AGENDA

PERSONNEL AND VETERANS SERVICE

Thursday, May 11, 2017
9:30 a.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 March 7 and 22nd, 2017 **05-22-17** **05-07-17**
5. Discuss/consider approving Access and Data Sharing agreement with WDVA/CVSO/TVSO VBATS, action if any **Agreement**
6. Discuss/consider approve Conservation Generalist Project position, effective immediately, action if any
7. Discuss/consider elimination of Economic Support Screener position, effective 05/26/17, action if any
8. Discuss/consider recommending County Board approve Amendment 69 to the Personnel Policies and Procedures Manual Section 1.27 Excused Absences (c) (8) (9), action if any
9. Discuss/consider proposed amendments to Policies and Procedures Manual as relate to wages and benefits, including but not limited to implementation of wage study, wage increases, overtime, shift differential, lead worker, sick leave and vacation, action if any
10. Discuss/consider proposed amendments to Policies and Procedures Manual as relate to cell phone policy and travel stipend, action if any
11. Discuss/consider wage adjustment for County Board Vice Chair, action if any
12. Human Resources Director's Report:
    - Human Resources Director's Report:
    - Distribute signed Letter(s) of Understanding
    - Distribute approved amendment(s) to Policies and Procedures
    - Worker's Compensation Report
    - Department of Safety and Professional Services
    - Exiting Employment
    - New Hires
    - Postings
    - Job Descriptions

AGENDA

13. Discuss/consider Schedule of Paid Invoices, action if any
14. Future agenda items
15. Set next meeting date
16. Adjournment

Addendum(s) when applicable

cc: Mark Anderson
Russ Bauer
Mike Behnke
Ken Keller
Joe Policello

Supervisors present at this meeting may constitute an unintended quorum of other county board committees. Supervisors appointed to the committee shall participate in action. Others may be present to listen and observe.

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

MINUTES

Personnel and Veterans Service

March 7, 2017
9:30 a.m.
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT:	Supervisors Russ Bauer, Mike Behnke, Ken Keller and Joe Policello
MEMBERS EXCUSED:	Supervisor Mark Anderson
OTHERS PRESENT:	County Clerk Kathy Brandt, Human Resources Director Jennifer Holtger, Corporation Counsel Gale Mattison, Interim County Administrator John Lefebvre, and Eagle Herald

1. Call to order

Chair Joe Policello called the meeting to order at 9:30 a.m.

2. Agenda

Motion (Behnke/Keller) to approve agenda. Motion carried.

3. Public Comment - None

4. Minutes

Motion (Keller/Behnke) to approve minutes of February 9, 2017. Motion carried.

5. Two Watercraft Inspector Project Positions

Motion (Behnke/Keller) to approve two (2) Watercraft Inspector Project positions, not to exceed 540 hours combined. Motion carried. Exhibit A

Supervisor Bauer arriving at 9:36 a.m.

6. Carlson-Dettmann Pay Study

A presentation by Carlson-Dettmann will be presented to the Personnel Committee and Executive Committee on Wednesday, March 22, 2017 at 10:00 a.m.

AGENDA

7. Pay Adjustment for Employees Hired Below WIPFLI Pay Scale

Motion (Behnke/Policello) to recommend to County Board approval a one-time pay adjustment for approximately 34 employees hired below the WIPFLI market midpoint pay scale effective April 9, 2017 per the attachment and request the Finance Committee to determine a funding source. Motion carried. Exhibit B

8. Amendment 68 to Personnel Policies and Procedures Section 1.27 Excused Absences and 1.29 Benefits

Motion (Bauer/Keller) to recommend County Board approve Amendment 68 to the Personnel Policies and Procedures Manual Section 1.27 Excused Absences and 1.29 Benefits. Motion carried. Exhibit C

9. Incentives to Smart Choice MRI Benefit – Discussion only

Discussion held regarding writing a policy for implementation of Smart Choice MRI benefit to save insurance costs for both the County and employee.

10. Human Resources Director's Report

Exhibit D

Program development for safety training with Highway and Forestry and Parks departments.

11. Schedule of Paid Invoices

Committee reviewed February Schedule of Paid Invoices totaling $1,394.20.

12. Future Agenda Items

Smart Choice MRI Benefit

13. Adjournment

Motion (Bauer/Behnke) to adjourn at 10:38 a.m. Motion carried.

Next meeting date: Thursday, April 6, 2017 at 9:30 a.m.

Kathy Brandt
County Clerk

Date approved/corrected:

AGENDA

MINUTES

Personnel and Veterans Service

March 22, 2017
8:30 a.m.
County Board Room
Third Floor, Marinette County Courthouse

MEMBERS PRESENT:	Supervisors Mark Anderson, Russ Bauer, Mike Behnke, Ken Keller, and Joe Policello
MEMBERS EXCUSED:	
OTHERS PRESENT:	County Clerk Kathy Brandt, Human Resources Director Jennifer Holtger, Corporation Counsel Gale Mattison, Interim County Administrator John Lefebvre, Eagle Herald and Peshtigo Times

1. Call to order

Chair Joe Policello called the meeting to order at 8:33 a.m.

2. Agenda

Motion (Bauer/Behnke) to approve agenda. Motion carried.

3. Public Comment - None

4. Minutes

Motion (Behnke/Keller) to approve minutes of March 7, 2017. Motion carried.

5. WIPFLI – One Time Pay Adjustment - Amendment

Motion (Keller/Behnke) to amend motion of March 7, 2017

> *Item #7 – Motion (Behnke/Policello) to recommend County Board approve a one-time pay adjustment for approximately 34 employees hired below the WIPFLI market midpoint pay scale effective April 9, 2017 per the attachment and request the Finance Committee to determine a funding source. Motion carried.*

to include additional full time employees inadvertently left off the list presented. Motion carried. Exhibit A

6. Adjournment

Motion (Behnke/Keller) to adjourn at 8:40 a.m. Motion carried.

AGENDA

Wisconsin Department of Veterans Affairs
Scott Walker, Governor | Daniel J. Zimmerman, Secretary

April 18, 2017

WDVA Bulletin No. 1053

TO: County Veterans Service Officers
Tribal Veterans Service Officers

SUBJECT: WDVA/CVSO/TVSO VBATS Access and Data Sharing Agreement

In the pursuit of enhancing the Wisconsin Department of Veterans Affairs' (WDVA) valued partnerships with the Wisconsin County Veterans Service Officers (CVSOs) and the Tribal Veterans Service Officers (TVSOs), we are pleased to announce the attached Veterans Benefits Application Tracking System (VBATS) Access and Data Sharing Agreement (Agreement) for each CVSO and TVSO office. The Agreement recognizes that CVSOs and TVSOs are professional veterans advocates and constitute a critical partner with WDVA. WDVA and the Wisconsin County Veterans Service Officer Association of Wisconsin (CVSOA-WI), with input from the Wisconsin Counties Association (WCA), have all worked in partnership towards this final version of the Agreement.

The purpose of this Agreement is two-fold: (1) to allow Wisconsin CVSOs and TVSOs access to the WDVA VBATS database without restriction and remove the requirement for release forms signed by the veteran, dependents, survivors, or duly authorized representatives (excluding current and former WDVA staff); and (2) to protect the confidentiality, integrity, and availability of information created, processed, stored, aggregated, and transmitted by the Disclosing Party.

The development of this Agreement is first the result of WDVA's renewed commitment to our partnership and the need to cooperate and provide the greatest possible access to CVSOs and TVSOs. The privacy and security aspect of this agreement stems from an investigation in 2015 by the Federal Office of Inspector General (OIG) regarding unauthorized disclosure of confidential veteran information at the claims office. WDVA reported to OIG that all necessary steps would be taken to protect the privacy of veteran information maintained in our Department and shared with outside agency.

CVSOs and TVSOs access under this Agreement will allow the following:

1. Statewide access to VBATS records.
2. Ability to "add," "edit," and "upload documents" in VBATS without WDVA verification.
3. View VBATS Veteran records without a Request for Release of Records (Form 1042), except for WDVA former/current employee VBATS record.
4. Elimination of the annual requirement to submit a VBATS Account Authorization Request Form to maintain access to VBATS. Note: An initial WDVA Form 2419 will still be required for Officers who have not submitted one to date; and, additionally, for new employees of an office when there is a change in staff. If there is a current WDVA Form 2419 on file for the Officer,

the office does not need to provide a new form with the signed VBATS Access and Data Sharing Agreement.

5. Access to Recently Separated Veterans contact information/report in VBATS.
6. Access to the Department of Defense Personnel Records Retrieval System (DPRIS) for DD214 information (with DoD approval).
7. Access to reports on a statewide basis.
8. Ensured mutual safeguards and security of the confidentiality of Veteran Personal Records.

CVSOs and TVSOs will have until **Friday, June 30, 2017** to return a signed copy of this Agreement to James Bond at the e-mail address or mailing address below.

Only one Agreement is required from each CVSO or TVSO office.

Due to system design and limitations, there are only two options to VBATS access: (1) unrestricted access as outlined above or; (2) no access. If a CVSO or TVSO office is unable to return a signed Agreement within the time limit, access to VBATS will be terminated at that time. However, upon receipt of a signed Agreement, that CVSO or TVSO office will be granted access. This process will allow WDVA to comply with the OIG report.

Again, we are pleased to announce this Agreement and appreciate the hard work of the CVSOA-WI and WCA in working with us to make this happen. If you have any questions, please contact James Bond at (608) 2778 or *james.bond@dva.wisconsin.gov*.

WDVA/CVSO/TVSO VBATS Access and Data Sharing Agreement

THIS AGREEMENT for Release of Confidential Veterans' information, made this ____ day of _____ (month), _____ (year), between state of Wisconsin, Department of Veterans Affairs, (hereinafter "WDVA" or "Disclosing Party"), and _____(hereinafter "Receiving Party").

Background

1. WDVA is a state agency created under the provisions of Chapter 45, Wisconsin Statutes, whose mission is to give health, educational, and economic assistance to Veterans and their dependents who are residents of this state; and

2. WDVA is the recipient of United States Department of Defense service records and other information provided by the U.S. Department of Veterans Affairs (hereinafter referred to as "VA") which are considered to be confidential pursuant to Title 38 United States Code and Wis. Stat. § 45.04(3); and

3. The Receiving Party is a Wisconsin County or Tribal Veterans Service Office authorized to receive confidential information pursuant to Wis. Stat. § 45.04, and the Wisconsin Administrative Code, § VA 1.10; and

4. The Receiving Party has demonstrated the need to receive Veterans' confidential information in order for Receiving Party to continue to provide information and services related to Veterans' benefits; and

5. The intent of this Agreement is twofold: (1) to allow the Receiving Party access to the WDVA Veterans Benefit Application Tracking System (VBATS) database without restriction and remove the requirement for release forms signed by the Veteran, dependents, survivors, or duly authorized representatives (excepting current and former WDVA staff); and (2) to protect the confidentiality, integrity, and availability of information created, processed, stored, aggregated, and transmitted by the Disclosing Party; and

6. The Disclosing Party and Receiving Party wish to discuss and exchange information related to benefits for Veterans and their dependents, which the parties hereto and applicable regulatory bodies as part of their joint missions and partnership in serving Veterans, consider highly confidential, while at the same time ensuring full compliance with applicable state and privacy laws; and

7. Receiving Party's access under this Memorandum and other benefits include:
   A. Statewide access to VBATS records.
   B. Ability to "add," "edit," and "upload documents" in VBATS without WDVA verification.
   C. View VBATS Veteran records without a Request for Release of Records (Form 1042), except for WDVA former/current employee VBATS records.
   D. Elimination of the annual requirement to submit a VBATS Account Authorization Request Form to maintain access to VBATS.
   E. Access to Recently Separated Veterans contact information/report in VBATS.
   F. Access to the Department of Defense Personnel Records Retrieval System (DPRIS) for DD214 information (with DoD approval).
   G. Access to the following reports on a statewide basis:
      1. Death Report by County or Cemetery Report;
      2. Grave Registration Activity Report;
      3. County Benefits Report; and
      4. Museum Veteran Search.

Therefore the parties hereto, intending to be legally bound in consideration of the mutual covenants and Agreements set forth herein, hereby agree as follows:

I. <u>Definitions</u>.

A. "**Veteran**" shall mean an individual that meets the definitions contained in Wis. Stat. §§ 45.001, 45.01(12), 45.02, 45.43(1), 45.51 (2)(a)1, and 45.51(2)(a)2, 45.61(2).

B. "**Confidential, Sensitive and/or Protected Information (collectively hereinafter referred to as 'PI')**" shall include all forms of personally or individually identifiable information, personally identifiable health information, sensitive information, information whose improper use or disclosure could adversely affect the ability of an agency

to accomplish its mission, proprietary information, and records about individuals requiring protection, and all information related to the Veteran provided by Disclosing Party to Receiving Party as further defined by VA DIRECTIVES 6509, Provision 5 and VA Handbook 6500, and successor directives and handbooks pertaining to these definitions published by the U.S. Department of Veterans Affairs. PI shall also mean all information provided by Disclosing Party with respect to the Veteran regardless of whether it is written, oral, contained on various storage media, or human or machine-readable documents.

C. "**Data Breach**" shall mean the loss, theft, or any other unauthorized access, other than that incidental to the scope of employment, to data containing PI in electronic or printed form which results in the compromise of the confidentiality or integrity of the data.

D. "**Maintain**" shall mean to collect, create, use, process, store, disseminate, transmit, or dispose of PI.

II. <u>Legal Obligation to Safeguard Veteran Data</u>. Each party is individually responsible for determining which laws apply to their respective organizations, and for ensuring compliance. A non-exhaustive list of current laws which apply to the type of data provided by WDVA under this Agreement; including the following:

A. Provisions of law directly related to VA Claims:

1. 38 U.S.C. § 5701 Confidential Nature of Claims (USDVA claims confidentiality):

   a. Provides for the confidentiality of all VA patient claimant information, with special protection for their names and home addresses.

   b. Provides for the same for information about their dependents.

   c. Prohibits disclosure of these names and addresses except as authorized by the statute.

   d. Does not apply to employee information.

2. VHA Handbook 1605.1, Privacy and Release of Information, establishes guidance on privacy use and disclosure of PI. This handbook (link below) provides guidance as to the legal obligations relative to federal law, applicable to the Claims Staff: http://www1.va.gov/vhapublications/ViewPublication.asp?pub_ID=1423.

B. Veterans' personal data may also be protected by the following provisions of law. All parties must follow appropriate procedures to safeguard the privacy of Veterans' personal data..

1. **State Law:**

   a. Wis. Stats. § 19.80(3)(a);
   b. Wis. Stats. § 45.04;
   c. Wis. Stats. § 106.01;
   d. Wis. Stats. § 134.97;
   e. Wis. Admin. Code § 296.01; and
   f. Wis. Admin. Code § VA 1.10.

2. **Federal Law and Guidance:**

   a. 38 CFR § 1.500;
   b. 38 U.S.C. § 7332;
   c. 38 CFR. §§ 14.626-14.637;
   d. 38 C.F.R. §§ 75.111-119;
   e. 38 U.S.C. § 5721 et seq.;
   f. 38 U.S.C. § 3672;
   g. Privacy Act of 1974, 5 U.S.C. § 552a;
   h. To the extent Receiving Party is subject to the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191 and its implementing regulations at 45 C.F.R. parts 160 and 164; and HIPAA/HITECH Act Omnibus Final Rule, 78 Fed. Reg. 5566 (Jan. 25, 2013) and section 13402 of the Health Information Technology for Economic and Clinical Health (HITECH) Act (codified at 42 U.S.C. § 17932) Breach Notification Rule at 45 C.F.R. §§ 164.400-414 as independently determined in

consultation with corporation counsel, Office of Management and Budget (OMB) Memorandum 07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information;

i. VA Directive and Handbook 0710, Personnel Suitability and Security Program;
j. VA Directive 6500, Manage Information Security Risk: VA Information Security Program;
k. VA Handbook 6500, Risk Management Framework for VA Information Systems, Tier 3: VA Information Security Program;
l. VA Handbook 6500.2, Management of Breaches Involving Sensitive Personal Information;
m. VA Directive 6502, VA Enterprise Privacy Program;
n. VA Handbook 6502.1, Privacy Violation Tracking System (PVTS), the Formal Event Reporting and Evaluation Tool (FERET) guidebook;
o. VHA Directive 1605, VHA Privacy Program;
p. VHA Handbook 1605.1, Privacy and Release of Information;
q. VHA Handbook 1605.02, Minimum Necessary Standard for Protected Health Information; and
r. Memorandum from Office of General Counsel (02) to Under Secretary for Health (10), "Request for Advisory Opinion – Department Information Ownership," dated December 31, 2007.

III. <u>Use of PI</u>.

A. The parties agree:

1. **Privacy Right.** The privacy of PI shall be protected in all functions, services, and facilities.

2. **VBATS Account Authorization.**

   a. To gain access and to login to the VBATS, the Receiving Party must submit a VBATS Account Authorization Request (WDVA Form 2419) to WDVA for each county employee seeking access to ensure that access is authorized to utilize the VBATS for WDVA programs and benefits. Completed forms can be emailed to WDVA at eligibility@dva.wisconsin.gov. The WDVA Form 2419 must be received and approved by WDVA before VBATS access or login is granted to the Receiving Party.

   b. The corporation counsel of Receiving Party shall notify WDVA upon his or her notice that an authorized user will terminate employment via email to eligibility@dva.wisconsin.gov. This is to ensure privacy and security by disabling user access to only authorized employees of Receiving Party.

   c. Access to VBATS records of former or current WDVA employees requires a signed Confidential Release of Information Form (WDVA 1045) from said employee granting access on file at WDVA.

3. **Annual Review.** Each party shall annually review applicable privacy and security safeguards that are in place to protect PI. PI shall be maintained in a manner that will ensure legal compliance with federal and state statute, laws, rules and guidelines as determined appropriate by each party in consultation with each party's respective legal counsel.

4. **PI will be kept confidential**. In accordance with 5 U.S.C. 552a, 38 U.S.C. §§ 5701, 5705, and 7332, and other applicable federal privacy laws and regulations, as appropriate, parties shall ensure that all PI that is maintained in any medium, is kept confidential, except when disclosure is permitted or compelled under law.

5. **PI will be properly controlled**. All PI in the custody and control of each party shall be used and disclosed only as permitted or required by law.

6. **Contractor-controlled PI will be properly maintained.** Parties shall ensure that all contracts in which any data containing WDVA-owned PI or Veteran PI that is maintained by contractors will contain the appropriate clauses as may be required by law.

7. **Data will be protected.** The physical input and output products of WDVA information and systems that contain PI, such as disks, paper, flash drives or any other data storage devices, shall be protected against misuse and unauthorized access, unauthorized disruption, unauthorized disclosure, or unauthorized modification or destruction. No technology utilized to collect, use, or disclose PI shall erode privacy protections afforded by applicable state or federal law or WDVA policy.

8. **PI will be kept secure.** Security plans shall be continually developed and security controls implemented on all networks and filing systems that maintain PI in any form. These controls shall be implemented, as required by applicable law or policy, to, among other things, protect the security and privacy of all operating or filing systems used to access or store PHI, application software used to access or store PHI, and data in WDVA information systems. The purpose of these plans is to prevent the accidental or malicious disclosure, alteration or destruction of PI, and to provide assurances to the user of the quality, integrity, and confidentiality of such information maintained by the parties. Technologies used to maintain this information should allow for continuous auditing of compliance with this Agreement.

    a. **Privacy and data breaches shall be reported.** Parties shall report all breaches by their personnel, contractors, and authorized users involving PI in a timely and complete manner, as required by applicable law to the WDVA Privacy Officer within (five) 5 business days of discovery. The party at fault shall resolve all such breaches with privacy implications in a timely fashion in accordance with applicable law and policy. For further guidance, see VA Handbook 6502.1, Privacy Violation Tracking System (PVTS), the Formal Event Reporting and Evaluation Tool (FERET) guidebook, and VA Handbook 6500.2, Management of Breaches Involving Sensitive Personal Information.

    b. **A data breach process shall be sustained.** Each Party shall maintain a process for the tracking and reporting of suspected or actual breaches involving PI incompliance with the references above.

9. **Training.** The WDVA Privacy/Security Officer shall be available to provide privacy awareness training to Receiving Party on reasonable notice and accommodation of schedules.

B. Rules for Electronic Communications:

1. Parties acknowledge email messages sent by or to their offices may be read by someone other than the person to whom they are sent and may have to be disclosed to outside parties or in court in connection with a lawsuit. Accordingly, each party must take care to ensure that their messages are courteous, professional, and that the tone and words they use would not cause embarrassment to themselves or their organization if the message were made public.

    a. Any email sent outside each party's network or information system should be considered non-secure.

    b. Email is subject to applicable privacy, security, and records retention laws and guidelines for the information that particular message contains. As such, email records must be appropriately secured and retained.

2. Each party is responsible for the content of all text, audio or images that they place or send on the state's email, or Internet systems.

3. No party may email PI unless using approved methods.

4. All emails between parties that contain or transmit PI must be encrypted before transmission.

C. Internal Security Controls with Communications to CVSOs/TVSOs:

1. **Release of Veteran-Claimant Information**. In alignment with USDVA procedures, the WDVA Bureau of Claims will only release PI to those CVSO/TVSO and CVSO/TVSO staff who are officially "accredited" for USDVA purposes. If a CVSO office does not have an accredited representative, the WDVA Claims Officer will not discuss or provide any information specific to a pending claim unless authorized by the claimant during that specific communication. If the claimant is present in the CVSO/TVSO office at the initiation of such contact, the WDVA Claims Officer can speak directly to the claimant (after proper verification of identity using established USDVA protocol) to gain such authorization.

2. **Fax Messages**. The parties will accept fax messages; however, neither party shall fax PI to unauthorized third parties without the written consent of the Veteran or the Veteran's duly appointed representative.

3. **Encrypted Messages Other than VA**. Parties to this Agreement when communicating with the WDVA Claims office must register for an email account through VA.Gov and utilize VA.Gov access and Personal

Identification Verification Cards (PIV Cards) to ensure data security to accomplish any communication of PI with the WDVA Claims Office.

4. **Release of Veteran-PI by WDVA**. The WDVA Divisions of Veteran Benefits, Services and Homes, will only release information by U.S. Mail, telephone or encrypted emails.

IV. Non-Assignable. This Agreement shall be non-assignable.

V. Governing Law. This Agreement and all questions relating to its validity, interpretation, performance and enforcement (including, without limitation, provisions concerning limitations of actions), shall be governed by and construed in accordance with the laws of the state of Wisconsin.

VI. Binding Nature of Agreement and Term. This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns, with a term of five (5) years from the date of the last signature below. In the event of substantial changes in the applicable law(s), parties may amend this Agreement or enter into a new Agreement to ensure compliance. In the event of a WDVA transition to a replacement of the VBATS tracking system, this Agreement shall continue to be binding and in effect for the replacement system(s) until such time as a new Agreement or amendment hereto shall be drafted between the parties. Receiving party represents that he or she has authority to bind the County or Tribal Authority to this Agreement, and that the Executive head of the County or Tribal entity of the Receiving Party has approved this Agreement for execution.

VII. Umbrella Provision. This Agreement constitutes an umbrella agreement to the recipient's office, so long as any person accessing data who is accredited by the United States Department of Veterans Affairs, possesses a PIV Card, and is authorized by the Receiving Party to do so.

VIII. Entire Agreement. This Agreement sets forth all of the covenants, promises, Agreements, conditions and understandings between the parties and there are no covenants, promises, Agreements or conditions, either oral or written, between them other than herein set forth. No subsequent alteration, amendment, change or addition to this Agreement shall be binding upon either party unless reduced in writing and signed by them.

IN WITNESS OF THEIR AGREEMENT, the parties have set their hands to it below effective the day and year first written above.

DISCLOSING PARTY
WDVA SECRETARY

Signature: _____

Print Name: Daniel J. Zimmerman

Date: _____

RECEIVING PARTY
COUNTY/TRIBAL VETERAN SERVICE OFFICER

Signature: _____

Print Name: _____

County: _____

Date: _____

APPROVED IN FORM BY CORPORATION COUNSEL

Signature: _____

Print Name: _____

Date: _____

MARINETTE COUNTY

POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee 5/8/17

Personnel Committee 5/11/17

Finance Committee

County Board

Permission to proceed: 4/25/17

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Land Information

Department Head: John Lefebvre

Supervisor: Greg Cleereman

Position Title: Conservation Generalist Project Position

Old Position Title:

Hours per Week/Year: 40

Requested Start Date: ~~5/30/2017~~ upon Approval KL 14 week

Account Number(s): 56300000-50112

56300000-50114

Funding taken from: Salaries without fringes, salaries overtime PK (i.e. salaries with or without fringes)

Justification for request: **Please attach**

New Positions:	☐ Permanent
	☐ Seasonal
	☒ Project
	☐ LTE
	☐ Addition of Current Position
Changes to Existing:	☐ Hours of Work
	☐ Title Change
	☐ Location Change

Human Resources Completes and submits to Finance

Wage Scale MC

Pay Rate/Salary: $ 13.73 - 17.15

Pay Level: 75% to 12

Human Resources Initials: KA

Finance Completes and returns to Administration

Cost of Request:

Wages: $

FICA: $

Retirement: $

Other (explain):

Workers Comp: $

Life Insurance: $

Longevity: $

$

Total Cost: $ See Attached $8,431 min. 10,531 mid

Finance Initials: PK

Finance Committee approval? ☐ Yes ☑ No

Approval*

Department Head: 4/27/17

County Administrator: 4/27/17

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

Rev 12/2014

AGENDA

received KL 4-25-17

Summer Project Position Estimated Workload

Project	Hours
DASH	
Thunder Lake – The inlet area has been a persistent problem with Eurasian Water Milfoil (EWM) continuing to pop up. A week of harvesting should occur at the inlet early in the season (late May or early June) with a return in late July or August to harvest the area again. A very thorough search/harvest of all areas known to support EWM in the past will also be conducted.	60
Little Newton Lake – One day for searching and a maximum of two days for harvesting EWM.	24
Lundgren Lake – The treatment last year was incredibly successful. No EWM was seen in the lake by late summer. Assuming no big resurgence the plan is for three days for mostly searching.	24
Aquatic plant survey	8
AP survey data entry and analysis	8
Stream Crossing Inventory - Traveling with permanent staff to document the status of stream/road interfaces and the degree to which fish passage issues exist. *Note: Marinette TU chapter has committed to providing $3000 for this effort*	200
Beecher Lake	
Diving to remove fence posts and other junk left in the lake (underwater) from the siphons	8
Aquatic plant survey & map floating leaf vegetation	16
AP survey data entry and analysis	8
Lundgren Lake - These hours will be charged to grant AIRR20516 for 75% reimbursement	
DASH – covered above	
Early EWM reconnaissance	8
Aquatic plant survey	8
AP survey data entry and analysis	8
Glen Lake LPG	
Emergent & floating-leaf vegetation mapping	8
Fish habitat survey	8
Riparian habitat survey and ranking	8
Install new Kiosk at boat landing & develop I&E signage	12
Aquatic plant survey	8
AP survey data entry and analysis	8
Conservation Camp	
Preparation for camp and serving as a cabin counselor	80
Northwoods Journal	
Pick up and deliveries - two days for each of the summer issues	48
TOTAL	**560**

DASH

AGENDA

Conservation Generalist Project Position

	WAGES	7.65% SOCIAL SECURITY	6.80% RETIREMENT	HEALTH INSURANCE	Life	2.00% WORKER'S COMP	TOTAL
14 Weeks Minimum	$ 7,689	$ 588	$ -	$ -	$ -	$ 154	$ 8,431
14 Weeks Midpoint	$ 9,604	$ 735	$ -	$ -	$ -	$ 192	$ 10,531

AGENDA

MARINETTE COUNTY

POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee 4/12/17

Personnel Committee 5/11/17

Finance Committee

County Board

Permission to proceed: KL

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health and Human Services

Department Head: Robin Elsner

Supervisor: Kris Parkansky

Position Title: Economic Support Screener – Elimination (Effective 5/26/17)

Old Position Title: Economic Support Screener

Hours per Week/Year:

Requested Start Date:

New Positions:	☐ Permanent
	☐ Seasonal
	☐ Project
	☐ LTE
	☐ Addition of Current Position
Changes to Existing:	☐ Hours of Work
	☐ Title Change
	☐ Location Change

Account Number(s):

* Elimination

Funding taken from: (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: $

FICA: $

Retirement: $

Other (explain):

Workers Comp: $

Life Insurance: $

Longevity: $

$

Total Cost: $

Finance Initials:

Finance Committee approval? ☐ Yes ☐ No

Approval*

Department Head: Robin Elsner 4/19/17

County Administrator: 4/21/17

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

Rev 12/2014

received KL 4-20-17

AGENDA

Justification for Request: The Health and Human Services Department is requesting the elimination of the Economic Support Screener position, effective May 26, 2017. This position is not a necessary function within the Economic Support Unit since the position no longer provides the following: 1) Information to customers that access the Job Center, 2) Assess customer's needs and refer to the appropriate service, 3) Assist customers with questions related to the Job Center services. These primary functions are completed by Job Center staff. The remaining functions of the position are minimal, since customers requiring economic support services access information on-line or through the Bay Lake Consortium Call Change Center. There is little or no walk in traffic for this position to address or assist customers with access of services. Over 75% of the position essential job functions have been eliminated and are addressed through the Economic Support Specialist positions and the Call Change Center.

AMENDMENT 69
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
1.27 EXCUSED ABSENCES

The Policies & Procedures Manual shall be amended to read as follows:

1.27 Excused Absences.

…

(c) **Personal Days. [Amendment 25, Adopted 12/20/2011]**

(1) Three (3) paid personal days are credited to each employee on January first (1st) of each year and these personal holidays must be used during the calendar year or be forfeited.

(2) Personal days shall be taken on days chosen by the employee and approved by the Department Head.

(3) Employees may use personal days during his/her probationary period.

(4) Personal days must be taken in a minimum of one-half (1/2) hour increments.

(5) Personal days shall be computed on the base pay in effect the day the employee uses a personal day, excluding any overtime or premium pay.

(6) Employees shall only be paid holidays and personal day as set forth in 1.27 (b) and (c).

(7) Library category employees working in less than 600 hours per year positions shall receive 15 personal hours per year. These employees shall receive no other benefits. [**Amendment 31; Adopted 08/28/2012**]

(8) Employees participating in the annual Health Risk Assessments shall be entitled to an additional personal day the following calendar year. The company administering the assessments will provide the names of participating employees to Administration. Administration will provide participant names to Payroll.

(9) Employees utilizing Smart Choice MRI Services shall be entitled to an additional four hours of personal time. The employee shall obtain a GHT Incentive Form from Smart Choice MRI Services and provide to Human Resources. Human Resources will notify Payroll to add the additional hours immediately to the employee's personal time bank.

DRAFT

Approved by Personnel Committee:

Approved by County Board:

AGENDA

YEAR/PERIOD: 2017/4 TO 2017/4

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S		CHECK RUN	CHECK	DESCRIPTION
51430000		HUMAN RESOURCES					
100-51-41-000-000-04-51430-000-52225-			TELEPHONE				
002809 CENTURYLINK	22226		2017 4 INV P	15.34			CENTURYLINK/SPEEDPA
002809 CENTURYLINK	22799		2017 4 INV P	7.77			CENTURYLINK/SPEEDPA
				23.11			
			ACCOUNT TOTAL	23.11			
100-51-41-000-000-04-51430-000-52409-			FURNITURE AND FIXTURES				
000434 AMAZON MKTPLACE PMTS	22225		2017 4 INV P	67.53			AMAZON MKTPLACE PMT
			ACCOUNT TOTAL	67.53			
100-51-41-000-000-04-51430-000-52410-			OFFICE SUPPLIES				
000427 STAPLS71493054120000	22499		2017 4 INV P	143.38			Office supplies
000427 STAPLS71493054120000	22755		2017 4 INV P	-143.38			Staples credit - of
000427 STAPLS71493054120000	22759		2017 4 INV P	125.98			Office supplies
				125.98			
000434 AMAZON MKTPLACE PMTS	22754		2017 4 INV P	29.95			Office supplies
000452 MILLERS ACTION OFFIC	22761		2017 4 INV P	94.65			Office supplies
			ACCOUNT TOTAL	250.58			
100-51-41-000-000-04-51430-000-52411-			POSTAGE				
000096 UNITED MAILING SERVI	147447		2017 4 INV P	22.13	041917	8607	MARCH 2017 POSTAGE
			ACCOUNT TOTAL	22.13			
100-51-41-000-000-04-51430-000-52426-			ADV BIDS NOTICES				
000263 PESHTIGO TIMES	22760		2017 4 INV P	217.40			Position Ads
			ACCOUNT TOTAL	217.40			
100-51-41-000-000-04-51430-000-52441-			EMPLOYMENT EXPENSE				
000584 SEARCH FIRST INFORMA	22181		2017 4 INV P	144.00			Background checks
000584 SEARCH FIRST INFORMA	22500		2017 4 INV P	90.00			Background checks
000584 SEARCH FIRST INFORMA	23045		2017 4 INV P	332.00			Background checks
				566.00			
000760 AURORA HEALTHCARE, I	22758		2017 4 INV P	158.00			Pre employ pyscl/dr
000886 WI DEPT OF JUSTICE	22180		2017 4 INV P	7.00			RECORDS CHECK
000886 WI DEPT OF JUSTICE	22498		2017 4 INV P	10.00			RECORDS CHECK
000886 WI DEPT OF JUSTICE	22756		2017 4 INV P	7.00			RECORDS CHECK
000886 WI DEPT OF JUSTICE	22757		2017 4 INV P	21.00			RECORDS CHECK
				45.00			

AGENDA

YEAR/PERIOD: 2017/4 TO 2017/4

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
002884 AURORA BAYCARE MEDIC	22753		2017 4	INV	P	232.00			Pre employ audio/vi
			ACCOUNT TOTAL			1,001.00			
			ORG 51430000 TOTAL			1,581.75			
52190000		CIVIL SERVICE COMMISSION							
100-52-08-000-000-01-52190-000-50140-			SALARIES-PER DIEM						
000025 STAIDL, JENNY	04/12/17		2017 4	INV	P	10.00	041917	8606	MEETING 4/12/17 EXT
000025 STAIDL, JENNY	4/04/17		2017 4	INV	P	25.00	041217	8465	CIVIL SERVICE COMMI
						35.00			
000114 JEFF SKORIK INVESTIG	04/04/17		2017 4	INV	P	35.00	041917	8608	CIVIL SERVICE MEETI
000114 JEFF SKORIK INVESTIG	6/29/16		2017 4	INV	P	7.00	041917	8608	MEETING FROM 6/29/1
						42.00			
000711 FLAWS, ROBERT	10/06/16		2017 4	INV	P	7.00	041917	8614	MEETING 10/06/16 EX
			ACCOUNT TOTAL			84.00			
			ORG 52190000 TOTAL			84.00			
54720000		VETERANS SERVICE OFFICE							
100-54-68-000-000-04-54720-000-52225-			TELEPHONE						
002809 CENTURYLINK	22226		2017 4	INV	P	20.45			CENTURYLINK/SPEEDPA
002809 CENTURYLINK	22799		2017 4	INV	P	14.37			CENTURYLINK/SPEEDPA
						34.82			
			ACCOUNT TOTAL			34.82			
100-54-68-000-000-04-54720-000-52411-			POSTAGE						
000096 UNITED MAILING SERVI	147447		2017 4	INV	P	47.62	041917	8607	MARCH 2017 POSTAGE
006365 MARINETTE CO CLERK	040317		2017 4	INV	P	.21	040517	8366	March postage
			ACCOUNT TOTAL			47.83			
			ORG 54720000 TOTAL			82.65			

FUND 100 GENERAL FUND TOTAL: 1,748.40

** END OF REPORT - Generated by Chastidy Hubbard **

AGENDA