



AGENDA

ADMINISTRATIVE COMMITTEE

Thursday, June 14, 2018
9:00 a.m.
Annex Conference Room
Courthouse Annex

1. Call to meeting to order
2. Approval of agenda and amendments
3. Approval/correction of minutes
4. Public Comment – Speaker will be limited to 5 minutes
5. Correspondence
6. Reports of outside agencies
7. IT Report
8. Discuss/consider Finance Director's Report
 - Investment Report - unavailable
9. Discuss/consider County Investment Policy per annual review requirement, action if any
10. Discuss/consider recommendation to County Board to retire \$200,000 balance due to general fund from the debt service fund from the 2014 internal fund loan, action if any
11. Discuss/consider recommendation to County Board transfer from General Fund Unassigned Fund Balance to the Health and Human Service Fund to cover December 31, 2017 fund deficit, action if any
12. Discuss/consider recommendation from the Infrastructure Committee to apply \$172,102.40 of highway retirees health insurance restricted cash to the Highway Enterprise Fund's 2018 budget for retiree's health insurance expense, action if any
13. Discuss creation of a Municipal Revolving Loan Fund – Discussion only
14. Discuss/consider Schedule of Appropriation Entries, action if any
15. Presentation of paid invoices

16. Human Resources Director's Report

17. Discuss/consider recommendation to County Board approval of 2019 employee pay adjustments as identified in polices and procedure manual, action if any

Summary: The compensation plan shall be adjusted to reflect cost of living not to exceed 2.5% and all employees below step 6 shall advance one step. P & P M Reference 1.104 (c)

18. Discuss/consider approval of Short-term Disability Insurance Policy renewal for WPPA effective September 1, 2018 for one year at the current rates, action if any

19. Discuss/consider recommendation to County Board approval for the creation of seven (7) Parks Caretaker II positions, pay grade E and elimination of seven (7) Parks Caretaker positions pay grade E, employees currently employed as Parks Caretakers shall be placed in the newly created positions, effective immediately, action if any

20. Discuss/consider recommendation to County Board approval to create two (2) Parks Caretaker I positions, pay grade D and elimination of two (2) vacant Parks Caretaker positions pay grade E, effective immediately, action if any

21. Discuss/consider recommendation to County Board approval to create a Dementia Care Specialist position to be located at the ADRC, effective immediately, action if any

22. Future agenda items

23. Identify next meeting date

24. Adjournment

Attachments

- 2018/2019 Meeting Calendar

Addendum(s) when applicable

Mark Anderson
Tricia Grebin
John Guarisco
Don Pazynski
Rick Polzin
Vilas Schroeder

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.

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

PUBLIC COMMENT PROCEDURE

Marinette County Code of Ordinances

Chapter 2 – COUNTY GOVERNMENT

Section 2.04 - COUNTY BOARD RULES OF PROCEDURES

(7)(k) Rules of Order. Any person not a member of the Board/Committee, desirous of addressing the Board/Committee under public comment on any subject, shall first obtain permission from the Board/Committee Chairperson. All such addresses shall be limited to 5 minutes unless otherwise extended by the Board/Committee Chairperson.

(10)(a) Suspending, Changing and Interpreting the Rules. These rules may be suspended by affirmative vote of two-thirds of the members present. The vote on any motion to suspend the rules shall be taken by roll call vote.



MINUTES

Administrative

Thursday, May 17, 2018
Annex Conference Room
1st Floor, Courthouse Annex

MEMBERS PRESENT: Supervisors Mark Anderson, Tricia Grebin, John Guarisco, Don Pazynski, Rick Polzin, and Vilas Schroeder

MEMBERS EXCUSED:

OTHERS PRESENT: County Clerk Kathy Brandt, County Administrator John Lefebvre, Finance Director Pat Kass, Assistant Finance Director Laura Mans, Corporation Counsel Gale Mattison, Treasurer Bev Noffke, HR Director Jennifer Holtger, Supervisor Glenn Broderick, Eagle Herald, Bay Cities Radio and Peshtigo Times

1. Call to Order

County Clerk Kathy Brandt called the meeting to order at 9:30 am.

2. Election of Chair

(Grebin/Guarisco) nominate Supervisor Schroeder. Motion (Pazynski/Polzin) to close nominations and cast a unanimous ballot. Motion carried. Supervisor Schroeder assumes the position of Chair.

3. Election of Vice Chair

(Schroeder/Guarisco) nominate Supervisor Pazynski. Motion (Polzin/Anderson) to close nominations and cast a unanimous ballot. Motion carried. Supervisor Pazynski assumes the position of Vice Chair.

4. Agenda

Motion (Guarisco/Grebin) to approve agenda. Motion carried.

5. Minutes

Motion (Polzin/Pazynski) to approve the Finance Committee meeting minutes of April 9, 2018. Motion carried.

Motion (Anderson/Polzin) to approve the Personnel Committee meeting minutes of April 12, 2018. Motion carried.

6. **Public Comment** - None
7. **Correspondence** – None
8. **Reports of Outside Agencies and Others**

9. Finance Director's Report

April Monthly Investment Report - \$41,578,687.75

10. Purchase of Crossroads Schacht Road Property

Motion (Anderson/Pazynski) to recommend County Board approve tentative purchase of Crossroads Schacht Road property for fair market value contingent on reaching an acceptable agreement with the Group Home Association related to juvenile placements. Motion carried.

11. System for Award Management (SAM)

Motion (Grebin/Polzin) to confirm Finance Director as the authorized Marinette County Entity Administrator for registration with the U.S. General Services Administration's System for Award Management (SAM). Motion carried.

12. Postemployment Benefits (OPEB) Actuarial Valuation Report

Marinette County requested an actuarial valuation, required to be completed every two years, in order to comply with the Governmental Accounting Standards Board's (GASB) Statement 75 "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions". Report on file in the Finance Department.

Discussion only.

13. Marinette County Fund Balance Policy

Report on file in the Finance Department. Discussion only.

14. December 31, 2017 Fund Balance – Review only

Report on file in the Finance Department. Review only.

15. December 31, 2017 Unassigned General Fund Contingency

Motion (Guarisco/Pazynski) to approve establishing December 31, 2017 Unassigned General Fund Balance Contingency at 10%, a total of \$2,210,574. Motion carried.

Chair Schroeder excused at 11:00 a.m.

16. 2019 Budget Policy

Motion (Anderson/Grebin) to recommend County Board approve the 2019 Budget Policy as presented. Motion carried.

Notable revision is scheduling the Budget public hearing and adoption of the 2019 county budget by the County Board on October 30, 2018. Typically the hearing and adoption were held during the November board meeting.

17. Appropriation Entries

Motion (Polzin/Guarisco) to approve Schedule of Appropriation Entries and listing of Department Orgs Over Budget. Motion carried. Exhibit A

18. Schedule of Paid Invoices

Committee reviewed April Schedule of Paid Invoices totaling \$73,317.56.

19. Amendment to the Chapter 4 of County Code of Ordinances

Motion (Anderson/Polzin) to recommend County Board approve amendments to Chapter 4 of the County Code of Ordinances Sections 4.01 General Provisions and 4.02 Human Resources Department. Motion carried.

20. Amendment 91 to Personnel Policies and Procedures Manual

Motion (Polzin/Grebin) to recommend County Board approve Amendment 91 to Personnel Policies and Procedures Manual Section 1.04 Definitions and 1.26 Conditions of Employment Provisions. Motion carried.

21. Human Resources Director's Report

- 29 open positions throughout the County
- Highway Department employees have recertified union – 23 of 33 employees voting
- WPPA Union – Sargent's, Detectives and Deputies – contract expires the end of 2018

22. Check Before Hire Agreement

Motion (Polzin/Guarisco) to approve agreement with Check Before Hire, LLC, noting there will be an attached schedule of fees. Motion carried.

23. Absence of Courthouse Category Employee

Motion (Guarisco/Anderson) to extend a leave of absence for courthouse category employee through June 20, 2018. Motion carried.

24. Appoint Committee Member to WI Counties Utilities Tax Association Board

Motion (Anderson/Grebin) to recommend to the County Board Chair/Administrator to appoint Supervisor Pazynski to WI Counties Utilities Tax Association Board. Motion carried.

25. Future Agenda Items

Discussion regarding creation of a Municipal Revolving Loan Fund balance

26. 2018-2020 Meeting Schedule

Committee noted meetings may be held on Friday when necessary to conduct business prior to a County Board meeting.

27. Adjournment

Motion (Guarisco/Grebin) to adjourn 11:53 a.m. Motion carried.

Next meeting date – Thursday, June 14, 2018 – 9:00 a.m.

Kathy Brandt
County Clerk

Date approved/corrected:



MARINETTE COUNTY INFORMATION SERVICES

Information Services Monthly Report June 2018

In addition to the daily operational and support tasks, the following activities are notable:

Updated: Active Directory health check completed – working through identified issues.

In progress: Results indicate need for ongoing training. Putting together brief on-line trainings with future additional phishing testing to follow.

In progress: Server upgrades – approximately 50 servers to upgrade to new operating system.

In progress: New printer server and associated configuration for new State of Wisconsin printing services for county departments.

Ongoing: Public Safety Software – current data sent to conversion team and being reviewed. Training schedule being developed.

Ongoing: Working with City of Marinette on new Recreation Complex - final network equipment ordered.

Completed: New storage option on site and operational.

Completed: New Internet web cam configured and installed.

Completed - Backup System/Process Evaluation

Completed – Preliminary redundant fiber optic route and design.

Scheduled: DATA Analysis/Audit System installation planning complete, installation week of July 9, 2018.

Scheduled: New Helpdesk tracking system installation – week of July 2, 2018. Building system database will follow.

Completed approximately 12 hours of staff training

Upcoming Projects of Significance

LaserFiche Demo and Evaluation
Syslog Server

MARINETTE COUNTY INVESTMENT POLICY

I. Governing Authority

Legality

The investment program shall be operated in conformance with federal, state, and other legal requirements, including Wisconsin Statute §66.0603.

II. Scope

This policy applies to the investment of all funds, excluding the investment of employees' retirement funds. Proceeds from certain bond issues, as well as separate foundation or endowment assets, may be covered by a separate policy as necessary.

1. Pooling of Funds

Except for cash in certain restricted and special funds, Marinette County will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

Marinette County will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VII of this Investment Policy
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which Marinette County will do business in accordance with Section V.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

Marinette County will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see section VIII).

2. *Liquidity*

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the short-term portion of the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity for short-term funds.

3. *Yield*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

4. *Local Considerations*

Where possible, funds may be invested for the betterment of the local economy or that of local entities within the State. Marinette County may accept a proposal from an eligible institution, which provides for a reduced rate of interest provided that such institution documents the use of deposited funds for community development projects.

IV. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The “prudent person” standard states that, “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of Marinette County.

3. Delegation of Authority

Authority to manage the investment program is granted to the Finance Director and County Treasurer, hereinafter referred to as investment officers and derived from the following: Wisconsin State Statute 59.62. Responsibility for the operation of the investment program is hereby delegated to the investment officers, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officers. The investment officers shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. Authorized Financial Institutions, Depositories, and Broker/Dealers

1. Authorized Financial Institutions, Depositories, and Broker/Dealers

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of National Association of Securities Dealers (NASD) certification (not applicable to Certificate of Deposit counterparties)
- Proof of state registration
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties)
- Certification of having read and understood and agreeing to comply with Marinette County’s investment policy.
- Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the investment officers .

2. Minority and Community Financial Institutions

From time to time, the investment officers may choose to invest in instruments offered by minority and community financial institutions. In such situations, a waiver to certain parts of the criteria under Paragraph 1 may be granted. All terms and relationships will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law. The finance committee must approve these types of investment purchases.

VI. Safekeeping and Custody

1. Delivery vs. Payment

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

2. Safekeeping

Securities will be held by a [centralized] independent third-party custodian selected by the entity as evidenced by safekeeping receipts in Marinette County’s name. The

safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

3. Internal Controls

The investment officers shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by the finance committee and with the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of Marinette County.

VII. Suitable and Authorized Investments

1. Investment Types

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state and local law where applicable:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government and are considered to be the most secure instruments available;
- U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value (e.g., debt issued by the Federal National Mortgage Association, Federal Home Loan Mortgage Corp, Federal Home Loan Bank, Federal Farm Credit Bank);
- Certificates of deposit and other evidences of deposit at financial institutions,
- Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency;
- Corporate bonds, rated in the highest or 2nd highest rating category assigned by a nationally recognized rating agency
- Investment-grade obligations of state, provincial and local governments and public authorities;
- Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
- Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
- Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation.

Investment in derivatives of the above instruments shall require authorization by the Marinette County Finance Committee.

2. *Collateralization*

Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization may be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

3. *Repurchase Agreements*

Repurchase agreements, if used, shall be consistent with GFOA Recommended Practices on Repurchase Agreements.

VIII. **Investment Parameters**

1. *Diversification*

The following diversification limitations shall be imposed on the portfolio:

- **Maturity:** No more than 75 percent of the portfolio may be invested beyond 12 months.

Default risk: To avoid over-concentration in securities from a specific issuer or business sector. In general, no limits are necessary for U.S. Treasury securities: no more than 25 percent of the overall portfolio may be invested in a single government agency issuer; no more than 20 percent of the portfolio may be invested in a single money market; no more than 30% in corporate bonds; no more than 30% in commercial paper; no more than 4% in a single issuer of corporate bonds; and no more than 4% in single issuer of commercial paper. In no case should the combined corporate bond/commercial paper holdings exceed 30% of the overall portfolio.

- **Liquidity risk:** At least 10 percent of the portfolio shall be invested in overnight instruments or in marketable securities which can be sold to raise cash in one day's notice.

2. *Maximum Maturities*

To the extent possible, Marinette County shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, Marinette County will not directly invest in securities maturing more than six (6) years from the date of purchase or in accordance with state and local statutes and ordinances. Marinette County shall adopt weighted average maturity limitations (which range from 90 days to 6 years), consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding six (6) years if the maturities of such investments are made to coincide as nearly as practicable with expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the legislative body.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

3. Competitive Bids

The investment officer shall obtain competitive bids from at least two brokers or financial institutions on all purchases greater than \$1,000,000 face value of investment instruments purchased on the secondary market.

The investment officer may purchase instruments from any authorized broker equal to or less than \$1,000,000 face value without competitive bid with approval of one of the following: County Administrator, County Treasurer, or County Finance Committee Chair.

IX. Reporting

1. Methods

The finance director shall provide a monthly report listing all individual securities held at the end of each month.

The finance director shall prepare a detailed investment report semi annually. The investment report will be prepared in a manner, which will allow Marinette County to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be provided to the finance committee. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that is not intended to be held until maturity.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investment by maturity date.
- Percentage of the total portfolio, which each type of investment represents.

2. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the

actual securities being purchased and risks undertaken and the benchmarks shall have a similar weighted average maturity as the portfolio.

3. Marking to Market

The market value of the portfolio shall be calculated monthly as part of the monthly report. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on “Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools.”

X. Policy Considerations

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

2. Amendments

This policy shall be reviewed annually at the June meeting of the Finance Committee. All changes recommended by the investment officers must be approved by the finance committee and County Board.

XI. Approval of Investment Policy

The investment policy shall be formally approved and adopted by the governing body of Marinette County and reviewed as deemed appropriate.

XII. Supporting Documentation

Documents, as applicable, including but not limited to the following, will be available as supplements to the investment policy:

- Relevant investment statutes and ordinances,
- Investment Procedures and Internal Controls
- Glossary
- Broker/Dealer Questionnaire
- Credit studies for securities purchased and financial institutions used,
- Safekeeping agreements,
- Wire transfer agreements,
- Sample investment reports,
- Methodology for calculating rate of return,
- GFOA Recommended Policies.

Finance Committee Adopted: November 10, 2008
County Board Adopted: November 12, 2008
Finance Committee Reviewed: June 22, 2009
Finance Committee Reviewed and Adopted: June 21, 2010
County Board Approved: June 29, 2010
Finance Committee Reviewed and Adopted: June 18, 2012
County Board Approved: June 26, 2012
Finance Committee Reviewed and Adopted: September 14, 2017
County Board Approved: September 19, 2017

**Administrative Committee Schedule of Paid Invoices
June 14, 2018 Meeting**

YEAR	2018
PERIOD	5

VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
AMAZON MKTPLACE PMTS	0	51450000	INFORMATION SERVICES	OFFICE SUPPLIES	05/04/2018	AMAZON MKTPLACE PMTS - office supplies and equipme	\$ 33.27
		51450000	INFORMATION SERVICES	EQUIPMENT MAINTENANCE	05/04/2018	AMAZON MKTPLACE PMTS - office supplies and equipme	\$ 122.59
		51450000	INFORMATION SERVICES	SOFTWARE	05/25/2018	AMAZON MKTPLACE PMTS - screws	\$ 5.99
		51450000	INFORMATION SERVICES	SOFTWARE	05/25/2018	AMAZON MKTPLACE PMTS - cable and cable ties	\$ 23.76
		51450000	INFORMATION SERVICES	SOFTWARE	05/25/2018	AMAZON MKTPLACE PMTS - fastening tape	\$ 23.18
0 Total							\$ 208.79
AMAZON.COM	0	51450000	INFORMATION SERVICES	EQUIPMENT MAINTENANCE	05/11/2018	AMAZON.COM - epson projector	\$ 899.99
		0 Total					
CDW GOVERNMENT	0	51450000	INFORMATION SERVICES	EQUIPMENT MAINTENANCE	05/04/2018	CDW GOVT #MNV1309 - apc smart UPS	\$ 393.70
		51450000	INFORMATION SERVICES	EQUIPMENT MAINTENANCE	05/11/2018	CDW GOVT #MQS4483 - public safety software update	\$ 2,312.40
		51450000	INFORMATION SERVICES	EQUIPMENT MAINTENANCE	05/25/2018	CDW GOVT #MVF2932 - patch cable	\$ 20.84
		51450000	INFORMATION SERVICES	EQUIP & MATERIALS ACQUISITION	05/04/2018	CDW GOVT #MPR0274 - add photo indesign	\$ 774.46
		51450000	INFORMATION SERVICES	EQUIP & MATERIALS ACQUISITION	05/25/2018	CDW GOVT #MTN7134 - rma refund	\$ (774.46)
		51450000	INFORMATION SERVICES	EQUIP & MATERIALS ACQUISITION	05/25/2018	CDW GOVT #MTP7130 - transceiver	\$ 1,637.95
		51450000	INFORMATION SERVICES	EQUIP & MATERIALS ACQUISITION	05/25/2018	CDW GOVT #MTJ1359 - transceiver	\$ 3,608.00
		51450000	INFORMATION SERVICES	SOFTWARE	05/18/2018	CDW GOVT #MSH6048 - qlogic 2pt 10gbe pcie gen3	\$ 1,720.65
		51450000	INFORMATION SERVICES	SOFTWARE	05/11/2018	CDW GOVT #MRG7790 - fortinet renewal	\$ 450.00
		51450000	INFORMATION SERVICES	SOFTWARE	05/25/2018	CDW GOVT #MTT7432 - trend micro licensing	\$ 9,300.00
0 Total							\$ 19,443.54
	15872	51450000	INFORMATION SERVICES	PURCHASE OF SERVICE	05/03/2018	CLIENT # 1917657	\$ 2,316.25
15872 Total							\$ 2,316.25
CELLCOM	0	51410000	COUNTY ADMINISTRATOR	TELEPHONE	05/04/2018	CELLCOM	\$ 23.79
		51450000	INFORMATION SERVICES	TELEPHONE	05/04/2018	CELLCOM	\$ 23.47
0 Total							\$ 47.26
CENTURYLINK	0	51110000	COUNTY BOARD	TELEPHONE	05/04/2018	CENTURYLINK/SPEEDPAY	\$ 10.35
		51110000	COUNTY BOARD	TELEPHONE	05/18/2018	CENTURYLINK/SPEEDPAY	\$ 0.68
		51320000	CORPORATION COUNSEL	TELEPHONE	05/04/2018	CENTURYLINK/SPEEDPAY	\$ 15.52
		51320000	CORPORATION COUNSEL	TELEPHONE	05/18/2018	CENTURYLINK/SPEEDPAY	\$ 4.00
		51410000	COUNTY ADMINISTRATOR	TELEPHONE	05/04/2018	CENTURYLINK/SPEEDPAY	\$ 15.52
		51410000	COUNTY ADMINISTRATOR	TELEPHONE	05/18/2018	CENTURYLINK/SPEEDPAY	\$ 1.55

**Administrative Committee Schedule of Paid Invoices
June 14, 2018 Meeting**

YEAR	2018
PERIOD	5

VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
CENTURYLINK	0	51420000	COUNTY CLERK	TELEPHONE	05/04/2018	CENTURYLINK/SPEEDPAY	\$ 25.87
		51420000	COUNTY CLERK	TELEPHONE	05/18/2018	CENTURYLINK/SPEEDPAY	\$ 4.26
		51450000	INFORMATION SERVICES	TELEPHONE	05/04/2018	CENTURYLINK/SPEEDPAY	\$ 124.16
		51450000	INFORMATION SERVICES	TELEPHONE	05/18/2018	CENTURYLINK/SPEEDPAY	\$ 55.02
		51510000	FINANCE DEPARTMENT	TELEPHONE	05/04/2018	CENTURYLINK/SPEEDPAY	\$ 25.87
		51510000	FINANCE DEPARTMENT	TELEPHONE	05/18/2018	CENTURYLINK/SPEEDPAY	\$ 1.94
		51520000	COUNTY TREASURER	TELEPHONE	05/04/2018	CENTURYLINK/SPEEDPAY	\$ 20.69
		51520000	COUNTY TREASURER	TELEPHONE	05/18/2018	CENTURYLINK/SPEEDPAY	\$ 2.38
		51430000	HUMAN RESOURCES	TELEPHONE	05/04/2018	CENTURYLINK/SPEEDPAY	\$ 15.52
		51430000	HUMAN RESOURCES	TELEPHONE	05/18/2018	CENTURYLINK/SPEEDPAY	\$ 4.53
0 Total							\$ 327.86
EDLEBECK, MARY	15882	51432000	GHT WELLNESS GRANT FUNDS	FITNESS CLUB REIMB	05/01/2018	APRIL 2018 HEALTH CLUB REIMBURSEMENT	\$ 20.00
		15882 Total					
EMPLOYEE RESOURCE CE	15862	51961000	HEALTH & DENTAL EXP	PURCHASE OF SERVICE	04/30/2018	MONTHLY EAP SERVICE	\$ 1,066.41
		15862 Total					
FARMERS & MERCHANTS	16153	51520000	COUNTY TREASURER	OTHER CONTRACTUAL SERVICES	05/10/2018	APRIL 2018 SERVICE CHARGE	\$ 998.13
		16153 Total					
GROSSO LYNN	15917	51432000	GHT WELLNESS GRANT FUNDS	FITNESS CLUB REIMB	05/01/2018	APRIL 2018 HEALTH CLUB REIMBURSEMENT	\$ 19.99
		15917 Total					
KOSEWSKI DIANNE	15916	51432000	GHT WELLNESS GRANT FUNDS	FITNESS CLUB REIMB	05/01/2018	APRIL 2018 HEALTH CLUB REIMBURSEMENT	\$ 19.99
		15916 Total					
UNITED MAILING SERVI	16033	51110000	COUNTY BOARD	POSTAGE	05/07/2018	CUSTOMER ID: MARINET001	\$ 15.62
		51320000	CORPORATION COUNSEL	POSTAGE	05/07/2018	CUSTOMER ID: MARINET001	\$ 17.61
		51410000	COUNTY ADMINISTRATOR	POSTAGE	05/07/2018	CUSTOMER ID: MARINET001	\$ 9.61
		51420000	COUNTY CLERK	POSTAGE	05/07/2018	CUSTOMER ID: MARINET001	\$ 39.56
		51450000	INFORMATION SERVICES	POSTAGE	05/07/2018	CUSTOMER ID: MARINET001	\$ 9.61
		51510000	FINANCE DEPARTMENT	POSTAGE	05/07/2018	CUSTOMER ID: MARINET001	\$ 39.56
		51520000	COUNTY TREASURER	POSTAGE	05/07/2018	CUSTOMER ID: MARINET001	\$ 661.80
		51440000	ELECTIONS	POSTAGE	05/07/2018	CUSTOMER ID: MARINET001	\$ 6.39
		51950000	WORKER'S COMPENSATION INS.	POSTAGE	05/07/2018	CUSTOMER ID: MARINET001	\$ 9.61

**Administrative Committee Schedule of Paid Invoices
June 14, 2018 Meeting**

YEAR	2018
PERIOD	5

VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
UNITED MAILING SERVI	16033	51911000	TAX DEED EXPENSE	POSTAGE	05/07/2018	CUSTOMER ID: MARINET001	\$ 106.93
		51430000	HUMAN RESOURCES	POSTAGE	05/07/2018	CUSTOMER ID: MARINET001	\$ 19.93
	16033 Total						\$ 936.23
VZWRLLS*MY VZ VB P	0	51450000	INFORMATION SERVICES	TELEPHONE	05/25/2018	VZWRLLS*MY VZ VB P - cellular invoice	\$ 29.94
		51450000	INFORMATION SERVICES	TELEPHONE	05/25/2018	VZWRLLS*MY VZ VB P - verizon invoice	\$ 84.42
	0 Total						\$ 114.36
WI DEPT OF REVENUE	16197	59210000	OTHER REVENUE SOURCES	RETAINED SALES TAX	04/30/2018	APRIL 2018 SALES TAX	\$ (10.00)
		16197 Total					
PESHTIGO TIMES	0	51110000	COUNTY BOARD	ADV BIDS NOTICES	05/11/2018	PESHTIGO TIMES - Minutes, Election	\$ 326.06
		51440000	ELECTIONS	ADV BIDS NOTICES	05/11/2018	PESHTIGO TIMES - Minutes, Election	\$ 171.00
		51430000	HUMAN RESOURCES	ADV BIDS NOTICES	05/11/2018	Position Ads	\$ 502.90
	0 Total						\$ 999.96
EAGLE-HERALD PUBLISH	0	51430000	HUMAN RESOURCES	ADV BIDS NOTICES	04/30/2018	Position Ads	\$ 662.48
		51430000	HUMAN RESOURCES	ADV BIDS NOTICES	05/25/2018	Position Ads	\$ 478.17
	0 Total						\$ 1,140.65
AURORA HEALTHCARE, I	0	51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/11/2018	Pre Employ drug/physicl	\$ 1,095.00
		0 Total					
WI DEPT OF JUSTICE	0	51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/18/2018	RECORDS CHECK	\$ 50.00
		51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/11/2018	RECORDS CHECK	\$ 20.00
		51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/25/2018	RECORDS CHECK	\$ 10.00
	0 Total						\$ 80.00
MI PARKS AND HARBORS	0	51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/11/2018	MI Caregivers background check	\$ 10.00
		0 Total					
AURORA BAYCARE MEDIC	0	51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/25/2018	Annual Bridgetender hearing/vision	\$ 360.00
		0 Total					
TASC	16349	51961000	HEALTH & DENTAL EXP	ADMINISTRATION	05/25/2018	IN1279126 JUNE FSA ADMIN FEES	\$ 267.96
		16349 Total					
MARCILIONIS, MARY	15861	51432000	GHT WELLNESS GRANT FUNDS	FITNESS CLUB REIMB	05/01/2018	APRIL 2018 HEALTH CLUB REIMBURSEMENT	\$ 20.00
		15861 Total					

**Administrative Committee Schedule of Paid Invoices
June 14, 2018 Meeting**

YEAR	2018
PERIOD	5

VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
WM SUPERCENTER #2545	0	51110000	COUNTY BOARD	OFFICE SUPPLIES	05/11/2018	WalMart - Coffee, cutlery	\$ 27.94
		51420000	COUNTY CLERK	OFFICE SUPPLIES	05/11/2018	WAL-MART - Break room supplies	\$ 61.13
		51433000	EMPLOYEE WELLNESS PROGRAM	OPERATION EXPENDITURES	05/25/2018	WAL-MART #2545	\$ 74.66
0 Total							\$ 163.73
MARINETTE CO CLERK	15719	51110000	COUNTY BOARD	POSTAGE	04/30/2018	APRIL 2018 POSTAGE	\$ 9.50
		51320000	CORPORATION COUNSEL	POSTAGE	04/30/2018	APRIL 2018 POSTAGE	\$ 0.50
15719 Total							\$ 10.00
WI COUNTIES ASSOCIAT	0	51110000	COUNTY BOARD	DUES/REGISTRATION & TUITION	05/04/2018	REGISTRATION FEE - COWS WORKSHOP - TG	\$ 75.00
		51110000	COUNTY BOARD	DUES/REGISTRATION & TUITION	05/11/2018	COWS REGISTRATION GW	\$ 75.00
		51110000	COUNTY BOARD	DUES/REGISTRATION & TUITION	05/11/2018	WCA ANNUAL CONFERENCE REGISTRATION JS	\$ 105.00
0 Total							\$ 255.00
HOLIDAY INN HOTEL	0	51110000	COUNTY BOARD	MEALS AND LODGING	05/25/2018	CTY BRD COWS WORKSHOP LODGING - GW	\$ 129.99
0 Total							\$ 129.99
RICHARD GATZKE & SAN	16323	51320000	CORPORATION COUNSEL	DEED PREP FEES	05/18/2018	REFUND RECORDING FEES	\$ 25.00
		51911000	TAX DEED EXPENSE	RECORDING FEES	05/18/2018	REFUND RECORDING FEES	\$ 30.00
16323 Total							\$ 55.00
STAPLS71493054120000	0	51410000	COUNTY ADMINISTRATOR	OFFICE SUPPLIES	04/30/2018	OFFICE SUPPLIES	\$ 96.15
		51410000	COUNTY ADMINISTRATOR	OFFICE SUPPLIES	04/30/2018	TAXES REFUNDED ON STAPLES ORDER	\$ (5.01)
		51410000	COUNTY ADMINISTRATOR	OFFICE SUPPLIES	05/04/2018	OFFICE SUPPLIES / BUILDING SUPPLIES	\$ 62.99
		51410000	COUNTY ADMINISTRATOR	OFFICE SUPPLIES	05/18/2018	CH BUILDING SUPPLIES / ADMIN OFFICE SUPPLIES	\$ 3.15
0 Total							\$ 157.28
BAY AREA MEDICAL CEN	0	51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/11/2018	Hearing/vision tesst	\$ 20.00
0 Total							\$ 20.00
EQF*TALX CORPORATION	0	51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/04/2018	Background check	\$ 77.90
0 Total							\$ 77.90
HRWEBADVISOR.COM	0	51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/11/2018	FMLA CD	\$ 354.95
0 Total							\$ 354.95
DIVISION OF MOTORIST	16075	51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/09/2018	DRIVER LICENSE RECORDS REQUEST	\$ 8.00
16075 Total							\$ 8.00

**Administrative Committee Schedule of Paid Invoices
June 14, 2018 Meeting**

YEAR	2018
PERIOD	5

VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
DEPARTMENT OF LICENS	16322	51430000	HUMAN RESOURCES	EMPLOYMENT EXPENSE	05/29/2018	DRIVER RECORD REQUEST	\$ 13.00
	16322 Total						\$ 13.00
UNITED PARCEL SERVIC	0	51450000	INFORMATION SERVICES	POSTAGE	05/25/2018	UPS*000000091A8X208 - ups invoice	\$ 9.66
		51440000	ELECTIONS	POSTAGE	05/04/2018	UPS - Command Central Cartridges	\$ 4.64
	0 Total						\$ 14.30
TYLER TECHNOLOGIES I	16032	51510000	FINANCE DEPARTMENT	DUES/REGISTRATION & TUITION	05/01/2018	TRAINING 02/01/18-01/31/19 - CUST # 49215	\$ 3,000.00
	16032 Total						\$ 3,000.00
TWIN COUNTY RESEARCH	15927	51911000	TAX DEED EXPENSE	PURCHASE OF SERVICE	04/28/2018	IN REM TITLE SEARCHES	\$ 4,640.00
	15927 Total						\$ 4,640.00
FIRST AMERICAN TITLE	15932	51911000	TAX DEED EXPENSE	PURCHASE OF SERVICE	05/01/2018	IN REM TITLE SEARCHES	\$ 4,320.00
	15932 Total						\$ 4,320.00
BAY TITLE & ABSTRACT	15935	51911000	TAX DEED EXPENSE	PURCHASE OF SERVICE	05/02/2018	IN REM TITLE SEARCHES	\$ 4,440.00
	15935 Total						\$ 4,440.00
	16072	51911000	TAX DEED EXPENSE	PURCHASE OF SERVICE	05/14/2018	CUSTOMER # TREASUR	\$ 40.00
	16072 Total						\$ 40.00
CITY OF NIAGARA TREA	15992	51912000	PERSONAL PROPERTY CHARGE BACK	PROPERTY TAXES	05/01/2018	2016 PERSONAL PROPERTY TAX CHARGEBACK	\$ 4,245.17
	15992 Total						\$ 4,245.17
ROCQUE, JOAN L	16052	54610000	COMMITTEE ON AGING	OPERATION EXPENDITURES	05/09/2018	ELDERLY SERVICES COMMITTEE MTG	\$ 89.50
	16052 Total						\$ 89.50
RISNER, COLLEEN	16060	54610000	COMMITTEE ON AGING	OPERATION EXPENDITURES	05/09/2018	ELDERLY SERVICES COMMITTEE MTG	\$ 44.81
	16060 Total						\$ 44.81
MEYERS, RON	16027	54610000	COMMITTEE ON AGING	OPERATION EXPENDITURES	05/09/2018	ELDERLY SERVICES COMMITTEE MTG	\$ 61.16
	16027 Total						\$ 61.16
GOSPODAREK, SARAH	16028	54610000	COMMITTEE ON AGING	OPERATION EXPENDITURES	05/09/2018	ELDERLY SERVICES COMMITTEE MTG	\$ 78.60
	16028 Total						\$ 78.60
CAMERA CORNER / CONN	15909	57002755	2016 CAPITAL PROJECTS	SHERIFF DEPARTMENT	05/01/2018	CUSTOMER #0013320 SALES #0381 - LABOR CAMERA PROJ	\$ 33,521.80
		57002755	2016 CAPITAL PROJECTS	SHERIFF DEPARTMENT	05/01/2018	CUSTOMER # 0013320 SALES #0381 - LABOR CAMERA PROJ	\$ 4,176.44
	15909 Total						\$ 37,698.24
DNH*GODADDY.COM	0	51450000	INFORMATION SERVICES	TELEPHONE	05/04/2018	DNH*GODADDY.COM - certificate renewal	\$ 849.96
	0 Total						\$ 849.96

**Administrative Committee Schedule of Paid Invoices
June 14, 2018 Meeting**

YEAR	2018
PERIOD	5

VENDOR NAME	CHECK NO	ORG	ORG DESC	ACCOUNT DESC	INVOICE DATE	FULL DESC	Sum of AMOUNT
DMI STUDIOS	15887	51450000	INFORMATION SERVICES	PURCHASE OF SERVICE	04/30/2018	ACCOUNT # 67-1	\$ 850.00
	15887 Total						\$ 850.00
MENARDS MARINETTE WI	0	51450000	INFORMATION SERVICES	SOFTWARE	05/11/2018	MENARDS MARINETTE WI - network supplies	\$ 6.87
		51432000	GHT WELLNESS GRANT FUNDS	FITNESS INCENTIVES	05/18/2018	MENARDS MARINETTE WI	\$ 59.97
	0 Total						\$ 66.84
BRITE COMPUTERS	0	51450000	INFORMATION SERVICES	SOFTWARE	05/25/2018	BRITE COMPUTERS - 3 year mobility premium software	\$ 10,593.45
	0 Total						\$ 10,593.45
SQ-APPLEPAY	0	51450000	INFORMATION SERVICES	SOFTWARE	05/04/2018	SQU*SQ *INTRADYN INC. - social media archiving bun	\$ 2,100.00
		51433000	EMPLOYEE WELLNESS PROGRAM	OPERATION EXPENDITURES	05/25/2018	SQU*SQ *BLUEBIKEBURRIT	\$ 95.00
	0 Total						\$ 2,195.00
DRV TECHNOLOGIES INC	15889	51450000	INFORMATION SERVICES	SOFTWARE	05/01/2018	ANNUAL SOFTWARE MAINTENANCE & SUPPORT	\$ 1,845.50
	15889 Total						\$ 1,845.50
WI COUNTY MUTUAL INS	15689	51930000	PROPERTY & LIABILITY INS.	INSURANCE PREMIUMS	04/24/2018	CUSTOMER # 138 - 2ND INSTALLMENT	\$ 106,546.00
	15689 Total						\$ 106,546.00
SHEPARD, DIANE RUTH	16217	51432000	GHT WELLNESS GRANT FUNDS	CORP CHALLENGE/YOGA	05/15/2018	FREE YOGA CLASS 05/15/18	\$ 25.00
		51432000	GHT WELLNESS GRANT FUNDS	CORP CHALLENGE/YOGA	05/22/2018	HHSY YOGA 5/22/18	\$ 25.00
	16217 Total						\$ 50.00
MARINETTE FARM & GAR	0	51433000	EMPLOYEE WELLNESS PROGRAM	OPERATION EXPENDITURES	05/25/2018	MARINETTE FARM AND GAR	\$ 135.27
	0 Total						\$ 135.27
KWIK TRIP 457000045	0	51433000	EMPLOYEE WELLNESS PROGRAM	OPERATION EXPENDITURES	05/25/2018	KWIK TRIP 57400005744	\$ 95.00
	0 Total						\$ 95.00
CURRENT CATALOG	0	51433000	EMPLOYEE WELLNESS PROGRAM	OPERATION EXPENDITURES	05/11/2018	CURRENT CATALOG	\$ 38.38
	0 Total						\$ 38.38
Grand Total							\$ 213,564.40

June 5, 2018

Jennifer Holtger
 Human Resources Director
 Marinette County
 1926 Hall Avenue
 Marinette, WI 54143

RE: Insurance Renewal for Marinette County, Group # 020791
 Short-Term Disability, Madison National Life Insurance Company, Inc.
 Carrier Policy # 1581, NIS Policy # 14425

Dear Ms. Holtger:

The Short-Term Disability Insurance renews September 1, 2018. I am pleased to inform you that Madison National Life Insurance Company, Inc. has determined that a rate adjustment is not needed. Your renewal rates are as follows:

Short-Term Disability

Class Title	Current Rate Per \$10 of Benefit	Renewal Rate Per \$10 of Benefit	Impact
All Classes	\$0.325	\$0.325	Pass

These rates are guaranteed for 1 Year until September 1, 2019, assuming no changes to the current benefit structure.

We believe our level of commitment to you is most evident in our ongoing efforts to secure both competitive pricing and extended rate guarantees. We truly appreciate your business and the opportunity to continue negotiating on your behalf. By signing below, you are acknowledging your reciprocal 1 Year commitment to National Insurance Services.

Please complete the bottom portion and return a copy to National Insurance Services as indication of your acceptance of the renewal. Thank you for your continued business. Please do not hesitate to call me if you have any questions.

Sincerely,

Denise Yanny
 Account Representative

The September 1, 2018 renewal of Group Short-Term Disability Insurance as outlined above is accepted.

 Signature & Title

 Date

Corporate Headquarters
 250 South Executive Drive
 Suite 300
 Brookfield, WI 53005

Indiana Office
 9100 Meridian Square
 50 East 91st Street
 Suite 315
 Indianapolis, IN 46240

Michigan Offices
 310 East Michigan Avenue
 Suite 503
 Kalamazoo, MI 49007

43120 Utica Road
 Suite 400
 Sterling Heights, MI 48314

120 East Liberty
 Suite 220
 Ann Arbor, MI 48104

Minnesota Office
 14852 Scenic Heights Road
 Suite 210
 Eden Prairie, MN 55344

Nebraska Office
 9202 West Dodge Road
 Suite 302
 Omaha, NE 68114

Pennsylvania Office
 375 Southpointe Blvd
 Suite 220
 Canonsburg, PA 15317



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates: Infrastructure
 Governing Committee 6-7-18
 Administrative Committee 6-14-18
 County Board 6-26-18

Permission to proceed: [Signature]
 (County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Forestry & Parks
 Department Head: Pete Villas
 Supervisor: Chad Colburn
 Position Title: Parks Caretaker | (2 positions)
 Old Position Title: Parks Caretaker
 Hours per Week/Year: 40 hrs/week
 Effective Date: 7 / 1 / 18
 Account Number(s): 55210000 50111

New Positions: <small>(check all that apply)</small>	<input checked="" type="checkbox"/> Permanent
	<input checked="" type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
	<input checked="" type="checkbox"/> Eliminate/Create
Changes to	<input type="checkbox"/> Hours of Work
Existing:	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

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

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: MC
 Pay Rate/Salary: \$ 15.56 - 17.78 - 2000
 Pay Level: D

Human Resources Initials: KB

Finance Completes and returns to Administration

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

Total Cost: \$ Savings \$7,309.85 to \$9,398.38

Finance Initials: PK 6/1/2018

Approval*

Department Head: [Signature] 6/1/18
 County Administrator: [Signature] 6/1/18

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

received
 KL 6-1-18
 26



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates: Infrastructure
 Governing Committee 6-7-18
 Administrative Committee 6-14-18
 County Board 6-26-18

Permission to proceed:

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Forestry & Parks
 Department Head: Pete Villas
 Supervisor: Chad Colburn
 Position Title: Parks Caretaker II (7 positions)
 Old Position Title: Parks Caretaker
 Hours per Week/Year: 40 hrs/week
 Effective Date: 7 / 1 / 18
 Account Number(s): 55210000 50111

New Positions: (check all that apply)	<input checked="" type="checkbox"/> Permanent
	<input checked="" type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
	<input checked="" type="checkbox"/> Eliminate/Create
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

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

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: Mc
 Pay Rate/Salary: \$ 17.38 - 19.86 - 22.34
 Pay Level: E

Human Resources Initials: KG**Finance Completes and returns to Administration**

Cost of Request:
 Wages: \$ _____ Workers Comp: \$ _____
 FICA: \$ _____ Life Insurance: \$ _____
 Retirement: \$ _____ Longevity: \$ _____
 Other (explain): _____
 Total Cost: \$ N/A

Finance Initials: PK 6/1/2018**Approval***

Department Head:
 County Administrator:

6/1/18
6/1/18

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

received
 KL 6-1-18

PARKS CARETAKER I AND II JUSTIFICATION

Parks Caretakers play a very important role in the maintenance and upkeep of the grounds and facilities throughout Marinette County's park system. Finding reliable and experienced individuals to fill open positions is extremely important. Currently, the Parks Caretaker positions require a valid Class A CDL license in order to be considered for an interview. Many times, a possible candidate has a Class A CDL but no experience in grounds and/or maintenance. On the other hand, many very good possible candidates are not interviewed because the individual lacks a Class A CDL. By eliminating the Parks Caretaker positions and creating Parks Caretaker I and Parks Caretaker II positions, the number of qualified, experienced candidates will greatly increase. The Class A CDL is needed when driving a certain truck and trailer combination used to move equipment around to the different parks. Not every Caretaker is in need of having a Class A CDL. It's more important to have employees with good carpentry, masonry, electrical and grounds maintenance skills than it is to have a CDL. By eliminating the nine (9) Parks Caretaker positions and creating seven (7) Parks Caretaker II positions and two (2) Parks Caretaker I positions, the department will be able to draw from a larger pool of possible candidates when hiring. Currently there are two (2) Parks Caretaker positions vacant and in need of being filled. This is the best time to create the Parks Caretaker I and II positions as requested. The seven (7) Parks Caretaker Positions that are currently filled will be moved into the newly created Parks Caretaker II positions. As Parks Caretaker II positions would become vacant, individuals in a Parks Caretaker I position would be able to move into the Caretaker II position as long as they have a valid Class A CDL at the time of the vacancy. If none of the individuals in a Caretaker I positions would meet the CDL requirement to move into a Caretaker II position, a Caretaker II would need to be hired.



Job Title: Parks Caretaker

Department: Forestry and Parks

Position Reports to: Parks Supervisor

Pay Grade Level: I Carlson-Dettmann D
II Carlson-Dettmann E

FLSA Status: Non-Exempt

Position Status: Full Time – Seasonal

JOB ANALYSIS

Responsibilities include operation and maintenance of Marquette County parks. Additional duties include the repair and construction of parks buildings, equipment, vehicles, structures and grounds. Decisions regarding daily work activity are made independently within the context of established policies and procedures.

ESSENTIAL JOB FUNCTIONS

- A. Clean all park buildings.
- B. Collect litter and garbage at parks and boat landings.
- C. Remove large standing trees within parks.
- D. Maintain, repair and operate dump truck, trailer and small power tools to complete various maintenance jobs.
- E. Repair and construct park buildings, structures and grounds.
- F. Inform patrons regarding park rules and regulations.
- G. Issue warnings and citations for misconduct.
- H. Operate power tools and machinery in a construction and/or logging environment.
- I. Collect various park fees from visitors/campers.
- J. Parks Caretakers II shall operate department equipment requiring a Class A Commercial Driver's License (CDL).

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of current local, state and federal laws, rules and regulations that apply.
- C. Work as team player in the absence of or with minimal supervision.
- D. Communicate effectively orally and in writing.
- E. Memorize and retain information over long and short periods of time.
- F. Present information to management, small groups and one-on-one situations.
- G. Respond to sensitive inquiries, complaints or questions from a group or one-on-one setting.
- H. Plan and monitor assigned activities effectively.
- I. Add, subtract, divide and multiply.
- J. Apply procedures and interpret instructions accurately.
- K. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- L. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- M. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- N. Explore and research problems effectively to ensure positive results.
- O. Prioritize multiple tasks and meet scheduled deadlines.
- P. Apply attention to detail.

QUALIFICATIONS

Level I

- A. Requires a high school diploma or equivalent.
- B. Requires two years of experience in the buildings and grounds maintenance field.
- C. Requires knowledge of carpentry, masonry, engine mechanics, plumbing and electricity.
- D. Prefer law enforcement experience or training.
- E. Possess and maintain an insurance acceptable driver's license.
- F. Requires an active Chainsaw Certification within six months of hire.

Level II

- A. Requires a high school diploma or equivalent.
- B. Requires two years of experience in the buildings and grounds maintenance field.
- C. Requires knowledge of carpentry, masonry, engine mechanics, plumbing and electricity.
- D. Prefer law enforcement experience or training.
- E. Possess and maintain an insurance acceptable Class A CDL.
- F. Requires an active Chainsaw Certification within six months of hire.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work with long periods of solitary work.
- B. Deal with challenges and criticism on a regular basis.
- C. Work near moving mechanical parts on a regular basis.
- D. Work in high precarious places.
- E. Work above ground level where the possibility of falling exists.
- F. May be subjected to fumes or airborne particles.
- G. Work indoors in a non-temperature controlled environment.
- H. Work outdoors exposed to changing weather conditions.
- I. Work outdoors but in the confines of a vehicle.
- J. Work in wet or humid conditions.
- K. Adapt to rapid changes in environmental conditions.
- L. Interact with abusive, difficult or stressed individuals occasionally.
- M. May be exposed to body fluids and communicable diseases.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Stand for long periods of time.
- D. Walk for long periods of time including rough and uneven terrain.
- E. Work with vibrating tools or equipment when necessary.
- F. Work in a confined workspace.
- G. Lift and/or carry up to 50 pounds frequently, occasionally in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.

Note: A Level I may attain Level II through the posting process and verification of attaining all qualifications required for Level II pay.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared:	06/02	Revised:	04/08
Approved:	06/02	Approved:	05/02/2008 (Human Resources & Administration)
Revised:	07/05	Revised:	02/09
Approved:	08/04/2005 (Form Update)	Approved:	03/10/2009
Revised & Approved:	06/15/2006 (to meet education rating only)	Revised:	07/2015
Revised:	06/06	Approved:	07/27/2015
Approved:	06/20/2006 (to meet experience and lifting rating)	Revised:	08/2016 (streamline Parks Caretaker & Youth Camp Caretaker)
Revised:	09/06	Approved:	08/31/2016
Approved:	02/05/2007 (Human Resources & Administration)		
	02/08/2007 (Governing Committee)	04/2017	Streamline with Youth Camp Caretaker removed
02/26/2007	Position Evaluation Committee Rated at J	Revised:	05/2018
		Approved:	05/16/2018
Revised:	02/08		
Approved:	02/25/2008 (Human Resources & Administration)	05/24/2018	Parks Caretaker I/II pending Committee/County Board approvals

Marinette County - Forestry & Parks
Fiscal Impact - Reclassify Parks Caretakers to I & II
Using 2018 Budget Figures

Staff	FTE	Hours	Per Hour	111 SALARY	Longevity	151 S.S.	6.70% 152 RET	154 H&D	155 Life Insurance	2% 159 W/C	Total Benefits	Total S&B	Fiscal Impact Savings
Parks Caretaker 83%													
Grade E - Step 1	1.00	1,726.00	\$ 17.38	\$ 29,997.88	\$ -	\$ 2,095.74	\$ 2,009.86	\$ 15,068.90	\$ 42.00	\$ 599.96	\$ 19,816.45	\$ 49,814.33	
Grade E - Step 6	1.00	1,726.00	\$ 19.86	\$ 34,278.36	\$ -	\$ 2,423.20	\$ 2,296.65	\$ 15,068.90	\$ 42.00	\$ 685.57	\$ 20,516.31	\$ 54,794.67	
Grade E - Step 11	1.00	1,726.00	\$ 22.34	\$ 38,558.84	\$ -	\$ 2,750.65	\$ 2,583.44	\$ 15,068.90	\$ 42.00	\$ 771.18	\$ 21,216.17	\$ 59,775.01	
Grade D - Step 1	1.00	1,726.00	\$ 15.56	\$ 26,856.56	\$ -	\$ 1,855.43	\$ 1,799.39	\$ 15,068.90	\$ 42.00	\$ 537.13	\$ 19,302.85	\$ 46,159.41	3,654.93
													\$ 7,309.85
Grade D - Step 6	1.00	1,726.00	\$ 17.78	\$ 30,688.28	\$ -	\$ 2,148.55	\$ 2,056.11	\$ 15,068.90	\$ 42.00	\$ 613.77	\$ 19,929.33	\$ 50,617.61	4,177.06
													\$ 8,354.12
Grade D - Step 11	1.00	1,726.00	\$ 20.00	\$ 34,520.00	\$ -	\$ 2,441.68	\$ 2,312.84	\$ 15,068.90	\$ 42.00	\$ 690.40	\$ 20,555.82	\$ 55,075.82	4,699.19
													\$ 9,398.38

Seasonal employee-EE/SP Health and Family Dental insurance for 11 months of the year
 Seasonal employee-annual hours 2080*83%
 Seasonal employee-10 months Life Insurance \$4.20 per month
 Savings would be greater if additional hours are considered

**Social Security percentage calculated by salary minus employee share of health and dental



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee HS- 6/7/18
Administrative Committee 6/14/18
County Board 6/26/18

Permission to proceed: [Signature]

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health & Human Services Department
Department Head: Robin Elsner
Supervisor: Pam Daye
Position Title: Dementia Care Specialist
Old Position Title: New position
Hours per Week/Year: 40 hours/wk
Effective Date: 07 /01 /2018

Account Number(s): 54510000

New Positions: (check all that apply)	<input checked="" type="checkbox"/> Permanent <i>Grant Funded</i>
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
	<input checked="" type="checkbox"/> Eliminate <u>Create</u>
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Funding taken from: Grant received to fund position (i.e. salaries with or without fringes)

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: MC
Pay Rate/Salary: \$ 21.01 - 24.01 - 27.01
Pay Level: A

05/11/18 received in HR waiting on job description questionnaire from Department. KA
05/30 - received JDC. KA

Human Resources Initials: KA 05/18

Finance Completes and returns to Administration

Cost of Request:

Wages: \$ _____ Workers Comp: \$ _____
FICA: \$ _____ Life Insurance: \$ _____
Retirement: \$ _____ Longevity: \$ _____
Other (explain): _____

Total Cost: \$ 73,391 - 87,912 *SEE Attached*

Finance Initials: PK 6/5/2018

Approval*

Department Head: [Signature]
County Administrator: [Signature]

5/10/18
6/5/18

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



Marinette County
HEALTH AND HUMAN SERVICES
2500 Hall Avenue - Suite B
Marinette, WI 54143-1604
Voice (715) 732-7700 FAX (715) 732-7766
Toll Free: 1-888-732-7549
Internet: www.marinettecounty.com

Statement of Justification for Dementia Care Specialist Position Request:

The Division of Public Health through a competitive application process awarded the ADRC of Marinette County \$80,000 for a twelve year period, plus any federal Medicaid administrative funding earned.

The addition of a Dementia Care Specialist will allow for the ADRC of Marinette County to develop, enhance and expand dementia friendly community efforts throughout Marinette County. The Dementia Care Specialist is imperative to creating a dementia capable ADRC of Marinette County that is able to foster community relationships and partnerships. As a result of the Dementia Care Specialist activity the ADRC of Marinette County would experience greater referrals and thus have the ability to influence successful outcomes for consumers and their caregivers.

A Dementia Care Specialist is necessary for the evolution of the ADRC of Marinette County to help people with Alzheimer's disease and related dementias feel included, safe and understood. In addition, a full time Dementia Care Specialist would assure that all residents of Marinette County can experience inclusive programming and services for dementia.



Job Title: Dementia Care Specialist

Department: Health & Human Services

Position Reports to: ADRC Supervisor

Pay Grade Level: Carlson-Dettmann G

FLSA Status: Non-Exempt

Position Status: Full Time

JOB ANALYSIS

This position will provide support to individuals with dementia and their caregivers. Responsibilities include educating individuals and families about options, assisting with making connections to programs and services through both private and public funding, providing cognitive screening for early detection of cognitive change, assisting with physician connections for diagnosis and providing evidence-based programs. Additional duties include engaging in outreach and collaborative efforts with internal and external providers in order to increase community awareness related to dementia and advocating for consumer needs.

ESSENTIAL JOB FUNCTIONS

- A. Provide customer service by ensuring a positive consumer experience and achieving consumer satisfactions in response for information about an array of topics related to dementia and caregiving.
- B. Provide prompt follow-up with individuals or family through telephone contact, face-to-face in-home or office visits to answer questions, provide information about resources and facilitate connections to necessary supports and services.
- C. Receive and address referrals from ADRC and community partners of individuals screened positive for possible cognitive impairment, diagnosed with dementia or those exhibiting symptoms of dementia.
- D. Conduct cognition screens and provide person-centered consultation to assure opportunities for support and follow-up with primary care provider and other resources are available in accordance with the individual's preferences.
- E. Provide at least two evidence-based or evidence-informed interventions as determined by ADRC policy, one specifically designed for family caregivers.
- F. Provide volunteer training, support and guidance to expand the goals of the Dementia Care Specialist program.
- G. Provide short-term service coordination for individuals with dementia and/or their caregivers in accordance with ADRC policy.
- H. Provide dementia-specific consultation and technical assistance related to cognition screening, individual and family caregiver issues for internal staff and external agencies.
- I. Provide outreach and awareness to engage professionals, employers, organizations and the general community about the ADRC and available dementia services.
- J. Collaborate and develop referral protocols with local, regional and statewide dementia organizations.
- K. Provide leadership for a Dementia Capable ADRC to include ongoing education and technical assistance.
- L. Represent the ADRC to the community through professional interaction, public speaking, media presentations and participation in community advisory groups and coalitions as requested.
- M. Provide leadership and assist the ADRC with development and implementation of strategies to create dementia friendly communities.
- N. Participate in DCS statewide/regional meetings, training programs and conference calls and related activities as directed by ADRC policy.
- O. Maintain current knowledge of dementia, research findings and new interventions and innovations for people living in the community.
- P. Complete required ADRC recordkeeping per ADRC policy, including activity reporting and 100% time reporting.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- D. Communicate orally and in writing effectively.
- E. Present information to management, small groups and individuals.
- F. Respond to inquiries, complaints or questions from a group or individual setting.
- G. Remain calm and levelheaded in difficult, unexpected or emergency situations.

- H. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- I. Apply excellent trouble shooting skills.
- J. Respond effectively to the most sensitive inquires or complaints.
- K. Add, subtract, divide and multiply.
- L. Memorize and retain information over long and short periods of time.
- M. Apply attention to detail.
- N. Apply procedures and interpret instructions accurately.
- O. Plan and monitor assigned activities.
- P. Prioritize multiple tasks and meet scheduled deadlines.
- Q. Work as team player in the absence of or with minimal supervision.
- R. Work independently and exercise sound professional judgment.
- S. Possess knowledge of cognition screens and administer screenings per ADRC policy.
- T. Possess knowledge of evidence based or evidence informed interventions and administer programs per ADRC policy.

QUALIFICATIONS

- A. Requires a Bachelor’s degree from an accredited school in the health or human services field.
- B. Requires one year of experience working in the dementia field, i.e. direct care, caregiver support, support group facilitation, residential care, homecare.
- C. Requires an understanding of the types of Dementia and its effects on individuals.
- D. Possess and maintain an insurance acceptable driver’s license.
- E. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Deal with challenges and criticism on a regular basis.
- C. Work in client homes and the community as needed.
- D. Travel to all county workstations on an as needed basis.
- E. Interact with abusive and/or difficult individuals occasionally.
- F. Work in fast-paced high-pressure situations.
- G. May be exposed to body fluids and communicable diseases.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Lift and/or carry up to ten pounds frequently, occasionally lifting in excess.

ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared: 05/2018
 Approved: 06/05/2018

06/05/2018: Position pending committees and County Board approvals.

**Marinette County Health & Human Services
 Fiscal Impact -
 Using 2018 Budget Figures with highest cost health insurance plan (Full year cost)**

**Dementia Care Specialist
 Grade G**

	FTE	Hours	Per Hour	111 SALARY	151 S.S.	6.70% 152 RET	154 H&D	155 LIFE	2.00% 159 W/C	Total Benefits	Total S&B
Minimum	1.00	2,080.00	\$ 21.01	\$ 43,700.80	\$ 3,040.07	\$ 2,927.95	\$ 22,797.79	\$ 50.40	\$ 874.02	\$ 29,690.23	\$ 73,391.03
Mid-point	1.00	2,080.00	\$ 24.01	\$ 49,940.80	\$ 3,517.43	\$ 3,346.03	\$ 22,797.79	\$ 50.40	\$ 998.82	\$ 30,710.47	\$ 80,651.27
Maximum	1.00	2,080.00	\$ 27.01	\$ 56,180.80	\$ 3,994.79	\$ 3,764.11	\$ 22,797.79	\$ 50.40	\$ 1,123.62	\$ 31,730.71	\$ 87,911.51

FICA adjusted for employee co-pay H&D

Scott Walker
Governor



DIVISION OF PUBLIC HEALTH

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

Linda Seemeyer
Secretary

State of Wisconsin
Department of Health Services

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

May 1, 2018

Pam Daye
ADRC of Marinette County
2500 Hall Avenue
Marinette, WI 54143

Dear Pam,

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

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

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

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

Sincerely,

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

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

9:00 - COUNTY BOARD

9:00 - ADMINISTRATIVE

WCA

2018 - 2019

9:00 DEVELOPMENT - 1:30 PUBLIC SERVICES

9:00 INFRASTRUCTURE - 1:30 HUMAN SERVICES

May

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June

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January 2019

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2019 - 2020

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August

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September

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October

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November

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December

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January 2020

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February

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March

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April

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