



## MINUTES

### Personnel and Veterans Service

June 14, 2013  
Jury Assembly Room  
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Ken Casper, Ken Keller,  
Joe Policello and Connie Seefeldt  
MEMBERS EXCUSED: Supervisor Nick Lakari  
OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Human  
Resources Director Jennifer Holtger, Corporation Counsel  
Gale Mattison, County Administrator Ellen Sorensen,  
HHSD Director Robin Elsner, Kris Parkansky – Job Center,  
and Peshtigo Times

#### 1. Call to order

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

#### 2. Agenda

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

#### 3. Public Comment

None

#### 4. Minutes

Motion (Policello/Casper) to correct the April 12, 2013 minutes – item # 5 to read:  
approve Veterans Service Officer to attend the NACVSO training conference in Reno,  
NV *with transportation expenses to be paid for by the Veteran's Service Officer* and  
approve minutes of May 28, 2013. Motion carried.

#### 5. Eliminate the HHS Financial Account Clerk/CSP Position

Motion (Casper/Keller) to recommend County Board eliminate the HHS Financial  
Account Clerk/CSP position effective immediately. Motion carried.

#### 6. Create Additional HHS Customer Service Screener

Motion (Keller/Casper) to recommend County Board approve creation of an additional  
HHS Customer Service Screener position effective immediately. Motion carried.  
Exhibit A

**7. Create Additional HHS Economic Support Worker**

Motion (Casper/Policello) to recommend County Board approve creation of an additional HHS Economic Support Worker position effective immediately. Motion carried. Exhibit B

**8. Pay Study – Update**

Discussion only.

**9. Extended Leave of Absence for an Hourly Employee**

Motion (Casper/Policello) to approve extended leave of absence for an hourly employee to October 29, 2013. Motion carried.

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

Exhibit C

**11. Administrator's Report**

New Administrative Secretary has been hired internally, Jennifer Sequin will begin June 25, 2013

Two things shared from an exit interview – (1) realize retirement is about his needs and nothing more. (2) State Government has given the county opportunity to run as a business and make sure salary is comparable with staff.

Suggestion box – awarded yesterday - 1<sup>st</sup> day off. The suggestion is environmental controls beta testing at LEC by keeping the temperature at 64 degrees during the winter. This suggestion will save the County \$1,000 annually. Other suggestions that will bear out have to wait until computer system is virtualized.

The Marinette County Employee Clinic is set to open July 1, 2013. Ribbon cutting will be July 25, 2013 at 1:30 p.m.

**12. Schedule of Invoices**

Committee reviewed April and May Schedule of Invoices totaling \$2,201.50.

**13. Future Agenda Items**

Return to Work Program

**14. Adjournment**

Motion (Keller/Casper) to adjourn at 10:37 a.m. Motion carried.

Next meeting date: July 12, 2013 at 9:30

BobbieJean Borkowski  
Deputy County Clerk

Date approved/corrected:



MARINETTE COUNTY  
POSITION REQUEST FORM

~~Administration Completes and returns to the Department~~

Applicable dates:  
 Governing Committee 6/12/13  
 Personnel Committee 6/14/13  
 Finance Committee 6/17/13 if applicable  
 County Board 6/25/13

Permission to proceed: lo  
 (County Administrator initials and dates)

~~Department Completes and submits to Human Resources~~

Department: Health & Human Services  
 Department Head: Robin Elsner, MSW  
 Supervisor: Kris Parkansky  
 Position Title: Customer Service Screener  
 Old Position Title: Same  
 Hours per Week/Year: 40  
 Account Number(s): 205-54-54503-111

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	<input type="checkbox"/> Hours of Work
Existing:	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Funding taken from: Federal PPACA Funds PK  
205-54-54503-111 (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: \$ 14.01  
 Pay Level: F  
 Human Resources Initials: KA

~~Finance Completes and returns to Administration~~

Cost of Request:  
 Wages: \$ \_\_\_\_\_ Workers Comp: \$ \_\_\_\_\_  
 FICA: \$ \_\_\_\_\_ Life Insurance: \$ \_\_\_\_\_  
 Retirement: \$ \_\_\_\_\_ Longevity: \$ \_\_\_\_\_  
 Other (explain): \_\_\_\_\_  
 Total Cost: \$ 1 YEAR COST WITH FAMILY H&D HRA - \$6,951 (see attached) Finance Initials: OK 5/23/2013

~~Approval\*~~

Department Head: Robin Elsner 5/17/13  
 County Administrator: William Sm 5/23/13

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

**Justification for Request:** The Health & Human Services Department is requesting an additional Customer Service Resource Screener due to the anticipated increase in caseload and workload as a result of the implementation of the Patient Protection and Affordable Care Act (PPACA). The increase in workload will occur October 1, 2013, when open enrollment begins for January 1, 2014 coverage. The estimated projection of new BadgerCare + applications from October 1, 2013 to November 30, 2014 is approximately 667. In addition, the estimated projection of new consumers contacting the Economic Support Unit during this timeframe is 1,506, with a percentage of the projected contacts also requesting Food Share applications. New application and contacts are anticipated through 2015. The position will be fully funded with Federal PPACA dollars. (See attachment)

DRAFT ESTIMATE

Additional PPACA IM Funding	July-Dec 2013 (\$9.8M)	Jan-Dec 2014 (\$22.4M)	Jan-Jun 2015 (\$5.9M)	TOTAL
	\$9,800,000	\$22,400,000	\$5,900,000	\$38,100,000

Consortium	2013 Base Allocation (GPR+FED)	Allocation	% of Total	Proposed Additional IM Allocation			TOTAL
				Jul-Dec 2013 Est. Alloc.	Jan-Dec 2014 Est. Alloc.	Jan-Jun 2015 Est. Alloc.	
Northern		\$1,860,640	6.72%	\$658,897	\$1,506,050	\$396,683	\$2,561,629
Western		\$1,826,994	6.60%	\$646,982	\$1,478,816	\$389,510	\$2,515,307
Bay Lake		\$2,275,962	8.22%	\$805,972	\$1,842,222	\$485,228	\$3,133,422
Great Rivers		\$3,178,266	11.48%	\$1,125,499	\$2,572,570	\$677,597	\$4,375,666
Southern		\$2,463,060	8.90%	\$872,228	\$1,993,664	\$525,117	\$3,391,009
Moraine Lakes		\$3,005,432	10.86%	\$1,064,295	\$2,432,674	\$640,749	\$4,137,718
East Central		\$3,685,814	13.32%	\$1,305,234	\$2,983,392	\$785,804	\$5,074,431
Capital		\$3,927,294	14.19%	\$1,390,748	\$3,178,853	\$837,287	\$5,406,888
Central		\$1,664,230	6.01%	\$589,343	\$1,347,070	\$354,809	\$2,291,223
WKRP		\$2,575,610	9.31%	\$912,085	\$2,084,765	\$549,112	\$3,545,962
Bad River		\$161,694	0.58%	\$57,260	\$130,879	\$34,473	\$222,612
Lac Courte Oreilles		\$98,546	0.36%	\$34,897	\$79,766	\$21,010	\$135,673
Lac du Flambeau		\$163,965	0.59%	\$58,064	\$132,717	\$34,957	\$225,738
Menominee Tribe		164,000	0.59%	\$58,076	\$132,746	\$34,964	\$225,786
Oneida		\$164,753	0.60%	\$58,343	\$133,355	\$35,125	\$226,823
Potawatomi		\$98,546	0.36%	\$34,897	\$79,766	\$21,010	\$135,673
Red Cliff		\$162,237	0.59%	\$57,452	\$131,319	\$34,588	\$223,359
Sokaogon		\$98,546	0.36%	\$34,897	\$79,766	\$21,010	\$135,673
Stockbridge-Munsee		\$98,354	0.36%	\$34,829	\$79,610	\$20,969	\$135,409
<b>Total</b>		<b>\$27,673,943</b>	<b>100.00%</b>	<b>\$9,800,000</b>	<b>\$22,400,000</b>	<b>\$5,900,000</b>	<b>\$38,100,000</b>

Consortium	Allocation	% of Total	ESTIMATE			TOTAL
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Bay Lake	\$2,275,962	8.22%	\$805,972	\$1,842,222	\$485,228	\$3,133,422
Brown		59.41%	\$478,827.97	\$1,094,464.09	\$288,273.95	\$1,861,566.01
Door		7.14%	\$57,546.40	\$131,534.65	\$34,645.28	\$223,726.33
Marinette		13.57%	\$109,370.40	\$249,989.53	\$65,845.44	\$425,205.37
Oconto		9.25%	\$74,552.41	\$170,405.54	\$44,883.59	\$289,841.54
Shawano		10.63%	\$85,674.82	\$195,828.20	\$51,579.74	\$333,082.76
		100.00%	\$805,972.00	\$1,842,222.00	\$485,228.00	\$3,133,422.00

**2013 - POSITION REQUEST  
CUSTOMER SERVICE SCREENER**

New Position Start \$14.61 per hour  
 12 Month Analysis (2088 hrs)  
 6 month step increase

PAY RATE	INCRSE	SALARY	LONGEVITY	SECURITY	RETIREMENT	FAMILY H&D HRA	WORKER'S COMP	TOTAL
\$	14.61	\$ 15.13	\$	-	\$ 2,375	\$ 2,065	\$ 31,410	\$ 53
								\$ 66,951

Customer Service Screener



MARINETTE COUNTY  
POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:  
 Governing Committee 6/10/13  
 Personnel Committee 6/14/13  
 Finance Committee 6/17/13 if applicable  
 County Board 6/25/13

Permission to proceed: KA  
 (County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health & Human Services  
 Department Head: Robin Elsner, MSW  
 Supervisor: Kris Parkansky  
 Position Title: Economic Support Worker  
 Old Position Title: Same  
 Hours per Week/Year: 40  
 Account Number(s): 205-54-54503-111

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

Federal PPACA Funds (PK)

Funding taken from: 205-54-54503-111 (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  
 Pay Level: J

Human Resources Initials: KA

Finance Completes and returns to Administration

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

Total Cost: \$ 1 year cost with Family HD HRA - \$74,516 (see attached) Finance Initials: PK 5/23/2013

Approval\*

Department Head: Robin Elsner 5/17/13  
 County Administrator: William... 5/23/13

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

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		100.00%	\$805,972.00	\$1,842,222.00	\$485,228.00	\$3,133,422.00

**2013 - POSITION REQUEST  
ECONOMIC SUPPORT WORKER**

New Position Start \$17.75 per hour  
 12 Month Analysis (2088 hrs)  
 6 month step increase

PAY RATE	STEP INCRSE	SALARY	LONGEVITY	SOCIAL SECURITY	RETIREMENT	Family H&D HRA	WORKER'S COMP	TOTAL
\$ 17.75	\$ 18.32	\$ 37,657	\$ -	7.65% \$ 2,881	6.65% \$ 2,504	\$ 31,410	0.17% \$ 64	\$ 74,516

**Economic Support Worker**



MARINETTE COUNTY
HUMAN RESOURCES DEPARTMENT
Personnel Agenda Report

Personnel Committee Date: June 14, 2013

WORKER'S COMPENSATION

Table with 2 columns: Description of Injury, Report Type. Rows include: Two puncture wounds, right forearm; Bump on right jaw; Sore right tricep; Shooting pain, lower abdomen; Deer Tick, right side; Broken left thumb.

Total Number of Claims this Month: 6 2 - Medical, 4 - Report Only, 0 - Lost Time
YTD Lost Time: 0
Pending YTD Lost Time: Three 2013 Claims
Updates/Additional Comments:

DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES

Monthly Trainings

- May Hearing Protection (required annually)
June Bloodborne Pathogen (required annually)

EXITING EMPLOYMENT

Table with 2 columns: Category, Count. Rows: Resignations (1), Retirements (1), Layoffs (---), Dismissals (1).

NEW HIRES

Table with 3 columns: Date of Hire, Job Title, Department. Row: ---

POSTINGS

Table with 3 columns: Date Closed, Job Title, Department. Rows include: 05/21/2013 Excavator Operator Highway; 05/21/2013 Construction & Maintenance Supervisor Highway; 05/28/2013 Asphalt Paver Operator Highway; 05/30/2013 Community Services Case Manager Health & Human Services; 06/04/2013 Administrative Secretary Administration; 06/07/2013 CPS Initial Assessment SW Health & Human Services; 06/07/2013 Deputy Clerk of Courts/Register in Probate Clerk of Courts; 06/14/2013 Lieutenant Eligibility List Civil Service Commission; 06/14/2013 Receptionist Health & Human Services; 06/14/2013 Network Coordinator 15 - Health & Human Services; 06/26/2013 Accountant - General Ledger Finance; 06/27/2013 Child Support Specialist Child Support.

JOB DESCRIPTIONS

Wipfli internal Review Team completed review of job descriptions. Now in process of meeting with department heads to inform of results of initial review by internal review team. Job descriptions have been sent to Wipfli for them to start their review/comparison process.