



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 10/7/21

Amended* Post Date: 10/11/21

The following documents are included in the packet for the Personnel Committee on October 14, 2021:

- 1) ***Amended Agenda**
- 2) Minutes from August 12, 2021
- 3) ***Resolution Adding Soil Conservationist I Position in the Land Conservation Department**
- 4) Appendix B Pandemic and Natural Disaster Policy and Protocol



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, October 14, 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

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 08/12/2021
5. *Public Comment (3 minute limit)
6. Resolution:
 - Adding Soil Conservationist I Position in the Land Conservation Department
7. Updating Appendix B Pandemic and Natural Disaster Policy and Protocol
8. Committee Discussion
 - Future Meeting Dates: November 11, 2021 @ 3:30 PM
 - Future Agenda items for action & discussion
9. Adjourn

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

Topic: Personnel Committee

Time: Oct 14, 2021 03:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85123457582?pwd=MzJMc3liK0FIOSt2ZjNSdklleGw2Zz09>

Meeting ID: 851 2345 7582

Passcode: 012862

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

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
August 12, 2021

The meeting of the Personnel Committee was called to order by Chair Bob Schweder at 3:30 PM on Thursday, August 12, 2021 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The meeting was held both in person and via Zoom. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Ken Bates
Bob Schweder
Sue Wendt
Charlie Wielgosh

Absent: Curt Talma

Other County Employees Present: Samantha Stobbe, Deputy County Clerk; Cathy Schmit, County Administrator; Dawn Klockow, Corporation Counsel (Zoom); Harley Reabe, County Board Chair; Nicole Geschke, HR Coordinator; Paul Gunderson, Land Conservationist; Matt Vandekolk, Chief Deputy

MINUTES

Motion/second (Bates/Wendt) to approve the minutes of the July 8, 2021 and July 22, 2021 meetings with no additions or corrections. Motion carried with no negative vote.

RESOLUTIONS

- **Relating to Reclassification of GIS Specialist**

Discussion held on the reclassification of the GIS Specialist.

Motion/second (Bates/Wendt) to approve the resolution and forward to County Board for final approval. Motion carried with no negative vote.

ORDINANCES

- **Amending the Personnel Policy and Procedure Manual to allow for sick time to be taken in one-quarter (1/4) hour increments**

Discussion held. County Administrator Schmit explained the reason for the change was for consistency in time off requests.

Motion/second (Wendt/Wielgosh) to approve the ordinance and forward to County Board for final approval. Motion carried with no negative vote.

- **Amending the Personnel Policies and Procedures Manual to comply with Fair Labor Standards Act Safe Harbor Language Requirement and to add a Telecommuting Policy**

Discussion held. Chief Deputy Vande Kolk spoke in support of the resolution. Paul Gunderson, Land Conservationist also spoke in favor of the resolution.

Motion/second (Wielgosh/Wendt) to approve the ordinance and forward to County Board for final approval. Motion carried with no negative vote.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – Next meeting date set for September 9, 2021 at 3:30 PM

Future agenda items: New position for Land Conservation

ADJOURNMENT

Chair Schweder adjourned the meeting at 3:48 PM.

Submitted by,

Samantha Stobbe
Deputy County Clerk

DRAFT

RESOLUTION NUMBER -2021

**Resolution adding Soil Conservationist I position
in the Land Conservation Department**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 19th day of October 2021, does resolve as follows:

- 1 **WHEREAS**, the Land Conservation Department had operated for over 25 years with 4
- 2 technical skilled positions (Soil Conservationists); and
- 3 **WHEREAS**, due to a retirement the fourth soil conservationist position was not filled as
- 4 a cost saving measure; and,
- 5 Fiscal note is found below.
- 6 Majority vote is needed to pass.

approved by Personnel disapproved by Personnel

Roll Call on Resolution No. -2021

Submitted by Land Conservation
Committee

Ayes , Nays , Absent , Abstain

Robert Schweder, Chair

Passed and Adopted/Rejected this 19th
day of October 2021.

William Boutwell

County Board Chairman

Katie Mehn

ATTEST: County Clerk
Approve as to Form:

Patti Garro

Corporation Counsel

7 **WHEREAS**, the Land Conservation Department's technical skilled positions are
8 responsible for planning, designing, and installing best management practices (bmps)
9 within the County in order to keep our lakes, rivers, and groundwater clean from
10 contaminants; and,

11 **WHEREAS**, the Land Conservation has fallen short in the last year on our expectations
12 for installing bmp's from current WDNR grant funding due to the unfilled fourth position;
13 and,

14 **WHEREAS**, the Upper Fox Wolf Total Maximum Daily Load, a phosphorus reduction
15 plan recently completed in 2020 by the WDNR, requires up to 80% reduction of
16 phosphorus in sub-watersheds throughout Green Lake County increasing the
17 Department's workload tremendously; and,

18 **WHEREAS**, the Land Conservation Department expects that several local lake
19 associations will receive grant funding to fulfill their most recent lake management
20 plans, and that the additional grants will cause the Department to fall further increase its
21 workload and,

22 **WHEREAS**, the County Administrator and the Land Conservationist have met and
23 discussed creating a fourth Soil Conservationist I position within the Department and the
24 Land Conservation Committee has considered the request and recommends the
25 additional position.

26 **NOW THEREFORE BE IT RESOLVED**, that an additional Soil Conservationist I
27 position is created in the Land Conservation Department, effective January 1, 2022.

28 **BE IT FURTHER RESOLVED**, that the position shall be placed in Pay Group 11, and
29 per the County Administrator's recommendation, that starting salary should be at 90%
30 of the wage scale, is adopted.

31 **BE IT FURTHER RESOLVED**, the County Administrator shall budget for the position in
32 the 2022 budget.

APPENDIX B

PANDEMIC AND NATURAL DISASTER **POLICY AND PROTOCOL**

In the event of a pandemic or natural disaster, Green Lake County is committed to protect essential facilities, equipment, records and other assets, to reduce or mitigate disruptions to operations, to reduce the loss of life and minimize damage and losses and to achieve a timely and orderly recovery from the emergency. To ensure this continuation, the following policy and protocol should be followed.

When initial warnings of a pandemic or natural disaster are known, all department heads should immediately review their department's Continuation of Operation Plan (COOP) and prepare to begin operations in a "Stand-by Mode". Within the COOP is contained the necessary, and previously decided information for each department to continue its' function. These elements of COOP are listed below:

- Essential Functions
- Delegations of Authority and Orders of Succession
- Alternate Facilities
- Interoperable Communications
- Vital Records and Databases
- Logistics and Administration
- Human Resource Management
- Security
- Test, Training and Exercises
- Recovery (returning to normal)

Green Lake County will implement the Incident Command Structure (ICS) for disasters with the Health Officer, or designee, as the Incident Commander for a flu pandemic or other public health emergencies and the Emergency Government Director, or designee, as the Incident Commander for natural or other disasters. The County has designated and trained several staff in the ICS system to respond to emergencies and an Incident Commander is chosen based on the type of incident. In many cases, Unified Command will be utilized. The command structure includes primary and secondary positions for Incident commander, Public Information Officer, Safety Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance/Administration Section chief and Liaison Section Chief. The Public Information officer will hold regular press conferences during the pandemic/Natural disaster and will implement various means of communication including website, local access channels, radio, newspaper, etc., to disseminate information. Additionally, the Incident Commander and other County officials will make the determination if designated alternate work sites will be utilized.

Green Lake County has designated the IT Director, or designee, as the individual who will ensure communications are available at the alternate work site. The IT Director, or designee, will provide the ability to communicate within the organization as well as with other

organizations. The IT Director, or designee, will also provide the means of electronic or hard copy documents necessary for each department's essential functions.

Green Lake County has designated the Administrative Coordinator, or designee, as the individual who will inform union leadership of the need to suspend and/or amend certain union policies, as identified in COOP, during this pandemic or natural disaster. Additionally, the Administrative Coordinator will advise as to which County ordinances or policies, as identified in COOP, may be suspended and/or amended during this crisis. The Administrative Coordinator will begin to activate applicable policies and will notify staff of these changes. Additionally, the Administrative Coordinator, or designee, will work with departments to identify Personal Protective Equipment (PPE) and select the appropriate protective devices. This identification of PPE's should begin as soon as any pandemic and/or crisis are known.

Green Lake County has designated the County Health Department, or designee, as the unit which will provide regular information of the status of a pandemic influenza. This department will also provide necessary infection control measures to staff and the general public. Additionally, this department will be responsible to provide antivirals/vaccine if available based on prioritization guidelines.

Green Lake County has designated the Green Lake County Sheriff's Department as the unit which will coordinate security and access to alternate facilities.

All Department Heads are required to provide Continuation of Operations Plan information to all staff to ensure that all employees have a clear understanding of what to do in the event of a pandemic or natural disaster. Additionally, all Department Heads will make sure there is a process in place for maintaining and updating the department's COOP on a yearly basis.

The Order of Succession which is outlined in COOP, shall be implemented or considered in effect in the following emergency circumstances when the principal person is unavailable either due to inability to physically travel to the work site, communicate by electronic means or is medically or otherwise incapable of performing the functions of his/her position:

1. A national emergency is declared which requires the use of the succession plan;
2. The Director of Emergency Management or other competent and recognized governmental authority declares a local emergency;
3. Such emergency has not yet been formally declared but its state of existence is obvious.

Preparation is the key to maintaining a functional organization in the event of a pandemic or natural disaster. Green Lake County Board of Supervisors should make every effort to continue to allow for necessary preparations, to include personal protective equipment, and should provide necessary funding, as required.

The following procedures and/or policies will be suspended and/or amended during a pandemic or natural disaster:

Recruitment: The County may utilize whatever resources are available to fill any unanticipated opening due to the crisis situation. Normal advertising methods will be eliminated and positions will be filled by whatever means is available.

Job Postings and Bumping Rights: In the event that a position becomes vacant during this period of crisis, the regular posting procedure for internal filling of the position will be suspended. Bumping rights shall be suspended during this period of crisis.

Leaves of Absence: While the County will allow the continued use of sick leave for employees and their families, as is allowed by the union contracts, use of vacation and personal days may be suspended until the crisis situation is concluded. To extent possible, employees will be allowed to take funeral leave. Employees may be asked to work on a normally scheduled paid holiday; however, employees will be provided with a floating holiday to be used at another time.

Dress Code: Due to the potential of employees needing to work at alternate worksites with possibly less than desirable working conditions, the dress code which disallows the wearing of jeans, sweat shirts and T-shirts will be suspended until the crisis situation is concluded.

Governing Committees: In order for decisions to occur in a timely manner, the normal procedures of approvals moving from standing committee to Personnel Committee may be suspended. Each County appointee, or designee, shall be authorized to make such decisions as may be necessary, based on the scope and severity of the situation.

Worksites: In the event that the severity of a pandemic is so great as to require social distancing or a natural disaster has demolished alternate work sites, employees may be allowed to work at home, if possible. Department Heads should designate those job duties in the department's COOP that could be accomplished at employee's homes. Employees would be required to maintain records of hours worked in order for the County to accurately pay for hours worked.

Reassignments: The County will prepare, in advance, documents which address the need to reassign staff to other County agencies/departments depending on the type of emergency. These staff members will be notified of the potential of the reassignment.

Flexible Work Schedules: The County will allow for flexible work hours, including but not limited to, staggered shifts, extended shifts or weekend hours. To extent possible, breaks will be offered but unpaid rest periods may be eliminated. To extent possible, employees will be offered work schedules similar to current schedules. *(Amended by Ordinance No. 944-2009, Feb. 17, 2009)*