



## AGENDA

### PERSONNEL AND VETERANS SERVICE

Thursday, December 6, 2012

12:00 p.m.

Jury Assembly Room

Lower Level, Courthouse Annex

1. Call meeting to order
2. Approve agenda
3. Public Comment – Speakers will be limited to 5 minutes
4. Approve minutes of November 2, 2012
5. Discuss/consider eliminating the Mental Health Case Manager position and creating the Comprehensive Community Services Case Manager Position, action if any (attachment)
6. Discuss county employee use of county vehicles, action if any
7. Discuss/consider Maintenance Department re-organization, due to the reassignment of the Printer Technician, action if any (attachment)
8. Discuss/consider request to fill Maintenance Technician position with two people for one week to provide an opportunity for the new employee to learn from retiring Technician, contingent on Building and Property Committee approval, action if any (attachment)
9. Intranet Suggestion Box. Develop a program by which employees may submit cost savings ideas directly to the administrator. Discussion only.
10. Human Resources Director's Report:
  - Distribute signed LOU's
  - Worker's Compensation Report
  - Commerce Program
  - Retirements/Resignations/Dismissals/Layoffs
  - New Hires
  - Postings
11. Administrator's Report
12. Discuss/consider Schedule of Invoices, action if any
13. Closed session per Wisconsin Statute 19.85 (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; to-wit: WPPA contract
14. Open session per Wisconsin Statute 19.85 (2), action if any
15. Discuss/consider Veterans Service Officer Report
  - a. Federal VA and State WDVA benefits, 2012 final figures, program updates
  - b. Veterans Service Commission expenditures, 2012 final figures, program updates
  - c. M&M DAV Van Transportation Program, 2012 final figures, program update
  - d. CVSO training, presentations, meetings, etc.
16. Future agenda items
17. Set next meeting date
18. Adjournment

cc: Ken Casper  
Ken Keller  
Nick Lakari  
Joe Policello  
Connie Seefeldt

Human Resources Director  
Veterans Service Officer  
Posting

**PLEASE NOTE:** AGENDA ITEMS MAY NOT BE CONSIDERED AND ACTED UPON  
IN THE ORDER LISTED

If you are an individual who needs a special accommodation while attending the meeting as required by the "Americans With Disabilities Act", please notify County Clerk Kathy Brandt, Marinette County Courthouse (715-732-7406) at least 24 hours prior to the meeting in order to make suitable arrangements. Thank you. (TDD 715-732-7760)

1926 Hall Avenue, Marinette, WI 54143-1717



# MARINETTE COUNTY POSITION REQUEST FORM

**Administration Completes and returns to the Department**

Applicable dates:

Governing Committee \_\_\_\_\_  
 Personnel Committee \_\_\_\_\_  
 Finance Committee \_\_\_\_\_  
 County Board \_\_\_\_\_

Permission to proceed: \_\_\_\_\_

*(County Administrator initials and dates)***Department Completes and submits to Human Resources**

Department: Health & Human Services  
 Department Head: Robin Elsner, MSW  
 Supervisor: Ellie Jarvie  
 Position Title: Comprehensive Community Services Case Manager  
 Old Position Title: Mental Health Case Manager-CSP  
 Hours per Week/Year: 40  
 Account Number(s): 205-62-54311-111  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

New Positions:	<input checked="" type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
Changes to	<input type="checkbox"/> Hours of Work
Existing:	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Funding taken from: 205-62-54311-111 100% (i.e. salaries with or without fringes)

Justification for request: Please attach**Human Resources Completes and submits to Finance**

Wage Scale: \_\_\_\_\_  
 Pay Rate/Salary: \$ \_\_\_\_\_  
 Pay Level: \_\_\_\_\_

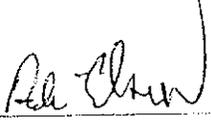
Human Resources Initials: \_\_\_\_\_

**Finance Completes and returns to Administration**

Cost of Request:  
 Wages: \$ \_\_\_\_\_ Workers Comp: \$ \_\_\_\_\_  
 FICA: \$ \_\_\_\_\_ Life Insurance: \$ \_\_\_\_\_  
 Retirement: \$ \_\_\_\_\_ Longevity: \$ \_\_\_\_\_  
 Other (explain): \_\_\_\_\_ \$ \_\_\_\_\_  
 Total Cost: \$ \_\_\_\_\_

Finance Initials: \_\_\_\_\_

Approval\*

Department Head:   
 County Administrator: \_\_\_\_\_

10/24/12

\* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

**Justification for Request:**

The Health & Human Services Department is requesting eliminating a Mental Health Case Manager-CSP position and creating a Comprehensive Community Services Case Manager position. The request is being made to increase program delivery in the newly certified Comprehensive Community Services Program, while reducing service in the Community Support Program, where there is currently less of a program service delivery need. This request is tax levy neutral.



# MARINETTE COUNTY POSITION REQUEST FORM

**Administration Completes and returns to the Department**

Applicable dates:

Governing Committee Dec 11, 2012  
Personnel Committee Dec 6, 2012  
Finance Committee NA  
County Board Dec 18, 2012

Permission to proceed: ECS/gkt

(County Administrator initials and dates)

**Department Completes and submits to Human Resources**

Department: Maintenance  
Department Head: John Machnik  
Supervisor: John Machnik  
Position Title: Printer Technician  
Old Position Title: NA  
Hours per Week/Year: 40  
  
Account Number(s): 100-34-51640-111 - 66%  
702-44-51470-111 - 34%

New Positions:	<input checked="" type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Funding taken from: Salaries w/Fringes (i.e. salaries with or without fringes)

Justification for request: Please attach

**Human Resources Completes and submits to Finance**

Wage Scale: Courthouse  
Pay Rate/Salary: \$ 21.70 (2011 36-Month)  
Pay Level: L

Human Resources Initials: LA

**Finance Completes and returns to Administration**

Cost of Request:  
Wages: \$ \_\_\_\_\_ Workers Comp: \$ \_\_\_\_\_  
FICA: \$ \_\_\_\_\_ Life Insurance: \$ \_\_\_\_\_  
Retirement: \$ \_\_\_\_\_ Longevity: \$ \_\_\_\_\_  
Other (explain): \_\_\_\_\_ \$ \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_ Finance Initials: \_\_\_\_\_

**Approval\***

Department Head: John G. Machnik 11/28/12  
County Administrator: \_\_\_\_\_ 1/1

\* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

Justification for request to reassign the Printer Technician to Maintenance:

The Printer Technician presently manages and maintains the County owned copy machines as part of his duties. With the leasing of copiers and contracting for their maintenance, the IS and Maintenance departments have been re-organized in the 2013 budget to re-assign the position from IS to Maintenance. The Printer Technician's duties have historically included troubleshooting, problem solving, and maintaining various pieces of equipment. As a result, the Maintenance department will benefit from these capabilities.



# MARINETTE COUNTY POSITION REQUEST FORM

**Administration Completes and returns to the Department**

Applicable dates:

Governing Committee Dec 11, 2012  
Personnel Committee Dec 6, 2012  
Finance Committee NA  
County Board Dec 18, 2012

Permission to proceed: \_\_\_\_\_

(County Administrator initials and dates)

**Department Completes and submits to Human Resources**

Department: Maintenance  
Department Head: John Machnik  
Supervisor: John Machnik  
Position Title: Maintenance Technician  
Old Position Title: \_\_\_\_\_  
Hours per Week/Year: 40  
Account Number(s): 100-34-51640-111

New Positions:	<input type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input checked="" type="checkbox"/> Addition of Current Position
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Funding taken from: \_\_\_\_\_ (i.e. salaries with or without fringes)

Justification for request: **Please attach**

**Human Resources Completes and submits to Finance**

Wage Scale Cover-house  
Pay Rate/Salary: \$ 19.09 (2012 starting)  
Pay Level: 2

Human Resources Initials: KA

**Finance Completes and returns to Administration**

Cost of Request:  
Wages: \$ \_\_\_\_\_ Workers Comp: \$ \_\_\_\_\_  
FICA: \$ \_\_\_\_\_ Life Insurance: \$ \_\_\_\_\_  
Retirement: \$ \_\_\_\_\_ Longevity: \$ \_\_\_\_\_  
Other (explain): \_\_\_\_\_

Total Cost: \$ 1,020 - SEE ATTACHED

Finance Initials: PK 11/27/2012

**Approval\***

Department Head: John C Machnik  
County Administrator: \_\_\_\_\_

11 26 12  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

Justification for request to have two employees in a Maintenance Technician position for one week:

The Maintenance Department presently has 3 full time Maintenance Technicians to operate and maintain the LEC, Courthouse, HHS and Library. The Technician assigned to the LEC will be retiring in January, 2013. The Department desires to hire a replacement one week prior to his retirement. This overlap allows the new employee to acquire knowledge, training and guidance from the person most familiar with the building, its equipment and its systems before he leaves.

**COST OF REQUEST  
ONE WEEK OVERLAP OF MAINTENANCE TECHNICIAN**

Added 1% increase to current wages  
Assume same insurance plan.

	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.65% RETIREMENT	Family H&D	LIFE INS	2.00% WORKER'S COMP	TOTAL
<b>CURRENT BUDGET (2088 Hours)</b>								
Maintenance Tech	\$ 45,763	\$ 195	\$ 3,516	\$ 3,056	\$ 22,545	\$ -	\$ 919	\$ 75,994
<b>BUDGET CHANGE (2088 Hours)</b>								
Starting Maintenance Tech	\$ 40,959	\$ -	\$ 3,133	\$ 2,724	\$ 22,545	\$ -	\$ 819	\$ 70,180
<b>SAVINGS (COST) WITH CHANGE</b>	<b>\$ 4,804</b>	<b>\$ 195</b>	<b>\$ 382</b>	<b>\$ 332</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 5,814</b>
<b>ONE WEEK OVERLAP (40 Hours)</b>								
Starting Maintenance Tech	\$ 771	\$ -	\$ 59	\$ 51	\$ -	\$ -	\$ 15	\$ 897
Current Maintenance Tech	\$ 877	\$ -	\$ 67	\$ 58	\$ -	\$ -	\$ 18	\$ 1,020