



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 03/05/2021

Amended* Post Date: 05/10/2021

The following documents are included in the packet for the Personnel Committee on March 11, 2021:

- 1) Agenda
- 2) Minutes from February 15, 2021
- 3) Resolution Relating to Eliminating the Administrative Assistant to the Sheriff position and creating a third Front Office Clerk position and Eliminating a Detective position and creating a Detective Sergeant position in the Green Lake County Sheriff's Office
- 4) Relating to Eliminating the HHS Account Clerk Specialist position and Creating an Electronic Health Record Administrator/Financial Assistant position
- 5) Ordinance Amending Personnel Policies and Procedures Manual to Update the Social Media Policy
- 6) Ordinance Amending the Administrative Policy Manual
- 7) Ordinance Amendment to Personnel Policies and Procedures Manual



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: Thursday, March 11, 2021 Time: 3:30 PM
Green Lake County Government Center, County Board Room
571 County Rd A, Green Lake WI***

Amended AGENDA*

Committee Members

*Robert Schweder,
Chair
Sue Wendt,
Vice-Chair
Charlie Wielgosh
Ken Bates
Curt Talma*

*Elizabeth Otto,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 02/15/21
5. Resolutions
 - Resolution Relating to Eliminating the Administrative Assistant to the Sheriff position and creating a third Front Office Clerk position and Eliminating a Detective position and creating a Detective Sergeant position in the Green Lake County Sheriff's Office
 - Relating to Eliminating the HHS Account Clerk Specialist position and Creating an Electronic Health Record Administrator/Financial Assistant position
6. Ordinances
 - Amending Personnel Policies and Procedures Manual to Update the Social Media Policy
 - Amending the Administrative Policy Manual
 - Amendment to Personnel Policies and Procedures Manual
7. Committee Discussion
 - Future Meeting Dates: April 8, 2021 @ 3:30 PM
 - Future Agenda items for action & discussion
8. Adjourn

***A quorum of the Highway Committee and Land Conservation Committee may be present at this meeting. None of these committees will be taking any formal action at the meeting.**

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks required) or audio/visual communication. Remote access can be obtained through the following link:

Topic: Personnel Meeting

Time: Mar 11, 2021 03:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96542394039?pwd=VDZLOVdzamJUQlBmVm5PWTR0UGNNdz09>

Meeting ID: 965 4239 4039

Passcode: 972588

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 965 4239 4039

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
February 15, 2021

The meeting of the Personnel Committee was called to order by Chair Bob Schweder at 3:30 PM on Monday, February 15, 2021 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The meeting was held both in person and via Zoom due to the COVID-19 pandemic. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Ken Bates (3:34 - Zoom)
Bob Schweder
Curt Talma (Zoom)
Sue Wendt
Charlie Wielgosh (Zoom)

Other County Employees Present: Liz Otto, County Clerk; Cathy Schmit, County Administrator (Zoom); Dawn Klockow, Corporation Counsel (Zoom); Sheriff Mark Podoll, Lori Evans, SO Administrative Assistant (Zoom); various other Department Heads and managers

MINUTES

Motion/second (Wendt/Talma) to approve the minutes of the November 5, 2020 meeting with no additions or corrections. Motion carried with no negative vote.

DISCUSS RECOMMENDATIONS OF OUTSIDE COUNSEL REGARDING AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL AND ADMINISTRATIVE POLICY MANUAL

Corporation Counsel Dawn Klockow presented the findings of Buelow Vetter regarding their analysis of the current Personnel Policy and Procedures Manual and Administrative Policy Manual, specifically addressing any potential issues related to the County Administrator duties and powers. *Motion/second (Wendt/Bates)* to suspend the rules and allow the Sheriff and Lori Evans to provide input. Motion carried with no negative vote.

Motion/second (Wendt/Bates) to accept the recommended changes to the Green Lake County Personnel Policy and Procedures Manual with the exception of Appendix J – Grievance Procedure. This will remain as is with no changes. Motion carried with no negative vote.

Klockow went through the recommended changes to the Administrative Policy Manual as follows:

1. Employment at will – change as recommended by general consensus of the committee
2. Departmental Rules – change as recommended by general consensus of the committee
3. General Exceptions – change as recommended by general consensus of the committee
4. Job Description Updates – major changes to job descriptions must come before the Personnel Committee.
5. Recruitment and Hiring – change as recommended by general consensus of the committee
6. Evaluation of Existing Staff – change as recommended by general consensus of the committee
7. Reclassification Process and Policies – change as recommended by general consensus of the committee
8. Layoff and Recall – Personnel Committee should be notified of any layoffs or recalls.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – Next meeting date set for March 11, 2021 at 3:30 PM

Future agenda items:

ADJOURNMENT

Chair Schweder adjourned the meeting at 4:27 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT

RESOLUTION NUMBER -2021

Resolution relating to eliminating the Administrative Assistant to the Sheriff position and creating a Third Front Office Clerk Position and eliminating a Detective position and creating a Detective Sergeant position in the Green Lake County Sheriff's Office

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of April 2021, does resolve as follows:

- 1 **WHEREAS**, later in 2021, the Administrative Assistant to the Sheriff will be retiring; and
- 2 **WHEREAS**, a study of the current needs of the Green Lake County Sheriff's Office and
- 3 overall Sheriff's Office operations revealed that streamlining several positions within the
- 4 Sheriff's Office would best fit the needs of the Department; and
- 5 Fiscal note is attached.
- 6 Majority vote is needed to pass.

approved by Personnel disapproved by Personnel
 approved by Finance disapproved by Finance

Roll Call on Resolution No. -2021

Submitted by Judicial/Law
Enforcement & Emergency
Management Committee

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 20th
day of April, 2021.

Joe Gonyo, Chair

Sue Wendt

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Don Lenz

Corporation Counsel

Gene Thom

7 **WHEREAS**, the Administrative Assistant vacancy creates an opportunity to modify the
8 duties of the Front Office, Detective and Administrative staff; and

9 **WHEREAS**, the Sheriff with input from his management team has determined that
10 eliminating the Administrative Assistant position and reassigning those job
11 responsibilities between different members of the Department creates efficiencies and
12 cost savings; and

13 **WHEREAS**, the Sheriff has determined that establishing a Sergeant of Detectives and a
14 third Clerk position to assist in the reorganization of duties would ensure that the day-to-
15 day operations of the Department would run smoothly and effectively; and

16 **WHEREAS**, the Sheriff has met with the County Administrator to discuss consolidation
17 of duties; and

18 **WHEREAS**, the County Administrator has approved the attached job descriptions.

19 **NOW THEREFORE BE IT RESOLVED**, the Green Lake County Board of Supervisors
20 does hereby approve the elimination of the Administrative Assistant position in the
21 Sheriff's Office effective August 15, 2021.

22 **BE IT FURTHER RESOLVED**, that one Detective position shall be eliminated effective
23 May 10, 2021.

24 **BE IT FURTHER RESOLVED**, that a new Sergeant of Detectives position be created
25 effective May 10, 2021, with a pay rate in conjunction with the WPPA union contract.

26 **BE IT FURTHER RESOLVED**, that a third Front Office Clerk position be created
27 effective April 21, 2021. This position shall be placed in pay group 13.

[Fiscal note is on the next page]

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CLERK

DEPARTMENT: GREEN LAKE COUNTY SHERIFF'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHIEF DEPUTY

SUMMARY:

Under the general supervision of the Chief Deputy, provides support and clerical duties to the Sheriff's Office, working a schedule in accordance with the needs of the Sheriff's Office.

DUTIES AND RESPONSIBILITIES:

- Analyzes and assures that complete and proper information is entered into the Public Safety Software System.
- Transcribes officer reports resulting from citizen calls for service; tracks case progress and dispositions; prepares required legal documentation for violations of the law to insure proper progression through the criminal justice system.
- Responsible for processing State required driver's license violation paperwork.
- Prepares for department audits by collecting appropriate data, maintaining and retrieval of documents.
- Disperses and accounts for release of records.
- Advises the public on the scope of jurisdiction of the department; suggests alternatives or other resources available to resolve problems.
- Exercises sound judgment in analyzing and preparing Civil Process for Deputies to serve and return to the Court system; bills, maintains and balances Civil Process accounts.
- Schedules, attends and prepares proper legal documentation for Sheriff's sales; files proper paperwork with the Court system.
- Performs and is responsible for a wide variety of computer applications.
- Generates monthly and annual State and local reports; maintains departmental filing systems.
- Maintains current alarm records; orders supplies.
- Pays bills, creates invoices, receipts payments, and orders supplies using the County Financial System.
- Maintains and annually posts the Sheriff's Office Fee Schedule.

- Assists in the development of departmental policies and procedures.
- Uses sound judgment in evaluating, planning and organizing and assists in implementing projects and programs to aid in the efficient operation of the Department.
- Organizes, prepares agendas, collects correspondence for, attends, participates in and takes minutes for Judicial/Law Enforcement Committee meetings.
- Compiles statistics.
- Posts public notices.
- Assists with Departmental Volunteer Program.
- Distributes mail and packages to Sheriff's Office related entities.
- Prepares necessary paperwork for Court.
- Assists with TraCS program.
- Assists other local Law Enforcement Agencies with RMS program and processing issues.
- Maintains a high degree of confidentiality in all aspects of job functions.
- Interacts daily with the public and other employees.
- Performs other duties as assigned.

SKILLS AND ABILITIES:

- Must have thorough knowledge in the use of modern principles, methods, practices, and equipment relating to legal records management.
- Thorough knowledge of State and local laws; ability and skill to apply these regulations and make decisions in accordance with same, as appropriate.
- Skill and proficiency in all aspects of computer software programs utilized by the Sheriff's Office.
- Ability to act confidentially, performing assignments with accuracy, patience, tact, integrity, use of good discretion and courtesy; ability to exercise good judgment.
- Ability to retain and follow instructions closely; ability to read, write, add, and subtract.
- Knowledge of acceptable accounting procedures; skilled in data processing.
- Ability to operate a personal computer and other office equipment proficiently with ability to type at least 40 wpm.
- Knowledge of civil and criminal law. Ability to meet department standards of physical condition.
- Skill in the use of general office equipment to include items such as computer, printer, calculator, copy machine, fax machine, scanner, telephone, tape recorder and transcriber.

- Ability to establish and maintain effective working relationships with various officials, agencies, and co-workers; ability to communicate effectively orally and in writing in English.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.

QUALIFICATIONS:

EDUCATION: High school diploma or equivalent. Post high school education preferred.

EXPERIENCE / JOB KNOWLEDGE: Minimum of one year experience in a position requiring independent judgment or any combination of education and experience that provides equivalent knowledge, skills, and abilities is required. Visual acuity must be correctable to 20/20. Must obtain CPR, AED and TIME certifications and retain them for term of employment. Experience in the use of Microsoft Word and Excel required.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 95% of the time is spent sitting, using near and far vision, hearing, talking, and using medium fingering for typing and data entry. Standing, kneeling, walking, stooping, and crouching are performed about 5% of the time. Other actions may be required in unusual or non-regular situations. The Department reserves the right to assess the medical and physical fitness of each employee's ability to fully perform the expected duties of the position.

ENVIRONMENTAL DEMANDS: Over 100% of the time is spent inside and will involve contact with other workers, and the general public.

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.

January 2018; March 2021

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DETECTIVE SERGEANT

DEPARTMENT: GREEN LAKE COUNTY SHERIFF'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: SHERIFF

SUMMARY:

Under direction of the Sheriff and/or Chief Deputy, supervises and directs the activities of the Sheriff's Office, primarily the Detective Division, provides shift supervision, develops and implements policies and procedures and responds to incidents and emergencies working a schedule in accordance with the needs of the Sheriff's Office, working a schedule in accordance with the needs of the Sheriff's Office.

DUTIES AND RESPONSIBILITIES: (Illustrative and not inclusive)

- Assumes all duties of a Deputy Sheriff and Detective.
- Supervises assigned staff; oversees shift operations; assists in employee training Assists in preparation of the monthly schedule to ensure proper manpower coverage; monitors and approves vacations, attendance and divisional training.
- Reviews Detectives reports and ensures submission of reports in a timely and accurate fashion; submits State and department reports as required.
- Dictates detailed reports of arrests and investigations according to Department policy; appears as witness in court, provides clear and accurate testimony.
- Assists in preparing and updating division policy and procedures for review.
- Assists in preparing and administering the division budget, ensuring adherence to its guidelines, makes recommendations as appropriate.
- Supervises and performs periodic inspections of Detective related equipment and supplies.
- Oversees the Evidence Room and the Evidence Custodian. Acts as the alternate Evidence Custodian.
- Oversees the management of technological and software needs related to the Detective division. Including the oversight of Leads on line, Financial Software, Background check and Investigative Software.
- Oversees the operation of the Detective Field Training Program, prepares and maintains training records.
- Oversees the Computer Forensics, ICAC, Drone, Video Training Programs, and CWDTF, maintaining appropriate records.

- Coordinates department activities and services with other divisions, the health office, courts, attorneys and other agencies; makes presentations and reports to various community businesses, educational, governmental and civic groups; implements career shadow and intern programs.
- Oversees all issues relating to the storage sheds.
- Assumes command at crime and accident scenes, other incidents or disturbances requiring police intervention; advises personnel on enforcement action.
- Prepares news releases; handles public relations activities as directed.
- Counsels employees in their division, provides corrective action and refers employees in their division for disciplinary action.
- Assigns cases to Detectives.
- Oversees the Detective Schedule.
- Oversees the recruitment background check process.
- Serves as the Sheriff's Office Infectious Control Officer.
- In the absence of the Sheriff and Chief Deputy serves as the Incident Commander (ICS) at emergency events.
- Performs any others duties as may be assigned.

SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with various officials, agencies, co-workers and the general public on a daily basis in a positive manner.
- Ability to communicate effectively orally and in writing in English.
- Ability to understand, retain and follow written oral instruction in English.
- Thorough knowledge of the operations and requirements of a Sheriff's Office to ensure efficient and effective operation at all times.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.
- Ability to maintain a high level of confidentiality in all aspects of job functions.
- Working knowledge of County and Sheriff's Office rules, policies and procedures with the ability and skill to apply them to various situations and to ensure that subordinates know and follow the same.
- Ability to comprehend and interpret a variety of documents including booking reports, Court judgments, incident and other reports, legal documents, State statutes and various policy manuals.
- Ability to prepare a variety of documents including training, incident, crime reports, schedules and attendance records.
- Ability to utilize basic math skills.
- Ability to assign, supervise and review the work of others; ability and skill to make recommendations regarding the selection, discipline and discharge of employees.

- Knowledge of state, felony, misdemeanor, forfeiture, ordinance and other laws and regulations.
- Ability to satisfactorily use the equipment required to perform the essential functions of this job as listed above.
- Ability to meet department standards of physical condition.
- Skill in the use of Police vehicles, department issued firearms, bullet resistant vest, handcuffs, radar, police radio, siren, emergency lights, OC spray, fire extinguisher, Taser, office equipment to include computer and software, PBT, telephone, cuff belt, ankle restraints, recording devices, flash and spot light, car opening tools, pry bar, flares, traffic cones, first aid kit, bio-hazard kit, MDC, TIME System and all other software programs used by the Sheriff's Office, printer, baton, CPR mask and AED. May be required to carry and answer an assigned cell phone and be subject to call-out.

QUALIFICATIONS:

EDUCATION: High school graduate or equivalent. 60 college credits required. Criminal Justice degree preferred. Five years of experience as a Detective.

EXPERIENCE / JOB KNOWLEDGE: Wisconsin Law Enforcement Standards Board (LESB) certification, plus four or more year's full-time equivalent experience as a sworn Law Enforcement Officer is required. Civil or military law enforcement work or any equivalent combination of education or experience which provides the necessary knowledge, skills and abilities. Must qualify annually or as required by LESB Unified Tactical Concepts. Must obtain CPR/AED and TIME certification within the probationary period and retain said certifications for term in position; must possess and maintain a valid Wisconsin driver's license. Visual acuity must be correctable to 20/20;

WORKING CONDITIONS:

PHYSICAL DEMANDS: Approximately 75% of the time is spent sitting, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. Standing, walking, kneeling, stooping and crouching occurs approximately 25% of the time; other actions may be required in unusual or non-regular situations.

ENVIRONMENTAL DEMANDS: Over 75% of the time is spent either inside a climate controlled building or vehicle. Approximately 25% of the time may be spent outside in possible adverse weather conditions, including but not limited to extreme cold, heat, rain, sleet, snow, wind and noise. It may be necessary to traverse uneven or hilly terrain while in the field.

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.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.

November 17, 2020; March 2021

RESOLUTION NUMBER -2021

RELATING TO ELIMINATING THE HHS ACCOUNT CLERK SPECIALIST POSITION AND CREATING AN ELECTRONIC HEALTH RECORD ADMINISTRATOR/FINANCIAL ASSISTANT POSITION

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 15th day of April 2021, does resolve as follows:

- 1 WHEREAS, In September 2020 the Department of Health & Human Services began the
2 process of restructuring the Administrative Unit and,
3 Fiscal note is attached.
4 Majority vote is needed to pass.

checkbox Approved by Personnel checkbox Disapproved by Personnel
checkbox Approved by Finance checkbox Disapproved by Finance

Roll Call on Ordinance No. -2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 15th day of April, 2021.

Joe Gonyo, Chair

Harley Reabe, Vice-chair

County Board Chairman

Brian Floeter

ATTEST: County Clerk Approve as to Form:

Joanne Guden

Corporation Counsel

Nancy Hoffman

Joy Waterbury

Christine Schapfel

Charlie Wielgosh

5 **WHEREAS**, phase one of this restructure streamlined several positions within the
6 Administrative Unit to best fit the needs of the Health and Human Services Department
7 and County stakeholders; and

8 **WHEREAS**, phase two of the restructure occurred during the yearly employee
9 performance evaluation process; and

10 **WHEREAS**, the HHS Director, in conjunction with input from the Administration staff
11 reviewed and updated all relevant job descriptions within the Administrative Unit; and

12 **WHEREAS**, the HHS Director, in conjunction with input from the Administrative Unit
13 staff and County Administrator has determined after updating the Account Clerk
14 Specialist job description a new title and reclassification within the County wage plan is
15 warranted; and

16 **WHEREAS**, the HHS Director has met with the County Administrator to discuss the
17 attached job description for the Electronic Health Record Administrator/Financial
18 Assistant position, which has been approved by the County Administrator.

19 **NOW, THEREFORE, BE IT RESOLVED**, that the Green Lake County Board of
20 Supervisors does hereby approve modification to the HHS Administrative Unit team
21 model by eliminating one (1) Account Clerk Specialist and creating (1) Electronic Health
22 Record Administrator/Financial Assistant position.

23 **BE IT FURTHER RESOLVED** that the new HHS Electronic Health Record
24 Administrator/Financial Assistant position is created effective on the date this resolution
25 is passed. This position shall be placed in pay group 12 on the County Wage Plan.

26 **BE IT FURTHER RESOLVED** that the individual currently holding the Account Clerk
27 Specialist position shall fill the Electronic Health Record Administrator/Financial
28 Assistant position as that person has been satisfactorily performing the duties of the
29 new position.

30 **BE IT FURTHER RESOLVED** that the new rate of pay for the Electronic Health Record
31 Administrator/Financial Assistant position will be retroactive as of January 1, 2021.

2021 Health and Human Services Fiscal Note

Committee: Human Service Board

Current For 2021

Pay Group	Position Title	Hourly Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
13	Account Clerk	\$ 24.95	\$ 51,893.30	\$ 3,502.80	\$ 3,969.84	\$ 25,295.00	\$ 32,767.63	\$ 84,660.93

Potential for 2021

Pay Group	Position Title	Hourly Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
12	Electronic Health Record Asministrator/Financial Assistant	\$ 26.63	\$ 55,390.40	\$ 3,738.85	\$ 4,237.37	\$ 25,295.00	\$ 33,271.22	\$ 88,661.62

* All Wages are based on the 7/1/2020 Wage Plan

Pay group	Position title	Annual			Hourly		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
12	Electronic Health Record Administrator/Financial Assistant	\$ 43,413.00	\$ 54,267.00	\$ 65,120.00	\$ 20.87	\$ 26.09	\$ 31.31
13	Account Clerk	\$ 40,374.00	\$ 50,468.00	\$ 60,562.00	\$ 19.41	\$ 26.26	\$ 29.12

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ELECTRONIC HEALTH RECORD ADMINISTRATOR/FINANCIAL ASST.

DEPARTMENT: HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR/FINANCIAL/BUSINESS MANAGER

SUMMARY:

This position oversees the day-to-day administration and support of our eHR system (myAvatar). Works with staff to resolve issues within myAvatar to ensure the system functions in a way that allows staff to provide high quality service to our clients. Maintains all accounts receivables for DHHS. Performs back-up functions for accounts payable as needed. The eHR Administrator/Financial Assistant is expected to exercise independent judgment in establishing and adapting work procedures and regulations to routine matters.

DUTIES AND RESPONSIBILITIES:

Electronic Health Record (eHR)

- Responsible for daily operations including, user administration, ensuring appropriate permissions, configuration and ongoing use/development of eHR.
- Support, analyze and monitor eHR processes pertaining to clinical and billing functions.
- Serve as primary point of contact for all issues and requests relating to eHR.
- Respond to end user requests, provide troubleshooting and root cause analysis for issue resolution.
- Build/modify clinical content in eHR applications; including data dictionaries, forms and rate schedules when new services are added or changes are made.
- Create and monitor support tickets with eHR vendor (Netsmart) and work to resolve problems quickly and accurately.
- Perform comprehensive testing of all patches and new releases. Document and communicate changes and their impact to end users.
- Plan and coordinate the roll-out of new features and enhancements.
- Attend Quarterly Wisconsin Area User Group (WAUG) to stay current on eHR features and upcoming enhancements.
- Create/maintain training materials for new hires, on-going staff development and system enhancements.
- DocuSign: Converts/redesigns existing paper forms into a format suitable for use in esignature platform. Creates templates to include text boxes, check lists, formulas and logic to ensure necessary information is obtained from client.

Financial

- Send statements, past due letters, etc. to clients for juvenile supervision and inpatient hospital stays.
- Submit Medicaid CCS claims electronically.
- Submit Children's Waiver claims to WPS and reconcile payments. Resolve billing issues and denials for resubmission. Submit Provider Authorizations from Case Managers to WPS and receive approval prior to claim submission for services. Maintain Provider data spreadsheet for Wisconsin DHS.
- Determining which client accounts are sent to collections as policy dictates and which balances are written off.
- Submit delinquent client accounts to Dept. of Revenue Collection Agency and provide guidance when needed.
- Conduct billing analysis to ensure high collection and low error rates.
- Receive and process daily cash/checks for deposit with the County Treasurer.
- Receive juvenile restitution payments and process payment to victims.
- Preparing financial reports as requested for
- with Medicare, Medicaid and commercial insurances to ensure all revenues are captured.
- Maintain NPI numbers, Taxonomy Codes and Medicaid Provider Certification for counselors and various Medicaid programs.
- Keeping informed on the DHS 1 Uniform Fee Schedule, Medicare, Medicaid policies and commercial insurance requirements, etc.
- Attending and participating in Administrative Unit team meetings, information-sharing and special projects.
- Cross-training between Account Payable and Accounts Receivable functions.
- Other duties as needed and assigned.

SKILLS AND ABILITIES:

- Skill in the use of general office equipment, including but not limited to, computer terminal, calculator, copy machine, typewriter and fax machine.
- Solid understanding of insurance principles, terminology and regulations that affect healthcare billing and coding.
- Adherence to HIPAA regulations, medical law, and ethics.
- Knowledge of ICD-10 coding.
- Understanding of Medicare, Medicaid, and other government insurance programs.
- Comprehensive skills in client and insurance billing, invoicing and insurance claim processing.
- Solid verbal and written communication skills with ability to communicate professionally with clients and others.
- Critical thinking skills and ability to research and resolve financial problems.
- Detail oriented and ability to prioritize work.
- Performs job duties with actions that display critical thinking, responsibility, maturity, diplomacy and attention to detail.

- Shows respect to others opinions and considers other options.

QUALIFICATIONS:

Education: An Associate's Degree from a community college. Prefer Bachelor's Degree in accounting or related field.

Experience/Job Knowledge: Two or more years of accounting experience. Must present a positive and professional image to the public/co-workers and have excellent customer relation skills. Must have basic everyday living skills, basic computer skills and knowledge of computer software, the ability to follow complex oral and written directions, good knowledge of office terminology, procedures and equipment of business, arithmetic and English, ability to type at a reasonable rate of speed, and have specific knowledge of clerical and accounting practices.

WORKING CONDITIONS:

Physical Demands: Over 75% of the time is spent hearing, using near vision, sitting and using low fingering (writing). Approximately 10% of time is spent walking, standing, feeling, talking, using far vision, low lifting, low handling and keyboarding. In unusual situations it is necessary to stoop, kneel, crouch, balance, bend or twist, reaching, medium lifting and medium carrying.

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: Nearly 100% of the work done by this position is inside.

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.

ORDINANCE NO. -2021

Amending Personnel Policies and Procedures Manual to update the Social Media Policy

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of March 2021, does ordain as follows:

- 1 **WHEREAS**, a review of the current social media policy by the Corporation Counsel,
- 2 County Administrator and Information Technology Director has determined that the
- 3 current social media policy in the Personnel Policy and Procedures Manual is out-of-
- 4 date and is in need of revision;

Roll Call on Ordinance No. -2021

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 16th day of March, 2021.

Robert Schweder, Chair

Sue Wendt, Vice-chair

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Curt Talma

5 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
6 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

7 Section 1. Green Lake County Ordinance, No. 1042-2012, the Green Lake County
8 Personnel Policies and Procedures Manual, adopted on December 18, 2012, and as
9 amended from time-to-time is hereby amended as follows:

10

11 A. The Social Media and Networking and use of Personal Communications Devices
12 section of the Personnel Policies and Procedures Manual (beginning on page 23
13 and ending at the top of page 25) is deleted in its entirety and replaced with the
14 following:

15

16 The County has adopted a policy governing Social Media. The policy is set forth as
17 Appendix P to this Manual.

18 Section 2. Appendix P is attached hereto.

19

20 Section 3. This ordinance shall become effective upon passage and publication.

21 Section 4. The repeal and recreation of any section herein shall not have any effect on
22 existing litigation and shall not operate as an abatement of any action or proceeding then
23 pending or by virtue of the repealed sections.

24 Section 5. All ordinances and parts of ordinances in conflict herewith are hereby
25 repealed.

APPENDIX “P”

GREEN LAKE COUNTY SOCIAL MEDIA POLICY

SOCIAL MEDIA

Green Lake County recognizes that emerging online collaboration platforms are fundamentally changing the way citizens, government entities, and businesses interact with each other. The County has determined that online discourse through social computing may facilitate the efficient delivery of County services and foster positive public perception and a sense of community.

Social networks, instant messaging, blogs, interactive pages as well as other means of electronic communication and sites where messages, video and pictures can be posted and exchanged have become commonplace forums for communication. Moreover, employees are utilizing personal communication devices to communicate with other employees and the public while on and off duty.

I. Purpose

This policy is intended to provide guidance for use of social media when authorized by the County as part of an employee's job duties. This policy also provides general guidelines for the personal use of social media by all employees. For UW-Extension employees, this policy is intended to supplement but not replace the UW-Extension online security guidelines.

The forms of social media or technology referred to in this policy include, Facebook, LinkedIn, Twitter, YouTube, Instagram, Google Plus+, Pinterest, Flickr and Vimeo. The aforementioned forms of social media are the only forms of social media employees are allowed to use for County business.

County-owned technology resources are the property of the County, as is all data created, entered, received, stored, or transmitted via County-owned equipment. All use of social media or similar technology is subject to all County policies, including but not limited to the Green Lake County Information Technology policy found in the Personnel Policy and Procedures Manual, as well as any existing Internet, email, and harassment policies. Employees may be subject to discipline, up to and including discharge for conduct that violates County policies or rules and regulations, whether such conduct occurs on duty or off-duty. Please refer to each of these policies for additional information.

II. Changes to This Policy

Green Lake County may, from time to time, modify this Social Media Policy to reflect legal, technological and other developments. A current copy of this document can be found on the county intranet under “Policies.”

III. Definitions

The following definitions relate to terms as used within the context of this policy

Social Media - a means of interactions among people in which they may create, share, and exchange information and ideas in virtual communities and networks. Also, any internet based medium created through social interaction, where users primarily produce and contribute to the content as well as any form of electronic communication.

Spam - unsolicited bulk messages, especially advertising, indiscriminately sent to any number of recipients.

Social Media Site - Any platform on which to build social networks or social relations for the sharing of information of common interest.

IV. Work Related Social Media Guidelines

Work-related use of social media can range from passive review of social media profiles for informational or investigative purposes, to the authoring of content through a department sponsored social media account. Any work-related use must be approved by an employee's supervisor. The following conditions also apply to social media use:

1. Employees may not use social media, blogging, or similar technology during working hours or at any time on County computers or other County-supplied devices, unless specifically authorized as part of employee's job responsibilities and approved in advance by the IT Department, the Department Head and the County Administrator. An example of an authorized use may be law enforcement use for investigative purposes. Employees shall not engage in any social media while on-duty which is personal in nature or relates to outside business whether using County, personal, or other electronic communication devices.
2. Employees authorized to publish content to a department sponsored social media site shall be designated as social media representatives and such designation shall be made by the employee's Department Head with notice to the County Administrator and Information Technology (IT) Director.
3. Employees may only establish official sites, blogs, pages, or accounts in their official capacity as County staff on a social media site with the authorization of their Department Head. Notification of all new official Social Media sites must be provided to the County Administrator and the IT Director. All County authorized social media sites must be sponsored by a County agency or department and the content of such site will become the responsibility of the department or agency and its management.
4. Permission to author content on County authorized social media sites will only be granted to those employees who are authorized to speak on behalf of the County via electronic communications media.

5. Employees have an affirmative duty to recognize the confidentiality of certain County information, and the privacy rights of employees and residents, and are prohibited from disclosing confidential, personal employee and non-employee information and any other proprietary and/or nonpublic information to which employees have access. Questions regarding whether information has been released publicly or doubts regarding the propriety of any release, shall be directed to the employee's supervisor and Corporation Counsel before releasing the information.
6. If you are communicating as an employee of the County in your online communications, you must be aware that readers will assume that you “speak for the County.” Therefore, when communicating electronically, employees are expected to speak professionally and respectfully about the County and County-related matters, and limit items to which the employee is authorized to speak and identify themselves and their role with the County. Be aware of your association with the County and that at all times you serve as an ambassador of the County.
7. Employees are expected to follow copyright, fair use and financial disclosure laws when using online communications. Note that the unauthorized use of copyrighted materials, unfounded or derogatory statements, or misrepresentation can result in disciplinary action up to and including termination.
8. Employees acting on behalf of the County may not publish content to any website or social media application that is unrelated to subjects associated with their position with the County. When writing about County matters try to add value and provide worthwhile information and unbiased perspective.
9. Honor privacy rights of our current employees by seeking their permission and the permission of their Department Head before writing about or displaying internal happenings that involve the employee. Respect a fellow employee’s request to remove his or her image from County social media platforms.
10. Employees should not cite or reference County contractors or suppliers without their approval. Do not promote one contractor over another or provide preferential treatment of any kind.
11. Employees are permitted to use social media platforms to recognize and/or thank private and not-for-profit entities who have collaborated in County events and programs.
12. Authorized social media sites are not be used to express a political viewpoint or endorse a political candidate.

V. General Social Media Site Guidelines for Authorized Sites

A department must sponsor all County social media sites; therefore, no employee may open a social media account for County business without permission from their Department Head, the County Administrator and the IT Director. The department must include a link to any social media site on its departmental home page on the County's official website.

The sponsoring department will be responsible for all management of an authorized social media site and it is the Department Head's responsibility to maintain compliance with this policy and all other applicable policies or laws in the management of their social media site(s).

All County social media sites must utilize the platform's process to establish the County site as a legitimate site. For example, a Facebook page must have a "verified account status" obtained by the Department Head or his or her designee.

The accuracy, quality and timeliness of all content on an authorized social media site is the responsibility of the sponsoring department. Likewise, the authorization of the appropriate staff to maintain such a site is also the responsibility of the sponsoring department.

A Department Head may authorize the use of "boost" or enhanced marketing techniques offered by the platform if such expenditures are within the Department's operating budget and if in conformity with grant restrictions, if applicable.

When creating a County social media site, page, etc., all departments and employees should adhere to the following Guidelines:

1. Appropriate use: All communications carried out on County equipment or County sponsored electronic media must adhere to the appropriate use guidelines set forth in this policy.
2. Encourage one-way communication when possible. Use of two-way communication is permitted in cases where limiting the application to one-way communication would reduce or negate the value of the social media application.
3. All official Green Lake County social media sites will include a disclaimer similar to the following: "The information provided herein is provided as a courtesy and for informational purposes only. Please contact the listed media contact for this (site, page, etc.) to confirm the accuracy of the information found here. Content on this site is not to be construed as a legal notice."
4. Comment Policy: Any County authorized social media site which allows comments to be posted must display the following comment policy:

The purpose of this site is to present matters of public interest in the County of Green Lake, including information regarding its many residents, businesses and visitors. We encourage you to submit comments,

but be advised this is not an open public forum. Once posted, the County reserves the right, but assumes no obligation to delete submissions that are illegal, obscene, defamatory, threatening, invade privacy, or which are considered to be offensive to anyone or may infringe upon the intellectual property or copyrights of others. The County does not necessarily review all posted comment on a regular basis. Furthermore, the County reserves the right to delete any comment for any reason and will immediately delete any comments that include: spam or links to other sites; are clearly off topic; advocate illegal or illicit activity; promote particular products, services or vendors; infringe on copyrights or trademarks; or advocate for a particular political party, candidate or point of view. Comments expressed on this site do not necessarily reflect the opinions of Green Lake County or its employees. The County takes no responsibility nor assumes any liability for any content posted on this site. Please contact the site administrator for assistance with a comment you believe violates the above policy.

If the particular social media technology does not provide space for the above, a link from the social media application or user profile to the Department's page on the County website is to be provided.

Departments are required to enforce this policy and verify that all posts comply with these guidelines:

- a. No spam
- b. No off topic posts
- c. Promotion of illegal activity prohibited
- d. Copyrighted or licensed material prohibited
- e. Promotion of political organization prohibited
- f. Promotion of products or services prohibited
- g. Personal attacks prohibited
- h. Personal protected information prohibited
- i. Violent, obscene or racist comments prohibited
- j. Repetitive posts prohibited

Employees are reminded that postings may not be deleted simply because the post is critical of the department, the county or county employees or officials. Consult with Corporation Counsel to determine if critical posts may be deleted.

5. Administrative Structure: any County authorized social media site will require the following:
 - a. Assigned administrator: this person will be responsible to see to it that the use of the social media site adheres to this policy and all related County policies. The name of the site administrator must be filed with a request for an authorized social media site.

- b. Backup administrator: to prevent issues related to site administration during the absence of the site administrator, all authorized sites must have a named backup administrator also to be filed as part of the request for an authorized site. It is the responsibility of sponsoring department manager to update this information should authorized personnel change.
 - c. Approved content authors: sponsoring departments must authorize all employee content authors for their departmental social media site.
6. Notification to Administration: The County Administrator and the IT Director are to be made aware of any and all Department sponsored social media sites, to include the following information:
- a. Site Address
 - b. Purpose of Site
 - c. Administrator and Backup Administrator of site
 - d. Type of communication, one-way, two-way moderated, open two-way
7. Required elements of a County authorized social media page: technology permitting, all County sanctioned social media sites should contain the following information in a prominent place on the site:
- a. County Department clearly identified
 - b. Comment policy
 - c. Stated purpose of page
 - d. Notification that violations of comment policy will result in blocking user
 - e. Disclaimer—See Section IV, 3) above
 - f. Official contact for page
8. Photographic images of citizen participants engaged in County events and posted on County social media platforms are permitted if the picture or video was taken at a public event. If the picture or video was not taken at a public event, the individual must consent to the use of their image on the social media site by signing a Social Media Permission form/Waiver. If the picture or video involves a minor, the picture may not be posted unless the minor is unidentifiable, or a parent or legal guardian has signed a Social Medial Permission Form/Waiver, granting permission to photograph, audiotape, videotape, publish, and copyright images of their minor child. Written and oral requests

from a participant to have his/her image removed from the County's social media platform shall be honored.

9. Prohibited content: The following types of content are prohibited on County sponsored social media sites:
 - a. Political opinions or endorsements, campaign adds or links to any such content
 - b. Content that maybe considered offensive
 - c. Content not related to the stated purpose of the particular social media site

VI. Public Records

Public Records requirements are mandated by the State of Wisconsin. Each department utilizing a social media presence is responsible to ensure compliance with all applicable public records laws. The following guidelines are intended to assist departments in maintaining such compliance:

1. It is recommended that County social media authors use only existing material from existing County web pages or previously published documents.
2. Content exclusive to a department's social media site will be archived by ArchiveSocial software. In addition to a Department head having authority to audit, review and pull records for public record requests, the Corporation Counsel and IT Director shall have independent authority to audit, review and pull records from the ArchiveSocial software.
3. Copies of all content removed from the site are to be retained in an archival copy. The IT Department will include the following social media accounts in archive software: Facebook, Flickr, Google+, Instagram, LinkedIn Co., Pinterest, Twitter, Vimeo and YouTube. If a Department uses a social media program other than the ones listed, the Department is in violation of this policy and will have to shut down and archive the social media site in accordance with public records laws.

If you have questions as to applicability of open records law to specific content, or a particular use case, it is recommended that you contact the Corporation Counsel prior to posting the information or utilizing social media.

VII. Personal Use of Social Media

Green Lake County respects the right of elected official to use social media. Green Lake County Supervisors and other elected officials shall use social media in a manner that conforms with this policy and other state and federal laws regarding holding public office.

Green Lake County respects the right of employees to use social media, does not discourage employees from self-publishing, self-expression and public conversation, and does not discriminate against employees who use these mediums for personal interests and affiliations or other lawful purposes. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee of Green Lake County.

1. Employees cannot use employer-owned equipment, including computers, County-licensed software or other electronic equipment, facilities or County time, to conduct the personal use of social media. Employees shall not use personal cellphones, email accounts or social media accounts to communicate regarding County business. However, the County recognizes that, in limited cases and under extenuating circumstance, use of personal devices may be reasonably necessary. In such limited and extenuating circumstances, the employee may use a personal communication device, but shall be responsible for saving the communications and saving the communication in accordance with county record keeping policy. Employees are required to forward copies of any electronic communications regarding County business to a County account so that it can be properly retained and archived. Employees shall produce all communications on personal devices upon request. The burden falls on the employee to comply with public records laws when using personal communications devices for County business.
2. Employees are personally responsible for their commentary on all social media sites and can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any party.
3. Employees can be disciplined for any use of social media in a manner that violates County policies. Information posted on social media sites can be used by the County as evidence in disciplinary actions.
4. Employees shall be professional in their use of personal social media to avoid the appearance of using that media in an official capacity nor shall they use their personal social media to contribute to workplace violence, bullying, fighting, or making false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of fellow employees or Green Lake County. In no case shall employees disclose or violate policies regarding confidential information through the usage of their personal social media.

Employees who use personal social media as a professional networking tool are encouraged to create a professional social media platform that is separate from their personal social media platforms.

5. Employees cannot post the name, trademark or logo of the County, County-privileged information, including copyrighted information or County-issued documents, or photographs of other employees, residents, vendors or suppliers taken in their capacity as County employees. Employees may not post any information that is confidential according to state statute, federal law, administrative rule or other laws on confidentiality. Employees are strictly prohibited from posting information or images protected by the Health Insurance Portability and Accountability Act (HIPAA) and the Privacy Act of 1974. Employees shall consult with the Corporation Counsel before posting information that may be confidential.
6. Employees should not link a personal social media site to the County internal or external web site without the written permission of their Department Head, the County Administrator and the IT Director.

VIII. Employer Monitoring

Employees have no expectation of privacy while using the County's technology resources for any purpose, including authorized social media. The County monitors all such use and may withdraw content deemed to be inappropriate, outside the scope of an employee's authority, or in violation of County policy as determined by the Department Head and/or the County Administrator.

IX. Reporting Violations

The County requests and strongly urges employees to report any violations or possible violations of this policy to their supervisor or the County Administrator.

X. Discipline for Violations

Any conduct, whether online or not, that reflects poorly upon the County or consists of inappropriate behavior on the part of an employee may expose an employee to discipline. Even if you post information or comments that are not related to the County, your activities may still result in professional and/or personal repercussions. The County will investigate and respond to all reports of violations of this policy. Violations may result in disciplinary action up to and including termination.

XI. Specific Social Media Guidelines by Medium for Authorized Sites

The information below provides a brief description and basic guidelines for utilizing popular social media sites for conducting County business. Due to the speed at which technologies are developed and evolve, it is impossible to provide a complete and up-to-date guide.

Twitter

Twitter is an online social networking site where members can post short updates and keep up with other members through online profiles or cell phone text messages.

Effective and approved applications for County use of Twitter would be to re-broadcast the County's Blog headlines, news releases, testimonies, statements, public service announcements, accomplishments, Job announcements, and to alert citizens of emergency broadcasts, epidemics, recalls, hazardous materials incidents, national incidents, terrorists' threats and natural disasters.

Legal implications of Twitter relate primarily to the privacy of members that follow County Twitter accounts and the appearance of commercial endorsement. Restricting settings and use of follow ability can mitigate these risks.

In order to comply with the requirements of this policy, include a link from the Twitter profile to the disclaimer and comment policy on the County web page.

Facebook

Effective applications for County use of Facebook include public outreach programs that target segmented audiences, public service announcements, departmental contact information, emergency broadcasts and other public affairs activities.

Legal implications of County use of social media relate primarily to:

1. Copyrights of video footage and photos uploaded by County representatives. Risks can be mitigated by following these standard operating procedures:
 - a. County source materials -Use only photos and videos produced by the County or contractors working directly on behalf of the County
 - b. Obtain written copyrights -If copyrighted materials are used, be sure to get and maintain physical records of copyright licenses and honor any branding or labeling requirements specified in the copyright license.
2. Privacy rights of individuals who become friends, fans or followers of County sites. Social media users will follow these guidelines:
 - a. Accounts - County representatives who set up accounts should use a general office e-mail account, department name and general office phone number if possible.
 - b. Restrict to Find People and Follow People -County representatives should not follow private citizen or commercial profiles from within their County social networking profile. While we cannot necessarily stop all people from being Friends, Fans or Following us, we should not click onto the profiles of our Friends, Fans and Followers.
 - c. County social networks may be linked with other government and non-profit social networks to share information that is related to the work and service of a particular Department.

- d. Comments and Discussions -When possible, disallow comments and discussions on social profiles. If it is not possible to disable this function, representatives must refrain from participating in dialogue and online discussions with social profile visitors. One-way communication is the preferred method of information sharing.
3. Accessibility rights are governed by Section 508 compliance and web accessibility for people with visual and hearing disabilities. Social media authors will follow these guidelines:
 - a. Video captions and transcriptions - Embed captions within videos as part of the postproduction process. Provide transcripts of videos and attempt to include these transcripts on the social networking site. Maintain Section 508 compliant videos, captions and transcripts on the County's website and attempt to link back to the County website from the social networking site.
 - b. Photo - alternative descriptions. Name the photo after the description before uploading it to the social networking site. Write text captions and descriptions when social networking site makes these form fields available.
 - c. PDFs - Work to make document compliant in source format before converting to a PDF. Use formatting such as headers when applicable. Embed hyperlinks within the anchor text rather than supplying the physical URL to the right of anchor text.
 4. Brand management of County logos and color or style guides. Social media users will follow these guidelines:
 - a. Profile Picture -County profiles should upload the County or departmental seal or logo as their picture. It is important to use the County/departmental seal or logo to demonstrate authenticity.
 - b. Profile Design -County profiles should use colors consistent with the County's brand, and should not use extraneous or distracting design. All design should be in keeping with Section 508 compliance (web accessibility) needs and maintain professionalism and consistency with County branding.
 - c. No section of the profile's picture or design should reflect personal preferences of any kind. Concerns about the proper use of the County logo and/or variations of the logo shall be directed to the County Administrator.
 - d. County sponsored social media shall not be sponsored through ad content placed on the platform by private or commercial ventures for use as a marketing tool.

ORDINANCE NO. -2021

Amending the Administrative Policy Manual

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of March 2021, does ordain as follows:

- 1 **WHEREAS**, a review of the Administrative Policy Manual (APM) was suggested to
- 2 ensure that the APM was consistent with the duties and powers of the County
- 3 Administrator; and

- 4 **WHEREAS**, the Personnel Committee authorized Corporation Counsel to enlist the
- 5 services of outside counsel to examine the APM, Buelow Vetter was chosen after an
- 6 RFP and has provided its opinion to Corporation Counsel who has shared the opinion
- 7 with the Personnel Committee; and,

Roll Call on Ordinance No. -2021

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 16th day of March, 2021.

Robert Schweder, Chair

Sue Wendt, Vice-chair

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Curt Talma

9 **WHEREAS**, based upon the recommendations of Corporation Counsel and Buelow
10 Vetter, the Personnel Committee finds that the recommendations of counsel are
11 appropriate.

12 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
13 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

14 Section 1. Green Lake County Ordinance, No. 143-2012, passed December 18, 2012 and
15 as amended from time-to-time, the Green Lake County Administrative Policy Manual is
16 amended as follows (additions are in underline, deletions are in ~~strikeout~~):

17
18 1.1 Section II General Administration is amended:

19
20 **II. GENERAL ADMINISTRATION**

21 **A. Employment At Will.** All of the County’s employees, with the exception of
22 sheriff’s deputies, are employed at will, and employment is not for any definite
23 period. Termination of employment may occur at any time, with or without notice,
24 and with or without cause, at the option of the County or the employee. No
25 elected official, manager or employee is authorized to alter the at- will
26 employment relationship between the County and its employees.

27
28 **B. Departmental Rules.** County departments may have administrative policies
29 or personnel policies that are specific to the department. The policies in this
30 Manual and the Personnel Manual shall control in the event of a conflict with a
31 department policy unless the department has received approval from the County
32 Board or County Administrator, as appropriate, to implement a different policy.

33
34 **C. General Exceptions.** The provisions of this Manual are subject to, and may
35 be superseded by, applicable collective bargaining agreements, statutory
36 provisions, regulations and ordinances (collectively “codes”) which apply to
37 elected officials, public safety and other employees. In the event of a conflict
38 between this Manual and any applicable collective bargaining agreement or
39 code, the collective bargaining agreement or code shall control. This provision is
40 not intended to, and does not; limit the authority of the County Board under
41 Chapter 59 of the Wisconsin statutes or the authority of the County Administrator
42 under Chapter 59.18 of the Wisconsin Statutes.

43
44 1.2 Section III. Job Descriptions is amended:

45
46 **III. JOB DESCRIPTION UPDATES**

47
48 **B. Job Description Updates.** Department Heads are responsible for updating
49 the job descriptions for their Department in conjunction with the County
50 Administrator. All job descriptions will be reviewed periodically but no less
51 than every other year by the Department Head. Further, job descriptions
52 should be reviewed when job duties are changed. The Department Head will

53 certify in writing to the County Administrator that the review has been
54 conducted as required by this policy and either state that there are no
55 updates or provide the updated job description with the certification. Any
56 change to a job description in the County Administrator's Office must be
57 provided to the County Board Chair to be reviewed by the Administrative
58 Committee during the County Administrator's annual performance evaluation.
59

60 **C. Approval.** Any change in a job description by a Department Head must be
61 approved by the County Administrator. A copy of the changed job description
62 must be filed with the County Clerk's office.

63 **D. Review.** When a job description is changed, it must be reviewed to determine
64 whether the change requires a change in classification, the proper
65 designation within the County's pay structure and the implementation of such
66 changes. Any classification review shall be handled as set forth in the
67 Classification/Reclassification section of this manual.
68

69 1.3 Section IV. Recruitment and Hiring is amended:
70

71 **C. Vacant Positions.**

72 **1. Position review.** A Department Head must conduct the following review as
73 part of the process to fill any vacant position in the County. When the vacancy is
74 a Department Head position, the position review shall be conducted by the
75 County Administrator.
76

77 **b. Job Designation.** The position should be evaluated to ensure that it is
78 properly designated within the County's pay structure. If the review of the position
79 description reflect the need for more or less education and/or experience, or
80 increased or decreased responsibilities, the position may require reclassification
81 should be reclassified and paid at the a lower level. Any reclassification shall be
82 processed as set forth in this manual.
83

84 **d. Evaluation of Existing Staff.** The existing staff and personnel in the
85 department must be evaluated to determine if the tasks of the vacant position
86 can be distributed among existing staff, thus eliminating the need to fill the
87 vacancy. This evaluation should include consideration of supplementing existing
88 full time staff with part-time employees or other personnel arrangements to fill the
89 demands served by the vacant position.
90

91 The County acknowledges that there may be situations when specific levels of
92 staffing are required to meet state and/or federal requirements. When specific
93 levels of staffing are required, these levels of staffing may be maintained and will
94 not require the position review process. The Department Head/County
95 Administrator must provide the governing committee and Personnel Committee
96 with evidence of the minimum staffing requirements in order to move forward with
97 the hiring process without a position review. The Sheriff's Office 24/7
98 Communications and Corrections Personnel have met this minimum staffing

99 requirement. Vacancies in those positions may be filled immediately without
100 authorization by the County Administrator.

101 **D. New Positions**

102
103
104 **1. Approval.** All new positions, including, but not limited to, those created as a
105 result of a promotion or change in job responsibilities, must be approved by the
106 Personnel Committee, the Finance Committee (to the extent the position is being
107 created during a budget year) and the County Board prior to beginning the hiring
108 process.

109 **2. Process for Creating a New Position.** The creation of a new position shall
110 originate from the governing committee of the Department wishing to create the
111 position. The Department Head shall prepare a proposal which contains the
112 position title, any applicable departmental classification, the rationale for its
113 creation, any applicable state or federal mandates that may have caused the
114 need for the new position, a description of how the position fits into the plans of
115 the department; all anticipated salary, fringe benefits, and other related costs.
116 Other pertinent information including budget impact shall also be identified in the
117 proposal. The proposal shall include the proposed job description for the position.

118 The Department Head shall submit the proposal to the County
119 Administrator. Once the County Administrator has approved the new position, it
120 shall be referred to the governing committee for its approval. Upon approval,
121 County Administrator shall submit the proposal to the Personnel Committee. If
122 the Personnel Committee approves the position, the proposal will be submitted to
123 the Finance Committee if the position is being created during a budget year or
124 directly to the County Board for final approval. If the position is approved by the
125 Finance Committee (to the extent that such approval is required), the position will
126 be submitted from the Finance Committee to the County Board for final approval.

D. Reclassification Process

127 Every position shall be properly classified within the classification and compensation
128 system approved by the County Board.

Classification of New Positions

131
132 **1. Approval.** All new positions must be approved by the Personnel Committee, the
133 Finance Committee (to the extent the position is being created during a budget year)
134 and the County Board prior to beginning the hiring process.

135
136 **2. Process for Creating and Classifying a New Position.** The creation of a new
137 position shall originate from the governing committee of the Department wishing to
138 create the position. The Department Head shall prepare a proposal which contains the
139 position title, a job description, any applicable departmental classification, the rationale
140 for its creation, any applicable state or federal mandates that may have caused the
141 need for the new position, a description of how the position fits into the plans of the

142 department, and all anticipated salary, fringe benefits, and other related costs. Other
143 pertinent information including budget impact shall also be identified in the proposal.
144 The proposal shall include the proposed job description for the position. The job
145 description shall accurately reflect the duties, job authority, knowledge, skills and
146 abilities required.

147
148 The Department Head shall submit the proposal to the County Administrator. The
149 County Administrator shall determine the placement of the position in an appropriate
150 pay group.

151
152 Once the County Administrator has approved and classified the new position, it shall be
153 referred to the governing committee for its approval. Upon approval, the County
154 Administrator shall submit the proposal to the Personnel Committee. If the Personnel
155 Committee approves the position, the proposal will be submitted to the Finance
156 Committee if the position is being created during a budget year or directly to the County
157 Board for final approval. If the position is approved by the Finance Committee (to the
158 extent that such approval is required), the position will be submitted from the Finance
159 Committee to the County Board for final approval.

160 161 **Reclassification of Existing Positions**

162 A position reclassification is the assignment of a new job description and pay group to
163 an existing position. A reclassification is based on an evaluation of the duties,
164 responsibilities, scope, impact, and minimum qualifications of the position. A
165 reclassification involves a thorough review process to determine the appropriate job title
166 and pay grade for positions whose job duties and responsibilities have undergone
167 significant changes.

168 169 **Annual Review**

170
171 Department Heads are responsible for updating the job descriptions for their
172 Department in conjunction with the County Administrator as set forth in this manual.
173 When the County Administrator has determined that a position has changed sufficiently
174 to warrant placement in a new pay group, the position will be reclassified as set forth
175 below.

176 177 178 **Reclassification of Vacant Position**

179
180 If it is determined that a vacant position has changed sufficiently to warrant a request for
181 reclassification to a new pay group, the Department Head shall prepare a request for
182 reclassification. The request shall include the proposed modified job description for the
183 position. The job description shall accurately reflect the duties, job authority, knowledge,
184 skills and abilities required.

185
186 The Department Head shall submit the request to the County Administrator. The County
187 Administrator shall determine the placement of the position in an appropriate pay group.

188 Once the County Administrator has approved and classified the position, it shall be
189 referred to the governing committee for its approval. Upon approval, the County
190 Administrator shall submit the proposal to the Personnel Committee. If the Personnel
191 Committee approves the position, the proposal will be submitted to the Finance
192 Committee if the position is being created during a budget year or directly to the County
193 Board for final approval. If the position is approved by the Finance Committee (to the
194 extent that such approval is required), the position will be submitted from the Finance
195 Committee to the County Board for final approval before the position is filled.

196 Reclassification of Existing Filled Position

197
198
199 A department can request a reclassification of a job if an employee's duties and
200 responsibilities have changed substantially due to changes in organization, work,
201 staffing requirements, or technology. A request for reclassification must be submitted on
202 the designated County form and must include a revised job description, any applicable
203 departmental classification, an explanation of the changes, and any applicable state or
204 federal mandates that may have caused the need for the revised position. The job
205 description shall accurately reflect the duties, job authority, knowledge, skills and
206 abilities required.

207 A request for reclassification does not guarantee any particular outcome. The process
208 may result in a:

- 209 • pay grade increase,
- 210 • pay grade decrease or
- 211 • no change at all.

212 The completed request for reclassification shall be submitted to the County
213 Administrator for review. The County Administrator shall determine whether the
214 changes will result in any change to the pay group of the position. If there is no change
215 to the pay group and the County Administrator approves the changes, the revised job
216 description shall be filed with the County Clerk.

217
218 If the changes in the job result in a change in pay group, the County Administrator shall
219 determine whether the position should be treated as a reclassification or a creation of a
220 new position. If the position is to be reclassified, the County Administrator shall submit
221 the recommendation for reclassification to the Personnel Committee. If the Personnel
222 Committee approves the reclassification, the recommendation will be submitted to the
223 Finance Committee if the position is being reclassified during a budget year or directly
224 to the County Board for final approval. If the position is approved by the Finance
225 Committee (to the extent that such approval is required), the position will be submitted
226 from the Finance Committee to the County Board for final approval.

227
228 Once the reclassification has been approved, the necessary personnel action shall be
229 implemented. If the position was reclassified to a higher pay group, the employee shall
230 be reclassified to the higher pay group. If the position was reclassified to a lower pay
231 group, the employee shall be reclassified to the lower pay group.

1.4 Section XV. Layoff & Recall is amended as follows:

The County may layoff and recall employees as the County deems necessary. In making layoffs or recalling employees, the County may consider any number of factors including, without limitation, the following:

1. The County's needs;
2. Length of service;
3. General employee qualifications including, without limitation, education, skills, training and experience;
4. Employee performance; and
5. Employee qualifications in the County's areas of need including, without limitation, education, past assignments and practical experience.

Layoff decisions shall be made by the County Administrator after consultation with the Department Head affected by the proposed layoff.

The rehiring of employee(s) that have been laid off permanently shall be determined by the external recruitment process.

232 Section 2. This ordinance shall become effective upon passage and publication.

233 Section 3. The repeal and recreation of any section herein shall not have any effect on
234 existing litigation and shall not operate as an abatement of any action or proceeding then
235 pending or by virtue of the repealed sections.

236 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
237 repealed.

ORDINANCE NO. -2021

Amending the Personnel Policies and Procedures Manual

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of March 2021, does ordain as follows:

1 **WHEREAS**, a review of the Personnel Policies and Procedures Manual (PPPM) was
2 suggested to ensure that the APM was consistent with the duties and powers of the
3 County Administrator; and

4 **WHEREAS**, the Personnel Committee authorized Corporation Counsel to enlist the
5 services of outside counsel to examine the PPPM, Buelow Vetter was chosen after an
6 RFP and has provided its opinion to Corporation Counsel who has shared the opinion
7 with the Personnel Committee; and,

Roll Call on Ordinance No. -2021

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 16th
day of March, 2021.

Robert Schweder, Chair

Sue Wendt, Vice-chair

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Curt Talma

9 **WHEREAS**, based upon the recommendations of Corporation Counsel and Buelow
10 Vetter, the Personnel Committee finds that the recommendations of counsel are
11 appropriate.

12 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
13 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

14 Section 1. Green Lake County Ordinance, No. 1042-2012, enacted on December 18,
15 2012 and as amended from time-to-time is hereby amended as follows (additions are in
16 underline, deletions are in ~~strikeout~~).

17
18 1.1 Confidentiality and Requests for information is amended:
19

20 **CONFIDENTIALITY AND REQUESTS FOR INFORMATION**

21 County employees may have access to confidential, client, personnel or other sensitive
22 information. This may include, without limitation, information concerning a citizen's or
23 employee's financial status, a citizen's or employee's medical status and condition as
24 well as the County's business practices including purchasing and negotiating strategies,
25 and employee records (collectively "confidential information"). This confidential
26 information cannot be disclosed to any County personnel who do not have a legitimate
27 business need to know such information or to persons outside of the County without the
28 express authorization of the County Administrator or Department Head. There may be
29 special circumstances in which the information may be released only with specific
30 signed releases that may be time sensitive. All employees are responsible for protecting
31 the confidentiality of this information.
32

33 Likewise, no information concerning the internal operations of the County, including but
34 not limited to the release of records of the County, may occur except through, and with
35 the permission of, the County Administrator or individual Department Heads. If requests
36 for information are received by employees, whether on or off duty, from any person, the
37 employee is required to politely decline to provide such information and to direct that
38 individual to the County Administrator ~~who shall direct the request to the County's~~
39 ~~custodian of records~~ or Department Head for a response to that inquiry. The County's
40 custodian of records is responsible for the disclosure of records pursuant to requests for
41 records under Wisconsin's Public Records Law. Unless directed by the County's
42 custodian of records, employees shall not act as the County's custodian of records or
43 disseminate information.

44 Section 2. This ordinance shall become effective upon passage and publication.

45 Section 3. The repeal and recreation of any section herein shall not have any effect on
46 existing litigation and shall not operate as an abatement of any action or proceeding then
47 pending or by virtue of the repealed sections.

48 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
49 repealed.