.

APPENDIX O

GREEN LAKE COUNTY EMPLOYEE RECOGNITION POLICY

Birthdays:

Employee birthdays will be recognized by an email wishing them a happy birthday. All employees will be copied in the email and encouraged to wish the employee a happy birthday. Employees without email will be sent a birthday card interoffice; all other employees will receive an email encouraging them to wish the employee happy birthday.

Work Anniversaries:

Employee anniversaries will be recognized by an email. All employees will be copied in the email and encouraged to wish the employee a happy anniversary. Employees without email will be sent a card interoffice; all other employees will receive an email encouraging them to wish the employee happy anniversary.

Employees will receive a certificate of recognition beginning with their five year anniversary and each 5 years of service thereafter.

Employees will receive a \$25.00 gift/gas card on their 10 year anniversary and every five years thereafter.

Certificates and gift cards will be presented each year at the April County Board meeting for the prior calendar year.

Employees who retire from the County with 20 years of service or more will receive a plaque from the County at the County Board meeting which follows the month of retirement.

~~Employees with 20 years of service or more will receive a plaque from the County. The plaque will be presented at a County Board Meeting at the time of retirement.~~

Veterans Day:

On Veterans Day, an email will be sent to all employees recognizing all County employees who are veterans.

Responsibility:

The County Clerk's Office will be responsible for the recognition policy.