



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1

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## NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.

PLACE: Monroe County Justice Center  
Monroe County Board Assembly Room

\*(Please use the South Side/Oak Street Entrance)

112 S Court Street

Sparta, WI 54656

DATE: **Tuesday, June 12, 2018**

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – May 8, 2018
4. Personnel
  - a. New Position Request – Discussion/Action
    - Land Conservation
    - District Attorney
    - Human Services(2)
    - Information Services
    - Justice Department
    - Sheriff Department(3)
  - b. Director Report
  - c. Line Item Transfer – Discussion/Action
5. Child Support Directors Report Regarding 2019 National Child Support Association and 2019 Budget – Discussion/Action
6. Register of Deeds Recording System Software – Discussion/Action
7. Land Records Budget Adjustment
8. County Administrator Report
9. Resolution Authorizing an Advisory Referendum for Black Box Store Tax Loopholes – Discussion/Action
10. Administration/Personnel Committee Duties – Discussion/Action
12. Monthly Expenditure Review
13. Next Month's Agenda Items
14. Adjournment

Pete Peterson, Committee Chair

Date notices mailed: 06/06/2018

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Administration & Personnel Committee  
May 8, 2018

Present: Pete Peterson, Mark Halverson, Cedric Schnitzler, Mary Von Ruden, Sharon Folcey joined the meeting at 9:38 p.m.

Others: Jim Bialecki, Ed Smudde, Jeremiah Erickson, Andrew Kaftan, Scott Perkins

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Pete Peterson.

- Next Month's Meeting Date/Time – The next meeting is June 12, 2018 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center. It was a consensus of the members to keep the Administration/Personnel meetings the 2<sup>nd</sup> Tuesday of the month beginning at 9:00 a.m.
- Minutes Approval – Motion Mary Von Ruden second by Mark Halverson to approve the 04/10/18 minutes. Carried 4-0.
- Fund Raising Policy for K9 in Sheriff's Department – Scott Perkins explained that K9 contributions are non-levy funds. The county non-solicitation policy could have an effect on fundraising for the K9. Discussion. Ed Smudde explained that the policy was in draft form but was never forwarded or approved by the board.
- Land Records Budget Adjustment – Jeremiah Erickson explained the 2018 budget adjustment in the amount of \$15,417.96 for GNSS equipment and training and education. Motion by Cedric Schnitzler second by Mary Von Ruden to approve budget adjustment. Carried 4-0.
- Personnel
  - a. Ed Smudde provided the Monthly Personnel Director's Report.
  - b. Credit Card Approval – Ed Smudde explained the request for a credit card in the amount of \$1,000.00. Discussion. Motion by Mark Halverson second by Cedric Schnitzler to approve credit card. Carried 4-0.

Sharon Folcey joined the meeting at 9:38 p.m.

c. Compensation Plan Adjustments

Resolution Regarding Pay for Performance – Ed Smudde provided members with the draft 2019 Pay for Performance Resolution. The resolution would include four percent of gross wages to be set aside for allocation based on the merits of employee performance. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve and forward to the full board for approval. Carried 4-1.

- Jim Bialecki provided the Monthly Administrators Report.
- Administration/Personnel Committee Vice Chair – Mark Halverson nominated Sharon Folcey for Vice-Chair. Chair Pete Peterson asked for any more nominations. Folcey accepted the nomination and was declared committee Vice-Chair by voice vote.
- Wisconsin Counties Association Outreach Program Presentation – Pete Peterson explained that outreach programs are available through the WCA. The programs are part of the counties annual dues. Discussion. It was the consensus on members to begin with County Officials Roles & Responsibilities and Running Effective Meetings and Parliamentary Procedures. Trainings will take place just before the board meeting at 5:00 p.m.
- Administration/Personnel Committee Duties – The current Administration and Personnel Committee duties along with the 2012 revised duties were provided to the committee. Members will use the 2012 revision as a starting point. Duties will be reviewed and members will provide suggestions next month.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Personnel Department Line Item Transfer, Administration/Personnel Committee Duties

- Motion by Mark Halverson second by Sharon Folcey to adjourn the meeting at 10:11 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

## NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

## DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to budget process for the next year.

(a) The department head and/or committee of jurisdiction are required to consult with the Personnel Director prior to considering new position requests. The committee must analyze the need for the new position, and shall officially act to recommend the position or increase in hours at a scheduled committee meeting. Minutes reflecting this decision will be attached to the analysis form.

(b) The requesting committee shall present the completed analysis form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will determine the grade for the new position that is consistent with similar positions in Monroe County or other counties, if no similar position exists in Monroe County. If denied, the request will stop at this step, but may be appealed to the County Board by the committee of jurisdiction in accordance with paragraph (e) below. A request for a position may come to the committee only once in a calendar year, and this must be before the budget process begins.

(c) If approved by the Personnel and Bargaining Committee, the request shall be presented to the Finance Committee. The Finance Committee shall determine if funds are available and the appropriate account(s) to fund the position or increase in hours. If approved, this determination will be included in the fiscal note portion of the resolution. If it is determined that no funds are available, the request will stop at this step, but may be appealed to the County Board by the committee of jurisdiction in accordance with paragraph (e) below.

(d) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the votes of the committee of jurisdiction and the Personnel and Bargaining Committee, and the action taken by the Finance Committee.

(e) If the request is denied by the Personnel and Bargaining Committee or the Finance Committee, the committee of jurisdiction may appeal the decision to the County Board. The appeal will be in resolution form and will include the reason(s) for the denial as well as the vote of the Personnel and Bargaining Committee or the Finance Committee. The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.

NEW POSITION ANALYSIS

- New position  
 Increased part-time  
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Land Conservation Date: 6/1/18

Department Head: Bob Micheel

- B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Monroe County needs a long range planning resource to implement economic, social & environmental sustainability. A Land Use Planner would provide a planning resource for the county and townships to develop, maintain and implement their comprehensive plans; while securing federal, state and local grants to cover planning cost and foster county projects.

Suggested Title: Land Use Planner Full Time  Part Time /hrs

Personnel Director's Recommended Classification: Grade 8

Projected Start Date: 1/1/2019

- C. General Description of the Position: Planning and grant writing would be the two main functions of this position. The employee performs a variety of research, analysis, plan development, technical assistance and administrative activities in support of the county's overall planning and development program.

- D. Typical Examples of Work to be Performed (in detail):

1. Develop County and Township land use & comprehensive plans, department website and may assist with county Urban Forestry Plan.
2. Prepare draft and final planning documents for County comprehensive and land use plans for Committee and County Board approval.
3. Develop and promote County economic development.
4. Develops educational brochures to inform the public and County Board of county projects and regulations.
5. Prepare & submit financial grant applications to federal, state, local, and private agencies and administer grant funds on behalf of the county. This will also include technical assistance to local communities (townships) for preparing grant application and administration.
6. Provide administrative support and research for designated county committees and departments as required according to accepted and establish methods.

7. Ability to establish and maintain effective working relationships with staff, elected officials, property owners and citizens.
8. Complete analysis of geographic data, identify, obtain and review basic planning data from a variety of federal, state, local and private sources.
9. Coordinate assigned projects and responsibilities with consulting architects, engineers, attorneys, planners and developers involved in County programs.
10. Jointly develop and implement public information, education and technical assistance programs on planning and development issues with the UW Extension and assist with development of the County GIS and maps to support planning activities.
11. Provide data, information, policy interpretation and technical assistance related to Zoning, Land Information & Land Conservation Department programs and projects for professional clients, local officials and the general public.
12. Assists in reviewing site plans, certified survey maps, subdivision plats, planned unit development, rezoning, conditional use permits, annexations, sign permits and home occupations.
13. Identify and implement intergovernmental programs, which implement the objectives of county wide land use plans.
14. Develop and enforce county ordinances pertaining to property maintenance and nuisances; composes and sends responses to individuals in response to complaints and ordinance violations.
15. Design, implement and analyze community surveys in support of plan and policy development for county wide projects.
16. Design and prepare various technical studies on population, landuse, parks, and recreation, economic development, historic preservation and other planning issues by working with partner organizations such as DOT, WEDC, DNR, and School Districts.

E. Minimum Qualifications of a Candidate:

Education: Bachelor's Degree in land use planning, geography, landscape architecture, public administration or other relevant field. AICP (American Institute of Certified Planners) Certification preferred. Graduate work or advanced degree in Urban Planning related field.

Experience: Five years of experience in land use planning with strong communication skills in meeting facilitation/mediation/and public participation. Knowledge of investment incentives (Tax Incremental Financing, Federal, State, local and private grants). Knowledge and experience working with technology and various applications G.I.S. Arc Reader.

F: Funding:

Remainder of this fiscal year, if applicable:

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
8	\$31.19	\$64,875	\$4,347	\$941	\$14,534	\$740	\$18	\$917

Annual cost thereafter:

8	\$31.19	\$64,875	\$4,347	\$941	\$14,534	\$740	\$18	\$917
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1. Where will the funds for this position come from: 2019 Budget

2. What equipment will need to be purchased (desk, etc.)? None

Is office space presently available? Yes Where? Land Conservation Dept.

Estimated capital cost: N/A

Is this capital cost in the department budget? 2019

3. Grand total cost, all items, this fiscal year: \$90,395

4. Thereafter, annual cost of salary and fringes: \$90,395

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: N/A

2. Employees directly supervised: \_\_\_\_\_ Indirectly: \_\_\_\_\_

List title of employees reporting to this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Who will this person be responsible to? LCD

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SUPERVISING COMMITTEE Action:

Approval date: \_\_\_\_\_ by a vote of \_\_\_\_\_

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PERSONNEL & BARGAINING COMMITTEE Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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FINANCE COMMITTEE Action:

Funds approved \_\_\_\_\_ Funds denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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COUNTY BOARD Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay, \_\_\_\_\_ absent/abstention

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Copies to be made by Department Head: 1 for Department, Original and 5  
copies to Personnel Director



NEW POSITION ANALYSIS

- X   New position  
       Increased part-time  
       Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: District Attorney's Office Date: April 27, 2018

Department Head: Kevin D. Croninger

- B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Due to the continued rise in caseload and the lack of additional prosecutors we need to have a position that can take duties from the prosecutors as well as current staff so that our office can continue to protect the citizens from criminal behavior. The workload is such that our office is at significant risk of violating statutory deadlines much less keep the backlog of cases at an acceptable level. Monroe County has three Judges and only three prosecutors, this is extremely rare in counties across Wisconsin. In most places there are at least 25 percent more prosecutors than Judges. This is because the amount of prep work necessary to prepare most cases for Court. Without adequate prep time cases cannot be handled appropriately. Adding this position will lessen some of the prep time burden on attorneys and place that burden on the paralegal.

Suggested Title: Paralegal Full Time   X   Part Time    /hrs

Personnel Director's Recommended Classification: Grade   12  

Projected Start Date: January 1, 2019

- C. General Description of the Position:

This position will conduct legal research, compile and gather information/documentation for motion hearings and jury trials, compile offender's criminal history, provide AV support in court. The position will provide general assistance to the prosecutors in the office in completing all legal duties.

- D. Typical Examples of Work to be Performed (in detail):

1. Compile offender's criminal history  
Repeater status, misd vs felony charges, charge or no charge determination, validate number of same offense (OWI)
2. Legal research to assist prosecutors with motion and jury trial arguments
3. Research case law and draft motions
4. Obtain information/documentation in support of prosecutors motion or to rebut defense motions

5. Provide AV support during jury trials and all other hearings as needed
6. Prepare and assist prosecutors with jury trial exhibits and AV
7. Compile charges and complaint language for low level offenses
8. Assists with any departmental work as workload demands

E. Minimum Qualifications of a Candidate:

Education: Paralegal Degree

Experience: 2 years of legal research or in a closely related career

F: Funding:

Remainder of this fiscal year, if applicable:

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
12	\$22.22	\$46,218	\$3,097	\$2,866	\$14,534 Family	\$740 Family	\$18	\$28

Medicare \$671

Annual cost thereafter:

12	\$22.22 + increases	\$46,218	\$3,097	\$2,866	\$14,534	\$740	\$18	\$28
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Medicare \$671

1. Where will the funds for this position come from: General Fund

2. What equipment will need to be purchased (desk, etc.)? None. State will provide computer and we have desk, chair, et...

Is office space presently available? Yes Where? w/in current office space

Estimated capital cost: None

Is this capital cost in the department budget? N/A

3. Grand total cost, all items, this fiscal year: \_\_\_\_\_

4. Thereafter, annual cost of salary and fringes: \_\_\_\_\_

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: None

2. Employees directly supervised: None Indirectly: None

List title of employees reporting to this position: N/A

H. Who will this person be responsible to? Adm Asst / Off Mngr

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SUPERVISING COMMITTEE Action:

Approval date: 5/14/2018 by a vote of 4 approve; 1 absent

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PERSONNEL & BARGAINING COMMITTEE Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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FINANCE COMMITTEE Action:

Funds approved \_\_\_\_\_ Funds denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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COUNTY BOARD Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay, \_\_\_\_\_ absent/abstention

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Copies to be made by Department Head: 1 for Department, Original and 5 copies to Personnel Director

NEW POSITION ANALYSIS

- New position  
 Increased part-time  
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Human Services Date: 6/27/2018

Department Head: Ron Hamilton

- B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Under general supervision of the Behavioral Health Clinical Administrator, the Mental Health Nurse will work primarily within the Outpatient Clinic, Comprehensive Community Services (CCS), and Crisis Services programs and provides services to clients with mental health issues and substance-use related issues.

These services are currently being provided by LaCrosse County DHS through the Western Region Integrated Care Consortium. MCDHS would propose to employ current MH Nurse. The MH Nurse works only in Monroe County and there are fiscal advantages to this position becoming a Monroe County Employee. This position is able to bill time in CCS and Crisis Services. We currently pay Lacrosse County the employee cost and recover revenue based on billing time and WIMCR. The most significant advantage is that Monroe County would not be paying LaCrosse County AMSO and indirect cost of approximately \$15,000 annually. This position will continue to exist whether it remain a LaCrosse employee or switch to a Monroe County Employee.

Suggested Title: Mental Health Nurse \_\_\_\_\_ Full Time  Part Time /hrs

Personnel Director's Recommended Classification: Grade 8

Projected Start Date: 1/1/2019

- C. General Description of the Position: See attached position description

- D. Typical Examples of Work to be Performed (in detail):

1. See position description

2. \_\_\_\_\_

3. \_\_\_\_\_

E. Minimum Qualifications of a Candidate:

Education: Associate or Bachelor degree in Nursing with Licensure as a Registered Nurse

Experience: \_\_\_\_\_

F: Funding:-

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
8	\$28.30	\$58,864	\$4003	\$4503	\$14,534	\$740	\$18	\$830

1. Where will the funds for this position come from: There would not be additional County levy funding as we are currently budgeting for this position through WRIC, additionally there is MA billable time at \$85.72 for qualified hours

2. What equipment will need to be purchased (desk, etc.)?

Computer/monitor

Is office space presently available? Yes Where? Human Services

Estimated equipment cost: \$1500

Is this cost in the department budget? 2019 Budget

3. Grand total cost, all items, this fiscal year: 2019 cost \$84,992

4. Thereafter, annual cost of salary and fringes: \$83,492

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: N/A

2. Employees directly supervised: N/A Indirectly: \_\_\_\_\_

List title of employees reporting to this position:  
N/A \_\_\_\_\_

H. Who will this person be responsible to? Behavioral Health Clinic  
Administrator \_\_\_\_\_

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COUNTY ADMINISTRATOR Action:

Approval date: \_\_\_\_\_

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PERSONNEL & BARGAINING COMMITTEE Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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FINANCE COMMITTEE Action:

Funds approved \_\_\_\_\_ Funds denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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COUNTY BOARD Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay, \_\_\_\_\_ absent/abstention

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## JOB DESCRIPTION

**COUNTY:** Monroe  
**AGENCY:** Department of Human Services  
**POSITION:** Mental Health Nurse  
**UNIT:** Behavior Health Unit  
**TITLE OF IMMEDIATE SUPERVISOR:** Behavioral Health Clinical Administrator

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### DESCRIPTION OF DUTIES

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Under general supervision of the Behavioral Health Clinical Administrator, the Mental Health Nurse works primarily within the Outpatient Clinic, Comprehensive Community Services (CCS), and Crisis Services programs and provides services to clients with mental health issues and substance-use related issues.

#### Essential Duties and Responsibilities

Provides nursing support services to consumers as a part of the behavioral health treatment plan developed in conjunction with other professional staff.

Carries out the medical management of consumers as directed by the Prescriber, including the review of medications, administration of I.M. medication and monitoring of oral medications. This job function is dictated by good nursing standards of practice while working closely with the Human Service Agency's prescriber.

Provides independent psychiatric nursing assessment of medical needs of clients with mental illness and substance use disorders in office and in community setting.

Coordinates consumer care with external health care resources.

Provides on-going monitoring of compliance with both oral and I.M. psychiatric medications; evaluates consumers as to benefits of current medications and for potential side effects.

Serves as liaison with physicians and other health care providers in the community to ensure coordination of services.

Performs mental status examinations and physical assessments of clients.

Maintains adequate medical supplies and equipment.

Teaches and counsels consumer's families and other involved individuals as it



relates to the treatment of the consumer.

Provides nursing consultation to other program areas of Human Services.

Participates in discussions relative to consumer care as a member of the interdisciplinary team.

Provides in-home and community services when indicated in the consumer's treatment plan or when otherwise clinically indicated.

Provides consumer education in health-related areas.

Provides services in community or office setting, as assigned.

Provides emergency mental health services including conducting risk assessments, crisis intervention, and follow-up as part of the Crisis Services program.

Represents Monroe County Human Services to the community at large through professional interaction, clinical consultation, public speaking, media presentations, and participation in community advisory groups or task forces as assigned.

Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.

Physical Demands: A large percentage of the time is spent sitting, walking, talking, hearing, keyboarding, using judgment. Stands, stoops, climbs, bends, reaches, uses near and far vision, lifts, pushes/pulls up to 10 pounds, carries up to 40 pounds, is exposed to adverse weather, potential for physical attack, travels to and moves about county sites and homes intermittently.

Supervision Exercised

None.

Qualifications

1. Associate or Bachelor degree in nursing.
2. Licensure as a Registered Nurse.
3. Valid Wisconsin's driver's license.

Closing Statement

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Fair Labor Standards Act Category  
Exempt – Professional.

\_\_\_\_\_  
Employee

Approved by Supervisor: \_\_\_\_\_  
Date: \_\_\_\_\_

NEW POSITION ANALYSIS

New position  
 Increased part-time  
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Human Services Date: 6/27/2018

Department Head: Ron Hamilton

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

We are requesting to establish a Children and Family Services Manager position for the 2019 year. We have identified this position to be responsible for the areas of Juvenile Justice, Child Welfare, Child Protective Services, Children's Long Term Support Services, Birth to Three, Foster Care, Kinship and IV-E programs. This position will supervise the Social Work Supervisor as well as direct supervision of identified staff. The current Social Work Supervisor is directly responsible for all CFS programs and provides direct supervision to 16 staff. The recommended Supervisor to staff ratio for a mixed caseload is 1 to 8 and specific to CPS it is 1 to 5. Research indicates that the most significant factor in retaining staff is the connection and relationship that an employee has with their Supervisor. At our current ratio of 1 to 16, there is insufficient time to provide best practice training, supervision, and case consultation. Every staff turnover represents a loss in production as well as the overloading of current staff. Fiscally, the turnover cost of a new staff is estimated to be over \$50,000 per turnover. This does not include the increased costs related to out of home placements, which is highly correlated with staff turnover.

This additional CFS Manager position would allow us to develop more in depth expertise in all program areas as that responsibility would be shared. There will be an improved supervisor to staff ratio allowing for enhanced case consultation to identify least intrusive case management and placement alternatives. The Manager will have more time to oversee budgetary aspects of the CFS Unit. It will also allow time to identify grants and programs which may provide more funding for services. This position will be funded by County levy and incorporated in the 2019 budget

Suggested Title: Social Worker Full Time  Part Time /hrs

Personnel Director's Recommended Classification: Grade 7

Projected Start Date: 1/1/2019

C. General Description of the Position: See attached job description

D. Typical Examples of Work to be Performed (in detail):

1. See attached job description

2. \_\_\_\_\_

E. Minimum Qualifications of a Candidate:

Education: See attached job description

Experience: \_\_\_\_\_

F: Funding:

Annual costs (with full family insurance coverage): **2019 Cost,**

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
7	\$32.50	\$67,600	\$4,597	\$5,171	\$14,534	\$740	\$18	\$953

1. Where will the funds for this position come from: \_\_\_\_\_

County levy funding, 2019 budget

2. What equipment will need to be purchased (desk, etc.)? \_\_\_\_\_

Computer, desk, chair, phone, etc.

Is office space presently available? X Where? Anticipated  
space in Human Services \_\_\_\_\_

Estimated equipment cost: \$3,500

Is this cost in the department budget? 2019 Budget

3. Grand total cost, all items, 2019 fiscal year: \$97,113

4. Thereafter, annual cost of salary and fringes: \$93,613

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position  
will have: Management of CFS staff and programs

2. Employees directly supervised: 9 Indirectly: 8

List title of employees reporting to this position:

Social Work Supervisor                      CFS Social Work Staff  
\_\_\_\_\_  
\_\_\_\_\_

H. Who will this person be responsible to? MCDHS Director

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Health and Human Services Committee Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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PERSONNEL & BARGAINING COMMITTEE Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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FINANCE COMMITTEE Action:

Funds approved \_\_\_\_\_ Funds denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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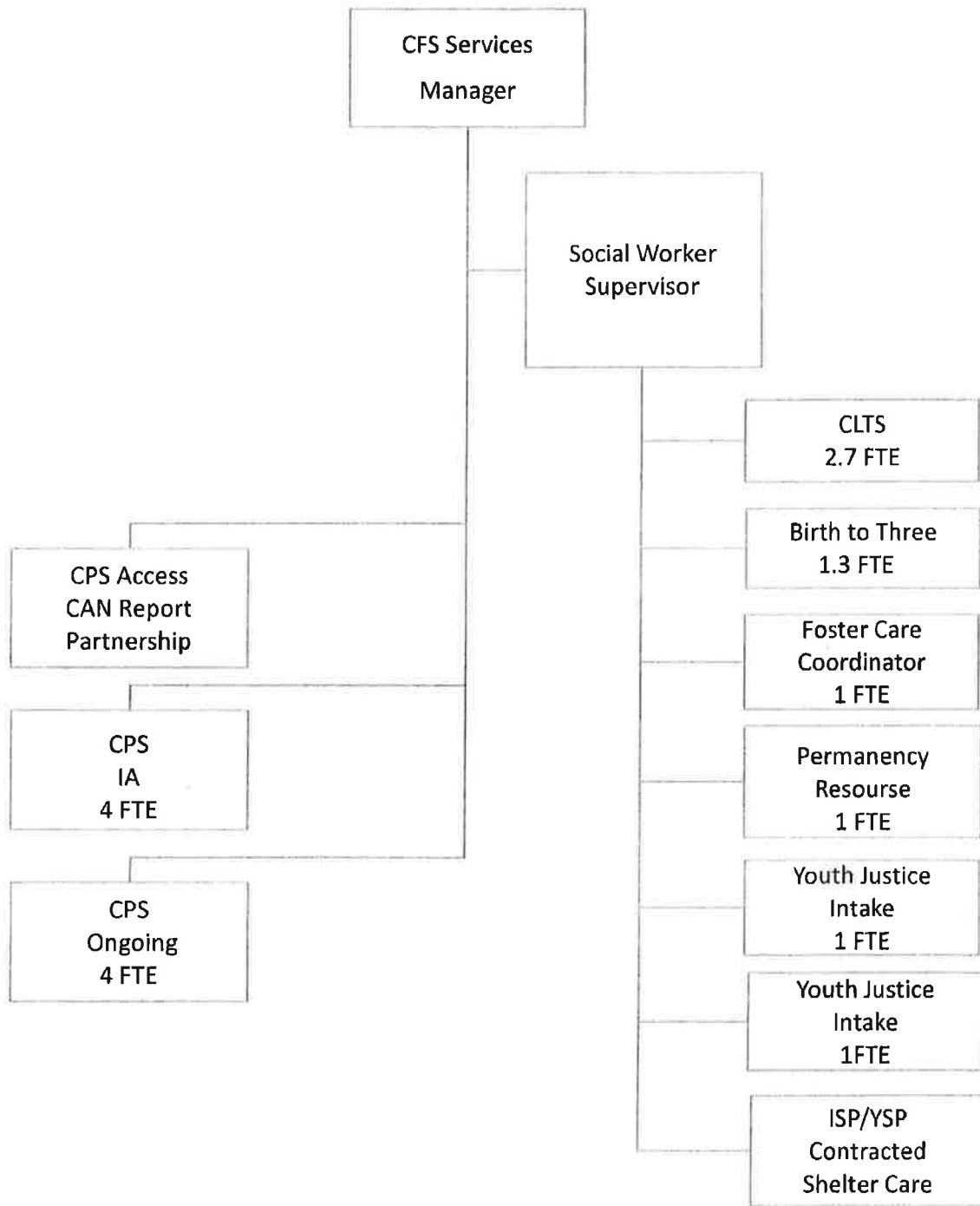
COUNTY BOARD Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay, \_\_\_\_\_ absent/abstention

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DRAFT

Wisconsin County Human Service Association

## Caseload Standards for Child Protective Services

Updated: April 3, 2018

The Wisconsin County Human Service Association recognizes that caseload ratio standards can be used in an evaluative sense to gauge the extent to which workers and, by extension, a state's child welfare system is adequately meeting its obligations for serving children and families<sup>1</sup>. To begin addressing Wisconsin's lack of such standards for child protective services delivered outside of Milwaukee County, WCHSA endorses the standards detailed below<sup>2</sup>. In doing so, we seek to strongly support Wisconsin's child protective services workers and the children, youth and families they serve. We furthermore believe these standards will be a useful resource for policymakers who make critical decisions regarding Wisconsin's child protective services system.

### Recommended Caseload Standards

The recommended caseload standards for child protective services are as follows:

Service Type	WCHSA Recommended Caseload / Workload
Supervision	<b>1 supervisor</b> per 5 case carrying CPS workers.
Ongoing	<b>10 active cases</b> per case carrying CPS worker, with no more than <b>15 children</b> per worker for children in out-of-home care.
Initial Assessment	<b>11 active assessments</b> per 1 worker at any given time with no more than <b>6 new assessments</b> assigned during a one month period.
Access	<b>12 newly assigned reports</b> per day per worker.
Foster Parent Licensing	TBD

It should be noted that the caseload is based on new and active cases assigned to a worker at any given time. In other words, new cases should not be added unless a comparable number of cases have been closed, assuming that a worker has a full caseload.

For the purposes of these standards, a "case" means an assigned family case that likely often includes more than one child.

## **MONROE COUNTY DEPARTMENT OF HUMAN SERVICES**

### **JOB TITLE: CHILDREN AND FAMILY SERVICES MANAGER**

#### **POSITION SUMMARY:**

Under the direction of the Monroe County Department of Human Services Director, The Children and Family Services Manager assume responsibility for certain administrative functions. Manages the Children and Family Services Unit and is responsible for the areas of Juvenile Intake, Child Welfare, Child Protective Services, Children's LTS Waiver, Birth to Three, Foster Care, Kinship, IV-E, and Safe & Stable Families programs.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in the preparation of the unit's budget, monitors expenditures and revenues and submits required reports to the director;
- Plans, evaluates, and interprets statistical, narrative, and analytical reports to determine department's services and needs;
- Participates in community planning relative to children & family initiatives;
- Reviews department performance against established goals and objectives, both internally and externally developed; implements changes to effect continual quality improvement in services provided;
- Ensures compliance with Wisconsin State Statutes and federal laws, Wisconsin State Standards, social work "best practices," and administrative rules;
- Assists in organizing an effective staff development program, including in-service training and appropriate use of educational resources;
- Participates in policy and procedure development;
- Cooperates and communicates with other agencies, officials, and citizens in planning for community services;
- Maintains good public relations and interprets agency programs to the community. Assures working relationships with law enforcement, court, probation and parole, legal community, schools, medical community, business, tribal service providers, contract agencies, other county departments, district attorney, and collateral agencies;
- Assures positive coordination and collaboration with other units within MCDHS;
- Participates in contractual development and arrangements needed to carry out assigned functions with the unit;
- Assists in grant writing and/or consortium activities designed to enhance services;
- Evaluates and plans programs and services to provide client choices, education, health care, housing, training and employment essential to the prevention, reduction of dependency, abuse, neglect or exploitation
- Stays current on social and economic problems and the way in which these problems affect individuals and families
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws throughout the department
- Provides overall direction, coordination, and evaluation of employees within the Children and Family Division. Responsibilities include interviewing, hiring, and training employees; developing work schedules; authorizing leave, vacation, and overtime; planning, assigning, and directing work; appraising performance; disciplining employees; and addressing complaints;
- Performs other duties as assigned by Human Services Director



## **SUPERVISORY RESPONSIBILITIES**

Directly supervises Children and Family Services Staff and programs

## **LICENSING REQUIREMENTS**

- Wisconsin Social Work Licensure required
- Valid Wisconsin Driver's license and access to transportation suitable to complete necessary work out of the office is required
- 

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Minimum of a Bachelor's Degree (prefer Master's Degree) in social work, public administration, or related field from an accredited school.
- Minimum of three years social work experience in a Human Services work situation or related field including one year in a supervisory capacity or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM JOB**

- Knowledge of Wisconsin Statutes and Administrative Code pertaining to social services, child protections and juvenile justice;
- Knowledge of management principles and practices;
- Ability to exercise good judgment in appraisal of situations and in making decisions, planning, and directing work activities;
- Ability to work well with staff and the general public as well as County department heads, County Board members, collateral agencies, and various agencies and officials, such as the Ho-Chunk Nation, in a pleasant and understanding manner ;
- Strong communication skills, both oral and in writing;
- Ability to read and interpret documents, and laws in the English language;
- Ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications;
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, and percent;
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
- Inductive and deductive reasoning – ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; includes coming up with a logical explanation for why a series of seemingly unrelated events occur together and deciding if an answer makes sense

## **HIPAA RESPONSIBILITY**

All members of the workforce have a responsibility to watch for unauthorized use or disclosures of Protected Health Information (PHI), to act to prevent the action, and to report suspected breaches of privacy and security policies to their supervisor, or to the Privacy or Security Officer (example of a breach: member or visitor looking through a claim or personal information left on a desk).

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A large percentage of time is spent sitting, talking, hearing, typing, and using near/far vision and judgment.

The employee may also be required to stand; walk; run; handle objects; lift, carry, and push/pull up to 40 pounds; stoop; kneel; bend; reach; crouch; crawl; climb; balance; taste and smell; be exposed to extreme weather, be at risk of physical attack and adverse atmospheric conditions; and travels to and move about homes intermittently.

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Fair Labor Standards Act Category  
Exempt – Administrative

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

---

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Monroe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

## DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the Personnel Director prior to considering new position requests concerning position responsibilities and compensation plan placement. The department head may also consult with the Finance Director concerning position funding and budget issues. The department head completes the New Position Analysis form (MC-5) and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b). Department heads shall keep their committees apprised of the status of the department's new position request through the budget process.

(b) The requesting department head shall present the completed MC-5 form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will write a position description and county board resolution for the new position, and the request shall be presented to the Finance Committee for approval of the fiscal note at the end of the county board resolution.

(c) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Personnel and Bargaining Committee and the Finance Committee.

(d) The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.

NEW POSITION ANALYSIS

- New position  
 Increased part-time  
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Information Systems  
Date: 06/03/2018

Department Head: John Mehtala

- B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

With the ever increasing computer technology being utilized by Monroe County Government Departments the demands have increased on the Information Systems Department to maintain its computer systems inventory/network. This has resulted in a need for additional staff to complete projections in a more efficient manner.

Suggested Title: Information Systems Specialist  
Full Time  Part Time /hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: 1/1/2019

- C. General Description of the Position: Under the Supervision of the Information Systems Director, this position will configure/install/update computers/laptops/tablets. Position will add/delete users in active directory, Microsoft Exchange, and various databases being utilized. Will setup and install file servers, troubleshoot various computer issues. Respond to work orders. Position will entail inventory control and accounting. Position will restore deleted files via data backup systems.

- D. Typical Examples of Work to be Performed (in detail):

1. Inventory/configure/install new PC's
2. Troubleshoot end users computer related issues.
3. Answer/respond to help desk requests.
4. Contact vendors when help is needed with vendor supported data systems.
5. Add/delete user accounts
6. Perform inventory control.
7. Answer emergency 24/7 computer support requests
8. Work in a team environment to assure an understanding of the Monroe County Metro Network.

E. Minimum Qualifications of a Candidate:

Education: 2 year Associate degree in Computer Support Specialist/Network Administration.

Experience: 12 months but willing to train the right individual.

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	23.00	50,440	3,380	3,859	14,534	740	18	31

Annual cost thereafter:

11	23.00	50,440	3,380	3,859	14,534	740	18	31
----	-------	--------	-------	-------	--------	-----	----	----

1. Where will the funds for this position come from: Tax Levy, 2019 budget

2. What equipment will need to be purchased (desk, etc.)? desk, phone, cell phone, computer, laptop, chair, miscellaneous pens pencils, etc.

Is office space presently available? yes x Where? 48<sup>th</sup> Edition Rolling Hills

Estimated equipment cost: \$4,000.00

Is this cost in the department budget? Yes, 2019 budget

3. Grand total cost, all items, this fiscal year: \$77,002

4. Thereafter, annual cost of salary and fringes: \$73,002

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: NA

2. Employees directly supervised: \_\_\_\_\_ Indirectly: \_\_\_\_\_

List title of employees reporting to this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Who will this person be responsible to? Information Systems  
Director

\*\*\*\*\*

COUNTY ADMINISTRATOR Action:

Approval date: \_\_\_\_\_

\*\*\*\*\*

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

FINANCE COMMITTEE Action:

Funds approved \_\_\_\_\_ Funds denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

COUNTY BOARD Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay, \_\_\_\_\_ absent/abstention

\*\*\*\*\*

NEW POSITION ANALYSIS

XXX New position  
       Increased part-time  
       Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Monroe County Sheriff Office Date: May 1, 2018

Department Head: Sheriff Scott Perkins

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

I am requesting three new Patrol Deputy Positions. I compared the last three years for calls for service and the calls for service have been on a steady increase. Also the calls of service have been getting to be more 2 man calls which is really stretching the patrol. Sheriff Pedersen did start patrol sectors which has helped. That leaves one deputy on the east. One Deputy on the west. And a supervisor as a float. (A total of three deputies to work.) We do have 2 power shift cars. One is the K9 Deputy who works from 7P-3A and the other one splits between two dayshift paper service and two power shifts 7P-3A when the K9 deputy is off. The more serious calls have also been on an increase. Domestic Disturbances have slowly been on an incline. Each domestic disturbance takes at least two deputies. Our current staffing levels of three deputies working at one time leaves a shortage. Some calls of service needs to be put on hold until a deputy is free to handle the call. Traffic enforcement and OWI enforcement a lot of times needs to take the back seat to other calls for service due to staffing levels. If I would be afforded three new patrol deputies that would let me have more coverage to protect the citizens of Monroe County.

Suggested Title: Patrol Deputy Full Time XX Part Time    /hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: January 2019

C. General Description of the Position:

1. Patrols County roads enforcing county, state, and federal laws. Operates radar/laser equipment and issue citations and warnings.
2. Investigates citizens' complaints including but not limited to, suspected criminal activity; stray animals, domestic disturbances and noise complaints.
3. Observes and checks business and other property for unlocked door or signs of criminal activity;
4. Gives speeches and public presentations on various topics;
5. Investigates crashes and crimes, prepares reports and paperwork;
6. Makes arrests and apprehends suspects;
7. Appears in court;
8. Serves papers and warrants;
9. Transports prisoners;
10. Directs and escorts traffic;
11. Operates fingerprint, radar, laser, intoxilyzer, and other special equipment;

- 12. Renders first-aid and other assistance;
- 13. Maintains and checks squads, radios, cameras, firearms, and uniforms;
- 14. Fills in to departmental personnel and assists with their duties;

D. Typical Examples of Work to be Performed (in detail):

- 1. Same as the general description listed above.
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_



E. Minimum Qualifications of a Candidate:

Education:

1. Must be 18 years of age;
2. Must possess a general educational development diploma or be a high school graduate who has completed a secondary education program through a public or private school, an equivalency diploma program, or home education program within the United States or its territories.
3. Criteria for proof of compliance includes any of the following:
  - a. A general educational development diploma
  - b. A high school diploma issued by a public school education program
  - c. A high school diploma issued by a private school.
  - d. A high school equivalency diploma.
  - e. Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation the education program has met the requirement of the Department of Education from the state where the home school program was completed. Home-Schooled students may also substitute an official college transcript showing completion of at least 60 associate degree level college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education.
4. Valid Wisconsin driver's license;
5. Must not be convicted of any federal felony or any offense which if committed in Wisconsin could be punished as a felony unless the offense has been granted an absolute and unconditional pardon;
6. Must not have been convicted of any misdemeanor crime of domestic violence unless the offense has been granted an absolute and unconditional pardon.

Experience: \_\_\_\_\_

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	\$25.60	53,453	5,843	3,315	14,534	740	18	79185

1. Where will the funds for this position come from: \_\_\_\_\_

County Tax Levy

2. What equipment will need to be purchased (desk, etc.)? \_\_\_\_\_

Squad, radar, radio equipment, ballistic vest, mobile data computer, docking station, other miscellaneous equipment

Is office space presently available? Yes Where? Sheriff Office

Estimated equipment cost: 256,050

Is this cost in the department budget? No

3. Grand total cost, all items, this fiscal year: 493,603

4. Thereafter, annual cost of salary and fringes: 237,553

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: N/A

\_\_\_\_\_  
\_\_\_\_\_

2. Employees directly supervised: Sergeant Indirectly: Lieutenant

List title of employees reporting to this position:

Deputy Sheriff \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Who will this person be responsible to? Sheriff

\*\*\*\*\*

COUNTY ADMINISTRATOR Action:

Approval date: \_\_\_\_\_

\*\*\*\*\*

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

FINANCE COMMITTEE Action:

Funds approved \_\_\_\_\_ Funds denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

COUNTY BOARD Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay, \_\_\_\_\_ absent/abstention

\*\*\*\*\*

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

No. _____
Date: _____

Department: \_\_\_\_\_ Personnel  
 Budget Year Amended: \_\_\_\_\_ 2018

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11431000-515700	Education & Training	\$ 15,000.00	\$ 5,000.00	-	\$ 10,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 5,000.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-519000	Labor Relations	\$ 3,950.00	\$ 5,000.00	\$ 6,428.74	\$ 8,950.00
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 5,000.00</b>		

**Explanation for Transfer:**  
 Labor Relations has exceeded its budget line due to two separate grievance hearings and due to upcoming court case and the associated attorney costs. We were able to get our required training in for under \$8,000 allowing us some extra room in our Education & Training budget line. Also, we canceled any additional training that would be available to staff.

**Department Head Approval** \_\_\_\_\_  
**Governing Committee Approval** \_\_\_\_\_

-----  
**If < \$500:**  
 Send to County Administrator's Office  
**COUNTY ADMINISTRATOR Approval:** \_\_\_\_\_

**If > \$500:**  
 Send to County Clerk's Office  
**FINANCE COMMITTEE Approval given on :** \_\_\_\_\_  
Date

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 4, 2018  
 Department: Land Records  
 Amount: \$53,250.00  
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

MONEY PLEDGED FROM UNUSED PAST RETAINED FEES TO BE USED TO MODERNIZE LAND RECORDS. WE WILL COVER ONE-TIME IMPLEMENTATION FEES TO MIGRATE TO FIDLAR. COVER PURCHASE OF OCR SOFTWARE AND MONARCH. PAY GCS TO EXTRACT DATA FROM CURRENT SYSTEM AND COVER THIS YEARS PRO-RATED FEES TOWARDS THE FIDLAR'S AVID PROGRAM AND LIFE CYCLE. \$53,250 AT MOST.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 493000	LAND REC FUND BAL APP	\$ 15,417.96	\$ 53,250.00	\$ 68,667.96
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 53,250.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 521000	PROFESSIONAL SERVICES	\$ 27,866.50	\$ 30,000.00	\$ 57,866.50
11750000 521415	COMPUTER OPERATION	\$ 42,170.00	\$ 23,250.00	\$ 65,420.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 53,250.00	

Department Head Approval: Jeremiah Erickson  
 Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_



**OUTAGAMIE COUNTY  
LEGISLATIVE SERVICES OFFICE**

410 South Walnut Street, Appleton, WI 54911

Jeff Nooyen, Board Chairperson

Sara Hickey, Manager

Susan Diehl, Legislative Specialist

Katherine Ciske, Legislative Specialist

Mark Wadium, Lobbyist

Telephone: 920-832-5054 | Fax: 920-832-1895

Website: [www.outagamie.org](http://www.outagamie.org)

May 10, 2018

Pete Peterson  
Monroe County Board Chair  
1514 Lakeview Dr  
Tomah, WI 54660

Dear Chair Peterson:

As you are aware, the Wisconsin Legislature adjourned without taking any action on the "Dark Stores Loophole" issue or acting on the bills introduced by Senators Roth and Stroebel and Representative Brooks.

Despite intense efforts by the Wisconsin Counties Association, the League of Wisconsin Municipalities, the Wisconsin Towns Association, and the Wisconsin Association of School Boards, our representatives in Madison have ignored our concerns and are instead listening to the voices of special interests. It would seem that, for some, campaign checks are more important than the checks property taxpayers will have to write and the financial burden they will bear because of this unfair loophole.

The Outagamie County Board recently adopted a resolution for an advisory referendum to be held during the November 6 general election. We would like to see this become a state-wide initiative and are asking for your support in getting this in front of your board for similar action. If any municipality in your county has at least one of these "Big Box" stores, they will experience a significant tax shift to residential property taxpayers.

I have attached a copy of our resolution and referendum language as well as a newspaper article related to our action. You would need to get this approved by your board and locked in no later than 70 days prior to the November 6 election per state law. To be safe, adoption should be no later than mid-August.

If you have any questions, please contact me at (920) 832-5055. My email address is [jeff.nooyen@outagamie.org](mailto:jeff.nooyen@outagamie.org).

Thank you for your support.

Sincerely,

Jeff Nooyen  
Outagamie County Board Chair

JN/SD  
Encs: 2

***RESOLUTION NO.: 164—2017-18***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1 Each time a big box retailer gets a Dark Store tax break, homeowners, small businesses  
2 and other property owners have to pick up a greater share of the property tax levy. Over  
3 the past several months, municipal, county, city, and town officials have been in contact  
4 with state legislators testifying against the Dark Store tax loophole in order to avoid a  
5 property tax burden shifting to other tax pay entities such as residential homeowners and  
6 other businesses and/or cuts in essential services provided by an affected municipality.  
7 Unless the Dark Store loopholes are closed, residents will realize the impact when they  
8 receive their property tax bills in the mail in December.  
9

10 Wisconsin State Statute 59.52(25) allows for a county board to conduct a county-wide  
11 referendum for advisory purposes. A county-wide advisory referendum on the issue of  
12 Dark Stores would provide guidance to the state legislature as to the will of the  
13 Outagamie County electorate on this issue. This resolution seeks authorization to  
14 conduct such a county-wide advisory referendum.  
15

16 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources  
17 Committee recommend adoption of the following resolution.

18 BE IT RESOLVED, that the Outagamie County Board of Supervisors does resolve to conduct a  
19 county-wide advisory referendum, to be held with the November 2018 general election; that a concise  
20 statement of the question is given and that the question will state as follows:

21 *Question: Should the state legislature enact proposed legislation that closes the Dark Store*  
22 *loopholes, which currently allow commercial retail properties to significantly reduce the*  
23 *assessed valuation and property tax of such properties, resulting in a substantial shift in*  
24 *taxes levied against other tax paying entities, such as residential home owners, and/or cuts in*  
25 *essential services provided by an affected municipality?, and*  
26

27 BE IT FURTHER RESOLVED, that the Corporation Counsel prepare a Notice of Referendum to  
28 be published by the Outagamie County Clerk in accordance with statutory requirements, and

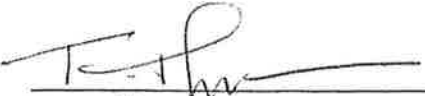
29 BE IT STILL FURTHER RESOLVED, that this resolution and the referendum shall be filed  
30 with the Outagamie County Clerk no later than 70 days prior to the election at which the question will  
31 appear on the ballot, and

1 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy  
2 of this resolution to the Outagamie County Corporation Counsel and the Outagamie County Executive in  
3 accordance with statutory requirements.


4 Dated this 27~~th~~ day of March 2018

5 Respectfully submitted,

6  
7 LEGISLATIVE/AUDIT & HUMAN RESOURCES  
8 COMMITTEE

9  
10   
11 \_\_\_\_\_  
12 Travis Thyssen

  
Cathy Spears

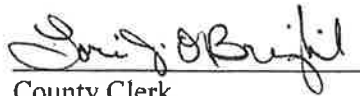
13  
14   
15 \_\_\_\_\_  
16 Shane Griesbach

\_\_\_\_\_   
Patrick Meyer

17  
18  
19  
20  
21   
22 \_\_\_\_\_  
23 John Foss

24  
25 Duly and officially adopted by the County Board on: March 27, 2018

26  
27  
28 Signed:   
29 \_\_\_\_\_  
30 Board Chairperson

  
County Clerk

31 Approved: 3 29 18

Vetoed: \_\_\_\_\_

32  
33  
34 Signed:   
35 \_\_\_\_\_  
County Executive



## Outagamie County sets referendum on dark store tax loopholes

Duke Behnke, USA TODAY NETWORK-Wisconsin Published 1:55 p.m. CT March 28, 2018



(Photo: Corey Schjoth/USA TODAY NETWORK-Wisconsin)

APPLETON - Voters in Outagamie County will get an opportunity to add their voice to the debate over Wisconsin's so-called dark store tax loopholes.

The County Board voted unanimously Tuesday to hold an advisory referendum on the issue during the Nov. 6 election.

Board Chairman Jeff Nooyen said he hopes Brown, Calumet, Winnebago, Waupaca and other Wisconsin counties will follow Outagamie's lead.

"We want to use the Fox Cities as a springboard for this," Nooyen told USA TODAY NETWORK-Wisconsin. "I'm going to be contacting the board chairs in Dane County, Waukesha County, Milwaukee County, Eau Claire, La Crosse, Marathon County — anywhere there's a large concentration of urban population and big-box operations."



Jeff Nooyen, Outagamie County Board chairman (Photo: Outagamie County)

The dark store tax loopholes allow big-box retailers like Menards, Walgreens and Walmart to obtain lower commercial property assessments, thereby saving them millions of dollars in property taxes.

The retailers argue that their buildings have been assessed based on their full business use, rather than on the actual value of the brick-and-mortar structures. They cite similar but vacant, or dark, stores as a fairer comparison for assessments.

County and municipal leaders contend the loopholes shift the property tax burden from chain retailers to homeowners and small businesses. They have been lobbying state lawmakers to pass legislation to close the loopholes.

To date, their efforts have been unsuccessful.

"The Senate adjourned last week without taking any action on it," Nooyen said. "That effectively puts it on ice until they reconvene in January."

**RELATED:** [Stores say they want fair property taxes; cities say that could cost you \(/story/news/2017/12/14/wisconsin-dark-store-cases-threaten-hike-your-property-taxes/919500001/\)](https://www.postcrescent.com/story/news/local/2017/12/14/wisconsin-dark-store-cases-threaten-hike-your-property-taxes/919500001/)

**RELATED:** [Cities and villages demand legislature close dark-stores loophole \(/story/news/2017/12/11/ashwaubenon-cities-and-villages-demand-legislature-close-dark-stores-loophole/932484001/\)](https://www.postcrescent.com/story/news/local/2017/12/11/ashwaubenon-cities-and-villages-demand-legislature-close-dark-stores-loophole/932484001/)

Last year, USA TODAY NETWORK-Wisconsin analyzed 130 dark store cases filed by big-box retailers against municipalities statewide since 2014. Of those cases, 67 were open. If each of them were settled, local governments would lose about \$774 million in taxable property value, the analysis determined.

3/29/2018

Outagamie County sets referendum on dark store tax loophole

Nooyen said an average Appleton homeowner could end up paying hundreds of dollars more in annual property taxes. The Outagamie County Board shared that view.

"Each time a big-box retailer gets a dark store tax break, homeowners, small businesses and other property owners have to pick up a greater share of the property tax levy," the board said in a resolution authorizing the referendum.

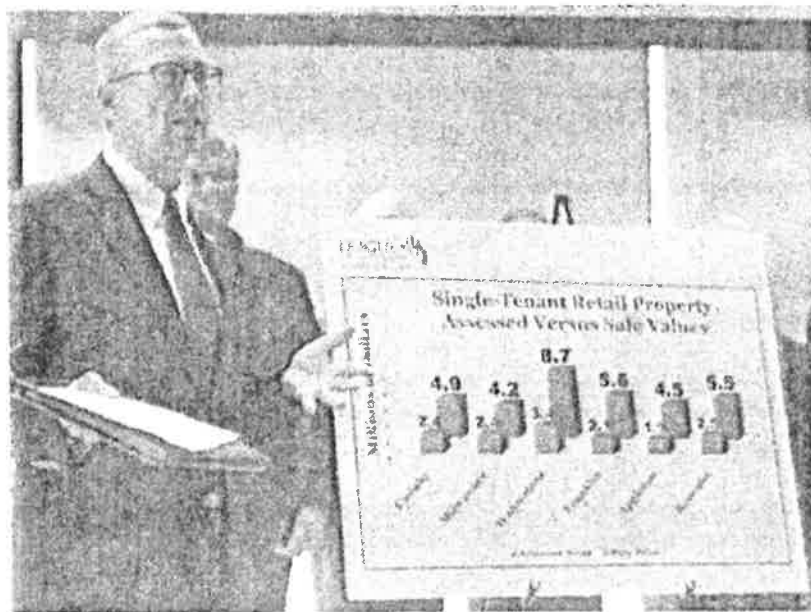
The question on the Nov. 6 ballot will ask,

*"Should the state Legislature enact proposed legislation that closes the dark store loopholes, which currently allow commercial retail properties to significantly reduce the assessed valuation and property tax of such properties, resulting in a substantial shift in taxes levied against other taxpaying entities, such as residential homeowners, and/or cuts in essential services provided by an affected municipality?"*

The countywide referendum will "provide guidance to the state Legislature as to the will of the Outagamie County electorate on this issue," the board said.

"The legislators need to understand that the people who vote them into office are going to be impacted," Nooyen said. "The only other side to this is the Wisconsin Manufacturers & Commerce and the large big boxes that they represent."

Buy Photo



Curt Witynski, assistant director of the League of Wisconsin Municipalities, talks at a press conference in December to demand that state lawmakers close the dark store tax loopholes. (Photo: Richard Ryman/USA TODAY NETWORK-Wisconsin)

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# **ADMINISTRATION & PERSONNEL COMMITTEE**

**Five county board supervisors**

**To act as the:**

**Administration/Executive Committee, see Chapter 2, Article IV,  
Division 6, Subdivision II,**

**And**

**Personnel**

**(Three of the committee members shall serve on Bargaining)**

## **Departments:**

- **Child Support Agency**
- **Corporation Counsel**
- **County Administrator**
- **County Clerk**
- **Information Systems**
- **Land Information Office**
- **Personnel**
- **Real Property Lister**
- **Register of Deeds**
- **Surveyor**
- **Veterans Services**

TION

**ADMINISTRATIVE/EXECUTIVE COMMITTEE  
COMPOSITION AND DUTIES**

- A. COMPOSITION. The Administrative/Executive Committee shall consist of five (5) County Board Supervisors, one of whom shall be either the County Board of Supervisors Chairperson or Vice Chairperson.
- B. DUTIES. The duties of the Committee shall be to:
- 1) Review issues referred by other County Board of Supervisors Committees or the County Board of Supervisors as a whole.
  - 2) Review issues referred by the County Board of Supervisors Chairperson when no other committee exists to handle the issue.
  - 3) Review other issues as approved by decision of the Corporation Counsel by subsequent County Board of Supervisors action.
  - 4) Serve as liaison between the County Board of Supervisors for the County Clerk and the Register of Deeds and the Surveyor and serve these elected officials' offices as necessary under the provisions of the Monroe County Personnel Policy Manual.
  - 5) Review and make recommendations on legislation and administrative rules affecting counties.
  - 6) **Serve as the information technology committee for the county.**
  - 7) Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board of Supervisors Ordinance, or Resolution, **motion** or as delegated by the Chairperson of the Monroe County Board of Supervisors.
  - 8) Serve as the committee of jurisdiction for the **County Administrator**, Corporation Counsel, the Child Support Director, the Information Systems Director, the ~~Land Records Coordinator~~, **the Surveyor**, the Real Property ~~Lister~~ **Coordinator/Land Information Officer**, and the Veterans Service Officer and the ~~Tourism and Economic Development Promotions Committee~~.

## PERSONNEL AND BARGAINING

- A. COMPOSITION:           The Personnel and Bargaining Committee shall consist of five (5) County Board Supervisors. Three members shall be named a sub-committee for purposes of union bargaining.
- B. DUTIES:                The duties of the committee shall be to:
1. Review and establish personnel policies and benefits for all employees and assure that the policies are updated in the Policy Manual and properly effected.
  2. Recommend an annual wage and salary plan, consider and review all other adjustments of salaries of county elected officials and employees, and recommend any adjustments to County Board.
  3. Seek necessary assistance and engage agencies or bodies to assist in evaluation and classification of various county positions, contract as needed to accomplish this purpose and prepare budget for any anticipated expenditures for assistance.
  4. Conduct all labor negotiations and recommend results to County Board.
  5. Recommend any changes in employee health, dental, and life insurance coverage or other employee benefits.
  6. Develop training and education plan for County employees.
  7. Perform additional duties as required or authorized by law, ordinance or resolution, or as delegated by the County Board Chairperson or County Administrator.

**Sec. 2-397. - Composition.**

☐

The administrative/executive committee shall consist of five county board supervisors, one of whom shall be the county board of supervisors chairperson and/or vice-chairperson.

(Code 1986, § 1.25(1))

**Sec. 2-398. - Duties.**

☐

The duties of the administrative/executive committee shall be to:

- (1) Review issues referred by other county board of supervisors committees or the county board of supervisors as a whole.
- (2) Review issues referred by the county board of supervisors chairperson when no other committee exists to handle the issue.
- (3) Review other issues as approved by decision of the district attorney by subsequent county board of supervisors action.
- (4) Serve as a liaison between the county board of supervisors and elected officials and serve elected officials' offices as necessary under the provisions of the Monroe County Personnel Policy Manual.
- (5) Review and make recommendations on legislation and administrative rules affecting counties.
- (6) Serve as a computer committee for the county. The finance committee chairman shall have a vote and the county clerk shall serve in an advisory capacity whenever computer program matters are handled by the committee.
- (7) Perform and execute such other additional work or duties as may from time to time be required or authorized by state law, county board of supervisors ordinance, resolution, motion or as delegated by the chairman of the county board of supervisors.
- (8) Serve as the committee on the code of ethics for public officials and employees in the county.

**Sec. 2-428. - Commencement of term; vacancies.** ☐

Terms for the commission on aging shall commence with the appointment to the commission. Terms for the citizen members shall commence on January 1 of the first year and shall run until December 31 of the third year, unless otherwise terminated.

(Code 1986, § 1.26(4); Ord. No. 91-92; Res. No. 08-16-14, 8-24-2016)

**Sec. 2-429. - Meetings; quorum.** ☐

The commission on aging and the advisory committee may meet separately or together. When meeting together, both committees shall constitute a committee of the whole and a majority of the membership of both committees, five members, shall constitute a quorum. Each vote will count. The commission on aging has three members and by a direct vote on any issue, two of the three members agreeing, may veto any action of the committee of the whole.

(Code 1986, § 1.26(5); Ord. No. 91-92)

**Secs. 2-430—2-456. - Reserved.** ☐

☐ Secs. 2-207—2-235. - Reserved.

ARTICLE V. - PERSONNEL BENEFITS ☐

## ADMINISTRATIVE/EXECUTIVE

A. COMPOSITION. The Administrative/Executive Committee shall consist of five (5) County Board Supervisors, one of whom shall be either the County Board Chair or Vice Chair.

B. DUTIES. The duties of the Committee shall be to:

(1) Review issues referred by other County Board committees or the County Board as a whole.

(2) Review issues referred by the County Board Chair when no other committee exists to handle the issue.

(3) Review other issues as approved by decision of the Corporation Counsel by subsequent County Board action.

(4) Serve as liaison between the County Board and the County Clerk, the Register of Deeds and the Surveyor and serve these elected officials' offices as necessary under the provisions of the Monroe County Personnel Policy Manual.

(5) Serve as the committee of jurisdiction for the Corporation Counsel, the Child Support Director, the Information Systems Director, the Land Records Coordinator, the Real Property Lister, the Veterans Service Officer and the Tourism and Economic Development Promotions Committee.

(6) Review and make recommendations on legislation and administrative rules affecting counties.

(7) Perform and/or execute other additional work or duties as may from time to time be required or authorized by state law, County Board Ordinance or Resolution or as delegated by the Chair of the Monroe County Board of Supervisors.



## PERSONNEL AND BARGAINING

- A. **COMPOSITION:** The Personnel and Bargaining Committee shall consist of five (5) County Board Supervisors. Three members shall be named a sub-committee for purposes of union bargaining.
- B. **DUTIES:** The duties of the committee shall be to:
1. Review and establish personnel policies and benefits for all employees and assure that the policies are updated in the Policy Manual and properly effected.
  2. Recommend an annual wage and salary plan, consider and review all other adjustments of salaries of county elected officials and employees, and recommend any adjustments to County Board.
  3. Seek necessary assistance and engage agencies or bodies to assist in evaluation and classification of various county positions, contract as needed to accomplish this purpose and prepare budget for any anticipated expenditures for assistance.
  4. Review and act on request for position reclassifications.
  5. Conduct all labor negotiations and recommend results to County Board.
  6. Examine, investigate, and act on employee grievances according to established procedure in cooperation with department heads.
  7. Oversee and recommend any changes in employee health and life insurance matters.
  8. Review, and make recommendations to County Board, if necessary, changes regarding departmental organization and staffing levels within authorized hours.
  9. Perform and/or execute other additional work duties as may from time to time be required or authorized by state law, County Board ordinance, County Board resolution, motion of the County Board, or as delegated by the chairperson of the Monroe County Board of Supervisors.