



Kewaunee County  
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING  
**AGENDA**

Date: Thursday, March 26, 2015

Time: 10:00 a.m.

Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216  
Conference Room

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Approve March 12 Minutes
5. Discuss, Review and Approve Vacancies/Job Descriptions/Salary Range:
  - Veterans Service Officer
  - Promotion and Recreation Director
  - Public Health Nurse
6. Discussion and Possible Action Regarding Hiring Freeze
7. Discuss Open Records Request Fees
8. Discuss Door/Kewaunee Legislative Days
9. Discuss Union Negotiations
10. Discuss Committee Appointments
  - Veteran Service Commission
  - ADRC Board
11. Other County Resolutions/State Legislation
12. Other Matters Authorized by Law
13. Next Meeting
14. Adjournment



The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.

A majority of the members of the County Board of Supervisors or any of its committees may be present at this meeting to listen, observe, and participate. If a majority of any such committee is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

## MINUTES

### Personnel Committee

March 12, 2015

The Personnel Committee meeting was called to order by Chairman Ron Heuer at 10:30 AM on March 12, 2015 at the Administration Center.

Present: Ron Heuer Linda Sinkula Kaye Shillin Bruce Heidmann Larry Kirchman Bob Weidner Lee Luft Tom Romdenne

Excused: John Pagel

Also present: Scott Feldt Pat Benes

Moved by Heidmann second by Shillin to adopt the agenda and approve the minutes of the February meeting. Motion carried.

Administrator Feldt updated the Committee on various hires, resignations and retirements.

An offer has been made to fill the Finance Director position. The confirmation of the appointment will be made by the County Board on March 17, 2015.

D/K Legislative Days will be held in Madison on April 15-16, 2015. The two major issues for the County will be the Groundwater issue and the Kewaunee Seawall. There is a large group from the County attending. There is a training session scheduled for April 8<sup>th</sup>.

The next meeting of the Personnel Committee will be on April 9, 2015 at 10:30 AM at the Administration Center.

Moved by Heidmann second by Luft to adjourn. Motion carried. Meeting adjourned at 11:37 AM.

Submitted by: Thomas J. Romdenne, Secretary

## Kewaunee County Director of Veterans' Services

DATE:

NAME:

TITLE: Kewaunee County Director of Veterans' Services - County Veterans Service officer (CVSO)

IMMEDIATE SUPERVISOR'S TITLE: Scott Feldt, Administrator, Kewaunee County

ANNIVERSARY DATE:

EMPLOYEE REVIEW (Initials): \_\_\_\_\_ SUPERVISOR'S REVIEW: (Initials) \_\_\_\_\_

### I. POSITION SUMMARY:

This position directs, supervises staff, and performs administrative duties in the Veterans Service Office at the pleasure of the county government to inform, advise, and assist veterans, their spouses, and dependents (claimants) in securing all possible entitlements and other benefits for which they are eligible. This position further serves as advocate and counselor in providing referral and follow-up services to claimants who need such assistance in Kewaunee County. Good public relations enable this position to keep veterans and veterans' issues in a positive light before the public eye. This position also provides service, reports, and information as directed in Chapter 45, Wis. Statutes. The Veterans Service Officer reports directly to the County Board and Veterans Service Committee.

### II. ESSENTIAL ACCOUNTABILITIES:

% of Time Spent	ESSENTIAL ACCOUNTABILITIES	EXPECTED OUTCOMES (RESULTS)	HOW ARE OUTCOMES EVALUATED
35%	<b>A. DIRECT SERVICES</b>		
	A1. Function as advocate for and advisor to veterans, their dependents and surveyors as claimants.	Identify individual and general population needs for veterans. Identify best means for satisfying their needs.	Satisfied customers. Positive representation for Kewaunee County veterans.
	A2. Provide assistance and guidance in the identification of problems and possible solutions by assisting with application for entitlements from federal, state, and county agencies. Provide liaison and coordination with other agencies as appropriate for the relief of claimant's problems as identified.	Match programs/referrals available for problems identified. Effective communication as liaison between federal and state agencies and veteran.	Relief for veteran and/or family.

	A3. Determine eligibility by securing and examining the appropriate military and residency documentation, assist claimants with the completion of all necessary forms and in the procurement of other necessary documentation to obtain the appropriate entitlements.	Veteran found either eligible or not eligible.  Accurate completion of applications.	Documentation is properly recorded and completion of forms is completed in a timely/accurate manner.
	A4. Counsel, advise, and aid claimants on a variety of issues or problems including, but not limited to, financial assistance, educational assistance, medical needs, alcohol, and other drug abuse, shelter, vocational adjustment and mortuary affairs.	Personal assessment of veteran and issues at hand for each.  Determine resources available to assist the veterans and their needs.	Referrals are accurate, timely and compassionately conveyed.  Veteran and family receive necessary aid and understand their entitlements.
	A5. Research and gather supporting evidence for various claims and follow-up and prepare appeals on behalf of claimants as requested.	Identify creditable source to gather information. Complete proper documents to formally initiate appeals process.	Original final decisions on claimant's claim overturned.  Appeal documentation in timely and complete manner to be most effective.
	A6. Assist claimants in receiving all appropriate assistance from federal, state and local agencies and other community resources.	Identify sources in the community. Familiar with all functions of other "people helping" agencies.	Relief for veteran and/or their family.
	A7. Provide counseling and assistance to claimants, directly or through referral, in adjusting to changes in their life situation. These situations may include, but are not limited to, unemployment, relocation, mental illness, death, alcohol and other drug abuse, developmental crises, and physical disabilities.	Employ interviewing techniques to collect pertinent information.	Relief to veteran and/or family. Productive asset to the community and family.
30%	<b>B. PUBLIC RELATIONS</b>		
	B1. Establish and maintain an ongoing relationship with all eight (8) veterans' organizations within Kewaunee County.	Schedule meetings with Commanders and Service Officers.  Appear at service organizations to support and guide them in their efforts.	Good rapport with organizations and their members.  Trust and confidence that Kewaunee County is providing a service to the veteran community.

	B2. Facilitate media information on a timely basis through radio and press outlets, as well as television. Ensure a wide dissemination of pertinent information to all veterans and the public by optimum use of all media on a timely basis: radio, press, and television as required.	Gather pertinent data to be shared with veteran and family.	Veterans and families well informed  Confidence that current information is accurate and relevant to meet the needs of the veteran and his/her family.
	B3. Assist in organizing and/or participate in major and significant veteran activities in the county, i.e. Memorial Day, Veterans Day, etc.	Schedule meetings  Publicize activities.	Honor veterans, living and deceased.
	B4. Conduct periodic information seminars, veterans' gatherings, and discussion groups for exchange of information relating to veteran issues.	Presentation preparation. Create agendas.	Well informed veteran community.
	B5. Establish and maintain a positive working relationship with County Board members, State Legislatures and members of the Wisconsin Congressional Delegation.	Identify expectations.  Employ proper contact procedures.	Cooperation between parties in efforts to satisfy a common goal.
	B6. Promote positive public awareness of veterans and veterans' issues to inform and educate.	Well informed community on veterans' issues.	Positive image in the Kewaunee County community's eye.
	B7. Work to cultivate a positive working relationship with Wisconsin Dept. of Veteran Affairs, Veterans Administration Regional Office, and Veterans Administration Medical Center staffs to insure a strong advocacy position for represented veterans.	Identify key personnel for each veteran issue.  Schedule frequent visits to various state and federal agencies.	Immediate assistance for any given veteran issue.
	B8. Maintain contact with and assist all outside agencies in working with veterans to receive assistance for whatever problems they may be facing, i.e. medical facilities, social services and other private and public service providers.	Establish points of contact for the array of possible problems veterans may experience.	Timely assistance given to veteran or family in time of need.
	B9. Plan, direct and/or implement a county-wide public information program which will articulate the rationale for veterans' programs, each particular program's eligibility requirements, and a realistic concept of veterans and veterans' issues through the use of print and electronic media, public presentations and speeches, and on a one-on-one basis.	Conduct continual assessments to determine the need and find shortfalls for knowledge of various programs.  Establish priorities on type of medium to be used to be most effective in Kewaunee County.	Well informed community, both general population and veterans.

30%	<b>C. ADMINISTRATION</b>		
	C1. Serve as the Department Head of the County Veterans Service Office and perform duties accordingly as prescribed by the county.	Plan, schedule, and conduct an efficient office.	Balanced Budget. Satisfied customers. Positive feed back for veterans.
	C2. Establish and/or implement policies and procedures for the effective management of the office.	Assess current processes and take a methodological approach to making improvements. Author procedures guide.	Staff and customers have clear understanding on how business is to be conducted.
	C3. Plan, develop and administer the annual budget to ensure that effective services are provided to veterans.	Determine operating requirements.	Balanced and accurate budget: actual and projected.
	C4. Manage the office to include supervising and training staff.	Establish staff meeting. Create training schedule and conduct training as needed.	Trained staff.
	C5. Establish and maintain historical and departmental records in order to prepare reports as required by the county or other agencies.	Develop a tracking system to maintain and easily extract pertinent data.	Information included in reports is accurate and timely.
	C6. Establish contacts and serve as liaison to other veterans' agencies, outside agencies and veterans' organizations to provide information and/or assistance as needed.	Create and maintain a list of current agencies.	Timely referrals for veterans and/or families.
	C7. Participate in professional association(s) and/or activities such as the WI CVSO Association, etc. to promote an on-going awareness of veterans' needs and the identification resolution of problem areas within veteran programs.	Schedule meetings.  Gather information to present at meetings.	Regularly attend monthly association meetings and annual conferences.
	C8. Report on a timely basis to the County Board and/or the appropriate liaison committee, county executive, or county administrator regarding the functions, activities and productivity of the office.	Meet deadlines. Prepare reports.	Board members are well informed.
	C9. Serve as the secretary/treasurer of the Kewaunee County Veterans Service Commission.	Prepare agenda. Write and publish minutes.	Accurately recorded and conveyance of council activities and discussions.

5%	<b>D. VETERANS SERVICE COMMISSION</b>		
	D1. Serve as the executive secretary/treasurer of the County Veterans Service Commission.	Prepare agenda. Prepare, maintain and publish minutes.	Productive Commission meeting.
	D2. Provide the necessary investigation to determine entitlement of needy claimants under Wisconsin Statutes 45.10-45.14.	Assist needy applicant(s) with filling out appropriate application forms.	Funds are distributed in accordance with State of Wisconsin Statutes.
	D3. Approve and provide aid as authorized.	Complete vouchers to pay needy veterans.	Accurate, timely and complete vouchers.

### III. FORMAL PREPARATION AND EXPERIENCE:

- A. Education/training and experience in individual and family counseling techniques and principles of counseling for problem resolution.
- B. Must be an Honorably discharged veteran per Wisconsin State Statute 45.80.
- C. A minimum of five to seven years of progressive work experience with veteran's services, policies, regulations, and administration desired.
- D. Must obtain Veterans Administration Accreditation within one year of hire from the National Association of County Veterans Service Officers (NACVSO and Wisconsin Department of Veterans Affairs in Milwaukee. Training will also include online Training, Responsibility, Involvement and Preparation (TRIP) and Veterans Administration Talent Management Training (TMS) computer training.
- E. Obtain Personal Identity Verification (PIV) card from the VA within one year of hire.
- F. Leadership and administrative management experience.
- G. Ability and experience to establish and maintain effective working relationships with clients, the public, County employees, elected officials and outside agencies.
- H. Valid Wisconsin driver's license and access to or ownership of a vehicle to meet with clients and attend conferences.
- I. Knowledge and awareness of social and economic issues relating to society today.
- J. Ability to establish, develop, and maintain positive interrelationships.
- K. Demonstrate skills in effective written and oral communications, including public speaking.
- L. Knowledge of public and/or private services, other than Veterans Administration, available to veterans and their families.
- M. Receive continuous education/training on issues related to veterans and their families.

### IV. JUDGEMENTS MADE:

- A. Conduct accurate, objective and timely assessments and determine the most appropriate agency to best meet the individual's/family's need as required.
- B. Short notice transportation arrangements to Veterans Administration medical care facilities.
- C. Disbursement of emergency assistance funds to needy veterans.

### V. PROBLEM SOLVING:

- A. Frequently deal with helping emotional veterans and/or their families understand why entitlements they were receiving have changed or discontinued.

- B. Assisting veterans with potentially unauthorized emergency medical assistance through a non-VA medical care facility.
- C. Helping a veteran and/or family interpret and/or understand U.S. and Wisconsin Veterans Administration instructions and other correspondence they may receive from the Department of Veterans Affairs.
- D. Getting veteran organizations to work collaboratively and effectively toward the same goal.
- E. Determining which benefits and/or entitlements are available for individual veterans and their families.
- F. Keeping the office occupied with staff in the event of short notice transportation or visitation requirements.
- G. Getting pertinent information out to veterans not actively involved in veteran organizations.
- H. Being tactful and remaining objective while making observations of various veteran organizations and offering advice and support as needed.

## VI. WORK RELATIONS

TYPICAL WORK RELATIONSHIPS	PURPOSE OF THE RELATIONSHIP
<b>Outside Contacts:</b>	
Wisconsin Department of Veterans Affairs	To interpret Wisconsin benefits programs and assist with filing claims for compensation or pension.
U.S. Department of Veteran Affairs	To interpret Federal benefits and entitlements on behalf of the veteran.
Veterans Administration Medical Care Facilities	To assist with appointments, enrollments, and ensure that quality care is given to veterans.
Social Security Administration	Income verification to ensure that income reported is accurate.
County Veterans Service Officer Association	Keep abreast of changes and issues related to operations of Veterans Service Office.
Community Funeral Homes, Health Care Providers, Nursing Homes.	Keep Veterans Service Office aware of veterans and/or their families seeking assistance or service through their agency. Provide information on programs available to veterans.
Veterans Service Organizations	Provide assistance with office-sponsored events, identify needs and concerns for the veterans in their community to this office, provide assistance to needy veterans, and identify locations for various outreach efforts.
Kewaunee County Veterans Service Commission	Assist with providing community service in a collaborative manner.
Media contacts	Provide radio, television and newspaper spots to assist with disseminating information in a timely manner.
<b>Inside Contacts:</b>	
Veterans Service Committee	To approve/disapprove travel, equipment, conference, and all other budget/personnel expenditures.

County Board	Provide assistance and feedback on day-to-day operations and procedures of the office. Approve disbursement of need and distress funds for the county veteran.
Social Services, Community Programs, Clerk of Courts, Register of Deeds, and Sheriff's Dept.	To assist veterans with determining eligibility for various county and state programs such as medical assistance, food assistance, daily living counseling, etc.
Purchasing Department	Provide guidance on purchase of supplies, equipment, etc.
Data Processing Department	Provide maps, computer and technical assistance.

VII. WORK ENVIRONMENT:

- A. Traditional and normal office environment, with approximately 75% of the work done inside the Veterans Service Office. Twenty (20%) percent of the work is conducted at outreach locations and veterans' homes through visitations. Five (5%) percent of the work is done in other offices.
- B. General office environment with little or no discomfort from temperature, dust, noise, wetness or the like. Frequent interruptions from telephone calls and individuals entering the office.

VIII. SUPERVISION/MANAGEMENT:

- A. Responsible for supervising one person, the Veterans Service Administrative Assistant.
- B. Manage the overall daily operations and secure contents of the veterans' service office.
- C. Responsible for arranging transportation necessary to and from medical care facilities.
- D. Responsible for enforcing confidential and privacy act issues in the office for all clients.
- E. Responsible for alleviating customer complaints and concerns.
- F. Responsible for seeking outreach locations in various communities across Kewaunee County.
- G. Manage the overall annual budget for day-to-day operations.
- H. Attend state and regional Veteran Services' meetings, conferences, etc.
- I. Responsible for ensuring the voice of concerned veterans receiving primary medical care through the VA that they are given the opportunity to be heard and provide feedback.

**Equipment usage:** Computer operations to include: word processing, data base management, email communications, Internet access, and presentation preparations.

IX. UNUSUAL/UNIQUE MENTAL REQUIREMENTS:

- A. Kewaunee County has over 10 million dollars of U.S. and Wisconsin Veterans Administration entitlements and benefits coming into its economy each year.
- B. Veterans and dependents in Kewaunee County that depend on this office to get the word out on changes to U.S. and Wisconsin Veterans Administration benefits and programs.

PARTIAL LISTING OF PROGRAMS ADMINISTERED

1. Healthcare Enrollment
2. Financial Assessment

3. Co-payments
4. Nursing Home Care
5. Outpatient Pharmacy Services
6. Alcohol and Drug Dependency Programs
7. Home Improvements & Structural Alterations
8. Prosthetic Services
9. Readjustment Counseling
10. Disability Compensation
11. Allowances for Dependents
12. Low Income Pensions
13. Housebound Pensions
14. Aid & Attendance Pensions
15. Vocational Rehabilitation and Employment
16. Veterans Educational Assistance Program
17. Program for Unemployable Veterans
18. Federal VA Home Loans
19. State VA Home Loans
20. Home Improvement Loans
21. Personal Low Interest Loans
22. Veterans Group Life Insurance
23. Service Disabled Life Insurance
24. Veterans Mortgage Life Insurance
25. Burial in National Cemeteries
26. Headstones and Markers
27. Memorial Headstones and Markers
28. Presidential Memorial Certificates
29. Military Funeral Honors
30. Burial Flags
31. Reimbursement of Burial Expenses
32. Dependency and Indemnity Compensation
33. Death Pension
34. Dependents Education
35. Educational Loans
36. Montgomery GI Bill Death Benefit
37. Job finding assistance
38. Job partnership training
39. Disabled Veterans Outreach Program
40. Re-employment rights
41. Unemployment compensation
42. Federal Jobs for Veterans
43. Transition Assistance Program
44. Naturalization Preference
45. Small Business Administration
46. Review of Discharges
47. Replacing Military Records
48. Correction of Military Records
49. Military Retirement Homes
50. Death Gratuity
51. Board of Veterans Appeals
52. US Court of appeals for Veterans Claims



## KEWAUNEE COUNTY POSITION DESCRIPTION

### **JOB TITLE: PARKS & PROMOTIONS DIRECTOR**

#### Characteristic Work of the Position

Nature: Reporting to the County Administrator and the Promotions and Recreation Committee, the Parks & Promotions Director is responsible for administering operations in the development and maintenance of all Kewaunee County parks, State hiking and biking trails, ATV park, County Fairgrounds, and all other recreational facilities. Promotes the County's recreational, economic, and tourism opportunities.

#### Example of Duties:

1. Research funding opportunities for facility improvement projects and tourism development; prepare and submit quality applications for funding; implement and direct park and recreational improvement programs.
2. Develops, maintains, and administers parks within the County park system.
3. Provide evaluations and reports on departmental activities on a monthly basis.
4. Prepare and monitor an annual plan of work and budget.
5. Perform public relations presentations.
6. Supervises Parks Department employees, to include assigning work and scheduling hours.
7. Cooperate with Department of Natural Resources and other agencies and organizations in the interest of furthering the optimum management and development of Kewaunee County.
8. Recommends purchase of equipment and supplies.
9. Ensures maintenance of departmental equipment.
10. Supervises winter recreation programs including the County's snowmobile trail program and activities at Dana Farm Winter Park.
11. Assists in the coordination of special events.
12. Assists with web site development to promote recreational, economic, and tourism opportunities.
13. Coordinates facility use and activities with User Groups, Friends Groups and Community and Civic Groups.
14. Administrator of County's Revolving Loan Program.
15. Coordinate Promotional Activities with Economic Development Corporation.
16. Acts as Kewaunee County's Tourism Promotion Representative.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

## Qualifications

### Essential Knowledge and Abilities:

1. Knowledge of administrative practices and procedures required for the management of a public park and recreation system.
2. Ability to make oral and written presentations including public addresses in person, or on radio or television.
3. Ability to establish and maintain effective relationships with federal, state, and local agencies as well as business and civic officials and the general public.
4. Knowledge of marketing strategies and resources, including the ability to prepare an effective marketing plan.
5. Ability to prepare departmental budgets and grant applications.
6. Ability to maintain accurate records and reports.
7. Ability to review and upgrade master land use and parks development plans.
8. Knowledge and ability to operate motor vehicles including trucks, tractors, end loader, all terrain vehicle, etc.
9. Ability to operate building and grounds maintenance equipment and tools.
10. Hold valid Wisconsin Driver's License.

### Training and Experience:

1. Bachelor's degree in Parks and Recreation Management, Resource Management, Recreation Administration, Public Relations or a related field.
2. Minimum of 3 years progressively responsible experience in recreation, promotions or park management.
3. Or equivalent combination of work experience, training, and education which provides the required knowledge, skills, and abilities.

### Physical Demands:

While performing the duties of this job, the employee is required to stand, sit, walk; climb or balance; stoop, kneel, crouch, or crawl. While performing the duties of this job the employee is occasionally exposed to moving mechanical parts, dramatic temperature changes, wet environment, and may be exposed to fumes, odors and dust and may work with hazardous chemicals.

# Kewaunee County Public Health Department

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Date: March 11, 2015

To: Scott Feldt  
Kewaunee County Administrator

From: Cindy Kinnard, RN, BSN  
Kewaunee County Public Health Director

Re: Request for Job Posting of Public Health Nurse

I am requesting the posting of Public Health Nurse to fill the vacancy made with the resignation of Melissa Patz, RN. Due to our current Level 2 Public health status, and to maintain our current level of state grant funding, in addition to a full time health officer we must employ at least one full time registered nurse.

Public Health Nurses are defined by Administrative Rule HFS 139 as "a person employed by a local health department to provide public health nursing services who is licensed as a registered professional nurse under Ch. 441, Stats. And who is qualified under s. HFS 139.08: A public health nurse, in addition to being licensed as a registered nurse shall have one of the following:

1. A bachelor's degree from a nursing program approved by the board of nursing, or accredited by the national professional nursing education accrediting organization. The program shall include preparation in public health nursing or community health nursing.
2. A master's degree from a nursing program accredited by the national professional nursing education accrediting organization. The program shall include preparation in public health nursing or community health nursing.
3. A public health nurse certificate issued by the department prior to December 1, 1984.

Prior to the 2015 budget cycle, Kewaunee County Public Health Department employed 1 FTE health officer, 1FTE public health nurse, and .5 FTE preparedness coordinator. When the 2015 budget was submitted to the county board for approval, we were in the process of hiring a health officer. All three of the above noted positions were budgeted for. Upon accepting the health officer position in December, our department agreed to merge the public health nurse and preparedness coordinator into one FTE position.

On February 19<sup>th</sup>, 2015 I accepted the resignation and two week notice of Melissa Patz as the public health nurse however she has requested to remain on as preparedness coordinator. I am requesting to use the budgeted money within our current grants and the County Nurse tax levy fund 54100 to fund a registered nurse full-time for the remainder of 2015.

- This position would be 49% state grant funded and 51% county funded.

- In the 2015 budget, the public health nurse was given 1144 hours at a rate of \$27.53 taking into account the remaining grant hours available as well as the 58 hours charged to this account for time served by Mellissa, we will only require 875 hours at a rate of \$25.03 for the hiring of the registered nurse. This is a savings of \$12,254 on the current tax levy.
- Grants available to fund the 49% of this position include Childhood Lead Poisoning Prevention, Wisconsin Well Woman Program, Immunization, Prevention, Maternal and Child Health, Fit Families, and Preparedness.

I have included a spread sheet that shows available funding for the public health nurse position from April 1, 2015 through the remainder of the year. In addition, we will have adequate funding to pay Melissa Patz 16 hours per week through the end of the grant cycle (ends June 30<sup>th</sup> 2015).

Feel free to contact me with any questions you may have regarding this position.

# Public Health Nurse

## Characteristic Work of the Position

Description: Under supervision, will perform assessments, planning, implementation and evaluation of public health nursing programs aimed at the promotion and maintenance of health and prevention of disease throughout the county. Services involve the participation in communicable disease prevention and investigation, school health programs, immunization programs, home visitation, grant maintenance, emergency preparedness, and other assignments.

## Example of Duties:

1. Conducts and participates in epidemiological investigations and implements control measures to prevent the spread of communicable disease according to Wisconsin Statute and agency policy.
2. Provides prevention, education, and screening visits to high risk maternal child health clients.
3. Engages in effective communication. Works to establish and maintain effective working relationships with recipients of services, other employees, and the general public.
4. Performs data entry into electronic records and other databases, data searches, reporting, and other functions using various state-based computer programs.
5. Keeps accurate comprehensive records and makes comprehensive reports.
6. Functions as a public health resource on various public health issues and programs by providing information and guidance to health care providers, schools, community groups and organizations, as well as other county agencies.
7. Identifies present and potential health needs and resources related to the total health of individuals, families, and the community as a whole.
8. Awareness of available resources and initiation and implementation of appropriate comprehensive health services needed to support individual health care.
9. Plans and implements special programs such as blood pressure clinics, immunization clinics, health fairs, and group educational sessions.
10. Responsible for the coordination and organization of school and clinical health programs which provide screening and health related information.
11. Serves as a health consultant to students, families, and school personnel.
12. Administers vaccines and medications according to agency policies and procedures.
13. Participates in surveys, studies, surveillance, and data collection for various public health issues.
14. Participates in workshops and in-services on appropriate health related issues.
15. Assists with administrative and supervisory tasks.
16. Collaborates with Emergency Management activities and participates in county disaster plans as directed. Will take a lead in emergency preparedness activities for the health department and overall planning for the county as directed.
17. Good knowledge and utilization of bloodborne pathogen standard.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

## Qualifications:

### Essential Knowledge and Abilities

1. Comprehensive knowledge of the principles and practices of nursing, including public health nursing, and core functions of public health.
2. Considerable knowledge of preventive health care, including the prevention and control of communicable diseases.
3. Ability to detect and identify symptoms of communicable diseases.
4. Considerable knowledge of the laws regulating the confidentiality of client information.
5. Working knowledge of the use of computers, accessing and reporting from databases and information system resources.
6. Capacity to make a comprehensive assessment of the health status of clients and families.
7. Ability to explain and interpret laws, rules, and regulations pertaining to public health nursing.
8. Capability to establish and maintain effective working relationships with staff, representatives of community agencies, the general medical community, and clients with diverse cultural and socioeconomic backgrounds.
9. Ability to communicate effectively, both verbally and in writing.
10. Aptitude to keep accurate and comprehensive records and make reports.
11. Ability to respond to a public health outbreak or an emergency government public health disaster situation.
12. Ability to work in an enclosed environment wearing personal protective equipment.

## Training and Experience

1. Bachelor's Degree from a nursing program accredited by the National Professional Nursing Accrediting Organization.
2. Current Wisconsin licensure as a registered professional nurse.
3. Current CPR for Healthcare providers certification
4. A valid Wisconsin motor vehicle operator's license is required.
5. Must have the ability to work flexible hours.

## Physical Demands

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend, and lift moderately heavy (up to 50 pound) objects. The performance of tasks involves mainly inside, protected from weather conditions.

## APPROVAL TO FILL A POSITION VACANCY

	Dept Head	County Admin	Oversight Comm	Personnel Comm	County Board	Notes
Department Head		YES	YES	YES	NO	
Supervisor/Manager*	YES	YES	YES	YES	NO	
Vacancy to be filled <i>within</i> dept	YES	YES	NO	NO	NO	
Vacancy to be filled <i>outside</i> dept	YES with County Admin approval	YES	NO	NO	NO	
Limited Term Employee (LTE)**	YES	YES	NO	NO	NO	
Seasonal Employee**	YES	YES	NO	NO	NO	
Contract Employee***	YES	NO	YES	NO	YES	
Job Descriptions****	YES	YES	YES	YES	NO	no approval needed if description has not changed
Salary Range	NO	YES	NO	YES	YES	Yes if position changes Salary Schedule II

**ALL NON-BUDGETED POSITIONS MUST OBTAIN APPROVAL FROM COUNTY ADMINISTRATOR, PERSONNEL COMMITTEE, FINANCE COMMITTEE AND COUNTY BOARD**

\* Supervisor limited to Dept heads, human service managers, Sheriff Dept lieutenants, highway patrol superintendent and highway office manager

\*\* LTE and Seasonal Employees are not subject to the hiring freeze (pursuant to PAL motion Sept 2014)

\*\*\* Oversight Committee and County Board approve all written contracts, so this approval likely applies to contract employees

\*\*\*\* Oversight and Personnel Committees approve job descriptions (pursuant County Board Rules of Order)

# CORPORATION COUNSEL

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## KEWAUNEE COUNTY

JEFFREY R. WISNICKY

Courthouse  
613 Dodge Street  
Kewaunee, WI 54216

(920) 388-7194  
Fax (920) 388-7150  
jeffrey.wisnicky@da.wi.gov

**19 March 2015**

Scott Feldt  
Kewaunee County Administrator  
810 Lincoln Street  
Kewaunee, WI 54216

**RE: Hiring Procedure Memorandum**

Dear Administrator Feldt:

You have asked for clarification in the form of a memorandum describing the procedure to follow for filling positions in Kewaunee County. This memorandum will attempt to distill the general hiring procedure to its essence in an effort to make this memorandum a useful tool for all County Departments. Several overlapping sources of authority govern the hiring procedure in Kewaunee County including the Wisconsin Statutes, Kewaunee County Personnel Policies, the Rules and Duties of the Committees and the "hiring freeze" directive of the Personnel Committee.

The first item meriting discussion in this memorandum is the general procedure for hiring employees in Kewaunee County.

Pursuant to Wis. Stat. §59.18(2)(b) the County Administrator is empowered to "Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. Notwithstanding any statutory provision that a board or commission supervise the administration of a department, the department head shall supervise the administration of the department and the board or commission shall perform any advisory or policy-making function authorized by statute."

Pursuant to Kewaunee Policy Chapter 4, Section D., the Personnel Committee shall have the exclusive authority to set the number of positions authorized for each county department or agency and the level of compensation and benefits for such positions. Except as hereafter provided, no department or agency may create any position or employ any person, and the

payroll department or treasurer may not issue paychecks for any person if the employment of the person or creation of the position is not authorized in advance by the Personnel Committee.

Pursuant to Kewaunee Polices Chapter 4, Section F., A vacancy is created when a budgeted position is not currently filled by an incumbent. Vacancies shall be filled as follows:

1. Department Heads may fill budgeted, non-supervisory, and non-managerial vacancies from within their department.
2. Budgeted, non-supervisory and non-managerial vacancies not filled from within a department may be filled with the authorization of the Kewaunee County Administrator.
3. All vacancies not authorized to be filled by the Department Head or Kewaunee County Administrator must receive authorization from the county board committee that oversees the operation of the department.
4. The approval by the oversight committee must be ratified by the Personnel, Advisory and Legislative Committee at its next scheduled meeting. The Personnel, Advisory and Legislative Committee shall directly approve filling vacancies in departments that do not have oversight committees.

Based upon the foregoing, the following guidance is provided on filling positions:

- a.) Subject to the oversight and direction of the Administrator, Department Heads may fill non-supervisory vacancies from within a department without committee approval.

The Kewaunee County Personnel Policies do not define the words supervisory or managerial. According to the plain meaning rule when words or phrases are not defined they are to be interpreted according to their ordinary meaning. The ordinary and accepted meaning of supervisor or manager is one that supervises; especially: an administrative officer in charge of a business, government, or school unit or operation. <http://www.merriam-webster.com/dictionary/supervisory>. This office interprets the plain meaning of supervisory and managerial positions as those positions where the primary duty is to supervise, manage, and direct staff and/or operations. Kewaunee County has positions, (e.g. lead worker, sergeant), that possess and exercise supervisory authority but to a larger degree perform routine county government work side-by-side with rank-and-file staff. Therefore, in this office's opinion, the supervisory positions in Kewaunee County are limited to heads of department, human services managers, Sheriff's department lieutenants, the highway patrol superintendent and the highway office manager.

- b.) The Administrator may authorize a Department Head to fill budgeted non-supervisory positions if the Department Head does not have an internal candidate to fill the position.
- c.) Oversight committee and Personnel Committee approval is required to fill heads of departments and supervisory positions.

### **Contracted employees/services.**

Several departments rely on contracted services to perform a full range of activities. Some examples of this include physicians, psychologists, nurses, counselors, and cleaning services. As a general rule contracted services are part of the budgeting process and are separate and apart from normal personnel policies. Department Heads are authorized to fill budgeted contract positions if the position is truly occupied by an independent contractor and not an employee of Kewaunee County. That being said, this office is willing to review individual situations if a position is being occupied by an “independent contractor,” but has the strong appearance of a Kewaunee County employee.

### **Hiring Freeze.**

The Personnel Committee approved a so-called “hiring freeze” in July of 2014. The hiring freeze provides:

Because of the nuclear plant closing, during the next five years the financial impact will be great. There will be a shortfall of approximately two million dollars. We have the fifth highest tax rate in Wisconsin. We don't want to increase taxes. After discussion, a change in the hiring policy was agreed on. A motion was made by Bob Weidner and seconded by John Pagel to require approval of the Personnel Committee prior to hiring for any county position. Motion carried. *PAL Minutes July 2014.*

The hiring freeze was modified in September of 2014 as follows:

Committee discussed the hiring freeze policy as it relates to seasonal and LTE personnel. Moved by Weidner seconded by Heidmann to amend the existing hiring freeze policy by removing seasonal and LTE personnel from the policy. (Policy is applicable to part time and full time personnel). Motion carried. *PAL Minutes September 2014.*

The hiring freeze prohibits all hiring of Kewaunee County employees unless approved by the Personnel Committee. The only exception is budgeted seasonal and LTE personnel. This means a Department Head may not fill a vacancy in his office internally or otherwise until the Personnel Committee provides authorization. The hiring freeze does not affect contracted employees or services for the reasons stated above.

### **Job Descriptions.**

According to the Rules of Order, the Personnel, Advisory and Legislative Committee shall approve job descriptions for all types of work within the county services. Such job descriptions shall be reviewed and revised from time to time. *See Rules of Order PAL, Paragraph 3.* All departments with oversight committees need to submit proposed job descriptions to their oversight committee prior to appearing at the Personnel Committee.

The Personnel Committee must approve job descriptions before they can be implemented. Once approved, the job description does not to be revisited by the Personnel Committee unless it is necessary to make a change.

I hope this memorandum helps clarify the hiring procedure in Kewaunee County. Please feel free to contact my office should you need further clarification on this or any other matter.

Respectfully Submitted,

Jeffrey R. Wisnicky  
Corporation Counsel

will be copied. Wis. Stat. § 19.35(1)(b); *Grebner v. Schiebel*, 2001 WI App 17, ¶¶ 1, 9, 12-13, 240 Wis. 2d 551, ¶¶ 1, 9, 12-13, 624 N.W.2d 892, ¶¶ 1, 9, 12-13 (2000) (requester was not entitled to make copies on requester's own portable copying machine).

### C. Fees.

1. An authority may charge a requester only for the specific tasks identified by the Legislature in the fee provisions of Wis. Stat. § 19.35(3), unless otherwise provided by law. *Milwaukee Journal Sentinel*, 2012 WI 65, ¶ 50, 341 Wis. 2d 607, ¶ 50, 815 N.W.2d 367, ¶ 50 (Abrahamson, C.J., lead opinion); *Id.*, ¶ 76 (Roggensack, J., concurring). See Sections XI.C.2.-5., below.
2. *Copy and transcription fees* may be charged.
  - a. Copy fees are limited to the “actual, necessary and direct cost” of reproduction unless a fee is otherwise specifically established or authorized to be established by law. Wis. Stat. § 19.35(3)(a).
  - b. “Reproduction” means the act, condition, or process of producing a counterpart, image, or copy. Reproduction is a rote, ministerial task that does not alter a record or change the content of the record. It instead involves only copying the record—for example, by printing out a record that is stored electronically or making a photocopy of a paper record. *Milwaukee Journal Sentinel*, 2012 WI 65, ¶ 31, 341 Wis. 2d 607, ¶ 31, 815 N.W.2d 367, ¶ 31 (Abrahamson, C.J., lead opinion).
  - c. DOJ’s policy is that photocopy fees should be around \$.15 cents per page, and that anything in excess of \$.25 cents may be suspect.
  - d. *Costs of a computer run* may be imposed on a requester as a copying fee. Wis. Stat. § 19.35(1)(e) and (3)(a); 72 Op. Att’y Gen. 68, 70 (1983). An authority may charge a requester for any computer programming expenses required to respond to a request. *WIREDATA II*, 2008 WI 69, ¶ 107, 310 Wis. 2d 397, ¶ 107, 751 N.W.2d 736, ¶ 107.
  - e. *Transcription fees* maybe charged, but are limited to the “actual, necessary and direct cost” of transcription, unless a fee is otherwise specifically established or authorized to be established by law. Wis. Stat. § 19.35(3)(a).
3. *Photography and photographic reproduction fees* may be charged if the authority provides a photograph of a record, the form of which does not permit copying, but are limited to the “actual, necessary and direct” costs. Wis. Stat. § 19.35(3)(b).
4. *Location costs*. Costs associated with locating records may be charged if they total \$50.00 or more. “Locating” a record means to find it by searching, examining, or experimenting. Subsequent review and redaction of the record are separate processes, not included in location of the record, for which a requester may not be charged. *Milwaukee Journal Sentinel*, 2012 WI 65, ¶ 29, 341 Wis. 2d 607, ¶ 29, 815 N.W.2d 367, ¶ 29 (Abrahamson, C.J., lead opinion). Only actual, necessary, and direct location costs are permitted. Wis. Stat. § 19.35(3)(c).
5. *Mailing and shipping fees* may be charged, but are limited to the “actual, necessary and direct cost” of mailing or shipping. Wis. Stat. § 19.35(3)(d).

6. An authority may not charge a requester for the costs of deleting, or “redacting,” nondisclosable information included in responsive records. *Milwaukee Journal Sentinel*, 2012 WI 65, ¶¶ 1 & n.4, 6, 58, 341 Wis. 2d 607, ¶¶ 1 & n.4, 6, 58, 815 N.W.2d 367, ¶¶ 1 & n.4, 6, 58 (Abrahamson, C.J., lead opinion); *Id.*, ¶ 76 (Roggensack, J., concurring).
7. If a record is produced or collected by a person who is not an authority pursuant to a contract with the authority, *i.e.*, a contractor, the fees for obtaining a copy of the record may not exceed the actual, necessary, and direct cost of reproduction or transcription of the record by the person who makes the reproduction or transcription, unless another fee is established or authorized by law. Wis. Stat. § 19.35(3)(g).
8. An authority may require prepayment of any fees if the total amount exceeds \$5.00. Wis. Stat. § 19.35(3)(f). The authority may refuse to make copies until payment is received. *Hill*, 196 Wis. 2d at 429-30, 538 N.W.2d at 613. Except for prisoners, the statute does not authorize a requirement for prepayment based on the requester’s failure to pay fees for a prior request.
9. An authority has discretion to provide requested records for free or at a reduced charge. Wis. Stat. § 19.35(3)(e).
10. An authority may not make a profit on its response to a public records request. *WIREData II*, 2008 WI 69, ¶¶ 103, 107, 310 Wis. 2d 397, ¶¶ 103, 107, 751 N.W.2d 736, ¶¶ 103, 107.
11. Generally, the rate for an actual, necessary, and direct charge for staff time should be based on the pay rate of the lowest paid employee capable of performing the task.
12. Specific statutes may establish express exceptions to the general fee provisions of Wis. Stat. § 19.35(3). Examples include Wis. Stat. § 814.61(10)(a) (court records), Wis. Stat. § 59.43(2)(b) (land records recorded by registers of deeds), and Wis. Stat. § 6.36(6) (authorizing fees for copies of the official statewide voter registration list).

## **XII. Right to Challenge Accuracy of a Record.**

- A. An individual authorized to inspect a record under Wis. Stat. § 19.35(1)(a) or (am), or a person authorized by that individual, may challenge the accuracy of a record containing personally identifiable information pertaining to that individual. Wis. Stat. § 19.365(1).
- B. *Exceptions.* This right does not apply if the record has been transferred to an archival repository, or if the record pertains to an individual and a specific state statute or federal law governs challenges to the accuracy of that record. Wis. Stat. § 19.365(2).
- C. The challenger must notify the authority, in writing, of the challenge. Wis. Stat. § 19.365(1).
- D. The authority then may:
  1. Concur and correct the information; or
  2. Deny the challenge, notify the challenger of the denial, and allow the challenger to file a concise statement of reasons for the individual’s disagreement with the disputed portions of the record. A state authority must also notify the challenger of the reasons for the denial. *See* Wis. Stat. § 19.365(1)(a) and (b).

**RESOLUTION NO.**

**Requesting the Wisconsin Legislature to Not Allow the 2015-2017 Executive Budget to Terminate the Local Government Property Insurance Fund**

**WHEREAS**, the Local Government Property Insurance Fund (LGPIF) was established in 1911 when it was difficult for units of government to obtain reasonably priced property insurance coverage in the private sector; and

**WHEREAS**, nine hundred and seventy entities ranging from counties, townships, villages, cities, school districts and library boards utilize this not for profit insurance fund to insure over \$52 billion in assets; and

**WHEREAS**, research into alternative insurance coverage leads Iowa County to believe closure of the LGPIF would most likely result in higher premium payments and higher deductibles coupled with coverage limitations and possible exemptions; and

**WHEREAS**, in these difficult budgetary times, when all governmental units are doing more with less, the added cost for property insurance coverage would be an undue burden and potentially reduce services to residents; and

**WHEREAS**, the Local Government Property Insurance Fund is a self-funded program that is not supported by tax dollars.

**NOW THEREFORE, BE IT RESOLVED** that the Iowa County Board of Supervisors wishes to go on record as strongly opposing any change to the operation of the Wisconsin Local Government Property Insurance Fund.

**BE IT FURTHER RESOLVED** that the Iowa County Clerk shall forward a copy of this resolution to Iowa County's State Legislators, Governor Scott Walker and the Wisconsin Counties Association.

Respectfully submitted by the Iowa County Administrative Services Committee:

**RESOLUTION OPPOSING ADDITIONAL INFORMATION ON TAX BILL**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, Governor Walker recommends in his 2015-2017 state budget proposal a  
2 statutory change to require debt service and referendum levy amounts to be included on property  
3 tax bills; and  
4

5           WHEREAS, including debt service and referendum levy amounts on property tax bills will  
6 require substantial programming changes to the tax billing and collection systems; and  
7

8           WHEREAS, the proposed changes will increase the amount of information required on the  
9 tax bill potentially increasing the size of the property tax bill; and  
10

11           WHEREAS, the intent of the legislation is to promote transparency, however, the change  
12 could impact taxpayers negatively by presenting confusing information on tax bills; and  
13

14           WHEREAS, there are better places to display this information, such as a municipality's  
15 newsletter, a municipality's website, or the county website; and  
16

17           WHEREAS, this change would be a financial burden on Manitowoc County by causing  
18 software changes, potential hardware changes, and additional printing expenses;  
19

20           NOW, THEREFORE, BE IT RESOLVED that the Manitowoc County Board of  
21 Supervisors opposes any statutory change that would require debt service and referendum levy  
22 amounts to be included on property tax bills; and  
23

24           BE IT FURTHER RESOLVED that the County Clerk is directed to send a copy of this  
25 resolution to Governor Walker, the Joint Finance Committee of the Wisconsin Legislature, and  
26 the legislators for Manitowoc County.

Dated this 17th day of March 2015.

Respectfully submitted by the  
Executive Committee

\_\_\_\_\_  
Jim Brey, Chair

LEGAL NOTE:       Reviewed and approved as to form by Corporation Counsel. \_\_\_\_\_

## LEGISLATIVE POLICY STATEMENT

I respect the prerogative of the members of the Manitowoc County Board of Supervisors to voice their opinions on legislative issues. Therefore, it is my practice to neither approve nor veto a legislative policy resolution that has been enacted by the County Board in order to allow the County Board, acting as the legislative branch of county government, to freely express its sentiment on legislative and public policy issues or to request action by a governmental entity, or both.

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Bob Ziegelbauer, County Executive

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Date

**RESOLUTION OPPOSING COUNTY ASSESSMENT PROPOSAL IN THE STATE  
BUDGET BILL**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, Governor Walker recommends in his 2015-2017 state budget proposal  
2 shifting from municipal assessment to county assessment of property values for property tax  
3 purposes by 2017; and  
4

5           WHEREAS, moving assessment responsibilities from the town, village, and city level to  
6 the county, which has never been engaged in the assessment of property, will reduce local control  
7 and increase costs to the taxpayers; and  
8

9           WHEREAS, the costs of a county assessment system accomplishing 100% market  
10 valuations annually will be on average \$25 per parcel statewide, which is significantly more than  
11 what many communities currently spend on assessment services; and  
12

13           WHEREAS, the Governor's proposal arbitrarily establishes 2015 as the base year for  
14 determining a municipality's payment to the county for assessment services, which will leave  
15 some communities that happen to be in the midst of a revaluation that year paying substantially  
16 more than other communities; and  
17

18           WHEREAS, property owners will lose the convenience of board of review proceedings in  
19 their own municipality by having to travel to county sites for board of review; and  
20

21           WHEREAS, the state's concerns over current assessment practices are better addressed  
22 outside of the state budget process;  
23

24           NOW THEREFORE BE IT RESOLVED, that the Manitowoc County Board of  
25 Supervisors opposes the provision in the 2015-2017 state budget bill shifting from municipal to  
26 county assessment and urges the Wisconsin State Legislature to remove the provision from the  
27 state budget; and  
28

29           NOW THEREFORE BE IT FURTHER RESOLVED, that the County Clerk is directed to  
30 send a copy of this resolution to Governor Walker, the Joint Finance Committee of the Wisconsin  
31 Legislature, and the legislators for Manitowoc County.

Dated this 17th day of March 2015.

Respectfully submitted by the  
Executive Committee

\_\_\_\_\_  
Jim Brey, Chair

LEGAL NOTE: Reviewed and approved as to form by Corporation Counsel. \_\_\_\_\_

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\_\_\_\_\_  
Bob Ziegelbauer, County Executive

\_\_\_\_\_  
Date