



## MINUTES

### Personnel and Veterans Service

January 11, 2013  
Jury Assembly Room  
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Ken Casper, Ken Keller, Nick Lakari,  
Joe Policello and Connie Seefeldt

MEMBERS EXCUSED:  
OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Human  
Resources Director Jennifer Holtger, County Administrator  
Ellen Sorensen, Corporation Counsel Gale Mattison, HHS  
Director Robin Elsner, Communications Director Terry  
Zimmerman, Forestry Director Pete Villas, Supervisor Kathy  
Just and Peshtigo Times

#### 1. Call to order

Chair Seefeldt called the meeting to order at 12:00 p.m.

#### 2. Agenda

Motion (Casper/Lakari) to approve agenda. Motion carried.

#### 3. Public Comment

None

#### 4. Minutes

Motion (Policello/Casper) to approve minutes of December 6, 2012. Motion carried.

#### 5. Eliminate One Full Time Dispatcher Position and Create an Assistant Communications Director

Motion (Keller/Policello) to recommend County Board eliminate one full time dispatcher position and create an Assistant Communications Director position, pending Law Enforcement Committee approval, effective immediately. Motion carried. Exhibit A

**6. Elimination of a Seasonal Forest Equipment Operator Position and Create an Additional 12-Month Forest Equipment Operator Position**

Motion (Casper/Lakari) to recommend County Board approve the elimination of a seasonal Forest Equipment Operator position and create an additional 12-month Forest Equipment Operator position, effective immediately. Motion carried. Exhibit B

**7. Elimination of an Economic Support Worker Position**

Motion (Policello/Lakari) to recommend County Board approve elimination of one Economic Support Worker position, effective immediately. Motion carried.

**8. Elimination of the Clerical Account Clerk Position**

Motion (Keller/Casper) to recommend County Board approve eliminating the Clerical Account Clerk position located at the Job Center, effective immediately. Motion carried.

**9. Elimination of an Elderly/Physically Disabled Case Manager Position in the Long Term Services Unit**

Motion (Casper/Policello) to recommend County Board approve elimination of one Elderly/Physically Disabled Case Manager position in the Long Term Services Unit, effective immediately. Motion carried.

**10. Creation of a 13 Week Limited Term Mental Health Therapist Position for the Niagara Clinic**

Motion (Casper/Lakari) to recommend County Board approve creation of a 13 week Limited Term Mental Health Therapist position for the Niagara Clinic, effective immediately. Motion carried. Exhibit C

**11. Human Resources Director's Report**

Exhibit D

**12. Administrator's Report**

Potlucks - one in HHSD in December and one in Land Information –Packer playoffs  
Working on Department Head evaluations  
Working on projects requested by Executive Committee  
Transitioning in a new Department Head in Forestry, going well.

**13. Review of Retiring Department Head Exit Interview**

Retirement suggestions reviewed concerns that retiring managers don't have access to dental insurance. Provide or give option to purchase dental insurance. Give salaried people an incentive for not using sick days. Find a way to do partial VEBA for non reps; this could eliminate abuse of sick leave. Even 25% of sick time could be converted as an option.

**14. Schedule of Invoices**

Committee reviewed December Schedule of Invoices.

**15. Future Agenda Items**

None at this time.

**16. Adjournment**

Motion (Keller/Casper) to adjourn at 12:50 p.m. Motion carried.

Next meeting date: March 8, 2013 at 9:30 a.m.

BobbieJean Borkowski  
Deputy County Clerk

Date approved/corrected:



Exhibit A

## **Job Title: Assistant Communications Director**

**Department:** Communications  
**Position Reports to:** Communications Director  
**Pay Grade Level:** 9, 12-Month Step  
**FLSA Status:** Exempt  
**Position Status:** Full Time

### **JOB ANALYSIS**

This position will be a working dispatcher and perform supervisory duties in the absence of the Communications Director. Additional duties include assisting in preparing the department schedule and department budget.

### **ESSENTIAL JOB FUNCTIONS**

- A. Assist Communications Director with various supervisory tasks within the department, including, but not limited to:
  - 1. Preparing the department budget.
  - 2. Preparing the department work schedule.
  - 3. Hiring and training employees.
  - 4. Enforcing policies and procedures.
  - 5. Conducting disciplinary meetings.
  - 6. Providing work direction.
- B. Share on-call support to dispatchers with Director.
- C. Perform dispatcher duties.
- D. Assure care and custody of all county property/facilities associated with the job.

### **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. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- F. Respond effectively to the most sensitive inquires or complaints.
- G. Add, subtract, divide and multiply.
- H. Apply attention to detail.
- I. Plan and monitor assigned activities.
- J. Work as team player in the absence of or with minimal supervision.
- K. Utilize authority effectively.

### **QUALIFICATIONS**

- A. Requires an Associate's degree from an accredited school in the Public Safety/Law Enforcement field.
- B. Requires five years of experience in the Public Safety/Dispatch field.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires TIME System Certification within six months of hire.

### **ENVIRONMENTAL CONDITIONS OF THE WORKPLACE**

- A. Work indoors in a controlled environment.
- B. Interact with abusive and/or difficult individuals occasionally.

### **PHYSICAL DEMANDS**

- A. Sit for long periods of time.
- B. 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: 12/2012  
Approved: 01/04/2013 Human Resources Director & County Administrator  
01/04/2013 Position Pending Committees/County Board approval.



# MARINETTE COUNTY POSITION REQUEST FORM

**Administration Completes and returns to the Department**

Applicable dates:

Governing Committee 1/14/13  
 Personnel Committee 1/11/13  
 Finance Committee 1/21/13 (if applicable)  
 County Board 1/29/13

Permission to proceed: WA

(County Administrator initials and dates)

**Department Completes and submits to Human Resources**

Department: Communications-911  
 Department Head: Communication Director  
 Supervisor: Communication Director  
 Position Title: Assistant (Deputy) Communication Director  
 Old Position Title: Dispatcher - 100%  
 Hours per Week/Year: 40 KA  
 Account Number(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

Justification for request: Please attach

\* Eliminating 1 FT Dispatcher to create Assistant Director  
KA

**Human Resources Completes and submits to Finance**

Wage Scale: Management/Supervisory  
 Pay Rate/Salary: \$ 52,422  
 Pay Level: Day Grade 9-12 mo Step

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

Cost of Request:

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

Total Cost: \$ SEE ATTACHEDFinance Initials: PK 1/4/2013**Approval\***

Department Head:

Terry Zimmerman (KA)  
12.19.12

County Administrator:

1.7.13

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

### Justification for Assistant (Deputy) Communication Director Position

This position is necessary to provide supervision including guidance/direction and discipline in the Communication Center in the Communication Director's absence. Because the Communication Center is a 24 hour a day, 7 day a week operation one person (Communication Director) cannot provide the guidance/direction needed on all shifts. Additionally, with more requirements from CIB NCIC and TIME for the input, audit and query of state and national databases it is critical that policies/procedures are closely followed and monitored. Department procedures are becoming more complex and increasingly more important as 911 moves to next generation where not only voice calls for service are answered but also text, email and video requests for service will be made. Round the clock adherence to department procedures and protocols as well as Marinette County Policies will be required. A supervisor to provide direction and be a resource on all shifts will make that possible. Another manager in the Communication Center will also assure continuity of operations in the long term.

**2013 - COST OF REQUEST  
Elimination of One Dispatcher and Creation of Assistant Communication Director Position**

New Position Start \$52,422 for 12mos.  
Full Year

	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.65% RETIREMENT	Family H&D	LIFE INS	0.017% WORKER'S COMP	TOTAL
<b>CURRENT BUDGET (2088 Hours)</b>	\$ 47,126	\$ -	\$ 3,605	\$ 3,134	\$ 31,410	\$ -	\$ 8	\$ 85,283
<b>Dispatcher</b>								
<b>BUDGET CHANGE (2088 Hours)</b>								
Assistant Communication Director	\$ 52,422	\$ -	\$ 4,010	\$ 3,486	\$ 30,371	\$ -	\$ 9	\$ 90,298
<b>SAVINGS (COST) WITH CHANGE</b>	<b>\$ (5,296)</b>	<b>\$ -</b>	<b>\$ (405)</b>	<b>\$ (352)</b>	<b>\$ 1,039</b>	<b>\$ -</b>	<b>\$ (1)</b>	<b>\$ (5,015)</b>



MARINETTE COUNTY  
POSITION REQUEST FORM

**Administration Completes and returns to the Department**

Applicable dates:  
Governing Committee 1/10/13  
Personnel Committee 1/11/13  
Finance Committee 1/21/13  
County Board 1/29/13

Permission to proceed: JA  
1/3/13  
(County Administrator initials and dates)

**Department Completes and submits to Human Resources**

Department: Forestry  
Department Head: Pete Villas  
Supervisor: Marcus Isaacson  
Position Title: Forestry Equipment Operator (12-month)  
Old Position Title: Forestry Equipment Operator (seasonal)  
Hours per Week/Year: 2080/Year  
Account Number(s): 100-25-56110-111

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

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

Justification for request: Please attach

**Human Resources Completes and submits to Finance**

Wage Scale: Courthouse  
Pay Rate/Salary: \$ 17.75 - 2013 starting  
Pay Level: J

Human Resources Initials: KA

**Finance Completes and returns to Administration**

<b>Cost of Request:</b>			
Wages:	\$ _____	Workers Comp:	\$ _____
FICA:	\$ _____	Life Insurance:	\$ _____
Retirement:	\$ _____	Longevity:	\$ _____
Other (explain):	_____		\$ _____

Total Cost: \$ SEE Attached Finance Initials: PK 1/4/2013

**Approval\***

Department Head: Pete J. Villas 1/3/2013  
County Administrator: William [Signature] 1/4/13

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

## FORESTRY EQUIPMENT OPERATOR

The Forestry Department would like to make the seasonal Forestry Equipment Operator a full-time position. By making the position full-time, it would not only better serve the needs of the Forestry Department, but also the needs of the Parks and Highway Departments. The position would be able to provide someone to help out in the Parks department with projects needing to get done during the time when the seasonal Parks Caretakers are off. The position would also provide the Highway Department with someone who has a CDL and is able to help plow snow and relieve the Highway snowplow drivers in the event of a large snowfall.

### Finance

Budget 2012 w/o insurance \$31,074

Budget 2013 1% incr. w/o insurance 48,298

↑ 17,224

Current seasonal position has health<sup>and dental</sup> insurance offered on a prorated basis. Current seasonal person has elected not to take health and dental insurance.

Full-time position will have option to take County H&D insurance with a possible cost to the County ranging from \$10,458 to \$31,410 depending on plan selected.

The H&D cost are not in the 2013 budget.



MARINETTE COUNTY  
POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee 1/11/13  
Personnel Committee 1/21/13  
Finance Committee 1/29/13  
County Board

Permission to proceed: ea

(County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health & Human Services  
Department Head: Robin Elsner, MSW  
Supervisor: Rob Valentine  
Position Title: Mental Health Therapist  
Old Position Title: Mental Health Therapist  
Hours per Week/Year: 20 x 13 = 260  
54310  
Account Number(s): 205-62-54311-112

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

Funding taken from: 205-62-54311-111 100% 205-62-54310-885 (i.e. salaries with or without fringes) Generated. REVENUE

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale: HSW VI Pro 75% = 22.19  
Pay Rate/Salary: \$ 29.59  
Pay Level: HHS-A (VI)

Human Resources Initials: KA

Finance Completes and returns to Administration

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

Total Cost: \$ \$ 6,327 SEE ATTACHED

Finance Initials: PK 12/20/2012

Approval\*

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

12/18/12  
1-13-12

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

Justification for Position: The Health & Human Services Department is requesting a Limited Term Employee/Mental Health Therapist for the Niagara Adapt Clinic. The department is making this request based upon the increased volume of clients seen and referrals being made for outpatient mental health services in the Niagara area. The current full time Mental Health Therapist cannot keep up with the amount of referrals or current caseload, and is working at 40 hours currently. The increase with referrals have created a 6 to 8 week wait for new consumers to be seen for outpatient services and could potentially compromise the department's ability to stabilize consumers in crisis. This position will be reviewed 90 days after inception to determine if a full time mental health therapist position is needed to meet the mental health needs of consumers in the northern part of Marinette County.

**2012 PROPOSAL FOR HEALTH & HUMAN SERVICES**  
**Mental Health Therapist - LTE**

75%	2012 Rate	Hours	SALARY	7.65% SOCIAL SECURITY	11.80% RETIREMENT	2.00% WORKER'S COMP	TOTAL
\$	22.19	260	\$ 5,770	\$ 441	\$ -	\$ 115	\$ 6,327
\$			<u>5,770</u>	<u>441</u>	<u>-</u>	<u>115</u>	<u>6,327</u>

**Grade A-VI**  
 29.59 Start  
 13 weeks @ 20 hrs/week



# HUMAN RESOURCES DEPARTMENT

## Personnel Agenda Report

Personnel Committee Date: **January 11, 2013**

### WORKER'S COMPENSATION

Description of Injury	Report Type
Torn nail on left middle finger	Report Only
Blister/burn on two fingers of right hand	Report Only
Gash right side of jaw line	Medical
Sore knuckles left hand	Medical
Sore right side of hip and back	Report Only
Sore/swollen right hip and left knee	Medical
Sore right shoulder	Report Only
Sore left arm	Report Only

Total Number of Claims this Month: 8      3 - Medical, 5 - Report Only, 0 - Lost Time  
 YTD Lost Time: 0  
 Pending YTD Lost Time: 0  
 Updates/Additional Comments:

### DEPARTMENT OF COMMERCE

#### Monthly Trainings

January      Forklift Safety

### EXITING EMPLOYMENT

Resignations	2
Retirements	1
Layoffs	---
Dismissals	---

### NEW HIRES

Date of Hire	Job Title	Department
01/07/2013	Long Term Services Case Manager	Health & Human Services
01/07/2013	State Patrol/Bridgetender	Highway
01/14/2013	Child Protective Services Ongoing Social Worker	Health & Human Services

### POSTINGS

Date Closed	Job Title	Department
12/13/2012	Tractor-Trailer Operator/Tire Changer	Highway
12/20/2012	Library Assistant, Less 600 - Coleman	Library
12/27/2012	Maintenance Technician	Maintenance
01/10/2013	Jail Receptionist	Sheriff
01/15/2013	Branch Librarian - Coleman	Library
01/15/2013	Library Assistant, 50% - Stephenson	Library
01/15/2013	Library Assistant, Less 600 - Stephenson	Library
01/15/2013	Library Assistant, Less 600 - Float	Library
01/18/2013	Dispatcher - 50%	Dispatch
01/23/2013	Forester	Forestry & Parks
01/23/2013	Public Health Nurse	Health & Human Services
01/24/2013	Comprehensive Community Services Case Manager	Health & Human Services
01/24/2013	Mental Health Therapist - Niagara	Health & Human Services
01/24/2013	Special Instruction Teacher	Health & Human Services
01/24/2013	Disability Benefits Specialist	Health & Human Services

**JOB DESCRIPTIONS**

Reviewing/Updating all job descriptions to prepare for WIPFLI wage study.