

REVISED
PIERCE COUNTY
FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA
Monday, February 3, 2020 – 4:00 p.m.
Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of Jan. 6 & Jan. 28, 2020 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action on Resolution 19-XX Salary Adjustments for Elected Officials; County Clerk, Treasurer, & Register of Deeds 2021 – 2024	J. Matthys/A. Preble
4.	Discuss/Take action on position description for Dispatch Sergeant	Sheriff’s Dept.
5.	Discuss/Take action on Joxel Group proposal to program Avatar for the Children’s Long-Term Support (CLTS) Program	J. Huppert
6.	Discuss/Take action to approve implementation of Fidler’s Anchor & Official Records Online Programs	J. Hines
7.	Discuss/Take action to re-class one Accounting Assistant to a <i>Financial Benefit Specialist</i>	Administration
8.	Committee will convene into closed session pursuant to: 8a) §19.85(1)(c) Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and pursuant to §19.85 (1)(e) Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: for the purpose of considering wage and recommended selection of Veterans Service Officer 8b) §19.85 (1)(g) Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Litigation Update 8c) §19.85(1)(c) WI Stats for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Corporation Counsel annual evaluation	
9.	Committee will return to open session and take action on closed session items 8a through 8c, if required	Open session
10.	Future agenda items	Members
11.	Next meeting date: First Monday; Mar. 2 nd	Members
12.	Adjourn	Members

Questions regarding this agenda may be directed to Jamie Feuerhelm at 715-273- 6744.
Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present

jrf (01/24/20)

*Revised 01/28/20 > 10:30 a.m.

2b.

Approve minutes of:

01/06/20 *Regular*

01/28/20 *Special*

**UNAPPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
January 6, 2020 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room
414 W. Main St., ELLSWORTH, WI**

2020 – 01

1) Meeting Convened.

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

1a) Those Present.

A quorum was established acknowledging 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Mike Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16

Absent/Excused: Dan Reis; District #13

Also present: Dale Auckland-District #12, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Allison Preble-HR Manager, Kathy Fuchs-County Treasurer, Chad Johnson-Hwy. Commissioner, Ron Schmidt-Human Services Director, John McLoone-The Journal, & Sheldon Huppert-Pierce Co. ATV/UTV Assoc.

1b) Public Comment.

None.

2a-c) Consent Calendar.

Motion by J. Kosin/S. Bjork to approve the consent calendar including agenda, minutes of Dec. 2nd & 18th, 2019, and Treasurer's report as presented; motion carried.

3) Discuss/Take action on Ordinance 19-XX Amend Chapter 172, Section 172-15(B) of the Pierce County Code – Parks and Recreation routes (B) 16 - 20

C. Johnson explained that the route requests were brought before both the Highway Committee & Traffic Safety Committee & were approved. Motion by B. Schroeder/S. Bjork to approve the Ordinance to Amend Section 172-15(B) of the Pierce County Code-Parks & recreation routes that adds routes defined in (B) 16 to 20; motion carried unanimously.

4) Discuss/Take action to approve Children, Youth & Family Lead Initial Assessment Worker position description

R. Schmidt explained that this position description had not been updated since 2015 & changes needed to be made. Most notably, changing the minimum requirements for the position to allow a broader range of applicants. He added that the subject matter has been previously approved by the Human Services Board. Motion by J. Aubart/M. Kahlow to approve Children, Youth, & Family CPS Lead Initial Assessment Worker position description; motion carried unanimously.

5) Closed Session.

Motion by J. Aubart/S. Bjork to go into closed session at 4:05 p.m. pursuant to: §19.85(1)(c) WI Stats for the

purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator annual evaluation. Motion carried unanimously by roll call vote.

6) **Open Session.**

Committee returned to open session at 5:04 p.m. by motion of S. Bjork/J. Aubart; motion carried unanimously by roll call vote.

Motion by J. Aubart/M. Kahlow to grant Administrative Coordinator a favorable review & award a 3.25% salary increase; motion carried unanimously.

7) **Future agenda items**

- Resolution regarding salary adjustments for elected officials
- Annual performance evaluation for Corporation Counsel
- Discuss assignment of official newspaper for Pierce County

8) **Next Meeting Date**

Next meeting set for Monday, February 3, 2020 at 4:00 p.m. in the County Board Room, Courthouse.

9) **Adjournment**

Meeting adjourned at 5:06 p.m. by motion of B. Schroeder/S. Bjork.

Respectfully submitted by: Jamie Feuerhelm

**APPROVED MINUTES OF THE
Special FINANCE & PERSONNEL COMMITTEE MEETING HELD
January 28, 2020 – 6:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



**County Board Room
414 W. Main St., ELLSWORTH, WI**

2020 – 02

1) Meeting Convened.

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 6:00 p.m.

1a) Those Present.

A quorum was established acknowledging 5 members present; 2 excused.

Members present:

Jon Aubart	District #3	Dan Reis	District #13
Mike Kahlow	District #6	Jeff Holst	District #16
Scott Bjork	District #7		

Absent/Excused: Bill Schroeder-District #14, Jerry Kosin-District #15

Also present: Cecil Bjork-District #5, Neil Gulbranson-District #11, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corp Counsel, Jamie Feuerhelm-County Clerk, John McLoone-Pierce County Journal, & Eric Olson-Rivertowns Media.

1b) Public Comment.

None.

2) Discuss/Take action on Resolution No. 19-XX to Eliminate Designating Official Newspaper & Authorize Electronic Posting to the County's Website

Corp Counsel B. Lawrence gave brief history of action taken by the County Board on the matter of designating an official newspaper, indicating that Res. 96-17 was the last time it was formally addressed. He added the recent history about the Finance & Personnel Committee discussing the issue at its Sept. 2019 meeting & directing staff to proceed with the status quo until further information was gathered. He stated the County does not need to declare an official newspaper because their population is fewer than 250,000. He further explained that the County may declare an official newspaper if they choose to do so; but they can also consider the Resolution presented which allows them to digitally post certain notices to the County's website & physically post the notice in at least one other location likely to give notice to the public. He added that there are a number of legal notices that will still need to be published in a newspaper & gave some examples. He indicated that there are three newspapers with circulation in the County that have been certified by the State Dept. of Administration to publish such notices. They being the Pierce County Journal-fka Prescott Journal, Sun/Argus, & Star Observer-a part of which was formerly known as the River Falls Journal. He indicated that should the Committee adopt the proposed resolution they would still need to designate one of the aforementioned papers as the paper to publish required legal notices.

Chairman J. Holst allowed the two representatives that were present from Star Observer & Pierce County Journal to speak. Eric Olson of Rivertowns Media indicated that the Star Observer was a qualified paper for such notices in both Pierce & St. Croix counties. He indicated that the Star Observer had 1153 subscribers in Pierce Co. with an additional 556 papers distributed to various newsstands in Pierce County. He added that the Republican Eagle, though not a qualified newspaper, had 1309 subscribers in Pierce County, & an additional 277 distributed to newsstands. He indicated that if the Star Observer was selected, they would

publish the notices in the Republican Eagle as well at no additional charge.

John McCloone editor for the Pierce County Journal indicated that his paper was the fastest growing paper probably in the whole state of Wisconsin, adding that they increased their subscribers by 200 in the past three weeks. He indicated that the PC Journal had 1065 subscribers when certified by the State DOA. He also indicated that if the PC Journal or Sun Argus was chosen they would partner together & any notices would be published in both papers at one charge. He added that the Sun Argus circulation is approx. 640.

Motion by M. Kahlow/J. Aubart to adopt the Resolution as presented & identify the Star Observer as the newspaper to publish those legal notices that are required to be published by law. Also to recommend to the County Board that the Resolution be adopted on a first reading. Supervisor D. Reis expressed concern about whether there would really be County-wide coverage if choosing this paper. Supervisor J. Aubart stated that he felt the County runs that risk regardless what newspaper they choose. He added that he had not heard of the Prescott Journal or Sun Argus before this issue was brought to the Committee.

Motion to approve carried with 3 in favor (J. Aubart, M. Kahlow, S. Bjork); & 2 opposed (D. Reis, J. Holst).

3) Future Agenda Items.

AC J. Matthys reviewed items to be addressed at the next regularly scheduled meeting on Feb. 3, 2020.

4) Next Meeting Date

Next meeting previously set for Monday, Feb. 3, 2020 at 4:00 p.m. in the County Board Room, Courthouse.

5) Adjournment

Meeting adjourned at 6:33 p.m. by motion of J. Aubart/D. Reis.

Respectfully submitted by: Jamie Feuerhelm

2c.

**Treasurer's Report
on previous months finance
activities & fund balances**

County of Pierce
12/31/2019

<u>Assets</u>	<u>Current Year</u>	<u>Previous Year</u>
First National River Falls Checking (<i>Book Balance</i>)	\$ 20,854.40	\$ 5,675,757.75
Citizens Community Federal Checking (<i>Book Balance</i>)	\$ 3,402,245.20	\$ 30.00
BMO Harris Checking (<i>Book Balance</i>)	\$ 2,638.19	\$ 20,843.53
Total Investments on Hand	\$ 44,152,043.37	\$ 45,643,104.78

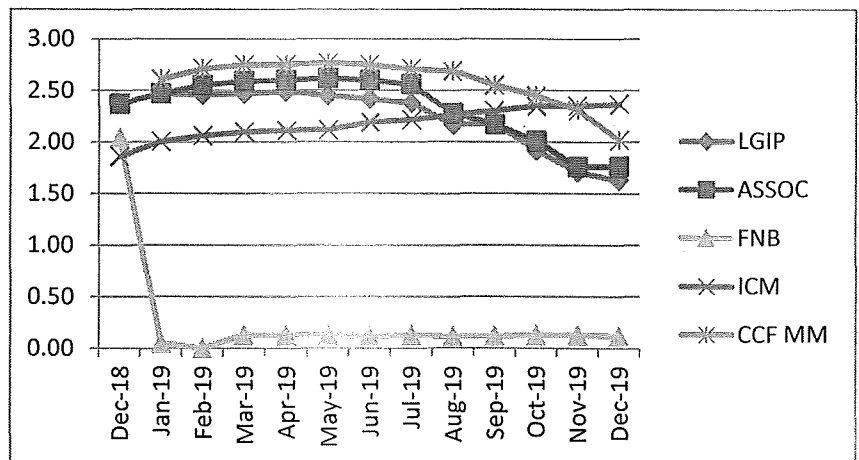
<u>Bank Charges</u>	<u>Current</u>	<u>Year-to-date</u>	<u>Previous Year</u>
	\$4.45	\$540.58	\$7,019.22

<u>Activity</u>	<u>1st National</u>					
	<u>LGIP</u>	<u>CCF Bank</u>	<u>River Falls M</u>	<u>Associated</u>	<u>CD's</u>	<u>ICM</u>
<u>Summary</u>		<u>Money Market</u>	<u>Market</u>	<u>Money Market</u>		
Beginning Balance	\$2,354,748.12	\$4,822,867.84	\$0.00	\$3,065,992.44	\$350,000.00	\$31,554,725.66
Interest	3,264.32	30,100.01		3,197.74	891.78	83,406.82
Reinvestments						(4,416,775.01)
Deposits	-	9,179,562.50		-		-
Fees & Charges						(3,557.25)
Change in Value						(489.82)
Withdrawals	-	(1,525,000.00)		(1,350,000.00)	(891.78)	
Ending Balance	\$ 2,358,012.44	\$ 12,507,530.35	\$ -	\$1,719,190.18	\$350,000.00	\$ 27,217,310.40

<u>Interest Earned</u>	<u>Current</u>	<u>Year-to-Date</u>	<u>Previous YTD</u>
Local Government Investment Pool - LGIP	\$ 3,264.32	\$ 82,722.18	\$ 165,057.92
First National RF - Money Market	-	43.75	49,435.50
CCF - Money Market	10,948.12	214,618.81	-
Associated Bank - Money Market	3,197.74	90,624.13	99,661.15
Institutional Capital Management - ICM	83,406.82	664,512.92	500,042.47
BMO Harris	-	-	2,551.31
First National River Falls - Checking	3.71	437.28	3,419.08
CCF - Checking	2,179.87	26,335.36	-
American Deposit Management - CD	\$ 863.16	\$ 6,156.38	\$ -
Total	\$ 103,863.74	\$ 1,085,450.81	\$ 820,167.43

<u>Rates</u>	<u>LGIP</u>	<u>ASSOC</u>	<u>FNB</u>	<u>ICM</u>	<u>CCF MM</u>
Dec-18	2.37	2.37	2.04	1.86	
Jan-19	2.47	2.47	0.05	2.006	2.61
Feb-19	2.46	2.55	0.00	2.060	2.71
Mar-19	2.47	2.59	0.13	2.098	2.75
Apr-19	2.49	2.60	0.13	2.113	2.75
May-19	2.45	2.62	0.13	2.119	2.77
Jun-19	2.42	2.60	0.12	2.191	2.75
Jul-19	2.38	2.56	0.13	2.217	2.71
Aug-19	2.17	2.28	0.12	2.266	2.69
Sep-19	2.18	2.17	0.12	2.304	2.55
Oct-19	1.92	2.01	0.13	2.350	2.45
Nov-19	1.71	1.76	0.13	2.350	2.31
Dec-19	1.63	1.76	0.12	2.368	2.02

Interest Rate Trends



DECEMBER 2019

Delinquent Tax Payments Collected - \$89,310.72
 Interest Collected - \$13,425.70
Total Tax Payments Collected in 2019 - \$17,217,582.73
Total Interest Collected in 2019 - \$251,033.83

UNPAID TAXES AS OF DECEMBER 31, 2019		
(INCLUDES SPECIALS)		
Year	#Parcels	Amount w/o interest
2008	20	\$15,633.79
2009	21	\$16,283.48
2010	30	\$21,318.61
2011	37	\$31,209.39
2012	42	\$36,049.56
2013	52	\$41,490.28
2014	69	\$60,961.29
2015	76	\$87,981.60
2016	109	\$129,350.67
2017	196	\$288,332.37
2018	371	\$572,845.05
TOTAL:		\$1,301,456.09

UNPAID TAXES AS OF DECEMBER 31, 2018		
(INCLUDES SPECIALS)		
Year	#Parcels	Amount w/o interest
2008	26	\$19,211.17
2009	29	\$21,229.38
2010	38	\$28,573.95
2011	45	\$38,906.45
2012	57	\$54,245.85
2013	71	\$68,447.06
2014	93	\$94,004.80
2015	119	\$152,243.59
2016	208	\$287,288.25
2017	367	\$586,471.40
TOTAL:		\$1,350,621.90

2016 Void/NSF - C. River Falls 11/5/2019 Payment
 \$149.25 + \$35 (NSF Fee) = \$ 184.25

UNPAID TAXES AS OF NOVEMBER 30, 2019		
(INCLUDES SPECIALS)		
Year	#Parcels	Amount w/o interest
2008	20	\$15,633.79
2009	21	\$16,283.48
2010	31	\$21,330.33
2011	37	\$31,209.39
2012	42	\$36,322.78
2013	52	\$41,510.61
2014	69	\$61,795.25
2015	76	\$87,981.60
2016	111	\$131,830.30
2017	207	\$310,250.44
2018	425	\$637,333.54
TOTAL:		\$1,391,481.51

UNPAID TAXES AS OF NOVEMBER 30, 2018		
(INCLUDES SPECIALS)		
Year	#Parcels	Amount w/o interest
2008	26	\$19,234.00
2009	29	\$21,229.38
2010	38	\$28,573.95
2011	45	\$38,906.45
2012	57	\$54,976.85
2013	71	\$68,635.74
2014	93	\$94,412.96
2015	119	\$152,688.04
2016	214	\$296,698.50
2017	408	\$637,098.46
TOTAL:		\$1,412,454.33

3.

**Discuss/Take action on
Resolution 19-XX Salary
Adjustments for Elected
Officials; County Clerk,
Treasurer, & Register of
Deeds 2021 – 2024**

Pierce County Finance and Personnel Committee
Meeting Date: 02/03/2020

Agenda Item:

Discuss/Take action to establish salaries for the County Clerk, Treasurer and Register of Deeds for Pierce County

Requesting Agency:

Administration

Requested Action:

Review attached Resolutions 11-35 from 2012 and 15-40 from 2016 to establish salaries for County Clerk, Treasurer and Register of Deeds positions for the 2021-2024 term. Also attached is resolution 17-25 from 2018 showing salary data of the Clerk of Court salaries that have been established as a comparison.

Background:

The County Board must establish salaries for the County Clerk, Treasurer and Register of Deeds positions prior to the earliest date for filing for the office (WI STATS 59.22). In order to meet this timeframe, the County Board must act on this issue at the March 24, 2020 meeting. Salaries must be set for the entire 4-year term of office (2021-2024).

The County Board approved a 1.5% increase to the overall pay scale for non-represented employees for 2020. Employees at the top of their pay grade receive a 1.5% increase for 2020. Employees not at the top of their pay grade will also qualify for a step increase around 2.70% if a favorable performance evaluation is received, making the total increase about 4.2%. The County Clerk, Treasurer and Register of Deeds positions were not rated when the Compensation and Classification Study was done, therefore I have requested information on compensation from surrounding counties regarding these two positions. Included in the attached spreadsheet are 2020 salaries for Dunn, Pepin, St. Croix, Barron, Buffalo, Chippewa and Eau Claire Counties. Please note that the County Clerk, Treasurer and Register of Deeds positions have historically been in line with the Clerk of Court salary.

First Tier Counties	County Clerk 2020 Salary	Treasurer 2020 Salary	Register of Deeds 2020 Salary
Dunn	\$64,400	\$64,400	\$64,400
Pepin	\$54,338	\$54,338	\$54,338
St. Croix	\$74,018	\$74,018	\$74,018
First Tier Average	\$64,252	\$64,252	\$64,252
Second Tier Counties			
Barron	\$74,151	\$74,151	\$74,151
Buffalo	\$55,750	\$55,750	\$55,750
Chippewa	\$69,487	\$69,487	\$69,487
Eau Claire	\$73,620	\$73,620	\$73,620
Second Tier Average Salary	\$68,252	\$68,252	\$68,252
Overall Average	\$66,538	\$66,538	\$66,538
Pierce	61,104		

Staff Recommendation:

It is recommended to bring the County Clerk, Treasurer and Register of Deeds salaries in 2021 to equal the wages of the Clerk of Court at \$66,667. Then increase by _____ for 2022, _____ for 2023, and _____ for 2024. It is important for Pierce County to remain competitive in its salaries in order to attract the appropriate qualified candidates to run for office.

Recommended Motion:

Motion by _____ seconded by _____ to approve an increase to \$66,667 for 2021 and then increase by _____, _____, and _____ for years 2022, 2023, 2024 for the offices of County Clerk, Treasurer and Register of Deeds.

RESOLUTION 19-XX

**SALARY ADJUSTMENTS FOR ELECTED OFFICIALS
County Clerk, Treasurer, and
Register of Deeds 2021-2024**

WHEREAS, on February 3, 2020, the Finance & Personnel Committee did duly consider the existing salaries of the County Clerk, Treasurer, and Register of Deeds of Pierce County; and

WHEREAS, the Finance & Personnel Committee recommends that the current 2020 salaries for the County Clerk, Treasurer, and Register of Deeds be adjusted ____% effective 01/01/21, ____% effective 01/01/22, ____% effective 01/01/23 and ____% effective 01/01/24. Thus, the following gross salaries (less applicable taxes, withholdings, Wisconsin Retirement System contributions for elected officials, and other deductions as required by applicable state or federal law, as such law may be amended), shall be established:

	<u>2020 Salary</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
County Clerk	\$61,104				
Register of Deeds	\$61,104				
Treasurer	\$61,104				

WHEREAS, the Finance & Personnel Committee recommends that the elected officials be offered the opportunity to participate in the County's health insurance plan under the same terms and with the same premium contribution levels as non-represented employees, as may be amended by the County for non-represented employees.

NOW, THEREFORE BE IT RESOLVED, by the Pierce County Board of Supervisors that in addition to base salary adjustments, less taxes and withholdings, as identified above, with respect to elected officials, the extent that their base salaries will be increased effective 1/01/2021 and beyond, said officials shall be offered corresponding benefits, based on salary, in accord with the County's existing plan, and shall be offered health insurance coverage under the same terms as non-represented employees.

Dated this 25th day of February, 2020.

Jeffrey A. Holst, Chair
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

Jamie Feuerhelm, County Clerk

Bradley D. Lawrence, Corp. Counsel

Adopted: _____

RESOLUTION 11-35
Salary Adjustments For Elected Officials: County Clerk, Treasurer, and Register Of Deeds 2013-2016

WHEREAS, on February 6, 2012, the Finance & Personnel Committee did duly consider the existing salaries of the County Clerk, Treasurer, and Register of Deeds of Pierce County; and

WHEREAS, the Finance & Personnel Committee recommends that the current 2012 salaries for the County Clerk, Treasurer, and Register of Deeds be adjusted 1.25% effective 01-01-13, 1.25% effective 01-01-14, 1.25% effective 01-01-15 and 1.25% effective 01-01-16. Thus, the following gross salaries (less applicable taxes, withholdings, Wisconsin Retirement System contributions for elected officials, and other deductions as required by applicable state or federal law, as such law may be amended), shall be established:

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
County Clerk	\$ 55,323	\$ 56,015	\$ 56,715	\$ 57,424	\$ 58,142
Register of Deeds	\$ 55,323	\$ 56,015	\$ 56,715	\$ 57,424	\$ 58,142
Treasurer	\$ 55,323	\$ 56,015	\$ 56,715	\$ 57,424	\$ 58,142

WHEREAS, the Finance & Personnel Committee recommends that the elected officials be offered the opportunity to participate in the County's health insurance plan under the same terms and with the same premium contribution levels as non-represented employees, as may be amended by the County for non-represented employees.

NOW, THEREFORE BE IT RESOLVED, by the Pierce County Board of Supervisors that in addition to base salary adjustments, less taxes and withholdings, as identified above, with respect to elected officials, the extent that their base salaries will be increased effective 1-01-2013 and beyond, said officials shall offered corresponding benefits, based on salary, in accord with the County's existing plan, and shall be offered health insurance coverage under the same terms as non-represented employees.

Dated this 28th day of February, 2012.

RESOLUTION 15-40

SALARY ADJUSTMENTS FOR ELECTED OFFICIALS
County Clerk, Treasurer, and
Register of Deeds 2017-2020

WHEREAS, on February 1, 2016, the Finance & Personnel Committee did duly consider the existing salaries of the County Clerk, Treasurer, and Register of Deeds of Pierce County; and

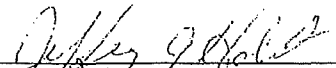
WHEREAS, the Finance & Personnel Committee recommends that the current 2016 salaries for the County Clerk, Treasurer, and Register of Deeds be adjusted 1.25% effective 01/01/17, 1.25% effective 01/01/18, 1.25% effective 01/01/19 and 1.25% effective 01/01/20. Thus, the following gross salaries (less applicable taxes, withholdings, Wisconsin Retirement System contributions for elected officials, and other deductions as required by applicable state or federal law, as such law may be amended), shall be established:

	<u>2016 Salary</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
County Clerk	\$58,142	\$58,869	\$59,605	\$60,350	\$61,104
Register of Deeds	\$58,142	\$58,869	\$59,605	\$60,350	\$61,104
Treasurer	\$58,142	\$58,869	\$59,605	\$60,350	\$61,104

WHEREAS, the Finance & Personnel Committee recommends that the elected officials be offered the opportunity to participate in the County's health insurance plan under the same terms and with the same premium contribution levels as non-represented employees, as may be amended by the County for non-represented employees.

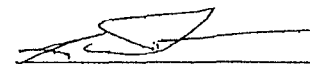
NOW, THEREFORE BE IT RESOLVED, by the Pierce County Board of Supervisors that in addition to base salary adjustments, less taxes and withholdings, as identified above, with respect to elected officials, the extent that their base salaries will be increased effective 1/01/2017 and beyond, said officials shall offered corresponding benefits, based on salary, in accord with the County's existing plan, and shall be offered health insurance coverage under the same terms as non-represented employees.

Dated this 23rd day of February, 2016.



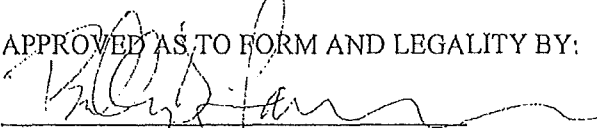
Jeffrey A. Holst, Chair
Pierce County Board of Supervisors

ATTESTED TO BY:



Jamie Feuerhelm, County Clerk

APPROVED AS TO FORM AND LEGALITY BY:



Bradley D. Lawrence, Corp. Counsel

ADOPTED

Adopted: _____

MAR 22 2016

RESOLUTION NO. 17-25
SALARY ADJUSTMENTS FOR ELECTED OFFICIALS
CLERK OF COURT AND SHERIFF 2019-2022

WHEREAS, on February 5, 2018, the Finance & Personnel Committee did duly consider the existing salaries of the Clerk of Court and Sheriff of Pierce County; and

WHEREAS, the Finance & Personnel Committee recommends that, for the sole purpose of calculating the annual salaries for the years 2019-2022, the current 2018 base salary for the Clerk of Court be adjusted to \$64,228, and the salary be adjusted by 1.25% to \$65,031 effective 01/07/19, be adjusted by 1.25% to \$65,844 effective 01/06/20, be adjusted by 1.25% to \$66,667 effective 01/04/21, and be adjusted by 1.25% to \$67,500 effective 01/03/22; and

WHEREAS, the Finance & Personnel Committee recommends that, for the sole purpose of calculating the annual salaries for the years 2019-2022, the current 2018 base salary for the Sheriff be adjusted to \$84,158, and the salary be adjusted by 1.25% to \$85,210 effective 01/07/19, be adjusted by 1.25% to \$86,275 effective 01/06/20, be adjusted by 1.25% to \$87,353 effective 01/04/21, and be adjusted by 1.25% to \$88,445 effective 01/03/22; and

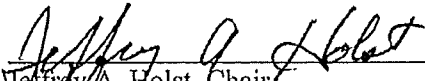
WHEREAS, the Finance & Personnel Committee recommends that these two officials be offered continued health insurance coverage through the existing County plans under the same terms as non-represented employees; and

NOW, THEREFORE BE IT RESOLVED, by the Pierce County Board of Supervisors that the current annual salaries for the Clerk of Court and Sheriff for the years 2019-2022 be adjusted as recommended by the Finance & Personnel Committee. Thus the following salaries shall be established:

	2018 Current Salary	2018 Salary Adjustment for Calculations	2019	2020	2021	2022
Clerk of Court	\$59,605	\$64,228	\$65,031	\$65,844	\$66,667	\$67,500
Sheriff	\$79,110	\$84,158	\$85,210	\$86,275	\$87,353	\$88,445

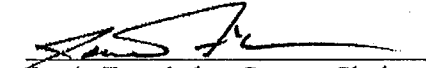
BE IT FURTHER RESOLVED that in addition to base salary adjustments, as identified above, with respect to elected officials, to the extent that their base salaries will be increased effective 01/07/19 (the first Monday in January 2019) and beyond, said officials shall receive the corresponding benefits, based on salary, in accord with the County's then existing plan, and shall be offered health insurance coverage under the same terms as non-represented employees.

Dated this 27th day of February, 2018.



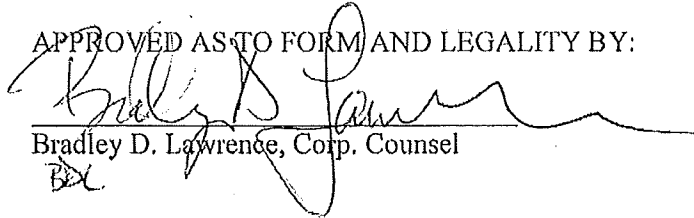
Jeffrey A. Holst, Chair
Pierce County Board of Supervisors

ATTESTED TO BY:



Jamie Feuerhelm, County Clerk

APPROVED AS TO FORM AND LEGALITY BY:



Bradley D. Lawrence, Corp. Counsel

ADOPTED

Adopted: _____

MAR 27 2018

4.

**Discuss/Take action on
position description for
Dispatch Sergeant**



Jamie Feuerhelm <jamie.feuerhelm@co.pierce.wi.us>

New form response

1 message

Steve Gustafson <demo@fnsmtplib.addonsite.com>

Thu, Jan 16, 2020 at 3:53 PM

To: "Jamie.feuerhelm" <jamie.feuerhelm@co.pierce.wi.us>

Request for F & P Action has received a new response:

Meeting Date 2020-03-02

Agenda Item New Job Description for Dispatch Sgt.

Requesting Agency Sheriffs Office

Background Sheriffs office was approved to hire a Dispatch Sgt in 2020. This will be an added duty to an already dispatcher.

Staff Recommendation LE Committee approved to move forward

Recommended Motion: (Motion by seconded by to approve and authorize) Motion made by Scott Bjork and 2nd by Ruth Wood to pass this onto F&P

Requestor's email address nancy.hove@co.pierce.wi.us

Auto responded by Form Notifications SMTP add-on for Google Forms
Send mass emails from Sheets: Mail Merge SMTP

**PIERCE COUNTY WISCONSIN PE
HUMAN RESOURCES DEPARTMENT
P.O. BOX 128
COURTHOUSE, ELLSWORTH, WI 54011
715-273-3531 Ext. 6433**



December 16, 2019

To: Law Enforcement Committee

From: Allison Preble, Human Resources Manager

Memo RE: Classification of Sergeant Dispatcher Position

Sheriff Nancy Hove has requested a classification study and wage placement of the new proposed position of Sergeant Dispatcher.

This position will direct activities of the office under the direction of the Sheriff or his/her designee. The Dispatcher Sergeant will manage, consult and guide the personnel of the Sheriff's Office, promote team work, productivity, morale, observe general attitude toward policies and procedures, discover existing weaknesses and take corrective action when possible. This position will also perform dispatcher duties daily.

The minimum qualifications for this position include High School Diploma or Equivalent. Must have one year of work experience in an emergency communication and one year with Pierce County Sheriff's Office. Must pass an extensive background investigation for law enforcement purposes physical examination and drug screening. Must have computer proficiency, a valid driver's license, and no felony convictions.

Sheriff Hove has reached out to other Sheriff's in surrounding counties for a comparison of positions that are similar to the Sergeant Dispatcher for Pierce County. Of the counties that responded our findings are as follows: Sawyer County has a Dispatch Supervisor with a starting range of \$22.00, Burnette County has a Jail/Dispatch Lead position which is paid \$1.00 more per hour than the regular Jailers or Dispatchers. Vilas County has Corporal positions that lead the Dispatch unit with a salary range of \$20.34 - \$24.41 and Trempealeau County has a Sergeant Dispatcher with a starting wage of \$26.85.

My recommendation is to place the Sergeant Dispatcher position at a Grade I on the 2020 Carlson Deltmann scale that Pierce County currently utilizes for all Non-Represented positions. The range of Grade I is \$22.58 - \$29.04. This place this position in close proximity to the wage of a Sergeant Jailer in Pierce County. The Sergeant Jailer wage range is \$22.48 - 28.42

If you have further questions please contact me at 715-273-6851 option #2.

Sincerely,

Allison Preble
Human Resources Manage

Pierce County Sheriff's Office Job Description

Employee's Name _____

Supervisors Name and Title: Sheriff

Working Title: *Civilian Dispatcher Sergeant (this is an assignment not a position)*

Regular Work Hours or Shift: Schedule approved by the Sheriff

Pay Grade and FLSA Status: I

Position and Purpose: This position will direct activities of the office under the direction of the Sheriff or his/her designee. The Dispatcher Sergeant will manage, consult and guide the personnel of the Sheriff's Office, promote team work, productivity, morale, observe general attitude toward policies and procedures, discover existing weaknesses and take corrective action when possible.

This position will also answer a multi-line phone system, including emergent and non-emergent calls for service. This is a fast-paced high stress position. The Dispatcher Sergeant will take calls, is required to use independent judgement and interpretation when receiving information and will relay it to the appropriate responding judgement units/agencies (fire, EMS, Police, Sheriff etc..) via radio or paging communication. The Dispatcher Sergeant must provide follow-up communication and assistance as necessary to field personnel. Must be able to work weekdays, weekends, and holidays. Must be able to work any shift: days, afternoons and nights.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned, including other duties as assigned by the sheriff or their designee.

- Operates and maintains a radio/telecommunication system with mobile patrol units, municipalities and other emergency agencies on a county wide basis:

- Receives routine and emergency(911) calls and records messages, data and information received via telephone, radio, electronic hardware, in writing and in person; evaluates, prioritizes and dispatches the calls received as necessary.
- Answers multi-line phone system, providing information, referral or response as required to the public regarding operations and procedures.
- Dispatches officers and other emergency personnel to emergency situations; provide information as necessary for officer/responder safety
- Communicate effectively, courteously and respectfully with the public in stressful situations using appropriate language and tone of voice.
- Operates teletype (TIME system portal) to request and procure needed information between agencies (in and out of state).
- Processes request, enters inquiries and monitors data and messages from local, state, federal and international computer systems (NCIC, CIB, CJIS) and relays information as necessary to the appropriate authority; enters/cancels warrants, protection orders, articles, parts, missing persons, etc.
- Monitors weather radar, communications from the National Weather Service
- Activates County alert sirens, Code Red Systems (or other optional systems), and other community emergencies (Prairie Island-related events, etc.), communicates necessary information to Emergency Service personnel on-duty.
- Conforms to oral and written policies and procedures of Pierce County
- Directly Supervise personnel of the dispatch
- Attend Staff meetings with other supervisors of the office
- Interprets laws, ordinances, rules, regulations and Sheriff's Office Policy manual for subordinate employees
- Develops recommendations for future programs and improvement in work procedures.
- Assign and review daily work of dispatchers
- Responsible for daily supervision, operation and maintenance of the dispatch center.
- Report to the department supervisor any case of misconduct, incompetency, neglect of duty and misuse of department equipment or violation of law policy on part of the employee.
- Work with the Sheriff and Chief Deputy in budget planning.
- Investigate complaints against dispatchers and employee grievances.
- Maintain and direct the necessary programs as directed by the Department Supervisor
- Assist in the administration, using personnel records and performance ratings, for individual guidance and improvements.
- Effectively evaluate subordinate officers
- Other duties as assigned by management.

Minimum Qualifications

- High School Diploma or Equivalent
- Must pass an extensive background investigation for law enforcement purposes physical examination and drug screening.
- Computer proficiency
- Valid Driver's License
- No felony convictions
- Must have (1) year of work experience in an emergency communication and one year with Pierce County Sheriff's Office

Preferred Qualifications

- Previous experience in Police, Fire or EMS
- General Law Enforcement or Dispatching experience

Knowledge, Skills and Abilities:

- Ability to communicate orally and in writing
- Ability to remain calm in emergent situations
- Ability to maintain effective relationships with other officers and the general public
- Ability to learn and be proficient in the use of national and State codes for dispatching
- Ability to see, hear and remember facts and circumstances to write an accurate report of the facts
- Ability to prioritize duties and responsibilities to complete tasks at hand
- Strong organizational, multi-tasking and critical thinking skills are necessary
- Ability to learn and apply knowledge of geographical maps, resources, businesses, intersections and other landmarks in the county.
- Ability to analyze and prioritize information using as established criteria to determine consequences and select alternatives.
- Ability to use sound judgement and situational reasoning ability, be decisive, creative (adaptable) to changing situations.

Physical Requirements

(Physical and Mental abilities required to perform essential job functions)

- Ability to hear, see and speak

- Sitting for extended periods of time
- Frequent turning/twisting, reaching, grasping and pinching.
- Operate computer equipment, video surveillance equipment, phones
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting up to 50 pounds, carrying, pushing and pulling 100lbs.

Special Requirements:

- CPR/AED certified
- Must maintain Advanced Time, Validation and TAC certification
- Must be able to work evenings, weekends, and Holidays.
- Must be able to work all shifts: days, afternoons, evenings.

Environmental Ability:

- High stress fast paced work environment; quickly changing call volumes and call types.
- Work is generally performed in a moderately noisy location (around dispatchers taking calls, sounds of computers, printers, fax machine, alarm boxes, weather radios)
- Environmental factors such as temperature variations, odors, gases, dust are minimal
- May be required to work irregular hours and unexpected overtime.

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

Employee's Signature _____ **Date** _____

Sheriff's Signature _____ **Date** _____

Personnel Signature _____ **Date** _____

5.

**Discuss/Take action on Joxel
Group proposal to program
Avatar for the Children's Long-
Term Support (CLTS) Program**



Jamie Feuerhelm <jamie.feuerhelm@co.pierce.wi.us>

New form response

1 message

Steve Gustafson <demo@fnsmtg.addonsite.com>
To: "Jamie.feuerhelm" <jamie.feuerhelm@co.pierce.wi.us>

Tue, Jan 21, 2020 at 1:49 PM

Request for F & P Action has received a new response:

Meeting Date 2020-02-03

Agenda Item Discuss and take action on Joxel Group proposal to program Avatar for the Children's Long-Term Support (CLTS) Program

Requesting Agency Human Services / Information Services

Background When Pierce County went with the Netsmart product Avatar as the Human Services main EHR (Electronic Health Record) software, the CLTS program was not included in the initial build. The data that was needed to be kept for this program is tracked in 2 database programs – Filemaker and Microsoft Access. It was the intent that CLTS would be built in to Avatar at some point. We have been charged with getting data out of Filemaker. Putting the CLTS data in Avatar will cut down on the current duplicate entry and it will also put it in the software it should be tracked through with the rest of the Human Services programs. We have received a quote from the Joxel group which is a group Netsmart contracts with for 450 hours of their time for this build. This was discussed at the Human Services Board on 1/16/20. At that meeting there was a motion by Gilles and seconded by Jones-Witthuhn to approve the Joxel Group/Netsmart proposal not to exceed \$100,000 and have Information Services forward the proposal to the Finance and Personnel Committee for additional consideration. Motion was carried.

Staff Recommendation Approve the Joxel Group/Netsmart proposal to move forward with getting CLTS in the Avatar program not to exceed \$100,000 and fund the project from the contingency fund balance.

Recommended Motion: (Motion by seconded by to approve and authorize) Motion by _____, seconded by _____ to approve the Joxel Group/Netsmart proposal not to exceed \$100,000 and to forward this on to County Board for additional consideration.

Requestor's email address huppert@co.pierce.wi.us

Auto responded by Form Notifications SMTP add-on for Google Forms
Send mass emails from Sheets: Mail Merge SMTP

6.

**Discuss/Take action to
approve implementation of
Fidlar's Anchor & Official
Records Online Programs**



Jamie Feuerhelm <jamie.feuerhelm@co.pierce.wi.us>

New form response

1 message

Steve Gustafson <demo@fnsmtplib.addonsite.com>
To: "Jamie.feuerhelm" <jamie.feuerhelm@co.pierce.wi.us>

Thu, Jan 23, 2020 at 5:01 PM

Request for F & P Action has received a new response:

Meeting Date 2020-02-03

Agenda Item Discuss and Take Action to Approve Implementation of Fidar's Anchor and Official Records Online Programs

Requesting Agency Pierce County Register of Deeds

Background The Register of Deeds would like to implement additional software available from Fidar Technologies, our software provider. The Anchor Program is a free Lifecycle module in which we can set parameters for legal descriptions to check validity of the description. Submitters and the Register of Deeds can be notified of incorrect legal descriptions and have the opportunity to make corrections. This software also allows staff to create new subdivisions and certified survey maps and cleanup old incorrect subdivision data. Official Records Online is a web-based resource for customers to order certified/uncertified copies of vital records from remote locations. This program requires the customer answer questions to confirm identity and upload identification documents. With state-wide issuance of birth, marriage and more recent death certificates from any Register of Deeds, we would like to offer customers the convenience of placing their expedited orders with us. Both of these modules are available to us free of charge through our current Lifecycle Contract.

Staff Recommendation My recommendation is to add the Anchor and Official Records Online programs to the Pierce County Register of Deeds software.

Recommended Motion: (Motion by seconded by to approve and authorize) To approve and sign the sales orders for Anchor and Official Records Online.

Requestor's email address julie.hines@co.pierce.wi.us

Auto responded by Form Notifications SMTP add-on for Google Forms
Send mass emails from Sheets: Mail Merge SMTP



350 Research Parkway
Davenport, IA 52806
800.747.4600

December 18, 2019

Julie Hines
Pierce County, WI Register of Deeds

Re: Official Records Online

Dear Julie:

Per your request, find below a sales order for the installation, configuration and training of Official Records Online (ORO).

Service

ORO Installation, configuration and Training of ORO:	\$	0.00
Cost to Pierce County:	\$	0.00
TOTAL:	<u>\$</u>	<u>0.00</u>

Please feel free to call me if you have any questions or concerns.

Very truly yours,

FIDLAR TECHNOLOGIES

Cheryl McCarthy

Partner Relationship Manager

ACCEPTED:

PIERCE COUNTY, WI RECORDER

FIDLAR TECHNOLOGIES

By: _____

By: _____

Date _____

Date _____



PROVIDE CERTIFIED RECORDS

ONLINE

"The new Official Records Online is streamlined, easy to use and will be a great asset to Green Lake County to provide online services for vital records. I look forward to being able to provide such a great product to my customers."

Sarah Guenther
Green Lake County
Register of Deeds
Wisconsin

Can your constituents obtain certified vital and land records online?

Official Records Online is a web-based resource accessible via computer, phone, or tablet. The website has been designed for ease-of-use for all demographics. Visitors to your county's Official Records Online site can easily make purchases via credit card for certified copies of their vital and/or land records.

How does your office validate a requestor's identity online?

Official Records Online requires customers to answer several background questions correctly to confirm their identity. Enhanced authorization allows for the scanning and uploading of required identification (driver's licenses, official ID's, etc.). Counties can also require additional authorization from their visitors if necessary.

Is your office known as the main source for certified copies of records?

By providing the Official Records Online service to your constituents, you are increasing the ease and accessibility of obtaining certified copies from your office. This alone will help your constituents understand how to obtain their records and identify your office as the source for certified copies. By implementing Official Records Online in your county, you are providing a major service to your public who will appreciate the value of being able to purchase their certified records online.





350 Research Parkway
Davenport, IA 52806
800.747.4600

December 16, 2019

Julie Hines
Pierce County, WI Register of Deeds

Re: Anchor

Dear Julie:

Please find below a zero-dollar sales order for the installation and training of Anchor, our software to set legal parameters, create new subdivisions/cleanup old subdivisions; in addition to data entry assistance in AVID.

<u>SERVICE</u>	<u>COST</u>
Anchor Installation and Training:	\$9,600.00
	(-) \$9,600.00
TOTAL COST TO PIERCE COUNTY:	<u>\$0.00</u>

Please feel free to call me if you have any questions or concerns. If accepted, please sign below and email to cherylm@fidlar.com or fax back to the attention of Theresa at 563-345-1201.

Very truly yours,

FIDLAR TECHNOLOGIES

Cheryl McCarthy
Partner Relationship Manager

ACCEPTED:

PIERCE COUNTY, WI REGISTER

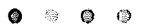
FIDLAR TECHNOLOGIES

By: _____

By: _____

Date: _____

Date: _____



Gives counties a much more robust, efficient and user friendly graphical interface for managing subdivisions, survey maps and tracts.

- **Visual representation of the subdivisions, survey maps and tracts with their valid and invalid ranges within**
- **Short codes make it possible to quickly add new subdivisions and/or a specific range of valid and invalid ranges for each**
- **A queue is automatically generated of unvalidated and invalidated indexed legals so staff members can look back and ensure that Anchor's database is accurate**
- **Counties can now ensure the quality of and validate against their static Tract data. In the past, AVID's tract database could become inaccurate with indexers approving indexed information with invalid tracts. Now, Anchor can help them keep this accurate, clean-up bad data and both AVID and IDoc users get the ability of validating indexed tract data.**
- **Ability to create/edit short codes for each subdivision to be used while indexing**
- **Ability to add notes for subdivisions and survey maps in Anchor**

Adds integrity to the public record by validating indexed information as they record it.

- **AVID will notify indexers if a legal is valid, invalid, unvalidated or out of range**
- **Daily reports of documents indexed with invalid legals allow a county to verify indexed information and/or inform submitters regarding the document in question.**
- **Builds submitters' confidence as they will be able to be notified and re-submit documents to correct invalid data in their documents.**
- **Builds searchers' confidence because the documents they are searching have been monitored more closely for valid indexed information.**

7.

**Discuss/Take action to re-
class one Accounting
Assistant to a Financial
Benefit Specialist**

**PIERCE COUNTY WISCONSIN
HUMAN RESOURCES DEPARTMENT
P.O. BOX 128
COURTHOUSE, ELLSWORTH, WI 54011
715-273-3531 Ext. 6433**



February 3, 2020

To: Finance and Personnel

From: Allison Preble, Human Resources Manager

Memo RE: Reclassification of one Accounting Assistant in the Finance department to a Financial Benefit Specialist

Upon the 2019 refill of a vacant Accounting Assistant position it has been brought to our attention that the scope of duties of this position do not match that of an Accounting Assistant. This position has been recently vacated again therefore now is the time to modify the position to accurately reflect the duties this employee would perform so Pierce County can recruit candidates with the proper qualifications. This change will also increase the retention factor for this position.

This position helps collect funds for private and/or public insurance benefits displaying extensive medical insurance knowledge and coding language; educates clinicians and clients to promote choices and prevent problems with filing insurances in a timely manner. This position serves as a resource to other financial employees, programmer/analyst and county departments working in several program areas. This position protects patients' health information for confidentiality, authorized access for treatment and data security.

The minimum qualifications for this position would be Highschool Diploma or GED. A minimum of three years of governmental experience working with benefit programs or any combination of education and experience which provides the required knowledge, skills and abilities may be considered. Work experience must include direct insurance contact. Valid driver's license required.

Research from the surrounding counties was collected. Of the counties that responded our findings are as follows: Taylor County \$19.87 - \$25.55, Kewaunee \$18.19 - 21.64, Manitowoc County \$18.78 - \$29.84. The salary survey that we obtained from the City of Menomonie which includes data from 16 counties is at a range of \$17.46 - \$26.98 and my online market research showed a salary range of \$19.78 - \$25.68.

My recommendation is to rename this position Financial Benefits Specialist and place it at a Grade H on the 2020 Carlson Dettmann scale that Pierce County currently utilizes for all Non-Represented positions. The range of a Grade H is \$20.75 - \$26.67.

If you have further questions please contact me at 715-273-6851 option #2.

Sincerely,

Allison Preble
Human Resources Manager
Pierce County Wisconsin

Pierce County Finance and Personnel Committee
Meeting Date: 02/03/2020

Agenda Item:

Discuss/Take Action to reclass 1 Accounting Assistant to a Financial Benefit Specialist

Requesting Agency:

Administration

Background:

In 2019 all Accounting Assistants positions were streamlined to 1 position description. In that time period we had 1 Accounting Assistant retire. When refilling that position, it came to our attention that the actual duties of this particular position focus primarily on medical billing, medical coding, insurance authorizations, medical fund collections, and face to face client interactions regarding billing for the mental health services they are receiving while increasing revenue. The duties and responsibilities of this position does not fall within the scope of an Accounting Assistant as we initially assessed. In order to hire the right candidate with proper qualifications it will be necessary to have this position accurately reflect the actual functions of the job. The position is now vacant again so we have discussed and determined that now is the time to have this position looked at and re-classified.

Staff Recommendation:

It is recommended that the Finance and Personnel Committee approves to re-classify 1 Accounting Assistant to a Financial Benefit Specialist

Recommended Motion:

Motion to approve the reclassification of 1 Accounting Assistant to a Financial Benefit Specialist. Motion by _____ seconded by _____ to approve

**Pierce County
Position Description**

Name: Department: Finance
Date: Pay Grade: H
FLSA Status: Non-Exempt
Position Title: Financial Benefit Specialist **Reports To:** Assistant Finance Director
Hours: 8:00 am–4:30 pm Monday-Friday

Purpose of Position:

This position helps collect funds for private and/or public insurance benefits displaying extensive medical insurance knowledge and coding language; educates clinicians and clients to promote choices and prevent problems with filing insurances in a timely manner. This position serves as a resource to other financial employees, programmer/analyst and county departments working in several program areas. This position protects patients' health information for confidentiality, authorized access for treatment and data security.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

- Exhibits extensive medical insurance knowledge and coding language
- Work with programmer/analyst to build medical data base to gain efficiencies
- Maintain up to date credentialing of clinicians and our agency
- Obeys all regulations and coding procedures to guarantee prompt payment of medical services
- Contacts individual clients either at site, home, or office
- Maintains confidential case records; abide by HIPAA laws and regulations
- Verifies and maintains accuracy of electronic medical health records and billing data, prepares and submits claims to appropriate payment sources and processes accounts receivable and collection of past due accounts
- Investigate and research claims and claim denials to ensure maximum reimbursement for services provided
- Perform debt service collection and tax intercept duties; determine next step in collection process
- Verify, reconcile and track revenue for Pierce County, receipts money
- Attends initial and ongoing training programs
- Possess excellent communication and interpersonal skills to interact with insurance representatives, clinicians and clients
- Updates and maintains the client data systems with information needed for billing, statistical and financial reports
- Educates and mentors accounting assistants, clinicians and clients regarding insurance filings, processes and procedures
- Maintains ethical standards including establishing boundaries
- Attends county, regional and state meetings and training sessions as approved by the Supervisor
- Performs other duties as assigned

