

ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

County Project and Issue Update
Volume 9 August 2015

Update - Astico Park Storm Damage: Clean-up efforts are continuing. Bill Ehlenbeck is coordinating the logging efforts of Algoma Lumber Company / Kenny King Firewood & Tree Service (Iron Ridge) and Casper Creek Hardwoods, LLC (Jay Nelson, Reeseville – selling to Hanson & Leja Lumber Company of Watertown). Early assistance of manpower and equipment to open up the internal park roads was provided by the Dodge County Highway Department. If all goes well, cutting should be completed by September 1st; log piles and brush piles will need to be dealt with. The County will receive revenue from the logging operations. At this time, the goal is to have a number of camp sites open and available for the Labor Day weekend.

Baker Tilly Operational Review: The Baker Tilly team completed their onsite field work the week of July 27th. Heather Acker - Baker Tilly, has indicated the Dodge County project oversight committee can expect to receive a draft report by the end of August. A formal presentation of the Operational Review will be presented by the Baker Tilly team to the County Board in October. Please note - the regular meeting of the County Board is scheduled for Tuesday October 20th. However; Heather Acker has an out-of-state work commitment on the 20th. **The Executive Committee has agreed to adjust the date of the regular October County Board meeting to Thursday October 22nd. The start time of the meeting remains 7:00 p.m.**

2016 County Budget: The September 15th County Board meeting is scheduled to include a Resolution related to the review, consideration of the 2016-2020 Capital Improvement Plan. I have asked the Finance Committee to consider holding a special meeting to review and establish capital project priorities for 2016. The Finance Committee has scheduled a meeting for 9:00 a.m. Wednesday September 2nd. Department Heads will provide details of their respective requests. The Finance Committee recommendations will be brought forward through a Resolution for full board consideration on September 15th.

Mid-Wisconsin Federated Library System (MWFLS): Going forward, changes are on tap for the MWFLS. Jefferson County is leaving the system as of January 1, 2016, which will result in a two-county system, Dodge and Washington. There is only one other two-county library system in the state (Calumet – Manitowoc). The Department of Public Instruction requires municipal libraries to belong to a system. The MWFLS system board has reviewed initial operational plans for 2016 and is also looking at long term options. Supervisor Richard Greshay is the county representative to the system. I have attended two MWFLS Directors Council meetings.

On June 24th, Supervisor Larry Bischoff and I were invited to attend a joint meeting of the Hustisford Library Board / Village Board / Town Board. On July 22nd, Chair Russell Kottke, Clerk Karen Gibson and I attended a meeting of Dodge County librarians; library boards, village, and city councils. Supervisors Johnson and Bischoff also attended. The discussion by the local municipalities was to state their case to increase county funding for non-resident circulation reimbursement beyond the statutory minimum of 70% of the cost. Their rationale for requesting an increase is with a two county system, Dodge County municipal libraries expect to have increased cost, even if a future decision is made by member libraries to join another system, such as the South Central Library (based in Madison) or Winnefox system (Oshkosh). Based on the most recent circulation numbers provided by Dodge County municipal libraries, reimbursement at 100% would represent an approximate levy increase of \$165,000 for 2016. I have made the statement to the librarians, in my opinion it is not practical for Dodge County to make an adjustment from 70% to 100% reimbursement in one year. Recent discussion has centered on a reimbursement level of 75% for 2016, which would have a minimal levy impact. The overall library system issue has been discussed with the Dodge County Executive Committee at their June, July and August meetings.

Dodge County Board of Supervisors
July 21, 2015 – 7:00 p.m.
Administration Building - Juneau, Wisconsin

The July session of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 7:00 p.m. in the County Board Room on the fourth floor of the Administration Building, located at 127 East Oak Street, Juneau.

The Board rose to say the Pledge of Allegiance.

Chairman Kottke requested the Board have a moment of silence to honor the memory of Supervisor John Fabisch.

Roll call was taken by the Clerk with all Supervisors being in attendance with the exception of Supervisors Duchac and Miller who had previously asked to be excused.

A motion was made by Supervisor Mattson and seconded by Supervisor Nickel to approve the minutes of the June 16, 2015, session of the County Board as recorded, and dispense with the reading of the minutes. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

Communications on File

Karen J. Gibson, County Clerk, read a letter dated July 7, 2015 from Supervisor Duchac in support of Resolution 15-21. The Chairman ordered this be placed on file.

Special Orders of Business

Chairman Kottke called the First Special Order of Business: Confirm appointments made by County Administrator, James Mielke. Re-appoint Phil Gohr and William Hoekstra to the Aging/Nutrition Advisory Committee for three year terms, commencing July 1, 2015 and ending July 1, 2018, both inclusive. A motion to approve the re-appointments was made by Supervisor Hoelzel and seconded by Supervisor Grebel. The motion passed by acclamation with no negative votes cast, thereby approving the re-appointments.

Mr. Mielke then appointed Jane Ennis to fill a vacancy on the Aging/Nutrition Advisory Committee. Her three year term will expire on July 1, 2018. A motion to approve the appointment was made by Supervisor Hoelzel and seconded by Supervisor Schraufnagel. The motion passed by acclamation with no negative votes cast, thereby approving the appointment.

Mr. Mielke then appointed Lorna Negen to fill a vacancy on the Aging and Disability Resource Center Governing Board. Her three year term will expire on July 14, 2018. A motion to approve the appointment was made by Supervisor Maly and seconded by Supervisor Kriewald. The motion passed by acclamation with no negative votes cast, thereby approving the appointment.

Mr. Mielke then appointed Chris Shanahan to fill a vacancy on the Community Options Planning Committee. A motion to approve the appointment was made by Supervisor Mattson and seconded by Supervisor Stousland. The motion passed by acclamation with no negative votes cast, thereby approving the appointment.

Chairman Kottke then called upon Supervisor Frohling, Chairman, Finance Committee, who introduced Kevin Krysinski, Tara Bast, and Bret Hofmeister with Johnson Block and Company Inc. to

present the 2014 Auditor's Report. Mr. Krysinski discussed the Dodge County Financial Statements with Independent Auditor's Report. Mr. Hofmeister presented the financial statements and findings of the audit. Ms. Bast reported on the budget overruns, controls, and findings within the Human Services Department.

Chairman Kottke then called upon Judge John Storck, Julie Kolp, Finance Director, and Sheriff Dale Schmidt who presented on Resolution 15-21. Judge Storck explained why County Board Supervisors should support Resolution 15-21 and the Budget Control Policy. Ms. Kolp described the County accounting levels and their purposes and Sheriff Schmidt spoke about the goals of the budgetary control policy. Questions by Supervisors Grebel and Berres were answered by Ms. Kolp and Sheriff Schmidt.

The following Resolutions, Report and Claim were read by the Clerk and acted upon by the Board:

Resolution No. 15-21 Change the Level by Which the Dodge County Board of Supervisors Exercises Budgetary Appropriation Control in the Dodge County Annual Budget, from the Business Unit Level to the Department Level – Finance Committee. A motion for adoption was made by Supervisor Frohling and seconded by Supervisor Schaefer. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 15-22 Amend Town of Beaver Dam Zoning Ordinance – HBM Properties LLC Property – Supervisor J. Bobholz. A motion for adoption was made by Supervisor Grebel and seconded by Supervisor Muche. Question by Supervisor Berres answered by Supervisor Schaefer and Joyce Fiacco, Land Resources and Parks Director. Supervisor Kriewald left the board room at 8:12 p.m. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Supervisor Kriewald returned to the board room at 8:14 p.m.

Resolution No. 15-23 Increase One Filled, Funded, 0.8 Full-Time Equivalent, Benefited Position of Administrative Secretary II to Full-Time – Building Committee. A motion for adoption was made by Supervisor Nickel and seconded by Supervisor Maly. Question by Supervisor Bobholz answered by Chairman Kottke. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 15-24 State of Wisconsin Transportation Budget and Local Roads Funding Concerns – Highway Committee. A motion for adoption was made by Supervisor Caine and seconded by Supervisor Johnson. Comment by Supervisor Gohr. The vote was cast with 24 ayes and 6 noes, thereby adopting the Resolution.

Ayes: Pollesch, Kottke, Nelson, Marsik, Grebel, Greshay, Kriewald, Schaefer, Adelmeyer, Muche, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Frohling, Schmidt, Nickel, Hoelzel, Maly, Stousland, Derr, Mattson. Total 24.

Noes: M. Bobholz, J. Bobholz, Uttke, Gohr, Houchin, Roesch. Total 6.

Absent: Duchac, Miller. Total 2.

Resolution No. 15-25 Create One New, Full-Time, Benefited Position of Administrative Secretary III to be Shared Equally by the Veterans Service Department and the Land Conservation Department - Veterans Service Commission and Land Conservation Committee. A motion for adoption was made by Supervisor Bischoff and seconded by Supervisor Schraufnagel. Question by Supervisor Berres answered by Chairman Kottke and James Mielke, County Administrator. Comment by Supervisor Caine. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Report No. 1 Ordinance No. 945 – Amend Land Use Code – Larry Bonack Property – Section 9, Town of Leroy – Planning, Development and Parks Committee. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Johnson. The vote was cast with all voting in the affirmative, thereby adopting the Report.

Claim No. 1 A claim by Deborah J. Schmidt for money damages in the amount of \$403.15, for costs to repair the exterior of an automobile, was received in the Office of the Dodge County Clerk on June 22, 2015.

The Clerk read a report from the Executive Committee recommending the claim be disallowed. A motion to approve the disallowance was made by Supervisor Marsik and seconded by Supervisor Johnson. Question by Supervisor Uttke answered by Chairman Kottke and Brian Field, Highway Commissioner. The vote was cast with 29 ayes and 1 no, thereby disallowing the claim.

Ayes: Pollesch, Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Grebel, Greshay, Kriewald, Schaefer, Uttke, Adelmeyer, Muche, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, Schmidt, Nickel, Hoelzel, Maly, Stousland, Derr, Mattson. Total 29.

No: Gohr. Total 1.

The Clerk noted the following had been placed on the Supervisor's desks: Aging, Disability Resource Center Newsletter and a memo from Mr. Mielke attached to the draft 2016-2020 Summary of Capital Improvement Projects. The Chairman ordered these be placed on file.

Chairman Kottke recognized and thanked Joe Rains, Human Resource Director, for his years of service to the County and stated this would be his last County Board meeting before his retirement.

At 8:35 p.m. Supervisor Maly made a motion to recess until Tuesday, August 18, 2015 at 7:00 p.m. Supervisor Schraufnagel seconded the motion. The motion passed by acclamation, with no negative votes cast, and was so ordered by the Chairman.

Disclaimer: The above minutes may be approved, amended or corrected at the next meeting.

RESOLUTION NO. 15-26

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, John W. Fabisch, a member of the Dodge County Board of Supervisors, passed away on July 15, 2015; and,

WHEREAS, John W. Fabisch represented the citizens of Supervisory District No. 3 and Dodge County, as a member of the Dodge County Board of Supervisors, from May 20, 2008, to April 16, 2012; and,

WHEREAS, John W. Fabisch represented the citizens of Supervisory District No. 29 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 17, 2012, to July 15, 2015; and,

WHEREAS, during those 7 years, John W. Fabisch served as a member of various committees of the Board of Supervisors, and more particularly: Human Services and Health Board, Insurance, Inventory and Purchasing Committee; Audit Committee; Human Resources and Labor Negotiations Committee; and, Health Facilities Committee; and,

WHEREAS, during all the time John W. Fabisch served Dodge County, he approached his duties in a concerned, conscientious, and effective manner;

SO, NOW, THEREFORE, BE IT RESOLVED, that we, the Dodge County Board of Supervisors, in regular session assembled, do hereby extend our sympathies to the bereaved relatives and friends of John W. Fabisch, and make this testimony that the deceased completed a life of great honor and value in the service of his community and country; and,

BE IT FINALLY RESOLVED, that a copy of this Resolution be entered into the official records of the Dodge County Board of Supervisors and that this Resolution be forwarded to the bereaved relatives and friends of John W. Fabisch.

All of which is respectfully submitted this 18th day of August, 2015.

Russell Kotke
Murray Miller
Ed Nelson
Roger Mattson
Jeff Bennis

David Furling
Dennis R. Schmitt
Philip F. Schmitt
Wayne A. Wittke

Sam M. Cook
Mary Bobholz
Thomas Schaefer
Dwight Reeser
Havel DeLaney
William T. Muehe
Richard L. Duster
Joe Ben
Carl Mitchell
Randy Seibel
Allen Bell

Chet Cairne
Tom J. Niek
Mark Rodeh
Gary Schraufnager
Edward Kromer
James Decker
Alvin Stecker
Gerald Beckner
Annie K. Bobholz
Clara Packard
Judy Decker

A Resolution to Alter the Boundaries of Dodge County Supervisory District No. 3 and Dodge County Supervisory District No. 31, Based on an Annexation

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, on March 20, 2012, the Dodge County Board of Supervisors adopted a 10-year supervisory district plan entitled the *Dodge County – Final Supervisory District Plan As Amended The Second Time Pursuant To 2011 Wisconsin Act 39*, creating county supervisory districts, municipal aldermanic districts, and election wards following the 2010 Census; and,

WHEREAS, Section 59.10(3)(c), of the *Wisconsin Statutes*, allows a county board, in the exercise of its sole discretion, to alter the boundaries of supervisory districts based on annexations which occur after the adoption of the 10-year supervisory district plan, so long as the number of supervisory districts is not changed; and,

WHEREAS, on July 20, 2015, the City of Beaver Dam completed an annexation of 0.900 acres, more or less, located in the Town of Beaver Dam; and,

WHEREAS, a map of the annexed parcel, and a copy of the annexation ordinance are on file in the Office of the Dodge County Clerk; and,

WHEREAS, this parcel annexed by the City of Beaver Dam is part of Dodge County Supervisory District No. 3, which consists of Wards 1, 2, and 3 of the Town of Beaver Dam, Ward 4 of the Town of Fox Lake, and Ward 2 of the Town of Trenton; and,

WHEREAS, it is appropriate to move the annexed parcel into Dodge County Supervisory District No. 31 in the City of Beaver Dam because Dodge County Supervisory District No. 31 consists of Wards 11 and 13 of the City of Beaver Dam; and,

WHEREAS, the population of the annexed parcels is zero (0) residents which, therefore, maintains the original population numbers of Dodge County Supervisory District No. 3 and Dodge County Supervisory District No. 31; and,

WHEREAS, this Resolution does not change the number of Dodge County Supervisory Districts;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby amends the *Dodge County – Final Supervisory District Plan As Amended The Second Time Pursuant To 2011 Wisconsin Act 39*, by moving the annexed parcel of land from Dodge County Supervisory District No. 3 to Dodge County Supervisory District No. 31, as shown on the attached document, entitled *City of Beaver Dam Annexations and Alterations of the*

Boundaries of Dodge County Supervisory District No. 3 and Dodge County Supervisory District No. 31, which has been marked for identification as Exhibit "A"; and,


BE IT FINALLY RESOLVED, that the Chairman of the Dodge County Supervisors shall file a certified copy of this Resolution and attachments, including Exhibit "A", with the Secretary of State of the State of Wisconsin in accordance with the provisions of Section 59.10(3)(c)4., of the *Wisconsin Statutes*.

All of which is respectfully submitted this 18th day of August, 2015.

Dodge County Executive Committee:



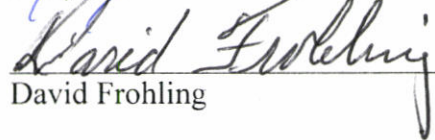
Russell Kottke




Donna Maly



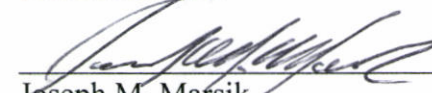
MaryAnn Miller



David Frohling



Harold Johnson



Joseph M. Marsik



Jeff Berres

City of Beaver Dam Annexation and Alterations of the Boundaries of Dodge County Supervisory District No. 3 and Dodge County Supervisory District No. 31

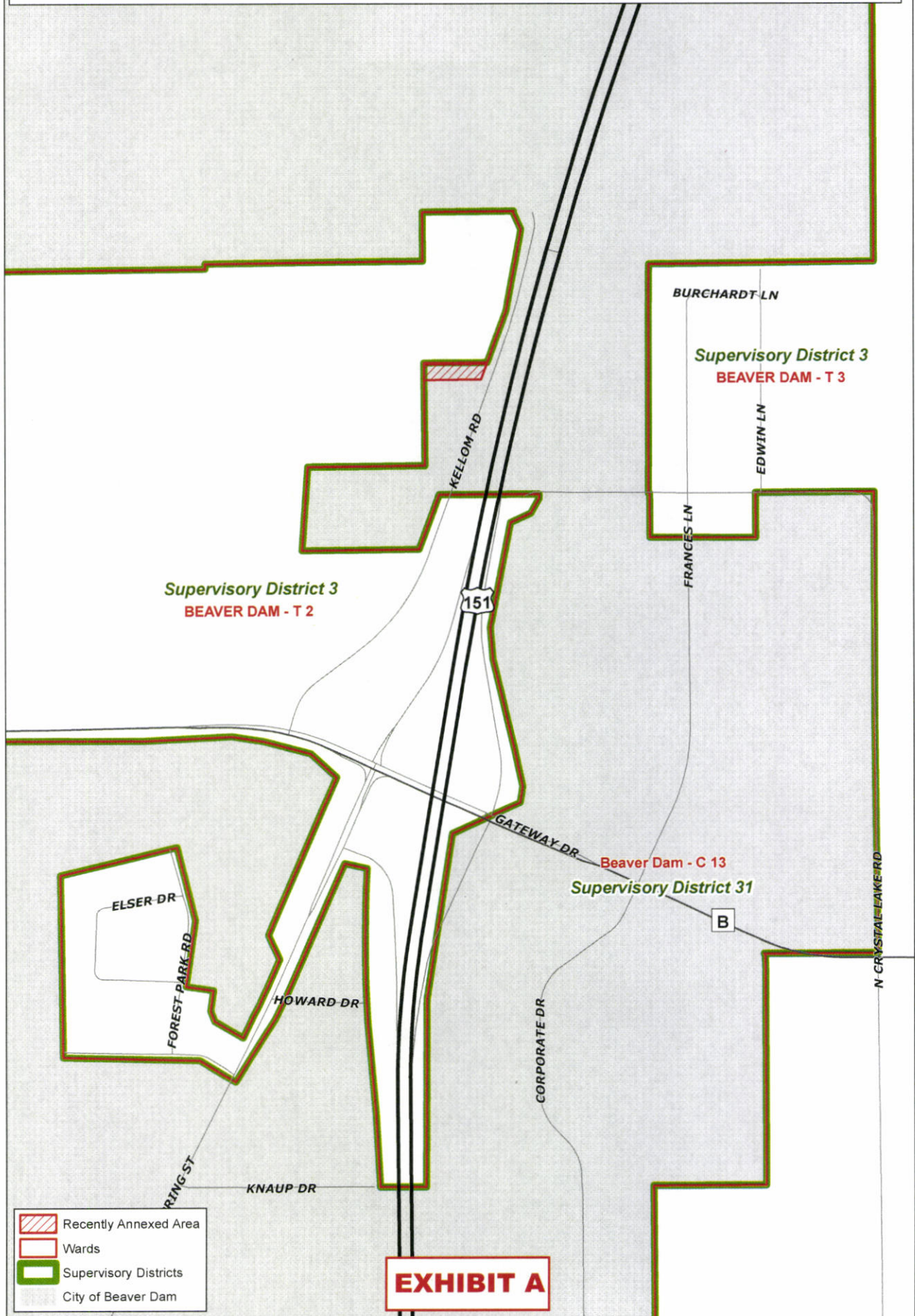


EXHIBIT A

RESOLUTION NO. 15-28

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS:

WHEREAS, funds in the amount of \$375,000 were budgeted in the 2015 Budget of the Dodge County Physical Facilities Maintenance Department (Maintenance Department) in Business Unit 1905, Henry Dodge Office Building, Account No. .5829, Other Capital Improvements, to be used to pay for a chiller removal and replacement project at the Henry Dodge Office Building, including the purchase of a new chiller, removal of the existing chiller, installation of the new chiller, consulting fees, installation of a concrete pad for the new chiller, asbestos abatement, and other necessary related work (chiller removal and replacement project); and,

WHEREAS, the budget for the chiller removal and replacement project at the Henry Dodge Office Building is set forth below:

- Consulting Fees \$ 21,000
- Purchase of New Chiller \$109,800
- Concrete Pad for New Chiller (estimated) \$ 8,000
- Bid for Removal of Existing Chiller and Installation of New Chiller Submitted by Johnson Controls, Inc. \$145,200
- Asbestos Abatement (estimated) \$ 10,000
- Other Necessary Related Work (estimated) \$ 15,000
- Project Contingency \$ 66,000
(21.36 percent of the sum of the above-listed items)
- **TOTAL PROJECT BUDGET:** **\$375,000**; and,

WHEREAS, on January 9, 2015, Dodge County entered into an agreement with Fredricksen Engineering, of Mequon, Wisconsin, at a total cost of \$21,000, to provide consulting services for the chiller removal and replacement project and Dodge County has already paid \$16,800 to Fredricksen Engineering for consulting fees; and,

WHEREAS, pursuant to the provisions of Resolution No. 15-10, which was adopted by the Dodge County Board of Supervisors on April 21, 2015, Dodge County purchased a new Daikin brand air cooled glycol chiller (new chiller) from Masters Building Solutions, of Appleton, Wisconsin, at a purchase price of \$109,800; and,

WHEREAS, it is necessary to remove the existing chiller and install the new chiller, and to complete all other parts of the chiller removal and replacement project which have not yet been completed; and,

WHEREAS, Fredricksen Engineering, on behalf of Dodge County, solicited bids for the removal of the existing chiller and the installation of the new chiller; and,

WHEREAS, sealed bids were received by the Dodge County Clerk until 2:00 p.m., on July 30, 2015; and,

WHEREAS, on July 30, 2015, shortly after 2:00 p.m., Karen J. Gibson, Dodge County Clerk, publicly opened and read aloud the bids that were received; and,

WHEREAS, the following bids were received, opened, and read aloud:

<u>BIDDER</u>	<u>BID AMOUNT</u>
Johnson Controls, Inc.	\$145,200
Sure-Fire, Inc.	\$165,255
Mannenbach Mechanical, LLC	\$189,645
Mared Mechanical Contractors Corporation	\$228,175; and,

WHEREAS, Fredericksen Engineering and the Dodge County Building Committee have reviewed the bids, and jointly recommend that the Dodge County Board of Supervisors accept the lowest responsive bid for the removal of the existing chiller and the installation of the new chiller that was submitted by Johnson Controls, Inc., in the amount of \$145,200; and,

WHEREAS, there are funds in the 2015 Budget of the Maintenance Department in Business Unit 1905, Henry Dodge Office Building, Account No. .5829, Other Capital Improvements, in the amount of \$248,400 available and sufficient to pay for the costs of the removal of the existing chiller and the installation of the new chiller and the costs of completing all other parts of the chiller removal and replacement project which have not yet been completed ;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby:

1. Approves and accepts the bid from Johnson Controls, Inc., for the removal of the existing chiller and the installation of the new chiller, in the amount of \$145,200; and,
2. Authorizes and directs the Dodge County Physical Facilities Director, on behalf of the Dodge County Building Committee, to proceed forthwith to take all actions necessary to undertake and complete:
 - A. The removal of the existing chiller and the installation of the new chiller at the Henry Dodge Office Building; and,
 - B. All other parts of the chiller removal and replacement project which have not yet been completed; and,

BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of invoices properly approved by the Dodge County Physical Facilities Director, in an amount not to exceed the total project budget of \$375,000 (See Exhibit "A" *Project Summary*, attached hereto), the County Clerk is hereby authorized to issue orders upon the Dodge County Treasurer for payment of such invoices, and that funds for payment of such invoices shall be taken from Business Unit 1905, Henry Dodge Office Building, Account No. .5829, Other Capital Improvements.

All of which is respectfully submitted this 18th day of August, 2015.

Dodge County Building Committee:

Rodger Mattson
Rodger Mattson

Mark Roesch
Mark Roesch

Chester Caine
Chester Caine

Thomas J. Nickel
Thomas Nickel

Dennis Schmidt
Dennis Schmidt

<p>FISCAL NOTE: Is the referenced expenditure included in the adopted 2015 Budget? <u> X </u> Yes or <u> </u> No</p> <p>Fiscal Impact on the adopted 2015 Budget: \$ <u> 0 </u></p> <p>Fiscal Impact reviewed by the Dodge County Finance Committee on <u> 8/11 </u>, 2015.</p> <p><u>David Frohling</u> David Frohling, Chairman Dodge County Finance Committee</p>
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Vote by Finance Committee Members to Recommend Approval of this Resolution:

- David Frohling: Aye No Abstain Absent from Meeting
- Wayne Uttke: Aye No Abstain Absent from Meeting
- Phillip Gohr: Aye No Abstain Absent from Meeting
- Gerald Adelmeyer: Aye No Abstain Absent from Meeting
- Thomas J. Schaefer: Aye No Abstain Absent from Meeting

PROJECT SUMMARY

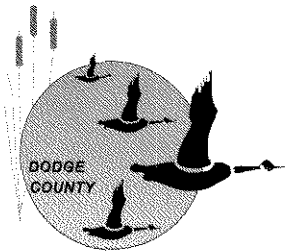
August 18, 2015

Project/Owner's Cost Itemization

• Consulting Fees	\$ 21,000
• Purchase of New Chiller	\$109,800
• Concrete Pad for New Chiller (estimated)	\$ 8,000
• Bid for Removal of Existing Chiller and Installation of New Chiller Submitted by Johnson Controls, Inc.	\$145,200
• Asbestos Abatement (estimated)	\$ 10,000
• Other Necessary Related Work (estimated)	\$ 15,000
• Project Contingency (21.36 percent of the sum of the above-Listed items)	<u>\$ 66,000</u>
TOTAL PROJECT BUDGET:	\$375,000

EXPENSES PURCHASED TO DATE

• Fredricksen Engineering for consulting fees	\$ 16,800
• Masters Building Solutions for a new Daikin brand air cooled glycol chiller	<u>\$109,800</u>
SUBTOTAL:	\$126,600
REMAINING PROJECT BUDGET	\$248,400



HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF • JUNEAU, WISCONSIN 53039-9512

920-386-3500

Janet A. Wimmer, Director

August 11, 2015

- ◆ ADMINISTRATION
(920) 386-3501
FAX: (920) 386-4011

- ◆ AGING & DISABILITY
RESOURCE CENTER (ADRC)
& AGING PROGRAM
(920) 386-3580
NUTRITION
(920) 386-3580
TRANSPORTATION
(920) 386-3832
FAX: (920) 386-4015

- ◆ ADULT PROTECTIVE SERVICES
& SUPPORTIVE HOME CARE
(920) 386-3750
FAX: (920) 386-3245

- ◆ ALCOHOL & DRUG ABUSE
(920) 386-4094
FAX: (920) 386-3812

- ◆ CHILD WELFARE &
JUVENILE JUSTICE
(920) 386-3750
FAX: (920) 386-3533

- ◆ COMMUNITY SUPPORT
PROGRAM & COMPREHENSIVE
COMMUNITY SERVICES
(920) 386-4094
FAX: (920) 386-3812

- ◆ ECONOMIC SUPPORT
(920) 386-3760
FAX: (920) 386-4012

- ◆ MENTAL HEALTH
(920) 386-4094
FAX: (920) 386-3812

- ◆ PUBLIC HEALTH
(920) 386-3670
FAX: (920) 386-4011

TO: The Honorable Dodge County Board of Supervisors
County Administrator Jim Mielke
FROM: Janet Wimmer, Human Services and Health Department Director
RE: TCM Software Replacement

In 2011 the Dodge County Human Services and Health Department made the decision to engage the services of Clinical Data Systems (CDS) to be a part of the development of software called The Clinic Manager – also known as TCM. The development of this software was to be an ongoing project to be cost shared amongst several Wisconsin counties in a consortium to provide a tool specific to the needs of Human Services Departments. These needs included intake and case management record keeping, billing, and reporting among other functions to meet the requirements of Medicaid, and Medicare. The initial layout of funds from Dodge County to join this consortium was approximately \$69,600 and was covered by funds from a Public Health Emergency Response grant. The approval of this purchase was passed in Amended Resolution 11-14 on July 19, 2011. To date a total of \$78,084 has been spent on TCM.

At that time of this purchase there were few, if any, software products on the market to meet the needs of county departments such as ours, so no other software products were researched as an alternative. As several other Human Services/Health Departments in the state were either already engaged in this consortium, or signing on to the consortium, joining this group made sense from both fiscal and product standpoints. At its peak the consortium was made up of approximately 14 counties, with new counties joining on a yearly basis. There were also time constraints with the available funding requiring that a decision be made and implemented so as to fully fund this product using the Public Health Emergency Response Grant before the funds expired.

The Dodge County Human Services and Health Department began implementation of TCM late in 2011 with initial implementation continuing well into 2012. It was a difficult process to get the product configured and set up to run on the IT SQL server because of the way it was developed, but full implementation was realized in 2013 just as the Department was moving into the Henry Dodge Office Building. This did not mean, however, that this software was fully functional in 2013. With no training provided on the software, and constant interruptions with upgrades and new modules, this product has been plagued by ongoing problems and issues that have made utilization difficult if not impossible. This is especially true in the fiscal and billing areas. This software was to be utilized in all programs in the department, with ongoing customization modules to be developed until the product was a fully functioning tool meeting all required needs.

(over)

However, there has been continual problems with the software that the company cannot rectify in a timely manner and with little technical support, the staff time and costs are climbing and the product is not providing the necessary tools.

The need to investigate and consider a product other than TCM in Dodge County reached a critical point in November of 2014 when it was recognized that development of this software faced a new challenge – the need to undertake a time-consuming and costly venture to develop in TCM a software certification known as “meaningful use” in electronic health records also known as EHR. This is a federally mandated requirement in order to continue to bill and receive maximum reimbursement from Medicaid. A basic understanding of “meaningful use” is a level of restricted access and security to maintain the privacy and confidentiality of any identifying information in health records. By the end of 2016, there will be financial penalties for anyone billing Medicaid who are not using a certified EHR product. More information on these federal requirements can be found at <http://www.healthit.gov/providers-professionals/meaningful-use-definition-objectives>. Because of the poor performance of TCM to date, and with the deadline for implementation of a certified software approaching it was painfully obvious that CDS would not have the staff, time or resources to develop TCM to become a certified product before the deadline of December 31, 2016. With little more than promises that TCM would be certified by the deadline, it was evident that serious discussions on a reasonable and responsible alternative for Dodge County was needed.

Initially, as more and more counties throughout the state joined the consortium to develop the TCM product, the cost to develop the product lessened and there was a great deal of optimism that this customized tool would meet all the required needs. Because of this, several counties have begun pulling out of this consortium and looking into other options. As the consortium gets smaller, the cost of this product gets higher and the expected results and outcomes are declining. Dodge County is one of the counties that would leave the consortium and utilize a different software product if approved to do so.

With the support of Information Technology Director Ruth Otto, and County Administrator Jim Mielke, the decision was made to begin assembling the requirements of the Human Services and Health Department to be used to develop a Request for Proposal (RFP) to seek a replacement for TCM. Information on the need to replace TCM was shared with the Information Technology Committee in March, April, May and July of this year, and with the Human Service and Health Board in March and August.

As outlined above, the reasons to seek out a replacement product include lack of staff of the current vendor, the need for additional funds with the hope to develop the additional pieces necessary to achieve certification, and the need for the system to be compliant with EHR and HIPAA requirements. The RFP was sent out and three responses were received by the deadline of May 27, 2015. In reviewing the responses, it became clear that MyEvolv from Netsmart Technologies was the right choice and best fulfilled the requirements gathered from the Department. One of the greatest differences between the existing system, TCM, and the proposed new system, MyEvolv is a much larger technical support system. MyEvolv is supported by a staff of 852 versus the staff of 3 at CDS. The company, Netsmart Technologies, Inc., have been in business since 1968, and has 212 active government clients including 22 in Wisconsin.

It is with confidence in the process followed to select a new software product and the ability of the new software to meet the critical needs of the Human Services and Health Department that I respectfully request your consideration of the resolution before you authorizing the purchase of Netsmart MyEvolv.

RESOLUTION NO. 15-29

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS:

WHEREAS, the Dodge County Information Technology Committee (Committee) and the Dodge County Human Services and Health Board (Board) have considered the software needs of the Dodge County Human Services and Health Department and have determined that it is necessary to replace the current case management, electronic health records, and billing system, with a new case management, electronic health records, and billing system; and,

WHEREAS, the Committee and the Board have determined that it is in the best interests of Dodge County to proceed with the purchase of a new case management, electronic health records, and billing system, at this time, rather than waiting until the calendar year of 2016 to do so, because timely and proper billing is critical to the operations of the Human Services and Health Department and because the current case management, electronic health records, and billing system cannot properly process billings or complete other necessary, related tasks in manners that are compliant with applicable State and Federal regulations; and,

WHEREAS, the Dodge County Information Technology Department issued a Request for Proposal on May 27, 2015; and,

WHEREAS, the Information Technology Department and the Human Services and Health Department have carefully, diligently, and thoroughly reviewed the proposals that were received in response to the Request for Proposal; and,

WHEREAS, the Committee and the Board have formed the considered conclusion to recommend to the Dodge County Board of Supervisors that the Dodge County Board of Supervisors authorize and direct the Committee and the Board to purchase and implement a certified case management, electronic health records, and billing system, named myEvolv software solution, available from NetSmart Technologies, Inc., 4950 College Boulevard, Overland Park, Kansas 66211 at a total cost of \$194,212 (myEvolv software solution project); and,

WHEREAS, the budget for the myEvolv software solution project is set forth below:

- myEvolv Enterprise Edition License for 100 named users, includes Client, Case and Clinical Management features, Accounts Receivable (billing) & Accounts Payable (payments) \$ 41,325
- myEvolv State Reporting Tool Licenses \$ 10,000
- NetSmart Professional Services includes Project Management, Implementation, and Training \$119,775
- Travel, Living and Travel Time Expenses \$ 7,500
- Diagnosis Content on Demand (annual service fee) \$ 504
- Order Connect Full Suite \$ 15,108
- **TOTAL PROJECT BUDGET** **\$194,212**

WHEREAS, copies of the proposal documents are on file in the Office of the Dodge County Clerk and may be reviewed there during normal business hours; and,

WHEREAS, no funds have been budgeted in the 2015 Dodge County Budget to pay for the myEvolv software solution project; and,

WHEREAS, there are funds in the amount of \$194,212 in Business Unit 100.3429, Unassigned General Fund, available for transfer and sufficient to pay for the myEvolv software solution project; and,

WHEREAS, the Committee and the Board recommend that the Dodge County Board of Supervisors:

1. Authorize and direct the Committee and the Board to proceed forthwith to take all actions necessary to undertake and complete the myEvolv software solution project;
2. Approve and accept the proposal from NetSmart Technologies, Inc., as set forth above; and,
3. Authorize and direct the Dodge County Finance Director to transfer the sum of \$194,212 from Business Unit 100.3429, Unassigned General Fund, to Business Unit 4855, Unified Services Administration, Account No. .5818, Computer Equipment;


SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby:

1. Authorizes and directs the Committee and the Board to proceed forthwith to take all actions necessary to undertake and complete the myEvolv software solution project;
2. Approves and accepts the proposal from NetSmart Technologies, Inc., as set forth above; and,
3. Authorizes and directs the Dodge County Finance Director to transfer the sum of \$194,212 from Business Unit 100.3429, Unassigned General Fund, to Business Unit 4855, Unified Services Administration, Account No. .5818, Computer Equipment;

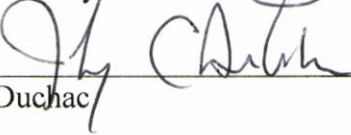
BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of invoices properly approved by the Dodge County Information Technology Director in a total amount not to exceed \$194,212, representing the cost of completion of the myEvolv Software project by NetSmart Technologies, Inc., the County Clerk is authorized to issue orders upon the Dodge County Treasurer for payment of such invoices, and that funds for payment of such invoices shall be taken from Business Unit 4855, Unified Services Administration, Computer Equipment.

All of which is respectfully submitted this 18th day of August, 2015.

Dodge County Information Technology Committee:




Donna Maly



Jeff Duchac



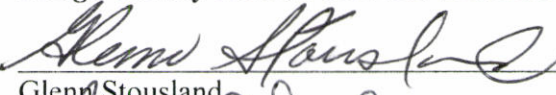
James Houchin



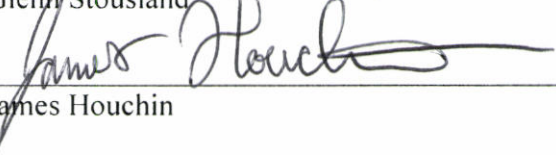
Janice Bobholz

Mary Bobholz

Dodge County Human Services and Health Board:



Glenn Stousland




James Houchin

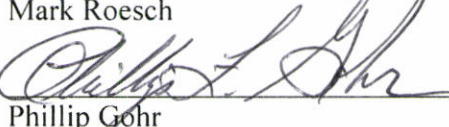
Mary Bobholz

Clem Hoelzel

David Godshall

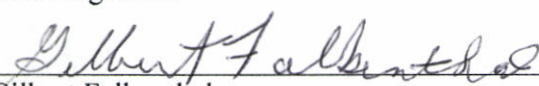


Mark Roesch

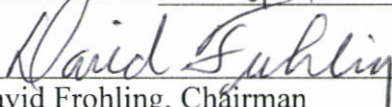


Phillip Gohr

Lois Augustson



Gilbert Falkenthal

<p>FISCAL NOTE:</p> <p>Is the referenced expenditure included in the adopted 2015 Budget? _____ Yes or <input checked="" type="checkbox"/> No</p> <p>Fiscal Impact on the adopted 2015 Budget: \$ <u>194212</u></p> <p>Fiscal Impact reviewed by the Dodge County Finance Committee on <u>8/11</u>, 2015.</p> <p> _____ David Frohling, Chairman Dodge County Finance Committee</p>

Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling:	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent from Meeting
Wayne Uttke:	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent from Meeting
Phillip Gohr:	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent from Meeting
Gerald Adelmeyer:	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent from Meeting
Thomas J. Schaefer:	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent from Meeting

RESOLUTION NO. 15-30

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS:

WHEREAS, the Dodge County Law Enforcement Committee and the Dodge County Sheriff's Office have reviewed and analyzed the evidence storage needs and the motor vehicle impoundment needs of the Sheriff's Office and have determined that in order to meet the needs of the Sheriff's Office for evidence storage and motor vehicle impoundment, it is necessary to construct a new 54 foot by 60 foot building to be located within the existing impound yard located at the cul-de-sac of the north end of Depot Street in the City of Juneau, Wisconsin (building construction project); and,

WHEREAS, on May 28, 2015, Dodge County entered into a Construction Management Services Agreement with Maas Brothers Construction Company, Inc., of Watertown, Wisconsin, to provide consulting services for the building construction project, at a total cost of \$9,670; and,

WHEREAS, the Sheriff's Office solicited bids for the building construction project; and,

WHEREAS, sealed bids were received by the Dodge County Clerk until 12:00 Noon, on July 23, 2015; and,

WHEREAS, on July 23, 2015, commencing at 12:30 p.m., Karen J. Gibson, Dodge County Clerk, publicly opened and read aloud the bids that were received; and,

WHEREAS, the following bids were received, opened, and read aloud:

<u>BIDDER</u>	<u>BID AMOUNT</u>
Morton Buildings, Inc.	\$175,556
Jack Walters & Sons Corp.	\$144,966; and,

WHEREAS, Maas Brothers Construction Company, Inc., and the Sheriff's Office have reviewed the bids, and have jointly recommended that the Dodge County Board of Supervisors accept the lowest responsive bid for the building construction project that was submitted by Jack Walters & Sons Corp. in the amount of \$144,966; and,

WHEREAS, funds in the amount of \$150,000 are available in the 2015 Budget of the Sheriff's Office to pay for the costs of the building construction project and are now available in Business Unit 2031, Criminal Investigation, Account No. .5819, Other Capital Equipment, and sufficient to pay part of the costs of the building construction project; and,

WHEREAS, there are Sales and Use Tax Receipts accounted for in Business Unit 1491, Taxes, Taxes Interest and Penalty (Sales Tax), in the amount of \$12,884 available for transfer to Business Unit 2031, Criminal Investigation, Account No. .5819, Other Capital Equipment, and sufficient to pay part of the costs of the building construction project; and,

WHEREAS, the budget for the building construction project is set forth below:

• Bid Submitted by Jack Walters & Sons Corp.	\$144,966
• Consulting Fees	\$ 9,670
• Miscellaneous Expenses	\$ 1,000
• Project Contingency (5 percent of bid submitted by Jack Walters & Sons Corp.)	<u>\$ 7,248</u>
• TOTAL PROJECT BUDGET:	\$162,884

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby:

1. Authorizes and directs the Dodge County Sheriff, on behalf of the Law Enforcement Committee, to proceed forthwith to take all actions necessary to undertake and complete the construction of a new 54 foot by 60 foot building to be located within the existing impound yard located at the cul-de-sac of the north end of Depot Street, in the City of Juneau, Wisconsin, to be used for evidence storage and motor vehicle impoundment (building construction project);
2. Approves and accepts the bid from Jack Walters & Sons Corp., in the amount of \$144,966; and,
3. Authorizes and directs the Dodge County Finance Director to transfer the sum of \$12,884 from Business Unit 1491, Taxes, Taxes Interest and Penalty (Sales Tax), to Business Unit 2031, Criminal Investigation, Account No. .5819, Other Capital Equipment, to be used to pay part of the costs of the building construction project; and,

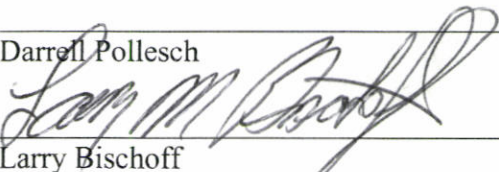
BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of invoices properly approved by the Dodge County Sheriff, in a total amount not to exceed \$162,884, representing the costs of the building construction project, the County Clerk is hereby authorized to issue orders upon the Dodge County Treasurer for payment of such invoices and that funds for payment of such invoices shall be taken from Business Unit 2031, Criminal Investigation, Account No. .5819, Other Capital Equipment.

All of which is respectfully submitted this 18th day of August, 2015.

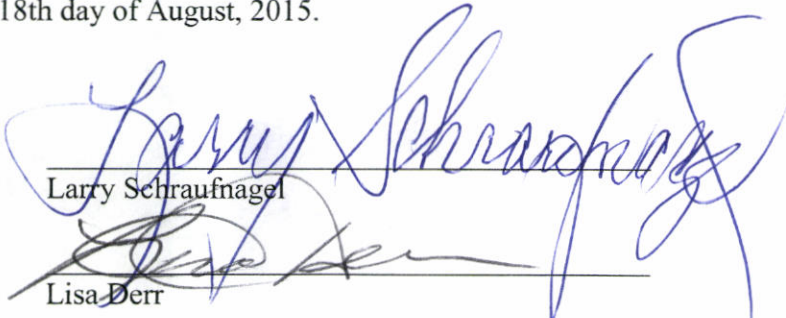
Dodge County Law Enforcement Committee:

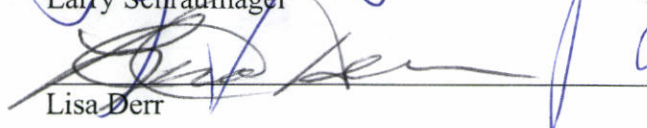


MaryAnn Miller

Darrell Pollesch


Larry Bischoff



Larry Schraufnager


Lisa Derr

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2015 Budget? Yes or No

Fiscal Impact on the adopted 2015 Budget:

\$ 12,844

Fiscal Impact reviewed by the Dodge County Finance Committee on 8/11, 2015.

David Frohling

David Frohling, Chairman
Dodge County Finance Committee

Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling:	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent from Meeting
Wayne Uttke:	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent from Meeting
Phillip Gohr:	<input type="checkbox"/> Aye	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent from Meeting
Gerald Adelmeyer:	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent from Meeting
Thomas J. Schaefer:	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent from Meeting

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Office of the Dodge County Corporation Counsel (Office of the Corporation Counsel) provides legal services to all departments, functions, and activities of Dodge County government; and,

WHEREAS, over the past 22 years, Dodge County government has expanded substantially with increases in programs, activities, liability exposures on the part of the County, mandates, compliance requirements, contracted services, regulations, and, in addition, various other legal issues that the County is required to deal with; and,

WHEREAS, there has been no increase in the number of staff of the Office of the Corporation Counsel since April 20, 1993, at which time the staff increased from two full-time attorneys and two full-time secretaries to three full-time attorneys and three full-time secretaries; and,

WHEREAS, the Corporation Counsel has discussed with the Dodge County Executive Committee the need for increased staff in order for the Office of the Corporation Counsel to continue to provide an adequate level of legal services to all departments, functions, and activities of Dodge County government; and,

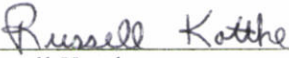
WHEREAS, the Executive Committee recommends that the Dodge County Board of Supervisors create one new, full-time, benefited position of Assistant Corporation Counsel in the Office of the Corporation Counsel, effective January 1, 2016; and,

WHEREAS, a job description for the proposed new, full-time, benefited position of Assistant Corporation Counsel has been marked for identification as Exhibit "A", and has been attached hereto;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates one new, full-time, benefited position of Assistant Corporation Counsel in the Office of the Dodge County Corporation Counsel, effective January 1, 2016.

All of which is respectfully submitted this 18th day of August, 2015.

Dodge County Executive Committee:



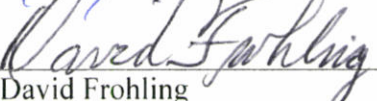
Russell Kottke



Donna Maly



Mary Ann Miller




David Frohling



Harold Johnson



Joseph M. Marsik



Jeff Berres

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$30.14 – \$41.33

JOB TITLE:	Assistant Corporation Counsel	FLSA STATUS:	Exempt
DEPARTMENT:	Corporation Counsel	REPORTS TO:	Corporation Counsel
LOCATION:	Administration Building	DATE:	May 13, 1997
LABOR GRADE:	Management/Non-union – Fifteen (15)	REVISED:	12/18/09; 12/4/12

OVERALL PURPOSE/SUMMARY

Under the direction of County Corporation Counsel, assists County Corporation Counsel with discharge of duties pursuant to §59.42, Wis. Stats., by performance of legal work dealing with CHIPS, JIPS, involuntary mental and alcohol commitments, guardianships, protective placements, zoning and land use, probate, county ordinance violations, including traffic and zoning, and other proceedings and matters, and by representing Dodge County Board and County Departments in other civil legal matters.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares, files, and distributes petitions, summons, complaints, notices to parties, and findings/orders with regard to assigned areas of responsibility.
2. Appears in court at plea hearings, fact finding hearings, dispositional hearings, probable cause hearings, motion hearings, and final hearings with regard to assigned areas of responsibility.
3. Provides legal advice to Dodge County Officers and Departments upon request.
4. Prepares summary of testimony and lists of witnesses.
5. Researches legal matters as necessary.
6. Defends Dodge County in litigation by inmates of State correctional institutions located in Dodge County.
7. Collects money due to Dodge County.
8. Maintains and coordinates codification of County ordinances.
9. Probates estates against which Dodge County Human Services Department has lien or where necessary to terminate guardianships.
10. Regular attendance and punctuality required.
11. Performs other legal work as assigned by County Corporation Counsel.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of principles, materials, and practices of legal research.
- Thorough knowledge of judicial procedures and rules of evidence.
- Working knowledge of established precedents and sources of legal reference applicable to County activities.
- Working knowledge of general municipal, state, federal, and common law; and of constitutional law affecting County government in Wisconsin.
- Skill in preparation and trial of cases.
- Skill in negotiating, drafting, and problem solving.
- Ability to organize, analyze, interpret, and apply legal principles and knowledge to complex legal problems.
- Ability to organize, interpret, and apply legal principles and knowledge to complex legal problems.
- Ability to express legal ideas clearly and concisely.
- Ability to establish and maintain effective working relationships with County employees, elected officials, and the public.

EDUCATION AND EXPERIENCE

Juris doctor degree; membership in the State Bar of Wisconsin; at least two (2) years professional legal experience, with municipal legal experience preferred; excellent analytical, negotiating, drafting, and problem-solving skills.

WORKING CONDITIONS

Normal office environment. Nearly constant time pressure. Occasional work in adverse interpersonal situations. Office and courtroom conditions.

PHYSICAL DEMANDS

The County of Dodge 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 encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 15-32

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Information Technology Committee has studied staffing needs of the Dodge County Information Technology Department; and,

WHEREAS, as a result of these studies the Information Technology Committee has formed the considered conclusion that one new, benefited, full-time position of *Electronics Technician* in the Information Technology Department should be created, effective January 1, 2016; and,

WHEREAS, a job description for the proposed position of *Electronics Technician* has been marked for identification as Exhibit "A" and has been attached hereto;


SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates one new, benefited, full-time position of *Electronics Technician* in the Information Technology Department, effective January 1, 2016.

All of which is respectfully submitted this 18th day of August, 2015.

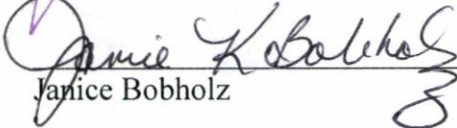
Dodge County Information Technology Committee:



Donna Maly




James Houchin



Janice Bobholz

Jeff Duchac

Mary Bobholz


DODGE COUNTY JOB DESCRIPTION

Wage Range: \$26.29 - \$36.05

JOB TITLE:	Electronics Technician	FLSA STATUS:	Non-Exempt
DEPARTMENT:	IT Department	REPORTS TO:	IT Director
LOCATION:	Administration Building	DATE:	
LABOR GRADE:	Dodge County Nine (9)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the IT Director, is responsible for the daily support, installation, testing, diagnosis, repair and maintenance of electronic security devices and systems for Dodge County facilities. This leadership position designs, installs and provides direction to the County and, under direction of the IT Director, makes more immediate decisions to ensure standards are developed and problems reach resolution timely.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Experienced installer who performs service/installation of access control, intrusion alarm, closed circuit television systems, projectors, sound systems, and other various security related or audio-visual systems.
2. Evaluates diagnoses, troubleshoots systems and performs repairs as necessary.
3. Read and interpret construction drawings and specifications.
4. Provide outstanding service and products to Dodge County users at all times.
5. Manage multiple tasks and work in a team environment.
6. Interact with Dodge County users, team members of Information Technology and other department resources in a professional manner.
7. Hands-on approach while performing installations of the security systems.
8. Responsible for the development and implementation of a CCTV system plan for the County in its buildings and properties.
9. Performs upgrades and additions to the systems in order to increase functionality and usability.
10. Performs computer program entry as required to add closed circuit television cameras, access control devices, and intrusion alarm systems as needed.
11. Coordinates with administration, IT staff and other departments for the purpose of completing projects and work orders efficiently.
12. Prepares documentation in a variety of written and electronic formats for the purpose of providing written support.
13. Responds to emergency situations during or after hours for the purpose of resolving immediate safety/security concerns.
14. Regular attendance and punctuality required.
15. Performs other related duties as may be required or assigned by the IT Director.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Maintain confidentiality of work related information and materials.
 Knowledge of leading a technology team to manage large rollouts and updates, including automation tools, project plans and test scripts.
 Knowledge and experience in the installation of access control, intrusion alarm, closed circuit television systems, projection and sound systems hardware and components, a good understanding of cost of ownership and best practices.
 Knowledge on Internet connectivity, network security design and implementation techniques.
 Ability to diagnose and take corrective action concerning systems malfunctions.
 Ability to work independently without close supervision.
 Ability to work as part of a project team with other IT professionals and other County employees
 Ability to establish and maintain effective employee working relationships.
 Must have cabling experience (network, cable TV, LAN, coaxial, fiber).
 Must be proficient with power and hand tools including cordless drills, digital multi-meters, cable analyzers, cabling tools and others.
 Must be able to read blueprints, architectural, mechanical and electrical documents.
 Must be comfortable with heights.
 Ability to maintain accurate and complete records.
 Ability to answer inquiries and complaints effectively with tact and courtesy.
 Ability to accurately interpret requests and process efficiently and expeditiously.
 Ability to communicate effectively by listening and carrying out the request or problem to a positive resolution.
 Ability to maintain accurate and complete records.
 Ability to accurately interpret requests and make sound and accurate decisions quickly.
 Ability to provide outstanding customer service
 Ability to create user documentation, training materials and user training
 Must meet the requirements of the Dodge County Driver Qualification policy.

EDUCATION AND EXPERIENCE

Associates degree in electronics, electrical systems or related field with six years of field experience or equivalent combination of collegiate education and experience. Must have extensive knowledge of electronics, electrical systems, computer programming, as well as site management and installation experience. A minimum of (1) year experience in project management is required. This position requires a minimum of (1) year experience in supervising others in a technical area. An equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered. Knowledge of computer applications to include, but not limited to, current Windows operating systems and Microsoft Office required.

WORKING CONDITIONS

This position requires individual to work in areas at times where noise level can range from moderately quiet to very loud. Position can be exposed to elements at times when installing equipment including sun, heat, rain, wind and cold. Exposure to the inmate population is required. This position requires the ability to lift and/or move up to 50 pounds on an occasional basis. One must be able to work in confined spaces on occasion. Climbing can be required at times to install / maintain antennas at heights exceeding 300 feet. Climbing ladders, standing on roof tops and inside office building drop ceilings in accordance with telecommunications standards and NEC requirements will be required. This position can be exposed to extreme temperature ranges while performing equipment installation and troubleshooting.

PHYSICAL DEMANDS	
The County of Dodge 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 encourages both prospective and current employees to discuss potential accommodations with the employer.	
ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE: DATE: SUPERVISOR SIGNATURE: DATE:	ANALYST(S): DATE:
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).	

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 15-33

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Health Facilities Committee has studied staffing needs of Clearview; and,

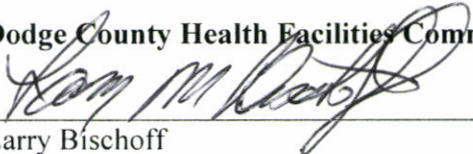
WHEREAS, as a result of these studies, the Health Facilities Committee has formed the considered conclusion that one new, benefited, full-time position of *Assistant Administrator* at Clearview should be created, effective January 1, 2016; and,

WHEREAS, a job description for the proposed position of *Assistant Administrator* has been marked for identification as Exhibit "A" and has been attached hereto;

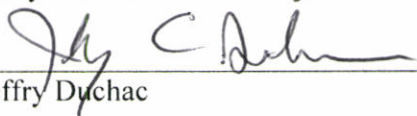
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates one new, benefited, full-time position of *Assistant Administrator* at Clearview, effective January 1, 2016.

All of which is respectfully submitted this 18th day of August, 2015.

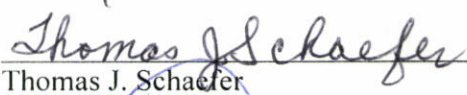
Dodge County Health Facilities Committee:




Larry Bischoff



Jeffrey Duchac



Thomas J. Schaefer



Lisa Derr

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$36.87 - \$50.57

JOB TITLE:	Assistant Administrator - Clearview	FLSA STATUS:	Exempt
DEPARTMENT:	Administration	REPORTS TO:	Administrator
LOCATION:	Clearview	DATE:	
LABOR GRADE:	Dodge County Fourteen (14)	REVISED:	

OVERALL PURPOSE/SUMMARY
 Under the general direction of the Clearview Administrator, assists Administrator in overall management and operations of Clearview Campus. Assists Clearview Administrator to ensure Clearview and Assisted Living Areas are in compliance with all State/Federal Codes. This position works independently in determining work priorities, methods and projects, having a high degree of discretion in performing job functions while communicating extensively to the Clearview Administrator on status, challenges and identifying opportunities. Assumes the duties and responsibilities of the Administrator in his/her absence.

- PRINCIPAL DUTIES AND RESPONSIBILITIES**
- Supervises and directs Clearview Department Heads as determined by the Administrator.
 - Supervises and coordinates all campus consultants and contracts as determined by the Administrator.
 - Recommends, monitors and implements revisions or develops new program planning, policy/procedure development, problem solving, and short and long-term goal setting in compliance with county, state and federal guidelines.
 - Is a member of a variety of campus and county committees and acts as a chairperson for these committees at Clearview to develop new programs.
 - Recommends, monitors and implements revisions or develops new policies and operation procedures related to the county, state and federal guidelines. Coordinates revisions of policies with appropriate personnel and secures necessary approvals.
 - Maintains residents' rights and confidentiality of resident information; Reviews and reports all suspected cases of resident abuse to the Resident Rights Committee.
 - Monitors and inspects buildings and grounds regularly to determine necessary repairs, communicate to Environmental Services any requests for maintenance. Reports all incidents, accidents, damage and other significant items to the Clearview Administrator.
 - Assumes duties of the Administrator as directed and when Clearview Administrator is absent.
 - Makes recommendations to Administrator on capitol budget purchases for direct and indirect services and establishes and maintains internal control of capital equipment for Assisted Living and Clearview campus.
 - Assists and develops in-service topics with Clearview Administrator and Clearview department heads.
 - Represents Clearview in a positive and professional manner at all times.
 - Regular attendance and punctuality required.
 - Performs related duties as may be required or assigned including assuming responsibility of the Clearview Campus operations and management in the absence of the Administrator including 24-hour on-call coverage.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES
 Knowledge of specialized principles and practices of facility administration including clinical, personnel, and support services.
 Knowledge of state and federal nursing home regulations and Wisconsin long term care system
 Knowledge of governmental procedures, and of Dodge County organization, policies and procedures.
 Ability to plan, supervise, and review work of clinical service and support service department heads.
 Ability to establish and maintain a positive working relationship with co-workers, residents, resident representatives, community representatives, news media, related agencies, etc.
 Ability to effectively present facts, recommendations, and alternative courses of action.
 Ability to analyze and exercise sound judgment in arriving at conclusions.
 Ability to independently make decisions and adapt to unforeseen circumstances
 Excellent written and oral communication skills
 Must have flexibility to adjust work schedule to meet resident, staffing and/or facility needs
 Must meet requirements of Dodge County Driver Qualification Policy

EDUCATION AND EXPERIENCE
 Four (4) year Bachelor's degree in health services administration or related field. Five years of supervisory or administrative experience, preferably in a health care setting. Wisconsin license as Nursing Home Administrator required or be in an approved program within one year of starting the position. Master's Degree preferred.

WORKING CONDITIONS
 Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasionally working under distractions and difficult circumstances.

PHYSICAL DEMANDS
 The County of Dodge 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 encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Law Enforcement Committee has studied staffing needs of the Office of the Dodge County Medical Examiner; and,

WHEREAS, as a result of these studies, the Law Enforcement Committee has formed the considered conclusion that one new, benefited, full-time position of *Chief Deputy Medical Examiner* in the Office of the Dodge County Medical Examiner should be created, effective January 1, 2016; and,

WHEREAS, a job description for the proposed position of *Chief Deputy Medical Examiner* has been marked for identification as Exhibit "A" and has been attached hereto;

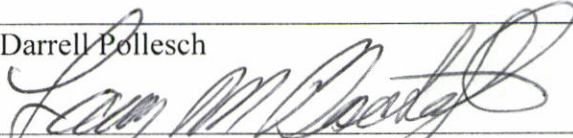
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates one new, benefited, full-time position of *Chief Deputy Medical Examiner* in the Office of the Dodge County Medical Examiner, effective January 1, 2016.

All of which is respectfully submitted this 18th day of August, 2015.

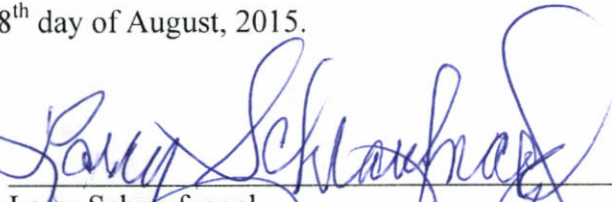
Dodge County Law Enforcement Committee:




MaryAnn Miller

Darrell Pollesch


Larry Bischoff



Larry Schraufnagel


Lisa Derr

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.51 - \$28.13

JOB TITLE:	Chief Deputy Medical Examiner	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Medical Examiner	REPORTS TO:	Medical Examiner
LOCATION:	Administration Building	DATE:	
LABOR GRADE:	Dodge County Six (6)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the supervision of the Medical Examiner investigates and reports on the cause and manner of deaths including the gathering of physical evidence, interviewing, determines if a case falls under the jurisdiction of the Medical Examiner's Office; and performs related work as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. In the absence of the Medical Examiner conducts the Administrative duties of the office. These duties include, but are not limited to personnel supervision and scheduling, case management, accounts payable, accounts receivable, payroll, attending appropriate County committee meetings, and preparing necessary reports.
2. Conducts medico legal death investigations as prescribed by Wisconsin State Statutes.
3. Determines jurisdictional responsibility for medico legal death investigations as prescribed by Wisconsin State Statutes.
4. Performs death scene investigations and documents the death scene.
5. Examines the decedent and the circumstances surrounding the death, pronounces death and determines the need for autopsy, forensic testing (toxicology, x-ray, forensic anthropology, forensic odontology, etc.) including necessary investigations prior to the issuance of cremation permits.
6. Determines need for notification of Law Enforcement, Detectives, District Attorney, crime lab, or other local, State, or Federal agencies.
7. Photograph, fingerprint, collect relevant forensic including toxicology specimens, DNA samples, etc., and physical evidence from the decedent.
8. Identifies the decedent and notifies the next of kin personally or in conjunction with law enforcement or judicial agencies.
9. Answers families' questions regarding the decedent.
10. Obtains personal data, medical history, social history, and other pertinent information by examining documents, reviewing digital, visual, or audio material, and interviewing relatives, friends, acquaintances, or others.
11. Determines cause and manner of death and certifies the death certificate using the SVRIS electronic system.
12. Arranges for the transportation or transports the deceased using county equipment from a death scene or other location to a morgue, secure cooler facility, or funeral home.
13. Performs or orders physical examinations or tests incidental to any matter of a criminal nature when requested by the Court or District Attorney.
14. Provides court testimony as needed. Testifies as expert witness as necessary concerning the facts and conclusions disclosed by autopsies, physical examinations, and any other tests performed.
15. Maintains complete case files on all cases reported to the Medical Examiner's Office. Completes forms, utilizes appropriate case management software, and prepares reports and other documents and materials relevant to an investigation.
16. Prepares cremation authorizations, disinterment permits, permission to embalm forms, and death certificates as required. Prepares and submits forms to local, State, and Federal authorities and agencies for case-type specific death (child deaths, traffic fatalities, etc.)
17. Assists Medical Examiner in managing departmental purchases, billings, and accounts payable. Assists in the preparation and administration of the annual budget, monitoring, overseeing, and authorizing expenditures, processes, and pay invoices. Purchases and maintains supplies and equipment.
18. Attends training meetings and seminars as necessary
19. Provides training, in-service, and speaking to Deputy Medical Examiners County agencies and public as needed.
20. Attends meetings as necessary, acts as Medical Examiner's Office representative to select boards, in the absence of the Medical Examiner acts as an alternate to groups and boards when necessary.
21. Maintains facility upkeep and security.
22. Assists the Medical Examiner in planning and training for disaster drills or events.
23. In case of a vacancy in the of Medical Examiner, the Chief Deputy Medical Examiner shall execute the duties of the office until the vacancy is filled as provided by law.
24. Regular attendance and punctuality required.
25. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of investigative practices and medico legal principles and procedures.
 Knowledge of the principles, practices, and procedures of forensic medicine.
 Knowledge of the statutory duties affecting medico legal death investigation and principles, forensic medicine.
 Ability gather facts and clues relating to a death, draw logical conclusions from such, and determine the scope of an investigation.

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)	
Ability to prepare accurate records and reports in accordance with organizational, local, State, and Federal procedures, policies, ordinances, and Statutes.	
Ability to maintain confidentiality.	
Ability to maintain effective working relations with local, State, and Federal agencies.	
Ability to exercise judgement, decisiveness, and creativity required in situations involving directions, control, or planning.	
Ability to assign and monitor the work of staff and supervisory techniques	
Ability to communicate effectively orally and in writing. Interact effectively with co-workers and the public.	
Be subject to 24-hour availability and willingness to work non-standard hours as required (may include weekends, evenings, and holidays).	
Must meet requirements of Dodge County Driver Qualification Program.	
EDUCATION AND EXPERIENCE	
Associate degree in nursing, medical terminology, chemistry, biology, medicine, pre-med, paramedic, EMT, forensic science or Criminal Justice or closely related field and two (2) years of medical investigative experience. Accounting, secretarial and computer skills is preferred. A combination of education and experience that provides the necessary knowledge, skills and abilities maybe considered.	
Special Requirement: Must complete training in death investigation within one (1) year of job commencement. Must have a valid Wisconsin Driver's license and access to personal transportation or other reliable means of city and rural travel on a 24-hours basis. Must be available twenty four (24) hours a day, seven (7) days a week, unless proper replacement and reported to dispatching/paging agency.	
WORKING CONDITIONS	
Significant interaction with funeral directors, area hospitals, County law enforcement department, pathologists, families of deceased and the general public. Ability to work under unsafe and uncomfortable conditions where exposure to environmental factors such as temperatures and noise extremes, traffic hazards, toxic agents/chemicals or disease can cause discomfort and where there is a risk of injury.	
PHYSICAL DEMANDS	
The County of Dodge 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 encourages both prospective and current employees to discuss potential accommodations with the employer.	
ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).	

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 15-35

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Highway Committee has studied the staffing needs of the Dodge County Highway Department; and,

WHEREAS, as a result of these studies, the Highway Committee has formed the considered conclusion that two vacant, unfunded, benefited, full-time positions of *Equipment Operator* in the Highway Department should be abolished and that two new, benefited, full-time positions of *Utility II/Truck Driver* in the Highway Department should be created, effective January 1, 2016; and,

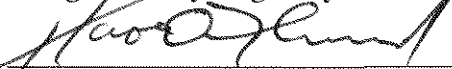
WHEREAS, a job description for the position of *Equipment Operator* has been marked for identification as Exhibit "A" and has been attached hereto; and,

WHEREAS, a job description for the proposed position of *Utility II/Truck Driver* has been marked for identification as Exhibit "B" and has been attached hereto;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes two vacant, unfunded, benefited, full-time positions of *Equipment Operator* in the Dodge County Highway Department and hereby creates two new, benefited, full-time positions of *Utility II/Truck Driver* in the Highway Department, effective January 1, 2016.

All of which is respectfully submitted this 18th day of August, 2015.

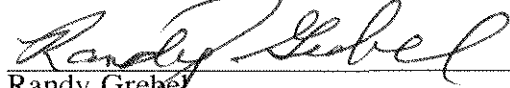
Dodge County Highway Committee:



Harold Johnson

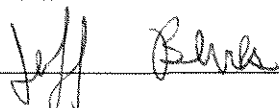


Chester Caine



Randy Grebel

William Muche



Jeff Berres

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$18.59 - \$25.49

JOB TITLE:	Equipment Operator	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Highway	REPORTS TO:	Superintendent(s)
LOCATION:	Highway Building	DATE:	June 22, 1994
LABOR GRADE:	Dodge County Five (5)	REVISED:	11/22/04; 1/16/06; 10/09/06; 1/19/09; 5/9/11, 7/29/14

OVERALL PURPOSE/SUMMARY

Under the general director of the Superintendents, operates heavy motorized equipment used in construction and maintenance of streets, roads, highways, bridges, and drainage.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Operates heavy motorized equipment including motor graders, bulldozers, scrapers, large capacity loaders, large roller compactors, large snow plows, large trucks, tractors, oil distributors, semi tractor, and trailer, and other similar equipment of comparable size and complexity.
2. Performs winter highway maintenance including plowing, salting etc., and applying anti-icing materials.
3. Ensures equipment is serviced with fuel, oil, water, and lubricants.
4. Performs or assists mechanics with minor repairs and maintenance to tools and equipment.
5. Ensures equipment is in safe working condition.
6. Assists with signing and traffic control.
7. Performs some manual labor in conjunction with equipment operation.
8. Regular attendance and punctuality required.
9. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of traffic and safety regulations applying to the operation of heavy motorized construction and maintenance equipment.
- Knowledge of methods, materials, and equipment used in construction, maintenance, and repair of asphalt, concrete, and gravel roads.
- Knowledge of staking and grading to required elevations.
- Knowledge of and ability to use common hand and power tools.
- Knowledge of operation of specialized hydraulically operated equipment.
- Ability to operate heavy equipment such as those used for moving earth, grading, rolling road surfaces, and shoulder maintenance.
- Ability to recognize limits of machines and not operate outside those limits.
- Ability to perform manual work, clean culvert ends and install culverts.
- Ability to service and make minor mechanical repairs/adjustments and routine preventative maintenance to equipment.
- Ability to work without close supervision and be innovative.
- Ability to work effectively, cooperatively, and safely with other persons.
- Ability to communicate with coworkers and supervisors.
- Ability to accurately follow instructions.
- Ability to recognize and work around existing utilities.
- Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, and two (2) years experience in construction of highways. Equivalent combinations of knowledge, skills, and abilities to accomplish all of the principal duties and responsibilities listed above may be considered. Must hold and maintain a valid CDL with A, B, D and N endorsement.

SPECIAL REQUIREMENT: Must be available for emergency call-in 24 hours a day/7 days a week as requested by supervisor.

WORKING CONDITIONS

Works outside in various weather conditions. Works in extreme temperatures (both high and low). Works in heavy traffic.

PHYSICAL DEMANDS

The County of Dodge 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 encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*)

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$16.66 - \$22.85

JOB TITLE:	Utility II/Truck Driver	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Highway	REPORTS TO:	Superintendent(s)
LOCATION:	Highway Building	DATE:	June 22, 1994
LABOR GRADE:	Dodge County Four (4)	REVISED:	11/21/08, 11/18/09; 03/18/13; 2/12/14

OVERALL PURPOSE/SUMMARY

Under the general direction of the Superintendents, primarily responsible for maintenance, construction and repair of highways, bridges, and associated right-of-ways. Performs manual labor. Operates light to heavy motorized equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs maintenance on sections of road or highway including patching holes, filling cracks, sealing surfaces with asphalt, concrete and gravel, maintaining shoulders, cutting brush, clearing trash, removing trees, mowing grass, checking, straightening and replacing broken or missing signs, sweeping intersections, cleaning culverts and drains, shoveling snow off bridges, and similar related tasks involved in road maintenance and construction.
2. Performs winter highway maintenance including plowing, salting, etc. and applying anti-icing materials.
3. Operates equipment as required, including trucks, tractor-mowers, sweepers, small rollers, loaders, snow removal equipment, and similar equipment of comparable size and complexity.
4. Operates brush cutters, chain saws, asphalt kettles, jackhammers, weed sprayers, forklifts, hand mowers, and various hand tools.
5. Ensures equipment is serviced with fuel, oil, water, lubricants and tire air pressure.
6. Installs and maintains permanent markers identifying objects in right-of-way (i.e. pipes and curbs).
7. Performs minor repairs to tools or equipment as assigned.
8. Performs manual work in maintenance and construction of roads, highways, bridges, culverts, drains, ditches and county-owned buildings.
9. Assists with signing and traffic control duties.
10. Maintains daily activity log.
11. Regular attendance and punctuality required.
12. Performs related duties as may be required or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of common construction equipment and materials.
 Knowledge of and ability to use common hand and power tools.
 Knowledge of and ability to operate trucks and other motorized equipment.
 Ability to accurately follow instructions.
 Ability to perform heavy manual work, clean culvert ends and install culverts.
 Ability to work with moderate supervision and be innovative.
 Ability to perform minor mechanical repairs and routine preventative maintenance.
 Ability to work effectively and cooperatively with other persons.
 Must meet the requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, experience which provides the necessary knowledge, skills, and abilities to accomplish all of the duties and responsibilities of this position.
 Must hold and maintain a valid CDL with Type A, B, D and N endorsement.

SPECIAL REQUIREMENTS: Must be available for emergency call-in 24 hours a day/7 days a week as requested by supervisor.

WORKING CONDITIONS

Works inside and outside in various weather conditions. Works in extreme temperatures (both high and low). Works in heavy traffic.

PHYSICAL DEMANDS

The County of Dodge 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 encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

MEMO

To: Dodge County Human Services and Health Department Board Committee members
From: Royle G. Eenigenburg, Jr., MD, Medical Director, Human Services and Health Department
Alyssa Schultz, Division Manager, Human Services and Health Department
Date: July 27, 2015
RE: Request for consideration of creating part-time "Staff Prescriber – Psychiatric Nurse Practitioner" position within Clinical Services

Overview:

Clinical Services works to maintain contracts with both child and adult psychiatric providers at a level that meets the constantly growing need and demand, and balances cost with the potentially harmful implications of underserving this population. Harmful implications may include increased hospitalizations and the potential for self-harm or harm to others. This is a struggle that the majority of Wisconsin county agencies share. Currently there is a shortage of psychiatrists in the State, which impacts all 72 county agencies, as well as all private clinics and hospitals. Only a small percentage of psychiatrists are licensed as child/adolescent providers.

As a result of limited available psychiatrists, counties have been placed in the unfortunate position of needing to contract for these services directly, or even incur the additional cost of a locum tenens agency to do the recruiting. Advertisements in local papers and professional journals are costly, and have not yielded positive results for Dodge County. When a provider is found, it is typically through word of mouth and reputation. Counties are often asked to pay rates that seem extraordinary, but are unavoidable given the demand for these few practitioners' time and the level of need. Dodge County has endured a cycle of psychiatrists coming and going for the past several years, often due to our inability to financially support the rate of pay they are asking for. It is an issue of supply and demand.

Nowhere has this "revolving door" been more detrimental than to the clients served. The emotional toll of changing providers, perhaps even going without a provider for a period of time during a transition, can be debilitating for our clients, and can ultimately result in increased symptoms, increased chance of costly hospitalization or placement, and increased risk for the county. The Board's decision to support the creation of an employee position of Medical Director in 2014 was critically important to meeting the goal of providing stability to clients. By demonstrating investment in our providers, offering them a position with county benefits rather than simply an hourly wage, Dodge County is fostering their investment in us as well, and reducing the likelihood that they will look elsewhere.

Recent History:

Clinical Services has been without a child psychiatric prescriber since September of 2014, following the departure of Dr. Aleen Grabow. Recruitment efforts to refill this vacancy began immediately, and resulted in the securing of Dr. Leah Schupp's services in April 2015. Due to Dr. Schupp's timeline for completion of her UW fellowship program, she will join the clinic as a child and adolescent psychiatrist as of August 18, 2015 at 16 hours per week. As a result of the vacancy there are over 70 children currently waiting for these services at our clinic, and countless others who have not formally sought services because they are aware of the vacancy. Individuals may reach out to a primary care physician, but this is not someone with the training to manage significant mental illnesses, and may not ultimately meet their needs. The turnover and related vacancy at our clinic has resulted a 10-month wait list of children who do not have other insurance and cannot find another provider. There are no other options for child psychiatry providers in Dodge County. The clinic

receives anywhere from 2 to 8 calls per day requesting this service, and children continue to be our fastest growing population of clients with significant mental health diagnoses.

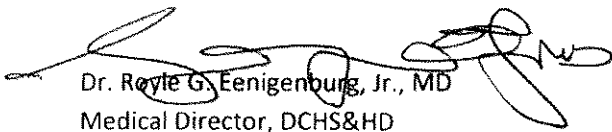
The addition of Dr. Schupp will move the clinic in the right direction; however the May 2015 departure of Dr. Allen Rigell (who had been providing 27 hours per week of service) has created a 9-month wait list for adult psychiatric intakes, with over 50 adults dating back to October of 2014. As Medical Director, Dr. Roy Eenigenburg ultimately has responsibility for the oversight of all child and adult cases when other doctors depart, but over time this attrition has led to him having a combined caseload of over 550 clients to monitor. This is **neither a safe nor sustainable** practice for our clients in the long-term.


With the use of existing funds for 2015 in 4801.5211.03, Dr. Eenigenburg and I are requesting your support to create an additional part-time (20 hour per week) position for an Advanced Practice Nurse Practitioner specializing in psychiatry. Under the supervision of a Medical Director, an APNP is licensed to provide psychiatric services, and the county is able to claim reimbursement from payors like Medical Assistance at a comparable rate to MDs. The average rate of pay for an APNP is considerably less (\$80 -\$100 per hour versus \$170-\$250 per hour for an MD). There has been internal discussion regarding the option of recruiting an APNP for several months now, and recently, this became a true opportunity with the addition of APNP Rebecca Trewyn to our contracted staff.

APNP Rebecca Trewyn currently sees adolescents and adults age 12 and up at our clinic. She is an excellent fit within our unit, and very well-received by her clients. We are asking for your consideration of this proposal, which would allow us to increase Ms. Trewyn's psychiatric coverage by 12 hours per week and convert the position from contract to a part-time 20 hour per week position with benefits. The position would allow for a rebalancing of caseloads between three prescribers, each specializing in their own age range. We could begin to address the unreasonably long wait times, and work to prevent detrimental and costly hospitalizations and emergency detentions. With Dr. Schupp's arrival in August, the clinic would have a full continuum of psychiatric services that included **42 hours of adult care and 26 hours of child/adolescent care per week**. These numbers are in line with what we would have seen at the clinic had Dr. Schupp started in August and Dr. Rigell remained with the clinic, however at a reduced cost to us. More importantly, we would see an increase in our capacity to service adolescents, by far our highest rate of referrals.

Why now? An option is to delay implementation to January 2016; however the opportunity presents itself now to secure a provider with the experience and qualifications we need, and solidify this as a position within our Department. If at some point this position needed to be refilled, our chances of finding suitable candidates at a reasonable cost are much greater when there is an established county position available. Various counties are beginning to consider a staff position versus a contracted provider to reduce turnover and service disruption. Dodge County has an opportunity to implement this transition now using existing and available dollars in the 2015 budget. With your support the goal for 2016 is to incorporate these expenses into the budget without additional tax levy funding.

We appreciate your consideration of this proposal, and welcome any questions you may have.
Respectfully submitted,


Dr. Roy G. Eenigenburg, Jr., MD
Medical Director, DCHS&HD


Alyssa R. Schultz, MSLPC
Division Manager, DCHS&HD



Chronic Crisis | A Journal Sentinel Watchdog Update

Shortage of psychiatrists compounds state's mental health care problems

New program counsels primary care doctors on how to help children

By [Sarah Hauer](#) of the Journal Sentinel
Aug. 8, 2015

No matter how long psychiatrist Gabi Hangiandreou worked, her days never seemed to end.

For 15 years, Hangiandreou worked as a child psychiatrist in northern Wisconsin, regularly putting in 12-hour days. After hours, she'd take calls from primary care doctors seeking advice on how to treat the mental health issues of their patients.

Across the country, psychiatrists are in short supply. In most Wisconsin counties, fewer than one psychiatrist is available to care for every 30,000 people, according to the U.S. Department of Health and Human Services. The need for child psychiatrists is even greater.

Wisconsin meets just 20% of all need for mental health care, according to [an analysis by the Kaiser Family Foundation](#) based on a comparison of psychiatrists and the overall population. This puts Wisconsin behind every state except South Dakota.

Nationally, 50% of the mental health care need is met, according to the Kaiser report. The numbers don't take into account those with mental illness who receive treatment elsewhere, such as through their primary care doctor.

The Wisconsin Department of Health Services has its own way of assessing the state's treatment gap — comparing prevalence rates of mental illness with the number of patients treated. In its 2014 assessment, [the department estimated 49% of people with mental illness in Wisconsin did not receive treatment in 2011](#). Among children, 46% were not treated that year.

Using this measure, Wisconsin is on par with other Midwest states, said Patrick Cork, administrator of the department's Division of Mental Health and Substance Abuse Services.

But that still leaves a significant gap.

In February, the state began the Child Psychiatrist Consultation Program, which has child psychiatrists counsel primary care providers on how to deal with mental health issues.

Hangiandreou left her job with Ministry Medical Group in January to work with the new program. Hangiandreou is on call two days a week for doctors at primary care clinics in 15 northern Wisconsin counties. She now works part time out of the Wausau Community Services office, rotating shifts with two other psychiatrists. Even before that, in 2010, Hangiandreou began working as a consultant to primary care providers through her health system.

It was too hard managing the after-hours calls, and she wanted to share her knowledge.

"I felt terribly guilty that I couldn't take somebody's calls," said Hangiandreou.

Through the new program, officials hope to reduce the stress on full-time psychiatrists.

Under the program, pediatricians and family practice physicians can call or email an on-call psychiatrist. The psychiatrist responds within 15 minutes to a phone call, and within at least 24 hours to an email. The idea is the psychiatrist will provide the sort of immediate advice that Hangiandreou used to provide informally.

Since the program began in February, 31 clinics with 102 providers in the state's northern region have enrolled. In Milwaukee County, 24 clinics with 145 providers have signed up. A pilot program was supported through funding from the Charles E. Kubly Foundation for two years before it received \$1 million in state money.

Michelle Broaddus, director of the program and an assistant professor of psychiatry and behavioral medicine at the Medical College of Wisconsin, said the program "empowers physicians to provide a certain level of care that wouldn't necessarily rise to a child psychiatrist, but outside their medical education received."

The state program is modeled after the Massachusetts Child Psychiatry Access Project, which started in 2003. At the time, it was a groundbreaking change in psychiatric care. More than 90% of all medical practices that serve children in Massachusetts are now registered to receive help through the program.

Marcy Ravech, director of the Massachusetts program, said that while consultation programs help doctors treat more mental health issues, they won't solve the problem.

"Frankly," Ravech said, "what we need is more psychiatrists."

...

Menomonee Falls psychiatrist Paul Todd agrees.

Over the last 30 years, he's increased the number of patients he sees each day by cutting appointment times. Working 12-hour days, Todd sees at least 25 patients.

Todd starts work at 6 a.m., providing special therapy for depression patients at North Hills Health Center. Then, he visits his patients who have been hospitalized. From 9 a.m. on, a patient is scheduled to see him every 15 minutes, usually for what is termed a medication check.

Todd has thousands of patients and is no longer taking new ones. Some psychiatrists have a six-month waiting list.

The lack of consistent care means some patients fall through the cracks and, when they reach a crisis point, often wind up in the psychiatric emergency room. In Milwaukee County, one of every three people treated at the emergency room returns within 90 days.

A 2013 Milwaukee Journal Sentinel investigation found 80 patients who each wound up in the emergency room 10 times or more the previous year. That was up more than 30% from 1992. One woman was admitted 196 times in six years, an average of once every 11 days.

The U.S. Department of Health and Human Services identified 103 mental health shortage areas in Wisconsin, with more than 60% of all counties receiving the designation. While Milwaukee County itself is not a shortage area, the near north side and upper north parts of the city of Milwaukee are.

Waukesha County, where Todd works, isn't a designated shortage area, but there also isn't a surplus of care.

Todd is one of two full-time psychiatrists at the Froedtert Health clinic. Officials there would like to double the clinic's full-time staff and have been recruiting for years, with no luck.

The clinic has a part-time child psychiatrist, 71-year-old Guy Lord.

"I want to slow down," said Lord, who works just more than half time, splitting his hours between the Froedtert clinic, Washington County Mental Health Services and Childynamics.

He was going to quit his job at one of the sites, but there wasn't anyone to replace him.

Nearly all health systems in the state want to hire more psychiatrists and mental health practitioners to help the estimated more than 800,000 adults and 200,000 children who have a mental illness.

In 2014, the state Department of Workforce Development estimated 317 people work as psychiatrists in Wisconsin. Federal officials estimate that 212 additional practitioners are needed to remove all the shortage area designations. Even more practitioners are necessary to meet the full need.

"There's just not a lot of people to recruit from," Todd said. "The pool is not real big."

...

An easy answer to increase the number of psychiatrists in the state is to train more here to meet the demand for care.

The two medical schools in the state — the Medical College of Wisconsin and University of Wisconsin-Madison — take in about 17 new psychiatry residents each year. Residents have already completed four years of medical school education.

Nationally, just more than 1,000 new doctors begin psychiatry residencies each year.

Federal and state Medicare dollars support residencies through payments to hospitals, covering the salaries for the residents and the indirect costs of training them. The Medicare funding is the largest source of revenue for such programs.

But funding for residencies hasn't changed much since the 1997 Balanced Budget Act, which placed a limit on the number of Medicare-supported residency slots.

The number of new psychiatry residents in Wisconsin has increased somewhat. UW-Madison has added one residency position, and the Medical College has added two. Starting in July 2017, the Medical College will take an additional seven residents.

But even training more people won't quickly alleviate the problem, because not everyone stays here. UW-Madison reports that only 60% of its psychiatry graduates from the last five years went on to practice in the state.

At the current rate, it will take more than 20 years to have enough psychiatrists to eliminate all the shortage areas. And that does not account for retirements of those already in the field.

UW-Madison increased its residency class to nine, with the help of grant funding, adding one new public health track residency. The new residency is aimed at rural areas.

Rebecca Radue, the first resident in this program, wanted to be in Wisconsin after graduating from medical school at UW and plans to practice here.

"I watched people struggle to find mental health care growing up," said Radue, who grew up in Stevens Point. She decided to become a psychiatrist halfway through college, when she saw the lack of available care.

Of the students who attend medical school and perform their residency in the state, some 70% will go on to practice medicine in Wisconsin, according to a Wisconsin Hospital Association report.

The state is also encouraging medical students to stay in Wisconsin and pursue less financially lucrative specialties, such as psychiatry, through a [special grant program](#). It is aimed at assisting doctors who went to medical school, completed a residency and practice in one of the state's shortage areas. Participants receive annual unrestricted grant payments for three years.

The Medical College of Wisconsin, meanwhile, [plans to open two new campuses](#).

The locations in Green Bay and Wausau will graduate new doctors in 38 months instead of four years. The hope is that the shorter program will decrease student debt and make more students consider lower-paying specialties, such as psychiatry.

Psychiatry salaries are going up, and Wisconsin psychiatrists fare better than their national counterparts. The average earnings for a psychiatrist in Wisconsin are \$210,480, or about \$30,000 more a year than the national average, according to 2014 data from the Bureau of Labor Statistics.

Art Walaszek, director of the UW residency program, noted that the dramatic need for practitioners in Wisconsin shows adding more professionals is only part of the solution.

"Those numbers are very concerning," Walaszek said. "We must explore other ways of providing mental health care across the state."

...

The Froedtert Health clinic where Todd practices is transitioning into a medical home model of care.

The idea behind the model is to create one place where patients go for all their medical needs, so they are embedding mental health services within primary care clinics.

"Unless we begin to change our model," Todd said, "I think there will always be an unending amount of need."

Integrated care models are proven to successfully and efficiently provide mental health care.

A 2012 newsletter from the U.S. Department Health and Human Services' Agency for Healthcare Research and Quality calls for less fragmented care, noting that patients are seen in primary care more than any other setting.

The newsletter illustrated the need for primary care clinics to be more adept at recognizing and treating mental health issues with a story about a young woman. She was diagnosed as infertile by her primary care doctor. A short time later, the diagnosis led the woman to commit suicide.

In Tennessee, Cherokee Health Systems began integrating care in 1984. Data from the health system estimates the approach decreases health care costs by 20%. Cherokee changed its payment stream to match the way treatment is given.

But health systems and insurers typically operate on a fee-for-service basis. So it's difficult to determine how to bill and reimburse for visits where a psychiatrist or other specialty doctor acts as a consultant to a primary care provider.

Jon Lehrmann, chairman of psychiatry and behavioral medicine at the Medical College of Wisconsin, agreed that just adding psychiatrists is not the answer.

"We're struggling," Lehrmann said. "And we continue to have problems providing mental health care.

"Until we get financial issues addressed, we will continue to struggle."

49%

of people with mental illness in Wisconsin did not receive treatment in 2011.

46%

of children were not treated in that year.

Find this article at:

<http://www.jsonline.com/watchdog/watchdogreports/shortage-of-psychiatrists-compounds-states-mental-health-care-problems-b99541267z1-321154411.html>

Check the box to include the list of links referenced in the article.

RESOLUTION NO. 15-36

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Human Services and Health Board has studied staffing needs of the Dodge County Human Services and Health Department; and,

WHEREAS, as a result of these studies, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create one new, 0.5 full-time equivalent, benefited position of *Staff Prescriber – Psychiatric Nurse Practitioner* in the Human Services and Health Department, effective September 8, 2015; and,

WHEREAS, a job description for the proposed position of *Staff Prescriber – Psychiatric Nurse Practitioner* has been marked for identification as Exhibit “A” and has been attached hereto; and,


WHEREAS, there are funds in various wages and fringe benefit object expenditure accounts in Business Unit 4801, MI-Outpatient Services, in the 2015 Budget of the Human Services and Health Department, available and sufficient to fund the proposed position of *Staff Prescriber – Psychiatric Nurse Practitioner* during the period of time commencing on September 8, 2015, and ending on December 31, 2015, both inclusive (see attached Exhibit “B”);

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates one new, 0.5 full-time equivalent (FTE), benefited position of *Staff Prescriber – Psychiatric Nurse Practitioner* in the Dodge County Human Services and Health Department, effective September 8, 2015; and,

BE IT FINALLY RESOLVED, that funds in various wages and fringe benefit object expenditure accounts in Business Unit 4801, MI-Outpatient Services, in the 2015 Budget of the Dodge County Human Services and Health Department, shall be used to fund the new, 0.5 FTE, benefited position of *Staff Prescriber – Psychiatric Nurse Practitioner* during the period of time commencing on September 8, 2015, and ending on December 31, 2015, both inclusive (see attached Exhibit “B”).

All of which is respectfully submitted this 18th day of August, 2015.

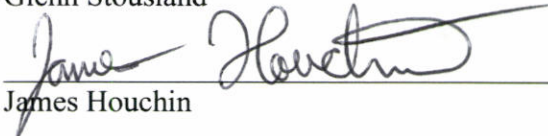
Dodge County Human Services and Health Board:



Glenn Stousland

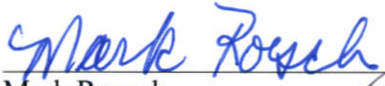


Mary Bobholz

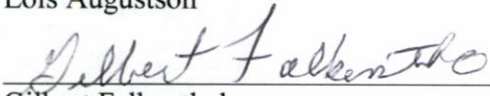


James Houchin


Clem Hoelzel

David Godshall


Mark Roesch

Lois Augustson


Gilbert Falkenthal



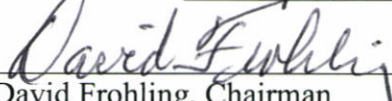
Phillip Gohr

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2015 Budget? _____ Yes or No

Fiscal Impact on the adopted 2015 Budget:
\$ _____ 0

Fiscal Impact reviewed by the Dodge County Finance Committee on 8/11, 2015.



David Frohling, Chairman
Dodge County Finance Committee

Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling:	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent from Meeting
Wayne Uttke:	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent from Meeting
Phillip Gohr:	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent from Meeting
Gerald Adelmeyer:	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent from Meeting
Thomas J. Schaefer:	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent from Meeting

**EXHIBIT A
DODGE COUNTY JOB DESCRIPTION**

Wage: \$60.00/hr.

JOB TITLE:	Staff Prescriber – Psychiatric Nurse Practitioner	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Division Manager, Clinical and Family Services
LOCATION:	Henry Dodge Office Building	DATE:	August 1, 2015
LABOR GRADE:	Non-Union/Non-Classified	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Division Manager and the direct supervision of the Medical Director, the Psychiatric Nurse Practitioner is a prescriber actively involved as a provider of patient care and in the coordination of patient care in order to ensure the smooth progression of the patient's medical evaluation and treatment.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides psychiatric evaluations and assessments, including assessment of symptoms, side effects of medications, compliance with medications, vital signs, and other conditions or health needs.
2. Prescribes, administers and/or dispenses medications; plans and implements individual client medication schedules; and provides counseling surrounding use of medications or other health issues.
3. Performs or oversees the review of laboratory reports, imaging studies, consultations, etc. to make certain appropriate action is taken when needed.
4. Provides crisis intervention services as needed.
5. Provides interventions for family members and significant supports of persons receiving/needing treatment.
6. Refers clients to appropriate agency staff or other agencies for evaluation and additional services, if indicated.
7. Monitors client's progress on an ongoing basis, including symptoms or side effects of prescribed medications.
8. Reviews, evaluates and formulates treatment plans for clients' mental health and/or substance use issues based on evaluations, diagnoses, and agency guidelines.
9. Frequently works as part of a multi-disciplinary team composed of psychiatrists, nurses, social workers, and other MH/AODA professionals to provide a comprehensive array of MH/AODA services to clients.
10. Advocates on behalf of clients to assure client needs are met appropriately and in a timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
11. Provides consultative and supervisory services to other agency staff on a regular or as-needed basis.
12. Provides medication groups as determined by program needs and treatment planning.
13. Integrates general health concerns into treatment plan and coordinates care with medical physicians as needed.
14. Gathers/provides information for program evaluation and planning.
15. Regular attendance and punctuality required.
16. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Maintains current, working knowledge of treatment approaches, medications, and other relevant issues that pertain to the provision of psychiatric and medical care in this setting.
 Maintains appropriate licensure and certification including meeting and/or exceeding CME requirements.
 Courteous, honest, and professional at all times.
 Efficient, organized, and accurate.
 Able to work with multi-problem clients and their families.
 Able to interact effectively and cooperatively with various disciplines, community agencies, and service providers.
 Meets requirements of the Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Master's degree in nursing or a related health field from a college or university that obtained accreditation by a regional accreditation agency approved by the Board of Education in the state where the institution is located, or from a program that has received programmatic accreditation by the nationally recognized advanced nursing practice accrediting agencies. Nationally certified as a Nurse Practitioner. Licensed as an Advanced Practice Nurse Practitioner specializing in Psychiatry in the State of Wisconsin, and warrants and represents that he/she is sufficiently experienced and competent to perform all principal duties and responsibilities listed above.

WORKING CONDITIONS

Moderate potential for work in adverse interpersonal situations, such as with aggressive or violent patients.

PHYSICAL DEMANDS

The County of Dodge 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 encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
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EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

EXHIBIT B – Fiscal Documentation

2015 Budget:

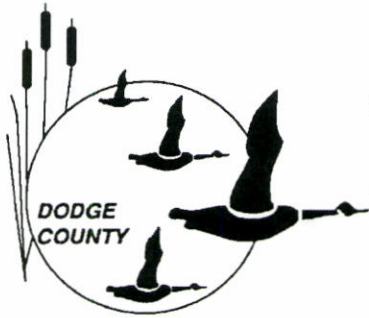
Funds exist in line item 5211.03 of Business Unit 4801, MI-Outpatient Services, of the 2015 Human Services and Health Department Budget, available and sufficient to fund the proposed position of *Staff Prescriber – Psychiatric Nurse Practitioner* during period of time commencing on September 8, 2015, and ending on December 31, 2015.

Analysis of line item 5211.03 of Business Unit 4801:

- Amount budgeted for 2015: **\$189,051.00**
- Total expenses as of June 30, 2015: **\$85,305.00**
- Anticipated additional contract expenses in for remainder of 2015: **\$60,800.00**
- Estimated dollars remaining for 2015: **\$42,946.00**
- Estimated expenses based on proposed September 8, 2015 start date:
 - Contracted wage (through 9/7/15): **\$5,760.00**
 - Employee wage + benefits (9/8/15-12/31/15): **\$26,305.00**
- Dollars remaining: **\$10,881.00**

2016 Budget:

The proposed 2016 budget for the Human Services and Health Department would include changes to accommodate for the approximately **\$43,410** additional dollars needed to continue this part-time, benefitted position through 2016. No additional tax levy would be requested to support this position in 2016. The position would be funded through existing budget dollars for 2016.



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

To: County Board of Supervisors
From: Jim Mielke
Date: August 10, 2015

Re: Appointment Human Resource Director

I have appointed Sarah Eske as Human Resource Director effective August 19th. The appointment is subject to County Board confirmation. The Human Resource & Labor Negotiation Committee met on August 10th and by a 4-1 vote recommends confirmation of the appointment. Supervisor Dennis Schmidt cast a no vote.

The interview panel met after the August 4th Finalist interviews and was unanimous in the decision that Sarah is the best selection for Dodge County. I spoke with Sarah late afternoon Tuesday August 4th regarding the appointment; she is very excited regarding the opportunity. Sarah acknowledges and welcomes the opportunities and challenges associated with the Directors position.

Sarah began her career with Dodge County on August 14, 2002. Prior work experiences include:

- Personnel Coordinator – Signicast Corporation: November 1999 – August 2002
- Human Resource Specialist – Rogers Memorial Hospital: August 1998 – November 1999
- Communications Specialist - Rogers Memorial Hospital: March 1998 – August 1998
- Executive Recruiter – Tom Sloan & Associates: July 1997 – March 1998

Professional Affiliations Include:

- Member, Wisconsin Association of County Personnel Directors, 2002 – Present
- Associate Member, Wisconsin Public Employer Labor Relations Association, 2002 – Present
- Member, Society for Human Resource Management (SHRM) Dodge County Chapter, 2015

Education: Bachelor of Arts Degree, in Human Resources, Ottawa University, December 2001

Recruitment Summary: A total of 16 applicants expressed an interest in the Human Resource Director position. Fifteen of the applicants were from Wisconsin; one applicant was from North Carolina. Recruitment efforts included advertisement in the Milwaukee Journal Sentinel (print / on-line) and the Wisconsin State Journal. Typical recruitment efforts do not include the Journal Sentinel or the Wisconsin State Journal. In addition, the regular on-line resources which included a notice to Wisconsin County personnel directors.

Recruitment Plans – Vacancy: In speaking with Sarah, subject to her confirmation as Director, the plan is to conduct an internal and external recruitment for her vacant position. Recruitment efforts would begin as early as August 19th.

RESOLUTION NO. 15-37

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS:

WHEREAS, on August 4, 2015, James E. Mielke, Dodge County Administrator, appointed Sarah Eske to the full-time, benefited position of *Director of Human Resources* effective August 19, 2015, at Step 1 of Labor Grade 15 of the Dodge County Wage Schedule at a beginning annual salary equivalent to \$40.72 per hour; and,

WHEREAS, James E. Mielke, Dodge County Administrator, and the Dodge County Human Resources and Labor Negotiations Committee request the Dodge County Board of Supervisors to confirm this appointment;

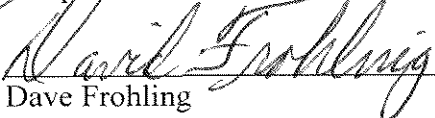
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby confirms the appointment of Sarah Eske to the full-time, benefited position of *Director of Human Resources* effective August 19, 2015, at Step 1 of Labor Grade 15 of the Dodge County Wage Schedule at a beginning annual salary equivalent to \$40.72 per hour.

All of which is respectfully submitted this 18th day of August, 2015.

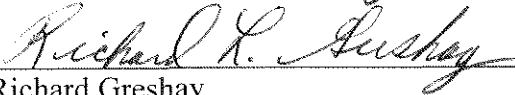
Dodge County Human Resources and Labor Negotiations Committee:



Joseph Marsik



Dave Frohling



Richard Greshay



Jeffry Duchac

Dennis Schmidt

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, pursuant to Resolution No. 11-74, which was adopted by the Dodge County Board of Supervisors on March 20, 2012, the Dodge County Board of Supervisors authorized and directed the Dodge County Clearview North Study Committee to take all action necessary to cause the North Building and Site to be renovated to meet the needs of Dodge County at a total project cost not to exceed \$6.2 million, including all construction-related architectural, engineering, and construction manager fees that have been paid to date, and including all construction costs, construction-related costs, and fees that will be incurred in the future; and,

WHEREAS, funds in the amount of \$6.2 million were allocated to Business Unit 4195, Human Services North Renovation, to be used to pay for the Clearview North Remodel Project; and,

WHEREAS, the Clearview North Remodel Project has been completed and there are unexpended funds in the amount of \$239,345 that remain in Capital Projects Fund, Business Unit 4195, Human Services North Renovation; and,

WHEREAS, the Dodge County Finance Committee recommends to the Dodge County Board of Supervisors that the unexpended Capital Projects Funds in the amount of \$239,345 be transferred to Business Unit 100.3429, Unassigned General Fund;

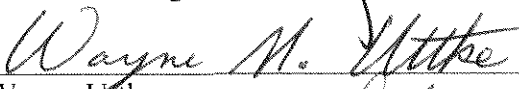
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Finance Director to transfer the sum of \$239,345 in the Capital Projects Fund, to Business Unit 100.3429, Unassigned General Fund.

All of which is respectfully submitted this 18th day of August, 2015.

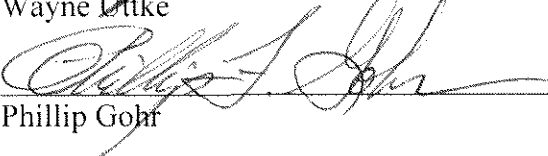
Dodge County Finance Committee:



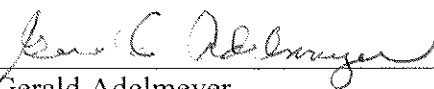
David Frohling



Wayne Utke



Phillip Gohr



Gerald Adelmeyer



Thomas Schaefer

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2015 Budget? _____ Yes or X No

Fiscal Impact on the adopted 2015 Budget:

\$ 0

Fiscal Impact reviewed by the Dodge County Finance Committee on 8/11 , 2015.

David Frohling
David Frohling, Chairman
Dodge County Finance Committee

Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling: ✓ Aye _____ No _____ Abstain _____ Absent from Meeting

Wayne Uttke: ✓ Aye _____ No _____ Abstain _____ Absent from Meeting

Phillip Gohr: ✓ Aye _____ No _____ Abstain _____ Absent from Meeting

Gerald Adelmeyer: ✓ Aye _____ No _____ Abstain _____ Absent from Meeting

Thomas J. Schaefer: ✓ Aye _____ No _____ Abstain _____ Absent from Meeting

REPORT 1

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We, the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Scott Aylesworth, agent for Elaine Huizenga requesting amendment of the Land Use Code, Dodge County, Wisconsin, to rezone approximately 4-acres of land from an A-1 Prime Agricultural Zoning District to an A-2 General Agricultural Zoning District in the NW ¼, NE ¼, Section 4, T13N, R14E, Town of Trenton, to allow for the creation of a nonfarm residential lot at this location and recommend adoption of the attached ordinance.

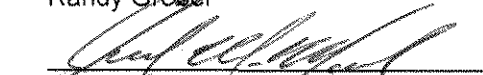
The committee has reviewed and considered the facts presented in the application and received at the public hearing and finds that the criteria listed in Section 2.3.4.I of the Dodge County Land Use Code can be met for this proposal. The committee finds that the proposal is substantially consistent with the Dodge County Comprehensive and Farmland Preservation Plans and is consistent with the stated purposes of the Dodge County Land Use Code. The committee finds that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment and further finds that the land proposed for rezoning is suitable for development and will not cause unreasonable soil erosion or have an unreasonable adverse effect on rare or irreplaceable natural areas. The committee finds that the proposal will not significantly impair or limit current or future agricultural use of the adjacent properties. The committee finds that the proposal will not be used to legitimize or spot zone a nonconforming use or structure and finds that the rezoning is the minimum action necessary to accomplish the intent of the petition.

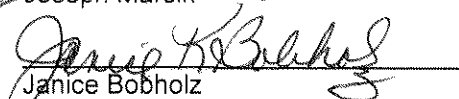
Respectfully submitted this 20th day of July, 2015


Tom Schaefer


Allen Behr


Randy Grebel


Joseph Marsik


Janice Bobholz

Planning, Development and Parks Committee

An ordinance amending the Land Use Code, Dodge County, Wisconsin by placing certain lands in Section 4, T13N, R14E, Town of Trenton, in the A-2 General Agricultural zoning district.

Whereas the subject matter of this ordinance has been duly referred to and considered by the Dodge County Planning, Development and Parks Committee and a public hearing having been held, after the giving of requisite notice of said hearing and a recommendation thereon having been reported to the Board of Supervisors, Dodge County, Wisconsin as required by Section 59.69 of the Wisconsin Statutes.

Whereas the Dodge County Planning, Development and Parks Committee has reviewed and considered the facts presented in the application and received at the public hearing relating to the subject matter of this ordinance for compliance with the criteria listed in Section 2.3.4.I of the Dodge County Land Use Code.

Whereas the Dodge County Planning, Development and Parks Committee has found that the criteria listed in Section 2.3.4.I of the Dodge County Land Use Code can be met for this proposal and has further found that the proposal is substantially consistent with the Dodge County Comprehensive and Farmland Preservation Plan and the stated purposes of the Dodge County Land Use Code. Furthermore, this Committee has found that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment, that the land proposed for rezoning is suitable for development and will not have an unreasonable effect on rare or irreplaceable natural resources, that the proposal will not significantly impair or limit current or future agricultural use of the adjacent properties, be used to legitimize or spot zone a nonconforming use or structure and that the rezoning petition is the minimum action necessary to accomplish the intent of the petition.

The County Board of Supervisors of the County of Dodge do ordain as follows:

Section 1. The "official zoning map" adopted with the Land Use Code, Dodge County, Wisconsin on March 21, 2000 is hereby amended as shown on the map attached hereto and made part of this ordinance.

Section 2. This ordinance shall be effective upon passage.

Section 3. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this ordinance are hereby repealed.

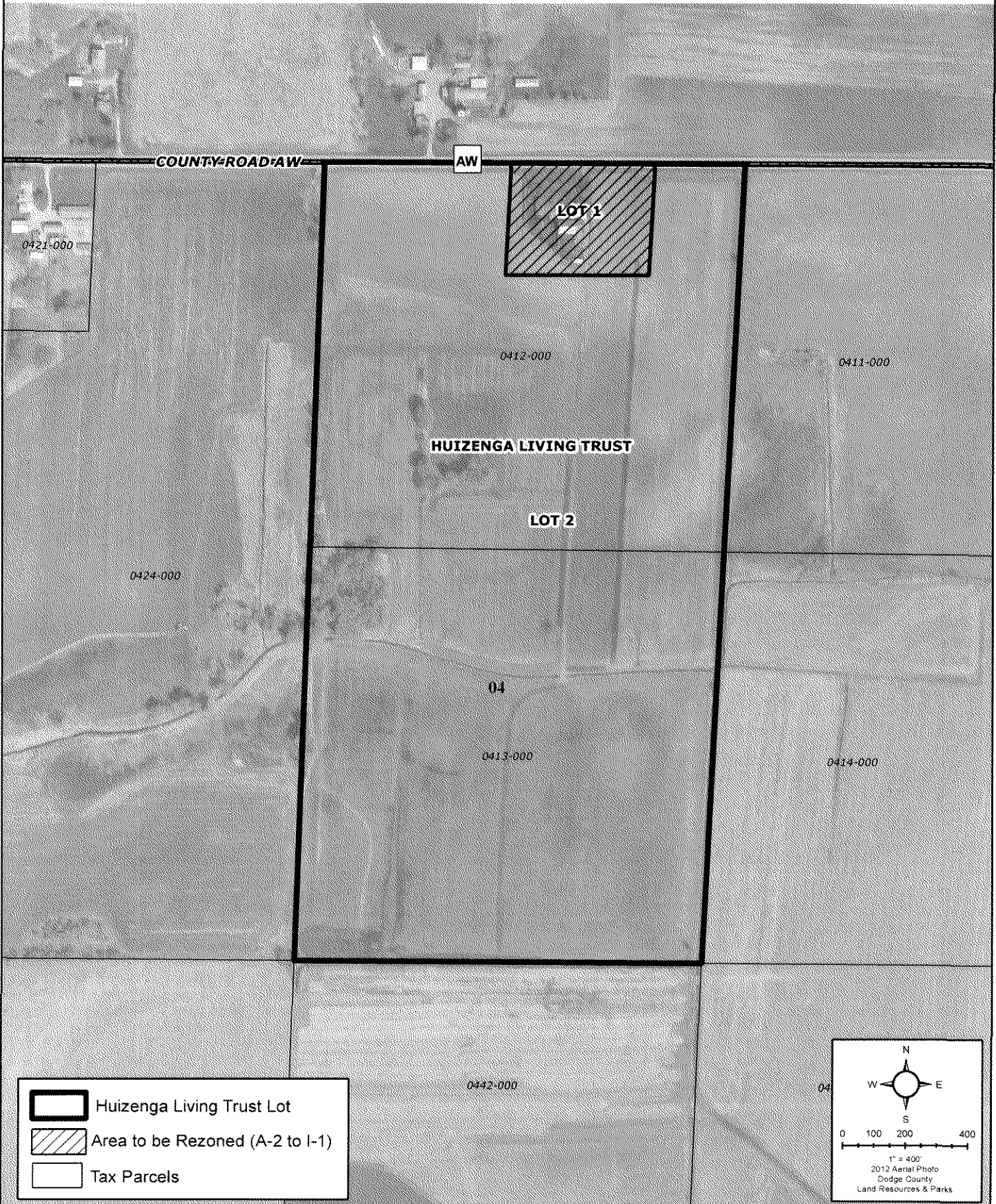
Adopted and Approved this _____ day of _____, 2015.

Russell Kottke
Chairman

Karen J. Gibson
County Clerk

Huizenga Living Trust Town of Trenton, Sec. 4 (1314)

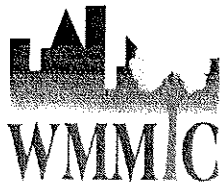
The data used to create this map is a compilation of records, information, and data from various city, county and state offices, and other sources. This map is only advisory, does not replace a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.



CLAIM AGAINST DODGE COUNTY

A claim by Matthew G. Golemgieski, for money damages in the amount of \$454.18, for costs to repair a 2012 Jeep Compass Limited automobile (automobile), was received in the Office of the Dodge County Clerk on June 5, 2015. The claim is dated June 1, 2015. The claim arises from an incident that is alleged to have occurred on May 29, 2015, at or about 6:50 a.m., wherein Mr. Golemgieski was operating the automobile on STH 26, in the Town of Burnett, Dodge County, Wisconsin, and wherein at or near the same time, and near the same location, an employee of the Dodge County Highway Department was operating a dump truck owned by Dodge County, on STH 26, in front of the automobile being operated by Mr. Golemgieski, and wherein an unidentified object collided with the hood of the automobile being operated by Mr. Golemgieski, and thereby caused a gouge/scratch on the hood of the automobile, and it will cost \$454.18 to repair the gouge/scratch on the hood of the automobile.

Photocopies of the claim documents are on file in the Office of the County Clerk and may be viewed there during normal business hours.



Strength in...
Members

Jackie Kaul
Liability Claims Representative
Telephone: 608.229.6819
Facsimile: 608.709.7567
jkaul@wmmic.com

James Mielke, Dodge County Administrator
Dodge County
127 E. Oak St.
Juneau, WI 53039

July 24, 2015

RE: Matthew Golemgieski vs. Dodge County
Date of Loss: 05.29.15
Claim #: 2015080713
Event # 87838

Dear Mr. Mielke,

We received the above referenced claim on 7/23/2015. Following a review of the information and an investigation of the facts, it has been determined that Dodge County has no liability for this claim. Please have your Board issue a formal disallowance and provide a copy of this disallowance to WMMIC.

This claim will be closed on the date of receipt of the disallowance.

This document had been automatically attached to the event/claim record in Riskmater your reference.

Thank you of your assistance. Please contact me with any questions

Sincerely,

Jackie Kaul
Liability Claims Representative

