



AGENDA

ADMINISTRATIVE COMMITTEE

Thursday, November 7, 2019

9:00 a.m.

Annex Conference Room

Marinette County Courthouse Annex

1. Call to meeting to order
2. Approval of agenda and amendment
3. Approval/correction of minutes – October 17, 2019
4. Public Comment – Speaker will be limited to 5 minutes
5. Correspondence
6. Reports of outside agencies and others
7. Discussion only – IT Department monthly report
8. Discuss/consider renewal of network monitoring, IP management and log analysis software with CDWG at a cost of \$15,176.58, action if any
9. Discuss/consider renewal of MaaS360 mobile device management software at an approximate cost of \$10,237.00, action if any
10. Discuss/consider pre-purchase 2020 Cybersecurity training during first week of December (approximate 50% or greater discount if pre-purchased during government buy window), approximate cost of \$10,000, action if any
11. Discuss/consider recommend to County Board approve entering into merchant processing agreements with Value Payment Systems, World pay US, Inc. and T-Tech Transaction Technologies for credit card and electronic banking services, subject to Corporation Counsel's approval, action if any (handout)
12. Discuss/consider recommend County Board renew 2020 Wisconsin County Mutual Insurance Corporation liability insurance policy with a \$25,000 deductible at a cost of \$230,387 action if any
13. Discuss/consider recommend County Board renew 2020 Wisconsin County Mutual Insurance Corporation property insurance policy, action if any

14. Discuss/consider recommend County Board approve 2020 Sales and Use Tax Agreement between Wisconsin Department of Revenue and Marinette County and authorize the Finance Director and County Administrator to view details of the Marinette County sales and use tax report, subject to Corporation Counsel's approval, action if any
15. Discuss/consider recommending County Board approve renewing Wisconsin County Mutual Insurance Corporation Excess Workers Compensation & Claims Administration for 2020 at a cost of \$56,931 subject to Corporation Counsel's approval, action if any
16. Discuss/consider closing the 10/30/2019 balance in the 2016 CIP Fund to Maintenance Capital Expenditures 51641000-53890, to be earmarked for Courthouse tuck point and masonry repairs, action if any
17. Discuss/consider Schedule of Appropriation Entries, action if any
18. Presentation of paid invoices
19. Discuss/consider Chapter 2 Section 2.05 County Board Compensation and Reimbursement, action if any
20. Discuss/consider recommend County Board approve a Social Work Coordinator position and eliminate a CSP Ongoing Social Worker or Juvenile Court Worker position upon vacancy or maintain another position vacancy in HHSD until one of the two positions is eliminated, action if any
21. Discuss/consider recommend County Board approve a Crisis Coordinator position, action if any
22. Discuss/consider establishing a fund to develop in cooperation with NEWCAP, Inc. an Acquisition/Rehabilitation/Reconstruction/Resale Program for housing within Marinette County, action if any
23. Future agenda items
24. Identify next meeting date – December 12, 2019
25. Adjournment

Attachments

- 2019/2020 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 48 hours prior to the meeting to make suitable arrangements. Thank you.

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.



ADDENDUM

ADMINISTRATIVE COMMITTEE

Thursday, November 7, 2019
9:00 a.m.
Annex Conference Room
Courthouse Annex

- 6a. Update on Health and Dental insurance – discussion only.

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

In the event there is not a quorum present, information will be presented, but no action will be taken.

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. (TTD 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

October 17, 2019
Annex Conference Room
Marinette County Courthouse Annex

MEMBERS PRESENT: Supervisors Mark Anderson, Tricia Grebin, John Guarisco, Don Pazynski, and Rick Polzin
MEMBERS EXCUSED: Chair Vilas Schroeder
OTHERS PRESENT: Deputy County Clerk Bobbie Borkowski, County Administrator John Lefebvre, Corporation Counsel Gale Mattison, Finance Director Laura Mans, County Clerk Kathy Brandt, HR Director Jennifer Holtger, Eagle Herald and Peshtigo Times

1. Call to Order

Vice Chair Pazynski called the meeting to order at 9:00 am.

2. Agenda

Motion (Anderson/Polzin) to approve agenda. Motion carried. No negative votes.

3. Minutes

Motion (Grebin/Guarisco) to approve Administrative minutes of September 12, 2019. Motion carried. No negative votes.

4. Public Comment – None

5. Correspondence – None

6. Reports of Outside Agencies and Others – None

7. Human Resources Director's Report

- Currently 15 vacancies
- Nurse Navigator – EPIC (patient information based on data) based – can determine if a person is using proper medical care/treatment and promote wellness. Offered and paid for by Anthem for priority network, but will be open to preferred network also. Consultation will be completed during work hours with average appointment being 5-10 minutes. This is to recommend better health care options and it is anticipated claims will be reduced.
- HR Office – mandatory file completed with Medicare and Social Security

8. Negotiate Health and Dental Insurance

Motion (Anderson/Guarisco) to recommend County Board authorize Human Resources Director to continue negotiating, establishing and entering into agreements for self-insured health and dental insurance plans, which includes employee clinics, with all agreements subject to County Administrator and Corporation Counsel's approval. Motion carried. No negative votes.

9. Leave of Absence – Highway Employee

Motion (Guarisco/Anderson) to approve leave of absence for highway employee from October 30, 2019 through December 31, 2019. Motion carried. No negative votes.

10. Election Security Grant

Motion (Anderson/Grebin) to authorizing County Clerk to apply for, and accept if awarded, an Election Security Grant up to \$1,200 for computer hardware, professional IT support and travel or staff costs associated with Election Security training. Motion carried. No negative votes.

11. IT Report – Exhibit A

12. Agreement for Fiber Optic Communications

Motion (Polzin/Grebin) to recommend County Board approve entering into agreement with Elexco Incorporated at a cost of \$197,553 for construction of a fiber optic communications line between Marinette County facilities within the City of Marinette, subject to Corporation Counsel's approval. Motion carried. No negative votes. Exhibit B

13. 2019 Tax Collection Agreement

Motion (Guarisco/Grebin) to approve entering into an agreement with any municipality interested in the County providing tax collection services for the 2019 Real Estate Tax Payments, with the agreement subject to Corporation Counsel's approval. Motion carried. No negative votes. Exhibit C

14. Other Post-Employment Benefits (OPEB) Actuarial Valuation Report

Motion (Polzin/Anderson) to approve entering into an agreement with Actuarial & Health Care Solutions, LLC for valuation of the County's Other Post-Employment Benefits (OPEB) for the County's 2019 and 2020 financial statements at a cost of \$6,500 and if requested by County, in-person meeting shall be \$1,000 in addition to actuarial valuation, subject to Corporation Counsel's approval. Motion carried. No negative votes. Exhibit D

15. Finance Director's Report

August Monthly Investment Report –\$41,250,067.14
September Monthly Investment Report – \$41,208,703.79
Quarterly Report – Exhibit E

16. Appropriation Entries

Motion (Grebin/Guarisco) to approve Schedule of Appropriation Entries. Motion carried.
No negative votes. Exhibit F

17. Schedule of Paid Invoices

Committee reviewed September Schedule of Paid Invoices totaling \$577,178.34.

18. Update Published Marinette County 2020 Budget - Information only.

19. Future Agenda Items

- Insurance renewals for 2020
- Positions – HHSD

20. Adjournment

Motion (Guarisco/Polzin) to adjourn 10:23 a.m. Motion carried. No negative votes.

Next meeting date – Thursday, November 7, 2019, time to be determined

Bobbie Borkowski
Deputy County Clerk

Date approved/corrected:

Summary Monthly Report November 2019

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

Updated: Public Safety Software – on schedule. Training for end users began October 22, 2019 and went well. Several outside agencies present. Patrol officer classes began November 5th. There will be 6 patrol class in all. Jail training was held October 29 for group one and November 5 for group two. GIS department/IS working with vendor GIS folks on getting automatic address mapping and routing up and running. Will be approximate 2-month process.

Updated: IP Telephony and video system upgrade: New server blade installed. Now Working on SIP migration. eFAX setup complete – currently testing before rollout.

Updated: Redundant Fiber Circuit: Contract signed and back to vendor – pre-construction meeting scheduled for 1 p.m. November 7, 2019 (today).

Updated: Data center relocation – infrastructure design being developed for entire project. Received initial design for data center racking, redundant cooling and UPS components. Under technical review.

Updated: Server upgrades – approximately ~~50~~ 17 servers to upgrade to new operating system. Data migrations underway.

Updated: Tyler-MUNIS Version Upgrade now scheduled to go into TEST environment in April of 2020. LIVE environment installation targeted for July 2020. Awaiting cashiering update – network access changes completed.

Updated and Ongoing: Windows 10 upgrades are underway at Human Services, Highway Department and Courthouse. Approximately 65 completed.

No change: Working with current imaging vendor to identify specialty interfaces and use cases as we develop upgrade plan to current solution – most cost effective at this point.

No change: TCM browser-based migration setup and startup – installed latest update into test environment – HHSD currently testing and working with portions of the browser-based software.

No change: No additional data migrations completed this month due to time constraints. Several moves still to be completed as time allows.

Completed: Unexpected opening in CenturyLink schedule. Highway and LEC circuits are installed, courthouse installation is underway (was scheduled for December). Physical circuits installed.

There was no staff training this month.

Upcoming Projects of Significance

New Syslog Server

County Boardroom technology cleanup and refresh - **2020**

Annex UPS replacement and rewiring to generator

Access point site review and mapping

Wisconsin Courts DAR system upgrades (State of Wisconsin)

Transcendent implementation

Courthouse IDF implementation and wiring

QUOTE CONFIRMATION



DEAR KEVIN SOLWAY,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.



ACCOUNT MANAGER NOTES:

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KZPZ506	10/28/2019	KZPZ506	6626929	\$15,176.58

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Service Agreement - technical support (renewal) - for WhatsUp IP Address Ma Mfg. Part#: IP-7CQV-0100 UNSPSC: 81112201 Electronic distribution - NO MEDIA Contract: MARKET	1	4363175	\$1,490.59	\$1,490.59
Service Agreement - technical support (renewal) - for WhatsUp Gold Premium Mfg. Part#: NM-77ZV-0170 UNSPSC: 81112201 Electronic distribution - NO MEDIA Contract: MARKET	1	4284556	\$5,685.99	\$5,685.99
Service Agreement - technical support (renewal) - for WhatsUp Log Managemen Mfg. Part#: DR-7NEP-0010 UNSPSC: 81112201 Electronic distribution - NO MEDIA Contract: MARKET	1	4363180	\$8,000.00	\$8,000.00

PURCHASER BILLING INFO		SUBTOTAL	\$15,176.58
Billing Address: INFORMATION SERVICES MARINETTE COUNTY 1926 HALL AVE MARINETTE, WI 54143-1717 Phone: (715) 732-7480 Payment Terms: Master Card		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$15,176.58
		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
DELIVER TO			
Shipping Address: INFORMATION SERVICES MARINETTE COUNTY 1926 HALL AVE MARINETTE, WI 54143-1717 Phone: (715) 732-7480 Shipping Method: ELECTRONIC DISTRIBUTION			



Amanda Fischer (Government
Sales)

| (877) 213-7831

| amanfis@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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Wisconsin County Mutual Insurance Corporation

Insured Marinette County

Policy Year 2020

PREMIUM SUMMARY

Ratable Operating Expenditures

\$41,959,673

Wisconsin County Mutual Premium Summary

General Liability Premium	\$84,983
Automobile Liability Premium	\$84,983
Personal Injury Extension (Nursing Home or Airport)	\$0
<i>Special Exposures</i>	
0	\$0
Net County Mutual Premium	\$169,966

Non Subject Premium

General Liability Premium	\$30,211
Automobile Liability Premium	\$30,211
Total Non Subject Premium	\$60,421
Total County Mutual Premium	\$230,387

Deductible Summary

Deductible	\$25,000	
Deductible Discount	\$75,792	
Deductible Aggregate		\$100,000
Deductible Fund Balance – as of 9/30/2019		55,171
Deductible Fund Deposit		\$44,829

This premium indication includes a liability rate credit as a result of consolidating Liability & Property & Workers' Compensation coverage with WCMIC for 2020. Full Package Savings: \$25,082

ORDER TO BIND

Sign, date and return to: Jackie Zarnoth
Email: jzarnoth@aegis-wi.com or Fax: 262-783-6091

Yes, please bind coverage with WCMIC, effective 1/1/2020

Signature: _____ Date: _____



Wisconsin County Mutual Insurance Corporation



DEDUCTIBLE DECLARATION DOCUMENT

2020

COUNTY: MARINETTE

CURRENT DEDUCTIBLE: \$25,000

Available Deductible Options: County Decision:

\$ 1,000	_____
\$ 2,500	_____
\$ 5,000	_____
\$ 10,000	_____
\$ 25,000	_____x
\$ 50,000	_____
NO CHANGE IN DEDUCTIBLE	_____x

For Coverage effective January 1, 2020, the County Board accepts and authorizes issuance of the Wisconsin County Mutual Insurance Corporation Custom Liability Policy incorporating the above-indicated deductible option.

Authorized County Officer

Position



Wisconsin County Mutual Insurance Corporation

Insured: MARINETTE COUNTY

Policy Year: 2020
 Renewal Term: 1/1/2020 to 1/1/2021

PROPERTY INSURANCE PROGRAM PREMIUM SUMMARY

Coverage Type	Limits*	Deductible**	Optional Deductible**
Property			
Buildings	89,230,206	25,000	25,000
Contents	7,326,532	25,000	25,000
Property in the Open	3,565,769	25,000	25,000
(*Specific Limit Property \$2,065,000)			
Total Real Property Limits	100,122,507		
Contractor's Equipment - RC	7,860,276	1,000	5,000
Miscellaneous Endorsements:			
Special Use Animal	30,000	1,000	1,000
Property Premium:***		\$79,859 □	\$78,601 □

Auto Physical Damage: Option 1

Comprehensive/Collision: Replacement Cost

Vehicles 5 year and newer under \$100,000 and Vehicles 10 Years and newer over \$100,000
 \$6,179,308 5,000

Comprehensive/Collision: Actual Cash Value

All other vehicles
 \$2,754,887 5,000

Auto Physical Damage Premium:* \$94,608**□

Auto Physical Damage: Option 2

Comprehensive/Collision: Replacement Cost

Vehicles 5 year and newer under \$100,000 and Vehicles 10 Years and newer over \$100,000
 \$6,179,308 10,000

Comprehensive/Collision: Actual Cash Value

All other vehicles
 \$2,754,887 5,000

Auto Physical Damage Premium:* \$91,191**□

Coverage Type	Limits*	Deductible**
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Auto Physical Damage: Option 3

Comprehensive/Collision: Actual Cash Value

All Vehicles

\$8,934,195	5,000
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Auto Physical Damage Premium:* \$61,868**

Auto Physical Damage: Option 4

Comprehensive/Collision: Actual Cash Value

All Vehicles

\$8,934,195	10,000
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Auto Physical Damage Premium:* \$56,119**

The County Mutual offers a liability rate credit for consolidating Property, Workers' Compensation and Liability coverage. Please refer to the Liability Premium Summary for savings amounts.

- * Based on property values from county.
- ** Per occurrence.
- *** Coverage can only be bound for the total property package

ORDER TO BIND

Please circle the chosen deductible option, sign, date and return to: Andrew Maduscha
Fax: 262-783-6091 or Email: amaduscha@aeqis-wi.com

Yes, please bind coverage with the WCMIC, effective 1/1/2020

Signature: _____ Date: _____



October 15, 2019

MARINETTE COUNTY BOARD CHAIR
C/O MARINETTE COUNTY CLERK
1926 HALL AVENUE
MARINETTE, WI 54143-1717

Dear Marinette County Board Chair:

Our records indicate that Marinette County currently has in effect an "Agreement of Examination of County Sales and Use Taxes Reported Between Wisconsin Department of Revenue and Marinette County" (the "Agreement").

The Department of Revenue annually renews the Agreement. The purpose of the renewal process is to verify your county's desire for continued access to the monthly reports, update the list of persons authorized to view the reports, and to remind those individuals authorized to view the reports of the confidentiality requirements associated with obtaining confidential taxpayer information.

Our records indicate that Laura Mans and John Lefebvre are currently authorized to view the detailed Marinette County sales and use tax report.

For continued access to the reports after December 31, 2019, **complete and return the following documents by December 31, 2019:**

1. The signed agreement.
2. A letter, signed by you, indicating the names of those persons (including yourself, if applicable) who you authorize to examine the report information beginning January 1, 2020.
3. A "Confidentiality of County Sales and Use Taxes Reported by Each Taxpayer For 2020" form completed and signed by each person authorized to examine the report information beginning January 1, 2020.

The new agreement is effective upon our receipt of your signed agreement, but not earlier than January 1, 2020. A copy of the executed agreement will be returned to the Marinette County Clerk's Office for your records.

If you choose to no longer receive access to the reports, the existing agreement will terminate on December 31, 2019.

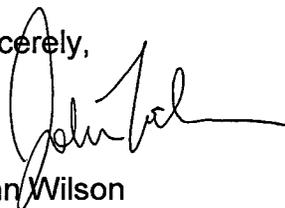
Authorization of a person to inspect the report is effective upon our receipt of your list of authorized persons and a "Confidentiality of County Sales and Use Taxes Reported by Each Taxpayer" form signed by that person, but not earlier than January 1, 2020.

Included with the "Confidentiality of County Sales and Use Taxes Reported by Each Taxpayer" form is a printout of a PowerPoint slide presentation. This is provided for review purposes and need not be returned.

If you have any questions or concerns regarding this request, please feel free to contact me directly.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "John Wilson", written over the word "Sincerely,".

John Wilson
Revenue Auditor
(608) 261-5313

Enclosures

**AGREEMENT OF EXAMINATION OF COUNTY SALES AND USE TAXES REPORTED
BETWEEN WISCONSIN DEPARTMENT OF REVENUE AND MARINETTE
COUNTY FOR 2020**

The Wisconsin Department of Revenue and Marinette County, pursuant to secs. 77.79, 77.76 (3), and 77.61 (5) and (6) of the Wisconsin Statutes, hereby agree to permit designated Marinette County personnel, during the calendar year 2020, to examine Marinette County sales and use taxes reported by each taxpayer in accordance with the procedures set forth in this agreement.

Procedures:

1. As a prerequisite to the examination of Marinette County sales and use taxes reported by each taxpayer, the Marinette County Board Chairperson agrees to furnish to the Administrator, Income, Sales and Excise Tax Division, Wisconsin Department of Revenue, a list of Marinette County personnel designated to examine the Marinette County sales and use taxes reported by each taxpayer. Additions to or deletions from this list will be furnished by the Marinette County Board Chairperson to the Administrator as they occur.
2. Each person authorized by the Chairperson to examine Marinette County sales and use taxes reported by each taxpayer shall sign the attached statement indicating the person understands the confidentiality provisions of sec. 77.61 (5) and (6), Wis. Stats.

The provisions of this agreement are subject to the provisions of the Wisconsin Statutes and Rules, and this agreement may be terminated or modified at the discretion of the Administrator, Income, Sales and Excise Tax Division, Wisconsin Department of Revenue, on account of changes in Wisconsin Statutes and Rules.

Any unauthorized use or disclosure of the Marinette County sales and use taxes reported by each taxpayer furnished to Marinette County personnel pursuant to this agreement, or inadequate procedures for safeguarding the confidentiality of such information, constitute grounds for immediate termination of this agreement.

APPROVED:

Administrator
Income, Sales and Excise Tax Division
Wisconsin Department of Revenue

Chairperson
Marinette County Board

Signed at Madison, Wisconsin this
_____ day of _____, 2019.

Signed this _____ day of
_____, 2019.

This agreement must be renewed annually.

**CONFIDENTIALITY OF COUNTY SALES AND USE TAXES
REPORTED BY EACH TAXPAYER FOR 2020**

A. Information May Not Be Disclosed to Another Person

Section 77.79, Wis. Stats., provides that the provisions of the state general sales and use tax law also apply to the county sales and use tax law. Section 77.76(3), Wis. Stats., states in part that the Wisconsin Department of Revenue shall indicate to the county the county sales and use taxes reported by each taxpayer. This statute further states "any county receiving a report under this subsection is subject to the duties of confidentiality to which the department of revenue is subject under s. 77.61(5) and (6)."

Section 77.61(5), Wis. Stats., provides that it is unlawful for the Department of Revenue or any person having any administrative duty under the sales and use tax statutes to make known in any manner whatever the business affairs, operations, or information obtained by an investigation of records and equipment of any retailer or any other person visited or examined in the discharge of official duty, or the amount or source of income, profits, losses, expenditures or any particular thereof, set forth or disclosed in any return, or to permit any return or copy thereof to be seen or examined by such person.

Section 77.61(5), Wis. Stats., as it applies to the county, means that a person authorized by the county board chairperson to examine the county sales and use taxes reported by each taxpayer, may not disclose such information to any person not authorized by the chairperson to examine such information.

B. Information May Only Be Inspected While Performing Official Duties

Section 77.61(6)(a), Wis. Stats., provides that no person, except the person who filed the return or claim, may inspect a return or claim, or any information derived from a return or claim, that is filed under Subch. III of Ch. 77, Wis. Stats., unless that person does so in performing the duties of his or her position and that violation of this provision is grounds for dismissal.

Section 77.61(6)(a), Wis. Stats., as it applies to the county, means that a person who has been authorized by the county board chairperson to access or view such information may only do so in the performing the duties of his or her position.

C. Criminal Penalty for Illegal Disclosure

Section 77.61(5)(g), Wis. Stats., provides that any person illegally disclosing the county sales and use taxes reported by any taxpayer to a person not authorized to examine or receive such information, may be fined not less than \$100 nor more than \$500, or imprisoned not less than one month nor more than 6 months, or both.

D. Criminal Penalty for Illegal Inspection

Section 77.61(6)(d), Wis. Stats., provides that any person illegally inspecting the county sales and use taxes reported by each taxpayer may, upon conviction, be fined not less than \$100 nor more than \$500 or imprisoned for not less than one month nor more than 6 months or both.

In addition, sec. 77.61(6)(c), Wis. Stats., provides that a person who has been notified of illegal inspection of tax return information may bring an action to recover damages in regards to the illegal inspection.

E. Signature of Person Authorized to Examine County Sales and Use Taxes Reported by Each Taxpayer

I have been informed of Wisconsin confidentiality laws and will abide by those laws.

I understand that I may not disclose or circulate any confidential taxpayer information unless authorized to do so.

I understand that I may not inspect confidential taxpayer information outside of the performance of the duties of my position.

I understand that I must safeguard confidential taxpayer information and dispose of it properly.

I understand that if I have any questions or concerns as to whether any access or inspection is authorized, or in regard to any other confidential issue, it is my responsibility to ask my supervisor or to contact the Department of Revenue's Disclosure Officer at (608) 266-8474.

I declare that I have examined this form and I fully understand the confidentiality provisions of s. 77.61(5) and (6), Wis. Stats., relating to the disclosure and inspection of information pertaining to county sales and use taxes reported by each taxpayer.

Name

Title

Employer

Work email address

Signature

Date

**CONFIDENTIALITY OF COUNTY SALES AND USE TAXES
REPORTED BY EACH TAXPAYER FOR 2020**

A. Information May Not Be Disclosed to Another Person

Section 77.79, Wis. Stats., provides that the provisions of the state general sales and use tax law also apply to the county sales and use tax law. Section 77.76(3), Wis. Stats., states in part that the Wisconsin Department of Revenue shall indicate to the county the county sales and use taxes reported by each taxpayer. This statute further states "any county receiving a report under this subsection is subject to the duties of confidentiality to which the department of revenue is subject under s. 77.61(5) and (6)."

Section 77.61(5), Wis. Stats., provides that it is unlawful for the Department of Revenue or any person having any administrative duty under the sales and use tax statutes to make known in any manner whatever the business affairs, operations, or information obtained by an investigation of records and equipment of any retailer or any other person visited or examined in the discharge of official duty, or the amount or source of income, profits, losses, expenditures or any particular thereof, set forth or disclosed in any return, or to permit any return or copy thereof to be seen or examined by such person.

Section 77.61(5), Wis. Stats., as it applies to the county, means that a person authorized by the county board chairperson to examine the county sales and use taxes reported by each taxpayer, may not disclose such information to any person not authorized by the chairperson to examine such information.

B. Information May Only Be Inspected While Performing Official Duties

Section 77.61(6)(a), Wis. Stats., provides that no person, except the person who filed the return or claim, may inspect a return or claim, or any information derived from a return or claim, that is filed under Subch. III of Ch. 77, Wis. Stats., unless that person does so in performing the duties of his or her position and that violation of this provision is grounds for dismissal.

Section 77.61(6)(a), Wis. Stats., as it applies to the county, means that a person who has been authorized by the county board chairperson to access or view such information may only do so in the performing the duties of his or her position.

C. Criminal Penalty for Illegal Disclosure

Section 77.61(5)(g), Wis. Stats., provides that any person illegally disclosing the county sales and use taxes reported by any taxpayer to a person not authorized to examine or receive such information, may be fined not less than \$100 nor more than \$500, or imprisoned not less than one month nor more than 6 months, or both.

D. Criminal Penalty for Illegal Inspection

Section 77.61(6)(d), Wis. Stats., provides that any person illegally inspecting the county sales and use taxes reported by each taxpayer may, upon conviction, be fined not less than \$100 nor more than \$500 or imprisoned for not less than one month nor more than 6 months or both.

In addition, sec. 77.61(6)(c), Wis. Stats., provides that a person who has been notified of illegal inspection of tax return information may bring an action to recover damages in regards to the illegal inspection.

E. Signature of Person Authorized to Examine County Sales and Use Taxes Reported by Each Taxpayer

I have been informed of Wisconsin confidentiality laws and will abide by those laws.

I understand that I may not disclose or circulate any confidential taxpayer information unless authorized to do so.

I understand that I may not inspect confidential taxpayer information outside of the performance of the duties of my position.

I understand that I must safeguard confidential taxpayer information and dispose of it properly.

I understand that if I have any questions or concerns as to whether any access or inspection is authorized, or in regard to any other confidential issue, it is my responsibility to ask my supervisor or to contact the Department of Revenue's Disclosure Officer at (608) 266-8474.

I declare that I have examined this form and I fully understand the confidentiality provisions of s. 77.61(5) and (6), Wis. Stats., relating to the disclosure and inspection of information pertaining to county sales and use taxes reported by each taxpayer.

Name

Title

Employer

Work email address

Signature

Date

WISCONSIN DEPARTMENT OF REVENUE

Safeguarding Taxpayer Information For Counties 2020

An electronic version of this information is available.
Email your request to: John.Wilson@wisconsin.gov

Confidential Tax Information

- Confidential tax information includes *any* information provided to counties from DOR that includes:
 - Taxpayer's name, address, or other identifying information
 - Sales tax information identified with a taxpayer
- The detailed monthly sales and use tax report to be furnished to your county contains *confidential* tax information.

Safeguarding Confidentiality of Taxpayer Records

- As a condition of receiving confidential state tax information, each person authorized to receive state tax information must protect the confidentiality of that information.
- Safeguards must be designed to prevent unauthorized access and use.
- Section 77.61(5)(a), Wis. Stats., prohibits disclosure of confidential taxpayer information.

No Unauthorized Access to Confidential Taxpayer Information

- A person authorized to inspect confidential tax information may inspect confidential tax information only if that person does so in performing the duties of his/her position. See sec. 77.61(6)(a), Wis. Stats.
- A person authorized to inspect confidential tax information may not inspect such information for personal reasons.

Open Records Request

- Section 19.35(1), Wis. Stats., provides that “except as otherwise provided by law, any requestor has a right to inspect any record”...
- One of the exceptions to the Open Records Law is sales and use tax records under sec. 77.61(5), Wis. Stats.
- Tax records or information are **NOT** subject to the provisions of the Wisconsin Open Records Law or Federal Freedom of Information Act.
- Remember – **No Third Party Disclosure is Allowed**

Disposing of Confidential Taxpayer Information

Any paper or other memory device containing confidential taxpayer information must be disposed of in a manner as to NOT disclose any information derived from or related to a tax return or related record.

Criminal Fines for Divulging Confidential Tax Information

Any person who violates sec. 77.61(5), Wis. Stats., shall upon conviction be fined not less than \$100 nor more than \$500 or imprisoned for not less than one month nor more than six months or both for each occurrence. Section 77.61(5)(g), Wis. Stats.

Criminal Fines for Unauthorized Inspection of Confidential Tax Information

- Any person who violates sec. 77.61(6)(a), Wis. Stats., shall upon conviction be fined not less than \$100 nor more than \$500 or imprisoned for not less than one month nor more than six months or both. Section 77.61(6)(d), Wis. Stats.
- In addition, the person whose confidential tax records are inspected in violation of sec. 77.61(6)(a), Wis. Stats., may bring a civil action for damages in regards to the unauthorized inspection of such confidential tax records. Section 77.61(6)(c), Wis. Stats.

Notification of Disclosure or Access

If a County employee or any other person discovers a possible improper disclosure or access of Wisconsin tax information, the person or the person's supervisor should contact:

Jeff Hanson, DOR IS&E Disclosure Officer
Jeffrey.Hanson@wisconsin.gov
608-266-8474

Questions on Safeguarding Taxpayer Information

- Ask your supervisor
- Contact:

Jeff Hanson, DOR IS&E Disclosure Officer
Jeffrey.Hanson@wisconsin.gov
608-266-8474

EXCESS WORKERS' COMPENSATION RENEWAL PROPOSAL

PROPOSAL FOR:

EXCESS WORKERS COMPENSATION & CLAIMS ADMINISTRATION



Wisconsin County Mutual Insurance Corporation

BUNDLED EXCESS WORKER'S COMPENSATION

EXCESS WORKER'S COMPENSATION PREMIUM

POLICY TERM	PREMIUM

**EXCESS WORKER'S COMPENSATION POLICY -
REINSURANCE / ADMINISTRATION / SERVICE -
LOSS FUND -**

**INCLUDED
INCLUDED
REPLENISHED AS NEEDED TO PAY CLAIMS**

SELF-INSURED RETENTION:

SERVICES INCLUDED:

PROGRAM ADMINISTRATION & ACCOUNT MANAGEMENT
FULL THIRD PARTY CLAIMS ADMINISTRATION (NO PER CLAIM FEE)
RISK CONTROL SERVICES & EMPLOYEE TRAINING

ANNUAL CHARGE -

NOT AUDITED

PLEASE SIGN BELOW TO INDICATE ACCEPTANCE TO BIND COVERAGE AND RETURN A COPY TO AEGIS CORPORATION.

ACCEPTED BY

DATED

	Budget	Transfers	Amd Budget	2016 Expenses	2017 Expenses	2018 Expenses	2019 Expenses	Balance
Facilities	0.00	-367,481.40	717,518.60	288.81	378,854.00	147,493.97	200,487.18	-9,605.36
UW Parking Lot								
Annex Dryvit Repairs	50,000.00							
Courthouse Membrane Roof System	100,000.00							
Courthouse Tuck Point & Masonry	80,000.00							
Courthouse Window Replacement	80,000.00							
Ella Court Membrane roof Replacement	125,000.00							
RCCP Dectron Replacement	300,000.00							
UWM:Administration Roof	25,000.00							
UWM: Fieldhouse Dehumidification	125,000.00							
UWM: HVAC Control System	135,000.00							
UWM: Library Tuck Point	65,000.00							
Other Accounting								
Highway	4,436,500.00	-218,554.00	4,217,946.00	3,277,907.58	748,567.14	191,471.28		0.00
Information Services		28,122.30	238,122.30	147,577.84	90,544.46			0.00
Door Security Courthouse & HHSD	75,000.00							
Redundant Network Link with LEC	35,000.00							
Virtual storage upgrade - CTH VM Systems	100,000.00							
Law Enforcement		-4,444.26	225,555.74	5,099.31	142,047.44	78,408.99		0.00
Replace Carpet in all Jail Pods	60,000.00							
Replace Jail Security Cameras	170,000.00							
Other Accounting:								
Transfer Out to County Roads		552,357.36	552,357.36		218,554.00		333,803.36	0.00
Transfer Out to GF (For Public Safety Software)		250,000.00	250,000.00		250,000.00			0.00
Interest Revenue Received				-11,746.35	-18,551.18	-14,361.01	-9,472.59	54,131.13
Focus Rebate Received						-3,000.00		3,000.00
Transfer In (from 2014 CIP for Door Security)		-40,000.00	-40,000.00	-40,000.00				0.00
Transfer In (from 2014 CIP for UW Parking Lot)		-200,000.00	-200,000.00	-200,000.00				0.00
Transfers In (from 2015 for Debt reduction)		-961,500.00	-961,500.00	-961,500.00				0.00
	\$ 5,961,500.00	\$ (961,500.00)	\$ 5,000,000.00	\$ 2,217,627.19	\$ 1,810,015.86	\$ 400,013.23	\$ 524,817.95	\$ 47,525.77

Amount to transfer to Maintenance Capital Expenditures: **\$ 47,525.77**

Check Figures

Balance per G/L	2,217,627.19	1,810,015.86	400,013.23	524,817.95
Difference	0.00	0.00	0.00	0.00

ADMINISTRATIVE COMMITTEE
SCHEDULE OF APPROPRIATION ENTRIES
NOVEMBER 7, 2019

Department	County Board	2019 ENTRIES	JE #	Period	Amount	Increase/ Decrease	Org	Org Description	Object	Object Description
Treasurer	N	Transfer from Tax Deed Purchase of Service to County Treasurer Courthouse Printing to cover under budget account	6	11	\$ 1,000.00	Decrease	51911000	Tax Deed Expense	52291	Purchase of Service
					\$ 1,000.00	Increase	51520000	County Treasurer	52413	Courthouse Printing
Finance	N	To recognize interest and rebates earned in 2016 CIP outlay account and transfer to close 2016 CIP Fund 403 to Maintenance capital outlay account; Funds to be earmark for Courthouse steps	7	11	\$ 57,131.13	Increase	57002753	2016 Capital Projects	52753	Building Maintenance
					\$ 47,525.77	Increase	51641000	Maintenance Capital Expenditures	53890	Outlay
					\$ 47,525.77	Decrease	57002753	2016 Capital Projects	52753	Building Maintenance
					\$ 9,472.59	Increase	57016000	2016 Capital Projects	48111	Interest - General

VENDOR NAME	VENDOR TOTAL	FULL DESCRIPTION
STAPLES - PCARD	\$ 192.93	Office Supplies; OFFICE SUP
STATE OF MICHIGAN	\$ 10.00	MI Caregiver check
UNITED MAILING SERVI	\$ 2,222.71	SEPT 2019 POSTAGE IN#171368 CUSTID:MARINET001; SEPT 2019 POSTAGE IN#171368 CUSTID:MARINET001
UNIVERSITY OF WI	\$ 170.00	WGFOA 2019 WINTER CONFERENCE REGISTRATION - LAURA; 2019 WGFOA Winter Conference-Hollie
VERIZON	\$ 98.51	TELECOM SVC/CRED CRD CALL - verizon invoice; TELECOM SVC/CRED CRD CALL - verizon invoice
WAL-MART #2545	\$ 121.61	Coffee, Cream, Filters, Calculators; Coffee, Cream, Filters, Calculators; sams membership auto renewal approved by kevin 10/; FOR WELLNESS TABLE AT HEALTH FAIR
WEB*NETWORKSOLUTIONS	\$ 279.80	CONTINUITY SUBSCRIPTION - domain name
WI COUNTY FORESTS AS	\$ 35.00	2019 WCFA ANNUAL MEETING
WI DEPT OF JUSTICE	\$ 76.50	IRS Compliance Fingerprinting; Caregiver check; WI Caregiver check
WI REVENUE, DEPT OF	\$ (14.18)	RECORD SEPT 2019 WI SALES TAX PAID
WI WORKFORCE DEV	\$ 4,928.00	FY2020 ASSESSMENT IN#445-0000039838
WORD SYSTEMS, INC	\$ 6,324.00	CONTRACT#11161-02 IN#25945 ACCT#MC911D
YMCA	\$ 200.00	Fall Blind Man Valleyball & Horeshoe Tournament
Grand Total	\$ 494,802.37	

2.05 COUNTY BOARD COMPENSATION AND REIMBURSEMENT

(1) Compensation. County Board Supervisors shall receive an annual salary of twenty-four hundred dollars (\$2,400.00) payable in twelve (12) monthly installments. Supervisors are eligible for monthly compensation beginning the day of reorganization.(Ord #402 3/27/18)

(2) County Board Chairperson Compensation. The County Board Chairperson shall receive additional compensation over and above the compensation paid to him/her as a Supervisor in the amount of forty-eight hundred dollars (\$4,800.00) per year payable in twelve (12) monthly installments.

(3) Mileage and Travel Expense. Reimbursement for mileage shall be paid at the current IRS rate for mileage traveled to and from meetings by the most direct route. Only the operator of a personal vehicle used for transportation to and from a meeting may claim reimbursable mileage. Supervisors shall be reimbursed other travel expenses in accordance with Marinette County's Policies and Procedures Manual. In the event of unusual circumstances, the County Board Chairperson may authorize expenses outside of the Personnel Policies and Procedures Manual parameters. (Ord #402 3/27/18)

(4) Meals. County Board Supervisors shall be eligible for reimbursement of meal costs incurred, as stated in Marinette County's Personnel Policies and Procedure Manual, when committee duties require attendance at a meeting or combination of meetings that would prevent the member from returning home at a normal meal period. (Ord #402 3/27/18)

(5) Per Diem. Supervisors shall receive fifty dollars (\$50.00) per diem for each regularly scheduled monthly County Board meeting attended. Supervisors shall be paid thirty dollars (\$30.00) for all other meetings attended not to exceed three (3) claimed meetings per day. Claims for additional meeting payment in any given day shall be made only if such meeting, because of its nature, time or location, caused the meeting to be held separately. A meeting held within one hour prior to a County Board meeting or held during a County Board recess is not considered a separate meeting and additional per diem shall not be claimed or paid. The annual number of per diem committee meetings claimed in any calendar year shall not be limited. (Ord #381-15, 11/10/15, Ord #402 3/27/18)

(6) Meeting Defined. For compensation purposes, a meeting is defined as a meeting called to order by the Chairperson or a majority of its members for the purpose of exercising the responsibility, authority, power or duties delegated to or vested in a quorum of that body meeting the requirements of Ch. 19, Sub V, Wis. Stats. Open meetings of Governmental Bodies. In the event a quorum is lacking, members attending officially called meetings are entitled to meeting and travel expenses. Additionally, a Supervisor shall be credited with a committee meeting when said Supervisor has received authorization by his/her committee or the County Board Chairperson to perform

an administrative task for said committee or the County Board. A Supervisor shall be credited with a committee meeting when said Supervisor is a member of a Wisconsin Counties Association steering committee, attends a Wisconsin Counties Association District Meeting, Wisconsin Counties Association Legislative Meeting or has received prior approval to attend a specific event. Any day a Supervisor travels a distance of one hundred fifty (150) miles or greater one-way, said Supervisor shall be entitled to one (1) meeting per diem in addition to any other claimed meeting per diem.(Ord #394-17, 3/28/17)

(7) County Board Chairperson Authorization to Attend Meetings. The County Board Chairperson is authorized to attend meetings and conferences on matters directly related to County government. The Chairperson may direct the Vice-Chairperson or another member of the County Board to attend such meetings and conferences, either in place of the Chairperson or with the Chairperson. The Chairperson, the Vice-Chairperson and such other Board members as may be designated by the Chairperson, shall be entitled to per diem and mileage for attending such meetings and conferences, all subject to

the regular rules of the County Board pertaining to per diem, mileage, and expenses.

(8) Citizen Members.

(a) The per diem payment shall be thirty-five dollars (\$35.00), plus mileage reimbursement at the current IRS rate for citizen members appointed by the County Board or Administrator to Boards, Committees and Commissions. Citizen members shall be eligible for reimbursement of meal costs incurred, as stated in Marinette County's policy and procedure manual, when committee duties require attendance at a meeting or combination of meetings that would prevent the member from returning home at a normal meal period. Specific to Board of Adjustment members, per diem shall be paid per inspection or hearing not to exceed two claimed per diems per day. (Ord #288 6/28/05, Ord #300 3/28/06, Ord 337, 1/26/10, Ord 382 12/15/15)

(b) The appointing authority, subject to County Board approval, may remove a citizen member of a Board, Committee or Commission for cause. Cause shall be determined on a case by case basis.(Ord # 393-17, 3/28/17)

(9) Compensation or Reimbursement Dispute. The County Board Chairperson shall make the final determination on any dispute related to compensation or reimbursement of any claim by any Board Supervisor or citizen member. (Ord #402 3/27/18)



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee HHSB 11-6-19
 Administrative Committee 11-7-19
 County Board 11-12-19

Permission to proceed:

[Signature]
 (County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health and Human Services
 Department Head: Robin Elsner
 Supervisor: Quinn Hansen
 Position Title: Social Work Coordinator
 Old Position Title: CPS Ongoing Social Worker/Juvenile Court Social Worker
 Hours per Week/Year: 40
 Effective Date: 12 / 1 / 2019
 Account Number(s): 54502000-50111
54554000-50111
 Funding taken from: 54502000-50111/54554000-50111 (i.e. salaries with or without fringes)

New Positions: Permanent
 (check all that apply) Seasonal
 Project
 LTE
 Addition of Current Position
 Eliminate/Create

Changes to Existing: Hours of Work
 Title Change
 Location Change

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale MC
 Pay Rate/Salary: \$ 25.27 28.87 32.48
 Pay Level: I
 Human Resources Initials: KR

Finance Completes and returns to Administration

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

Approval*

Department Head: [Signature] 10/8/19
 County Administrator: [Signature] 10/14/19

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

received
 KL 10-9-19

Justification for Request: The Health and Human Services Department is requesting to eliminate one(1) social work position within the Child and Family Unit and create one(1) Social Work Coordinator position. The position would be assigned a higher level of duties based upon the current unit need and increased volume of child protective services referrals. Child abuse and neglect referrals continue to increase annually. Case complexity and state mandates have also affected caseload. The surge in children needing protection continues throughout the state. In Marinette County, there were 703 child abuse and neglect referrals in 2013. In 2018, the number increased to 839. In 2019, the Child and Family Unit is projected to have over 900 child abuse and neglect referrals.

In addition, the number of foster care placements continues to rise. Placements have risen since 2015 from 55 to 61 at the end of 2018. Placements in 2019 are currently over 70. The department has budgeted approximately \$330,000 for the 2019 budget. The department anticipates spending approximately \$480,000 in 2019. The department prefers to keep children in their homes despite the state trend of increased use of out of home care. The Child and Family Manager's workload is currently unmanageable. The creation of a Social Work Coordinator position will allow the manager to focus on reducing foster care placements and develop In-Home Safety programming to reduce tax levy funding. The creation of the Social Work Coordinator position will also assist the Child and Family Manager to balance the current staff /supervisor ratio by utilizing the coordinator to assist with work direction and case assignment for child protection and juvenile justice cases

The department has realized additional funding for Child Welfare operations from the state as supported by the Governor's 2019-21 budget for Child Welfare. The current tax levy fiscal impact for creating this position is no levy fiscal impact. Decreasing out of home placements is anticipated to further reduce the tax levy impact for Marinette County.

**Marinette County Health & Human Services
 Fiscal Impact - Child & Family Social Work Coordinator
 Using 2020 Budget Figures**

Staff	FTE	Hours	Par Hour	6.75%				.17% or 2%		Total Benefits	Total S&B
				111 SALARY	151 S.S.	152 RET	154 H&D	155 LIFE	159 W/C		
New Worker - Mid Grade I	1.00	2,080.00	\$ 28.87	\$ 60,049.60	\$ 4,593.79	\$ 4,053.35	\$ -	\$ 121.06	\$ 1,200.99	\$ 9,969.19	\$ 70,018.79
Current Worker-Mid Grade H	1.00	2,080.00	\$ (26.74)	\$ (55,619.20)	\$ (4,254.87)	\$ (3,754.30)	\$ -	\$ (112.13)	\$ (1,112.38)	\$ (9,233.68)	\$ (64,852.88)
			\$ 2.13	\$ 4,430.40	\$ 338.93	\$ 299.05	\$ -	\$ 8.93	\$ 88.61	\$ 735.52	\$ 5,165.92

Assumptions:

All Current C&F Workers Grade H

Eliminate 1 Current Worker and Create 1 New Worker classified Grade I

Additional DCF Funding	(5,165.92)
Total Fiscal Impact (Levy Increase)	(0.00)

Additional Duties

- 1) Screen child protective reports in supervisor's absence.**
- 2) Assign investigations to Initial Assessment Social Workers as needed**
- 3) Read and approve child protective paper work in the state system**
- 4) Assist new employees with social work training. Includes paperwork, working with clients and court preparation.**
- 5) Assist all unit workers with court proceedings and Temporary Placement Condition (TPC) hearings. Assist social workers with court paperwork, case management and other court hearings per request.**
- 6) Receive, review referrals on juveniles who have allegedly committed a delinquent act. Offer intake conferences with the juvenile and the family, make recommendations to the District Attorney on how the department would like the referral handled. Will follow case through disposition if the case is filed from the DA's office.**
- 7) Assign child protective or juvenile cases based upon worker knowledge and availability.**
- 8) Serve as Truancy Coordinator for the department. Hold annual meetings with school districts, receive truancy referrals, send letters to families and document referrals.**



Job Title: Social Work Coordinator

Department: Health & Human Services

Position Reports to: Child & Family Services Manager

Pay Grade Level: Carlson-Dettmann I

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

This position is responsible to provide case supervision and management of child protective and juvenile service cases within Marinette County. Additional duties include assisting with the delivery of services for the Child & Family Unit. Decisions regarding daily work activity are made independently within the context of established policies and procedures.

ESSENTIAL JOB FUNCTIONS

- A. Interview and observe children and adults to collect information.
- B. Provide counseling and supervision services for children and families in need.
- C. Provide case management and supervision for alternative care cases.
- D. Provide crisis intervention and counseling.
- E. Place children in alternative care when needed.
- F. Complete necessary forms/reports to maintain legal compliance.
- G. Provide juvenile court services as needed.
- H. Participate in unit meetings when required.
- I. Explain policies and procedures to families.
- J. Provide feedback to supervisors/case workers regarding cases.
- K. Adhere to mandated timelines as required by the state EWISACWIS system.
- L. Screen child protective reports in supervisor's absence or as assigned.
- M. Assign investigations to Initial Assessment Social Workers as needed once report is screened.
- N. Review and approve child protective paperwork in the state system.
- O. Assist new employees with social work training, including completing paperwork, working with clients and preparing for court.
- P. Assist all unit workers with court proceedings, Temporary Placement Condition (TPC) hearings, court paperwork, managing cases and other court hearings if requested.
- Q. Receive and review referrals on juveniles who have allegedly committed a delinquent act; offer intake conferences with the juvenile and family; provide recommendations to the District Attorney (DA) regarding preferred handling of the referral; follow the case through disposition if case is filed in DA's office.
- R. Assign child protective or juvenile cases based upon worker knowledge and availability.
- S. Serve as Truancy Coordinator for department; hold annual meetings with school districts, receive truancy referrals, send letters to families and document referrals.

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. Operate modern office equipment.
- D. Communicate effectively orally and in writing.
- E. Present information to management, small groups and individual situations.
- F. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- G. Establish and maintain an effective working relationship with department heads, employees, general public and other agency staff.
- H. Add, subtract, divide and multiply.
- I. Apply common sense understanding to carry out simple instructions.

- J. Apply procedures and interpret instructions accurately.
- K. Perform effectively under tight time frames and demanding schedules.
- L. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- M. Explore and research problems effectively to ensure positive results.
- N. Work as team player in the absence of or with minimal supervision.
- O. Manage unexpected changes within job duties.
- P. Demonstrate working knowledge and application of eWISACWIS.
- Q. Possess working knowledge of general office procedures, computer hardware/software and office equipment.

QUALIFICATIONS

- A. Requires a Bachelor’s degree in Social Work or closely related field; Child Welfare Tract preferred.
- B. Prefer experience in Child Protective Services or Child Welfare.
- C. Possess and maintain an insurance acceptable driver’s license.
- D. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.
- E. Requires an active Wisconsin Social Work Certification within six months of hire **OR** Wisconsin Social Worker – Training Certificate within six months of hire and then an active Wisconsin Social Work Certification within twelve months of hire.
- F. Requires successful completion of the State Intake Training within the first six months of hire.

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 a fast-paced high-pressure position.
- G. Exposed to body fluids and communicable disease.

PHYSICAL DEMANDS

- A. Requires good hand-eye coordination.
- B. Sit for long periods of time.
- C. Lift and/or carry up to 25 pounds frequently, occasionally 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: 07/2019 & 10/2019
 Approved: 10/14/2019 Human Resources & Administration

10/14/2019 Position pending committees and County Board approvals.



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
 Governing Committee HHSB 11-6-19
 Administrative Committee 11-7-19
 County Board 11-12-19

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

Department Completes and submits to Human Resources

Department: Health and Human Services
 Department Head: Robin Elsner
 Supervisor: Melissa Freeman
 Position Title: Crisis Coordinator
 Old Position Title: NA
 Hours per Week/Year: 40
 Effective Date: 12 / 1 / 2019
 Account Number(s): 54317000-50111

 Funding taken from: 54317000-50111 (i.e. salaries with or without fringes)

New Positions: Permanent
 Seasonal
 Project
 LTE
 Addition of Current Position
 Eliminate/Create

(check all that apply)

Changes to Existing: Hours of Work
 Title Change
 Location Change

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: MC
 Pay Rate/Salary: \$ 27.13 31.01 34.88
 Pay Level: J
 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: \$ See attached Finance Initials: LM

Approval*

Department Head: [Signature: Robin Elsner] 10, 8, 19
 County Administrator: [Signature: John Lyle] 10/14/19

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

received
 KL 10-9-19

Justification for Request: The Health and Human Services Department is requesting to create one (1) Crisis Coordinator position to manage daily operations of the crisis program. Mental health crisis has increased significantly in Marinette County over the past 5 years. In 2014, there were 579 annual crisis contacts. In 2018, crisis contacts increased to 1868 annual contacts. The crisis program is projected to exceed the 2018 number of crisis contacts in 2019.

The Clinic Manager cannot manage the crisis program within a normal work week and manage other clinic operations, including management of the Niagara Clinic. The crisis program is in a reactive mode to handle mental health crisis daily, which makes it difficult to develop linkage and follow up programming to reduce crisis situations and connect citizens to services necessary to stabilize these situations.

The Crisis Coordinator position would require a licensed mental health professional to provide clinical direction to staff working in the crisis program. The individual would be responsible for signing daily crisis reports, providing clinical direction to crisis workers, provide direct support to Anthony House Crisis Diversion and local Adult Family Homes to improve client care and develop effective crisis plans to reduce crisis contacts. This position would further coordinate the after- hours crisis schedule and serve as back-up during daytime business hours for the current 26 behavioral health staff required to handle daytime crisis calls. Currently, the daytime back-up staff clear their schedules working with clients to ensure availability to manage assigned crisis calls.

The Crisis Coordinator position would be funded using no additional tax levy dollars.

- Increased revenue by no longer utilizing daytime back-up staff to manage crisis-\$43,745.00
- Increase revenue for Crisis Coordinator billing supervision to Anthony House, handling crisis contacts and creating crisis plans for individuals living in AFH or group homes-\$13, 520.00
- 2020 additional DCF funding-\$27,315.93

Total Cost of Crisis Coordinator position-\$84,580.93

**Marinette County Health & Human Services
Fiscal Impact - Crisis Coordinator
Using 2020 Budget Figures**

Staff	Hours	Per Hour	111		151		6.75%		154		.17% or 2%		Total Benefits	Total S&B
			SALARY		S.S.		RET	H&D	LIFE	W/C				
Crisis Coordinator	2,080.00	\$ 27.13	\$ 56,430.40	\$	4,316.93	\$	3,809.05	\$	18,782.18	\$	113.76	\$ 1,128.61	\$ 28,150.53	\$ 84,580.93

Assumptions:

Create NEW Full time Masters Level Crisis Coordinator Position
Grade J - Minimum Rate(Exempt)
Employee/Spouse Health & Dental

Increased Revenue from no longer needing Day Backups	(43,745.00)
Increased Revenue for Crisis Coordinator billing AH Supervision	(13,520.00)
Additional 2020 DCF Funding	(27,315.93)
Total Fiscal Impact(Levy Increase)	(0.00)



Job Title: Crisis Coordinator

Department: Health & Human Services

Position Reports to: Community Services Supervisor

Pay Grade Level: Carlson-Dettmann J

FLSA Status: Exempt

Position Status: Full Time

JOB ANALYSIS

This position is responsible to provide clinical supervision of the Crisis Program and the Anthony House Crisis Diversion Group Home and to develop crisis plans with community providers. Additional duties include assisting the Inpatient/Crisis Case Manager to coordinate voluntary and involuntary inpatient mental health and AODA services, coordinating court proceedings and all required attendees, providing crisis services during regular business hours and some after hours if necessary and scheduling After Hours crisis coverage.

ESSENTIAL JOB FUNCTIONS

- A. Provide clinical supervision of the Crisis Program for Inpatient/Crisis Case Manager and After Hours Crisis Workers.
- B. Complete crisis plans with behavioral health staff and community partners, ensuring crisis billing for all crisis work.
- C. Sign, review and staff all crisis contacts completed by behavioral health and crisis staff.
- D. Assist Crisis staff with inpatient coordination and Chapter 51 commitments.
- E. Serve as back up to the Inpatient/Crisis Case Manager in addressing crisis contacts, case management and aftercare services upon discharge from inpatient care.
- F. Attend staffing with other behavioral health units to address crisis treatment needs of clients.
- G. Assist with management of crisis cases and coordinate services with nursing homes, hospitals, Community Based Residential Facilities (CBRF), foster homes and other community providers.
- H. Prepare and maintain resource files on inpatient facilities, nursing homes, CBRFs and foster homes.
- I. Meet with family members and clients to discuss commitment requirements, conditions, procedures and alternatives.
- J. Screen evidence for the District Attorney and Corporation Counsel offices.
- K. Assist Inpatient/Crisis Case Manager to coordinate agency representation at commitment hearings, testify and monitor outpatient commitments.
- L. Perform crisis counseling, assess and refer clients for linkage and follow-up with behavioral health providers.
- M. Provide case management services to clients in crisis diversion, conduct staffing with crisis diversion staff and coordinate treatment services after discharge.
- N. Record client contacts and clinical documents into The Clinical Manager program and monitor contacts from Northwest Connections crisis telephone and scan documents into the department's system.
- O. Serve as back to Inpatient/Crisis Case Manager during business hours and After Hours Crisis Workers after normal business hours.

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. Operate modern 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. Possess excellent public relation skills.
- J. Apply excellent trouble shooting skills.

- K. Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- L. Respond effectively to the most sensitive inquires or complaints.
- M. Add, subtract, divide and multiply.
- N. Memorize and retain information over long and short periods of time.
- O. Apply attention to detail.
- P. Apply procedures and interpret instructions accurately.
- Q. Perform effectively under tight time frames and demanding schedules.
- R. Plan and monitor assigned activities.
- S. Prioritize multiple tasks and meet scheduled deadlines.
- T. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- U. Work as team player in the absence of or with minimal supervision.
- V. Manage unexpected changes within job duties.
- W. Work independently and exercise sound professional judgment.
- X. Plan, organize and direct the work of others.

QUALIFICATIONS

- A. Requires a Master’s degree from an accredited school in the social work or closely related field.
- B. Prefer clinical experience in mental health crisis situations working with mentally ill clients and/or substance abusers.
- C. Possess and maintain an insurance acceptable driver’s license.
- D. Requires one of the following:
 1. Attain Medical Assistance Qualified Treatment Trainee Certificate within two months of hire and then attain active WI DSPS License/Certification as a Clinical Social Worker, Professional Counselor or Marriage & Family Therapist within two years of hire.
 2. An active WI DSPS License/Certification as an Advanced Practice Social Worker, a Clinical Social Worker, Professional Counselor or Marriage & Family Therapist at time of hire.
 3. An active Out-of-State License/Certification equivalent to a license/certification indicated in E1 or E2 at time of hire and then attain equivalent WI DSPS license/certification within six months of hire. In-Training shall continue to follow further requirements indicated in E1.
- E. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work outdoors exposed to changing weather conditions.
- C. Work in client homes and the community as needed.
- D. Interact with abusive and/or difficult individuals occasionally.
- E. 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.
- C. Perform psychotherapy if possess active WI DSPS License/Certification as Clinical Social Worker, Professional Counselor or Marriage & Family Therapist.

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: 07/2019 & 10/2019
 Approved: 10/14/2019 Human Resources & Administration

10/14/2019 Position pending committees and County Board approvals.

Marinette County and Newcap, Inc.
Acquisition/Rehabilitation/Reconstruction/Resale Program

Newcap staff will identify suitable properties and Marinette County staff/Board Supervisors will also provide Newcap with a list of county owned properties as well other potential properties to review and assess for acquisition/rehabilitation/reconstruction/resale.

The internal Program Review Committee operates as a team to review project recommendations by housing program staff. By bringing together diverse viewpoints Newcap can provide a more in-depth vetting process to help ensure that limited funds are used in a way that best meets the program objectives.

The program review committee will meet as needed and as staff bring cases to review. The committee reviews the available documentation on each project including inspection reports, photos, and other relevant documentation including estimated total project cost.

After reviewing the documentation and hearing the case as explained by Newcap, the committee will attempt to reach consensus on whether to recommend approving the project or whether to defer the project. When consensus cannot be reached within the allotted time to discuss a project then a modified consensus approach is used. Under “modified consensus” the meeting leader asks committee members to vote “yes”, “no”, or “no opinion” on the recommendation. A majority of votes forms the decision. All decisions, and the method used for arriving at the decision, are recorded in the meeting minutes.

A majority of “yes” votes approves the recommendation. A majority of “no” votes disapproves the recommendation.

When a project is approved to move ahead, the acquisition/rehab/resale review form is completed and submitted to Marinette County for consideration and approval of funding.

The voting membership of the committee is made up of:

- County Administrator or Appointee
- Member of public
- Newcap Construction Director
- Newcap CEO or Executive Staff Member

Prior to bringing a property to the Project Review Committee, Newcap will check each property and provides the following to the Project Review Committee:

- A. Written Specifications of Work for the Acquisition/Rehabilitation/Resale Program. Each property will have Specifications of Work that includes the following:
 - Property address.
 - A detailed list of work items organized by location (i.e. North, South, East, or West sides) or room.
- B. Each job will have specifications and, if required, separate mechanical specification(s), electrical, plumbing and heating work.

- The Specifications are a list of repairs and improvements to the property that can include: necessary repairs to the building's structure, i.e. bearing walls, support beams or columns, roof and floor structures, foundation repairs and porch repairs, carpentry, painting, roofing, lead abatement or lead hazard reduction, masonry or concrete work.
- A separate electrical, plumbing, and/or heating Specifications are written if repairs and improvements are necessary to these systems.

C. Each project will have detailed cost estimates to complete the Specification of Work.

QUALITY STANDARDS

Newcap shall:

- A. Provide experienced, well-trained workers competent to complete the work as specified.
- B. Provide a certified lead safe supervisor and certified lead safe workers for any work involving suspected or known lead-based painted or otherwise coated surfaces, including but not limited to the following: installation of containment measures, demolition, removal, encapsulation, enclosure, debris removal or clean-up.
- C. Comply with the governing lead-based paint regulations and OSHA Worker Safety Regulations.

SELECTIONS

- A. Newcap shall select colors, finishes, products, styles, etc. from standard and readily available materials and products to make the property readily marketable.
- B. All materials and products installed by Newcap shall be approved for its intended use by a recognized testing laboratory.

INSPECTIONS

- A. Newcap shall conduct/order inspections (REHABILITATION):
 - Progress inspections and final inspections are done by the Newcap Staff.
 - Progress inspections and final inspections of mechanical work under permit are done by the appropriate municipal inspector and/or Newcap, Inc.
- B. Completions (REHABILITATION):
 - A completed project includes a sign off by the Inspector and/or Newcap, a final passing lead clearance test by a state licensed lead paint inspector or sampling technician, and all required permits including mechanical permits (if any) signed off by the appropriate building inspector and/or Newcap, Inc.
 - Any work done under permit shall be inspected by building inspector. It is the responsibility of Newcap as project management to contact the Building Department to verify what permits are needed for each project and to complete all required inspections under such permit.

PRESUMPTION OF LEAD:

- A. For the purposes of these Specifications, and unless the building was constructed in 1978 or later, or the building has undergone a Lead-Based Paint Risk Assessment by a properly licensed Lead-based Paint Inspector and/or Newcap, Inc. or Risk Assessor and is certified as being “Lead Free”, Marinette County assumes that all painted surfaces contain lead-based paint. This presumption may be made in lieu of a risk assessment. If a Risk Assessment is not provided or a hazard is identified in a Risk Assessment the rehabilitation project shall be conducted in a lead-safe manner as outlined herein.
- B. Work under this section is limited to painted or coated surfaces that are presumed or known to contain lead-based paint.
- C. Provide all related materials, equipment, and labor required to complete the work in a lead safe manner.
- D. After the work under this section is complete, provide all materials, equipment and labor necessary to clean and prepare the property for lead (Pb) clearance testing. It is the Contractor’s responsibility to achieve lead clearance per applicable municipal ordinance.

SALE OF THE UNIT

- A. Sale of the unit will commence once the rehabilitation work is completed
- B. A sale price is determined by Newcap staff and licensed realtor
- C. Newcap realtor lists unit in MLS listing and will shoe, advertise, and oversee the sale of the unit. The funds will replenish the pool of funds to start the next project.

ACQUISITION/REHAB/RESALE REVIEW FORM

Address _____

HQS Inspection

Date(s) of HQS Inspections _____

Names of HQS Inspectors _____

HQS Inspector Recommendation

- Defer
- Hold and forward application for review by Project Review Committee

Inspector Signature _____

Date _____

Inspector Signature _____

Date _____

Project Review Committee

Date of Review _____

By consensus, the Program Review Committee recommends:

- The home meets the Rehabilitation Qualifying Standards and the rehabilitation process may continue.
- The home does not meet the Rehabilitation Qualifying Standards. The home is deferred.
- Hold for additional review and recommendation by _____
Review should be completed within 5 business days

Reason for Deferral _____

Parameters of additional review _____

Additional Review

Additional Reviewer Recommendation

- After additional review, I recommend the rehabilitation process continue.
- After additional review, I recommend the home be demolished and replaced.
- After additional review, I recommend the home be deferred.

Reason for decision _____

Reviewer Signature _____ Date _____

Summary

The home is:

- Scheduled for Rehabilitation
- Demolition
- Deferred

Newcap Construction Director

Marinette County in Partnership with Newcap Inc. and Newcap Builds Community Inc. to Revitalize Housing & Community

Objective - Developing Safe, Secure, & Sanitary Housing in Marinette County

Strategy:

Newcap Inc. would conduct research into the purchasing of qualifying homes (and possibly apartments) in Marinette County for the purpose of renovating said properties in order to improve them to the point of being safe, secure, sanitary, and attractive, as well as an enhancement to the community. Newcap Builds Community Inc. would act as the general contractor in conducting the renovation work. Newcap Inc. would have, on-staff, a licensed real estate agent/broker for purchasing/selling and research.

As virtually all communities are in need of housing revitalization, this project would be county-wide and we would seek input from County Supervisors and staff in identifying sites.

The best use initially would be buildings that are in process/potential process of tax foreclosure as those are likely to be in need of repair as well as cost effective to obtain. Newcap would work with Marinette County to best identify those locations. The second target would be working with the building inspector/s to identify sites they have concerns about. The third target would be reaching into the community for properties that are either for sale or could be obtained in the target price range.

During the on-going search/identification process, if a property is identified that is owner-occupied or rented to tenant/s that need work, Newcap will work with the inspector/s property owners to make them aware of CDBG rehab funds and be available to assist the property owners with the application and contracting process to further revitalize communities.

Identifying a “**Qualifying**” Home:

A qualifying home would be one that can be purchased at a low enough cost that would allow for the investment of funds for the purpose of renovation/restoration. The ceiling for the investment funds should be a number not to exceed what the real estate market would bare for a reasonably attractive sale price on the housing market once the home renovation work is complete. The target for standard single family residence would be \$80,000-\$120,000 with \$140,00-\$150,000 for units for larger families (which is both an identified need and an identified lack in the market). Newcap would work with the buyers to help them obtain mortgages as well as assist with our down payment assistance program (as well as other resources for similar funds) for those who qualify, thus expanding home ownership and the investment into communities that home ownership brings.

In the event a home would require a large investment in funds, i.e. well beyond a reasonable resale price, then the home and property should be analyzed to see if it qualifies for tear down, with a new home being built on the same site for sale at a marketable price.

As qualifying units are found, Marinette County would provide the funding from a revolving pool for the purchase and the restoration work to begin. To begin, a minimum of two qualifying units would be in progress

at any point in time. Once a home is renovated and ready to be placed on the market, another would have already been located/qualified and made ready for quick purchase, and so the cycle would continue.

Identifying a “**Qualifying**” Adaptive Re-use/Re-purposing:

Research would also be done with the intention of finding structures for repurposing. This would mainly be focused on large houses or commercial buildings that could be adapted into multi-family rentals, potentially with some retail space depending on the results of the market research. Newcap would solicit tenants and “lease up” the units then ideally sell those properties to rental investors, potentially with land use restrictions to keep the units affordable at 80-120% of county median income (Neighborhood Stabilization Program guidelines for community improvement).

Scheduling and Duration of Project:

A reasonable timeframe would be determined for each project. It is understood that weather can cause significant delays, especially when it comes to completing work on the exterior of the units. It should be the focus of the general contractor to hold the exterior improvements at the highest priority during Spring, Summer, and Fall seasons. The general contractor will provide a construction schedule for each project.

Weatherization:

The general contractor will incorporate sound weatherization methods in order to ensure the homes are well insulated and properly ventilated. LED lightbulbs and fixtures, low volume toilets, and high efficiency appliances will be a part of this focus to help minimize the home’s carbon footprint.

Funding needed:

With the average price for sale targeted between 80-\$120,000 for single family residences, to have two under construction and two in the pipeline, a pool of \$400,000 is needed to start. If larger buildings are identified for adaptive re-use, funding for those projects would be variable but for a four-unit property, \$500,000 is anticipated as an early benchmark. Once a property sells, the proceeds would be repaid to the pool and the process repeated. **FUNDING POOL TO BEGIN: \$900,000-\$1,000,000.**

Once the program is underway and successful, if enough properties are located to acquire/rehab and acquire/adaptive reuse (which is the anticipation); if Marinette County wanted to expand the pool of funds beyond the initial, Newcap Builds would add additional staff and multiply the program/efforts.

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