



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 12/11/19

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on December 16, 2019:

- 1) Amended Agenda
- 2) Minutes from 10/10/19
- 3) Changes to the Financial Manager Job Description by the County Administrator
- 4) Resolution Relating to Full-time Communications Officer in the Sheriff's Office
- 5) Resolution for Inclusion Under the Income Continuation Insurance Plan



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: Monday, December 16, 2019 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
Robert Lyon
Robert Schweder
Curt Talma
Sue Wendt

Elizabeth Otto,
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 10/10/19
5. *Changes to Financial Manager Job Description by County Administrator
6. Resolutions
 - Relating to Creating a Full-time Communications Officer Position in the Sheriff's Office
 - Resolution for Inclusion Under the Income Continuation Insurance Plan
7. Committee Discussion
 - Future Meeting Dates: January 9, 2020 at 6:00 PM
 - Future Agenda items for action & discussion
8. 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
October 10, 2019

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:14 PM on Thursday, October 10, 2019 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 Lyon
Bob Schweder
Curt Talma
Sue Wendt

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator; Nicole Geschke, HR Coordinator; Dawn Klockow, Corporation Counsel; Jason Jerome, HHS Director; Kayla Yonke, HHS Financial Manager; Barry Mashuda, Highway Commissioner; Sheriff Mark Podoll

MINUTES

Motion/second (Schweder/Wendt) to approve the minutes of the August 8, 2019 meeting with no additions or corrections. Motion carried with no negative vote.

RESOLUTIONS/ORDINANCES

- **Modify Health Insurance Plan Design and Update Personnel Policies and Procedures Manual**

Discussion held. *Motion/second (Schweder/Lyon)* to suspend the rules and allow public comment. Motion carried with no negative vote. Tracy Soda, Green Lake County retiree; Sheriff Mark Podoll; Nicole Geschke, HR Coordinator; Denice Oft, Sheriff's Office Clerk; Samantha Stobbe, Deputy County Clerk; and Kevin Manning, Sergeant all spoke regarding the proposed changes to the 2020 health insurance plan. County Administrator Cathy Schmit and County Clerk Liz Otto provided information regarding the proposals and answered questions. Schmit stated she will be distributing a survey to employees to get their opinion on which option they prefer and will also get pricing on other state plans which offer deductibles and/or copays.

Motion/second (Lyon/Wendt) to approve the resolution and forward to County Board for final approval. Roll call vote taken – Ayes – 0, Nays – 4 (Lyon, Wendt, Gonyo, Talma), Abstain – 1 (Schweder). Motion failed.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – Next meeting date set for November 14, 2019 at 6:00 PM.

Future agenda items:

ADJOURNMENT

Chair Gonyo adjourned the meeting at 7:09 PM.

Submitted by,



Liz Otto
County Clerk

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: Financial Manager

DEPARTMENT: ADMINISTRATION

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY ADMINISTRATOR

SUMMARY:

This is a professional, confidential non-union position. It is under the general supervision of the County Administrator. The individual in this position performs a variety of complex accounting, auditing and financial management responsibilities as delegated by the County Administrator. This position serves as the primary Financial Manager for the County. Responsible for highly classified and confidential data including but not limited to payroll and personnel information. Assists the County Administrator in development of the annual budget and process. Responsible for preparation of and suitable outcome of financial and cost allocation audits. Prepares and presents financial statements, related schedules, and reports for the County.

DUTIES AND RESPONSIBILITIES:

- Coordinate and oversee all departmental financial functions and reporting in coordination with designated staff and Department Director(s). Prepare and submit financial and statistical reports and surveys required for compliance with state and federal programs for County Board, Committee and audit review.
- Development, management and enforcement of County's annual budget by providing direct budgetary/performance financial analysis, forecasts and trending information to Department Director(s). Coordinate with county departments and County Administrator on aspects of budget process, development and policy enforcement.
- Conduct monthly/annual reconciliations as required. Monitor the financial status of the county. Prepare any year-end accruals, budgetary adjustments and/or budget addendums as required. Monitor general operations to assure compliance with applicable laws, administrative directives, programs and policy requirements.
- Provide managers and staff with fiscal information to aid in program development and management in a timely and professional manner.
- Direct the county's annual audit process with the county auditing firm under the direction of the County Administrator.
- Recognize areas of county fiscal operations that are inefficient and develop new policies and procedures or recommend system design changes to promote efficiency.
- Establish provisions for the review of county operations and transitions that audit for and mitigate the risk for fraud.

- Process and audit invoices and credit card transactions for payment, identifying any transactions that are noncompliant with policy, fraudulent or otherwise outside the norm of county operations.
- Back up for payroll processing and personnel systems in the event the County Clerk's office is unable to perform these duties.
- Assist in the development and management of the county'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.
- Develop and recommend for adoption various financial policies and internal control initiatives that protect county financial interests and prevent opportunities for fraud.
- Perform other duties as assigned by the County Administrator.

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, accounts payable, payroll and audit requirements. Ability to facilitate a team environment and make decisions to meet required timelines. 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 OR an Associate Degree in Accounting with five or more years of relevant experience is required.

EXPERIENCE / JOB KNOWLEDGE: Experience in financial management, including governmental, audit, grants 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.

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- Conduct monthly/annual reconciliations as required. Monitor the financial status of the county. Prepare any year-end accruals, budgetary adjustments and/or budget addendums as required. Monitor general operations to assure compliance with applicable laws, administrative directives, programs and policy requirements.
- Provide managers and staff with fiscal information to aid in program development and management in a timely and professional manner.
- Direct the county's annual audit process with the county auditing firm under the direction of the County Administrator.
- Recognize areas of county fiscal operations that are inefficient and develop new policies and procedures or recommend system design changes to promote efficiency.
- Establish provisions for the review of county operations and transitions that audit for and mitigate the risk for fraud.

- Process and audit invoices and credit card transactions for payment, identifying any transactions that are noncompliant with policy, fraudulent or otherwise outside the norm of county operations.
- Prepare and process journal entries for all departments
- Perform such payroll processing and personnel systems duties as may be assigned by the County Administrator.
- Assist in the development and management of the county'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.
- Develop and recommend for adoption various financial policies and internal control initiatives that protect county financial interests and prevent opportunities for fraud.
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From: [Schmit, Cathy](#)
To: [Otto, Liz](#)
Subject: RE: Payroll related duties
Date: Wednesday, December 12, 2018 1:59:12 PM
Attachments: [image001.png](#)

Hi Liz,

This is my understanding as well.

Please know that the County Administrator's Office will always stand ready as a failsafe in the unforeseen event that the County Clerk's Office is unavailable or unable to perform payroll related tasks at any time or for any reason.

Thank you for taking the time to meet with me to discuss this today!

Cathy Schmit

Green Lake County Administrator
571 County Road A
Green Lake, WI 54941

Phone: 920.294.4147
FAX: 920-294-4135

cschmit@co.green-lake.wi.us



From: Otto, Liz <lotto@co.green-lake.wi.us>
Sent: Wednesday, December 12, 2018 1:31 PM
To: Schmit, Cathy <cschmit@co.green-lake.wi.us>
Subject: Payroll related duties

Hi Cathy,

Per our conversation earlier today, I am sending you this email to corroborate our agreement:

- 1) Payroll and all related payroll duties will remain in the County Clerk's office until such time as I retire, resign, or am unable or unwilling to perform the duties for a prolonged period of time.
- 2) Since payroll is not a statutory duty of the County Clerk, should a newly elected or appointed County Clerk decide to eliminate those duties from this office it would be transferred at that time to the County Administrator's office.
- 3) Backup for all payroll related duties is currently done by the Deputy County Clerks in the County Clerk's office and will remain as such.
- 4) Samantha Stobbe, Deputy County Clerk, is the current primary backup and will be given the

opportunity to absorb the full duties when I leave this position if she so desires and is able to do so.

These are the main points of what we discussed as I understood them. Let me know if you have any questions and/or changes. Thanks!

Liz Otto
Green Lake County Clerk
571 County Road A
Green Lake, WI 54941
PH: 920.294.4010
FAX: 920.294.4009

RESOLUTION NUMBER 22-2019

**Relating to Creating a Full-time
Communications Officer Position in the Sheriff's Office**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of December 2019, does resolve as follows:

- 1 **WHEREAS**, since 2017, the average overtime expenditure in the Communications
- 2 Center is just under \$100,000 per year, and
- 3 Fiscal note is attached.
- 4 Majority vote is needed to pass.

Approved by Personnel Committee

Disapproved by Personnel Committee

Roll Call on Resolution No. 22-2019

Submitted by Judicial/Law
Enforcement Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 17th
the day of December, 2019.

/s/ Larry Jenkins

Larry Jenkins, Chair

/s/ Sue Wendt

Sue Wendt, Vice-chair

/s/ Kathy Morris

Kathy Morris

/s/ Keith Hess

Keith Hess

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

Peter Wallace

5 **WHEREAS**, current Communications Officers are working significant overtime hours to
6 provide coverage in the Sheriff's Communications Center, and,

7 **WHEREAS**, creating another Communication Officer position will enable the Sheriff's
8 Department much needed flexibility in scheduling, to reduce the overtime hours in the
9 Communications Center and help retain current staff.

10 **NOW THEREFORE BE IT RESOLVED** that the Green Lake County Board of
11 Supervisors creates a position of one full-time Communications Officer commencing on
12 April 1, 2020, using budgeted communications center overtime funds to cover the costs
13 of the new position.

14 **FISCAL NOTE:**

GREEN LAKE COUNTY SHERIFF'S OFFICE FISCAL IMPACT STATEMENT 2020									
FULL-TIME COMMUNICATIONS OFFICER									
COMMENCING ON OR ABOUT APRIL 1, 2020									
JOB TITLE	RATE	HOURS	ANNUAL SALARY	R-employer	SOCIAL SECURITY	HEALTH	LIFE	TOTAL FRINGE	TOTAL
Communications Officer/Clerk	22.96	1560	35,817.60	2,417.69	2,740.05	15,107.00	38.40	20,303.13	56,120.73
Communications OT			49,056.60	3,311.32	3,752.83			7,064.15	56,120.75

RESOLUTION NUMBER 21-2019

RELATING TO INCLUSION UNDER THE STATE INCOME CONTINUATION INSURANCE PLAN

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 17th day of December 2019, does resolve as follows:

1 **WHEREAS**, the County understands that certain benefits are valuable for the economic
2 security and well-being of its employees, such as income continuation benefits in the
3 event of a short-term or long-term disability; and,

4 **WHEREAS**, the State of Wisconsin Group Insurance Board offers an Income
5 Continuation Insurance Plan to eligible personnel through the program of the State of
6 Wisconsin Group Insurance Board; and,

7 **WHEREAS**, the County can elect to participate in the Income Continuation Insurance
8 Plan.

9 Fiscal note is attached.

10 Majority vote is needed to pass.

Approved by Personnel Disapproved by Personnel

Roll Call on Resolution No. 21-2019

Submitted by Property & Insurance Committee:

Ayes , Nays , Absent , Abstain

/s/ Vicki Bernhagen

Vicki Bernhagen, Chair

Passed and Adopted/Rejected this 17th day of December, 2019.

/s/ Patricia Garro

Patricia Garro

County Board Chairman

/s/ David Abendroth

David Abendroth

ATTEST: County Clerk
Approve as to Form:

/s/ Richard Trochinski

Richard Trochinski

Corporation Counsel

/s/ Keith Hess

Keith Hess

11 **NOW THEREFORE BE IT RESOLVED**, that the Green Lake County Board of
12 Supervisors hereby elects to offer the Income Continuation Insurance Plan to eligible
13 personnel through the program of the State of Wisconsin Group Insurance Board, and
14 agrees to abide by the terms of the plan as set forth in the contract between the Group
15 Insurance Board and the Administrator.

16 **BE IT FURTHER RESOLVED**, that any employee who elects to participate in the
17 Income Continuation Insurance Plan will pay the full cost of any premiums.

18 **BE IT FURTHER RESOLVED**, that the County Clerk is hereby authorized and directed
19 to take all actions and to make salary deductions and submit payments required by the
20 State of Wisconsin Insurance Board to provide Income Continuation Insurance Plan.

21 **BE IT FURTHER RESOLVED** that the County Administrator is authorized to sign all
22 contracts necessary to enter into the Income Continuation Insurance Plan.

23 **BE IT FURTHER RESOLVED**, that this resolution shall be effective on the later of the
24 1st of the month on or after 90 days following its receipt at the Department of Employee
25 Trust Funds.

26 **FISCAL NOTE:** no fiscal impact to the County

CERTIFICATION

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the Green Lake County Board of Supervisors on the ____ day of _____, 2019, and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this _____ day of _____, 20 ____.

Elizabeth A. Otto
County Clerk
571 County Road A
Green Lake, WI 54941
lotto@co.green-lake.wi.us

Number of eligible employees _____

69-036-_____
ETF Employer Identification
Number