

PIERCE COUNTY BOARD OF SUPERVISORS

Tuesday, June 26, 2018 – 7:00 p.m.
Courthouse – County Board Room
414 W. Main St., Ellsworth, WI 54011

1.	Call to order
2.	Call of the roll by the Clerk 2a) Establish Quorum 2b) Adopt Agenda
3.	Pledge of Allegiance to the flag
4.	Public Comment: County Board will receive public comments on any issue not related to agenda items, discussion by board members may take place but no action will be taken on any item raised.
5.	Discuss/Take action on 2019 County Budget Guidelines
6.	Resolutions for consideration: First reading: 6a) Resolution No. 18-10 Authorize New Position – Department of Human Services Dementia Care Specialist * 6b) Resolution No. 18-11 To Declare Third Party Administrator for Pierce County Health Insurance Plan effective 1/01/2019*
7.	Resolutions for consideration: Second reading: 7a) Resolution No. 18-04 Authorization to Amend Insurance Plan to Include Dental Program & Approve Contributions 7b) Resolution No. 18-05 Authorize Additional Hours for Deputy Register in Probate for 2018 & Approve Transfer from General Fund 7c) Resolution No. 18-06 Authorize New Human Services Department CCS Service Facilitator Positions for 2018 7d) Resolution No. 18-07 Amend Personnel Policy to add Remote Work Policy & Amend Sick Leave & PTO FMLA Language & make other General Cleanup Changes 7e) Resolution No. 18-08 Dog Damage Claims 7f) Resolution No. 18-09 Adopt Amendments to the Pierce County Revolving Loan Fund Manual
8.	Ordinances for consideration: First reading: 8a) Ordinance No. 18-01 Amend Chapter 13 (Employees & Officers), Article IV (Administrative Coordinator), §13-6 (General Powers & Duties), of the Pierce County Code
9.	Ordinances for consideration: Second reading: 9a) None
10.	Appointments: 10a) ADRC Board: Mari Waters – 3 yr. term. Confirmation by County Board required. 10b) Board of Adjustment: Matthew Purfeerst, Walter Betzel, Tim Wiff – 3 yr. terms. Ratification required. 10c) Ethics: Bruce Borgerding 3yr. term September 1, 2018 to August 31, 2021; Richard O’Connell to complete term vacated by Carol Schwantes effective June 15, 2018 through August 31, 2019. Confirmation by County Board required.
11.	Future agenda items:
12.	Next meeting: July 24, 2018; 7 p.m., County Board Room, Courthouse
13.	Adjourn
Questions regarding this agenda may be made 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 715-273-6851.	

*Adoption requested on First Reading

jrf 06/15/2018

5.

Discuss/Take action on 2019 County Budget Guidelines

2019 Budget Guidelines

It is helpful for the Finance and Personnel Committee to implement some Budget Guidelines in order to help the Standing Committees develop an acceptable budget to present to the County Board with common county goals in mind.

This will be the second year of the 2017-2019 Biennial Budget that was adopted last year. Pierce County knows that they will be allowed to increase the 2019 budget based on the net new levy construction factor. However, the County net new levy construction amount won't be known until after August 15. The average five year history on the net new levy dollars is \$187,931.

Pierce County's total budget is about \$40,000,000. The County Tax Levy portion for 2018 was \$19,609,212. The County Tax Levy portion can be broken down into the following categories:

- ❖ Operating Levy
- ❖ Capital Equipment/Improvements
- ❖ Special Projects
- ❖ Contingency Fund
- ❖ Debt Service Fund
- ❖ Special Purpose Levies: Library & Bridge Aids

For the past several years, the Finance and Personnel Committee has chosen to increase property taxes based on the maximum allowable levy that the State of Wisconsin will allow. One of the biggest reasons for doing this is because the County doesn't have the opportunity to go back and utilize any unused levy in the following years. Also, this option still means that the standing committees are asked to work toward a common budget goal of 0% since the County is only given about \$187,931 in new money for all County needs. The common budget goal of 0% hasn't included current personnel costs (benefits and /steps increases).

Considerations:

Sheriff's Deputies/LAW (bargaining unit) will take place in the coming months. Bonding for highway improvements are also on the horizon for 2019.

The Finance & Personnel Committee could choose to freeze the property tax levy at the current levy. This would most likely result in reduced services and lower taxes. So therefore, the Committee would need to provide guidance on which services to reduce.

Currently, the health insurance rates are expected to remain the same for 2019. The Wisconsin retirement rates are unknown at this time and are anticipated to be released at the end of June.

With the recent implementation of dental coverage, the County will be responsible for \$12.24 per employee in 2019.

Jason Matthys
Interim A.C.

Julie Brickner
Finance Director

**UNAPPROVED MINUTES OF THE
FINANCE & PERSONNEL COMMITTEE MEETING HELD
June 4, 2018 – 4:00 p.m.**

**STATE OF WISCONSIN
COUNTY OF PIERCE**



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

2018 – 07

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
Michael Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Dan Reis	District #13		

Absent/Excused:

Also present: Ruth Wood-Dist. #4, Paula Lugar-Dist. #9, Rodney Gilles-Dist. #10, Jason Matthys -Interim Administrative Coordinator, Bradley D. Lawrence-Corporation Counsel, Jamie Feuerhelm-County Clerk, Kathy Fuchs-Treasurer, Ron Schmidt-HS Director, Allison Preble-HR Manager, Wanda Kinneman-Insurance Manager, Ramona McCree-CBIZ, Brock Geyen-Clifton/Larson/Allen auditor, Julie Brickner-Finance Director, Tami Billeter-Unified Finance, Heather Conway-ADRC, & Sara Tischauser-Press/PC Herald.

1b) Public Comment

None.

2a-c) Consent Calendar

Motion by J. Aubart/J. Kosin to amend agenda by moving item #12 after item #13; motion carried.

Motion by J. Kosin/D. Reis to approve consent calendar items 2a through 2c to include the agenda (as amended), minutes of May 7, 2018, Treasurer's report as presented. Motion carried unanimously.

3) Discuss/Take action to select a third party administrator for Pierce County Health Insurance Plan effective Jan. 1, 2019

W. Kinneman updated the Committee on the process. R. McCree-CBIZ explained the bid process & reviewed the bids received. She added that Pierce County's long time provider Anthem did not meet the deadline for the bid submittal so currently was not among those bidding. She offered comparisons of the bids submitted & recommended Preferred One to be the third party administrator for the County's health insurance plan. Motion by J. Aubart/D. Reis to approve Preferred One as third party administrator for the Pierce County Health Insurance Plan effective Jan. 1, 2019, & forward to County Board recommending adoption on first reading; motion carried unanimously.

4) Discuss/Take action on 2019 Health Insurance rates

R. McCree-CBIZ indicated that based on projected claims & fixed administration/stop loss costs the recommendation is to keep premium rates the same, with no increase, for 2019. Motion by J. Aubart/D. Reis to approve health insurance rates effective Jan. 1, 2019 as follows: Single-\$796, Employee+Children-\$1163,

Family+Spouse+Children-\$2543; motion carried unanimously.

5) Discuss/Take action on 2017 preliminary audit from Clifton Larson Allen

B. Geyen-Clifton/Larson/Allen gave detailed review of audit performed for 2017 fiscal year. He added that the end result showed that the financial status for Pierce County was very positive. No action taken.

6) Discuss/Take action regarding 2019 Budget guidelines

J. Brickner reviewed proposed guidelines for preparing 2019 budgets. She added that the average net new construction over the past few years has been approx. \$187,000. Motion by D. Reis/J. Kosin to approve 2019 Budget Guidelines to maximize allowable levy; direct Department Heads and Standing Committees to work to a common budget goal of 0% (operating budget, not personnel/benefits/step increases, etc.) when building their budgets and to be realistic with the budget numbers, prepare forecasting for 2020 and 2021 budgets in the New World System and continue the budget practices for contingency and fund balances as in recent past years (set aside funds in contingency for potential unforeseen expenses, and to present a budget that does not allow for expenditures to exceed anticipated revenue for the fiscal year and does not use fund balance for operating expenses) for the 2019 budget. Motions carried unanimously.

7) Discuss/Take action to accept Dementia Care Specialist grant, approve 2018 1.0 FTE Dementia Care Specialist position & authorize Carlson-Dettman classification of the DCS position

R. Schmidt explained that the Department applied & received an \$80,000/year grant to fund such a position. H. Conway gave details of what types of activities & work load would be involved with this position. Motion by D. Reis/M. Kahlow to accept WI DHS DCS grant award of \$80,000/year, approve 2018 1.0 FTE Dementia Care Specialist position, & approve Carlson/Dettman classification of new position; with the caveat that if grant funding ceases so will the position. Motion carried unanimously.

8) Discuss/Take action to approve revised job description for Nutritional & Physical Activity Manager

A. Preble explained changes being proposed & recommended sending job description to Carlson/Dettman for recommendation of pay scale. Motion by J. Aubart/S. Bjork to approve job description for Nutritional & Physical Activity Manager & send to Carlson/Dettman for wage analysis; motion carried unanimously.

9) Discuss/Take action to approve revised job description for Public Health Nursing Manager

A. Preble explained changes being proposed & recommended sending job description to Carlson/Dettman for recommendation of pay scale. She added that the position was second in command within the department & needed to be staffed by a nurse. Motion by M. Kahlow/S. Bjork to approve job description for Public Health Nursing Manager & send to Carlson/Dettman for wage analysis; motion carried unanimously.

10) Discuss/Take action to approve recommended classification of Assistant Finance Director position

A. Preble stated that the classification for Assistant Finance Director position had been received by Carlson/Dettman recommending placement at Grade N on the wage scale which amounted to an increase of approx. \$.53/hour beginning Jan. 1, 2019. Motion by J. Kosin/B. Schroeder to classify the Assistant Finance Director as Grade N & be placed on County wage scale accordingly at said grade; motion carried unanimously.

11) Discuss/Take action regarding renewal of Pitney Bowes contract for mail machine

J. Feuerhelm explained that the County has five year contract with Pitney Bowes for mail machine which will expire this year. A new five year contract was submitted by Pitney Bowes in the amount of \$25,968; an increase of approx. \$960 over the previous contract. Motion by D. Reis/J. Aubart to approve renewal of

contract for mail machine with Pitney Bowes in the amount of \$25,968; motion carried unanimously.

13) Discuss/Take action to: 13a) Amend Administrative Coordinator position description 13b) Approve Ordinance No. 18-xx Amend Ch. 13, Article IV (Administrative Coordinator), §13-6 (General Powers and Duties) of the Pierce County Code [making changes to the ordinance consistent with recent changes to the position description]

B. Lawrence explained changes to position description was to add some language inadvertently left out from the previous description that the group reviewing the description felt important to remain in it. He also explained that the proposed ordinance was also needed to update the PC Code so that it better mirrors the actual position description. Supervisor M. Kahlow expressed concern about the language addressing the conducting of performance evaluations of non-elected department heads. Committee members discussed & made comments. Motion by J. Aubart/B. Schroeder to approve the updated version of the Administrative Coordinator position description, & approve Ordinance to Amend Pierce County Code, & forward the ordinance to the County Board for approval; motion carried unanimously.

12) Discuss/Take action to send amended Administrative Coordinator position description to Carlson Dettmann Consulting to conduct compensation classification comparison and update salary range to ensure competitive market wages

B. Lawrence indicated that with the new position description it would be prudent to get an updated compensation classification so that all aspects of the position are up to date. Motion by J. Aubart/S. Bjork to approve sending newly amended Administrative Coordinator position description to Carlson/Dettman to do a classification comparison & update the salary range; motion carried unanimously.

14) Future Agenda Items

- Highway bond information

15) Next Meeting Date

Next regular meeting scheduled for July 9th, 2018 at 4:00 p.m. in the County Board Room, Courthouse. A special joint Finance/Personnel Committee & Highway Committee meeting set for June 12th, 2018 at 3 p.m., County Board Room.

16) Adjournment

Meeting adjourned at 5:10 p.m. by motion of M. Kahlow/S. Bjork; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, County Clerk

2019 Budget Calendar

June 8, 2018	2019 Staffing Plans to Administration Office
June 8, 2018	New Personnel requests to Administration Office
June 26, 2018	County Board reviews budget guidelines
July 2, 2018	Budget sheets & personnel cost projection to department supervisors
July 2, 2018	2019 Computer requests to Information Services by 8 a.m.
July 9, 2018	Finance & Personnel action on new personnel requests
July 23-August 3, 2018	Budget meetings to discuss 2019 budget with Jason, Julie, Department Head, and Committee Chair or Committee Chair designee
Aug. 1-31, 2018	Standing Committees review F & P actions and draft budgets
Sept. 3, 2018	Final Budget due in Administration Office at 8 a.m.
Sept. 3, 2018	Capital Improvement Plans & Justification for increase in tax levy to Administration Office at 8 a.m.
September 26, 2018-3 p.m. (to be confirmed)	Finance & Personnel Committee reviews department budget requests
October 23, 2018	County Board budget-first reading
November 13, 2018-9 a.m.	County Board budget hearing and adoption

PIERCE COUNTY WISCONSIN
ADMINISTRATION DEPARTMENT
414 W. MAIN STREET PO BOX 119
ELLSWORTH, WISCONSIN 54011
Phone: 715-273-6851
Fax: 715-273-6853
www.co.pierce.wi.us



MEMO

April 26, 2018
2019 Budget Calendar
** Proposed Changes**

Department Heads,

We wanted to take this opportunity to bring to your attention some changes to the 2019 Budget Calendar that will be proposed to The Finance and Personnel Committee which will hopefully improve the overall budget process this year. Please find the attached "proposed" Budget Calendar.

First, we want to make sure you have an adequate amount of time to prepare for staffing plans and proposals of new personnel. This year F&P will meet on May 7th to discuss and approve the Budget Calendar. If approved, this will afford you the remainder of the month of May through June 7th to meet with your Committees and determine any new personnel needs. The new personnel requests will be proposed to be due to Administration on June 8th.

In years past, it has been calendared to seek Standing Committee approval of the Department Budgets before meeting with members of Administration. I have learned that meeting with Administration can, in some cases, identify areas of potential savings as well as identify line items that should/could be elevated based on the previous year(s) performance. With the institution of these suggested changes formulated from meeting with Administration and Committee Chairs, it allows for each of you to present a budget to your Standing Committees that has already been discussed and vetted for their approval.

This year we will not be proposing the requests of any programs worksheets to be submitted to Administration. Review of previous program data continues to be evaluated by the Programs-ADHOC and any further information will be solicited on a case by case basis.

With the proposed changes, the final budgets will be due in Administration no later than **8AM September 3, 2018.**

Thank you in advance for your cooperative efforts related to the upcoming budgetary processes.

Respectfully,

Jason Matthys
Interim AC

Julie Brickner
Finance Director

**PIERCE COUNTY WISCONSIN
OFFICE OF ADMINISTRATION
412 W. KINNE STREET PO BOX 119
ELLSWORTH, WISCONSIN 54011
Phone: 715-273-3531; Ext. 6429**



June 7, 2018

TO: All Department Supervisors
FROM: Jason Matthys, Interim Administrative Coordinator
Julie Brickner, Finance Director
RE: 2019 Budget Criteria

NEW FOR 2019

New Personnel Requests & 2019 Staffing Plans

Earlier Deadline: All requests are due in the Administration Office by June 8, 2018.

Budget Meetings - Department Head/Committee Chair with Administration

These meetings will be held July 23 – August 3, 2018 before the standing committees review the budget. Please schedule a meeting with Julie Brickner.

Dental Insurance

Pierce County will be offering employees dental coverage in 2019. It will cost the county \$12.24 per employee. Please budget for dental in account #156. There will be more information on the program in the coming months.

No program worksheets

There will be no need to complete the program worksheets as in previous years.

New World Budget Entry

Last year, was the first year that we used the budget forecasting module of New World. The data that was entered for the year 2020 is still populated in the 2019 Budget Maintenance menu. So therefore, you will only need to change the 2020 forecasted numbers if the original situation regarding the numbers changed. However, you will have to complete the data entry for the 2021 forecast.

The budget is initialized in live (blue banner across the top) and ready for data entry. Also, for your convenience, the budget is also initialized in test (red banner across the top) for practice. I would encourage you to take advantage of the test environment.

The budget entry module in New World can be found by clicking:

Financial Management
Annual Budget Processing
Budget Processing
Budget Maintenance

Once you get into your departments budget, please make sure to update the selected columns. Selected Columns can be found in the upper half, middle of the page. If you hover over it with your curser, it says select output balances.

When setting up your budget spreadsheet, please make sure at a minimum to select the following:

Column 1: 2017 Actual Amount

Column 2: 2018 Adopted Budget

Column 3: 2018 Actual Estimated Budget

The estimated budget is the amount of money that you project to spend in total for 2017. This column is required as it is needed for the mandatory budget publication in October.

Column 4: 2019 Proposed Budget

CHECK show forecast. This will open up the 2019 and 2020 forecast columns

Column 5: 2020 Proposed

Column 6: 2021 Proposed

REMEMBER to SAVE often!

New World allows for text to be included with the numbers. This can be done in two ways: notes and comments. Notes are internal and for your benefit only. Comments stay with the budget and can be printed on reports for the committee to read. New World also allows for documentation to be uploaded. If you would like to use this feature, add the document to the GL Organization tab. For any increases other than personnel costs, I would advise you to use the text and document piece of New World.

When submitting your budget to your committee, please select the following report:

Financial Management

Report

Annual Budget

Budget Worksheet

Load Saved Report and in the drop down menu select Department Proposed Budget Worksheet NWS.

This will allow for all committees to see the same type of report and also get acquainted with the new financial system.

Payroll & Benefit Calculations

The payroll and benefit numbers have been provided for you on the attached spreadsheet. If you find a discrepancy in these numbers, please notify Julie Brickner so the problem can be rectified. If you enter different numbers without justification than what is provided, they will be overridden. The Wisconsin Retirement System (WRS) hasn't set the 2019 rates. The WRS rates on the spreadsheet are the 2018 rates. As soon as the rates are known, we will send out to the departments. The Finance and Personnel Committee will review and give direction on the new personnel requests in July. All departments need to budget for the new dental benefit in 2019. The employer cost is \$12.24 for each employee and those numbers are provided on the salary and benefit spreadsheet that comes from Finance. Health insurance rates will remain the same in 2019.

Finance & Personnel Committee

The Finance and Personnel Committee has made the following recommendation to the County Board to review at their May 7, 2018 and June 5, 2018 meeting: Motion by Bjork/Kosin to approve the 2019 Budget Calendar. Motion by Reis/Kosin to approve 2019 Budget Guidelines to maximize allowable levy; direct Department Heads and Standing Committees to work to a common budget goal of 0% (operating budget, not

personnel/benefits/step increases, etc.) when building their budgets and to be realistic with the budget numbers, prepare forecasting for 2020 and 2021 budgets in the New World System and continue the budget practices for contingency and fund balances as in recent past years (set aside funds in contingency for potential unforeseen expenses, and to present a budget that does not allow for expenditures to exceed anticipated revenue for the fiscal year and does not use fund balance for operating expenses) for the 2019 budget. Motions carried unanimously by roll call vote.

Contracted Services

Attach proposed contracts in New World that support the services and costs that are to be provided. All contracts should be on file in the Administration Office.

Computer & Computer Equipment

All copiers, fax machine, telephone and computer equipment requests needed to be forwarded to Janet Huppert by July 2, 2018. This includes all computers, whether grant or county funded.

Equipment & Leases

All equipment, software and lease purchases over \$2,500 need to be capitalized if the county owns the property at the end of the lease. All capital equipment, leases and software purchases should be budgeted in the 800 object code series. Justification for all equipment and lease agreements needs to accompany the budget request.

Grants & Outside Funding Sources

The budget must include all expenses and revenues regardless of whether it requires county dollars. Copies of grants, other revenue sources and reimbursement reports must be attached to the budget and are required to be on file in the Administration Office. Any money that goes through the county will be included in the budget. Some examples include: non-lapsing funds, equipment replacement funds, deer abatement, snowmobile, land information private foundation and septic grants.

State Budget Adoption

This is the second year of the 2017-2019 adopted state budget. We know that the counties are allowed to increase their budgets based on net new levy construction. Pierce County's net new levy construction will be known sometime after August 15th.

Due Date

8 a.m. – September 3, 2018

As part of the budget, the following must also be included with the budget submission:
capital improvement plans and justification for increases in tax levy

6a.

Resolutions for First Reading:

**Resolution No. 18-10 Authorize New
Position – Department of Human
Services Dementia Care Specialist**

**** Adoption requested on FIRST
reading***

RESOLUTION NO. 18-10
AUTHORIZE NEW POSITION – DEPARTMENT OF HUMAN SERVICES
DEMENTIA CARE SPECIALIST

WHEREAS, dementia related issues impact a significant portion of Pierce County's population and will continue to have an increased effect as the number of residents diagnosed with dementia continues to rise; and

WHEREAS, the ADRC of Pierce County is committed to providing increased education, support and awareness to the community; and

WHEREAS, on February 15, 2018, the Human Services Board authorized the ADRC to proceed with a grant application to the State of Wisconsin – Department of Health Services, to fund a Dementia Care Specialist and was notified that it was awarded the grant on May 1, 2018; and

WHEREAS, pursuant to the Pierce County Personnel Policy Article IV(B) regarding position establishment, authorization for all new positions is subject to the approval of the Finance and Personnel Committee and the County Board; and

WHEREAS, the Finance and Personnel Committee considered this matter at its meeting on June 4, 2018 and recommended that the Dementia Care Specialist position be approved, as specified below, effective July 1, 2018 and that the County Board take action on a first reading:

Date	Department / Position	Cost	County Allocation
06/04/18	Human Services - (1) FTE Dementia Care Specialist (2080 hrs annually)	TBD	0%*

*Position is fully funded by the ongoing grant award in the amount of \$80,000 annually, which will apply to the period commencing July 1, 2018 through June 30, 2019 (State fiscal year). The position is also able to claim Medical Assistance revenue.

NOW, THEREFORE BE IT RESOLVED, that the Pierce County Board of Supervisors does accept the recommendation of the Finance and Personnel Committee to create the above listed position effective July 1, 2018, and further approves the position to be included in the 2019 budget.

BE IT FURTHER RESOLVED that the above approved position will sunset if the grant, funding and/or projected revenue and income is not received or generated to offset the costs.

Dated this 26th day of June, 2018.

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: _____





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

F&P Request Form

sgustafs@co.pierce.wi.us <sgustafs@co.pierce.wi.us>

Tue, May 22, 2018 at 10:41 AM

To: jamie.feuerhelm@co.pierce.wi.us, jmatthys@co.pierce.wi.us, julie.brickner@co.pierce.wi.us,
brad.lawrence@co.pierce.wi.us, sgustafs@co.pierce.wi.us

Thank you for submitting request

Response summary

Timestamp

Tue May 22 2018 11:41:01 GMT-0400 (EDT)

Username

ronald.schmidt@co.pierce.wi.us

Meeting Date

2018-06-04

Agenda Item

Discuss and/or take action to accept Dementia Care Specialist grant, approve 2018 1.0 FTE Dementia Care Specialist position and authorize Carlson Dettman classification of the DCS position.

Requesting Agency

Human Services/ADRC

Background

At its 2/15/2018 meeting, the Human Services Board approved making application for a DHS Dementia Care Specialist (DCS) grant as requested by ADRC Manager Heather Conway. In May, the department was notified that Pierce County has been awarded the DCS grant. There is a 30+ page application that is available to any person for review. At its 5/10/2018, meeting the Human Services Board discussed and took action to approve and recommend acceptance of DHS grant for Dementia Care Specialist 1.0 FTE position; and recommends Carlson-Dettman classification of that new position. The matter comes to F&P now for acceptance of the grant, creation of a new 2018 1.0 FTE Dementia Care Specialist position and to authorize a Carlson-Dettman classification of the position. The matter is brought to committee now as the grant award is funded on the state fiscal year and begins July 1, 2018. The grant award amount is \$80,000 per year. This position is also able to claim Medical Assistance revenue. Finance has reviewed the grant and agreed the position is fully funded and doesn't require tax levy. We have made contact with other counties that have the same grant and they also express the position is fully funded and uses no tax levy. I will include position description and additional grant information in committee packet.

Staff Recommendation

Accept DCS grant of \$80,000 per year, approve 2018 1.0 FTE Dementia Care Specialist position and approve Carlson-Dettman classification of that new position.

Recommended Motion: (Motion by seconded by to approve and authorize)

Motion by Kahlow, seconded by _____, to accept WI DHS DCS grant award of \$80,000 per year, approve 2018 1.0 FTE Dementia Care Specialist position and approve Carlson Dettman classification of the new position.

Requestor's email address

ronald.schmidt@co.pierce.wi.us

Dementia Care Specialist Position Information

Every 65 seconds, someone in the US is diagnosed with dementia and in 2018 Alzheimer's and other dementias will cost the nation \$277 billion. It is roughly estimated that there are over 9,000 Pierce County residents experiencing dementia and this number is expected to double in the next 10 years. At this time, there is no cure for dementia. A Dementia Care Specialist will be able to focus time and attention to current and future dementia related projects and to families struggling with this challenging disease to help delay or prevent costly out of home placements in Pierce County.

Over the past few years, the ADRC of Pierce County has been working on providing increased education, support and awareness to the community about dementia. Some of the activities we have been involved with include:

- Participating in the St. Croix Valley Dementia Coalition which is a collaboration of agencies and volunteers from Pierce, St. Croix and Polk County. A large event called Dementia Friendly Sunday is being held on June 10, 2018 involving worship services that will talk about dementia as well as Music By Heart which is a community sing-a long for caregivers and their loved one with memory loss.
- Partnered with First Congregational Church of River Falls and community members to open Among Friends, an adult respite program for those with memory loss. We are also offering a series of 5 Dementia Friendly Communities presentations in River Falls including a Virtual Dementia tour that was held in April and served 88 people.
- Collaborated with Spring Valley Seniors Staying Put to provide technical assistance to support their efforts to open a Memory Café in Spring Valley.
- Provided training to businesses and agencies interested in becoming dementia friendly including the ADRC Governing Board, Ellsworth Public Library, Spring Valley Public Library, Prescott United Church of Christ and Spring Valley Seniors Staying Put.
- Provided community presentations on Caregiving and Dementia in River Falls and Spring Valley

These efforts have sparked more interest and requests for dementia related assistance and there are several projects that are waiting for more focused help and assistance including:

- River Falls is holding a community meeting on June 26th to determine next steps to becoming a dementia friendly community; training businesses to be dementia friendly is an area of interest
- The Prescott Chamber of Commerce would like a presentation on Dementia Friendly Communities this fall and to begin talking about training Prescott businesses to become dementia friendly
- Prescott is also interested in starting a Memory Café and would benefit from increased assistance
- St. John's Lutheran Church in Spring Valley is interested in becoming a dementia friendly church
- Ellsworth Public Library has requested a presentation on Caregiving and Dementia this fall
- More people are interested in memory screens to determine if they have memory concerns and would then like the results shared with their physician
- More caregivers in the county are looking for support and practical information to help them care for their loved one at home as long as it is appropriate

Scott Walker
Governor



DIVISION OF PUBLIC HEALTH

1 WEST WILSON STREET
PO BOX 2659
MADISON WI 53701-2659

Linda Seemeyer
Secretary

State of Wisconsin
Department of Health Services

Telephone: 608-266-1251
Fax: 608-267-2832
TTY: 711 or 800-947-3529

May 1, 2018

Heather Conway
ADRC of Pierce County
412 W. Kinne Street
Ellsworth, WI 54011

Dear Heather,

Congratulations! Your application to receive funding for a Dementia Care Specialist position has been approved.

General Purpose Revenue funding in the pro-rated amount of \$40,000 will be available to support the position of Dementia Care Specialist in your ADRC beginning July 1, 2018 through December 31, 2018. Funds for 2018 will be in the form of an amendment to your ADRC contract. Since the activities of the Dementia Care Specialist position fall under the ADRC Scope of Services, it is acceptable to use ADRC funding to supplement these funds in support of the position. Dementia Care Specialists may also complete 100% time and task reporting. If you have any questions, please contact David Albino at DavidA.Albino@dhs.wisconsin.gov or at 608-266-8126.

Katelyn Marschall will be in contact with you soon to outline next steps. You are encouraged to begin the process of filling the position as soon as possible.

Thank you for your time, interest, and efforts on behalf of people with dementia, their families, and communities.

Sincerely,

A handwritten signature in cursive script that reads 'Carrie Molke'.

Carrie Molke, Director
Bureau of Aging and Disability Resources
Division of Public Health

**Pierce County
Position Description**

Name:

Department: Human Services/ADRC

Date: May 2018

Pay Grade: K

FLSA Status: Non-exempt

Position Title: Dementia Care Specialist

Reports To: ADRC Manager

Hours: 8:00 am – 4:30 pm (40 hrs/wk), Monday-Friday, some work activities may require flexible hours including evenings and/or weekend hours

Purpose of Position:

The Dementia Care Specialist Program is embedded within select Aging and Disability Resource Centers (ADRCs). The program has three goals.

The first goal is to support the ADRC staff and county programs to be better prepared, with knowledge and resources, to support individuals with dementia and their families. The second goal is to support the Specialists to act as a catalyst to create a dementia friendly community. Specialists may work with businesses, employers, local organizations, and the community to raise awareness of the unique needs of individuals with dementia and their families. The third goal is to assist individuals with dementia to remain active and in their homes longer.

The Dementia Care Specialists provide information and assistance about Alzheimer's disease and other dementias. The Specialists perform memory screens for individuals to determine the need for follow up with their primary physician and other healthcare professionals. The Specialists connect family caregivers with needed assistance and support. The Specialists discuss options for care, long term care options, and assist in making future care plans. The Dementia Care Specialists also provide opportunities for individuals and family caregivers to participate in evidence-based interventions. Two of these opportunities include the Memory Care Connections and the Language Enriched Exercise Plus Socialization (LEEPS) programs. The Memory Care Connections program is an evidenced-based program that provides family caregivers with the tools to be successful in providing care for their loved ones. The program has been shown to help families care for loved ones at home an average of 18 months longer than without the support of the program. The LEEPS program is an evidenced-based program that provides opportunities for people in the early stages of Alzheimer's disease or mild dementia to engage in exercise and social opportunities. LEEPS has been shown to help individuals with dementia improve their physical fitness and mood as well as maintain functional ability.

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.

- Develop referral relationships with physicians, dementia diagnostic clinics and other health and long term care providers.
- Provide dementia-specific consultation and technical assistance related to cognitive screening and individual and family caregiver issues to adult protective services agencies (APS), crisis

response systems, county/tribal aging offices, ADRC staff members, and other agencies, as requested.

- Provide at least two approved evidence-based or evidence-informed interventions, one specifically designed for family caregivers, as part of ongoing activities. Maintain fidelity to the intervention model and accommodate families' schedules for meetings (e.g., evenings and weekends, when necessary).
- Provide volunteer training and guidance to expand the reach of the goals of the Dementia Care Specialist Program.
- Collaborate actively and develop referral protocols with local, regional, and statewide dementia organizations including: the Wisconsin Alzheimer's Institute, the Alzheimer's Association chapters, and the Alzheimer's and Dementia Alliance of Wisconsin.
- Offer and provide person-centered support when memory screens are positive to assure opportunities for follow-up with primary care provider are available in accordance with the individual's preferences.
- Offer and provide short-term service coordination for individuals with dementia and/or their caregivers. Coordinate with other ADRC, county/tribal aging unit(s), APS and other county staff members and be available for joint or independent home visits.
- Serve as a catalyst for developing and implementing strategies to create and sustain dementia-friendly communities in the ADRC service area.
- Provide outreach and awareness to professionals, employers, organizations, and the general community about the ADRC and available dementia services.
- Maintain current knowledge of dementia, research findings, new evidence-based interventions, and other innovations for people living in the community.
- Participate actively in DCS statewide and regional meetings, training programs, and conference calls. Assist colleagues by sharing experiences. Mentor new DCS staff and provide materials and products to other ADRCs, as requested. Provide conference workshops as requested and appropriate to increase the awareness of dementia and services available.
- Complete 100% time reporting, collect and report program data, and contribute to DCS program evaluation.

Minimum Qualifications

- A Bachelor of Arts or Science degree is required.
- At least one year of full-time paid experience working directly with multiple people with dementia and family/informal caregivers (e.g., providing direct care, caregiver support, support group facilitation, residential care management, home care).*
- Expertise and knowledge regarding older adults, dementia, dementia care and support, family and informal caregiver needs, and challenging behaviors.
- Skills and experience in facilitating small group learning and discussion programs.
- Experience with family caregivers of people with dementia and family dynamics.
- Experience in developing collaborative relationships, preferably with community organizations and health care professionals.
- Competence in public speaking and engaging community members and professionals.
- Experience in program development, implementation, and creation of reports.
- The ability to provide culturally competent services and supports.
- The ability to function independently and be resourceful in the roles undertaken.
- The ability to adjust work hours to meet with program participants and to provide

community and employer outreach and educational programs.

- Basic computer skills, including ability to record and report program data and information.
- A valid Wisconsin driver's license and the ability to travel for community events and to make home visits.

Preferred Qualifications

- Bachelor of Arts or Science degree in a human services-related area is preferred
- Masters of Arts or Science degree is preferred.*

Knowledge, Skills, and Abilities: Interviewing, counseling, and communication skills. Knowledge of evidence-based social work practices. Knowledge of Federal and State laws, regulations, policies, and procedures. Ability to organize work and develop work procedures with minimum supervision; ability to establish and maintain effective working relationships with clients, families, Federal and State agencies, local agencies, law enforcement policies, judges, County officials, County administrators County employees, and general public; ability to prepare and maintain records. Must be dependable, tactful, and maintain confidentiality. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios, and percentages. Must be able to read, write, and understand English.

Physical Requirements: This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work requires speaking and hearing, repetitive motions, frequently requires standing and reaching with hands and arms and occasionally requires sitting, walking, climbing stairs, balancing, stooping, kneeling, crouching, pushing, pulling and lifting. Work requires close vision, ability to adjust focus, color perception and peripheral vision, vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written computer data, operating machines and observing general surroundings and activities.

Special Requirements: None additional.

Environmental Ability: Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses little risk of injury.

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

Supervisor's signature Date

Personnel Department Date

* *ADRCs must request a waiver of education and experience requirements for candidates considered to have achieved equivalent qualifications via alternative means before the candidate is hired. Requests should be*

2018 Dementia Care Specialist Position Description

Qualifications:

- A Bachelor of Arts or Science degree is required, preferably in the health or human services related field; a master's degree is preferred.*
- At least one year of full-time paid experience working directly with multiple people with dementia and family/informal caregivers (e.g., providing direct care, caregiver support, support group facilitation, residential care management, home care).*
- Expertise and knowledge regarding older adults, dementia, dementia care and support, family and informal caregiver needs, and challenging behaviors.
- Skills and experience in facilitating small group learning and discussion programs.
- Experience with family caregivers of people with dementia and family dynamics.
- Experience in developing collaborative relationships, preferably with community organizations and health care professionals.
- Competence in public speaking and engaging community members and professionals.
- Experience in program development, implementation, and creation of reports.
- The ability to provide culturally competent services and supports.
- The ability to function independently and be resourceful in the roles undertaken.
- The ability to adjust work hours to meet with program participants and to provide community and employer outreach and educational programs.
- Basic computer skills, including ability to record and report program data and information.
- A valid Wisconsin driver's license and the ability to travel for community events and to make home visits.

* *ADRCs must request a waiver of education and experience requirements for candidates considered to have achieved equivalent qualifications via alternative means before the candidate is hired. Requests should be submitted to DHSRCTeam@wisconsin.gov. Approval of waiver requests is at the discretion of the Department.*

Duties and Responsibilities:

- Develop referral relationships with physicians, dementia diagnostic clinics and other health and long term care providers.
- Provide dementia-specific consultation and technical assistance related to cognitive screening and individual and family caregiver issues to adult protective services agencies (APS), crisis response systems, county/tribal aging offices, ADRC staff members, and other agencies, as requested.
- Provide at least two approved evidence-based or evidence-informed interventions, one specifically designed for family caregivers, as part of ongoing activities. Maintain fidelity to the intervention model and accommodate families' schedules for meetings (e.g., evenings and weekends, when necessary).
- Provide volunteer training and guidance to expand the reach of the goals of the Dementia Care Specialist Program.

Aging and Disability Resource Center Contract Addendum Dementia Care Specialist Program
Attachment A

- Collaborate actively and develop referral protocols with local, regional, and statewide dementia organizations including: the Wisconsin Alzheimer's Institute, the Alzheimer's Association chapters, and the Alzheimer's and Dementia Alliance of Wisconsin.
- Offer and provide person-centered support when memory screens are positive to assure opportunities for follow-up with primary care provider are available in accordance with the individual's preferences.
- Offer and provide short-term service coordination for individuals with dementia and/or their caregivers. Coordinate with other ADRC, county/tribal aging unit(s), APS and other county staff members and be available for joint or independent home visits.
- Serve as a catalyst for developing and implementing strategies to create and sustain dementia-friendly communities in the ADRC service area.
- Provide outreach and awareness to professionals, employers, organizations, and the general community about the ADRC and available dementia services.
- Maintain current knowledge of dementia, research findings, new evidence-based interventions, and other innovations for people living in the community.
- Participate actively in DCS statewide and regional meetings, training programs, and conference calls. Assist colleagues by sharing experiences. Mentor new DCS staff and provide materials and products to other ADRCs, as requested. Provide conference workshops as requested and appropriate to increase the awareness of dementia and services available.
- Complete 100% time reporting, collect and report program data, and contribute to DCS program evaluation.

6b.

Resolutions for First Reading:

**Resolution No. 18-11 To Declare
Third Party Administrator for Pierce
County Health Insurance Plan
effective 1/01/2019**

**** Adoption requested on FIRST
reading***

RESOLUTION NO. 18-11
AUTHORIZING HEALTH INSURANCE PLAN
THIRD PARTY ADMINISTRATOR

WHEREAS, the County currently contracts with Anthem Blue Cross Blue Shield as Third Party Administrator (TPA), for its health insurance plan; and

WHEREAS, Pierce County retained the services of CBIZ to advise and assist the County with a Request for Proposals (RFP) in order to obtain the most cost effective TPA for the County's self-funded health insurance plan; and

WHEREAS, on June 4, 2018, the Finance & Personnel Committee reviewed the results from the RFP and recommended the County Board approve contracting with Preferred One as TPA effective January 1, 2019, and that action be taken on a first reading.

NOW, THEREFORE BE IT RESOLVED, by the Pierce County Board of Supervisors that it approves and authorizes the recommendation of the Finance and Personnel Committee, as set forth above, and directs appropriate County staff to take all necessary steps to effectuate the transition from Anthem Blue Cross Blue Shield to Preferred One in an orderly fashion and that the County Board Chair and / or Administrative Coordinator be authorized to sign such documents as may be necessary to effectuate this transition.

Dated this 26th day of June, 2018.

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

BDL

Adopted: _____

Pierce County Finance and Personnel Committee
Meeting Date: June 4, 2018

Agenda Item: Discuss and Take Action Select Third Party Administrator for Pierce County Health Insurance effective January 1, 2019

Requesting Agency: CBIZ/Administration

Background:

- Current Third Party Administrator is Anthem Blue Cross Blue Shield and Pierce County has been with them since November 2005.
- CBIZ has done an RFP for Third Party Administrator service for 2018 and Pierce County remained with Anthem.
- CBIZ has now done another RFP for 2019 and attached are the results.

Recommended Motion:

Motion by seconded by

??? as Third Party Administrator for the Pierce County Health Insurance Plan effective January 1, 2019

****If Pierce County changes TPA we will need to forward to County Board and adopt on First Reading.**



EFFECTIVE JANUARY 1, 2019

Pierce County 2019 Medical Marketing Results

Pierce County – Executive Summary Financial Review



Medical Plan Marketing Results: Financial Projections

The marketing results are as follows:

	Annual Fixed Costs	Annual Expected Claims	Annual Expected Costs	Annual Maximum Costs	% Differential		\$
Athem (Current)	\$515,510	\$3,877,559	\$4,393,069	\$5,362,459	N/A		N/A
Athem (Renewal)	\$536,692	\$4,329,188	\$4,865,880	\$5,948,177	10.8%		\$472,811
Preferred One	\$476,000	\$3,996,652	\$4,472,652	\$5,471,815	1.8%		\$79,583

Provider Access Review:

The top 25 providers utilized by current employees/members are in the Preferred One Network. The only exception is as follows:
Integrated Development Services (Not in Preferred One network) – Four members are utilizing this provider for a total of \$45,157.

Preferred One Value Adds:

Savings in fixed costs of \$60,692
Estimated claims savings of \$332,536

Administrative fee – Guaranteed for three years at \$25
Performance Guarantees equal to 25% of the administrative fee each year valued at \$16,000
Stop loss – Rate cap of 17% for 2020
Wellness credit of \$12,500 first year
Nurse line is an additional cost of \$1.07 per employee per monthly or \$2,760 annually
Preferred One requires claims through July 31, 2018 for final evaluation

Medical Run out Claims

Anthem will charge the county three months of the current administrative fee for processing claims after the termination date. The additional cost is \$34,939.

Pierce County – Executive Summary Financial Review



Medical Plan Funding Recommendation

The CBIZ Actuarial Team recommends the premiums remain flat at the current premium levels as follows:

Single - \$796.00

Employee + Child(ren) - \$1,163.00

Family - \$2,543.00

Additionally, the current funding levels are enough to support the 2019 employer sponsored dental program.

7a.

Resolutions for First Reading:

**Resolution No. 18-04 Authorization
to Amend Insurance Plan to Include
Dental Program & Approve
Contributions**

RESOLUTION NO. 18-04
AUTHORIZATION TO AMEND INSURANCE PLAN TO INCLUDE DENTAL
PROGRAM AND APPROVE CONTRIBUTIONS

WHEREAS, Pierce County currently offers a dental insurance plan to employees through AFLAC on a voluntary basis; and

WHEREAS, the County engaged CBIZ Benefits and Insurance Services to conduct insurance assessments and provide consultation and advice to the County regarding various employment benefits programs and plans; and

WHEREAS, CBIZ determined that the current voluntary plan is less traditional than what the County's peers provide, and that according to dental benchmarking, employers of similar size and industry offer dental coverage to employees 99% of the time; and

WHEREAS, CBIZ recommended expanding the County's benefit program to include provision of a traditional dental insurance program with employer contribution to the premium commencing January, 2019, and that the provision of such expanded benefits would help with the recruitment and retention of employees; and

WHEREAS, the Finance & Personnel Committee took action on August 7, 2017 to add dental insurance for employees effective January 1, 2019 with the employer to pay for basic preventative services and premium, and for the employee to have the option to purchase family coverage and additional services, and to have the County's insurance consultant, CBIZ, send the coverage out for bids; and

WHEREAS, bids were returned and the Finance & Personnel Committee selected Delta Dental of Wisconsin to provide the dental insurance coverage with the following rates and contributions (One year rate guarantee, second year rate increase cap of 2.1%):

Pierce County Premium Cost – Single Coverage Base Plan: **Employer Cost:**

Single	Pierce County Monthly Contribution	Pierce County Annual Contribution
\$12.24	\$3,256*	\$39,070*

*266 Eligible Employees – assumes all enroll

Pierce County **Employee Premium Cost*** – Employees must remain with Dental Program for a two (2) year commitment if they enroll (only exceptions are retirement or resignation):

Single - Base	Family - Base	Single - Buy Up	Family - Buy Up
\$0	\$30.68	\$23.75	\$99.88

WHEREAS, it is necessary for the County Board of Supervisors to approve the additional dental insurance coverage available to employees; to approve the employer contribution to premium, and approve the selection of dental insurance carrier; and

WHEREAS, on May 7, 2018 the Finance & Personnel Committee took action to recommend approval of the above described changes to the insurance plan to the County Board of Supervisors, and

NOW, THEREFORE BE IT RESOLVED, by the Pierce County Board of Supervisors that it approves and authorizes the plan design changes to include a dental insurance coverage program and contribution rates as set forth herein, effective January 1, 2019.

Dated this 22nd day of May, 2018.

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

BDL

Adopted: _____

Pierce County Finance and Personnel Committee
Meeting Date: May 7, 2018

Agenda Item: Discuss and Take Action to select insurance carrier for Dental effective January 1, 2019

Requesting Agency: CBIZ/Administration

Requested Action: Select insurance carrier for Dental and single premium for basic preventative services (employees only) paid by Pierce County.

Background: Pierce County currently offers a dental plan through AFLAC to employees on a voluntary basis. On August 7, 2017 F&P approved to add Dental Insurance effective January 1, 2019 with employee premium paid by Employer for basic preventative services. Employees may also opt to purchase additional coverage for basic + major services for self and family.

Please see attached CBIZ RFP on Dental coverage

Recommended Motion:

Motion by seconded by to approve

- A. ??? as insurance carrier for the Dental plan effective January 1, 2019
- B. Pierce County will pay for employees only basic preventative services in the amount of ??? monthly. Approximately annual total cost of ???

*Dental Resolution to be forwarded to County Board

PIERCE COUNTY DENTAL PLAN BENCHMARK DATA

CBIZ

CBIZ Benefits &
Insurance Services
Minneapolis

Median Deductibles and Maximums:

	Median Deductibles	Median Annual Maximum Benefit (Per Member)	Median Lifetime Ortho Benefit (Per Child)
Midwest	\$50 Single/\$150 Family	\$1,500	\$1,500
Government	\$50 Single/\$100 Family	\$1,500	\$1,500
Size less than 500	\$50 Single/\$150 Family	\$1,500	\$1,500
Proposed Pierce County	\$50 Single/\$150 Family	\$1,000	\$1,000

Percentage of employers providing coverage for:

% of employers providing coverage for:	Sealants	Orthodontia (Children Only)	Orthodontia (All Members)
Midwest	90%	63%	27%
Government	87%	47%	36%
Size less than 500	89%	40%	52%
Proposed Pierce County	Yes	Yes	No



CBIZ Benefits &
Insurance Services
Minneapolis

PIERCE COUNTY DENTAL REVIEW

The Pierce County Dental Request for Proposal (RFP) was sent to the following carriers:

<u>Carrier</u>	<u>Status</u>
Anthem	Received Proposal
Delta Dental of Wisconsin	Received Proposal
Guardian	Received Proposal
HealthPartners	Received Proposal – Not Competitive
UNUM	Received Proposal – Not Competitive
MetLife	Declined to Quote

The three most competitive options are Anthem, Delta Dental and Guardian.

Oral Health is connected to your Overall Health*

- 120 medical conditions can be detected by signs and symptoms in the mouth
- Diabetics have higher levels of glucose in their saliva which increases the risk of oral disease
- Members with gum disease are more likely to have heart disease
- 50% of smoking adults have periodontal (gum) disease
- The medications that individuals with epilepsy consume may cause dry mouth which produces gum disease

CARRIER PROPOSAL SUMMARY

Observations on the three finalists:

- All carriers, except Anthem, include Shaw Family Dental (local dentist in Ellsworth) in their open access network.
- **The average discount rate for in-network services:**
 - Anthem – 34%
 - Delta Dental of WI – proprietary, does not share
 - Guardian - 37%
- **Rate Guarantees:**
 - Anthem – Two year rate guarantee
 - Delta Dental of WI – One year rate guarantee, 2nd year rate cap of 2.1%
 - Guardian – One year rate guarantee
- **Guardian's unique plan features:**
 - The member can roll over \$250 a plan year if the member's annual expenses are less than \$500.
 - The tuition reimbursement program provides an annual benefit of \$2,000 per year. There are 17 universities in Wisconsin that participate in this program.

BASE/BUY-UP PLAN OFFERINGS

\$1,000 Annual Maximum** Plan Design:

	Annual Deductibles (Waived for Preventive)	Base Plan	Buy-Up Plan
Anthem	\$50 Single/\$150 Family	100% - Preventive/Diagnostic	80% Basic / 50% Major/ 50% Ortho
Delta Dental	\$50 Single/\$150 Family	100% - Preventive/Diagnostic	80% Basic / 50% Major / 50% Ortho
Guardian	\$50 Single/\$150 Family	100% - Preventive/Diagnostic 25% -Basic Services	80% Basic / 50% Major / 50% Ortho

**Delta Dental's Annual Maximum for the Base Plan is \$500.

Pierce County Premium Cost - Single Coverage Base Plan : Employer Cost

266 Eligible Employees	Single	Pierce County Monthly Contribution	Pierce County Annual Contribution
Anthem	\$13.81	\$3,673	\$44,082
Delta Dental	\$12.24	\$3,256	\$39,070
Guardian	\$15.81	\$4,205	\$50,466

Employee Premium Cost by Plan – Employees enrolled will be locked into plan for two years

266 Eligible Employees	Single - Base	Family Base	Single Buy -Up	Family – Buy Up
Anthem	\$0.00	\$40.00	\$14.97	\$83.96
Delta Dental	\$0.00	\$30.68	\$23.75	\$99.88
Guardian	\$0.00	\$36.91	\$15.27	\$78.97

Pierce County, WI

Dental Insurance Marketing Results

	Base	Buy-Up	Base	Buy-Up	Base	Buy-Up
Carrier	Anthem		Delta Dental of WI		Guardian	
Network	Open Access		Open Access		Open Access	
In-Network Benefits (Unless noted)						
Deductibles	N/A	\$50 EE/\$150 FAM	N/A	\$50 EE/\$150 FAM	\$50 EE/\$150 FAM	\$50 EE/\$150 FAM
Annual Maximum (Per Member)	\$1,000	\$1,000	\$500	\$1,000	\$1,000	\$1,000
Preventive/Diagnostic						
Examination	100%	100%	100%	100%	100%	100%
X-Rays	100%	100%	100%	100%	100%	100%
Cleanings & Fluoride	100%	100%	100%	100%	100%	100%
Basic Services						
Space Maintainers	0%	80%	100%	100%	100%	100%
Restorative Care, Fillings	0%	80%	0%	80%	25%	80%
Simple Extractions	0%	50%	0%	50%	25%	80%
Major Services						
New Crowns, Inlays, Onlays	0%	50%	0%	50%	0%	50%
Endodontics/Periodontics	0%	50%	0%	50%	0%	50%
Bridges, Dentures	0%	50%	0%	50%	0%	50%
Orthodontia						
Orthodontia	N/A	50%	N/A	50%	N/A	50%
Ortho Max Per Dependent Child	N/A	\$1,000	N/A	\$1,000	N/A	\$1,000
Additional Information						
Benefit Waiting Period	No Waiting Period	No Waiting Period	No Waiting Period	No Waiting Period	No Waiting Period	No Waiting Period
Participation Requirement	60% of total eligible	60% of total eligible	Voluntary - None	Voluntary - None	Voluntary - None	Voluntary - None
Premium Rates	Anthem Base	Anthem Buy-Up	Delta Dental Base	Delta Dental Buy-Up	Guardian Base	Guardian Buy-Up
Monthly Rates (Estimate of 266 Ees)						
County Cost Single Coverage	\$13.81	\$0.00	\$12.24	\$0.00	\$15.81	\$0.00
Employee Cost Single Coverage	\$0.00	\$14.97	\$0.00	\$23.75	\$0.00	\$15.27
Employee Cost Family Coverage	\$40.00	\$83.96	\$30.68	\$99.88	\$36.91	\$78.97
County Monthly Premium Cost	\$3,673		\$3,256		\$4,205	
County Annual Premium Cost	\$44,082		\$39,070		\$50,466	
Rate Guarantee	2 Years		1 Year 2.1% Rate Increase Year 2		1 Year	

7b.

Resolutions for First Reading:

**Resolution No. 18-05 Authorize
Additional Hours for Deputy
Register in Probate for 2018 &
Approve Transfer from General
Fund**

RESOLUTION NO. 18-05
Authorize Additional Hours for Deputy Register in Probate for 2018
and Approve Transfer from General Fund

WHEREAS, the Finance and Personnel Committee met on the date noted in the table below and reviewed requests for additional personnel in 2018, pursuant to Pierce County Personnel Policy; and

WHEREAS, the Finance and Personnel Committee recommends that the following positions be approved effective immediately;

Date	Department / Position	Cost	County Allocation
05/07/18	Register in Probate – Increase Hours of Deputy Register in Probate position 3 hours per week (from 1092 hrs. annually to 1248 hrs. annually)	\$12,778*	100%

*Includes retirement and health insurance

WHEREAS, these costs were unknown at the time, and therefore they were not included in the 2018 budget; and

WHEREAS, pursuant to §65.90(5) Wis. Stats., the County Board is required to authorize transfers in excess of 10% of the department budget, or if the transfer is requested from the General Fund rather than the Contingency Fund; and

WHEREAS, this transfer is more than 10% of the Register in Probate budget and therefore the request is to transfer the funds from the General Fund to the 2018 Register in Probate budget in the sum of \$12,778 to cover the above stated request.

NOW, THEREFORE BE IT RESOLVED, that the Pierce County Board of Supervisors does accept the recommendation of the Finance and Personnel Committee to create or increase hours for the above listed positions and approves and authorizes the transfer from the General Fund into the 2018 Register of Probate budget the amount of \$12,778, to account 101-003-51230, for the purposes set forth herein.

Dated this 22nd day of May, 2018.

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

BDL

Adopted: _____



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

F&P Action Request

carol.dewolf@wicourts.gov <carol.dewolf@wicourts.gov>

Fri, Apr 20, 2018 at 12:50 PM

To: jamie.feuerhelm@co.pierce.wi.us, joann.miller@co.pierce.wi.us, julie.brickner@co.pierce.wi.us,
brad.lawrence@co.pierce.wi.us, sgustafs@co.pierce.wi.us

The following information was submitted on April 20, 2018 @ 12:50 pm:

Meeting Date: May 7, 2018

Agenda Item: Request for funding to add three more hours a week to currently vacant Deputy Reigster in Probate position prior to posting

Requesting Agency: Probate Office

Background: The part-time deputy register in probate position is again vacant (effective March 30). As was voiced to me, the overriding reason for the deputy's departure after only eight months was that up until her first day of work she was told the position was eligible for state retirement. On her first day of employment the register in probate was told that the deputy would need to work 1200 hours a year; the position is currently funded for 1092 hours. I believe to make this part-time position more attractive to potential candidates, and for other reasons that I will explain in a memo to committee members prior to the meeting, a request for funding for the equivalent of an additional 3 hours a week, or a yearly total of 1248 hours, is appropriate and necessary.

Staff Recommendation: I have discussed the need for increased hours for the deputy position with Judge Boles, who is my supervisor; he is supportive and would, I believe, say so in writing. There are no other Probate staff to make a recommendation, but I am confident that anyone who has day-to-day contact with this office, including attorneys and their staff, the DA and Corp Counsel offices and Human Services social workers as well as the public, would say that any additional staff hours in the office are desperately needed. I made a request on April 9 of the finance director to give me the exact dollar amount that this request would involve; I have not had a response as of yet. I plan to have those figures at the time of the meeting.

Recommended Motion: Additional funding this year to increase the number of hours for the deputy register in probate position from 1092 hours to 1248 hours a year, effective with the upcoming posting of the position.

PIERCE COUNTY, WISCONSIN
PROBATE / JUVENILE COURT
414 WEST MAIN STREET
P. O. Box 97
ELLSWORTH, WI 54011-0097



MEMORANDUM

DATE: April 25, 2018

TO: Law Enforcement Committee/Finance & Personnel Committee - Pierce County
Board of Supervisors

FROM: Carol DeWolf
Register in Probate/Clerk of Juvenile Court

RE: Request for Funding for Immediate Increase in Hours for Deputy Register in
Probate Position

After just eight months, the Probate office is once again without a deputy with the resignation of Jenny Fitzgerald effective March 30. While I am anxious to get new help in the office as soon as possible, I also wish to do what I can to make the position perhaps more desirable so that any new hire will not see it merely as a steppingstone to something else.

While I still firmly believe that there should be a second full-time person in the Probate office, my more modest request at this time is for funding to increase immediately the number of hours of the deputy position from 60 percent of a 35-hour week (equivalent to 21 hours per week) to 60 percent of a 40-hour week (equivalent to 24 hours a week). I see this three-hour-a-week increase as accomplishing three things:

- 1) Making the position eligible for state retirement benefits: 1200 hours a year is required to receive these benefits. Currently, the position is funded for 1092 hours a year; the increased hours would make the yearly hours 1248.
- 2) Making the prorated premium for the health insurance, if taken, more affordable: As it is now, the 60% prorated premium is the same amount whether the employee works 21 hours a week (35-hour full-time equivalent) or 24 hours a week (40-hour full-time equivalent).
- 3) Putting the part-time Probate deputy position in line with the five full-time court clerk positions in the Clerk of Courts office, all five of which had their full-time equivalent positions

Carol A. DeWolf
Register in Probate/Probate Registrar
Clerk of Juvenile Court
Email: carol.dewolf@wicourts.gov

Phone: 715-273-6752
Fax: 715-273-6794

Deputy Register in Probate
Deputy Juvenile Court Clerk
Email:

increased from 35 hours a week to 40 hours a week within the last few years.

Again looking at the big picture, I honestly do not see how the Probate office will be able to function into the future without an additional full-time person – for the purpose of coverage if nothing else. As I understand, it is the only county office without a second full-time person to provide coverage when the other employee is out. I did voice my concerns to Judge Boles, who is my supervisor, and his reply was that the office simply will not be able to be open when there is no one there. It is my belief that the Board would not see that as a viable option.

I appreciate your consideration of this mid-year request. Finance Director Brickner has prepared a spreadsheet with the dollar amount related to this request; please see attached.

Thank you.

Probate (Increase from to 60% 8 hr day) proposed

<u>Position</u>	<u>Dept</u>	<u>Hrs.</u>	<u>Wage Rate</u>	<u>Wage</u>	<u>FICA</u>	<u>-ER Retire</u>	<u>Medi- care</u>	<u>Health **</u>	<u>Other Costs</u>	<u>Total</u>	<u>COUNTY COST</u>
Deputy Probate	Register In Probate	156	20.19	3,150	195	211	46	0	0	3,602	3,602
Increase from .6 (7 hour) to .6 (8 hour)											

However, there is no retirement budgeted for 2018 since this position was not eligible for retirement.

Estimating that the new person wouldn't be hired until June, 1, 2018

33 weeks x 35 x .6 x 20.19 x 6.7% = \$937.44 additional retirement needed

937.44

Family Health Insurance not budgeted in 2018 (6 months estimate 1372.22/month)

8,239.32

**Budgeted at 2018 rates as that was what was know as request went through committees.

Total 2018 County Cost Unbudgeted

\$12,778

7c.

Resolutions for First Reading:

**Resolution No. 18-06 Authorize New
Human Services Department CCS
Service Facilitator Positions for
2018**

RESOLUTION NO. 18-06
Authorize New Human Services Department
CCS Service Facilitator Positions for 2018

WHEREAS, the Finance and Personnel Committee met on the date noted in the table below and reviewed requests for additional personnel in 2018, pursuant to Pierce County Personnel Policy; and

WHEREAS, the Finance and Personnel Committee recommends that the following positions be approved effective immediately (noting that staff would not be hired immediately but rather sequentially, with one hire expected in approximately September, and another in approximately November 2018, due to space needs, and current staff inability to train new/multiple hires);

Date	Department / Position	Cost	County Allocation
05/07/18	Human Services - (2) FTE Comprehensive Community Services (CCS) Service Facilitator positions (2080 hrs. annually each)	\$168,436 (\$84,218 each including salary and benefits)	0%*

* New positions are initially funded by the County but reimbursed the subsequent year from State and Federal funds.

NOW, THEREFORE BE IT RESOLVED, that the Pierce County Board of Supervisors does accept the recommendation of the Finance and Personnel Committee to create or increase hours for the above listed positions and approves the funding for the above listed positions to be included in the 2018 budget.

BE IT FURTHER RESOLVED that the above approved positions will sunset if the projected revenue and income and state/federal reimbursement is not generated to offset the costs.

Dated this 22nd day of May, 2018.

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

BDL

Adopted: _____

Agenda Item *

Discuss and/or take action to approve and forward to County Board 2.0 FTE Comprehensive Community Services service facilitator positions

Requesting Agency *

Human Services

Background *

At it's 3/16/2018 meeting the Human Services Board approved and forwards to the F&P Committee a request for 2.0 FTE CCS Service Facilitator positions. These positions were discussed at the F&P 9/28/2016 meeting where the request then was denied and rescinded. I was directed to return when the CCS program is fully funded. Since that time state and federal funds have been received as expected with total reimbursement of 2015 costs at 92% and total reimbursement of 2016 costs at 100%. The committee was informed of a certification gap for 2015 and it is expected that 100% reimbursement will occur for 2017 services in December 2018. As time has passed, the county now has 17 adults and 25 children waiting to be served. A minimum of 2.0 FTE are needed to address the wait list. A wait list is not permitted by Medical Assistance rules. In addition, DHS Chapter 36 requires an individual receive services within 30 of application. The youth client at the top of the list has been on the waiting list since March 2017. No additional levy requested. As the reconciliation process has been discussed many times and the committee is aware that total cost reimbursement is received the year after the expense is incurred, it may wish to set aside contingency funds in the amount of increased position costs in 2018. That contingency cost would be a one-time type expenditure as the full 100% reimbursement would be received in December 2019 for any 2018 position increases approved. Also keep in mind that if approved, these staff would not be hired immediately for two reasons 1) space is currently unavailable, which I am working with the Human Service Board to plan and implement. 2) staff must be properly trained and oriented. I anticipate one hire when space is available and the other after the first position is trained, oriented to CCS and at a 50% or greater utilization (as the hiring process can span several months).

Staff Recommendation *

Approve 2.0 FTE CCS Service facilitator positions to address wait list and meet county residents' need for mental health and AODA treatment.

Recommended Motion: (Motion by seconded by to approve and authorize) *

Motion by Reis, seconded by XXXXX to approve 2.0 FTE CSS service facilitator positions.

Requestor's email address *

ronald.schmidt@co.pierce.wi.us

Pierce County

Finance and Personnel Committee

May 7, 2018

Comprehensive Community Services Program (CCS)

CCS – What is it?

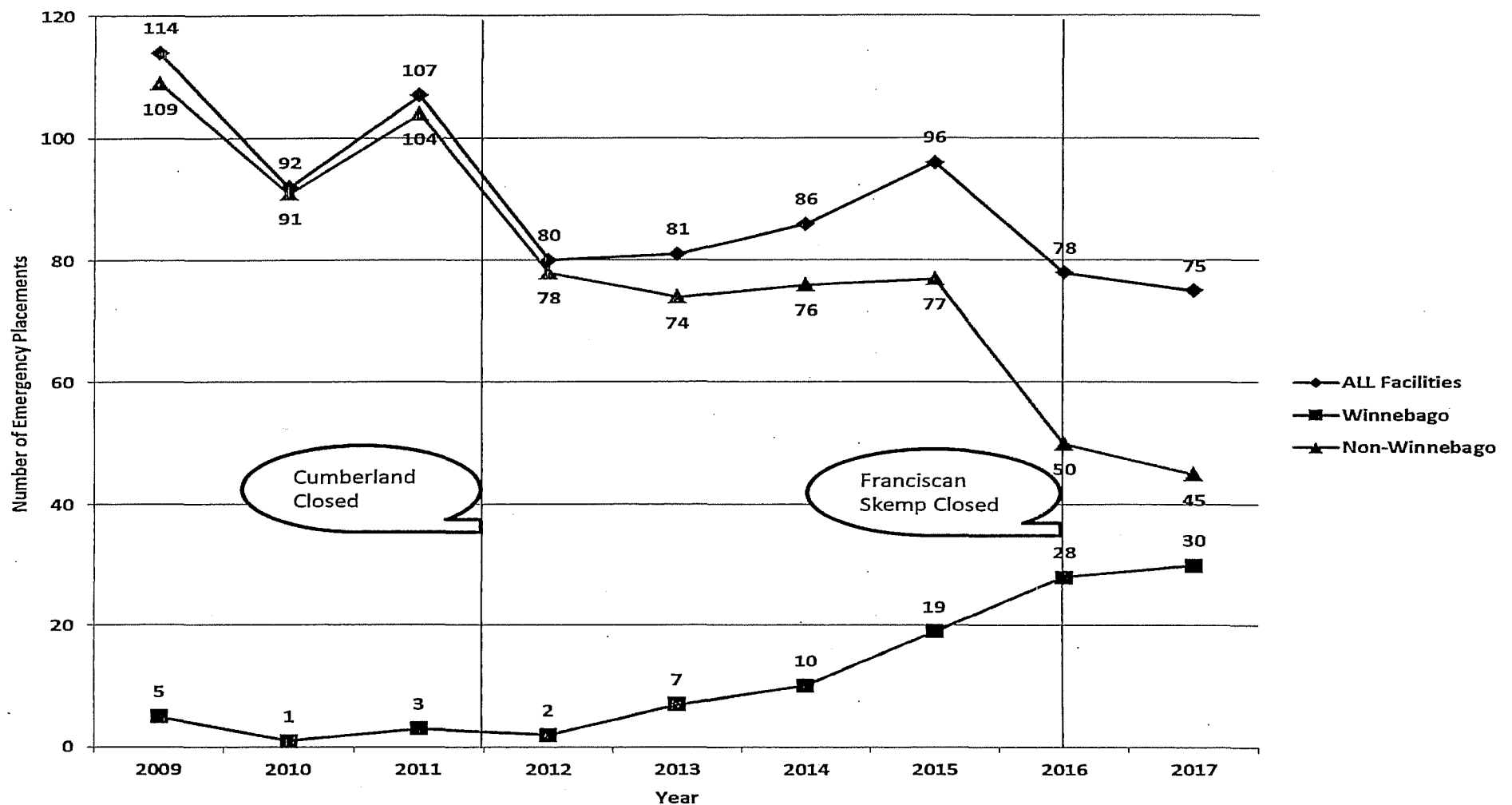
- Serves both adults, children and families
- Mental Health services
- Alcohol and Other Drug Abuse Services
- Community-Based
- Recovery-Based
- Voluntary
- Self-Directed
- Pierce DHS is the CCS Service Facilitator
- Service providers are vendors paid by Medical Assistance, not Pierce County
- Chippewa County is the lead administrative agency for the ten-county consortium

CCS – What can it do?

- Full cost reimbursement through state and federal funds. This includes agency management, support staff and overhead costs. It reduces levy needed for those staff. State reconciliation has occurred. We received every expected dollar, including 92% of all costs for 2015 and 100% of all costs for 2016.
- Address and decrease the trend of Winnebago Mental Health Center emergency detentions with full funding vs. **continued use of more and more county levy.**
- Address and decrease the trend of increased out-of-home placement of children with full funding vs. **continued use of more and more county levy.**

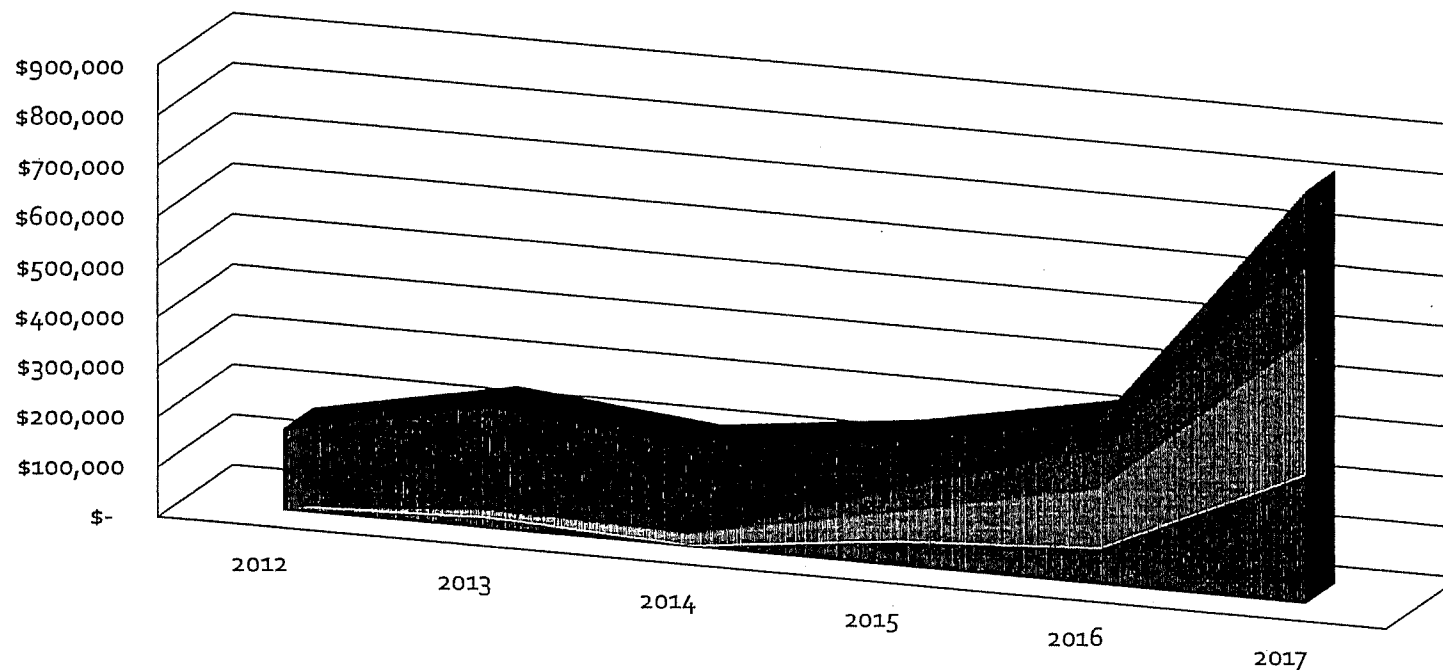
Decrease the trend of increased Winnebago emergency detentions

Pierce County Emergency Detentions and Facility Placement



Decrease the trend of increased out-of-home placement of children

Pierce County DHS Children's Out-of-Home Payments



Source: EWisacwis

	2012	2013	2014	2015	2016	2017
■ All Other	\$154,858	\$205,801	\$176,358	\$92,421	\$50,324	\$151,301
■ Dom Violence	\$-	\$-	\$-	\$51,432	\$87,423	\$142,689
■ Meth	\$-	\$16,691	\$25,312	\$59,596	\$121,462	\$270,604
■ AODA	\$9,268	\$22,402	\$3,488	\$49,506	\$73,725	\$258,945

CCS – How?

- Caseload maximums are 20 adults/1.0 FTE and 12 children/1.0 FTE.
- We currently serve 21 adults and 15 children with 2.0 FTE service facilitators (1.0 SW, .50 SW, .50 RN)
- There are 10 adults and 31 children on the CCS services needed list. CCS is a Medical Assistance program and wait lists are not permitted as the program is fully funded.
- The current list has persons that have been waiting for more than a year.
- Each of these individuals is at risk of hospitalization and/or out-of-home placement due to mental health and/or addiction disorders.
- For adults and children already in hospital or placement, CCS is the best service to step down from hospital care or foster care and return to the community.
- The vast majority of these adults have tried and failed existing mental health and AODA services. **Additional behavioral health staffs are not 100% funded, CCS staff is.**
- Many of these children and families have tried and failed existing child protection, mental health and AODA services. **Child Youth and Families staffs are not 100% funded, CCS staff is.**
- If CCS services are not used, additional increasing and ongoing costs for alternate services will require more and more county levy, **CCS services cost ZERO levy.**

History

- At its 8/18/2016 meeting, the Human Services Board approved and forwarded the proposed 2017 Human Services budget to F&P. That proposed budget included new personnel requests, including 2.0 FTE CCS Social Workers with 0% county and 100% state/federal indicated as the funding source.
- At its 9/28/2016 meeting, the Finance and Personnel Committee denied 2.0 FTE Human Services Social Worker positions. Administration and the Committee cited state cost reconciliation delays and instructed Human Services Director to return if and when the positions are funded. Director rescinded the proposed 2017 CCS position requests.

CCS – Where to go today?

- Support the policy of paying for mental health and AODA services with 100% CCS funding instead of more and more county levy.
- Approve 2.0 FTE CCS staff. These staff would be added sequentially over the remainder of 2018. This **will begin** to resolve the list of 41 people needing services.
- Impose a sunset on these positions. If funding is not available, the positions would be eliminated.
- Additional planning will be included in the 2019 proposed human services budget. The service demand supports an additional 2.0 FTE CCS Social Workers and a 1.0 FTE Human Services Worker.

7d.

Resolutions for First Reading:

**Resolution No. 18-07 Amend
Personnel Policy to add Remote
Work Policy & Amend Sick Leave &
PTO FMLA Language & make other
General Cleanup Changes**

RESOLUTION NO. 18-07
AMEND PERSONNEL POLICY TO ADD REMOTE WORK POLICY
AND AMEND SICK LEAVE AND PTO FMLA LANGUAGE AND
MAKE OTHER GENERAL CLEANUP CHANGES

WHEREAS, §4-21 of the Pierce County Code addresses amendments to the Pierce County Personnel Policy as follows:

“The Pierce County Personnel Code shall be maintained under the guidance, direction and policymaking supervision of the Finance and Personnel Committee, which shall have the authority to amend the code from time to time, to conform its provisions with current personnel policies as devised by the Board and Finance and Personnel Committee, collective bargaining agreements and other contracts. Amendment to the Pierce County Code shall require approval of the Board.”; and

WHEREAS, the Personnel Policy further states in Article III, Section B, that the County Board shall authorize, by resolution, any amendments to the Personnel Policy; and

WHEREAS, the purpose of a code of personnel policies and procedures, as set forth in Article I, Section A of the Personnel Policy, is to create a guide for the effective administration of both supervisory and non-supervisory staff, with the goal of advancing understanding between the County and its employees; and

WHEREAS, the County desires to (a) implement a remote work/telecommuting policy as a flexible work schedule tool for recruiting and retaining employees, and (b) to amend the Family Medical Leave (FMLA) policy so that employees are required to submit an FML request when they have an illness lasting more than three days, and (c) to make cleanup changes to the Travel Policy to reflect that the County Clerk rather than Administration Department administers the county vehicle program; and

WHEREAS, the Finance and Personnel Committee, at its meeting on May 7, 2018, reviewed the proposed policy revisions and recommended that the County Board amend the Personnel Policy as set forth in the attached Exhibits A, B and C.

NOW THEREFORE, BE IT RESOLVED, that the Pierce County Board of Supervisors hereby amends the Pierce County Personnel Policy as recommended by the Finance and Personnel Committee, set forth in the attached Exhibits A, B and C.

Dated this 22nd day of May, 2018.

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

BDL

Adopted: _____

Exhibit A

Proposed addition to Pierce County Personnel Policy to Add Telecommuting Policy

Article XI. CONDITIONS OF EMPLOYMENT

A. Hours of Work, Place of Work and Rest Periods

1. The County's normal business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Specific work hours, lunch period, and breaks shall be scheduled by Department Heads. All lunch periods and breaks MUST be staggered to allow offices to REMAIN OPEN during normal business hours.

In the Highway Department, the normal work week in the summer may consist of four (4) ten (10) hour days at the Highway Commissioner's discretion.

2. Pierce County Telecommuting Policy

This policy is created to allow for a pilot program for telecommuting using the Economic Support unit of the PCDHS. Six months after full implementation of this program a determination will be made on expanding the program given the parameters outlined in the policy.

a. Purpose

This policy is to allow certain Pierce County employees the option to telecommute. Telecommuting for purposes of this policy is defined as the practice of technology-assisted work conducted outside of a centrally located work space (including but not limited to work undertaken in a location other than the employer's worksite, outside calls, etc.). Telecommuting benefits Pierce County with recruitment, employee retention, increased productivity, reduced office space and overhead costs, improved morale, and decreased absenteeism. The employee benefits include reduced travel time and costs, flexible work hours and more job satisfaction.

b. Policy

Pierce County is committed to creating a work environment and culture where the needs of our clients, employees, and organization are aligned. Therefore, we strive to be flexible in our approach to work styles and location. Pierce County offers employees the ability to perform certain job duties away from the central work site. This policy refers to those employees working a set schedule from a remote work area. A primary consideration for any telecommuting

employee is the ability to monitor work product from a remote location. Other than occasional work off-site such as work done while traveling on County business, there must be a telecommuting agreement in place in order for any work to be done outside of a Pierce County worksite.

c. Eligibility and Guidelines

The determination that a position may or may not be appropriate for a telecommuting arrangement is made on a case-by-case basis at the department level with approval from the Administrative Coordinator or Human Resources Manager. The following are to be considered in determining employee eligibility to telecommute, but the assessment is not limited to these criteria:

- Consumer service is not negatively impacted and does not decrease.
- All or most of the employee's duties can be fulfilled within the telecommuting structure.
- There is the ability to monitor the quality and quantity of work product.
- Telecommuting provides for space savings or increased productivity.
- Telecommuting fits with the needs of the agency and/or service section
- The employee's job performance, work habits, and compliance with work rules are conducive to telecommuting.
- The employee's work skills include organization, time management, self-motivation, reliability, ability to work independently, and the manager believes the employee can maintain the expected quantity and quality of work while telecommuting.
- The employee has the ability to solve basic hardware/software problems.
- The County computer applications that the employee uses in performance of duties can effectively be accessed remotely.
- The employee's job duties do not require supervision, direction or input from others who are onsite.
- The employee's job duties do not require the employee to provide frequent supervision, direction or input to others who are onsite. Department heads, managers and supervisors are not good candidates for telecommuting.

d. Request Process

An employee requesting a short-term telecommuting arrangement should complete a *Telecommuting Request Form* and submit to his/her supervisor. Approval to telecommute is at the sole discretion of Management (the Department and Administration) and approved requests should be sent to Human Resources and kept in the employee's personnel file. Telecommuting is a voluntary arrangement and may be discontinued at any time. An employee signature on the *Telecommuting Request* form signifies that he/she has read and understands this Telecommuting Policy and agrees to the obligations, responsibilities and conditions for telecommuting detailed herein.

e. Telecommuting Agreement

An agreement between the telecommuting employee and the department is required, and shall be placed in the employee's personnel file. The telecommuting agreement may be modified by the employer at any time, or terminated by the employer or employee at any time, with appropriate notice. Normally, at minimum, a two-week notice should be provided whenever possible in advance of ending or changing the agreement. In all cases, telecommuting agreements must be renewed annually.

f. Expectations

The following are expectations that the County has for employees utilizing a telecommuting arrangement:

- 1) Telecommuting is not intended to permit staff to have time to work at other jobs, provide dependent care during work hours, or run their own businesses.
- 2) Employees who telecommute must comply with all Pierce County policies and department work rules.
- 3) Employees who telecommute are expected to have regularly scheduled work hours, to be fully accessible during those hours, and to attend necessary meetings and appointments in person.
- 4) An employee with a telecommuting agreement in place who is on an approved Family Medical Leave (per FMLA) shall not work for the duration of the approved FMLA leave.
- 5) Non-exempt employees who telecommute are required to report their work hours and take required rest breaks and meal periods.
- 6) Employees entering into a telecommuting agreement may be required to forfeit use of a personal office or workstation in

- favor of a shared arrangement to maximize organization office space needs.
- 7) Employees must provide broad band internet access at their own expense.
 - 8) The County shall not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.
 - 9) Meetings with clients and/or visitors conducting business with Pierce County shall not be held in the employee's telecommuting location.
 - 10) Telecommuters are expected to receive and respond to communications (telephone, email, etc.) from their co-workers, supervisors and/or department heads during workday hours unless they have made arrangements ahead of time with their supervisor to have protected time dedicated to a project or task.

g. Location

Employees interested in telecommuting must have a safe and ergonomically correct workspace (at home or other) and the materials and equipment needed in order to telecommute. Employees shall work at a designated location as outlined in their telecommuting arrangement.

h. Equipment

Departments shall work with the Information Services department to determine the appropriate equipment needs for each telecommuting arrangement on a case-by-case basis. All equipment provided by Pierce County shall remain the property of Pierce County and is subject to the same business use restrictions as if located at the County's on-site work location. The telecommuter shall sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Pierce County property shall be returned to the County immediately.

i. HIPAA / Protected Health Information

Employees in a telecommuting arrangement must comply with all County policies and procedures concerning the handling of all confidential information including but not limited to Protected Health Information, as well as use of computers, internet and email. It is expected employees fully review and are familiar with these policies. Employees should limit consumer specific information in their

possession outside of County offices to that necessary to perform their duties. When transporting consumer files/records staff must ensure security of confidential information. No identifying information should be visible and should be transported in a locked rolling bag or other secure storage. The telecommuter's signed Pierce County Employee Handbook and any other applicable computer, network, and telecommunication laws, rules and permissions remain in full effect while telecommuting. Telecommuters may take work home, including confidential files, while abiding by the above procedure for protecting confidential information.

i. Safety and Liability

- 1) A designated representative of Pierce County may visit the employee's telecommuting worksite to conduct an ergonomic assessment and inspect for possible work hazards. Repeat inspections may occur on an as-needed basis.
- 2) Injuries sustained by the employee while at his/her telecommuting work location and in conjunction with his/her regular work duties are normally covered under Pierce County's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries on the Employee Incident Report in accordance with Pierce County Worker Compensation procedures.
- 3) By participating in the telecommuting arrangement, the employee agrees to hold the County harmless against any and all claims including injuries to others at the telecommuting location. Pierce County shall have no liability to third parties for injuries or property damage that occur at the employee's home. The County shall not be liable for damages to the employee's property resulting from participation in the telecommuting program. Telecommuters remain responsible for such injuries and damages and should consult with their Homeowner's or Renter's insurance agent to protect themselves.
- 4) Telecommuters are responsible for submitting any claims for County equipment stolen or damaged while in their homes to their insurance company and for filing a police report, if applicable. The supervisor should be contacted immediately in the event of any damage to or loss of County property and/or data.

k. Telecommuting Participation Conditions

- 1) In the event of a delay in repair or replacement of equipment or another circumstance under which it becomes impossible for the employee to telecommute, the employee shall be assigned other work and/or shall return to the central workplace.
- 2) Each supervisor should decide how to handle leave status or hours worked issues relating to weather emergencies with such decisions based on business needs and job responsibilities. Staff does not forfeit their option to utilize unpaid leave or accrued (paid) leave, excluding sick leave, to cover a weather related absence.
- 3) To determine if a telecommuter is entitled to mileage reimbursement, the following mileage reimbursement applies to telecommuters as indicated by the Internal Revenue Service: The first one way trip of the day from home to another location for the purpose of paid employment is not reimbursable as a work expense and is considered the responsibility of the telecommuter. This rule also applies to the last trip of the day from another location for the purpose of work to the home. The IRS determines that these trips are the responsibility of the telecommuter and are the same as another non-telecommuting staff person who does not get reimbursed for driving to and from their place of employment from home. On a practical basis, Pierce County will begin to pay mileage beginning with the first "not at home" work location of the day and stopping with the last "not at home" work location of the day. In the event the first trip and/or the last trip of the day is longer than the mileage between central workplace and the employee's home, the employee will be reimbursed for the difference. If the first trip of the day is shorter than the normal distance from the central workplace to the employee's home, this mileage would not be reimbursable.

3. Policy on Absence Due to Bad Weather Conditions

- a. If an employee does not report to work due to bad weather conditions, the employee may charge lost time to:
 - 1) Accumulated vacation time
 - 2) Comp time

- 3) Time off without pay
- 4) Agreement with Department Head to make up lost time

b. Sheriff's Department employees must report to work.

Exhibit B

Proposed Changes to Personnel Policy, Sick Leave and Paid Time Off (PTO) Sections, regarding use of FMLA.

B2. Sick Leave-Employees Represented as of December 31, 2011.

Unless provided otherwise by a collective bargaining agreement, sick leave shall be provided to all employee groups represented by a union as of December 31, 2011. The policy will apply to the Community Health bargaining unit upon expiration of the 2011-12 collective bargaining agreement.

1. Use of Sick Leave.

- a. Sick leave may be used for reasonable medical and dental care that cannot be scheduled during non-working hours. Sick leave may be used in the case of illness of the employee's spouse or children, providing the employee can substantiate the need to the satisfaction of the County. Sick leave may be used in one-half (1/2) hour increments.
- b. Employees unable to report to work due to illness or injury should contact the appropriate supervisor as soon as reasonably practical and no later than one-half (1/2) hour before the start of assigned work hours.

All Sheriff's Department employees shall provide at least two (2) hours' notice prior to the start of the assigned work hours.

- c. Proof of illness may be required to receive payment for any scheduled work day which was missed because of illness or injury. A statement from the employee's attending physician or dentist, giving the nature of the illness, that it had incapacitated the employee, and that the condition has improved sufficiently to permit the employee to return to work shall be presented upon request as proof of illness.
- d. The use of sick leave for reasons other than personal illness or injury or of the employee's spouse or child (or as permitted otherwise under County policy) may result in discipline, up to and including termination. Sick leave will not be allowed when an injury is due to or incurred while in the employ of others.
- e. Employees on sick leave shall be paid for the hours they were scheduled to work that day. When an insufficient sick leave balance remains to cover the absence of the employee, the remainder is charged to accumulated vacation until such time as an unpaid leave is approved.

- f. Represented employees in the Courthouse and Highway units may utilize the sick leave bank as set forth below.
- g. Sick leave may not be used in the pay period in which it is accrued.
- h. Sick leave may not be used to supplement Worker's Compensation benefits.
- i. Use of sick leave in three (3) or more consecutive days for the same illness requires employee to submit Family Medical Leave Act (FMLA) request and use FMLA time. See FMLA policy (Article IX(O)).

2. Accrual of Sick Leave.

- a. Full-time employees shall accrue sick leave at the rate of seven (7) hours per month for 35-hour per week employees and eight (8) hours per month for 40-hour per week employees.
- b. Part-time employees shall accrue sick leave on a pro-rated basis, based on the FTE assigned to the position. Sick leave does not accrue for hours worked in excess of the usual work week.
- c. Unused sick leave may accumulate, up to a maximum of ninety (90) days (or 630 hours for 7-hour employees, 720 hours for 8-hour employees).
- d. A sick leave benefit shall apply for all part-time employees regularly scheduled to work a minimum of 28 hours in a two-week pay period.

3. Sick Leave Payout.

- a. Unused sick leave is forfeited upon termination of employment with the following exceptions:

Full-time employees who terminate in good standing are eligible for payout of accumulated sick leave up to the following maximums:

After 5 years of service	288 hours (36 days) - (8-hour employees)
	252 hours (36 days) - (7-hour employees)
After 10 years of service	384 hours (48 days) - (8-hour employees)
	336 hours (48 days) - (7-hour employees)
After 15 years of service	480 hours (60 days) - (8-hour employees)
	420 hours (60 days) - (7-hour employees)

After 30 of service 576 hours (72 days) - (8-hour employees)
504 hours (72 days) - (7-hour employees)

- b. Part-time employees shall be eligible for payout based on a proration of hours worked to that of a full-time employee.

4. Phaseout of Mutual Sick Leave Banks for Represented Courthouse and Highway Employees.

- a. Effective upon adoption of this policy by the County Board, once an employee's sick leave balance has reached the maximum, the added monthly earned sick leave shall not go into a mutual bank.
- b. Courthouse and Highway employees who have a "negative" sick leave balance on the effective date of this policy, as a result of prior borrowing from the bargaining unit's mutual sick leave bank, shall have all accrued sick leave applied to their negative balance until repaid in full. Any days off due to illness or injury shall be unpaid, or charged to accumulated vacation, until they attain a "positive" sick leave balance.

*Note: If an employee is on FMLA leave and has exhausted their State FMLA as applicable, the employee shall be required to utilize accrued vacation prior to taking unpaid leave.

- c. Courthouse and Highway employees who have a "positive" sick leave balance on the effective date of this policy, as a result of prior contributions to the sick leave bank, shall have these hours placed into a personal sick leave bank. The employee may use their personal sick leave bank for their own personal illness or injury once they have exhausted all accrued sick leave balances. There shall be no pay-out of the individual's personal sick leave bank if an employee leaves their employment with the County.

C. Paid Time Off (PTO)

Paid Time Off (PTO) replaces conventional sick leave and vacation with a single time off benefit for employee groups who were non-represented as of December 31, 2011. Project, temporary, limited term employees and employees who were represented as of December 31, 2011, are not eligible for PTO.

Earning Time. PTO time is earned based on length of service and number of regular hours, up to a maximum of 80, paid in each pay period. The number of hours paid is multiplied by a multiplier to determine PTO hours credited to the employee. This time is available for only once accrued.

Years of Service	Multiplier	80 hour/week Per Pay Period Accrual
0-7	.09231	7.39
8-14	.10385	8.31
15-19	.12308	9.85
20+	.14231	11.39

Note: 0-7 means from the beginning of employment to the end of the 7th year; 8-14 means from the beginning of the 8th year to the end of the 14 year, etc. Accruals will be calculated to two decimal places.

Accumulation. Each employee has an individual PTO account. Attendance sheets tracking PTO/PSLB must be submitted to Administration on a bi-weekly basis by 8:00 a.m. on the Monday preceding the payroll Friday. Except for extenuating circumstances, failure to meet this deadline will result in forfeiture of PTO accrual for that pay period. As time is earned it is credited to the account. Maximum PTO accumulation is 900 hours for a full-time employee and 675 hours for a part-time employee. Once the maximum PTO accumulation is reached any additional credited hours are forfeited.

Personal Sick Leave Bank. Employees hired on or before July 26, 2016 may have accrued time remaining in the employee's personal sick leave bank (PSLB). If, at the end of any given pay period, an employee has accrued time in the PSLB and also has less than the maximum accumulation of PTO, the employee's accrued time in the PSLB will be converted into PTO time on an hour-for-hour basis, up to the maximum possible PTO accumulation.

Time placed in PSLB is available for extended illness of greater than 3 days. However, when an illness is greater than 3 days, the use of PSLB time will revert to the first day. A physician's statement may be required by the employer to use PSLB time.

Annual PTO Options. On or before December 31 of each year, an employee may make an irrevocable election that for the following calendar year, hours of PTO that the employee accrues but does not use prior to July 1 of that calendar year will be cashed out and payable as of the last pay period of July.

Full-time employees electing to cash out accrued PTO will have cashed out only those hours accrued in the applicable calendar year that exceed 96 hours of the employee's total accrued PTO, and only up to a maximum of 48 hours. Part-time employees electing to cash out accrued PTO will have cashed out only those hours accrued in the applicable calendar year that exceed 48 hours of the employee's total accrued PTO, and only up to a maximum of 24 hours.

If an employee makes this election, any PTO an employee uses in the accrual year will be subtracted first from hours carried forward from the previous year, then from any newly accrued PTO for which the cash-out election would not apply, prior to newly accrued PTO subject to the cash-out election.

Termination in Good Standing. An employee who is terminated for non-disciplinary reasons, retires, or otherwise voluntarily terminates employment with Pierce County will be paid upon termination for all accrued but unused PTO and PSLB time. This payment will be made as one lump-sum and processed as part of the applicable pay period.

Use of PTO. PTO and PSLB time may not be given away or loaned. Employees will receive pay deductions for overdrawing accounts and be subject to disciplinary actions.

Employees cannot be paid for time at work and receive PTO time at the same time. Employees who report to work appearing ill may be sent home on PTO time by the department head or supervisor.

The employee may be requested to provide a physician's statement for PTO and PSLB hours that are taken due to illness when no prior approval has been given. The employer may require a medical examination by a physician of the employer's choice to substantiate the need for leave or the fitness to return to work.

Use of sick leave in three (3) or more consecutive days for the same illness requires employee to submit Family Medical Leave Act (FMLA) request and use FMLA time. See FMLA policy (Article IX(O)).

For persons requesting an unpaid leave of absence who are *not* covered by WFML, all PTO and PSLB time shall be exhausted prior to application for an unpaid leave of absence. For persons requesting an unpaid leave under WFML, employees may substitute, but are not required to substitute, PTO and PSLB time for unpaid time off.

PTO time cannot be used in increments of less than one-half hour.

All PTO / PSLB balances shall be paid out as of the last day the employee is physically present and working.

Advance Notice. PTO time is to be scheduled with the department head or supervisor as far in advance as possible. Requests to use time shall be in writing. Department heads and supervisors may deny the use of PTO if the use cannot be accommodated given the workload of the department, or if any other employees are already scheduled to be off.

New Employees. The Administrative Coordinator is authorized to negotiate the minimum PTO accrual rate for new employees however cannot start a new employee above the 8 year accrual rate. New employees begin earning PTO time on the first day of work.

Exhibit C

Article XII. PIERCE COUNTY TRAVEL POLICY

This policy is intended to be a guideline for transportation utilization for Pierce County employees. Any question concerning this policy should be directed to the Administrative Coordinator.

The policy for mileage, meals, and lodging allowances was established by Resolution 79-60. This policy is consistent with Chapter 418 of the Wisconsin Statutes that governs state employees.

A. GENERAL PROVISIONS

The Department Head shall approve travel and training requests consistent with Article IX, Section L, the budget and program requirements. Authorization for non-budgeted or extraordinary travel or training shall be given by the standing committee whenever possible, and when standing committee authorization is not possible, by the standing committee chairperson.

Reimbursement for out of state travel expense shall be limited to those whose attendance has previously been approved by the Finance and Personnel Committee. Travel to locations within 200 miles of Ellsworth is exempt.

B. USE OF COUNTY VEHICLE

1. Use is open to **all** county employees.
2. Reserve the vehicle through the ~~Administration~~ County Clerk office.
3. Longer trips have bumping rights over shorter trips. Trip miles are defined as round trip miles. Trips over 50 miles can be bumped by longer trips up to 24 hours prior to the time the vehicle is needed. Trips less than 50 miles can be bumped up to 2 hours before the vehicles are needed.
4. The vehicle must be refueled at the end of each trip. Instructions will be in the glove compartment along with the refueling card.
5. A gas credit card is available for longer trips for gas purchases only. Please advise the ~~Administration~~ County Clerk Office if you will need the card at the time of picking up the vehicle.
6. The vehicle may be taken home overnight for a trip that starts the next morning only if your residence is on the way to the destination. The vehicles shall be kept in designated county parking.
7. Promptly report any maintenance problems to the ~~Administration~~ County Clerk Office.

8. Fill out the vehicle log each trip and return to ~~Administration~~ County Clerk Office.
9. No Smoking in the vehicle.
10. No unauthorized cell phone use in the vehicle. See Telephone Use policy.

C. USE OF PRIVATELY OWNED VEHICLES

It is the intent of this policy that when employees and officers attend the same conference they shall carpool. Thus, it is the general policy of the County to limit reimbursement for mileage to one (1) vehicle for every three (3) County participants at the same conference. Exceptions to this policy shall include the following:

1. Where the participants had no advance notice or knowledge of another employee or Officer of the County attending that particular conference;
2. Where one or more participants will not attend a given conference for the same length of time;
3. For other reasons approved of by governing committee.
4. Employees using their own vehicles will be reimbursed at established rates by the State of Wisconsin and specific labor agreements.
5. Charges for parking, road and bridge tolls are reimbursable.
6. Charges for repairs, tow service, lubrication, traffic citations, parking tickets, and other traffic violation expenses are the employee's responsibility and are not reimbursable.
7. The starting point and destination shall be stated daily on the travel expense report. An explanation shall be required for mileage in excess of normal map mileage.
8. When employees operate their personal vehicles on County business evidence of insurance coverage shall be provided to the Administration Office per the Wisconsin County Mutual Insurance Corporation. The minimum limits of coverage the employee shall have are: \$100,000 / \$300,000 / \$50,000. Evidence of continued insurance shall be sent to the Administration Office on an annual basis or upon change of insurance coverage.
9. In the event that a personal vehicle is used for transportation of an employee or officer to a conference and that employee or officer travels with

his/her spouse or family, mileage shall be reimbursable only for the most direct route to and from the conference from the Pierce County Courthouse. Additional, travel while attending the conference for personal reasons shall not be reimbursable.

D. MEAL EXPENSES

1. Although the claims for meals must represent actual, reasonable and necessary expenses, receipts are required even though general meal maximums are not exceeded.
2. Meal claims in excess of the amounts set by the County Board must be supported by a valid, itemized receipt and a full written explanation of the reasonableness of such an expense under the particular circumstances. An unusual amount is a cost which is incurred outside the control of the individual (i.e. the mandatory meal costs at a meeting or conference where attendance has been approved by the county).
3. Except as provided below, reimbursement for meals for employees who are on a day shift (8:30 a.m. to 4:30 p.m.) will be allowed on trips which do not necessitate an overnight stay only on the following conditions:
 - a. Breakfast, provided the employees leave home before 6:00 a.m.
 - b. Lunch, provided the employee leaves his/her headquarter city before 10:30 a.m. and returns home after 2:30 p.m.
 - c. Dinner, provided the employee returns home after 7:00 p.m.
4. No reimbursement shall be made for the cost of alcoholic beverages.
5. The cost of meals, tip and tax shall be entered as one amount on the travel expense report. Tips are limited to 15% of the employee's meal.
6. Meals included in the cost of conference registration fees paid directly cannot be claimed for reimbursement as a separate item. Exceptions must be explained.
7. The approved cost ceilings per meal are pursuant to State of Wisconsin rates as follows:

Breakfast	\$8.00 including tax and tip
Lunch	\$10.00 including tax and tip
Dinner	\$20.00 including tax and tip
Total	\$38.00

When an employee utilizes the meal allowance for a full day, they will not be held to the suggested cost per meal as long as the combined total of \$38.00 is not exceeded.

8. No reimbursement will be made for meals inside Pierce County. However, County Board members may have meals paid for while within the county if circumstances call for a hardship whereby it is not practical to adjourn a meeting. The County Board Chair~~man~~ will have the authority to grant payment for meal claims.
9. Room service charges are not reimbursable.

E. HOTEL AND MOTEL EXPENSES

1. The choice of lodging shall be based on cost with consideration given to accessibility in conducting business:
 - a. When securing lodging, request a letter of authorization from the Administration Office so you will qualify for state rates and tax exemption. Expenses will then be billed directly to the county.
 - b. When traveling alone, an employee must stay in a single hotel or motel room at a reasonable rate for the community. Employees of the same sex traveling together should, whenever feasible, share lodging accommodations.
 - c. When an employee is ordered by his or her appointing authority to attend a specific business function which necessitates staying at a particular lodging accommodation, the employee shall be entitled to reimbursement required to stay at the lodging accommodation.
 - d. When an employee is ordered to attend a business function that does not specify the particular lodging accommodation, the employee's lodging reimbursement shall be within the established maximums. Any amount in excess of the maximum must be accompanied by a receipt and an explanation for such expense. Maximums may be exceeded only when it is determined that unavoidable additional expenses would be incurred by trying to adhere to specified maximums (i.e. high transportation costs incurred when staying at an economical hotel/motel at the edge of the city instead of staying downtown).
2. Employees shall observe posted hotel check-out hours in order to avoid a charge for the day of departure. An employee who is required to remain in one location for an extended period of time is expected to find lodging at reasonable weekly and/or monthly rates.

3. In case of illness or other personal emergency, an employee shall notify the hotel immediately and cancel the reservation. Any expense incurred by the County due to a delay in cancelling the reservation will be paid by the employee.
4. All lodging expenses must be supported by the original machine printed receipts which are furnished by most hotels or motels, or an original handwritten receipt. A photocopy of the receipt, the hotel or motel statement or credit card receipt is not considered an acceptable substitute unless exceptional circumstances can be documented and a written explanation is attached to the travel expense report.
5. Expenses for lodging at homes of relatives or friends are not reimbursable.
6. When registering in hotels or motels or signing for any official purpose, county employees shall use their business address and identification and ask for government rates.
7. A reasonable test of 75 miles will apply to those instances where a traveler claims reimbursement for lodging when a business meeting is attended during normal working hours. Except for extenuating circumstances, a traveler will be expected to travel to and from such meetings during the same day if the distance is less than 75 miles. In the event that extenuating circumstances are present, advance approval should be obtained from the administrative office whose budget will cover the expense of the travel.
8. Pre-registration charges will only be paid when authorized by standing committee or County Board Chair.
9. Authorized lodging expenses which would not be feasible under HOTEL & MOTEL EXPENSES, Section 1, shall be paid directly by the traveler. Travelers may use a personal credit card to minimize cash outlays. An exception may be made when group travel is involved (i.e., County Board conventions where the costs are to be charged to one budget).
10. Maximum reimbursement to the employee is limited to the single rate for a single room. If an employee prefers a double room, he or she will pay the difference between the single and double room rate. Employees traveling with a spouse shall, at the time of hotel registration, pay the amount which exceeds the allowable rate, including any applicable tax. The daily rate for hotels or motels pursuant to the State of Wisconsin rates. This rate may be exceeded, with prior approval of the Administrative Coordinator, provided that proof of extenuating circumstances can be presented.

F. MISCELLANEOUS EXPENSES

1. Laundry, Cleaning and Pressing Charges

If the employee is away for more than three days, reasonable amounts will be allowed for laundry, cleaning and pressing service. Only one charge per calendar week is reimbursable for each type of actual and necessary service. Receipts are required.

2. Telephone

- a. Employees are encouraged to place telephone calls in advance from their home location. Personal calls are not reimbursable.
- b. Employees must provide an explanation for official long distance calls. When requested, the employee shall be prepared to provide receipts to justify unusual telephone calls.

These policies shall be amended by the County Board, in accordance with increases in cost of living, as they are increased by the State of Wisconsin financial policies and procedures.

Pierce County Finance and Personnel Committee
Meeting Date: May 7, 2018

Agenda Item:

Discuss/Take action on Resolution-XX amending the personnel policy to add remote work policy and amend sick leave and PTO FMLA language, and make other general cleanup changes.

Requesting Agency:

Administration and County Clerk

Requested Action:

Approve amendments to the Pierce County Personnel Policy to add a remote work / telecommuting policy, and to the Family Medical Leave and Travel Policies.

Background:

At the December Finance & Personnel Committee meeting, policy changes regarding remote work / telecommuting were discussed. A memo providing an overview was presented for the Committee's consideration. The Committee gave direction to draft changes to the Personnel Policy for instituting a telecommuting policy with a pilot component.

Additionally, the Human Resources Manager requested a change to the Family Medical Leave policy. Currently employees are not required to submit a FML request when they have an illness lasting more than three days. In order to best administer the protections to the employee and protect the county from absences longer than the 12 week FML requirement, all employees with an illness lasting more than three days will be required to submit a FML request.

These two changes were approved by the Finance & Personnel Committee at its meeting on March 12, 2018. This Resolution incorporates those changes into a Resolution, which require County Board approval.

Finally, general cleanup changes to the Travel policy are recommended to reflect that the County Clerk, rather than the Administration Department, administers the County's fleet vehicles.

Staff Recommendation:

Approve amendments to the Pierce County Personnel Policy regarding remote work / telecommuting policy, Family Medical Leave policy, and Travel policy.

Recommended Motion:

Motion by _____ seconded by _____ to approve Resolution-XX amending the personnel policy to add remote work policy and amend sick leave and PTO FMLA language, and make other general cleanup changes to the Travel policy.

November 28, 2017

To: Finance and Personnel Committee

From: Jo Ann Miller

RE: Telecommuting

Whether it is called telecommuting, work from home, working remotely, teleworking or something else, working in a location other than an employer's traditional brick and mortar facility has become more common in recent years. Attached is an informational document from Weld Riley providing an overview of the employment related issues, concerns and pitfalls of telecommuting including some of the advantages, disadvantages and things employers should consider if they provide this type of employment option.

Section VII of the document from Weld Riley details some of the advantages of telecommuting. One of advantages for employers is it is a tool for recruiting and retaining employees. It is worth noting that one of the top things mentioned in exit interviews with employees leaving Pierce County over the past five years is the desire to telecommute. A few Pierce County employees took similar positions in St. Croix County and other areas citing the main reason for switching employers was the flexible working schedule of the new employer, specifically telecommuting.

Many of the disadvantages of telecommuting noted in the Weld Riley document stem from the challenges presented by off-site supervision and isolation from work colleagues. Technology and security issues would also need to be addressed. Knowing these challenges would allow thoughtful consideration as to how a telecommuting policy and program could be set up to address or avoid pitfalls, legal and otherwise.

It would be advantageous for Pierce County to move forward with telecommuting at least on a trial basis. Drafting a policy stating Pierce County's purpose for allowing telecommuting and outlining parameters for such arrangements is the first step in the process. Although currently Pierce County does not allow telecommuting, there have been occasions where department heads have allowed an employee to work from home without authorization or at most only a verbal agreement. One such situation happened while an employee was out on a medical leave. In order to avoid liability associated with unauthorized telecommuting, the policy would state that an employee shall work remotely only when a written agreement approving the telecommuting arrangement has been executed. A policy for telecommuting should be developed with the prime components being 1) the monitoring of work product and 2) no net decrease in customer service to county residents.

The following is a brief overview of what the policy should cover:

- Purpose of the policy – to create a positive work environment in order to recruit and retain a productive workforce;
- Eligibility and Expectations – determining if a position is appropriate for a telecommuting arrangement, guidelines for such determination, work product monitoring;

- Request process – process of employee making a request and management making the decision, criteria for the decision, who makes the decision (i.e. Human Resources Manager and Department Head must agree, appeal to AC?);
- Location – of off-site workspace, in home or other;
- Equipment – technology and other equipment, who provides/pays for what;
- Communication – accountability to employer, available for phone/conference calls or on-site meetings;
- HIPAA/Protected Information – transport of any confidential files, comply with all Pierce County policies;
- Safety and Liability – Worker's comp issues, home owners insurance for injuries, employee to hold harmless employer for any and all claims; and
- Conditions and Agreement – a written agreement with the employee, either may terminate, renewal process.

An initial policy could address telecommuting for one department or it could take a more general approach and provide parameters for positions that would be eligible for telecommuting (i.e. position duties that can be done from any location). An example of such a position is the economic support specialist. The policy would also outline positions that would not be eligible for telecommuting such as those dealing with and providing service directly to the public (i.e. deputy clerks, court clerks, receptionists) or those whose duties are central to a physical location such as the campus, jail or highways (i.e. maintenance staff, IS staff, highway workers, corrections officers). Department heads and supervisory staff would not be eligible for telecommuting.

Direction is requested regarding drafting a policy to allow a telecommuting option for Pierce County employees. If the Committee would like to move forward, this policy would require a change to the Pierce County Personnel Policy which requires County Board approval.

7e.

**Resolutions for First Reading:
Resolution No. 18-08 Dog Damage
Claims**

RESOLUTION 18 – 08
Dog Damage Claims

WHEREAS, the Finance Committee has audited the dog damage claims against Pierce County,

THEREFORE, BE IT RESOLVED, that the County Clerk be authorized to pay the below schedule of claims, pursuant to §174.11 (4), Wis. Stats. & §101-9 C Pierce County Code:

Claimant	Claim	Amount Claimed	Amount Allowed
Darlene A. Arneson Town of Ellsworth	1 – Great Pyrenees Dog	\$900.00	\$900.00
TOTAL		\$900.00	\$900.00

DATED this 22nd day of May, 2018.

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

BDL

Adopted: _____

Pierce County Finance and Personnel Committee/County Board
Meeting Date: May 7, 2018/May 22, 2018

Date of Request: April 16, 2018

Agenda Item: Discuss/take action on Resolution for Dog Damage Claims

Requesting Agency: County Clerk

Requested Action: Approve & pay claim as presented.

Background: Investigations of damages included with resolution. The Board by Statute 174.11 is obligated to pay these claims. Pierce County Code 101-9 limits the amount an individual can claim for damages to \$1000.00 per claim regardless of species or number of animals damaged; thus the reason for the 2 columns & different amounts on the resolution. This is to be done within 30 days of the filing of such claim with the municipality.

The claim is for a 4 month old Great Pyrenees puppy, value of \$900 based on what the claimant stipulated was paid for the animal.

Though the evidence would indicate the owner of the dog causing damage is known this is irrelevant to the consideration of the claim/resolution at this juncture because that knowledge in itself does not negate the validity of the claim.

In Statute 174.11 (2)(b) it indicates that "...the amount of damages filed & reported to the county clerk *shall* be prima facie proof (*at first view; before investigation-face value*) of the actual damages sustained, but evidence may be taken before the County Board relative to the claims as in other cases, & appeals from the action of the County Board shall lie as in other cases." (*emphasis/definition added by author*)

Statute 174.11 (4) goes on to say "...the county board shall allow, as the amount of a claim for a domestic animal, including a ranch mink, killed by a dog, the amount determined to be the fair market value of the domestic animal, including a ranch mink, on the date the death occurred."

All these types of claims are paid out of the "Dog License Fund" which is a depository of funds collected from the licensing of dogs.

Staff Recommendation: Pay the claim.

Recommended Motion:

Motion to approve Resolution 18-XX Dog Damage Claims to include the claims therein and forward to the full County Board recommending approval & authorization for payment of said claims.

OWNER'S CLAIM FOR DAMAGES TO ANIMALS

AND

REPORT OF INVESTIGATION BY SUPERVISORS, BOARD OR COMMITTEE

Under provisions of Wisconsin Dog Law Chapter 174, Wisconsin Statutes (on the reverse of this page)

RECEIVED
APR - 3 2018STATE OF WISCONSIN }
PIERCE COUNTY } ss.

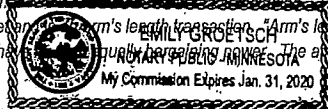
AFFIDAVIT AND CLAIM OF OWNER

I, DARLENE A. ARNESON being first duly sworn on oath depose and say that I am the legal owner
of a domestic animal(s) located in the ELLSWORTH of ELLSWORTH, Pierce County, Wisconsin.
(town, village, or city)That on MARCH 25, 2018 the animal(s) was / were: ☒ Injured by a dog(s) ☒ Killed by a dog(s).The dog(s) is (are): ☒ Owned by: KEVIN BRYNIAWSKI of N4370 CTH DD
(Check one) ☐ The owner of the dog(s) is unknown to me ELLSWORTH TWP.
PIERCE COUNTY, WIThat before and / or upon discovery of the injury or death of said animal(s), I observed the following: WITNESSEDBRYNIAWSKI'S GERMAN AND AUSTRALIAN SHEPHERDS RUNNING,
AT LARGE ON SEVERAL OCCASIONS. KEVIN BRYNIAWSKI SAID HE
HAD TO GET THEIR COLLARS. THEY GOT OUT AGAIN AND ATTACKEDBased on these observations, I make the claim for the injury or death of said animal(s) caused by the dog(s) in the amount of: OWN* \$ 2,806.89 + The fair market value of the animal(s) is: \$ 900.00 DOG -The actual damages are: \$ 2,806.89 + I have paid the current dog tax on all dogs owned by me: ☒ Yes ☐ NoI therefore make claim for damages in the amount of: \$ 900.00
(The lesser amount of the fair market value or the actual damages)Subscribed and sworn to before me this 2nd day
of April, 2018.

Signature - Notary Public

State of MinnesotaMy Commission expires: Jan 31, 2020

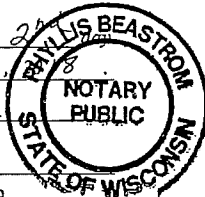
OWNER'S SIGNATURE AND ADDRESS

Darlene A Arneson
N4377 County Road DD
Ellsworth, WI 54011* If an animal(s) is/are injured, the amount claimed is the actual damages or the fair market value of the animal(s), whichever is less. If an animal(s) is/are
killed, the amount claimed is the fair market value of the animal(s). "Fair market value" means the price that a seller is willing to accept and a buyer is willing to
pay on the open market. "Arm's length" means dealings between two people who are not related or not on close terms and
who are presumed to have been dealing at arm's length. The amount of the damages claimed is the amount of the veterinary bills, not the fair market
value of the dog.
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2020STATE OF WISCONSIN }
PIERCE COUNTY } ss.

AFFIDAVIT OF INVESTIGATING COMMITTEE

We, Roger Billeter, Jeff Redding, Brian O'Connell being individually first duly sworn on
oath depose and say that we have diligently investigated the claim of: Darlene A Arneson
for damages, as shown in her/her/their affidavit, to ascertain and determine whether, in fact, said damages were suffered and said
damages were caused by a dog or dogs. Our investigation report is: ☒ As follows / ☐ Attached (check one)We find that Brynairski's dogs attacked Arneson's dog, 4 month old puppy,
and killed him. Mr. Brynairski has not responded to Roger Billeter's three
phone calls - he left messages. This has been an on going problem with the Brynairski
Based on our investigation, we find that the claimed damages were suffered and the claimed damages were caused by a dog or dogs.We further find that the fair market value of said animal(s) at the time of injury or death is \$ 900.00Explain how the fair market value was determined: The purchase of the puppy, vaccinations,
training, veterinary costs not related to the dog attack.The actual damages suffered are: \$ 2806.89 Explain how the actual damages were determined below:
This is the Veterinarian costs for trying to save the puppy.Therefore, we certify the claim for: \$ 900.00, the lesser of the fair market value and the actual damages.Subscribed and sworn to before me this 2nd day
of April

Signature - Notary Public

State of WisconsinMy Commission expires: 1-25-19

INVESTIGATING COMMITTEE (SUPERVISORS, BOARD OR COMMITTEE)

Roger Billeter Chairman
Jeffrey A Redding Supervisor
Brian O'Connell Supervisor

7f.

Resolutions for First Reading:

**Resolution No. 18-09 Adopt
Amendments to the Pierce County
Revolving Loan Fund Manual**

RESOLUTION NO. 18-09
ADOPT AMENDMENTS TO THE
PIERCE COUNTY REVOLVING LOAN FUND MANUAL

WHEREAS, Federal money is made available under the Community Development Block Grant – Economic Development (CDBG – ED) program administered by the State of Wisconsin, Department of Administration, for the purposes of economic development; and

WHEREAS, Pierce County participates in the CDBG – ED program through its Revolving Loan Fund (RLF) Program; and

WHEREAS, the objective of the RLF Program is to: encourage the creation and retention of permanent jobs; encourage new private capital investment in the County; perpetuate a positive and proactive business climate; support the goals and objectives of the County's economic development, land management, comprehensive land use and other plans; maintain and promote a diverse mix of industries and employment opportunities; encourage technological innovation; and encourage dairy producers to undertake capital improvement projects that will result in a significant increase in milk production; and

WHEREAS, the nature of a RLF Program is that it will be replenished upon repayment of loans so that it can provide for a continual benefit to the public and provide a return on the investment of public funds; and

WHEREAS, the Pierce County Revolving Loan Fund was created November 12, 1996 in Resolution 96-28. A RLF Committee was established on April 16, 2002 via Ordinance 02-01, granting the committee duties to review and approve applications for economic development loans and recommend grant applications to the Finance and Personnel Committee. On November 12, 2008 via Ordinance 08-09, the County Board delegated the additional duties of monitoring, restructuring and liquidating active loans and making policy recommendations for the administration of the program; and

WHEREAS, the RLF Committee is assisted by the Mississippi River Regional Planning Commission (MRRPC) to appropriately administer economic development funds made available through the County's RLF Program; and

WHEREAS, in 1997, the MRRPC prepared an RLF Manual in order to fulfill Federal and State regulations in connection with the program and to create operating policies and procedures that are to be followed when administering the RLF Program; and

WHEREAS, the RLF Manual was amended by recommendation of the RLF and Finance and Personnel Committees and approved by the County Board of Supervisors on June 23, 2009 and December 18, 2012; and

WHEREAS, the RLF Committee took action on March 26, 2018 to recommend revisions to said manual as shown on Exhibits A and B; and

WHEREAS, the Finance and Personnel Committee at its meeting on May 1, 2018 considered the proposed changes set forth on Exhibits A and B and recommended that the County Board of Supervisors adopt the same; and

NOW, THEREFORE BE IT RESOLVED, by the Pierce County Board of Supervisors, that it hereby adopts the amendments made to the Pierce County Revolving Loan Fund Manual as shown in the attached Exhibits A and B, which shall become effective immediately.

BE IT FURTHER RESOLVED, that the County Board Chairperson and the appropriate Pierce County staff are hereby authorized to sign all necessary documents on behalf of the County and to take such actions necessary to implement said amendments.

Dated this 22nd day of May, 2018.

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

BDL

Adopted: _____

EXHIBIT A

scheduling of which depends on the nature of the project. A summary of the site visits shall be placed in the file, particularly highlighting any information that can help in rating the overall condition/risk of the loan.

- h. Repayment Monitoring File: This file shall include the loan amortization schedule, status or payments, and the outstanding balance of the loan. Observations suggesting concerns or problems shall be reported to the RLF Committee and Corporation Counsel, and notations shall be placed in the tickler file to remind the administrator of the need to provide continued monitoring. If payments are made to an office (i.e. controller's or clerk's), there needs to be in the file receipts of payments and a system in place to insure the timely notification of payments to the RLF administration.
- i. Loan Review File: All loans will be reviewed on at least an annual basis, and at such other times as may be deemed necessary by the Administrator regarding the condition of the business, security of the loan, loan repayment performance, or other pertinent matters relating to the business or RLF loan.
- j. In addition to the above, the RLF financial management records must be comprehensive and designed to provide the following information:
 - 1. A Revolving Loan Fund Register that records all deposits and disbursements to and from the RLF, including funds used for RLF administration.
 - 2. A CDBG Loan Repayment Register that records repayments made by each business which has received a loan from the RLF. It also tracks the balance of repayments from all loans from the RLF.
 - 3. A Collection Register for every loan made. Each register contains the business name, loan date, loan amount, terms, and date repayment begins. Payments are divided into principal and interest payments with a declining principal balance.

2.4 ADMINISTRATIVE COSTS

Reasonable administrative funds may be withdrawn from the RLF to cover personnel costs and other administrative expenses. Local funds may be used in situations when loan repayments are insufficient to cover administrative costs. Administrative expenses up to ~~fifteen~~ twenty (~~15~~20) percent of program income may be used for direct loan administrative costs. In addition to paying costs for RLF administration, these funds may be used for the following:

- a. Legal costs including the County Corporation Counsel's office staff time and related costs.
- b. Consulting fees for credit analysis, business plan reviews, and technical assistance.
- c. Office supplies, copying, typing, mailing, and related costs.
- d. Training costs.
- e. Loan committee member per diem and related costs.
- f. County finance office staff time and related costs.
- g. Collection and mitigation costs.

EXHIBIT B

requirements:

- a. Private Funds Leveraged. The applicant must leverage a minimum of one dollar (\$1.00) of private funds for every one dollar (\$1.00) of loan funds requested. Higher leverage may be required at the discretion of the Committee.
- b. Cost Per Job Created. At least one (1) full-time permanent position or full-time equivalent must be created for every ~~\$10,000~~ \$35,000 of program funds requested. However, the Committee may accept a lower cost per job ratio where warranted (i.e. taking into consideration type of jobs, hourly wage, etc.).
- c. Financial Feasibility and Business Viability. The applicant must demonstrate that the proposed project is viable and the business will have the ability to repay the funds.
- d. Financing gap. The applicant should demonstrate why financing is not available from private sources at reasonable rates and terms.
- e. Low and Moderate Income (LMI) Benefits. The project shall provide increased permanent employment or will retain existing jobs which would have been lost locally. Of the jobs created or retained by the project, at least 51 percent of these jobs must be made available to low to moderate income persons.

“LMI Persons” means persons with household income less than 80% of the median household income by family size in Pierce County.

“Made available to LMI persons” means the borrower will document that at least 51% LMI persons were hired or received first consideration by interviewing at least 51% LMI persons for created positions that do not require special skills or education beyond high school.

“Received first consideration” means the borrower must document and use a hiring practice that results in at least 51% LMI persons interviewed for created positions, and demonstrate that under usual circumstances this hiring practice will result in at least 51% LMI persons being hired. Part of the borrower’s hiring practice must include the posting of available positions with the local Job Service Office or Workforce Development Board.

Every applicant for an employment position associated with the project must complete the self-certification form.
- f. Compliance with Applicable Laws. Applicants shall comply with all applicable local, state, and federal laws and codes.
- g. Project Completion. Projects shall be completed within 24 months from the date of the loan approval. Applicants shall provide the County a project implementation schedule not exceeding 24 months for project completion and job creation and maintain the positions created for 24 months.
- h. Federal Anti-Piracy. The borrower must certify that it does not have immediate plans to relocate jobs in violation of CDBG anti-piracy regulations. The following language will be included in all agreements with the borrower. “The borrower certifies it is in and will maintain compliance with CDBG anti-piracy regulations as stated in 24CFR 570.482(h) and successor regulations. Violation of this regulation will constitute an event of default.

SECTION 4. TERMS AND CONDITIONS

Pierce County Finance and Personnel Committee
Meeting Date: May 7, 2018

Agenda Item: Discuss and take action to adopt amendments to the Pierce County Revolving Loan Fund Manual.

Requesting Agency: The Revolving Loan Committee.

Background: Since 1996, Pierce County has operated a revolving loan fund. The purpose of this fund is to provide economic development loans local businesses and benefit Pierce County. The fund serves a role in local creation/retention of private sector employment as well as capital improvement projects to sustain/grow local businesses.

Presently, the Revolving Loan Committee is the standing committee authorized to approve economic development loan applications and monitor collections. Also, presently, the 3rd party administrator is Mississippi River Regional Planning Commission. Said administrator provides the Revolving Loan Committee with loan marketing, loan origination, loan monitoring and other similar administrative activities.

To administer the revolving loan program in an orderly manner, a Revolving Loan Program Manual provides the Revolving Loan Committee and the 3rd party administrator directives regarding economic development loans (e.g. application approval, loan monitoring, loan collection and/or liquidation of active loans). The Wisconsin Department of Administration is the current state bureaucratic agency with oversight authority of county revolving loan programs.

The original Revolving Loan Fund Manual was prepared by Mississippi River Regional Planning Commission in January of 1997. It has been since amended in September of 2000, June of 2009 and December of 2012. On March 26, 2018, the Revolving Loan Committee recommended two additional changes to the Revolving Loan Fund Manual.

In 2018, there was a change in the 3rd party administrator. The previous administrator was Western Wisconsin Regional Planning Commission. Said entity declined to continue to administer the revolving loan fund. The County then contracted with Mississippi River Regional Planning Commission to provide administration services.

The **first** change being recommended relates to the amount of administrative funds that may be withdrawn from the revolving loan fund to cover third-party administrative costs. Presently, the 3rd party administrator contract authorizes Mississippi River Regional Planning Commission to be paid 20% of program income as compensation for its services. This Committee approved the 3rd party administrator contract at its March 12, 2018 meeting. The Manual should be changed to be consistent with the current 3rd party administration contract. Thus, a change to authorize withdrawals from 15% to 20% of program income to pay for administrative activities is recommended for this Committee's approval.

The **second** change being recommended relates to the relationship between monies borrowed and job creation. The Manual previously required 1 full-time job for every \$10,000 in monies borrowed from the revolving loan fund. The Manual change permits 1 full-time job for every \$35,000 in monies borrowed from the revolving loan fund. Although this would create fewer jobs per monies borrowed, the change is reflective of the current economic environment insofar as employer costs, such as increasing wages, benefit expenses, and payroll taxes. Also, it should

be noted that the prior figure of \$10,000 was not a mandatory figure for the Revolving Loan Committee to implement, and moreover, the Committee had discretion to authorize an increase in the monies borrowed per number of full time employment created/retained. Thus, a change to authorize 1 full-time job creation for every \$35,000 in borrowed monies is recommended for this Committee's approval.

Staff Recommendation: Approve the Resolution to adopt amendments to the Pierce County Revolving Loan Fund Manual and forward said Manual to the County Board for further consideration and final action.

Recommended Motion: Motion by ____, seconded by ____, to authorize and approve the Resolution to adopt amendments to the Pierce County Revolving Loan Fund Manual

Pierce County Revolving Loan Fund Committee

March 26, 2018 10:00 AM, Pierce County Courthouse, County Board Room

Members present: Raynee Farrell, Jim Hovel, Jerry Kosin, Dale Auckland, JoAnn Miller-AC, & Jens Loberg

Guest present: Jason Fey-Corp Counsel, Joe Folsom – PCEDC, and Heather Hines - PCEDC

Chair Farrell called the meeting to order at 10:01 AM.

Agenda approved as presented (*Hovel, Auckland*).

February 28, 2018 minutes approved as presented (*Kosin, Auckland*).

Public Comment None.

Review/Amend/Approve RLF Manual The money will stay in the fund, the only disbursements that are made are for administrative costs. They are limited to 20% of all repayments, Section 2.4 Administrative costs will have to be changed to reflect this percentage. *Motion by Hovel to change section 2.4. Administrative costs to 20%, Section 3.6.b. cost per job created changed from \$10K to \$35K, and the LMI wording so that it's compliant, second by Auckland and agreed to.*

Review/Amend/Approve Pierce County Revolving Loan Fund Application *Motion by Loberg to approve the Revolving Loan Fund application with the addition of "if applicable" to section L. of application page 3, second by Miller and agreed to.*

Discuss/Take Action regarding The Roost Motion by Miller to request Noel make a minimum of \$50 or more per month payment for the next two years, review the loan again in 2 years or resolve a debt settlement, second by Loberg and agreed to.

Future Agenda Items Folsom discussed the RLF brochure and that it is still a draft, but it'll be printed for disbursement soon. If the committee notices changes they'd like made, please contact Hines. Folsom was able to speak at the WBD event to 35 bankers regarding the RLF changes. The state has a mandatory webinar for those administering CDBG loans? The EDC will be a part of the webinar.

Miller F&P approved contract between county and MRRPC. Full Board meeting 4/11, they'll approve that. Holst signed agreement, sending to Flogstad, send an original back to Fey after signing. Approval is anticipated.

Motion to adjourn at 10:34 am (*Miller, Auckland*).

8a.

Ordinances for First Reading:

**Ordinance No. 18-01 Amend
Chapter 13 (Employees & Officers),
Article IV (Administrative
Coordinator), §13-6 (General
Powers & Duties), of the Pierce
County Code**

ORDINANCE NO. 18-01
Amend Chapter 13 (Employees and Officers),
Article IV (Administrative Coordinator), § 13-6 (General Powers and Duties),
of the Pierce County Code

PIERCE COUNTY BOARD OF SUPERVISORS DOES HEREBY ORDAIN AS
FOLLOWS:

SECTION 1: That Chapter 13, Article IV, § 13-6 of the Pierce County Code is hereby revised as follows:

§ 13-6. General powers and duties.

The duties and powers of the Administrative Coordinator shall be, without limitation because of enumeration, to:

- A. Coordinate all administrative and management functions of the County government not otherwise vested by law in boards or commissions or in other elected officers.
- B. Provide general direction, along with standing committees, of non-elected department heads, with the exception of the Corporation Counsel appointed by the County Board. Under the policy guidance of the Building Committee, supervise and advise the Maintenance Supervisor and Groundskeeper. In collaboration with the Maintenance Supervisor and Groundskeeper, report maintenance and grounds activities to the Building Committee. Administers Act 150 and Act 420 funds, and prepare and manage the library budget.
- C. Prepare a proposed County budget under the supervision of the Finance and Personnel Committee and in compliance with § 65.90, Wis. Stats. Implement the budget as adopted by the County Board. In developing the budget, the Administrative Coordinator shall:
 - (1) Meet with the Finance and Personnel Committee in a timely manner each fiscal year to establish the format, target funding levels and procedures for the upcoming budget process.
 - (2) Furnish department heads with appropriate budget development instructions, forms and assistance in making budget requests. Attend meetings to review department budget requests, and schedule and arrange hearings and meetings with departments heads, the Finance and Personnel Committee and members of the public to present the proposed budget.
 - (3) Prepare a final draft budget as directed by the Finance and Personnel Committee and submit the same to the County Board, including a proposed program of capital expenditures and borrowing.
 - (4) Monitor implementation of the adopted County budget to assure that all expenditures of County funds are made in compliance with the allocations in the budget, state law and County policies. Review all requests for transfer within the adopted budget or for modifications of allocations in the budget and make recommendations to the Finance and Personnel Committee and/or County Board consistent with County ordinances and § 65.90, Wis. Stats. Make regular reports to

the Finance and Personnel Committee and the County Board on the financial condition of the County, financial trends, and long-term financial needs of the County.

- D. Authorize payment of orders. The Administrative Coordinator may, between meetings of the Finance and Personnel Committee, on behalf of the County Board, approve the settlement of accounts and the payment of bills and purchase orders.
- E. Purchasing. Establish and manage a centralized system of purchasing to procure supplies at the most advantageous cost.
- F. Property management. Subject to the supervision and approval of the County Board and committees thereof:
 - (1) Be responsible for the maintenance, preservation and care of all personal property of the County over which the County has authority, maintain and inventory and record the property and provide for maintenance of the property to preserve its value to the County.
 - (2) Develop, in cooperation with departments and officials, a long-range plan for management of County property, together with recommendations for construction of facilities needed to deliver County services.
 - (3) Recommend long-range capital improvements, work and performance standards.
 - (4) When directed by the County Board, Finance and Personnel Committee or other committee, cause plans and architectural specifications for County capital projects authorized by the County Board to be prepared and coordinate County monitoring of construction progress.
 - (5) In consultation with the Building Committee and County Board Chair, allocate space to County departments and agencies.
- G. Insurance administration. Be primarily responsible for assuring that insurance coverage is solicited and maintained by the County in such amounts as are available and affordable and are adequate to protect the County from financial loss and/or, subject to Finance and Personnel Committee approval, for coordinating a system of self-insurance adequate to meet the County's risk needs in one or more areas of exposure. The Administrative Coordinator shall:
 - (1) Serve as custodian of all insurance policies held by the County, filing duplicates thereof with any appropriate department head or agency.
 - (2) Under the supervision of the Finance and Personnel Committee, procure, through bidding or other means as deemed proper by the Committee, insurance coverage for property, casualty, employee health, life, and other insurance risks. The Administrative Coordinator shall continuously evaluate the County's coverage and recommend County policies that will protect the County from unreasonable risk of loss.
 - (3) Oversee and administer self-insurance programs maintained by the County.
 - (4) Process all insurance claims and refer them to the Corporation Counsel and committees of the County Board as appropriate.

- H. Appoint such assistants, staff and technical staff to his or her office as are, from time to time, authorized by the County Board and approved by the Finance and Personnel Committee.
- (1) Supervise the Administrative Coordinator's clerical staff and activities.
 - (2) Approve employee timesheets of the Administration Office Staff and Maintenance Supervisor.
 - (3) Maintain all employee records.
 - (4) Prepare, submit and monitor the ~~a~~Administration's Office's budget.
- I. Human resources management. Pursuant to County policies, ordinances, state and federal law, the Administrative Coordinator shall implement and manage a comprehensive human resources (personnel) program for Pierce County, including:
- (1) ~~Develop and direct county practices for recruitment, hiring, promotion, training, discipline, transfer, performance review and terminations, human resource policy and recommend policies policy and procedures changes to the County Board regarding the same Supervisors.~~
 - (2) Supervise and/or Pparticipate in employment employee recruitment, interview, performance appraisals, discipline, assignment, reward, transfers, complaints and selection (with standing committee or its designee), except non-elected Department Heads and the Corporation Counsel. Review employee separation notices and ~~conducts exit interviews.~~ Recommend procedures to reduce absenteeism and turnover and prepare related reports.
 - (3) Assist ~~d~~Department ~~h~~Heads, standing committees and County Board in the investigation and handling of employee-related complaints. Develop and assist in the Human Resource training and remediation techniques for managers, supervisors and staff. Evaluates and advises on potential work-related problems / issues.
 - (4) ~~Participate with the standing committees in conducting~~ Conduct performance reviews of all non-elected ~~d~~Department ~~h~~Heads, except Corporation Counsel. In doing evaluations, the Administrative Coordinator shall seek input from the standing committee.
 - (5) Advise the Finance and Personnel Committee and County Board on the level of workforce size and qualifications necessary to deliver County services.
 - (6) Develop compensation plan through employee wage and salary schedules and report analysis and available data for labor market.
 - (7) Prepare employment needs forecasts.
 - (8) Assist department heads or supervising authority in administering appropriate and timely discipline, including termination. Recommendations for discharging non-represented staff will be made to the Finance and Personnel Committee.
 - (9) Assist County management in collective bargaining, arbitration and personnel-related legal proceedings. Maintain knowledge of legislation, arbitration decisions and collective bargaining agreements to gauge industry trends and practices.
 - (10) ~~Maintains knowledge of legislation, arbitration decisions and collective bargaining agreements to gauge industry trends and practices.~~ Monitor human resource data

gathering and draft reports from data. Monitor human resource records maintenance, data communication for compliance with law and requests from County Departments and officials. Consult with lLegal eCounsel regarding employment practices.

- (14) ~~Monitor human resource data gathering and draft reports from data. Monitor human resource records maintenance, data communication for compliance with law and requests from County departments and officials. Consult with legal counsel regarding employment practices.~~

J. Have the following general duties:

- (1) ~~To e~~Coordinate the operations of all County departments, except where the County Board has directed otherwise, ~~and conduct regular department head meetings.~~
- (2) ~~To s~~Supervise, with the assistance of the Corporation Counsel, the codification of all County ordinances.
- (3) ~~To m~~Make recommendations from time to time as deemed appropriate to the County Board for reorganization of County departments, assignment of responsibilities to agencies as to the merger, consolidation or abolition of County agencies, positions and programs, and report these recommendations to the County Board.
- (4) ~~To m~~Monitor developments in state, federal and other relevant laws and governmental affairs and advise the County Board, its committees and all department heads on recommended policy positions to advance which will improve County administration and operations. The Administrative Coordinator shall represent the County before governmental agencies as requested by the County Board.
- (5) ~~To r~~Recommend resolutions, ordinances, or regulations to the County Board to promote improved County services in the public interest and provide all requested information, data and reports requested by the County Board to the extent such information is available.
- (6) ~~To g~~Generally represent the County in business transactions, negotiations and administrative proceedings when so directed by the County Board.
- (7) ~~To a~~Attend and participate in all County Board of Supervisor meetings. Report on County activities to Board of Supervisors on a regular basis and as requested. ~~Prepare County Board agenda and resolutions.~~
- (8) ~~To s~~Serve as the coordinator for external agency investigations.
- (9) ~~To s~~Serve as the County equal opportunity officer.
- (10) ~~To s~~Serve as ADA manager and coordinator.
- (11) ~~To p~~Participate in recruitment of non-elected department heads, with the exception of the Corporation Counsel appointed by the County Board.
- (12) ~~To m~~Monitor operations and actions of all County Board ~~e~~Committees, ~~b~~Boards and ~~e~~Commissions ~~d~~Department offices and agencies.
- (13) ~~To p~~Prepare policy analysis reports and recommendations for County Board and ~~e~~Committees.

- (14) ~~To~~ aAttend and participate in eCommittee meetings as needed, required and/or requested.
- (15) ~~To~~ eConduct ~~monthly~~ dDepartment hHead meetings, at a minimum of quarterly.
- (16) In conjunction with Corporation Counsel and standing committees, negotiate intergovernmental contracts on behalf of Pierce County.
- (17) ~~To~~ sServe as ~~the~~ County's contact representative.
- (18) ~~To~~ aAssist all dDepartments in grant opportunities and pursue, prepare or develop grants beneficial to the County but outside the scope of a department.
- (19) ~~To~~ eCoordinate interdepartmental and aAd hHoc eCommittees as directed by Board of Supervisors and ~~the~~ County Board Chairperson.
- (20) ~~To~~ eCoordinate and develop risk management programs.
- (21) In consultation with the appropriate dDepartment hHead, standing committee or County Board Chair, ~~to~~ provide information to members of the press, civic and social groups and the general public on County operations and activities.
- (22) ~~To~~ rRepresent the County Board as directed.
- (23) ~~To~~ pPerform ministerial tasks necessary to perform the duties as Administrative Coordinator.
- (24) ~~To~~ pPlan, direct and manage the accounting payroll and purchasing function and staff.

SECTION 2: That this Ordinance shall become effective upon its adoption and publication as required by law.

Dated this 26nd day of June, 2018.

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: _____

Pierce County Finance and Personnel Committee
Meeting Date: June 4, 2018

Agenda Item: Discuss and take action to:

- a. Amend Administrative Coordinator position description; and
- b. Approve Ordinance No. 18-XX Amend Ch. 13, Article IV (Administrative Coordinator), §13-6 (General Powers and Duties) of the Pierce County Code [making changes to the ordinance consistent with recent changes to the position description]

Requesting Agency: Corporation Counsel

Background: The Finance & Personnel Committee had previously given direction to staff to update the Administrative Coordinator position description to provide for greater supervision of non-elected department heads particularly in the form of conducting performance evaluations, and assigned Supervisor Aubart, Administrative Coordinator Miller, and Corporation Counsel Lawrence to bring forward a draft. The Finance & Personnel Committee approved an updated position description on April 2, 2018. The next step is to bring the Pierce County Code, and specifically the powers duties of the administrative coordinator under the Code, consistent with the recent changes to the position description. While preparing the ordinance and reviewing the position description, it became apparent that an important provision associated with day to day direction of non-elected Department Heads was inadvertently removed from the position description during the recent update process. Attached are: (1) the position description with the proposed language placed back in to the document; and (2) the redlined version of the Pierce County Code, updating it to make it consistent with changes to the position description.

Staff Recommendation: Approve the updated version of the Administrative Coordinator position description, and approve Ordinance No. 18-XX Amend Ch. 13, Article IV (Administrative Coordinator), §13-6 (General Powers and Duties) of the Pierce County Code [making changes to the ordinance consistent with recent changes to the position description].

Recommended Motion: Motion by ____, seconded by ____, to approve the updated version of the Administrative Coordinator position description, and approve Ordinance No. 18-XX Amend Ch. 13, Article IV (Administrative Coordinator), §13-6 (General Powers and Duties) of the Pierce County Code [making changes to the ordinance consistent with recent changes to the position description], and forward the ordinance to the County Board for approval.

**Pierce County
Position Description**

Name:	Department: Administration
Date: June 4, 2018	FLSA Status: Exempt
	Pay Grade: Set annually by County Board
Position Title: Administrative Coordinator	Reports To: Finance and Personnel Committee

Purpose of Position:

The purpose of this position is to coordinate the administration of all county activities as defined in State Statute and County Ordinance and supervise the Maintenance Supervisor's activities.

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.

- * Prepares Annual County Budget. Monitors annual budget expenses and revenues.
- * Plans and manages the County's Human Resources programs including:
 - Develops county human resource policy and recommends policy and changes to County Supervisors.
 - Develops compensation plan through employee wage and salary schedules and reports analysis, and available data for labor market.
 - Prepares employment needs forecasts.
 - Monitors human resource data gathering and drafts reports from data. Monitors human resource records maintenance, data communication for compliance with law and requests from County Departments and officials. Consults with Legal Counsel regarding employment practices.
- * Assists County management in collective bargaining, arbitration and personnel-related legal proceedings. Maintains knowledge of legislation, arbitration decisions and collective bargaining agreements to gauge industry trends and practices.
- * Supervises the Administrative Coordinator's clerical staff and activities. Prepares, submits and monitors Administrations budget. Maintains all employee records.
- * Supervises and/or participates in employee recruitment, interview, performance appraisals, discipline, assignment, reward, transfers, complaints and selection (with standing committee or its designee), except non-elected Department Heads and the Corporation Counsel. Reviews employee separation notices. Recommends procedures to reduce absenteeism and turnover and prepares related reports.

Administrative Coordinator

- * Attends and participates in Committee meetings as needed, required and/or requested.
- * Assists Department Heads, standing committees and County Board in the investigation and handling of employee related complaints. Develops and assists in the Human Resource training and remediation techniques for managers, supervisors and staff. Evaluates and advises on potential work related problems/issues.
- * Serves as the coordinator for external agency investigations.
- * Serves as County equal opportunity officer.
- * Serves as ADA manager and coordinator.
- * Plan, directs and manages the accounting payroll and purchasing function and staff.
- * Attends and participates in all County Board of Supervisors meetings. Reports on County activities to Board of Supervisors on regular basis and as requested.
- * Provides general direction, along with standing committees, of non-elected department heads, with the exception of the Corporation Counsel appointed by the County Board. Conducts performance reviews of all non-elected Department Heads, except Corporation Counsel. In doing evaluations, the Administrative Coordinator shall seek input from the standing committee.
- * Under the policy guidance of the Building Committee, supervises and advises the Maintenance Supervisor. In collaboration with the Maintenance Supervisor, reports maintenance and grounds activities to the Building Committee.
- * Monitors operations and actions of all County Board Committees, Boards and Commissions Department offices and agencies.
- * Prepares policy analysis reports and recommendations for County Board and Committees.
- * Conducts Department Head meetings, at a minimum of quarterly.
- * In conjunction with Corporation Counsel and standing committees, negotiates intergovernmental contracts on behalf of Pierce County
- * Recommends long-range capital improvements, work and performance standards.
- * Serves as County's contact representative.
- * Assists all Departments in grant opportunities and pursues, prepares or develops grants beneficial to the county but outside the scope of a department.
- * Coordinates interdepartmental and Ad Hoc Committees as directed by Board of Supervisors and County Board Chairperson.

Administrative Coordinator

- * Coordinates and develops risk management program.
- * Approves employee time sheets of the Administration Office Staff and Maintenance Supervisor.
- * In consultation with the appropriate Department Head, standing committee or County Board chair, provides information to members of the press, civic and social groups and the general public on County operations and activities.
- * Represents the County Board as directed.
- * Performs ministerial tasks necessary to perform the duties as Administrative Coordinator.

Minimum Qualifications:

- Master's degree in public or business administration or Human Resource management, or any combination of education and experience that provides equivalent knowledge, skills and responsibilities.
- Demonstrated ability to develop and oversee multiple and diverse budgets.
- Progressively responsible public sector management experience.
- Familiarity with legal issues relating to and typical of county government. Ability to reasonably anticipate legal problems and challenges.
- Demonstrable facilitation and/or mediation skills.
- Understands and appreciates the diverse nature and shared authority of Wisconsin's County Board and Committee structure.

Preferred Qualifications:

Knowledge, Skills, and Abilities

- Ability to predict and plan for future events impacting the organization, as well as the ability to make strategic and tactical decisions at the highest organizational levels. Ability to analyze data and information, in order to define consequences and to consider and select alternatives. Ability to decide the time, place and sequence of operations within a system or organizational framework, as well as the ability to oversee their execution. Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles.
- Ability to negotiate and engage in formal bargaining or litigation within legal guidelines. Ability to advise and interpret how to apply policies, procedures and standards to specific situations. Ability to persuade, convince, sell and train others. Ability to counsel and mediate. Ability to manage and direct a group of workers. Ability to develop materials and to teach others.
- Ability to use design and consulting data and information such as legal briefs, economic analysis, and organizational analysis, performance evaluations, agendas, memos and correspondence, a variety of Department reports, County and State budgets and guidelines, requests for proposals, personnel documents contracts, laws, resolutions, ordinances, pending legislation, computer software operating manuals, architectural/engineering documents, professional journals/publications, Wisconsin Administrative Code.

Administrative Coordinator

- Ability to communicate effectively verbally and in writing with County Department Heads and staff, County Board Supervisors, State Legislators, Municipal Officials, State and Federal agency personnel, business persons, attorneys, the general public, media representatives, vendor representatives, civic organizations, contractors and consultants, professional peers from other counties.
- An ability to handle stressful situations in a professional, effective, fair and diplomatic manner. An ability to recognize pending and future problems and to conduct conflict resolution techniques. An ability to communicate effectively, diplomatically and positively with citizens, employees, supervisors and elected officials and businesses. Possession of the business, supervisory and political skills to conduct county business. An ability to utilize common sense, judgement, discretion and the art of persuasion. An ability to think outside the box and to foresee coming trends and issues and to coordinate inter and intro governmental issues.
- Ability to establish and maintain effective working relationships with the County Board, committees, department heads, staff, and general public; ability to prepare and maintain records. Must be dependable, tactful, and maintain confidentiality. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios, and percentages. Must be able to read, write, and understand English.

Physical Requirements

- Ability to use computer keyboard/typewriter, telephone, calculator, photocopier, computer printer.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling up to 20 pounds. Ability to handle, finger and feel.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shape, sounds, associated with objects, materials, and ingredients.
- This work requires speaking and hearing, repetitive motions, frequently requires standing and reaching with hands and arms and occasionally requires sitting, walking, climbing stairs, balancing, stooping, kneeling, crouching or pushing, pulling and lifting. Work requires close vision, ability to adjust focus, color perception and peripheral vision, vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written computer data.

Administrative Coordinator

Special Requirements

Environmental Ability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses little risk of injury.

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

Supervisor's signature Date

Personnel Department Date

10.

APPOINTMENTS:

ADRC

Board of Adjustment

Ethics Board

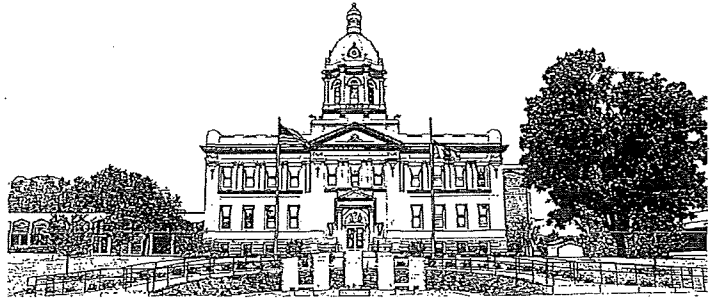
**PIERCE COUNTY WISCONSIN
DEPARTMENT OF LAND MANAGEMENT &
RECORDS**

414 W. Main Street P.O. BOX 647

Ellsworth, Wisconsin 54011

PLANNING AND ZONING 715-273-6746

Fax: 715-273-6864



Memo

To: Jeff Holst, County Board Chair
From: Brad Roy, Zoning Administrator *BR*
Date: June 8, 2018
Re: Appointment of Board of Adjustment Members

Pursuant to §240-70, the Board of Adjustment consists of seven members, with five regular members and two alternates, one being first alternate and one being the second alternate. Members are appointed by the County Board Chair with the approval of the County Board of Supervisors. Board of Adjustment members must reside in the unincorporated part of the County and cannot be a resident of the same town as another Board member.

Matthew Purfeerst's term on the Board of Adjustment will expire on June 30, 2018. Mr. Purfeerst (Town of Diamond Bluff) has indicated a desire to remain as a regular member of the Board of Adjustment. Please consider reappointing Mr. Purfeerst as a regular member. Mr. Purfeerst's term would be effective through June 30, 2021.

Additionally, Walter Betzel's term as the first alternate of the Board of Adjustment will expire on June 30, 2018. Mr. Betzel (Town of Oak Grove) has indicated his desire to remain as an alternate member. Please consider reappointing Mr. Betzel as an alternate member. Mr. Betzel's term would be effective through June 30, 2021.

Also, Tim Wiff's term as the second alternate of the Board of Adjustment will expire on June 30, 2018. Please consider reappointing Mr. Wiff (Town of Martell) as an alternate member. Mr. Wiff's term would be effective through June 30, 2021.

The current members of the Board of Adjustment are: Lee Wright – Town of Ellsworth (Chair), Ross Christopherson – Town of Gilman (Vice Chairperson), Kenneth Peterson – Town of Trimble (Secretary), Barry Barringer – Town of Trenton, Matthew Purfeerst – Town of Diamond Bluff, Walter Betzel – Town of Oak Grove (First Alternate), Tim Wiff – Town of Martell (Second Alternate).

Thank you.

Cc: Jamie Feuerhelm, County Clerk
Allison Preble, Human Resources Manager

Working today for a better tomorrow