AGENDA - Personnel and Administrative Committee
Tuesday, March 18, 2014; 8:30 a.m.
Assembly Room of the Sawyer County Courthouse

1. Meeting Agenda


3. Courthouse Committee recommendation from Clerk of Court to appoint Chief Deputy Clerk of Court

4. Courthouse Committee recommendation to fill a Deputy Clerk of Court position

5. Courthouse Committee recommendation to fill a part-time child support specialist position

6. Public Safety Committee recommendation to fill vacant Patrol Deputy position and any resulting vacancies

7. UW-Extension Committee and HHSD recommendation to fill vacant Administrative Assistant position

8. Forestry Committee recommendation to fill a vacant Assistant Forestry Administrator position

9. Public Property recommendation to fill a vacant Maintenance mechanic position

10. Accounts payable new vendor entry and address changes procedure discussion from Highway Committee

11. Ambulance billing discussion and action

12. Resolution Establishing Total Annual Compensation for County Elected Officials – Sherriff and Clerk of Court and Coroner

13. Discussion and action on saving money items from Department Head Meetings - referendum and sales tax increase

14. Procedure and process for evaluations

15. Human Resources Report
   a. Monthly Expense Vouchers and Out of County Travel

16. Accounting Manager Report
   a. EO Johnson print management
   b. Document Management
   c. Monthly Expense Vouchers and out of County travel

17. Other Matters for Discussion Only

18. Closed session pursuant to sections 19.85(1) (a), (b), (c) and (e) Wisconsin Statues, for an employee grievance concerning a disciplinary action, to confer with legal counsel concerning the grievance and disciplinary action, and to review the terms for the engagement of legal services.

19. Adjourn
DRAFT - minutes of the meeting of the Personnel and Administrative Committee
Sawyer County Board of Supervisors
February 18, 2014, 8:30 a.m., Assembly Room, Sawyer County Courthouse

members present: Hal Helwig (Chair), Ron Kinsley, Warren Johnson, Kathy McCoy, Fred Zietlow, Jim Bassett, Dale Schleeter

also present: Human Resource Manager Michelle Jepson, Accounting Manager Melissa Roach, County Clerk Kris Mayberry

Motion by Zietlow, 2nd by Johnson, to approve the meeting agenda. Motion carried.

Motion by Schleeter, 2nd by Zietlow, to approve the January 14, 2014 meeting minutes. Motion carried.

County Clerk Kris Mayberry advised the Committee that he had made presentations before most of the committees of the County Board and to a meeting of County department heads concerning the need for establishing a procedure to review, prioritize, and reduce the County's expenditures during 2014. The need to do this results from an early projection that the expenditures and revenues from the 2013 Sawyer County Budget will not result in a net surplus of funds from the over-projection of expenditures and/or under-projection of revenues, and that there may even be a deficit for the year 2013. Mr. Mayberry noted that the 2014 Sawyer County Budget includes the use of $330,278 from an audited surplus from the 2012 Sawyer County Budget as revenue to reduce the levy, and that developing the 2015 Sawyer County budget would be problematic if there is not a surplus available to utilize from the 2013 Sawyer County Budget. The Committee discussed that, in addition to utilization of the $330,278 to reduce the levy, the Health and Human Services Department utilized $62,430 from the Health and Human Services Department Fund balance to reduce their requested allocation to offset Health and Human Services Department expenses in the 2014 Sawyer County Budget.

Human Resource Manager Michelle Jepson reported that Clerk of Court Claudia Burgan appointed Patsy Aubart to the Chief Deputy Clerk of Court position, effective January 13, 2014. Ms. Jepson advised the Committee that Ms. Aubart's current wage as Deputy Clerk of Court is $17.97 per hour and that Ms. Burgan's wage as Chief Deputy Clerk of Court was $19.99 per hour. The Committee discussed that there is no requirement that there is a Chief Deputy Clerk of Court. Motion by Schleeter, 2nd by Bassett, to refer the issue back to the Courthouse Committee for further discussion and consideration. Motion carried.

The Committee reviewed the Public Safety Committee recommendation for approval to fill a vacant (due to retirement) Patrol Deputy position and any resulting vacancies. Sheriff Kelsey had informed the Public Safety Committee that Deputy Pat Retzlaff will be retiring and that Deputy DePew has posted into Deputy Retzlaff's position. The Committee discussed that negotiations are pending with Sawyer County's law enforcement employee bargaining unit for a bargaining unit agreement for 2014, that the cost of Sheriff's Department positions are therefore not established, and that the Sheriff's Department is able to fill the Patrol Deputy shifts with part-time deputies until the full-time position is filled. Motion by Kinsley, 2nd by Zietlow, to refer filling the full-time position back to the Public Safety Committee for further consideration. Motion carried.

The Committee discussed that Sawyer County Veterans Service Officer (CVSO) Boeckman advised the Public Safety Committee that he plans to retire March 31, 2014. Mr. Boeckman requested permission to fill the CVSO position and recommended that Renee Brown, the Assistant CVSO, be hired to fill the CVSO position, and pending approval of that recommendation, that the Assistant CVSO position be filled. The Public Safety Committee recommends Personnel and Administrative Committee and County Board approval to fill the vacant CVSO position with Renee Brown pending testing requirements, and recommends a beginning compensation for the CVSO position from $38,000 to $45,000 per year. Motion by Johnson, 2nd by Bassett, to offer the CVSO position to Renee Brown with a starting wage of $21.00 per hour. The motion failed. Motion by Kinsley, 2nd by Zietlow, to recommend County Board approval to offer the CVSO position to Renee Brown with a starting wage of $21.63 ($45,000 annual) with a review of the position compensation after 6 months. Motion carried.

Motion by McCoy, 2nd by Schleeter, to recommend County Board approval to fill the Assistant Sawyer County Veterans Service Officer (CVSO) position as a 40 hour a week position with a starting wage between $16 and $18 per hour. Motion carried.

The Committee discussed the Agriculture and Extension Education Committee recommendation to fill the Secretary/Administrative Assistant position in the University of Wisconsin-Extension Department with a part-time Secretary/Administrative Assistant. The position is vacant due to the transfer of a full-time employee to another department. University of Wisconsin-Extension Department Chair Lori Laberee advised the Personnel and Administrative Committee that the Department continues to believe that a full-time Secretary/Administrative Assistant is needed to support the programs of the Department. Motion by Kinsley to approve filling the position with a full-time employee. There was no second to the motion. Motion by Bassett, 2nd by Schleeter, to refer the issue back to the Agriculture and Extension Education Committee for further consideration. Motion carried.
The Committee reviewed a request to fill a Prevention Specialist/AODA Counselor position in the Health and Human Services Department. The need to fill the position results from the resignation of an employee in that position. The Committee discussed that the Health and Human Services Board will meet this evening to review the request and determined to table consideration of the request until it has been addressed by the Health and Human Services Board. The Committee reviewed a request to approve allowing a current AODA Counselor to work 40 hours a week until the vacant Prevention Specialist/AODA Counselor position is filled. Motion by McCoy, 2nd by Johnson, to recommend County Board approval of the request. Motion carried.

County Forest Administrator Greg Peterson presented information and requested approval to hire a Forester/Recreational Coordinator for the Forestry Department. Motion by Zietlow, 2nd by Johnson, to recommend County Board approval of the request. Motion carried.

Human Resource Manager Michelle Jepson presented a proposed resolution establishing annual compensation for the Clerk of Court position and the Sheriff position for 2015 through 2018. Motion by Johnson, 2nd by Zietlow, to table consideration of the resolution. Motion carried.

Human Resource Manager Michelle Jepson presented a proposed resolution establishing annual compensation for the Coroner position for 2015 through 2018. Motion by Johnson, 2nd by Bassett, to recommend County Board approval for the compensation of the Coroner to remain the same as the current compensation for 2015 through 2018. Motion carried.

Health and Human Services Board Chair Kathy McCoy reviewed with the Committee a self-evaluation form she intends to use for the evaluation of the Health and Human Services Department Director. Input would be received from Health and Human Services Department unit directors. The results of the evaluation would be reviewed by the Executive Committee of the Health and Human Services Board.

The Committee reviewed the Highway Committee recommendation to approve a $1 per hour wage increase for the Highway Department Office Manager position, effective February 23, 2014. The Committee discussed whether a wage increase should be considered pending completion of the compensation study now in progress. Motion by Bassett, 2nd by Schleeter, to table consideration of the Highway Committee recommendation. The motion failed. Motion by Kinsley, 2nd by Zietlow, to recommend County Board approval the Highway Committee recommendation. Motion carried.

The Committee discussed a request for a wage adjustment for Accounting Manager Melissa Roach. Motion by McCoy, 2nd by Kinsley, to have Human Resource Manager Michelle Jepson do a formal evaluation of Ms. Roach for the Committee’s consideration. Motion carried.

The Committee reviewed County Board members Bruce Paulsen’s proposal to establish an Administrative Coordinator position. Motion by Bassett, 2nd by Zietlow, to table consideration of the proposal. Motion carried.

The Committee reviewed Human Resource Manager Michelle Jepson’s request for approval to attend a meeting of personnel directors being held March 7th in the Wisconsin Dells. Motion by McCoy, 2nd by Zietlow, to approve the request. Motion carried.

Accounting Manager Melissa Roach presented a written report and requested approval for the payment of dues and for her attendance at an annual meeting of Wisconsin finance officers. Motion by McCoy, 2nd by Johnson, to approve the requests. Motion carried.

The Committee discussed E.O. Johnson’s proposal for a print management system for the County. The proposal includes an agreement with E.O. Johnson for the lease of printers/copiers/scanners throughout the Courthouse. The Committee determined to refer the proposal for discussion at an upcoming meeting of County department heads. The Committee also requested that a proposal for a document management system be discussed at the meeting of County department heads.

The Committee discussed having the evaluation of department heads and employees on the March meeting of the Committee.

Motion by Schleeter, 2nd by Bassett, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry
minutes of the meeting of the Courthouse Committee
Sawyer County Board of Supervisors
February 13, 2014, 6:30 p.m., Assembly Room, Sawyer County Courthouse

members present: Dale Schleeter (Chair), Walt Jaeger, Ron Kinsley, Bill Voight

also present: Clerk of Court Claudia Burgan, Child Support Department Director Sandy Okamoto, County Surveyor/Land Records Department Director Dan Pleoger, Information Technology Department Director Mike Coleson, County Clerk Kris Mayberry

Motion by Kinsley, 2nd by Jaeger, to approve the meeting agenda as presented. Motion carried.

Motion by Voight, 2nd by Jaeger, to approve the January 9, 2014 meeting minutes. Motion carried.

Clerk of Court Claudia Burgan advised the Committee that she appointed Patsy Aubart as Chief Deputy Clerk of Court. The Committee discussed the classification and compensation issues relating to that appointment. Motion by Jaeger, 2nd by Voight, to refer those issues to the Personnel and Administrative Committee. Motion carried.

County Surveyor/Land Records Department Director Dan Pleoger presented the proposed agreement for the 2014 Wisconsin Land Information Program Grant establishing the terms and conditions for the administration of Sawyer County’s 2014 award of $26,831 from the Wisconsin Department of Administration for the modernization of Sawyer County’s land records. Motion by Jaeger, 2nd by Kinsley, to recommend County Board approval of the agreement. Motion carried.

The Committee reviewed a proposal for the purchase and installation of Fidlar Technologies’ “Elmer Mode” software module to integrate the Register of Deeds Laredo document imaging system with the County’s Novus land records software system. The module uses an “Elmer” prefix and the Windows Clipboard to display an image in Laredo without having to do a search. The cost of the purchase and installation is $5,000. Motion by Kinsley, 2nd by Jaeger, to recommend County Board approval of the purchase and installation with the funds to come from the funds collected by the Register of Deeds Office, pursuant to section 59.72(3), Wisconsin Statutes, to develop, implement, and maintain the countywide plan for land records modernization. Motion carried.

County Surveyor/Land Records Department Director Dan Pleoger again reviewed with the Committee that nothing has been done to move forward with the project which would require all municipalities to change duplicate road names. The County Board, at their meeting held July 18, 2013, approved the project, including that Sawyer County will pay for one half of the purchase price for new road signs, that installation of the new signs will be performed by and at the expense of each municipality, and that the project is to be completed by December 31, 2016. Mr. Pleoger presented his concerns that the project is not moving forward to the County Board at their meeting held for January 16, 2014, indicating that the Land Records Department does not have sufficient staff to perform the tasks required by the project. The County Board determined to move the deadline for municipalities to change duplicate road names from December 31, 2016 to July 31, 2017. Mr. Pleoger indicated to the Committee that, with current staffing levels, moving the deadline will not assure that the project will be completed. The Committee determined to obtain and review additional information before proceeding with the project.
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2014
REQUEST TO FILL VACANCY IN BUDGETED POSITION

Title of Position: Deputy Clerk of Court (replacing the position leaving 5/16/2014)

Department: Clerk of Court

# of Positions to be Filled: 1

Brief description of duties of this position:
This deputized position provides complex support for the court system under the provisions of Wisconsin State Statute 59.40. Under the direction of the Clerk of Court or Chief Deputy, this position performs a variety of duties which require skilled clerical, record keeping, computer and public contact work. The position requires skills in court procedures, including jury management and keeping minutes in court. Considerable judgment is required in screening calls, answering questions of the public, prioritizing work and adapting to changes in procedure. Knowledge of all duties performed by others within the Clerk of Court office to provide backup is required.

Entry, docketing, disposition and scheduling of cases. Court clerking, scanning files, case and exhibit disposition. Prepare any necessary reports. Immediately docket and satisfy judgments/lien. Prepare files for appeal within deadlines specified by Statutes.

A variety of clerical duties including answering the phone, taking messages, and referring calls; receipting monies; filing small claims and divorces, etc.; preparing bonds, restraining orders, payment plans and wage assignments; and providing general information.

Can this position be eliminated and the functions performed by remaining staff? (please explain)
After analyzing the position, department and case load I do not believe that it can be eliminated.

- There is more court with Judge Wright than there was in the past – he runs court from about 8:15 a.m. until 4:00 p.m. almost every day. This takes a clerk out of the office every day. If there is a visiting judge and small claims that takes three out of the five of us out of the office.
- The office has kept the passports to continue to collect the revenue associated with them, but they do take quite a bit of time to handle them.
- The office spends a lot of its time doing the paperwork associated with collections. This has worked out well for the department since the collections are still very good.

Are these duties the responsibility of Sawyer County government or can they be fulfilled by an outside agency?
These duties are the responsibility of Sawyer County government and can not be filled by any outside agency – this position handles the court system for Sawyer County.
What is the anticipated annual cost of this position (including benefits, if any)?
Total package with wages and benefits is approximately $63,000.

What is the source of funding for this position?
This position is all levy money however, it must be noted that with these positions the office collects and generates a lot of money for the County.

Bailf - bail forfeiture is money the court orders forfeited to the county and that we collect
INTJ - interest on judgments is 100% Sawyer County money - we charge 12% interest on the
Judgments we take on unpaid fines and forfeitures
Case filings generate revenue for the county
IIDS and payplan application fees as well as passports

Position is: ___ approved by the ___________________________ Date: ______________
___ denied __________________ (committee)
SAWYER COUNTY
Position Description

TITLE: Deputy Clerk of Circuit Court

DEPARTMENT: Clerk of Circuit Court

SUPERVISOR: Clerk of Circuit Court

GENERAL DESCRIPTION:

This deputized position provides complex support for the court system under the provisions of Wisconsin State Statute 59.40.

DUTIES AND RESPONSIBILITIES:

The Clerk of Circuit Court’s office currently employs more than one Deputy Clerk of Circuit Court. The position descriptions for this office break down duties as they are currently assigned to specific positions. This should not be interpreted to imply that the Deputy positions have any rights to perform certain duties or cannot be assigned different duties. Each Deputy Clerk of Circuit Court position may be assigned duties at the Clerk of Circuit Court’s sole discretion.

This position is assigned as primary clerk in the courtroom for hearings of various types and duties of Network Administrator and is expected to independently complete all tasks necessary for accomplishing the overall activity. Responsible for preparing files for court; all aspects of child support/paternity cases, DNR, zoning and juvenile forfeiture citations; assist with filing court documents, case dispositions; process files from court; counter and phone inquiries; process passport applications and appeals; enter judgments, liens, warrants and satisfactions; coordinate jury panels; maintain law library; back up other positions in the office as needed. Other duties as demanded by administrative need or requested and assigned by the Clerk.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

High School diploma or equivalent and working knowledge of the court system. An Associate Degree in office administration, paralegal, or a related field is preferred. Ability to hear, talk and see. Mathematical abilities including percentages, fractions, and decimals. Must possess strong computer skills; work independently; communicate clearly, concisely and tactfully; accurately perform work within strict time limits; maintain a high level of confidentiality, discretion and integrity; establish and maintain effective working relationship with government officials, staff, legal community and the general public. Must be available, if necessary, to clerk Court proceedings which extend beyond the normal working hours.
CLOSING STATEMENT:

This position description has been prepared to assist in evaluating responsibilities, duties and skills of the position. The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the County and employee and is subject to change by the County as the needs of the County and the requirements of the position change.

FAIR LABOR STANDARDS ACT CATEGORY: Non-Exempt Position

Reviewed by Employee ___________________________

Approved by Supervisor ___________________________

Approved by Human Resources Manager ___________________________

Date

Date

Date
REQUEST TO FILL VACANCY IN BUDGETED POSITION

Title of Position: Part Time Child Support Specialist

Department: Child Support Specialist     # of Positions to be Filled: 1

Brief description of duties of this position:
The purpose of this position is to provide direct support to the Child Support Agency by taking necessary steps to establish and/or support enforce child support obligations for assigned caseload. This position will draft court pleadings, attend and testify at court hearings, research assets and income, review CARES information, review existing orders regarding custody and placement and be available to discuss cases with customers in person and via telephone. Work requires independent judgment, intuition, the ability to work in a high stress environment and the ability to multi-task. The Child Support Specialist reports to the Child Support Director.

Can this position be eliminated and the functions performed by remaining staff? (please explain)
No. The staff previously handling this portion of the alphabet retired in October 2012. The Director assumed this caseload upon his retirement due to pending cases transferring to the Lac Courte Oreilles child support agency.

Are these duties the responsibility of Sawyer County government or can they be fulfilled by an outside agency?
These duties are the responsibility of Sawyer County government and can not be filled by any outside agency.

What is the anticipated annual cost of this position (including benefits, if any)?
Total package with wages and benefits budget for 2014 was approximately 910 hours @$17.84 for cost of $16,234.40 when you add in FICA, retirement, and work comp her total amount was $18,697.01.

What is the source of funding for this position?
This position is levy money however; the County does receive money from the State for the Child Support Agency. Reimbursement rate is 66.6%.

Position is:     approved     by the _______________________________     Date: ____________________

  denied     (committee)
SAWYER COUNTY
Position Description

TITLE: Child Support Specialist

DEPARTMENT: Child Support Agency

SUPERVISOR: Child Support Director

GENERAL DESCRIPTION:

The purpose of this position is to provide direct support to the Child Support Agency by establishing and maintaining case records; logging activities of clients; and performing effective enforcement and establishment activities required by state and federal statutes, laws, rules, policy and regulations governing the Child Support program. The Child Support Specialist must adhere to the guidelines granted by the State of Wisconsin Bureau of Child Support. This employee will be dealing with the public by telephone and personal contact.

DUTIES AND RESPONSIBILITIES:

• Adhere to strict confidentiality requirements
• Responsible for establishment and all enforcement of approximately 400 case files, to include:
  - Accept applications and conduct interviews
  - Research all local, state, public or private record resources
  - Examine, verify and pursue all information and leads
  - Gather information and facts regarding financial resources
  - Read and understand KIDS reports and perform appropriate follow-up
  - Monitor case for compliance and set for court, if needed, or refer for criminal non-support
  - Initiate and/or enforce interstate cases
• Prepare documents in KIDS
• Work cooperatively with internal and external agencies
• Develop and implement effective work plans and procedures
• Complete assigned tasks and reports within required timeframes set by law, regulation or policy
• Perform back-up clerical duties (answering phones, receptionist)
• Other duties as assigned by the Director
QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- Associate degree in related field or paralegal certificate preferred.
- Familiarity with the court system and how it operates
- Experience in child support program and/or human services
- Experience dealing with the public
- Interpersonal skills to handle difficult and stressful situations
- Knowledge of computer software
- Must be bondable
- Must possess a valid driver’s license or have the ability to independently travel to required training sessions

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FAIR LABOR STANDARDS ACT CATEGORY:  Non-Exempt Position

Reviewed by Employee

Date

Approved by Supervisor

Date

Approved by Human Resources Manager

Date
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Motion by Schleeter, 2nd by Zietlow, to approve the January 14, 2014 meeting minutes. Motion carried.

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Human Resource Manager Michelle Jepson reported that Clerk of Court Claudia Burgan appointed Patsy Aubart to the Chief Deputy Clerk of Court position, effective January 13, 2014. Ms. Jepson advised the Committee that Ms. Aubart’s current wage as Deputy Clerk of Court is $17.97 per hour and that Ms. Burgan’s wage as Chief Deputy Clerk of Court was $19.99 per hour. The Committee discussed that there is no requirement that there is a Chief Deputy Clerk of Court. Motion by Schleeter, 2nd by Bassett, to refer the issue back to the Courthouse Committee for further discussion and consideration. Motion carried.

The Committee reviewed the Public Safety Committee recommendation for approval to fill a vacant (due to retirement) Patrol Deputy position and any resulting vacancies. Sheriff Kelsey had informed the Public Safety Committee that Deputy Pat Retzlaff will be retiring and that Deputy DePew has posted into Deputy Retzlaff’s position. The Committee discussed that negotiations are pending with Sawyer County’s law enforcement employee bargaining unit for a bargaining unit agreement for 2014, that the cost of Sheriff’s Department positions are therefore not established, and that the Sheriff’s Department is able to fill the Patrol Deputy shifts with part-time deputies until the full-time position is filled. Motion by Kinsley, 2nd by Zietlow, to refer filling the full-time position back to the Public Safety Committee for further consideration. Motion carried.

The Committee discussed that Sawyer County Veterans Service Officer (CVSO) Boeckman advised the Public Safety Committee that he plans to retire March 31, 2014. Mr. Boeckman requested permission to fill the CVSO position and recommended that Renee Brown, the Assistant CVSO, be hired to fill the CVSO position, and pending approval of that recommendation, that the Assistant CVSO position be filled. The Public Safety Committee recommends Personnel and Administrative Committee and County Board approval to fill the vacant CVSO position with Renee Brown pending testing requirements, and recommends a beginning compensation for the CVSO position from $38,000 to $45,000 per year. Motion by Johnson, 2nd by Bassett, to offer the CVSO position to Renee Brown with a starting wage of $21.00 per hour. The motion failed. Motion by Kinsley, 2nd by Zietlow, to recommend County Board approval to offer the CVSO position to Renee Brown with a starting wage of $21.63 ($45,000 annual) with a review of the position compensation after 6 months. Motion carried.

Motion by McCoy, 2nd by Schleeter, to recommend County Board approval to fill the Assistant Sawyer County Veterans Service Officer (CVSO) position as a 40 hour a week position with a starting wage between $16 and $18 per hour. Motion carried.

The Committee discussed the Agriculture and Extension Education Committee recommendation to fill the Secretary/Administrative Assistant position in the University of Wisconsin-Extension Department with a part-time Secretary/Administrative Assistant. The position is vacant due to the transfer of a full-time employee to another department. University of Wisconsin-Extension Department Chair Lori Laberee advised the Personnel and Administrative Committee that the Department continues to believe that a full-time Secretary/Administrative Assistant is needed to support the programs of the Department. Motion by Kinsley to approve filling the position with a full-time employee. There was no second to the motion. Motion by Bassett, 2nd by Schleeter, to refer the issue back to the Agriculture and Extension Education Committee for further consideration. Motion carried.
REQUEST TO FILL VACANCY IN BUDGETED POSITION

Title of Position: Patrol Deputy

Department: Sheriff's  # of Positions to be Filled: 1

Brief description of duties of this position:
A Deputy Sheriff performs law enforcement patrol duties. This vacancy was created through the retirement of a Deputy Patrol. This position will be posted and after the posting(s) process is complete, a Road Deputy position will be vacant.

Can this position be eliminated and the functions performed by remaining staff? (please explain)
The Sheriff requests that the position be filled to retain the current level of law enforcement coverage for the safety of the public and the other Deputies.

Are these duties the responsibility of Sawyer County government or can they be fulfilled by an outside agency?
Providing Law Enforcement is a statutory requirement of the County.

What is the anticipated annual cost of this position (including benefits, if any)?
Total package with wages and benefits is approximately the following:

Base cost for Full-Year – 2014 1982 hours per year at $22.93 $45,447.26
Holiday pay $2,201.00
FICA @ 7.65% $3,643.00
WI Retirement @ 10.8% $5,146.00
Subtotal $56,439.00
Plus Health insurance (including HRA contribution)
Single $7,890.78 Limited Family $17,334.60
Family $22,094.60

What is the source of funding for this position?
This position is levy money

Position is: ___ approved by the Public Safety Committee ___ denied (committee)

Date: 03/08/2012
Sawyer County
Position Description

Position: Deputy Sheriff/Patrolman
Department: Sheriff
Position in organization: Reports to the Chief Deputy

Basic Function
Under general supervision, patrols Sawyer County protecting the lives and property of
residents through the enforcement of laws and ordinances, investigates criminal activity
and provides emergency assistance to individuals in need. The Officer filling this
position will appreciate and adhere to the vision, mission and core values of the Sawyer
County Sheriff’s Office.

The work schedule for this position is to be set by the Sheriff or Chief Deputy. The
Deputy filling this position will not only be required to work patrol shifts but will also
have to assist with follow up investigations and special assignments and work flexible
hours at the discretion of the Sheriff or Chief Deputy.

Illustrative Examples of Duties
- Operates a marked patrol car and serves as a visible deterrent to crime, remaining
  watchful of possible criminal activity and responding to suspicious incidents
- Regulates traffic when necessary and issues traffic citations
- Responds to radio dispatches from the Communication Center, proceeding to the
  area directed, interviewing parties and providing assistance or making arrests as
  warranted
- Performs preliminary and follow-up investigation at the scene of an accident or
  reported incident
- Provides first aid in emergency situations, calling in additional medical or rescue
  help as needed
- May participate in undercover work or performs special duty assignments issued
  by Sheriff or Chief Deputy
- Produces detailed log of on duty activities and reports of all official actions taken
- Case reports will be in accordance with the guidelines and procedures of the in-
  house computerized programs
- Attends and participates in required training and activities, may be called to
  testify in court
- Performs other related duties as required or assigned
Knowledge, skills and abilities

The attributes listed below are representative of the knowledge, skill, and/or ability required:

- The ability to communicate effectively, both orally and in writing
- The ability to work without supervision and to make appropriate decisions
- The ability to analyze emergent and non-emergent situations quickly and objectively, and determine the proper course of action
- The ability to work with a diverse population
- Knowledge of state statutes, union contracts, Department policies and procedures
- Ability to problem-solve
- Ability to establish and maintain satisfactory working relationships with coworkers and the general public
- Ability to dictate reports and use a computer
- Must be of good character
- Physically conditioned to perform essential functions of a law enforcement officer; must be able to walk, talk, see and hear; work on feet and sit for long periods of time; bend and reach and have the physical ability to restrain and subdue prisoners.

Required Skills

- Requires ability to pass required physical examinations
- Requires ability to qualify with appropriate firearms per Department Policy and applicable law as required
- Requires ability to successfully complete all required probation and training programs
- Requires the ability to testify in Court accurately and succinctly

Education and Experience

Graduation from a standard high school or equivalent and a minimum of 18 years of age with a valid Wisconsin driver's license

The applicant must be Wisconsin Training & Standards board certified as a law enforcement officer; including completion of the Wisconsin Training and Standards Board required 520 hours of basic recruit training

Minimum two (2) year associates degree in criminal justice from an accredited technical school, or a minimum of sixty (60) college level credit hours, if applicable

No felony, extensive misdemeanor, or domestic crime convictions
This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of the positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Reviewed by Employee

Date

Approved by Supervisor

Date

Approved by Human Resources Director

Date
minutes of the meeting of the Personnel and Administrative Committee
Sawyer County Board of Supervisors
February 18, 2014, 8:30 a.m., Assembly Room, Sawyer County Courthouse

members present: Hal Helwig (Chair), Ron Kinsley, Warren Johnson, Kathy McCoy, Fred Zielow, Jim Bassett, Dale Schleeter

also present: Human Resource Manager Michelle Jepson, Accounting Manager Melissa Roach, County Clerk Kris Mayberry

Motion by Zielow, 2nd by Johnson, to approve the meeting agenda. Motion carried.

Motion by Schleeter, 2nd by Zielow, to approve the January 14, 2014 meeting minutes. Motion carried.

County Clerk Kris Mayberry advised the Committee that he had made presentations before most of the committees of the County Board and to a meeting of County department heads concerning the need for establishing a procedure to review, prioritize, and reduce the County’s expenditures during 2014. The need to do this results from an early projection that the expenditures and revenues from the 2013 Sawyer County Budget will not result in a net surplus of funds from the over-projection of expenditures and/or under-projection of revenues, and that there may even be a deficit for the year 2013. Mr. Mayberry noted that the 2014 Sawyer County Budget includes the use of $330,278 from an audited surplus from the 2012 Sawyer County Budget as revenue to reduce the levy, and that developing the 2015 Sawyer County budget would be problematic if there is not a surplus available to utilize from the 2013 Sawyer County Budget. The Committee discussed that, in addition to utilization of the $330,278 to reduce the levy, the Health and Human Services Department utilized $62,430 from the Health and Human Services Department Fund balance to reduce their requested allocation to offset Health and Human Services Department expenses in the 2014 Sawyer County Budget.

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REQUEST TO FILL VACANCY IN BUDGETED POSITION

Title of Position: Receptionist/Secretary III

Department: Health and Human Services # of Positions to be Filled: 1

Brief description of duties of this position:
This position will provide clerical support to the Health and Human Services Department. The Receptionist/Secretary greets and directs all visitors, vendors and customers, handles incoming calls and performs general clerical duties, calling for familiarity with agency procedures. This position is responsible for data input of agency payroll and classifying and recapping agency receipts. This position will also assist other administrative staff with an overflow of work, including word processing and data entry tasks.

Can this position be eliminated and the functions performed by remaining staff? (please explain)
Not at this time, this position performs the payroll function for the department and will provide backup to many different clerical positions in order to give them time to perform all duties related to their positions. This position is very critical to the HHSD operations running effectively and efficiently.

Are these duties the responsibility of Sawyer County government or can they be fulfilled by an outside agency?
These duties could not be filled by contractors outside of the County due to the confidentiality nature of the Health and Human Services Department.

What is the anticipated annual cost of this position (including benefits, if any)?
Total package with wages and benefits is approximately $60,000 (includes family benefits).

What is the source of funding for this position?
This position will be levy and also monies from different grants funding sources at times the position is performing duties related to different areas of Health and Human Services.

Position is: ___ approved by the _____________________________ (committee) ___ denied Date: ________________
SAWYER COUNTY
Position Description

TITLE: Receptionist/Secretary

DEPARTMENT: Sawyer County Health and Human Services

SUPERVISOR: Health and Human Services Financial Manager

GENERAL DESCRIPTION:

The purpose of this position is to provide clerical support to the Health and Human Services Department. The Receptionist/Secretary greets and directs all visitors, vendors and customers, handles incoming calls and performs general clerical duties, calling for familiarity with agency procedures. This position is responsible for data input of agency payroll and classifying and recapping agency receipts. This position also may assist other administrative staff with an overflow of work, including word processing and data entry tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

Back up receptionist for the Agency.

Back up receptionist for the Public Health Department.

Respond to inquiries from clients and the public about agency services.

Assess needs of clients and refer them to appropriate services available throughout the agency, making appointments as applicable.

Answer the telephone and transfer calls to the appropriate individuals or department units.

Take telephone messages for staff.

Input data on various agency systems using a variety of computer programs including, but not limited to, PowerPoint, Excel, Word, WordPerfect and specialized agency and state programs.

Type a variety of forms, letters, reports and memos.

Receive and distribute mail.

Organize and maintain office files and records.

Prepare and recap agency payroll.

Maintain agency client number database.
Recap and verify agency receipts; depositing money with county treasurer.

**QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION/EXPERIENCE: High school diploma or its equivalent and two year's office experience with competency in computer use. An Associate Degree or higher is preferred, or an acceptable combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend instructions and write short correspondence and memos. Must possess excellent oral communication skills, including the ability to effectively present information in one-on-one situations to the general public.

MATHEMATICAL SKILLS: Ability to perform basic mathematical functions, including ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER QUALIFICATIONS: Proficiency and accurate typing using a typewriter or word processor; ability to operate a variety of office machines and computer equipment and programs. Must possess a high degree of organizational skills. Individuals in this position must maintain confidentiality of clients, staff and agency information, must be able to meet the public and get along well with others, and must demonstrate a sensitivity to persons with social challenges. Proficiency in Microsoft Excel.

PHYSICAL DEMANDS: While performing the duties of this position, the employee is regularly required to sit for long periods of time. The employee is frequently required to use hands to finger, handle or feel and must have the physical capabilities to operate various types of office equipment including computers, printers, copy machines, telephone systems and fax machines. The person in this position must be able to see, hear within normal voice ranges and speak clearly in order to effectively interact with the public. The employee must occasionally lift and/or move up to 25 pounds.

The physical demands described here are representative of those that must be met in order for an individual to perform all the functions of the position. Reasonable accommodations may be offered to enable an individual with disabilities to perform the essential functions of the position.

**CLOSING STATEMENT:**
This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. The duties listed above are intended as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the County and employee and is subject to change by the County as the needs of the County and the requirements of the position change.

**FAIR LABOR STANDARDS ACT CATEGORY:**

Non-exempt position.

Reviewed by Employee

Date

Approved by Supervisor

Date

Approved by Human Resources Manager

Date
REQUEST TO FILL VACANCY IN BUDGETED POSITION

Title of Position: Assistant Forest Administrator

Department: Forestry # of Positions to be Filled: 1

Brief description of duties of this position:
Duties of this position would be to assist in the management of County Forest timber sale and recreational program, including the preparation of timber sale tracts for sale, assisting in the review of timber sale tracts, and prospectus preparation, assisting in forest planning including annual allowable harvest and the planning and direction of WDNR County Forest Hours. Also position will assist in the planning, development, and maintenance of recreational areas and trails.

Can this position be eliminated and the functions performed by remaining staff? (please explain)
Not if current levels of timber sale establishment are to be maintained or increased. (Please see attached sheet outlining past productivity levels and future goals.)

Are these duties the responsibility of Sawyer County government or can they be fulfilled by an outside agency?
All duties are the responsibility of Sawyer County. County Forest management is mandated by Chapter 28 of Wisconsin State Statutes. Recreational trails management requires the County to be the project sponsor to be eligible for all motorized trail grants including annual maintenance, development, acquisition, and rehabilitation of trails and bridges.

What is the anticipated annual cost of this position (including benefits, if any)?
Anticipated cost would be $48,360 per year in salary ($23.25/hr) plus $27,000 in benefits.

What is the source of funding for this position?
Sawyer County would be sole source of funding for this position. Position is already budgeted.

Position is: _____ approved by the __________ (committee) _____ denied

Date: ____________________
SAWYER COUNTY
Position Description

TITLE: Assistant County Forest Administrator

DEPARTMENT: Forestry

SUPERVISOR: County Forest Administrator

The purpose of this position is to assist the County Forest Administrator in carrying out the County Forest Program as required by the Sawyer County Forest Comprehensive Land Use Plan and by Chapter 28 of the Wisconsin State Statutes.

GENERAL DESCRIPTION:

This position performs a variety of duties to assist with the management of the Sawyer County Forest and recreational roads and trails within the County in accordance with the Sawyer County Forest Comprehensive Land Use Plan, Sawyer County Forest Ordinances, and applicable State Statutes, codes, and guidelines.

DUTIES AND RESPONSIBILITIES:

Forest Management
Assist in managing the timber sales program on County lands, including conducting compartment reconnaissance, identifying and selecting timber stands for potential timber sales, and cruising timber sales.

Assist in the development of the annual allowable cut for sustainable timber harvest on the County Forest.

Assist in the annual planning and day to day direction and supervision of WDNR County Forest Hours.

Prepare timber tracts for advertisement and sale.

Assist in reviewing timber sale tracts and the preparation of timber sale prospectus.

Administer timber sales as assigned; ensure contractors adhere to contract terms and conditions, document inspections and report non-compliance issues, advise County Forest Administrator of corrective action recommendations.

Assist in the planning, layout, and supervision of reforestation projects.

Communicate and coordinate potential problems between various forest user groups.
Recreation, Roads and Trails
Assist in the planning, development, and maintenance of recreational areas.
Inspect recreational trails and forest road system for compliance and identify maintenance needs.

Assist in the planning, layout and/or supervision of recreational trails and forest roads. Inspect proposed routes for new trails or roads and make recommendations to County Forest Administrator and, as directed to the County Forest Committee, Board of Supervisors or user groups.

Coordinate with the County Recreational Officer for any law enforcement needs associated with forest recreation or other County Forest Ordinance violations.

Coordinate and assist with County Surveyor as needed to establish cutting boundaries along private property.

Maintain accurate records and documentation of daily activities.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:
Bachelor’s degree in the field of Forestry Management or related field. Must demonstrate basic knowledge of forest management including dendrology, silvics, silviculture, timber cruising, aerial photo interpretation, cartography, land surveying, harvesting methods and systems, and recreational roads and trails construction and maintenance.

Capable of working outdoors year round, either as a team or individually. Physical stamina to hike through wild forestland and mark timber for 8-10 hours per day in areas generally considered inaccessible to vehicles.

Capable of operating a variety of equipment, including chainsaws and other forestry tools.

Ability to use computer systems for ARCGIS, Terrain Navigator, and similar programs.

Ability to establish and maintain effective working relationships and effectively communicate with government officials and staff, including but not limited to the County Forestry Committee, County Forest Administrator, surrounding counties, the WDNR and other state-wide agencies, co-workers and the general public in the best interest of managing and developing the Sawyer County Forest system.

Valid Wisconsin driver’s license.
WORK HOURS

Forty hours per week. Regular Forestry Department hours are Monday through Friday, 7:30 a.m. to 4:00 p.m. This position may be scheduled to work outside normal County work hours, including weekends, evenings, and/or early mornings based on department need.

CLOSING STATEMENT:

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the County and employee and is subject to change by the County as the needs of the County and the requirements of the position change.

FAIR LABOR STANDARDS ACT CATEGORY: Non-Exempt

Reviewed by Employee

Date

Approved by Supervisor

Date
2/13/14

Forestry Department Staffing Plan

The recent vacancy of the Assistant Forestry Administrator has presented an opportunity to restructure some duties and positions within the Forestry Department. Currently there is a request to refill the vacancy with a Forester/Recreational Coordinator position. A part of this request if granted would not eliminate the position of Assistant Forest Administrator but offer an opportunity for one of the current foresters on staff to promote into that position. If the request to refill the vacancy is approved the position would be advertised immediately, and once filled I would request that interviews be held with current forestry staff for the position of Assistant Forest Administrator if both are interested.

Both positions are vitally important if the Forestry Department is to continue to meet or increase timber sale and recreational program goals.

Sincerely,

Greg Peterson
Sawyer County Forest Administrator
Sawyer County Forestry Department
Sawyer County Courthouse
10610 Main Street, Suite 100
Hayward, WI 54843
Phone: (715) 634-4846
Fax: (715) 638-3234

Sawyer County Timber Sale Tract Establishment/Sales Sold/Revenue Levels 2009-2013

Average Tract Establishment: 3080 acres/year
Average Acreage Sold: 2900 acres/year
Timber Sale Revenues: $1,547,758 avg. /year
Average Value per Acre Sold/Cut: $534/acre

Currently existing forestry staff goals are to establish approximately 2000 acres, with an additional 500-1000 acres to be contributed from WDNR to fulfill the required County Forest Time Standards, 2392 hours is required for Sawyer County, production levels vary based on WDNR personnel and staffing levels.

If the vacant position is not filled the forestry department would struggle to maintain the current average acreage sold of 2900 acres/year, and it could be projected to continue at current revenue levels or possibly decline. Based upon the averages of establishment and sold/cut acres of the past five years, the position would pay for itself by setting up a minimum of 125 acres of timber sales.

If the position is filled it could be projected to establish and sell an additional 300 to 500 acres per year, which could result in additional timber sale revenues of $160,000 to $250,000 per year.

Sawyer County Forest currently has an annual allowable cut of approximately 3,800 acres based upon current forest stand reconnaissance and growth models. The projected goal for acreage sold per year will be between 3,000 and 3,500 acres.
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<th>Year</th>
<th>% Forestry Field</th>
<th>Population</th>
<th>Acres</th>
<th>Census 4</th>
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注：支付数据基于缺席人员的百分比。
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<td>100%</td>
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<td>92.267</td>
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<td>70%</td>
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<td>82.42'0200</td>
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<td>82.96'0200</td>
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<td>100%</td>
<td></td>
<td>82.1'888964</td>
<td></td>
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</tr>
<tr>
<td>2013</td>
<td></td>
<td></td>
<td>81.62'0200</td>
<td>16.527</td>
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<td>80%</td>
<td></td>
<td>81.77'5970</td>
<td></td>
<td></td>
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<td></td>
<td>100%</td>
<td></td>
<td>81.78'9739</td>
<td></td>
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<td>100%</td>
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<td>84.21'5159</td>
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<td>100%</td>
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<td>84.39'0000</td>
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<td>100%</td>
<td></td>
<td>84.38'8299</td>
<td></td>
<td></td>
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<td></td>
<td>100%</td>
<td></td>
<td>83.8'83331</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>100%</td>
<td></td>
<td>84.2'900000</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>100%</td>
<td></td>
<td>84.2'420000</td>
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<td>100%</td>
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<td>84.3'420000</td>
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<td>84.3'200000</td>
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<tr>
<td></td>
<td>100%</td>
<td></td>
<td>83.8'8299</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Includes county forests containing 80,000 to 120,000 acres.
| %   |  |  |
|-----|  |  |
| 70% |  | Try Coordinating Office Manager |
| 15% |  | Field Foreman |
| 15% |  | Forester |
| 9%  |  | Forester I |
| 9%  |  | Forester II |
| 7%  |  | Forest Administration |
| 7%  |  | 174'269  |
| 10% |  | 3'916  |
| 10% |  | Iron |

2013

| %   |  |  |
|-----|  |  |
| 0%  |  | 110.9/10 |
| 100%|  | 120.0/10 |
| 50% |  | 359.5/10 |
| 5%  |  | 83.4/30 |
| 50% |  | 359.5/10 |
| 100%|  | 389'152  |
| 100%|  | 440'159  |
| 5%  |  | 65'363 '87 |
| 5%  |  | 65'363 '87 |
| 5%  |  | 65'363 '87 |
| 5%  |  | 65'363 '87 |
| 20% |  | 65'363 '87 |
| 100%|  | 65'363 '87 |
| 100%|  | 65'363 '87 |
| 100%|  | 65'363 '87 |
| 100%|  | 65'363 '87 |

Above % are for Program I duties = Forest Management, Wildlife, and Forest Roads

| %   |  |  |
|-----|  |  |
| 70% |  | 320.8/10 |
| 20% |  | 320.8/10 |
| 5%  |  | 98.9/20 |
| 5%  |  | 98.9/20 |
| 5%  |  | 98.9/20 |
| 5%  |  | 98.9/20 |
| 5%  |  | 98.9/20 |
| 5%  |  | 98.9/20 |
| 20% |  | 98.9/20 |
| 100%|  | 132.852  |
| 100%|  | 34'690  |
| 100%|  | 15'292  |
| 100%|  | 169.444  |
| 100%|  | 15'294  |

Includes Forest Fire and Resource Protection

COUNTY FOREST SALARY & STAFFING SURVEY
<table>
<thead>
<tr>
<th>Year</th>
<th>Administrative Assistan</th>
<th>Forestry Technician</th>
<th>Forestry Technician II</th>
<th>Forester</th>
<th>Assistant Reception Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>$63,122</td>
<td>$75,373</td>
<td>$79,246</td>
<td>$82,495</td>
<td>$85,793</td>
</tr>
<tr>
<td>2006</td>
<td>$60,088</td>
<td>$72,104</td>
<td>$76,078</td>
<td>$79,333</td>
<td>$82,631</td>
</tr>
<tr>
<td>2003</td>
<td>$57,050</td>
<td>$69,076</td>
<td>$73,050</td>
<td>$76,311</td>
<td>$79,610</td>
</tr>
<tr>
<td>2001</td>
<td>$54,020</td>
<td>$66,042</td>
<td>$69,998</td>
<td>$73,267</td>
<td>$76,565</td>
</tr>
<tr>
<td>2000</td>
<td>$51,988</td>
<td>$63,013</td>
<td>$67,954</td>
<td>$71,323</td>
<td>$74,679</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours per Week</th>
<th>Full-time Reception Coordinator</th>
<th>Office Coordinator, Bookkeeper</th>
<th>(Z) Forester</th>
<th>(P) Forester</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>$31,417 $33,734</td>
<td>$32,191 $34,417</td>
<td>$33,293</td>
<td>$35,523</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Administrative Assistant</th>
<th>Forestry Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>$56,193 $67,625</td>
<td>127.2 acres</td>
</tr>
</tbody>
</table>

*Includes county forests containing more than 120,000 acres*
<table>
<thead>
<tr>
<th>Year</th>
<th>% Forestry Related</th>
<th>Salary/Range</th>
<th>Forestry Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$19,255 - 18.25/hr</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$39,900</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$66,900</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>$99,300</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$120,000</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>% Forestry Related</td>
<td>Supervisor/Foreman</td>
<td>Forestry Field Areas</td>
</tr>
<tr>
<td>------</td>
<td>--------------------</td>
<td>---------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>2013</td>
<td>7%</td>
<td>$20,798.13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20%</td>
<td>$22,875.46</td>
<td></td>
</tr>
<tr>
<td></td>
<td>90%</td>
<td>$244,987.38</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2,022.42</td>
<td>40 hour work week</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2,000.00 - 40 hour work week</td>
<td></td>
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<tr>
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<td></td>
<td>$2,000.00 - 40 hour work week</td>
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<td></td>
<td></td>
<td>$458.00 - 40 hour work week</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>$250.25/hour - 40 hour work week</td>
<td></td>
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<td></td>
<td></td>
<td>40%</td>
<td>40 hour work week</td>
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<td>80%</td>
<td>40 hour work week</td>
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<td>85%</td>
<td>40 hour work week</td>
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<td>40 hour work week</td>
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<tr>
<td></td>
<td></td>
<td>85%</td>
<td>40 hour work week</td>
</tr>
</tbody>
</table>

Includes county forestry containing 30,000 to 80,000 acres.
REQUEST TO FILL VACANCY IN BUDGETED POSITION

Title of Position: Maintenance Mechanic Position

Department: Maintenance # of Positions to be Filled: 1

Brief description of duties of this position:
The purpose of this position is to provide maintenance mechanic to the Sawyer County Departments that support the operations of Sawyer County government.

Can this position be eliminated and the functions performed by remaining staff? (please explain)
After reviewing the mechanics billing and costs to the department over the past couple years it is believed that this department should replace this position and leave the mechanics of the County in house.

The Maintenance Department provides all of the mechanics of the County fleet excluding highway.

Are these duties the responsibility of Sawyer County government or can they be fulfilled by an outside agency?
These duties could be filled by contractors outside of the County; however, the Maintenance Department for Sawyer County has typically provided these services to the County and continues to do so. In the future it will need to be determined how much this department will continue to do or what will be contracted out but as long as the County carries of fleet of vehicles mechanics is needed.

What is the anticipated annual cost of this position (including benefits, if any)?
Total package with wages and benefits is approximately $70,000 - $77,000 (includes family benefits).

What is the source of funding for this position?
This position is levy money

Position is: ___ approved by the Property and Airport Committee (committee) ___ denied Date: 03/09/2012
Minutes from March 12, 2014 Highway Committee Meeting
Meeting held at 6:30 PM at the Highway Department

Present: Ron Kinsley, Kathy McCoy, Dale Schleeter, Tweed Shuman and Dale Thompson
County Personnel Present: Gary Gedart and Janeen Abric - Sawyer County Highway Department
Guest: Iras Humphreys

Ron Kinsley called the meeting to order at 6:30 pm.

1. Approve agenda and additions

   Motion by Shuman, second by Schleeter, to approve the agenda. Motion carried.

2. Approve minutes from February 12, 2014 Highway Committee Meeting

   Motion by Schleeter, second by Shuman, to approve the minutes from the February 12, 2014 meeting. Motion carried.

3. Audience recognition

4. Award bid for (2) 1 Ton Patrol Trucks

   Purchase of Crew Cab was removed from the budget and replaced with purchase of (2) 1 Ton Patrol Trucks. The need for an additional Patrol Truck was greater than the need for the Crew Cab. As always, Jay Sands checked with the Broker to if he could sell the units at a higher price than what we get in trade. See attached bid results.

   Motion by Schleeter, second by Shuman to accept the recommendation of Jay Sands, Shop Foreman, Sawyer County Highway Department to award the bids to Northtown Ford for (2) 1 Ton Patrol Trucks. Motion carried.

5. Commissioner's Report

   Highway crew has been working on snow and ice control and has begun brushing on CTH A. Gary updated the committee on the salt shortage and informed them of the new directive from the state regarding the reduction in usage. There is a Culvert Workshop on April 11, 2014 at Flat Creek. A speed zone request will be coming from the Town of Couderea on CTH CC at 6 mile. Gary is on the Policy Handbook Committee and has met with Carlson Dettmann Consulting, LLC. All radios have been rewired and reprogrammed. New radios will need to be purchased for base stations as current models are not compatible. Gary provided an update on the CTH CC Bridge. Bids came in well over engineer estimate. Gary is currently working with the consultant, DOT, LCO, and BIA.

   Motion by Thompson, second by Schleeter to approve the Commissioner's Report. Motion carried.
6. Old Business

Overtime reports were provided for review. There was follow up discussion regarding the accounts payable new vendor entry and address changes procedure. The committee requested the topic be added to the Personnel agenda. Two programmable thermostats were installed at the Winter shop with temperatures set at 50 degrees at night and 60 degrees during the day. Different thermostats needed to be ordered for the Radisson shop and have not been installed yet. New weather stripping has been installed at the Radisson shop. Janeen is working with Digital Security on camera concerns. Janeen reported less than 1200 gallons of the 13,000 gallons of contracted propane. Como Oil replaced fuel tanks on March 6, due to a recent delivery containing low levels of ammonia contamination. There was no charge for the new tanks or service work performed.

7. Other matters for discussion only

8. Out of County Travel

Scott Vaverka, Duane Mansky, Denny Koprass, Brett Danielson, Brett Briggs, Jesse Nichols and Terry Patenaude to attend "Best Paving & Compaction Practices Seminar" hosted by Roland Machinery at the Washburn County Highway Department on April 2, 2014 from 8:00 am to 2:00 pm. Seminar is free of charge.

Motion by Thomopson, second by Shuman to approve the out of county travel. Motion carried.

9. Review and approve February vouchers

The total of the vouchers may increase prior to the Finance Committee meeting. We are waiting on confirmation of an invoice from Northern Lakes Cooperative.

Motion by McCoy, second by Thompson to approve the February vouchers. Motion carried.

10. Adjournment

Motion by McCoy, second by Shuman to adjourn at 7:15 p.m. Motion carried.
Good Morning Kris,

Please add the topic listed below to the personnel agenda. This item was discussed last night at the Highway Committee meeting.

New vendor set up and address changes in New World

In the past the Highway Department had authorization to add or change accounts payable vendors in New World. That authorization was recently removed and only Sandy Hebbe is allowed to make the entries. The process needs to be reevaluated so the department is allowed to make the required changes as it is causing interruptions and additional work for employees. If necessary, we would be happy to provide Sandy a list of all new vendors that get entered on a monthly basis. If you have any questions, please feel free to contact me.

Sincerely,
Janeen

Janeen Abric
Office Manager
Sawyer County Highway Department
14688W County Road B
Hayward WI 54843
Phone # 715-638-3450
Fax # 715-634-4824
Email offmgr.hwy@sawyercountygov.org

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RESOLUTION

Establishing Total Annual Compensation For
County Elected Officials Pursuant to Wis. Stat. § 59.22

WHEREAS, pursuant to Wis. Stat. § 59.22(1), the Board must establish the total annual compensation for services to be paid to county elected officials (other than supervisors and circuit judges) prior to the earliest time for filing nomination papers for the county elective office; and

Whereas, the Clerk of Court, Sheriff shall be elected to four-year terms which begin on January 1, 2015; and,

WHEREAS, the Board desires to establish the total annual compensation for county elected officials, which is separate and distinct from the fringe benefits offered by the County to elected officials, and which fringe benefits are subject to increase or decrease during the officer’s term at the discretion of the Board and in accordance with state and federal law; and

WHEREAS, as part of the County’s fringe benefit program, county elected officials may participate in the Wisconsin Retirement System in accordance with state law; and

WHEREAS, as part of the County’s fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. § 111.70(1)(mm)2;

NOW, THEREFORE, BE IT RESOLVED by the Sawyer County Board of Supervisors, that the total annual compensation for county elected officers under Wis. Stat. § 59.22(1) shall be as follows, effective on the first day of a term of office that begins after the date of this Resolution:

<table>
<thead>
<tr>
<th>Position</th>
<th>End 2014</th>
<th>2015 – 5%</th>
<th>2016 – 1%</th>
<th>2017 – 1%</th>
<th>2018 – 1%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk of Court</td>
<td>$50,195.60</td>
<td>$52,705</td>
<td>$53,232</td>
<td>$53,764</td>
<td>$54,302</td>
</tr>
<tr>
<td>Sheriff</td>
<td>$66,838.00</td>
<td>$70,180</td>
<td>$70,882</td>
<td>$71,591</td>
<td>$72,307</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the Wisconsin Retirement System in accordance with law and that the Elected Official will pay their share according to what the law states; and

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the County’s health insurance program subject to the terms and conditions of the program, which may be modified from time to time, under the same terms and conditions as the health insurance coverage offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. § 111.70(1)(mm)2.
The trend chart is a collection of data points indicating the movement of a variable over time. The chart shows the historical data for various categories, with each category represented by a different color. The x-axis represents the time period, while the y-axis represents the value of the variable being measured. The chart includes a line graph connecting the data points, which helps to visualize the trend over time. The chart also includes a legend that explains the different colors used for each category.
RESOLUTION
Establishing Total Annual Compensation For
County Elected Coroner Pursuant to Wis. Stat. § 59.22

WHEREAS, pursuant to Wis. Stat. § 59.22(1), the Board must establish the total annual compensation for services to be paid to county elected officials (other than supervisors and circuit judges) prior to the earliest time for filing nomination papers for the county elective office; and

Whereas, the Coroner shall be elected to four-year terms which begin on January 1, 2015; and,

WHEREAS, the Board desires to establish the total annual compensation for county elected officials, which is separate and distinct from the fringe benefits offered by the County to elected officials, and which fringe benefits are subject to increase or decrease during the officer’s term at the discretion of the Board and in accordance with state and federal law; and

WHEREAS, as part of the County’s fringe benefit program, county elected officials may participate in the Wisconsin Retirement System in accordance with state law; and

NOW, THEREFORE, BE IT RESOLVED by the Sawyer County Board of Supervisors, that the total annual compensation for the county elected Coroner under Wis. Stat. § 59.22(1) shall be as follows, effective on the first day of a term of office that begins after the date of this Resolution:

- The base salary of the Coroner shall be established at $1,500 annually from January 1, 2015 to December 31, 2018, for coordinating the on-call schedule, record keeping, developing standard operating guidelines, training of deputies, follow-up on cases, and attending meetings;
- In addition to the base salary, the elected Coroner or the appointed Deputy Coroner(s) shall receive the following payments:
  o $1.50 per hour to the one (1) individual designated to be on-call;
  o $100 per death certificate issued
  o $50 per cremation certificate issued
  o $16 per hour for time spent on transfers for having autopsies performed, attending approved training, or for attending court when required.

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the Wisconsin Retirement System in accordance with law and that the Elected Official will pay their share according to what the law states; and

BE IT FURTHER RESOLVED that there shall be no benefits associated with the positions of elected Coroner or appointed Deputy Coroner except those required by Statute or law.
PERFORMANCE EVALUATION PROCESS

INTRODUCTION

This manual is intended to assist employees in learning the who, what, why and how to's of performance evaluation. The process described herein will be for all Department Heads, Supervisors and all unit employees. It is designed to meet both organizational needs and individual needs. Generally speaking the intent is to:

- Implement a management planning process at the level of the individual.
- Let employees know that their supervisors are interested in their job progress and personal development which will lead to improved employee productivity, morale and job satisfaction.
- Encourage employees and supervisors to work together to set personal goals, to decide how to measure performance, and to identify needs for growth and improvement.
- Assist in discovering, determining and recording the special skills, talents and knowledge of employees that otherwise might go unrecognized.
- Provide a method for spotting training needs.
- Provide management with valid and objective data necessary to support such actions as wage increases, promotions, disciplinary action, and transfers.
- Fulfills organizational objectives via a communication network in which supervisors and employees mutually set goals that contribute directly to the division, the department, and the County.
PROCESS OVERVIEW

The Performance Evaluation Process is a program in which each employee meets with his/her supervisor or committee depending on the position once a year to discuss the major responsibilities and duties of the employee's job and mutually agree on the measures and standards that will be used to evaluate the employee's performance during that year.

Midway through the evaluation year, the supervisor provides feedback to the employee regarding his/her performance in order to reduce the likelihood of surprises during the formal evaluation at the end of the evaluation period, and to make changes or refinements if necessary.

At the end of the evaluation period, the supervisor schedules the formal evaluation with the employee, at which time the performance ratings and reasoning behind these ratings are discussed. During this evaluation, new goals/tasks, measures and standards may be established for the next evaluation period.

Over time, this performance evaluation will strengthen supervisor-employee relations and improve morale which in turn will improve performance and increase productivity.
STAGE OR PHASES

Department Head

Human Resources – two months before performance evaluation deadline:
- Send a memo along with a Committee Evaluation form and job description to all committee members.
- Send an Employee Self-Evaluation Form and the job description to the Department Head.
- Send an Evaluate your Supervisor Form to the employees under the Supervisor in their Department to complete and return confidentially with no names attached to Human Resources

Department Head –
- Will review the job description and make any suggestive changes
- Will complete the self-evaluation form
  o Including establishing at least two(2) measurable and attainable goals to be achieved during the upcoming employment year
- Return completed documents to Human Resources by established deadline

Committee Members -
- Will review the job description and make any suggestive changes
- Will complete the committee evaluation form
  o May suggest measurable and attainable goal(s) to be achieved by the department head during the upcoming employment year
  o Provide any other valuable feedback as necessary
- Return completed documents to Human Resources by established deadline

Human Resources – once all documentation is received
- Will organize and compose all information together to present to the Committee of Jurisdiction to go over at the next Committee in closed session
  o The committee will be review and the discuss the information presented
  o The committee will then bring in the department head in to discuss with him and determine his goals for the next year.
  o Once finished the Committee Chair will return the documents signed by the Committee and Department Head to Human Resources to be filed.
Employee

Human Resources – before performance evaluation deadline:
- Send a memo along with two copies of the Performance Evaluation Form to the Department head and/or Supervisor along with a copy of the employees job description
  o If it is a Supervisor position under the Department Head – also send Evaluate your Supervisor Form to the Department Head to provide to the employees of the Supervisor being evaluated and have them return them to the Department as confidential and anonymous as possible.

Department Head and/or Supervisor –
- Will provide a copy of the evaluation form and job description to the employee
- Will review the job description and make any suggestive changes
- Will complete the evaluation form
  o Including establishing at least two(2) measurable and attainable goals to be achieved by the employee during the upcoming employment year
- Will set a time up with the employee to go over the evaluation and job description with them

Employee -
- Will review the job description and make any suggestive changes
- Will complete the evaluation form on themselves
  o Including establishing at least two(2) measurable and attainable goal(s) to be achieved by them during the upcoming employment year
- Will bring the job description and completed evaluation with them to the evaluation meeting with their Supervisor.

Department Head –
- Will meet with the employee to go the evaluation and job description.
- You will discuss the goals in detail that you have come up and those they came up and determine the goal(s) that will be established for upcoming year
- Once evaluation meeting is completed – Department Head/Supervisor and employee should sign the evaluation and forward to Human Resources along with job description to Human Resources

Human Resources – once all documentation is received
- Once all documentation is received
  o Job description will be reviewed and updated in the system if there were any necessary changes – one will be printed and attached to the evaluation to be filed in their personnel file.
RATING AREAS

There are seven to eleven rating areas for each Evaluation (depending on Supervisory or Non-Supervisory).

- Job Knowledge and skills
- Job Performance

The descriptions provided for each of the rating areas aren't always going to be a perfect match, but a supervisor should take caution prior to discounting a particular section. The descriptions provided are meant to assist in the evaluation process, and it is expected that there will be slight deviation based on the nature of the employee's position.

The evaluation form provides a description of the behaviors and traits that "meet expectations." The bar is set to a high level of individual performance, but still at a level that's attainable by the employee being evaluated.
SAWYER COUNTY
Performance Evaluation and Planning

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Title:</th>
<th>Department:</th>
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<table>
<thead>
<tr>
<th>Review Period:</th>
<th>Performance Goals Attached:</th>
<th>Review Job Description:</th>
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The purpose of this process is to evaluate the employee’s performance in relation to the specific duties of the position and behavior in the work setting. Based on the current job description, the employee’s performance is being evaluated in order to identify strengths, correct deficiencies and establish goals and objectives for the future, as well as appraise the progress made on the goals and objectives set at the last performance appraisal.

Instructions:
1. The Employee and their Supervisor/Department Head (Administrative Coordinator) will review the job description and complete the evaluation form.
   a. Use this process as an opportunity to consider whether the job descriptions accurately describe the requirements and attributes of the job.
   b. Avoid the tendency to overrate performance. Remember that the average, qualified employee is expected to perform at a level that adequately fulfills all of the duties of the position. An “Exceptional” employee is unique and must demonstrate excellence clearly exceeding most, if not all, expectations.
   c. Consider the length of employment. A newer or probationary employee might not yet be proficient and may still be performing satisfactorily
2. All areas should be rated and comments should be recorded along with specific examples of results or behaviors
   a. Review the employee’s work performance for the entire period since the last evaluation -- avoid basing judgment on recent events or isolated incidents
3. The Employee and their Department Head/Supervisor (Administrative Coordinator) will meet to discuss the performance evaluation and job description.
   - The performance evaluation discussion should clarify understanding between the employee and supervisor regarding:
     o Job responsibilities and accountability
     o Performance expectations
     o Perceptions of how well the employee is performing
     o Goals and plans for future development
     o Job related problems should be discussed in specific terms, and remedial plans integrated into future goals
   a. The evaluation will be discussed and the job description will be reviewed for any changes that are necessary.
   b. Goals for the upcoming year will be discussed, developed and added to the evaluation form.
   c. The employee may want to add comments and/or complete the process feedback form if there were any concerns or issues and then sign the evaluation form.
   d. The evaluation form, the job descriptions with any necessary changes, and any other attachments will be forwarded to the Personnel Department for filing in the employee’s personnel file.

Position Description, Performance and Attitude Audit:

1. Did the employee perform all of the job description critical elements to your satisfaction during this rating period? If no, what elements could be improved upon? Explain and provide examples

2. Does the employee’s position description accurately describe the functions that were performed by the employee this rating period? If no, what elements could be changed, eliminated, or added to this job description?

3. Has the employee’s essential skills of communication, attitude, dependability, attendance and interpersonal relationships been to your satisfaction during this rating period? If no, what elements could be improved upon? Explain and provide examples

4. Have there been any reoccurring issues that have been addressed throughout this rating period that need to be discussed? Explain and provide examples
### Job Knowledge

<table>
<thead>
<tr>
<th></th>
<th>NA</th>
<th>S</th>
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<th>Comments</th>
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<tbody>
<tr>
<td>Competent in required job skills and knowledge</td>
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<tr>
<td>Exhibits ability to learn and apply new skills</td>
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<tr>
<td>Keeps abreast of current developments</td>
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<tr>
<td>Displays understanding of how job relates to others</td>
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<tr>
<td>Uses resources effectively</td>
<td></td>
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<tr>
<td>Quality and accuracy of work performed</td>
<td></td>
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<tr>
<td>Quantity of work performed</td>
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### Communications

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<thead>
<tr>
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<th>NA</th>
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<th>Comments</th>
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<tr>
<td>Exhibits good listening and comprehension</td>
<td></td>
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<tr>
<td>Successfully communicates information</td>
<td></td>
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<tr>
<td>Keeps others adequately informed</td>
<td></td>
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<tr>
<td>Responds well to questions</td>
<td></td>
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<tr>
<td>Demonstrates group presentation skills</td>
<td></td>
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<tr>
<td>Participates in meetings</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Writes clearly and informatively</td>
<td></td>
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<tr>
<td>Presents numerical data effectively</td>
<td></td>
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<tr>
<td>Successful interactions with the CB Supervisors</td>
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### Conflict Resolution

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<th>NA</th>
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<tbody>
<tr>
<td>Encourages open communications</td>
<td></td>
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<tr>
<td>Confronts difficult situations</td>
<td></td>
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<tr>
<td>Maintains objectivity</td>
<td></td>
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<tr>
<td>Keeps emotions under control</td>
<td></td>
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<tr>
<td>Uses negotiation skills to resolve conflicts</td>
<td></td>
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<tr>
<td>Successful at problem solving issues and conflicts</td>
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### Judgment

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<tbody>
<tr>
<td>Displays willingness to make decisions</td>
<td></td>
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<tr>
<td>Exhibits sound and accurate judgment</td>
<td></td>
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<tr>
<td>Supports and explains reasoning for decisions</td>
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<tr>
<td>Includes people in decision making process</td>
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<tr>
<td>Makes timely decisions</td>
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### General Competencies

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<th>NA</th>
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<th>Comments</th>
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<tbody>
<tr>
<td>Overall interpersonal skills</td>
<td></td>
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<td></td>
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<tr>
<td>Time management skills</td>
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<tr>
<td>Attendance</td>
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<tr>
<td>Attitude of employee</td>
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<tr>
<td>Appearance/personal habits</td>
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<tr>
<td>Orderliness/neatness of area</td>
<td></td>
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<tr>
<td>Concerns for safety and safe working conditions</td>
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Professional Growth and Development - Initiative

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<tr>
<th>NA</th>
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<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Sets the example of continuous learning</td>
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<tr>
<td>Applies new ideas and practices to work and dept</td>
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<tr>
<td>Volunteers readily</td>
<td></td>
<td></td>
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<tr>
<td>Undertakes self-development activities – professional growth and skills development</td>
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<tr>
<td>Seeks increased responsibilities</td>
<td></td>
<td></td>
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<tr>
<td>Looks for and takes advantage of opportunities</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Asks for help when needed</td>
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DEPARTMENT HEAD/SUPERVISOR (only next two tables)

Leadership & Managing People – Human Resources Management

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<tr>
<th>NA</th>
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<th>Comments</th>
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<tbody>
<tr>
<td>Exhibits confidence in self and others</td>
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<tr>
<td>Inspires respect and trust</td>
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<tr>
<td>Reacts well under pressure</td>
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<tr>
<td>Motivates others to perform well</td>
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<tr>
<td>Fosters team cooperation</td>
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<tr>
<td>Ensures progress toward goals</td>
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<tr>
<td>Includes subordinates in planning</td>
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<tr>
<td>Takes responsibility for subordinates’ activities</td>
<td></td>
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<tr>
<td>Develops subordinates’ skills and encourages growth</td>
<td></td>
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<tr>
<td>Mentoring staff, coaching and/or cross training staff</td>
<td></td>
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<tr>
<td>Avoiding unnecessary litigation and/or grievances</td>
<td></td>
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<tr>
<td>Employs positive discipline</td>
<td></td>
<td></td>
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<tr>
<td>Supportive to staff</td>
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</table>

Budgeting and Cost-Effectiveness/Cost Consciousness

<table>
<thead>
<tr>
<th>NA</th>
<th>S</th>
<th>U</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Works within approved budget</td>
<td></td>
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<tr>
<td>Identify areas of cost-savings within your department</td>
<td></td>
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<tr>
<td>Develops and implements cost saving measures</td>
<td></td>
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<tr>
<td>Identify areas of fiscal change within your department that required budgetary action – were they able to anticipate the changes</td>
<td></td>
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</tbody>
</table>

Overall Performance Rating

<table>
<thead>
<tr>
<th>Unacceptable</th>
<th>Improvement Needed</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work performance is inadequate and inferior to the standards of performance required for the position. Performance at this level cannot be allowed to continue.</td>
<td>Work performance does not consistently meet the standards of performance for the position. Serious effort is needed to improve performance.</td>
<td>Work performance consistently meets the standards of performance for the position.</td>
<td>Work performance is consistently above the standard of performance for the position.</td>
<td>Work performance is consistently superior to the standards required for the job.</td>
</tr>
</tbody>
</table>
Evaluator’s Comments on overall employee performance and goals achieved during this past rating period:

EMPLOYEE GOALS and ACTION PLAN

This plan must be completed for all employees to create a record of goals to be achieved by any employee and/or to record a plan to improve the performance overall or for any given job competency/factor that needs improvement to achieve acceptable performance. The plan is intended to clarify any problem(s), define acceptable results or behavior and to specify the goals for the coming year.

<table>
<thead>
<tr>
<th>Reminder: Goals/ Objectives and Performance Competency/Factor should be</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measurable - so they can be used as a performance criteria and employee can monitor progress</td>
</tr>
<tr>
<td>Observable - should be stated in terms of quality, quantity, time and results than can be seen</td>
</tr>
<tr>
<td>Mutually agreed upon - encourage participation and two-way communications to discuss</td>
</tr>
<tr>
<td>Flexible - for extraordinary situations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal and/or performance competency</th>
<th>Resources needed and/or results needed</th>
<th>Date Due</th>
<th>Results – what happens if objective is obtained or not obtained</th>
</tr>
</thead>
<tbody>
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Overall Supervisor Comments:

Supervisor Signature  Date reviewed with the employee

Page 4 of 5
Employee Acknowledgment

I have read and reviewed this document and have had the opportunity to discuss the contents of this evaluation with my Supervisor. I understand that my signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

__________________________________  ________________
Employee Signature/                             Date

Overall Employee Comments:
SAWYER COUNTY
EMPLOYEE PERFORMANCE EVALUATION

Performance Evaluation Date: / / 

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Department</th>
<th>Job Position</th>
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<tbody>
<tr>
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</table>

Period covered by this appraisal:
FROM / / TO / /

<table>
<thead>
<tr>
<th>Date of Employment</th>
<th>/ /</th>
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</table>

Type of Review: Annual Probability Special/Other: Reason

TO BE COMPLETED BY THE SUPERVISOR

Position Description Audit:

1. According to the employee’s attached current job description, did the employee basically perform those tasks listed as “general description” during this rating period? Explain

2. Did the employee perform those tasks listed as “typical duties” during this rating period? Explain

3. Does the employee’s position description accurately describe the functions that were performed by the employee this rating period? If no, what elements could be changed, eliminated, or added to this job description?

4. Have additional duties been delegated to this employee during this rating period? If so, will the duties become permanently assigned to this position and if yes please describe.

Employee Performance and attitude

5. Did the employee perform all of the job description critical elements to your satisfaction during this rating period? If no, what elements could be improved upon? Explain and provide examples

6. Has the employee’s essential skills of communication, attitude, dependability, attendance and interpersonal relationships been to your satisfaction during this rating period? If no, what elements could be improved upon? Explain and provide examples

7. Have there been any reoccurring issues that have been addressed throughout this rating period that need to be discussed? Explain and provide examples

Please evaluate the following essential skills of this employee. During this rating period, were there any issues regarding any of the following? Please answer and explain any necessary answer (satisfactorily or unsatisfactorily).

<table>
<thead>
<tr>
<th>ESSENTIAL SKILL</th>
<th>S or U</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>Job Knowledge and skills</td>
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<tr>
<td>Job Performance – quality, quantity, neatness, timing and accuracy</td>
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<tr>
<td>Attitude, Resourcefullness, Adaptability</td>
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<tr>
<td>Dependability – attendance</td>
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<tr>
<td>Oral and Written Communication</td>
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<tr>
<td>Organizational Skills</td>
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<tr>
<td>Analytical Ability and Judgment</td>
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<tr>
<td>Interpersonal Relationships with co-workers – cooperation and teamwork</td>
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<tr>
<td>Interpersonal Relationship with Supervisor</td>
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<tr>
<td>Customer Service</td>
<td></td>
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<tr>
<td>Observance of rules/procedures and Safety</td>
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</table>
PERFORMANCE SUMMARY
Here is how I rate your overall performance, based on the performance criteria established above, considering the relative importance of each factor discussed – attitude, job knowledge, quality of work and level of employee productivity:

<table>
<thead>
<tr>
<th>Exceeds Requirements</th>
<th>One who is accomplishing their responsibilities in a manner that excels in relation to their position description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable - Meets Requirements</td>
<td>One who is accomplishing their responsibilities in a competent manner</td>
</tr>
<tr>
<td>Needs Improvement</td>
<td>One who is barely sufficient in accomplishing their assigned responsibilities</td>
</tr>
<tr>
<td>Unacceptable</td>
<td>One who does not accomplish their assigned responsibilities</td>
</tr>
</tbody>
</table>

Overall Comments:

Goals and Objectives: (reminder goals/objectives should be):

- 2 - job element-related goals and 1-intra or inter personal related goals
- Measurable - so they can be used as a performance criteria and employee can monitor progress
- Observable - should be stated in terms of quality, quantity, time and results than can be seen
- Mutually agreed upon - encourage participation and two-way communications to discuss
- Flexible - for extraordinary situations

<table>
<thead>
<tr>
<th>Goals and Objective (what employee is expected to achieve)</th>
<th>Person Responsible</th>
<th>Resources Needed</th>
<th>Date Due</th>
<th>Results – objective obtained</th>
</tr>
</thead>
</table>

EMPLOYEE: Please acknowledge that this performance appraisal has been reviewed with you by signing your name and indicating the date of the review in the spaces below. (Signature does not imply agreement with the appraisal)

Employee Comments:

Employee ____________________ Date ____________________

Supervisor ____________________ Date ____________________ Department Head ____________________ Date ____________________
<table>
<thead>
<tr>
<th>Rater:</th>
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<tbody>
<tr>
<td>Rate all areas as &quot;S&quot; for Satisfactory or &quot;NI&quot; for Needs Improvements</td>
</tr>
<tr>
<td>1. Relations with Committee</td>
</tr>
<tr>
<td>Carries out directives of the Committee as a whole rather than those of any one committee member.</td>
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<tr>
<td>Assists Committee in resolving problems.</td>
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<tr>
<td>Assists Committee in establishing policy while acknowledging the ultimate authority of the Committee.</td>
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<tr>
<td>Responds to requests for information or assistance by the Committee.</td>
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<tr>
<td>Informs the Committee of departmental developments.</td>
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<tr>
<td>Receptive to constructive criticism and advice.</td>
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<tr>
<td>2. Policy Execution</td>
</tr>
<tr>
<td>Implements Committee action in accordance with the intent of the Committee.</td>
</tr>
<tr>
<td>Supports the actions of the Committee after a decision has been reached.</td>
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<tr>
<td>Offers workable alternatives to the Committee for changes in policy when a policy proves impractical in actual administration.</td>
</tr>
<tr>
<td>3. Reporting</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>Provides the Committee with reports concerning matters of importance to the Committee.</td>
</tr>
<tr>
<td>Reports are accurate and comprehensive.</td>
</tr>
<tr>
<td>Prepares a sound agenda which prevents trivial, administrative matters from being reviewed by the Committee.</td>
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<table>
<thead>
<tr>
<th>4. Citizen Relations</th>
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<tbody>
<tr>
<td>Accommodates complaints from citizens.</td>
<td></td>
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<tr>
<td>Dedicated to the community and to its citizens.</td>
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</tr>
<tr>
<td>Willing to meet with members of the community and discuss their real concerns.</td>
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<table>
<thead>
<tr>
<th>5. Overall:</th>
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<tbody>
<tr>
<td>Review Job Description - performing all aspects of job description</td>
<td></td>
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</table>

List Employees Strengths:
<table>
<thead>
<tr>
<th>List Employees Weaknesses and your recommendations for improving them:</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Overall Comments:</td>
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<tr>
<td>Reviewed with Employee on: By:</td>
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<td></td>
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<tr>
<td>Employee Signature &amp; Date:</td>
</tr>
</tbody>
</table>
Employee Self-Evaluation Form

<table>
<thead>
<tr>
<th>Competency</th>
<th>Need Help</th>
<th>Adequate Knowledge</th>
<th>Learned many new things</th>
<th>Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Knowledge</td>
<td></td>
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</tr>
<tr>
<td>Work Performance</td>
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<tr>
<td>Communication</td>
<td></td>
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<tr>
<td>Customer Service and Personal Skills</td>
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<td>Compliance with Department</td>
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<tr>
<td>Expectations and Rules</td>
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</tbody>
</table>

Describe the goals you accomplished since your last review:

In reviewing your position description, list what you consider to be your strengths that help you perform your job and what areas that you wish to develop your skills or the areas of your responsibilities that need more attention:

<table>
<thead>
<tr>
<th>STRENGTHS</th>
<th>WEAKNESSES</th>
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<tbody>
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</table>

List key obstacles you met in accomplishing workplace goals:

This form is designed for you to tell your supervisor and/or committee how you think you’re doing. It’s also a chance to say what difficulties you’ve had and what successes you want your supervisor to remember this year. You can discuss your comments in more depth with your supervisor during the appraisal meeting.
List objectives/goals you wish to accomplish during your next evaluation period including new projects, responsibilities, training or development you may want to obtain or areas that will receive additional focus or improvement:

List things your manager/supervisor can do to help you achieve future goals and objectives:

Additional Comments:

SIGNATURE:

Employee Signature: Date:
Evaluate Your Supervisor Form

<table>
<thead>
<tr>
<th>Manager/Supervisor:</th>
<th>Department:</th>
</tr>
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<tbody>
<tr>
<td>Review year:</td>
<td>Date:</td>
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</table>

This form is designed for you to tell your supervisor and/or committee how you think your Supervisor is doing. It’s also a chance to say what difficulties you’ve had and what successes you had had with your supervisor. This is a confidential form and all forms will be tallied together to provide input to the Committee about your Supervisor.

How do you feel your Supervisor is doing:

<table>
<thead>
<tr>
<th>Competency</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
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<tbody>
<tr>
<td>My supervisor treats my employment related information in a confidential manner</td>
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<tr>
<td>My supervisor gives me adequate instructions and information to perform my work successfully</td>
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<td>My supervisor makes me feel comfortable when I have questions about work projects</td>
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<td>My supervisor treats me and the work I do with respect</td>
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<td>My Supervisor discusses problems with my work as they arise and in a way that is constructive and respectful</td>
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<td>My supervisor makes himself/herself available to me when I have questions or need to share information</td>
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<tr>
<td>My supervisor encourages me and provides opportunities for me to enhance my skills in area or weaknesses, as well as areas I wish to develop further</td>
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<td>My supervisor serves as a positive work role model</td>
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<tr>
<td>My Supervisor shows recognition to team and group members in a genuine and appropriate ways</td>
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<tr>
<td>My supervisor helps team members/unit Supervisor understand their roll in fulfilling the departments purpose</td>
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</tr>
</tbody>
</table>

Other Comments – provide any other information that you would like:
Human Resources Manager
Work Report March 18, 2014 Committee Meeting

**Position Openings** – Clerk of Court, Part-time Child Support Specialist, Patrol Deputy, Assistant Forest Administrator, Secretary/Receptionist – HHSD and UW-Extension, Maintenance Mechanic

**Long Term Care Insurance** – WCA has partnered with Capital Lakes Financial to provide Long Term Care Insurance to employees of Counties – this would not be done thru payroll – if an employee is interested they would sign up for it and it is taken right from their account.

**Negotiations** – WPPA negotiations for 2014 – waiting for date for mediator

**Projects in progress:**
- Evaluation process
- Policy Handbook – working with Carlson Dettman
- Supervisors Manual – starting to begin working on a Department Head/Supervisor manual to help with employee issues
- Safety Manual – starting to review and change the safety manual to be more current/up to date and include other safety aspects working on in Facility and Security Committee
- Training for employees for Spring
  - Active Shooter – with the Sheriff
  - Fire Drill
  - Tornado Drill
- Employee Issues – any that come up and have to be handled on a daily basis

**Information for Agenda Items:**

- UW-Extension and HHSD Department – is requesting to fill a full-time position between the two departments. HHSD would take over UW-Extension administrative duties and

- Evaluation Process – I have provided a couple examples of evaluations. I am still working on the policy to provide to supervisors and the committee but this is all draft form.
Hi Michelle,

WCA Services recently announced a partnership with Capitol Lakes Financial to offer a new Long-Term Care Insurance Sponsored Group program to all elected officials, county employees and their immediate families. WCA Services, Inc has negotiated an exclusive agreement built on the purchasing power of the Wisconsin Counties Association. As a result, your county will now be able to offer long-term care insurance to your employees at a premium discount with NO COST to the county.

We will be traveling to NW Wisconsin March 4th-6th and would like an opportunity to visit with you and your county. As a voluntary benefit, attendance by all employees is not required and no payroll slot is needed. We simply need your help to forward an email inviting employees to learn more about the benefit. Our educational workshops last about one hour. We are also available after the workshop to meet with individuals. These meetings can be arranged on or off county time depending on your desired outcome.

Many counties have already expressed interest in this benefit. We will be presenting for employees in Bayfield County, Douglas County, and Oneida County during this trip and we have room in our schedule for three more counties. Take advantage of this benefit early!

Please respond by February 20th so that we can finalize our meeting schedule. You may visit our website Capitollakesfinancial.com and click on the WCA Services logo for more information about long-term care and this insurance benefit.

Thank you,

Daniel J. Determan, ChFC
Investment Advisor Representative
Managing Partner

Capitol Lakes Financial
199 E Badger Road, Suite 150
Madison, WI 53713

(o) 888-505-3956
(f) 888-514-4196
ddeterman@capitollakesfinancial.com
Capitollakesfinancial.com

Securities and Investment Advisory Services offered through Woodbury Financial Services, Inc., Member FINRA, SPIC and Registered Investment Advisor. Capitol Lakes Financial, LLP and Woodbury Financial Services, Inc., are not affiliated entities.
January 15, 2014

Dear County Official:

WCA Services, Inc. is excited to announce a new sponsored group program to the members of the Wisconsin Counties Association. WCA Services, Inc. has entered into an agreement with Capitol Lakes Financial, LLP and Transamerica to bring an exclusive member discount for long-term care insurance.

Capitol Lakes Financial group is poised to provide this opportunity to county government employees to achieve long-term care protection with the buying power of the WCA group. This discount program can be extended to spouses, parents, children and siblings as well.

TransCare III Long-Term Care Insurance will be offered as a voluntary benefit at no expense to the county and will be billed directly from the carrier. This long-term care insurance program will be serviced and enrolled by Capitol Lakes Financial, LLP. They will provide informational workshops for your employees that can be scheduled during the workday, over lunch or after work hours.

Further, individual county governments have an opportunity to carve out and offer a simplified group product. This group option would allow for counties to offer a benefit with simplified underwriting at a group rate. Employees could benefit from this option if their county anticipates higher levels of participation from their employees.

There are many ways to take advantage of this opportunity. These include:

- Invite Capital Lakes Financial to present to interested employees.
- Include information on this opportunity in your benefit resources.
- Refer interested employees to Capital Lakes Financial.
- Email all employees about this offer directing them to Capital Lakes Financial.

To discuss these options with Capital Lakes Financial contact Simon Liegel or Daniel Determan directly by e-mailing contact@capitollakesfinancial.com, or phoning 888-505-3956. These individuals have more than 10 years experience offering this great benefit to state employees.

Also, a wealth of information is available on the firm’s website www.Capitollakesfinancial.com.

Sincerely,

[Signature]
Josh Bindl
Director of Programs and Services
You Are Invited to Attend a
WCA Educational Seminar Entitled

“REDUCING COUNTY LIABILITY AND WORKERS’ COMPENSATION COSTS THROUGH APPROPRIATE RISK MANAGEMENT PRACTICES”

Monday, April 14, 2014
10:00 a.m. - 3:00 p.m.

Holiday Inn Stevens Point Convention Center
1001 Amber Avenue
Stevens Point, WI
715.344.0200

AGENDA

9:30 a.m. Registration with coffee and rolls

10:00 a.m. Welcome

10:05 a.m. - 11:00 a.m. How have Revisions to your Personnel Policies Changed your Management Style? - Andrew Phillips, Attorney, Phillips Borowski, S.C.


Noon - 1:00 p.m. Lunch (On your own)

1:00 p.m. - 1:30 p.m. Workplace Bullying: There is Power in One Voice - Jodi Traas, Senior Risk Management Consultant, Aegis Corporation

1:30 a.m. - 2:00 p.m. Addressing Conflict Management - Andrew Phillips, Attorney, Phillips Borowski, S.C.

2:00 p.m. - 3:00 p.m. Addressing Liability Issues within County Jails - Michele Ford, Attorney, Crivello Carlson, S.C.

3:00 p.m. Adjournment
WCA Educational Seminar Information

“REDUCING COUNTY LIABILITY AND WORKERS’ COMPENSATION COSTS THROUGH APPROPRIATE RISK MANAGEMENT PRACTICES”

REGISTER ONLINE - http://www.wicounties.org/events/

DATE, TIME AND LOCATION — Monday, April 14, 2014 from 10:00 a.m. to 3:00 p.m., at the Holiday Inn Stevens Point, 1001 Amber Ave., Stevens Point, WI [see enclosed map]. If you require overnight accommodations, contact the Holiday Inn Stevens Point directly at 715.344.0200 prior to April 4, 2014. When reserving sleeping rooms, be sure to specify that you are with WCA to receive the appropriate room rate. Hotel check-in time is 3:00 p.m., check-out is 11:00 a.m.

COST — Registration is $65.00/person. Non-member county/other registration rate is $115.00/person. Register online at: http://www.wicounties.org/events. The registration deadline is April 4, 2014. Cancellations made after April 4, 2014, but before April 9, 2014 are subject to a $20 handling fee. There will be no refunds given after April 10, 2014. All cancellations must be submitted in writing to the WCA office.

WHO SHOULD ATTEND — County board chairs, executives, administrators, administrative coordinators, supervisors, personnel directors, county department heads, risk managers, corporation counsel, sheriffs, chief deputies, jail administrators, as well as all interested parties.

PRESENTED BY—

ATTORNEY ANDREW PHILLIPS - Since graduating from Marquette University Law School in 1995, Andy’s career has been dedicated to assisting local governments, school districts and businesses with their most challenging legal problems. He firmly believes that the best solutions to any problem - business or government - are not always obvious. Andy serves as counsel to local governments throughout Wisconsin. Andy has represented the Wisconsin Counties Association since 1995, acting as General Counsel since 2005. In this role, he has worked first-hand on cutting-edge issues facing Wisconsin counties. In addition to his work with the Wisconsin Counties Association, Andy also represents the Wisconsin County Mutual Insurance Corporation, the WCA Group Health Trust and Community Insurance Corporation. Moreover, Andy acts as counsel to several regional county consortia organized for the purpose of creating efficiencies in the delivery of human services. Andy works with school districts across the state on organizational and personnel matters. His particular focus has been working with districts in the transition from a union to non-union environment. In addition, Andy has handled teacher discipline and termination matters and special investigations surrounding potential violations of district policy.

MARK D. O’CONNELL, EXECUTIVE DIRECTOR
“REDUCING COUNTY LIABILITY AND WORKERS’ COMPENSATION COSTS THROUGH APPROPRIATE RISK MANAGEMENT PRACTICES”

Presented on Monday, April 14, 2014 at the Holiday Inn Hotel & Convention Center, Stevens Point, WI

REGISTER ONLINE - http://www.wicounties.org/events/

Name:________________________________________________________

County:______________________________________________________

Title:________________________________________________________

Address:_____________________________________________________  

City:____________________ State: WI  Zip:____________________

Phone:____________________ Fax:____________________ E-mail:____________________

REGISTRATION FEES

WCA Member Counties
Registration is $65.00 per person. Submit a registration form for each registrant.

Non-member Counties/Others
The registration fee for non-member counties and others is $115.00 per person.

Amount Due: ______________________

SEMINAR REGISTRATION DEADLINE: April 4, 2014

REGISTER ONLINE - http://www.wicounties.org/events/

Make checks payable to: Wisconsin Counties Association. Note: Cancellations made after April 4, 2014, but before April 9, 2014 are subject to a $20 handling fee. There will be no refunds given after April 10, 2014. All cancellations must be submitted in writing to the WCA Office.

Mail payment and form to:
Wisconsin Counties Association
22 East Mifflin Street, Suite 900
Madison, WI 53703
Fax Number: 608.663.7189

For Office Use Only:
Date Received:____________________
Check Number:____________________
Amount Received:____________________
Employment Law Update

Refine your skills -- arm yourself with an updated knowledge of current labor issues.

We are pleased to inform you of an upcoming seminar at which Weld, Riley, Prenn & Ricci attorneys will be speaking.  
As our guest, you are eligible for 20% off the registration fee!

Employment Law Update in Wisconsin  
May 01, 2014  
Eau Claire, WI  
Sleep Inn & Suites Conference Center, 5872 33rd Avenue

Please see the attached brochure for more details.

Register online: http://www.lorman.com/392669  
Call: 866-352-9539  
Discount code: N6759497  
Priority code: 15999

This event will be a great opportunity to network with other professionals in your area and learn about the latest information on this topic. We look forward to seeing you at our seminar!
Employment Law Update in Wisconsin
Eau Claire, WI • May 1, 2014

Refine your skills - arm yourself with an updated knowledge of current labor issues.

With an increasingly diverse workforce and dynamic laws impacting employers, the ability to navigate through the maze of state and federal employment laws is essential. But figuring out how to adapt quickly to accommodate employee rights and manage employer responsibilities can be daunting. It’s even harder to comply with legal obligations you don’t even know you have.

Join our panel of experienced local professionals as they guide you through the latest legal developments and strategies to prevent or defend against financially crippling employee claims and lawsuits. Discover the essential tools you need to handle the most critical employee issues and get the money-saving employment savvy your company has been looking for.

Benefits for You

- Prevent claims from the beginning - learn the right way to hire
- Stop pay claims before they start - keep your wage and hour policies in line with the law
- Discover how you can use documentation to minimize your liability for wrongful termination
- Protect your company from unfair competition - and protect your valuable information - by effectively using noncompete agreements

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Seminar Agenda

8:00 AM - 8:30 AM
Registration

8:30 AM - 9:30 AM
The Hiring Process and At-Will Employment  
— Mindy K. Dale
- At-Will Employment Doctrine
- Contract Obligations from Unexpected Sources
- Employment Applications
- Job Interview – Do's and Don'ts
- Background Investigations
- Fair Credit Reporting Act
- Giving and Getting References
- Criminal Records Check and Pre-Employment Testing

9:30 AM - 10:15 AM
Trade Secret Protections and Noncompete Agreements  
— Ryan J. Steffes
- Defining Trade Secrets and Confidential Information
- Creating Restrictions to Protect Confidential Information
- Nonsolicitation and Noncompetition Restrictions

10:15 AM - 10:25 AM
Break

10:25 AM - 11:30 AM
Personnel Policies  
— Benjamin R. Jones
- Employee Handbooks
- Email and Internet Usage
- Drug Testing
- Harassment Policies
- Cell Phone Usage Policies
- Discipline Policies

11:30 AM - 12:30 PM
Wage and Hour Compliance  
— Ryan J. Steffes
- Fair Labor Standards Act
- Exempt vs. Nonexempt – How to Classify Employees

12:30 PM - 1:30 PM
Employees vs. Independent Contractors
Recordkeeping Requirements

Lunch (On Your Own)

1:30 PM - 2:30 PM
Employee Medical Leaves: The Overlap of ADA, FMLA and Workers’ Compensation  
— Stephen L. Weld
- Duration of Leave Entitlement
- Medical Certification Rights and Responsibilities
- Light-Duty Programs
- Reinstatement Obligations

2:30 PM - 3:00 PM
Wisconsin Workers' Compensation Update  
— William J. Westerlund
- When Is an Injury Work Related?
- Failure to Rehire Claims

3:00 PM - 3:10 PM
Break

3:10 PM - 4:30 PM
Documentation, Discipline and Discharge  
— Mindy K. Dale and Stephen L. Weld
- How to Conduct Effective Performance Reviews (or Why You Shouldn't Do Them)
- Discipline – The Predischarge Analysis
- What to Include in a Proper Write-up
- The Termination Announcement – When, Where, How and Who
- Appeal Rights?
- Severance Agreements - Pros and Cons
- Making Termination Decisions in Reductions in Force
- Releases and the Older Workers' Benefits Protection Act
- Unemployment Compensation and Other Post-Termination Issues

Presented By:

Mindy K. Dale — Moderator
- Shareholder, Weld, Riley, Prenn & Ricci, SC
- Practiced in the areas of public and private sector management labor law, employment law, and municipal, school and administrative law
- Can be contacted at 715-839-7786 or mdale@wrpr.com

Benjamin R. Jones
- Attorney, Weld, Riley, Prenn & Ricci, SC
- Practice focuses on management side labor and employment law
- Can be contacted at 715-839-7786 or bjones@wrpr.com

Ryan J. Steffes
- Shareholder, Weld, Riley, Prenn & Ricci, SC
- Practices principally in the areas of management labor law, employment law and litigation
- Can be contacted at 715-839-7786 or rsteffes@wrpr.com

Stephen L. Weld
- President, Weld, Riley, Prenn & Ricci, SC
- Practices primarily in the area of management labor and employment law
- Can be contacted at 715-839-7786 or sweld@wrpr.com

William J. Westerlund
- Shareholder, Weld, Riley, Prenn & Ricci, SC
- Practices primarily in the areas of workers' compensation and litigation, representing many insurance companies and self-insured employers in the area of workers' compensation
- Can be contacted at 715-839-7786 or wwesterlund@wrpr.com

Register at www.lorman.com/ID392669 or call 866-352-9539

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# Employment Law Update in Wisconsin

**Eau Claire, WI • May 1, 2014 • Seminar ID: 392669**

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- **Full Fee** to attend - $325
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I am unable to attend. Please send me:
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- **Manual Only** - $119

<table>
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<th>Amount Enclosed</th>
<th>$__________ Tuition / Discount Code $__________ Shipping &amp; Handling fee (if more than $125.00 cash payment) $__________ Sales Tax (if applicable, please include your zip code)</th>
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*Please add 6% sales tax and handling fee, if over $125 cash payment. Please allow 6 weeks for this date to be processed. Include credit card if you enclose the payment.)*

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**FAX:** 715-833-3953  
**MAIL:** Mail this form with payment to: Lorman Education Services Dept. 5382, P.O. Box 2933 Milwaukee, WI 53201-2933

## Where Is It?

Sleep Inn & Suites  
Conference Center  
5872 33rd Avenue  
Eau Claire, Wisconsin  
715-874-2900

## Who Should Attend?

This seminar is designed for human resource managers, operations managers, presidents, vice presidents, supervisors, managers, controllers, accountants and attorneys.

## GENERAL INFORMATION:

- This seminar may be recorded by Lorman Education.  
- If you need special accommodations, please contact us two weeks in advance of the program.  
- Lorman Education Services is not approved to offer self-study CPE credit for accountants; therefore, no CPE will be given for this program if ordered as a self-study package.

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Employment Law Update
in Wisconsin
Eau Claire, WI • May 1, 2014

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Audit - Started working on the audit pages for Anderson, Hager & Moe.

Cost Audit - Preliminary work started on the cost audit.

Financial Procedures Manual - Met with Finance committee on Friday, March 7, 2014. Changes were made to the financial procedures manual. I am working on making those changes and will get a new draft out to committee. Chapter 7 Travel and Training is on hold until the new policy handbook from Carlson Dettman is finished.

Insurance Renewal - Working on property & liability insurance renewal. Email was sent to departments to make and necessary additions or deletions. This also required an updated vehicle inventory from departments.

EO Johnson - Made changes to fit department needs. Would like to move this forward for approval.

Software - Received a call from Civic Systems software they are willing to come in and give a two hour in depth demo of what there software has to offer. I would like to consider this after I form the software committee if that is something they are interested in.

Insurance Claims - No insurance claims.

Projects in progress:

- Insurance Billing spreadsheet for liability.
- Spreadsheet set up for State and Federal Awards.
- Collaborating a software committee
- Spreadsheet set up for financial report
- Ambulance billing in house
- Document management