



Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING

AGENDA

Date: Wednesday, May 11, 2016 / Time: 10:00 a.m., Conference Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

1. Call to Order
2. Roll Call
3. Approve May 11, 2016 Personnel Committee Meeting Agenda
4. Approve March 9, 2016 Meeting Minutes
5. Review Committee Duties (PAL/Executive Committee)
6. Personnel Report – Scott Feldt, County Administrator
7. Review and Possible Action to Fill
 - a. UW Extension Job Description and Position
 - b. Human Services Director Job Description and Position
 - c. Human Services Administrative Assistant Position
 - d. Land Information Office Administrative Assistant Position
 - e. Circuit Court Judicial Administrative Assistant Position
8. Discuss County Comprehensive Plan – Steve Hanson, Land Information Director
9. Review and Possible Action – WCA Resolutions Due June 27 – Library Funding, etc.
10. Review Oconto Resolution Opposing UWEX Reorganization
11. Other Matters Authorized by Law
12. Public Comment
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.

Kewaunee County
PERSONNEL, ADVISORY, AND LEGISLATIVE COMMITTEE MEETING

Meeting Minutes

Date: Wednesday, March 9, 2016 / Time: 11:00 a.m., Conference Room
Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216

Call to Order: The meeting was called to order at 11:00 a.m. by Ron Heuer.

Roll Call: Members present were Ron Heuer, Tom Romdenne, Lee Luft, Kaye Shillin, Larry Kirchman, Bruce Heidmann, Virginia Haske. John Pagel and Bob Weidner excused.

Others present: Scott Feldt, Jeff Wisnicky, Aerica Bjurstrom, Pat Benes, Jamie Annoye, Michelle Dax, Janet Wolf, Jack Schad

Approve March 9, 2016 Agenda and Approve February 10, 2016 Meeting Minutes: Motion by Bruce Heidmann, second by Virginia Haske to approve the March 9, 2016 agenda and to approve the February 10, 2016 meeting minutes. Motion carried.

Discuss UW Extension Job Description/Duties and Assignments for Replacement of Program Assistant: Aerica Bjurstrom referenced the draft position description the committee received last month. The proposed position description is 50% of the duties the position had in the past. They moved roles to the other program assistant and added communications/technology functions on this draft position description. Short discussion continued regarding some of these duties in relation to the Public Information Officer duties.

Motion by Tom Romdenne, second by Lee Luft to approve the job description and fill the position, second by Lee Luft. Tom Romdenne withdrew the motion, Lee Luft withdrew the motion. The committee agreed that on the agenda for next month to include an agenda item to approve the job description and to authorize the filling of this position.

Review and Approve Resolution Establishing Total Annual Compensation for County Elected Officials (Clerk, Treasurer, Register of Deeds): Scott Feldt informed the committee that for Salary Schedule I we have three county wide elected officials taking out papers (April 15) and the best thing to do is set compensation prior to them taking out papers. Scott Feldt referenced a resolution with the proposed salaries for the next two years. Scott did not put in any recommendation for years 2019 and 2020 indicating that it is a matter of policy and up to the Board. Scott Feldt referenced a spreadsheet with 2 methodologies 1. look at neighbors and regions 2. look at counties of similar size. Financial impact is \$7,200 for the three positions for the first two years 2017 and 2018. These salary increases would be effective January 1, 2017.

Motion by Bruce Heidmann, second by Tom Romdenne to go with the proposed increases for three elected positions for Salary Schedule I: 1.7% for 2017 = \$62,164 and 1.7% for 2018 = \$63,221. Bruce Heidmann amended the motion, second by Tom Romdenne, to include 1.5% increase for year 2019 = \$64,169 and 1.5% for 2020 = \$65,132. Motion carried.

Request for Additional .52% Wage Supplement for Professional & Courthouse Employees – Possible Action: Scott Feldt referenced the memo he gave the committee regarding his recommendation of a .52% wage supplement for professional and courthouse employees. The fiscal impact would be \$15,001. This would be on paychecks in June 2016 and is a .52% wage supplement.

Motion by Lee Luft, second by Kaye Shillin to approve the .52% wage supplement for members of the Courthouse Local 2959 and Professional Local 2959A. Motion carried.

Review and Discuss Resolution Regarding Vehicle Use Policy and Discuss Vehicle Use Policy for Volunteers – Possible Action: Jack Schad indicated the personnel policy references employees only and we have a system with volunteer drivers and also contracted employees.

Motion by Virginia Haske, second by Kaye Shillin to approve the policy as amended and to go to the full Board for approval and incorporate agenda item #9 that is listed on this agenda. Motion carried.

Sex Offender Ordinance Recommendation to County Board – Possible Action: Ron Heuer indicated it is best to have a county wide approach with this ordinance. The committee reviewed the draft Sexual Offender Residency Ordinance. Representatives from the County, Luxemburg, Kewaunee and Algoma have participated in meetings regarding this draft ordinance. Jeff Wisnicky indicated this draft includes an amendment to not only apply to 980 offenders but also other sexual offenders. This ordinance would prevent a judge in another county or anyplace else to give us their 980 offenders. There is also a loitering or prowling piece to this ordinance where the individual could be cited. The County would handle the enforcement of this ordinance.

Motion by Bruce Heidmann, second by Lee Luft to bring this Sex Offender Ordinance to the full County Board for consideration. Motion carried.

Other Matters Authorized by Law:

Scott Feldt distributed a Personnel Report.

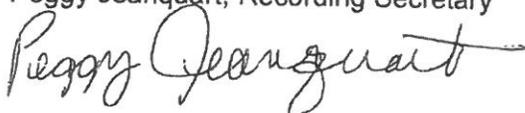
Scott Feldt informed the committee he received a petition for election that officers in the jail are petitioning to become a union. They will hold an election.

Next Meeting: Thursday, April 14, 2016 at 9:00 a.m.

Adjournment: Motion by Bruce Heidmann, second by Larry Kirchman to adjourn the meeting. Motion carried. Adjourned at 12:05 p.m.

Public Comment: Sue Weisser commented regarding elected official salaries.

Submitted by,
Peggy Jeanquart, Recording Secretary





**Kewaunee County UW-Extension
Communications & Educational Program Support Specialist
Position Description**

PURPOSE:

Under general direction of the Kewaunee County UW-Extension Department Head(s), this individual will lead communications, technology and administrative support functions for UW-Extension educators and programs. This individual also provides administrative support to the Department Head, Agriculture Agent and Community Resource Development program educators.

ESSENTIAL JOB FUNCTIONS:

Communications/Technology Functions

1. Lead coordinator of communications and technology strategy
2. Develop and implement annual office communications and marketing plan
3. Collaborate with Educators to ensure timely and media specific delivery of content
4. Produce educational materials for programs using desktop publishing software
5. Produce program marketing materials for websites (Word Press), social media, and electronic communications
6. Produce press releases for radio and newspaper
7. Produce office printed newsletter The Foghorn, eight issues per year
8. Produce the monthly Ag Journal page that appears in the local newspaper
9. Produce weekly radio submissions
10. Produce office Annual Report in print and electronic format
11. Prepare evaluations using Qualtrics, disseminate and collect survey responses
12. Develop & implement processes for program registrations and payments
13. Create and manage mailing/contact lists using Access
14. Maintain office website (Word Press) and office social media presence
15. Work with UW Extension technology and communications specialists to develop and implement best practices in social media marketing outreach

Program Administrative Functions

16. Serves counter clients including responding to requests for information and publications, forwarding materials to UW labs and following up on results. Refers questionable issues to appropriate educator.
17. Answers non-directed phone calls and route to specific program areas.
18. Coordinates registration of workshops and conferences. Uses databases to create and maintain attendance lists.

19. Maintains private applicator training manual inventory, test sheets and exam booklets. Coordinates revenues and expenses generated by Pesticide Applicator Training.
20. Proctors independent study course and private applicator training examinations.
21. Complete copy projects as needed by agent. Able to perform basic procedures such as removing paper jams and adding consumables to copiers, fax machines and printers as needed.
22. Reserves media equipment and arrange for maintenance when needed.
23. Schedules use of County Office facilities as needed. Schedules UW-Extension conference room.
24. Accepts process soil/feed/manure/weed/horticulture sample for mailing to lab or submit to Master Gardener Volunteer.
25. Sends Master Gardener Volunteer logs out to all Master Gardeners and Garden Club volunteers, compiles hours and send to Master Gardener Volunteer state office for certification. Fills in certificates for Master Gardener Volunteers and mails out when received.
26. Performs duties as office computer/hardware contact, installs updates as received from UW-Extension Tech Services.
27. Assists Department Head with duties as assigned.

REQUIRED SKILLS:

- Excellent communication, writing and proofreading skills
- Demonstrated skills in building and maintaining professional work environments
- Strong interpersonal relationship and problem-solving skills in a team setting
- Ability to learn and apply new technology
- Knowledge and experience with desktop publishing
- Attention to details; accuracy
- Ability to multi-task
- Strong customer service skills
- Ability to meet deadlines and work under pressure
- Project management skills
- Knowledge of proper operation of media equipment.
- Ability to organize and schedule work efficiently to complete tasks either on the phone, email or in person.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Knowledge and experience with advanced word processing (merging letters; producing reports using table of contents, etc.)
- Knowledge and experience with current Microsoft Office Suite (Word, Excel, Access, Outlook, Publisher, PowerPoint)
- Knowledge and experience with Google + including Google docs and Hangouts
- Knowledge and experience with Access database software program
- Knowledge and experience with Adobe Acrobat Pro
- Knowledge and experience with Word Press
- Knowledge and experience with Facebook, Pinterest and other social media

PREFERRED SKILLS:

- Knowledge and experience with SharePoint
- Understanding of copy write requirements as it pertains to UW-Extension publications and images

EDUCATION AND TRAINING:

- Required Associate's Degree in relevant field
- Preferred Bachelor's Degree in relevant field

Physical Demands:

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend and lift moderately heavy (25-30 pound) objects.

Performance of tasks involves mainly inside, protected from weather conditions.

3/8/16



UW-EXTENSION DEPARTMENT PROGRAM ASSISTANT

Characteristic Work of the Position

Nature: Under the direction of the Department Head, Agriculture Agent and Community Resource Development Educator provide administrative and program support for the agriculture and community resource development programs with UW-Extension using advanced technology, providing customer services, data management and other related administrative support tasks in a fast-paced, work-intensive office which focuses on education.

Example of Duties:

1. Serves counter clients including responding to requests for information and publications, forwarding materials to UW labs and following up on results. Refers questionable issues to educator.
2. Answers non-directed phone calls and route to specific program areas.
3. Coordinates registration of workshops and conferences including recording of fees. Accepts and issues receipts for money received. Uses databases to create and maintain attendance lists.
4. Maintains private applicator training manual inventory, test sheets and exam booklets. Submits bills for payment of manuals as needed. Coordinates revenues and expenses generated by Pesticide Applicator Training.
5. Proctors independent study course and private applicator training examinations.
6. Coordinate use of WISline, Google Hangouts and webinars.
7. Searches, downloads, and prints educational resource materials, as well as university programs.
8. Complete copy projects as needed by agent. Able to perform basic procedures such as removing paper jams and adding consumables to copiers, fax machines and printers as needed.
9. Reserves media equipment and arrange for maintenance when needed.
10. Schedules use of County Office facilities as needed. Schedules UW-Extension conference room.
11. Accepts process soil/feed/manure/weed/horticulture sample for mailing to lab or submit to Master Gardener Volunteer.
12. Work cooperatively with other office staff. Acts as back-up and assists other program assistants as requested.
13. Uses databases to create and maintain office contact lists.

14. Sends Master Gardener Volunteer logs out to all Master Gardeners and Garden Club volunteers, compiles hours and send to Master Gardener Volunteer state office for certification. Fills in certificates for Master Gardener Volunteers and mails out when received.
15. Performs duties as office computer/hardware contact, installs updates as received from UW-Extension Tech Services.
16. Provides support to Nutrition Educator.
17. Assists Department Head with duties as assigned.

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 proper operation of media equipment.
2. Ability to organize and schedule work efficiently to complete tasks either on the phone, email or in person.
3. Ability to establish and maintain effective working relationships with co-workers and the general public.

Training and Experience

1. Associate Degree in secretarial or office management or similar field, highly desired.

Physical Demands:

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend and lift moderately heavy (25-30 pound) objects. Performance of tasks involves mainly inside, protected from weather conditions.

2/4/16

RESOLUTION # 17 - 16

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TO: The Honorable Chairperson and Members of the Oconto County Board of Supervisors

RE: **Resolution Opposing the UW-Extension Reorganization Plan**

WHEREAS, the process used to develop the UW-Extension Reorganization Plan was flawed, providing inadequate opportunity for meaningful input and consideration of County concerns; and

WHEREAS, the plan, as proposed, jeopardizes the partnership between UW-System and Wisconsin Counties, a partnership built on communication, collaboration and engagement; and

WHEREAS, the current Cooperative Extension system has a proven track record of success for more than 100 years as a single County based model for governance, locally set levy contribution and County determined educational programming priorities under the oversight of a County Extension Education Committee designated by the elected County Board; and

WHEREAS, the reorganization plan imposes a drastic change on rural county extension programs, shifts a greater portion of Extension resources to urban areas, reduces educator positions in rural counties, and adds a new layer of administrative overhead not accountable to county boards; and

WHEREAS, Wisconsin Counties are unlikely to continue the current level of county tax levy support in future years if direct educational services are significantly decreased, thereby making the proposed reorganization plan reckless and financially unsustainable.

WHEREAS, Oconto County is not willing to continue providing local tax levy funding at the current level if direct county educator services are decreased as described in the plan while eliminating accountability to the County Extension Education Committee and County Board.

WHEREAS, Oconto County welcomes the opportunity to be engaged in a meaningful process of developing a more workable reorganization plan.

THEREFORE, BE IT RESOLVED that the Oconto County Board of Supervisors hereby opposes the ~~UW-Cooperative-Extension-reorganization-plan-approved-by-Chancellor-Sandeen-on-February-10,~~ 2016, and

BE IT FURTHER RESOLVED that the County Clerk is directed to send a copy of this resolution to all 72 Wisconsin County Boards; the Wisconsin Counties Association; Governor Walker; University President Ray Cross and the Board of Regents; and the legislators of Oconto County.

Submitted this 24th day of March, 2016

BY: UW-Extension Education Committee

Guy Gooding, Chairperson
Bill Grady
Buzz Kamke
Karl Ballestad
Chris Augustine

STATE OF WISCONSIN }
County Oconto } I. Kim Pytteski
do hereby certify
that the above is a true and correct copy of the
original now on file in the office of the County Clerk and
that it was adopted by the Oconto County Board of
Supervisors on this date.
Date: 3/24/16 Kim Pytteski
(Seal) County Clerk

Reviewed by Corporation Counsel:

Adopted by Vote:

Ayes: 28 Nays: 1 Absent: 2

Initials of Date
Corp. Counsel Reviewed



Resolutions

MEMORANDUM

TO: County Board Chairs, Executives, and Administrators

FROM: Mark D. O'Connell, Executive Director

DATE: April 22, 2016

SUBJECT: 2016 WCA Annual Business Meeting Resolutions
Deadline for Submission: 4:30 p.m. on June 27, 2016

Scott to work on this

The WCA Annual Conference will be held from September 25-27, 2016 in Milwaukee. I look forward to seeing you there.

Each year, counties have the opportunity to submit resolutions for consideration at the Annual Business Meeting, held in conjunction with the WCA Annual Conference. Resolutions adopted at the Annual Business Meeting become part of the WCA Platform.

The WCA Constitution requires all resolutions be submitted to the WCA executive director no later than 90 days prior to the Annual Business Meeting. Therefore, **all resolutions must be submitted to the WCA office no later than 4:30 p.m. on Monday, June 27, 2016** to be considered at the 2016 Annual Business Meeting. All resolutions submitted by the deadline will be referred to the appropriate steering committee, as well as the WCA Resolutions Committee, prior to action at the Annual Business Meeting.

Please keep the following in mind when submitting resolutions for the Annual Business Meeting:

1. All resolutions submitted must be adopted by your full county board (please send an official copy for verification purposes).
2. Any resolution submitted must be on a matter of public policy.
3. **Resolutions must be submitted with a cover memo indicating that the resolutions are submitted for consideration at the Annual Business Meeting.**
4. Resolutions may be submitted in any one of the following ways:
 - Mailed to the WCA office: 22 E. Mifflin Street, Suite 900, Madison, WI 53703
 - Faxed to 608.663.7189
 - Emailed to voss@wicounties.org.

5. If possible, please also email a Microsoft Word or text version of the resolutions to the WCA office. This will allow for a quicker processing/turnaround time on our end, as WCA staff will not need to retype each resolution. You will still need to send an official copy of each resolution so staff can verify action on the resolution was taken by the full county board.
6. Once the WCA office receives your resolutions, a confirmation notice will be sent to the county clerk. If you do not receive a confirmation notice by June 28, 2016, please contact the WCA office to ensure your county's resolutions were received.

All resolutions received by the deadline will be considered at the Annual Business Meeting. The Annual Business Meeting is scheduled to take place on Sunday, September 25, 2016.

If you have any questions regarding the resolutions process, please do not hesitate to contact Sarah Diedrick-Kasdorf at the WCA office.

cc: WCA Board of Directors
County Clerks