

DODGE COUNTY FINANCE COMMITTEE

June 14, 2016, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:00 a.m.

Members present from the Finance Committee: Adelmeyer, Benter, Frohling, and Schaefer.

Member absent and unexcused: Uttke.

Others present: County Board Chairman Russell Kottke; County Administrator Jim Mielke; Finance Director Julie Kolp; Deputy County Clerk Christine Kjornes; County Clerk Karen Gibson; Emergency Management Deputy Director Joe Meagher; Dodge County Deputy Sheriff Scott Smith; Physical Facilities Director Russ Freber; Clearview Director of Finance Bill Wiley; County Treasurer Patti Hilker; and Daily Citizen Reporter Terri Pederson.

Finance Director Julie Kolp certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Motion by Benter, seconded by Schaefer to allow the chair to deviate from the agenda at his discretion. Motion carried.

Supervisor Frohling reported that the May 10, 2016 minutes need to be amended. Supervisor Frohling further reported that on Page 4 of 5 of the May 10, 2016 minutes, 1st paragraph, the 5th line down, that begins with "Director can differ", the word differ should be amended to read defer instead of differ. Motion by Adelmeyer, seconded by Schaefer to approve amended minutes as presented. Motion carried.

County Clerk Karen Gibson provided an oral report to the Committee regarding the purchase of county-wide voting equipment. Ms. Gibson reported that the current optical scan voting machines are failing and parts are becoming obsolete, therefore, an update of all voting equipment in Dodge County is necessary. Ms. Gibson further reported that the equipment is from 1999 and at that time, the county contributed to half the cost of the tabulating units to encourage municipalities to use a system consistent throughout the county. Ms. Gibson reported that the overall cost of the new election system will be approximately \$502,000, and this cost includes 51 tabulating units. Ms. Gibson further reported that each municipality would have an agreement with the county for payment of the purchase of the new election system, which would also include the municipalities responsibility to maintain the warranty and ownership of the equipment once implemented. Supervisor Schaefer asked Ms. Gibson what would be done with the old machines. Ms. Gibson responded that she does not know at the present time. Motion by Benter, seconded by Schaefer to cost share the purchase of the tabulating units with the municipalities. The County will pay \$6,200 per polling place for the cost of the tabulating unit using Sales Tax Dollars and the municipalities would be responsible for the balance of the cost of the tabulating unit to be paid back to Dodge County in 2017. Motion carried.

Ms. Gibson provided an oral report to the Committee regarding an Intra-Department Fund Transfer request in the total amount of \$725.58 to pay for the costs to print and bind the 2015-2016 County Board Proceedings Book in house. Ms. Gibson reported that former Chief Deputy

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County Clerk Bonnie Budde began to compile the 2015-2016 County Board Proceedings book before she resigned and Ms. Gibson stated that Ms. Budde had very good notes so current Chief Deputy County Clerk was able to finish the compiling, and Central Services Director John Veling printed and spiral bounded 40 books in house. Ms. Gibson further reported that funds were budgeted, but Mr. Veling was unable to use BU 1201.5321, so she is requesting the transfer of funds from BU 1201.5321 to BU 1201.5473 and BU 1201.5312 for the costs to print and bind the 2015-2016 County Board Proceedings Book in house. Motion by Schaefer, seconded by Adelmeyer to allow the transfer of funds from BU 1201.5321 to BU 1201.5473 and BU 1201.5312 for the costs to print and bind the 2015-2016 County Board Proceedings Book in house. Motion carried.

Clearview Director of Finance Bill Wiley provided an oral report to the Committee regarding Clearview Write Offs as of May 31, 2016. Mr. Wiley reported that he presents Clearview Administrator Jane Hooper with the accounts that are determined to be uncollectable, and Ms. Hooper will make the determination to approve or disapprove those accounts to be written off. Mr. Wiley further reported that 1st quarter had write offs in the amount of \$82,554.05, and that the county does make the attempt to recover the money from individuals if possible. Motion by Schaefer, seconded by Benter to approve Clearview Write Offs in the amount of \$82,554.05. Motion carried.

Mr. Wiley provided an oral report to the Committee regarding the request for an Intra-Department Fund Transfer for Clearview. Mr. Wiley reported that legal fees were higher than budgeted due to state survey findings that incurred legal costs, but a decrease in prepaid insurance estimates offset this cost in this business unit. The other request for an Intra-Department Fund Transfer was to shift dollars to more accurately describe what monies are used for with in the business unit. Motion by Adelmeyer, seconded by Schaefer to approve the Intra-Department Fund Transfer for Clearview. Motion carried.

Physical Facilities Director Russ Freber provided an oral report to the Committee regarding Resolution 16-17 to authorize the appropriation of funds to the 2016 Dodge County Physical Facilities Maintenance Department Budget. Mr. Freber reported that the County received an energy savings rebate from the replacement of an air conditioning unit at the Henry Dodge Office Building, and the transfer of excess revenues in the amount of \$28,276 from Focus On Energy, to Business Unit 1901, is requested for the payment of an air conditioning unit in the Administration that needed to be replaced. Ms. Kolp reported that the Fiscal Note Impact is zero (0). It was the consensus of the Finance Committee to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk.

Mr. Freber provided an oral report to the Committee regarding a contingency fund transfer in the amount of \$9,450.00 for the purchase of a transformer and to re-feed two (2) UPS's in the Administration Building. Mr. Freber reported that in May, the Administration Building had a power outage caused by a ground fault with the air conditioner that affected the phones and network, and this project has been completed. Motion by Schaefer, seconded by Adelmeyer to

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approve the contingency fund transfer in the amount of \$9,450.00 for the purchase of a transformer and to re-feed two (2) UPS's. Motion carried.

Dodge County Deputy Sheriff Scott Smith provided a brief oral report to the Committee regarding the purchase of four (4) duress alarms from Senstar to be installed in the Corrections Facility. Mr. Smith reported that the funds in the amount of \$836.00 are budgeted in the Jail Assessment Business Unit. Motion by Benter, seconded by Adelmeyer to approve the purchase and pay voucher of four (4) duress alarms from Senstar to be installed in the Corrections Facility, in the amount of \$836.00. Motion carried.

County Administrator Jim Mielke provided an oral report to the Committee regarding the Preliminary 2017 Capital Projects. Mr. Mielke provided the Committee with a handout entitled *Preliminary 2017 Sales Tax Analysis: June 13, 2016*. Mr. Mielke reported that there is a large number of county projects for 2017. Mr. Mielke reviewed the handout with the Committee, which included the projects that the County has agreements with at the present time:

- Spillman CAD – Sheriff Office
- Meridian: Electronic Storage
- Tyler Technologies
- GFOA Consulting
- Secured Electronics

Mr. Mielke reported that the handout also included a preliminary list of county projects, which included:

- Municipal Election Equipment
- COOP – Juneau – Trenton – Mayville
- Simulcast (2 Channels, Highway/EM5)
- Sheriff – Squad Video System Replacement Storage
- Glacial Heritage Development Partnership

Emergency Management Deputy Director Joe Meagher provided a brief oral report to the Committee regarding the need for high speed internet at the COOP locations. Mr. Meagher reported that the Trenton Highway Shop will be the location that the Juneau Highway Department will re-locate to in the event of an emergency, and high speed internet will be needed for operations to continue. Mr. Meagher further reported that a larger generator and a tower is also needed at the Mayville Highway Shop, and in the event of any emergency, some county operations will re-locate to Trenton and also to Mayville. Mr. Mielke stated that the County needs to have a plan in place in the event of an emergency, so services to the community can still be provided.

Mr. Smith reported to the Committee that squad video system storage is significant, and record storage has been lost with the current records storage system, therefore, the Sheriff's Department is researching other companies that offer video system storage for the replacement of the current system.

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Mr. Mielke reported to the Committee that an email was sent out to all Department Heads regarding the Five (5) year Capital Improvement Plan, to respond by June 24, 2016, with a list of preliminary projects that may be needed in 2017.

Mr. Smith reported to the Committee that the EM5 channel is crucial in the event of an emergency. Mr. Smith further reported that the EM5 channel is not a viable channel to use at this time, and it should be the channel used in the event of an emergency.

County Treasurer Patti Hilker provided a brief oral report to the Committee regarding the request to write off checks in the amount of \$4,081.08. Ms. Hilker reported that departments are asked to contact the individuals with outstanding checks, and the county can re-issue checks up to ten (10) years. Motion by Schaefer, seconded by Adelmeyer to approve the request to write off checks in the amount of \$4,081.08. Motion carried.

Ms. Hilker provided an oral report to the Committee regarding the recommendation to utilize TD Waterhouse instead of Schwab for custodian of Dana Accounts. Ms. Hilker reported that at the May 2016 Finance Committee meeting, the Finance Committee approved Schwab as the custodian for the Dana Accounts, but it was discovered that Dodge County has other investments with TD Waterhouse. Ms. Hilker further reported that Dana Investment Advisors were able to contact TD Waterhouse, and TD Waterhouse will give Dodge County the same rates as Schwab had given Dodge County. Motion by Schaefer, seconded by Benter to utilize TD Waterhouse for custodian of Dana Accounts instead of Schwab. Motion carried.

Ms. Hilker provided a brief oral report to the Committee regarding the April 2016 Bank Statement. Ms. Hilker provided the Committee with a document entitled *April 2016 Bank Statement*. Ms. Hilker reported that the County is only allowed five (5) transfers per month in the General Checking, but Landmark Credit Union automatically resets to zero (0) once the County reaches five (5), so the County can continue to have two (2) account. Dodge County will not be combining the General Checking and the Sweep Account.

Ms. Hilker provided a brief oral report to the Committee regarding County Investments. Ms. Hilker provided the Committee with a document entitled *Dodge County, Wisconsin County Investments, May 2016*. Ms. Hilker reported that on June 9, 2016, she met with Ehlers to figure out a cash forecast, and it was decided that she will try short term investing, such as six (6) month CD's.

The Committee reviewed the document entitled *Dodge County, Wisconsin, County Sales Tax Remittances*. Ms. Kolp reported that sales tax is down.

Ms. Kolp provided an oral report to the Committee regarding a Resolution to allow the Finance Director the authority to change/amend an adopted budget for unbudgeted/excess revenues and expenditures. Ms. Kolp reported that a memo will accompany the Resolution to the County Board, and that the Executive Committee requested that a written report of such action be provided to the Finance Committee and to the County Board. Motion by Benter, seconded by Schaefer to approve and forward to the County Board for consideration at it June 21, 2016

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meeting a Resolution to allow the Finance Director the authority to change/amend an adopted budget for unbudgeted/excess revenues and expenditures. Motion carried. Mr. Smith thanked the Finance Committee for their support on this Resolution.

The Committee had a brief discussion on the transfer of funds in the amount of \$988.27 from the Dodge County District Attorney Account 275079714 at Landmark Credit Union to the County General Checking Account. Ms. Hilker requests a copy of the amounts to be transferred. Motion by Schaefer, seconded by Benter to approve the transfer of \$988.27 from the Dodge County District Attorney Account 275079714 at Landmark Credit Union to the County General Checking Account. Motion carried.

Mr. Mielke provided an oral report to the Committee regarding the 2017 budget timeline. Mr. Mielke reported that department budget presentations before the Finance Committee will begin the week of September 26, 2016, with a suggested meeting start time of 4:00 p.m. Mr. Mielke further reported that on October 25, 2016, the Finance Committee will conduct a budget review and encourage County Board Supervisors to attend, and the Finance Committee can amend the budget at this time, before the November 15, 2016 budget meeting. Mr. Mielke reported that he will also request the Finance department to prepare and Mr. Veling to print a mini budget book as was done in the past.

Ms. Kolp provided an oral report to the Committee regarding Dodge County Vouchers that are \$10,000 or more. Ms. Kolp reported that Human Services contract with Lutheran Social Services for provision of services related to the Comprehensive Community Services (CCS) Program was instituted after the 2016 budget was adopted. CCS will reimburse 100% of eligible expenses for this program. There will be a proposed Resolution to County Board in July, meanwhile, the Business Unit as a whole has enough funds for payments at this time.

Ms. Kolp provided a brief update to the Committee on Kronos. Ms. Kolp reported that the talent acquisition portion is live, which will allow for applying for jobs electronically, and will also assist with the electronic movement and workflow for the Department Heads.

Ms. Kolp reported to the Committee that payment and interest have been received from the Internal Revenue Service (IRS)

Ms. Kolp provided an oral update to the Committee regarding the Enterprise Resource Planning (ERP) Project. Ms. Kolp reported that the official kick-off meeting with Government Finance Officers Association (GFOA) was held on June 7, 2016, GFOA provided Department Heads with a power point presentation of the process, and mapping will begin the week of June 20, 2016. Ms. Kolp further reported that Team Leads were chosen: Finance – Eileen Lifke; Purchasing – Mackenzie Drays; Work Order – Lori Fett; and Information Technology – Erin Roberts. Ms. Kolp reported that Department Heads were emailed a list of what category that they will be involved with and interviews were conducted for the hiring of a Project Assistant, with an estimated start date of July 5, 2016.

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Supervisor Frohling stated that there is a meeting with the fire chiefs at 10:30 a.m. today in the Administration Building regarding the county sales tax municipal sharing proposal for water rescue.

Ms. Kolp reported to the Committee that the Kronos core team has had their last meeting, and will no longer have regular meetings. Ms. Kolp will include as an agenda item as needed.

Mr. Mielke reported to the Committee that Ethical Advocate became live on June 13, 2016, and this is a year-to-year contract.

Ms. Kolp reported to the Committee that Johnson & Block will provide a financial report presentation at the July 2016 joint meeting of the Finance Committee and Health Facilities Committee, with a full presentation to be given to the County Board at its July 19, 2016 meeting.

Chairman Russell Kottke stated that he was concerned that back in December 2015, the Sheriff's Department budget needed to be adjusted, but now they have excess funds. Ms. Kolp reported that the excess funds is due to the unexpected increase in revenues from increased bed occupancy in the jail. Ms. Kolp further reported that reporting in Kronos has improved, and Senior Accountant Mackenzie Drays has been an asset in getting information from Kronos and providing that information to Scott Smith. Ms. Kolp reported that the Sheriff's Department has non-lapsing budgets which is hard to analyze mid-year.

The next regular meeting is scheduled on Tuesday, July 12, 2016, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:47 a.m.

Gerald Adelmeyer,
Secretary

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

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

WHEREAS, the Dodge County Human Resources and Labor Negotiations Committee has studied and analyzed staffing needs at the Dodge County Human Resources Department; and,

WHEREAS, as a result of these studies and analyses, the Human Resources and Labor Negotiations Committee recommends that the Dodge County Board of Supervisors abolish the following position in the Human Resources Department, effective August 1, 2016:

1. Abolish one vacant, funded, full-time, benefited position of *Human Resources Assistant II*; and,

WHEREAS, as a result of these studies and analyses, the Human Resources and Labor Negotiations Committee also recommends that the Dodge County Board of Supervisors create the following position in the Human Resources Department, effective August 1, 2016:

1. Create one new, full-time, benefited position of *Insurance and Benefits Coordinator*; and,

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

WHEREAS, a job description for the proposed position of *Insurance and Benefits Coordinator* has been marked for identification as Exhibit "B", and has been attached hereto; and,

WHEREAS, there are funds in the 2016 Budget of the Human Resources Department to fund the proposed position of *Insurance and Benefits Coordinator*, during the period of time commencing on August 1, 2016, and ending on December 31, 2016, both inclusive;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes the following position in the Dodge County Human Resources Department, effective August 1, 2016:

1. Abolishes one vacant, funded, full-time, benefited position of *Human Resources Assistant II*; and,

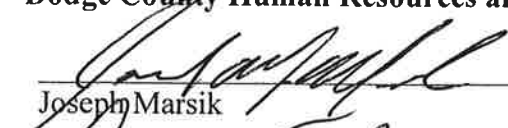
BE IT FURTHER RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Human Resources Department, effective August 1, 2016:

1. Creates one new, full-time, benefited position of *Insurance and Benefits Coordinator*; and,

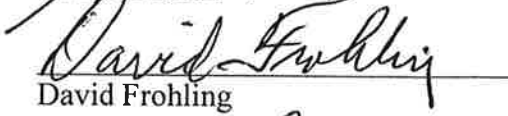
BE IT FINALLY RESOLVED, that funds in the 2016 Budget of the Human Resources Department shall be used to fund the position of *Insurance and Benefits Coordinator*, during the period of time commencing on August 1, 2016, and ending on December 31, 2016, both inclusive.

All of which is respectfully submitted this 19th day of July, 2016.

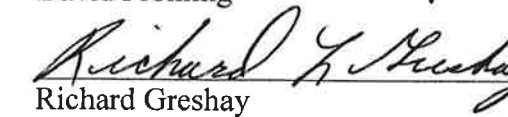
Dodge County Human Resources and Labor Negotiations Committee:


Joseph Marsik


Dennis Schmidt


David Frohling


Jeffrey Duchac


Richard Greshay

<p>FISCAL NOTE: Is the referenced expenditure included in the adopted 2016 Budget? <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No</p> <p>Fiscal Impact on the adopted 2016 Budget: <u>Savings of \$10,848*16,500</u></p> <p>Fiscal Impact reviewed by the Dodge County Finance Committee on _____, 2016.</p> <p>_____ David Frohling, Chairman Dodge County Finance Committee</p>
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DODGE COUNTY JOB DESCRIPTION

Wage Range: \$16.66 - \$22.85

JOB TITLE:	Human Resources Assistant II	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Resources Department	REPORTS TO:	Human Resources Director
LOCATION:	Administration Building	DATE:	October 2, 2000
LABOR GRADE:	Dodge County Four (4)	REVISED:	9/16/09; 1/1/13; 4/16/15

OVERALL PURPOSE/SUMMARY
 Under the general direction of the Human Resources Director, creates and maintains records, reports, and documents for assigned areas of responsibility. May give direction to and assist Human Resources Secretary as needed.

- PRINCIPAL DUTIES AND RESPONSIBILITIES**
1. Prepares memos, correspondence, records, reports and other documents related to assigned areas of responsibility.
 2. Creates and maintains records and spreadsheets regarding wages, salaries and benefits; assures accurate and timely processing of related documents (i.e. wage worksheets, employee benefit pro-rations, termination payouts, etc.).
 3. Maintains schedule of orientation reports and performance reviews. Assures timely processing by department heads.
 4. Prepares notices, agendas, records, minutes and resolutions for Human Resources and Labor Negotiations Committee meetings.
 5. Provides general assistance to county employees and the public on routine personnel procedures and policies.
 6. Coordinates activities related to the Civil Service Commission, i.e., arranges for testing, schedules interviews with candidates, documents results, maintains eligibility list.
 7. Compiles information and prepares confidential documents related to labor contract administration, grievances, arbitration and labor negotiations.
 8. Maintains confidentiality of departmental information.
 9. May perform duties of the Human Resources Secretary.
 10. Regular attendance and punctuality required.
 11. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES
 Intermediate level proficiency in word processing, spreadsheet and database computer applications.
 Excellent written and verbal communication skills.
 Knowledge of proper English usage and business application.
 Knowledge of acceptable workplace human relations.
 Ability to prioritize the workload and complete in a timely manner with accuracy.
 Ability to comprehend county policies and procedures, and provide basic explanations about them.
 Ability to operate technical office equipment such as printers, copy machines, facsimile machines, multi-line telephone, calculator, etc.
 Ability to screen inquiries and complaints and direct them to appropriate persons or departments.
 Ability to work cooperatively with others.
 Ability to accurately maintain files and calendars.
 Ability to manage time efficiently.
 Ability to prioritize work and make timely decisions.
 Ability to exercise independent judgement and work under minimal supervision.

EDUCATION AND EXPERIENCE
 High school diploma or GED equivalent and three (3) years confidential secretarial or administrative assistant experience which required a high degree of confidentiality. Equivalent combination of education and experience that provides necessary knowledge, skills and abilities may be considered. Preference given for Associate's Degree in related field or Human Resource Assistant Certification Program.

WORKING CONDITIONS
 Normal office environment.

PHYSICAL DEMANDS (See Physical Demands Worksheet)
 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 RESOURCES 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.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.51 - \$28.13

JOB TITLE:	Insurance and Benefits Coordinator	FLSA STATUS:	Exempt
DEPARTMENT:	Human Resources	REPORTS TO:	Human Resources Director
LOCATION:	Administration Building	DATE:	April 19, 1996
LABOR GRADE:	Dodge County Six (6)	REVISED:	1/8/03; 9/19/06; 4/18/07; 6/14/16

OVERALL PURPOSE/SUMMARY:

Under the general direction of the Human Resources Director, processes and coordinates employee fringe benefit programs offered by County and prepares/maintains reports and manuals relative to these programs. Administers federal mandated COBRA requirements.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Informs new, existing, terminating, and former County employees of fringe benefit eligibility, including payment/reporting requirements
2. Prepares, verifies, and files application forms for employee participation in and termination of County employee fringe benefit programs.
3. Administers and monitor flex spending, deferred compensation, Post Employment Health Plans, and Long Term Disability programs.
4. Assists as needed with employee fringe benefit claims.
5. Enter benefit data into payroll/Human Resources Information System (HRIS) on all employees, create reports and maintain databases.
6. Create and ensures accurate Deduction, Benefit and Accruals (DBA's) are entered into HRIS system to ensure proper deductions are taken from employee payrolls.
7. Creates and maintains records and spreadsheets regarding wages, salaries and benefits; assures accurate and timely processing of related documents (i.e. wage worksheets, employee benefit pro-rations, termination payouts, etc.).
8. Maintains schedule of orientation reports and performance reviews. Assures timely processing by department heads.
9. Provides general assistance to county employees and the public on routine personnel procedures and policies.
10. Enters direct deposit information into HRIS and verifies information is accurate.
11. Create and distribute annual enrollment forms, (i.e Dual Choice Health Insurance, Flexible spending).
12. Supplies County employees with group health, dental and life insurance, and Wisconsin Retirement booklets, applications, and claim forms etc.
13. Prepares necessary communications advising Human Resources Director, Department Heads, and employees of changes in rates, rules, regulations, adopted legislation, and procedures regarding employee benefits.
14. Maintains employee fringe benefit rules, regulations, and procedural manuals.
15. Compiles necessary periodic Wisconsin Retirement Fund and other fringe benefit reports.
16. Ensures Dodge County's compliance with all Affordable Care Act requirements and reporting.
17. Ensures timely submission of all insurance and benefit documents.
18. Complies, reconciles and ensures timely submission of all monthly insurance billings.
19. Responds to inquiries from Wisconsin Retirement Fund, Social Security, insurance representatives, unemployment office, health insurance, dental insurance, and life insurance agencies.
20. Administers mandated COBRA requirements.
21. Answers questions regarding all insurance and benefits coverage and prepares related correspondence.
22. Coordinate benefit administrator presentations, meetings, and health fairs.
23. Regular attendance and punctuality required.
24. Assists Assistant Human Resources Director with Harassment Prevention and other needs.
25. Performs related duties as may be required or assigned.

JOB SPECIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of laws, rules, regulations, and policies/procedures concerning employee benefit programs, Worker's Compensation, Wisconsin retirement, Unemployment Insurance, and COBRA.

Knowledge of modern office practices and procedures.

Knowledge of computer hardware, software, and peripherals.

Ability to set up and maintain benefit modules in HRIS software.

Ability to establish and maintain effective relationships with government officials, union officials, employees and with the general public.

Ability to effectively communicate provisions of fringe benefit programs to County employees.

Ability to interpret legislation and regulations applying to Dodge County benefit programs.

Ability to analyze and exercise sound judgement in arriving at conclusions.

Tact and courtesy.

Thoroughness and dependability.

EDUCATION AND EXPERIENCE

Associate Degree in Human Resource, with an emphasis in benefits and compensation or related field. Minimum of two (2) years of experience in employee benefit reporting experience. Advanced knowledge of Public Employee benefit and HRIS experience is preferred. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS:	
Normal office environment.	
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 RESOURCES 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. 16-29

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

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

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors abolish the following positions in the Human Services and Health Department, effective August 1, 2016:

1. Abolish one vacant, funded, full-time, benefited position of *Human Services Supervisor – Administrative Support Services*; and,
2. Abolish one filled, funded, full-time, benefited position of *Account Clerk II*; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board also recommends that the Dodge County Board of Supervisors either create or increase the full-time equivalency of the following positions in the Human Services and Health Department, effective August 1, 2016:

1. Create one new, full-time, benefited position of *Aging and Disability Resource Specialist I, II, or III*;
2. Create one new, full-time, benefited position of *Customer Service/Support Specialist*;
3. Create one new, full-time, benefited position of *Billing Specialist*;
4. Create one new, full-time, benefited position of *Administrative Secretary*; and,
5. Increase one filled, funded, 0.5 full-time equivalent (FTE), benefited position of *Customer Service/Support Specialist* to full-time (1.0 FTE); and,

WHEREAS, a job description for each of the above-listed positions and either a job description or a DRAFT job description for each of the above-listed proposed positions has been marked for identification as Exhibit “A”, “B”, “C”, “D”, “E”, “F”, “G”, and “H”, respectively, and has been attached hereto; and,

WHEREAS, there are funds in the 2016 Budget of the Human Services and Health Department to fund the proposed positions of *Aging and Disability Resource Specialist I, II, or III*, *Customer Service/Support Specialist*, *Billing Specialist*, and *Administrative Secretary*, and to fund the proposed increase in the FTE of the position of *Customer Service/Support Specialist*, during the period of time commencing on August 1, 2016, and ending on December 31, 2016, both inclusive;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes the following positions in the Human Services and Health Department, effective August 1, 2016:

1. Abolishes one vacant, funded, full-time, benefited position of *Human Services Supervisor – Administrative Support Services*; and,
2. Abolishes one filled, funded, full-time, benefited position of *Account Clerk II*; and,





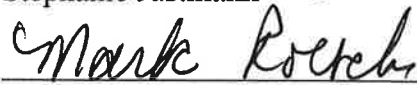
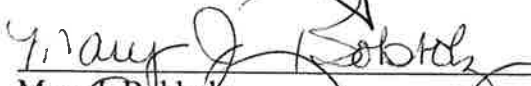

BE IT FURTHER RESOLVED, that the Dodge County Board of Supervisors hereby either creates or increases the full-time equivalency of the following positions in the Human Services and Health Department, effective August 1, 2016:

1. Creates one new, full-time, benefited position of *Aging and Disability Resource Specialist I, II, or III*;
2. Creates one new, full-time, benefited position of *Customer Service/Support Specialist*;
3. Creates one new, full-time, benefited position of *Billing Specialist*;
4. Creates one new, full-time, benefited position of *Administrative Secretary*; and,
5. Increases one filled, funded, 0.5 full-time equivalent (FTE), benefited position of *Customer Service/Support Specialist* to full-time (1.0 FTE); and,

BE IT FINALLY RESOLVED, that funds in the 2016 Budget of the Human Services and Health Department shall be used to fund the positions of *Aging and Disability Resource Specialist I, II, or III, Customer Service/Support Specialist, Billing Specialist, and Administrative Secretary*, and to fund the proposed increase in the FTE of the position of *Customer Service/Support Specialist*, during the period of time commencing on August 1, 2016, and ending on December 31, 2016, both inclusive.

All of which is respectfully submitted this 19th day of July, 2016.

Dodge County Human Services and Health Board:

 <hr/> David Godshall	<hr/> Lois Augustson
 <hr/> Becky Glewen	 <hr/> Stephanie Justmann
 <hr/> Michael Malloy	 <hr/> Mark E. Roesch
 <hr/> Mary J. Bobholz	<hr/> Gilbert Falkenthal
 <hr/> Jeremy Bartsch	

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2016 Budget? ____ Yes or ____ No

Fiscal Impact on the adopted 2016 Budget:
\$ _____

Fiscal Impact reviewed by the Dodge County Finance Committee on _____, 2016.

David Frohling, Chairman
Dodge County Finance Committee

Human Service and Health Department Personnel Requests for 2016

1. ADR Specialist in 2016

A request is being submitted to hire an additional Aging and Disability Resource (ADR) Specialist in 2016 for a couple of reasons which are mentioned below. This position would be fully funded utilizing provided allocations. BU 5035

- A. Kris Schefft (the supervisor for the Aging and Disability Resource Center (ADRC)) and Sheila Drays (Division Manager for the Community Support Services Division) had a phone conference in May with two staff from the Department of Health Services. One of them is the Regional Quality Specialist who covers Dodge County and the other was the Fiscal Analyst from the Office for Resource Center Development (ORCD). The reason for the call was because they were reviewing county budgets and discovered that Dodge County has underspent the provided allocation by approximately \$196,000 for the last two years. They were concerned that allocations were not being fully utilized to pay for much needed additional staff and to grow ADRC programs. As both of us were somewhat new to our positions we were not aware of this underspending.

The ORCD realizes counties need funding to meet goals and mandated performance standards. The Dodge County annual allocation is \$570,733 and for the past three years the County has an unspent allocation of \$196,972 in 2015 / \$196,379 in 2014 / \$130,896 in 2013.

Federal dollars are claimed through time reporting. For Dodge County ADR Specialists their average draw with 100% time reporting is approximately 30-35%. Please see the chart below that was provided by Julie Schroeder – Fiscal Agent from ORCD. This chart gives some examples of what the Federal match would be based on the percent of time submitted by the ADRC staff on their time reports.

Examples of Federal Match dollars based on Time Reporting submitted by the ADRC staff

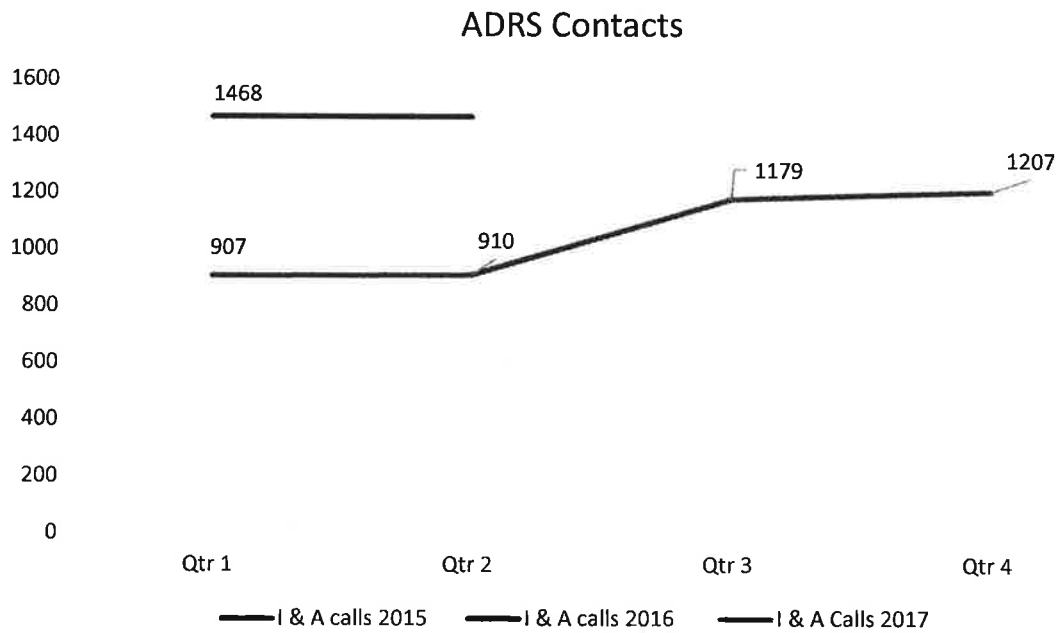
	GPR amount	FED amount	Total All Funds	FED Match Rate
(contract)	570,733	222,000	792,733	28.0%
	570,733	245,000	815,733	30.0%
	570,733	268,000	838,733	32.0%
	570,733	294,000	864,733	34.0%
	570,733	321,000	891,733	36.0%
	570,733	350,000	920,733	38.0%
	570,733	380,000	950,733	40.0%

Explanation of chart:

If the state contract remains consistent at \$570,733 total available funding will increase based upon the 100% time reporting results. So for example a Federal match rate of 36% means the county would have a combined State/Federal total of \$891,733. With a 40% Federal match the combined total would increase to \$950,733.

B. In 2016 there was an **increase in the overall work load** with contract requirement changes as well as increased call volume due to effective outreach. The ADRC is charged to do more than receive calls and provide resources. As shown by the figures below their call load is increasing. And with every contact, there is required follow up work.

Jan-Mar 2015	907 total contacts
Apr-June 2015	910 total contacts
Jul-Sep 2015	1179 total contacts
Oct-Dec 2015	1207 total contacts
Jan- Mar 2016	1468 total contacts



2. Customer Service/Support Specialist in 2016

A request is being submitted to add another Customer Service/Support Specialist position in 2016. BU 5086

Some background as to why this request came about.

In 2013 the Fiscal and Support Services Division combined staff that had previously been located at the County DF office, the Aging and Disability Resource Center in the Administration Building, and the Center Street office building to the new location at Henry Dodge. The Division consisted of nineteen Support Staff, three Supervisors, one Audit/Compliance Officer and one Division Manager.

In 2014 Dragon Voice Recognition software was introduced for all staff to use for transcribing purposes to make that process more efficient and less time consuming. Due to its implementation some Fiscal and Support Staff positions were eliminated which then led to restructuring of the Division. This restructuring brought the number of staff positions down to sixteen Support Staff, two Supervisors, one Audit/Compliance Officer and one Division Manager. Due to staff resignations and more restructuring in 2015, there are now thirteen Support Staff.

Therefore, from 2013 to 2015, this Division saw a reduction of six Support Staff and one Supervisor. During this time there has continued to be an increase in caseloads and along with that comes an increase in the associated workload. There has also been a need for higher paying staff to absorb some of the job duties that previously had been performed by Support Staff at lower paying positions. This in turn is taking those in the higher paying positions away from their much needed client time which means that county residents are not necessarily receiving the same amount of customer service as they have in the past.

This request is being presented to add one additional full time benefited, Customer Services/Support Specialist to alleviate some of this hardship and take on the workload of some of these job duties; freeing up the Social Workers to perform their job duties, helping the residents of Dodge County.

Cost for the position for the remainder of 2016 would be \$20,513.

3. Billing Specialist in 2016

The Billing Specialist will be the team leader for the Clinical Services medical billing team. This position will organize and schedule monthly billing and be responsible for generating accurate and timely bills for all clinical services. The position will also perform all month end procedures such as processing for a period, submission and resubmission of claims, creating batches, working with held claims and claims for group services, voids and adjustments. The billing specialist will work with general ledger postings related to the clinical billing. Additional responsibility will be to set up and maintain new insurance companies in the Netsmart/evolve software package, including medical coding and rate information. Additional responsibility related to Netsmart/evolve will be problem resolution and collaboration with department staff and other departments. This individual will provide guidance and instruction to two Account Clerk III members of the billing team and will make recommendations to the supervisor related to performance reviews and discipline and will assist in the hiring process. This position must be proficient in medical coding and insurance, Medical Assistance, Medicare and billing to individuals and working with the billing software package.

4. Administrative Secretary in 2016

BU 4855 and 5086

The Administrative Secretary will replace the Human Services Supervisor – Administrative Support Services position. This position is being restructured and will revert back to the position of providing administrative support to the Department Director, the Division Managers and the Human Services and Health Board. Assists in preparation of Department budget material; prepares Departmental reports to the Board and community; prepares Board packets and agendas and assists Managers with administrative reports to the Director and Board. Prepares monthly respite/foster home/group home/residential payroll and processes payments and other financial work related to department programs. Answers routine questions from the community, staff and other departments when appropriate. Answers and screens telephone calls for Director and Fiscal Division Manager. Arranges Department staff and committee meetings and reserves appropriate meeting space. Arranges lodging for Director, Division Managers and Committee members during conferences/workshops. Assists the Director and Division Managers researching special projects. Provides assistance to Fiscal Division Manager with reports, data gathering and State fiscal reporting.

5. Customer Service/Support Specialist in 2016

BU 4851

This would increase this .5 FTE position to a full-time position. See explanation under number 2 above. This position will be the second person at the reception desk in the Clinical Services area.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$24.36 - \$33.41

JOB TITLE:	HS Supervisor – Administrative Support Services	FLSA STATUS:	Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Director
LOCATION:	Henry Dodge Office Building	DATE:	3/16/2010
LABOR GRADE:	Dodge County Eight (8)	REVISED:	3/20/13; 6/24/15

OVERALL PURPOSE/SUMMARY

Under the direction of the Director of Human Services and Health, provides confidential administrative/clerical/fiscal support to the Director and Division Managers and supervises Customer Service and Support staff, and coordinates services throughout the Department

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs administrative support duties as necessary for the Director of Human Services and Health and Department Division Managers.
2. Enters administrative reports, letters, etc. into computer/word processor for the Director, and Division Managers.
3. Provides administrative support to Human and Health Services Board, Including taking minutes, preparing agendas, and coordinating/processing all necessary correspondence.
4. Updates/coordinates/maintains the Department Web-page with input from all areas of programming.
5. Assists with administering and processing confidential disciplinary matters and proceedings regarding Department personnel.
6. Maintains confidential files and other appropriate files as necessary.
7. Screens incoming mail for Director and Fiscal Division Manager.
8. Assists in preparation of Department budget material; prepares Departmental reports to the Board and community; prepares Board packets and agendas and assists Managers with administrative reports to the Director and Board.
9. Maintaining Department files focusing on auto insurance coverage, staff training status, and other necessary documentation.
10. Coordinates all aspects of training and regional events for the Department.
11. Responsible for the preparation and coordination of the Department's annual report.
12. Answers routine questions from the community, staff and other departments when appropriate.
13. Transcribes confidential material deemed necessary by Director or Division Managers.
14. Directly supervises all Customer Service and Support Specialists, assigns and reviews work, interviews and recommends hiring, and manages discipline of staff. Completes annual performance evaluations. Problem-solves and corrects any arising issues and concerns from entire Department as impacted by staff who report to assigned program work areas.
15. Responds to and manages any arising crises that come to the attention of front-line staff reports.
16. Maintains current operations manual detailing specific duties and procedures (including samples).
17. Assists the Director and Division Managers researching special projects.
18. Prepares various manuals/handbooks for Department policies, procedures, contracts, minutes and state memos.
19. Acts as back-up to other supervisory staff within the Fiscal division.
20. Prepares monthly respite/foster home/group home/residential payroll and processes payments and other financial work related to department programs; maintains and enters foster care rates for Treatment foster homes
21. Oversees and assists in auditing Dodge County licensed/certified child daycares that receive Wisconsin Shares payments.
22. Applies for and maintains credentialing for medical and clinical staff to assure compliance with Medicaid, Medicare and insurance providers to maximize reimbursements.
23. Assists in auditing Dodge County licensed/certified child daycares that receive Wisconsin Shares payments.
24. Responsible for monthly/regular Department fiscal/budget reports and vouchers including transportation for Care WI and other MCO's, and mealsite managers.
25. Completes payroll for all respite providers, group home providers, and foster homes.
26. State child welfare software security delegate for eWisacWis providing access to required staff and problem-solving issues with the state.
27. Regular attendance and punctuality required.
28. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain absolute confidentiality as a result of performing tasks within all Directors and Division Managers offices. Knowledge of supervisory practices and procedures including but not limited to planning, personnel supervision, program development and monitoring.

Working knowledge of office terminology, procedures and equipment.

Working knowledge of financial and statistical record keeping methods.

Knowledge of federal, state and local legislation regulating support programs.

Able to implement policies/directives of Human Services and Health Board and its Director.

Working knowledge of modern English grammar, punctuation, spelling, etc.

General knowledge of psychiatric and administrative terminology.

Skilled at dealing courteously and effectively with co-workers and general public.

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Ability to handle high degree of responsibility and remain consistent in quality of work.

Ability to transcribe data.

Ability to communicate effectively with others.

Ability to utilize word processing and accounting software.

EDUCATION AND EXPERIENCE

Associate degree in Accounting or related field, five (5) years of progressively responsible experience in a relevant field, with at least two (2) years in a supervisory capacity. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Frequently needs to work under time pressure. Moderate work under distractions. Normal office environment.

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.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$14.74 - \$20.21

JOB TITLE:	Account Clerk II	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services	REPORTS TO:	HS Supervisor - Fiscal Support
LOCATION:	Henry Dodge Office Building	DATE:	8/1/00
LABOR GRADE:	Dodge County Three (3)	REVISED:	3/22/13

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, responsible for performing billing functions for inpatient and outpatient areas as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs reception and switchboard duties and handles overflow calls.
2. Enters daily log data and runs related reports.
3. Enters payment and adjustment for each processing month.
4. Performs all month-end procedures, backups, and accounts receivable reports.
5. Runs HCFA forms for Medicare, Medical Assistance, and Insurance.
6. Runs private pay invoices and all other month-end reports/procedures as required.
7. Sorts HCFA forms and invoices per assigned alphabet section, proofs, submits to appropriate source, and files in patient file.
8. Receipts incoming cash/checks and codes to appropriate account.
9. Conducts financial interviews and updates with client/potential client.
10. Sets up new insurance company codes in computer if not already entered.
11. Answers questions from clients regarding financial interview process, accounts, collection procedures, HMO Health Insurance Plans, etc.
12. Prepares deposits as assigned.
13. Determines necessity for Medical Assistance prior authorization requests on Medical Assistance clients, initiates appropriate paperwork to involved therapist, and submits completed forms.
14. Performs follow-up work on client accounts.
15. Maintains client files in fiscal department.
16. Faxing of nurse documents.
17. Handle all paper work for the DDE-822 Forms for Nursing home Admissions in Dodge County.
18. Get all paper work for Patient Assistance Programs for Prescription drugs, distribute to client, fill out info for doctors/nurses, call drug company to get all extra information approved and then mail all documentation to drug company for approval.
19. Order refills through patient assistance programs when needed.
20. Pull nurse charts when needed.
21. Due miscellaneous tasks for nurses when needed.
22. Regular attendance and punctuality required
23. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting/billing procedures.
- Knowledge of office methods and procedures.
- Skilled at working accurately with numbers/calculations.
- Skill in dealing with general public and coworkers.
- Ability to accurately enter information into computer/word processor at rate equivalent to 50 wpm.
- Ability to understand and carry out instructions.
- Ability to maintain confidentiality.
- Ability to communicate effectively.
- Ability to consistently apply established policies and procedures.
- Ability to proficiently operate calculators, personal computer equipment, copy machines, and other office equipment.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, additional training/education in statistical reporting and/or computer interpretation, minimum of three (3) years office experience preferably in billing and accounts receivable. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Normal office environment.

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:	FOR HUMAN RESOURCE USE
DATE:	ANALYST(S):
SUPERVISOR SIGNATURE:	DATE:
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: \$18.59 - \$25.49

JOB TITLE:	Aging and Disability Resource Specialist - I	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Human Services and Health -ADRC/Aging Services	REPORTS TO:	Human Services Supervisor-ADRC/Aging Services
LOCATION:	Aging and Disability Resource Center	DATE:	2/28/08
LABOR GRADE:	Dodge County Five (5)	REVISED:	11/17/08, 3/21/13

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor-ADRC/Aging Services, provides frail elderly, adults with physical disabilities, mental illness and/or substance use disorders, and developmental disabilities with information and assistance, connections to resources, options counseling, and advocacy. For eligible target groups, determine eligibility for publicly funded long-term care programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide prompt, accurate and friendly response to requests for information on long term care options, resources (public and private) and services available to target groups and their representatives.
2. Make timely and appropriate referrals to programs within the ADRC as well as to outside organizations.
3. Provide counseling on long- term care options, including maximization of private resources.
4. Provide short-term case management.
5. Assist consumer in connecting with appropriate resources and services to meet their needs. Follow-up as needed to determine outcomes and to offer additional assistance.
6. Advocate or assist the consumer in self-advocacy for services.
7. Administer Department of Health Services (DHS) approved functional screen to determine functional eligibility for long-term support programs.
8. Assist consumers with Medicaid applications, including gathering needed information and documents.
9. Provide choice counseling related to managed care.
10. Connect consumers in crisis to emergency services by providing short term care coordination.
11. Provide outreach and information services to youth with disabilities/family caregivers as they transition into the adult long-term care system.
12. Link at-risk individuals with prevention and early intervention services.
13. Use the ADRC database and reporting system to document calls, create and maintain detailed case records, and produce reports.
14. Assist with development and upkeep of resource database.
15. Perform time reporting per Medicaid and DHS guidelines.
16. Market ADRC services and provide community education.
17. Attend training and staff meetings as required.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of physical, psychological and economic needs of target populations.
- Working knowledge of community resources and how to access services.
- Working knowledge of current social and economic problems and how they affect families/individuals.
- Working knowledge of law, regulations, and practices pertaining to federal and state programs.
- Working knowledge of economic support and health services and how resources may be made available to people in need.
- Ability to effectively communicate (orally and in writing), listen, assess and problem solve with clients.
- Ability to organize and plan work effectively.
- Ability to assist clients in effective personal planning and self advocacy.
- Ability to conduct comprehensive assessments for individuals with long-term care needs, including the functional screen.
- Ability to work with and communicate effectively with others.
- Must possess a valid driver's license and have access to an insured and reliable vehicle.
- Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Bachelor of Arts or Science degree, preferably in a health or human services related field, and at least one (1) year of experience working with the target populations of the ADRC. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered. Must obtain DHS certification for administering functional screen within four months of employment and certification by the National Alliance of Information and Referral Systems (AIRS) as a Certified Information and Referral Specialist (CIRS or CIRS-A) within one year of starting work in this position.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

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.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.51 - \$28.13

JOB TITLE:	Aging and Disability Resource Specialist - II	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Human Services and Health -ADRC/Aging Services	REPORTS TO:	Human Services Supervisor-ADRC/Aging Services
LOCATION:	Aging and Disability Resource Center	DATE:	2/28/08
LABOR GRADE:	Dodge County Six (6)	REVISED:	11/17/08, 3/21/13

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor-ADRC/Aging Services, provides frail elderly, adults with physical disabilities, mental illness and/or substance use disorders, and developmental disabilities with information and assistance, connections to resources, options counseling, and advocacy. For eligible target groups, determine eligibility for publicly funded long-term care programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide prompt, accurate and friendly response to requests for information on long term care options, resources (public and private) and services available to target groups and their representatives.
2. Make timely and appropriate referrals to programs within the ADRC as well as to outside organizations.
3. Provide counseling on long- term care options, including maximization of private resources.
4. Provide short-term case management.
5. Assist consumer in connecting with appropriate resources and services to meet their needs. Follow-up as needed to determine outcomes and to offer additional assistance.
6. Advocate or assist the consumer in self-advocacy for services.
7. Administer Department of Health Services (DHS) approved functional screen to determine functional eligibility for long-term support programs.
8. Assist consumers with Medicaid applications, including gathering needed information and documents.
9. Provide choice counseling related to managed care.
10. Connect consumers in crisis to emergency services by providing short term care coordination.
11. Provide outreach and information services to youth with disabilities/family caregivers as they transition into the adult long-term care system.
12. Link at-risk individuals with prevention and early intervention services.
13. Use the ADRC database and reporting system to document calls, create and maintain detailed case records, and produce reports.
14. Assist with development and upkeep of resource database.
15. Perform time reporting per Medicaid and DHS guidelines.
16. Market ADRC services and provide community education.
17. Attend training and staff meetings as required.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of physical, psychological and economic needs of target populations.
- Working knowledge of community resources and how to access services.
- Working knowledge of current social and economic problems and how they affect families/individuals.
- Working knowledge of law, regulations, and practices pertaining to federal and state programs.
- Working knowledge of economic support and health services and how resources may be made available to people in need.
- Ability to effectively communicate (orally and in writing), listen, assess and problem solve with clients.
- Ability to organize and plan work effectively.
- Ability to assist clients in effective personal planning and self advocacy.
- Ability to conduct comprehensive assessments for individuals with long-term care needs, including the functional screen.
- Ability to work with and communicate effectively with others.
- Must possess a valid driver's license and have access to an insured and reliable vehicle.
- Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A Bachelor of Arts or Science degree, preferably in a health or human services related field, and at least three (3) years of experience working with the target populations of the ADRC and ten (10) days in-service training related to specific job responsibilities. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered. Must obtain DHS certification for administering functional screen within four months of employment and certification by the National Alliance of Information and Referral Systems (AIRS) as a Certified Information and Referral Specialist (CIRS or CIRS-A) within one year of starting work in this position.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

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.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.44 - \$30.77

JOB TITLE:	Aging and Disability Resource Specialist - III	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Human Services and Health -ADRC/Aging Services	REPORTS TO:	Human Services Supervisor-ADRC/Aging Services
LOCATION:	Aging and Disability Resource Center	DATE:	2/28/08
LABOR GRADE:	Dodge County Seven (7)	REVISED:	11/17/08, 3/21/13

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor-ADRC/Aging Services, provides frail elderly, adults with physical disabilities, mental illness and/or substance use disorders, and developmental disabilities with information and assistance, connections to resources, options counseling, and advocacy. For eligible target groups, determine eligibility for publicly funded long-term care programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide prompt, accurate and friendly response to requests for information on long term care options, resources (public and private) and services available to target groups and their representatives.
2. Make timely and appropriate referrals to programs within the ADRC as well as to outside organizations.
3. Provide counseling on long- term care options, including maximization of private resources.
4. Provide short-term case management.
5. Assist consumer in connecting with appropriate resources and services to meet their needs. Follow-up as needed to determine outcomes and to offer additional assistance.
6. Advocate or assist the consumer in self-advocacy for services.
7. Administer Department of Health Services (DHS) approved functional screen to determine functional eligibility for long-term support programs.
8. Assist consumers with Medicaid applications, including gathering needed information and documents.
9. Provide choice counseling related to managed care.
10. Connect consumers in crisis to emergency services by providing short term care coordination.
11. Provide outreach and information services to youth with disabilities/family caregivers as they transition into the adult long-term care system.
12. Link at-risk individuals with prevention and early intervention services.
13. Use the ADRC database and reporting system to document calls, create and maintain detailed case records, and produce reports.
14. Assist with development and upkeep of resource database.
15. Perform time reporting per Medicaid and DHS guidelines.
16. Market ADRC services and provide community education.
17. Attend training and staff meetings as required.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of physical, psychological and economic needs of target populations.
- Working knowledge of community resources and how to access services.
- Working knowledge of current social and economic problems and how they affect families/individuals.
- Working knowledge of law, regulations, and practices pertaining to federal and state programs.
- Working knowledge of economic support and health services and how resources may be made available to people in need.
- Ability to effectively communicate (orally and in writing), listen, assess and problem solve with clients.
- Ability to organize and plan work effectively.
- Ability to assist clients in effective personal planning and self advocacy.
- Ability to conduct comprehensive assessments for individuals with long-term care needs, including the functional screen.
- Ability to work with and communicate effectively with others.
- Must possess a valid driver's license and have access to an insured and reliable vehicle.
- Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A Bachelor of Arts or Science degree, preferably in a health or human services related field, and at least seven (7) years of experience working with the target populations of the ADRC and twenty (20) days in-service training related to specific job responsibilities. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered. Must obtain DHS certification for administering functional screen within four months of employment and certification by the National Alliance of Information and Referral Systems (AIRS) as a Certified Information and Referral Specialist (CIRS or CIRS-A) within one year of starting work in this position.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

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.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$12.81 - \$17.57

JOB TITLE:	Customer Service / Support Specialist	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	March 23, 1999
LABOR GRADE:	Dodge County Two (2)	REVISED:	8/1/14; 8/18/15

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, operates switchboard and performs clerical tasks of repetitive nature

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Responsible for fast and accurate operations of telephone switchboard at any assigned reception point. Volume can be heavy at times. Must be able to prioritize calls by need.
2. Communicate with staff and clients status of appointments, arrivals, cancellations, reschedules, no-shows, to help stay on schedule.
3. Receives telephone/TDD calls and gives information or directs inquiry to proper source of information or service.
4. Schedules appointments, enters them into computer and takes/relays messages for professional and support services staff and make appointment reminder calls for appointments.
7. Obtains accurate information during all situations in compassionate manner, referring as appropriate.
8. Coordinates calls between internal department and external providers including but not limited to Crisis Intake, law enforcement and hospital facilities, etc.
9. Assists clients in completing ID Sheets.
10. Provides professional and courteous face-to-face service to all clients appearing at reception points. This requires personal interaction to provide information, give directions, and answer questions.
11. Communicates transportation requirements with the ADRC and staff and check ride list for accuracy.
12. Ensures that HIPAA procedures are followed.
13. Prepares reminders for staff as needed, stating name, date, and time of scheduled appointment.
14. Routinely checks files and forwards expired papers to appropriate staff for follow up.
15. Contacts Medical Records and has appropriate chart delivered to psychiatrist office.
16. Maintains petty cash, stamps, and sunshine fund, and accurately reports disbursements.
17. Prepares/completes new room schedule and appointment books monthly.
18. Completes daily time logs and appointment books and distributes them daily.
19. Ensures emergency on-call roster is current and the information is communicated with the Sheriff's Department.
20. Maintains waiting room bulletin board and sorts magazines/newspapers retaining current issues.
21. Oversees lobby activity on all floors as assigned.
22. Maintains adequate supply of IDP folders for assessment if necessary depending on assignment.
23. Ensures lobby is tidy, reports any identified problems to supervisor.
24. While attending to operation of switchboard, performs word processing tasks on an as-needed, assigned basis.
25. Maintains organization and functionality of reception points including stock of necessary forms.
26. Regular attendance and punctuality required.
27. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of English grammar.
- Skill in dealing courteously and effectively with general public and co-workers.
- Ability to operate switchboard under heavy traffic load conditions.
- Ability to work with variety of people with special problems such as physical/mental handicaps, chemically dependent etc.
- Ability to maintain confidentiality.
- Ability to professionally answer questions in clear and concise manner.
- Ability to understand and effectively carry out instructions.
- Ability to react quickly and calmly in crisis situations.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and a minimum of three (3) years of experience in an office setting with documented customer service experience with both phone and face-to-face interactions and demonstrated proficiency in computer keyboarding and computer software and applications. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Office working environment.

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:	FOR HUMAN RESOURCE USE
DATE:	ANALYST(S):
SUPERVISOR SIGNATURE:	DATE:
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: 20.51 - \$28.13

JOB TITLE:	Administrative Secretary	FLSA STATUS:	Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Division Manager
LOCATION:	Henry Dodge Office Building	DATE:	3/16/2010
LABOR GRADE:	Dodge County Six (6)	REVISED:	3/20/13; 6/24/15; 6/28/16

OVERALL PURPOSE/SUMMARY

Provides confidential administrative/clerical/fiscal support to the Director, Division Managers and Human Services Board, and coordinates services throughout the Department

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs administrative support duties as necessary for the Director of Human Services and Health and Department and Division Managers.
2. Enters administrative reports, letters, etc. into computer/word processor for the Director, and Division Managers.
3. Provides administrative support to Human and Health Services Board, including taking minutes, preparing agendas, and coordinating/processing all necessary correspondence.
4. Assists with administering and processing confidential disciplinary matters and proceedings regarding Department personnel.
5. Maintains confidential files and other appropriate files as necessary.
6. Screens incoming mail for Director and Fiscal Division Manager.
7. Assists in preparation of Department budget material; prepares Departmental reports to the Board and community; prepares Board packets and agendas and assists Managers with administrative reports to the Director and Board.
8. Maintaining Department files focusing on auto insurance coverage, staff training status, and other necessary documentation.
9. Responsible for the preparation and coordination of the Department's annual report.
10. Answers routine questions from the community, staff and other departments when appropriate.
11. Transcribes confidential material deemed necessary by Director or Division Managers.
12. Maintains current operations manual detailing specific duties and procedures (including samples).
13. Assists the Director and Division Managers researching special projects.
14. Prepares various manuals/handbooks for Department policies, procedures, contracts, minutes and state memos.
15. Prepares monthly respite/foster home/group home/residential payroll and processes payments and other financial work related to department programs; maintains and enters foster care rates for Treatment foster homes
16. State child welfare software security delegate for eWisacWis providing access to required staff and problem-solving issues with the state.
17. Regular attendance and punctuality required.
18. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain absolute confidentiality as a result of performing tasks within all Directors and Division Managers offices.
 Knowledge of supervisory practices and procedures including but not limited to planning, personnel supervision, program development and monitoring.
 Working knowledge of office terminology, procedures and equipment.
 Working knowledge of financial and statistical record keeping methods.
 Knowledge of federal, state and local legislation regulating support programs.
 Able to implement policies/directives of Human Services and Health Board and its Director.
 Working knowledge of modern English grammar, punctuation, spelling, etc.
 General knowledge of psychiatric and administrative terminology.
 Skilled at dealing courteously and effectively with co-workers and general public.
 Ability to handle high degree of responsibility and remain consistent in quality of work.
 Ability to transcribe data.
 Ability to communicate effectively with others.
 Ability to utilize word processing and accounting software.

EDUCATION AND EXPERIENCE

Associate degree in Accounting or related field, five (5) years of progressively responsible experience in a relevant field, with at least two (2) years in a supervisory capacity. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Frequently needs to work under time pressure. Moderate work under distractions. Normal office environment.

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 (*).

Explanation of July Budget Amendment Request for Comprehensive Community Services Program (Human Services)

- Prior to January 1, 2015, Dodge County Human Services and Health Department operated a Comprehensive Community Services (CCS) program for several years, certified by the WI Dept. of Health Services (DHS) under WI State Statute 36, and funded through Medical Assistance. Under this certification, the State reimbursed Dodge County approximately 60% of its costs to provide services, and the county was required to fund the additional 40% through local tax levy.
- In early 2014, DHS announced its plan to encourage counties to provide regionalized (multi-county) CCS services in an effort to increase enrollment and efficiency. WI DHS and the Center for Medicare and Medicaid Services (CMS) incentivized the idea of regionalization by offering counties 100% matching dollars, meaning that for qualified services provided by state-approved regions, the counties would no longer need to contribute any tax levy and would be reimbursed at 100% of their expenses for CCS services.
- Dodge County partnered with Washington, Ozaukee and Sheboygan County to apply for regional status, and was granted this regional extension of our existing CCS certification effective January 1, 2015. We are known as the Lakeshore Recovery Collaborative.
- This regionalization and increased funding has allowed participating counties in the state of WI to vastly increase their enrollment in CCS as well as array of external services and resources available to consumers through county providers and contracted agencies. Once an agency has received adequate CCS training and demonstrates the ability to follow all CCS and MA guidelines for service provision and documentation, the county is able to contract with these agencies for additional services to consumers, including skills training, in-home therapy, and other specialized therapies. This allows counties to reach more consumers and provide more services than would be possible using only existing county staff. The agencies agree upon a rate for services, then bill the counties for services provided, and in turn the counties bill MA through the CCS program and receive 100% reimbursement for these services.
- As this is a newer system and process for counties including Dodge, it was difficult to predict the expansion of services we would be able to achieve in both 2015 and 2016, therefore our budget for both expenses and revenues for CCS was much lower than we now know to be necessary. For this reason, we are requesting a budget amendment in the amount of \$245,000 on both the revenue and the expense side, to put us in line with projected spending and revenue for these services based on usage through May 2016. This additional funding and support has allowed us to double our enrollment in CCS services since January of 2015, from 34 consumers on January 1, 2015 to 67 consumers as of June 15, 2016. In addition, we are able to provide a more comprehensive variety of services through contracts with agencies such as: Lutheran Social Services, Foundations Counseling Center, Wisconsin Family Ties, Therapy Without Walls, and Community Care Programs, with opportunities for future growth moving forward.

Respectfully submitted,

Alyssa Schultz

Division Manager, Clinical and Family Services, Human Services and Health Department

RESOLUTION NO. _____

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

WHEREAS, the Dodge County Board of Supervisors adopted the 2016 Dodge County Budget on November 10, 2015; and,

WHEREAS, due to events which have taken place and circumstances which have changed since the Dodge County Board of Supervisors adopted the 2016 Dodge County Budget, it is now necessary to change the amounts of some of the various appropriations that were stated in the 2016 Dodge County Budget at the time it was adopted; and,

WHEREAS, the Dodge County Finance Committee hereby recommends to the Dodge County Board of Supervisors, that the Dodge County Board of Supervisors authorize and direct the Dodge County Finance Director to change the amounts of those appropriations that were stated in the 2016 Dodge County Budget at the time it was adopted:

1. In the Human Services and Health Fund, as set forth in Exhibit "A", which has been attached hereto;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Finance Director to change the amounts of those appropriations that were stated in the 2016 Dodge County Budget at the time it was adopted:

1. In the Human Services and Health Fund, as set forth in Exhibit "A", which has been attached hereto.

All of which is respectfully submitted this 19th day of July, 2016.

Dodge County Human Services and Health Board:

David Godshall

Lois Augustson

Becky Glewen

Stephanie Justmann

Michael Malloy

Mark E. Roesch

Mary J. Bobholz

Gilbert Falkenthal

Jeremy Bartsch

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2016 Budget? _____ Yes or X No

Fiscal Impact on the adopted 2016 Budget:

\$ \$245,000 increase in revenue and \$245,000 increase in expenditures _____

Fiscal Impact reviewed by the Dodge County Finance Committee on _____, 2016.

David Frohling, Chairman
Dodge County Finance Committee

Exhibit A



**Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form**

Effective Date: 1/1/16

Date: 7/6/16

Department: Human Services and Health

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

Description of Adjustment:

Subsequent to passage of the 2016 budget we have expanded contracting for the Comprehensive Community Services Program - see attached memo for further details.

Subsequent to passage of the 2016 budget we have expanded contracting for the Treatment Alternatives Program

Budget Adjustment				
Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4807	4575	5	CSP Medicaid	(245,000)
4807	5219		Other Professional Service	240,000
4807	5332		Automobile Allowance	5,000
4845	5299		Sundry Contractual Services	31,857
4845	5499		Cost Allocation	(31,857)

Note the total Budget Adjustment must balance

RESOLUTION NO. _____

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

WHEREAS, the Dodge County Land Information Committee has studied and analyzed the personnel needs of the Land Information Division of the Dodge County Land Resources and Parks Department; and,

WHEREAS, as a result of this study and analysis, the Land Information Committee has formed the following considered conclusions:

- A. That one full-time, filled, funded, benefited position of *Property Listing Specialist* in the Land Information Division of the Land Resources and Parks Department should be abolished because it no longer fulfills the needs of the Department, effective July 20, 2016; and,
- B. That one new, full-time, benefited position of *LIS Specialist (Land Information Systems Specialist)* in the Land Information Division of the Land Resources and Parks Department should be established to better meet Department needs, effective July 20, 2016; and,

WHEREAS, job descriptions for the position of *Property Listing Specialist* and for the proposed position of *LIS Specialist (Land Information Systems Specialist)* have been marked for identification as Exhibits "A" and "B" respectively, and have been attached hereto; and,

WHEREAS, it is the responsibility of the Dodge County Human Resources and Labor Negotiations Committee to establish the salary rate for the proposed new full-time, benefited position of *LIS Specialist*; and,

WHEREAS, it is reasonably anticipated that there will be monies in the 2016 Budget of the Land Resources and Parks Department sufficient to fund the proposed position of *LIS Specialist (Land Information Systems Specialist)* for the remainder of the calendar year of 2016;

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

- A. Abolishes one full-time, filled, funded, benefited position of *Property Listing Specialist* in the Land Information Division of the Dodge County Land Resources and Parks Department, effective July 20, 2016; and,
- B. Creates one new full-time, benefited position of *LIS Specialist (Land Information Systems Specialist)* in the Land Information Division of the Dodge County Land Resources and Parks Department, effective July 20, 2016; and,

BE IT FURTHER RESOLVED, that the Dodge County Human Resources and Labor Negotiations Committee shall establish the salary rate for the position of *LIS Specialist (Land Information Systems Specialist)*; and,

BE IT FINALLY RESOLVED, that monies from the 2016 Budget of the Dodge County Land Resources and Parks Department shall be used to fund the new, full-time, benefited position of *LIS Specialist (Land Information Systems Specialist)* for the remainder of the calendar year of 2016.

All of which is respectfully submitted this 19th day of July, 2016.

Dodge County Land Information Committee:

Harold Johnson

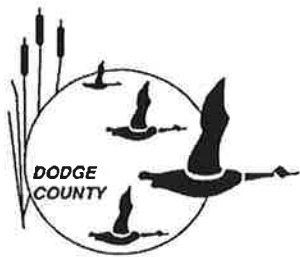
Allen Behl

Becky Glewen

Larry Schraufnagel

Wayne Uttke

<p>FISCAL NOTE:</p> <p>Is the referenced expenditure included in the adopted 2016 Budget? ____ Yes or <u>X</u> No</p> <p>Fiscal Impact on the adopted 2016 Budget:</p> <p><u>\$928.00</u></p> <p>Fiscal Impact reviewed by the Dodge County Finance Committee on _____, 2016.</p> <p>_____ David Frohling, Chairman Dodge County Finance Committee</p>



DODGE COUNTY FINANCE DEPARTMENT

127 E Oak Street, 4th floor, Juneau WI 53039-1309

(920) 386-3520 (phone) (920) 386-4088 (fax)

FINANCE DIRECTOR

Julie Kolp
jkolp@co.dodge.wi.us

DODGE COUNTY FINANCE COMMITTEE

David Frohling, Chair
district23@co.dodge.wi.us
Thomas J. Schaefer
district10@co.dodge.wi.us
Wayne Uffke
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Ed Benter
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PROJECT ASSISTANT

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ADMINISTRATIVE ASSISTANTS

Carrie Lagerman
carrie.lagerman@co.dodge.wi.us
Mary Muskovitz
mmuskovitz@co.dodge.wi.us

Date: July 7, 2016

To: Finance Committee

From: Julie A. Kolp

RE: Request to attend training conference for Finance staff

I am requesting a recommendation from the Finance Committee to the Executive Committee for out of state travel for Carrie Lagerman, Administrative Assistant. Carrie is Dodge County's primary payroll specialist and Kronos is the software Dodge County uses for Human Resources, timekeeper and payroll.

KronosWorks Conference

Presented by Kronos in Orlando, Florida
Four days/three nights of Kronos Training.

Conference Cost \$0 (complimentary)

Hotel: Hyatt Regency Orlando
\$219 per night + taxes and fees, approx. \$250 per night x 3 = \$750

Airfare: Southwest Airlines
\$271.96 + taxes, approx. \$300.00

Transportation from Airport to Hotel and
Hotel to Airport
\$20.00

Total Cost, Approx. \$1,070.00

Budget dollars for training

Who comes to KronosWorks?

Who comes to KronosWorks? Nearly 2,000 customers who want to build a world-class workforce with their Kronos solution.

The Expo Hall is home to big ideas.

Whether you're a beginner or an advanced user, meet up with Kronos® technology experts and our business partners in the Exposition Hall for fresh ideas and the latest information.

In-person technical support, product and service demos, meetings with Kronos Strategic Alliance Partners, and the latest product releases – the Expo Hall has it all.

Why Attend?

We know you have many conferences to choose from. But KronosWorks™ is simply the one conference you can't miss this year. With a focus on networking, learning, collaboration, and knowledge, only KronosWorks can help you get the most out of your Kronos® system.

KronosWorks Highlights

- 2½ days with 1,800 attendees, 120+ sessions, and so much more
- Valuable networking opportunities by industry, product, or business role
- Exclusive “first look” access to new Kronos products and solutions
- One-on-one access to Kronos employees, experts, and business partners
- Practical hands-on training workshops and technical courses
- Gain professional certification credits for the sessions you attend

Professional Education Credits and Certificates of Participation

The experience and knowledge you gain by attending KronosWorks™ qualify as part of your continuing education. The following professional associations recognize select KronosWorks sessions as eligible for recertification continuing education credits.

Visit the KronosWorks website after the conference to download your certificate of participation.

American Payroll Association (APA)

KronosWorks has been approved by the American Payroll Association for recertification credits.

National Association of State Boards of Accountancy (NASBA)

Kronos® is registered with the National Association of State Boards of Accountancy as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit.

Questions regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. NASBA phone number: +1 615 880 4200. Website: www.nasba.org.

Other Professional Associations

When it comes to applying conference attendance toward certification status, many professional associations leave it to the member's discretion. If this is your situation, a certificate of participation can be obtained after the conference.

Information Technology Department

Requisition Form

Date: June 20, 2016
Department: SO
Reference: Power Supplies
Ticket No: 18421
Attention: Scott Smith

Your Department requested the services/items below and will be charged the cost for these service/items. Indicate which business unit and object code you would like to have these costs charged to in your department. Please have your Department Head sign below and return the signed copy to the IT Department. Keep a copy.

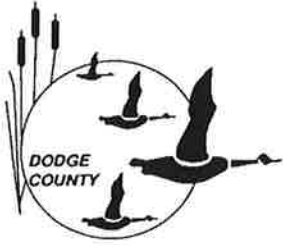
Items/service Unit/Qty	Description	Cost/Item	Total
2	Seasonic power supplies	118.00	\$118.00
1	DVR server power supply	217.00	\$217.00
		Total Product Cost	\$335.00
		Estimated Shipping Cost	TBD
		Total Cost	\$335.00

Business Unit and Object Code:

Your department business unit and object code will be used for journal entry by IT Department

Department Head

Date



Dodge County Maintenance Dept.

Physical Facilities
127 E. Oak Street
Juneau, WI 53039-1329
(920) 386-3665 FAX: (920) 386-3264

Russ Freber
Director

DATE: July 5,, 2016

**TO: David Frohling, Chairman
Dodge County Finance Committee**

**From: Russell L. Freber, Director
Physical Facilities Maintenance**

RE: Jail Improvement Funds

The Dodge County Building Committee has made a motion to recommend to the Finance Committee to use Jail Improvement Funds for the repair of the Air Conditioning Compressor located at the Dodge County Law Enforcement Center. They have also recommend to pay the invoice to Kaul Refrigeration in the amount of **\$8,734.90** when such invoice is received.

If you have any questions or concerns, please feel free to contact me.

cc: Julie Kolp, Finance Director

KAUL REFRIGERATION, INC.
 BEAVER DAM, WI 53916
 1010 SOUTH SPRING STREET

Invoice

Invoice #	010596
INVOICE DATE	6/30/2016

**DODGE COUNTY ADMINISTRATION
 BUILDING
 127 EAST OAK STREET
 JUNEAU, WI 53039**



P.O. No.	Terms	Due Date
	Net 30	7/30/2016

QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
19.00	LABD	LABOR - DOUG	78.00	1,482.00
10.25	LABR	LABOR - RANSOM	78.00	799.50
2.25	LABC	LABOR - COREY	78.00	175.50
1.00	LABTRIP	LABOR - TRUCK TRIP CHARGE	28.00	28.00
4.25	MIS-PU	PICK UP LABOR	50.00	212.50
1.00	MISCELLANEOUS-N	L - COPE COMPRESSOR M #: 4DE3R18ME-TSK-800, S #: 16061728R	5,484.22	5,484.22
1.00	MISCELLANEOUS-N	DISCOUNT ON SALVAGE VALUE OF COMPRESSOR	-630.00	-630.00
1.00	CON1653132	COPELAND 90 AMP 3 POLE 208-240V	303.95	303.95
1.00	CON1653035	COPELAND AUX SWITCH - 90 AMP (F1) ONLY	40.50	40.50
2.00	DRI5803648	RC-4864 LIQUID DRIER CORE	40.34	80.68
1.00	MISCELLANEOUS-N	UR - XB1019HC1B POWER ASSEMBLY	187.97	187.97
8.00	RFG4880902	R-22 REFRIGERANT	20.20	161.60
1.00	MISCELLANEOUS-N	L - 5802434 OVE-15-GA TEV	341.42	341.42
1.00	MIS4035025	SOLDER - 6% STAY-SILV - 20" LONG	6.56	6.56
1.00	FTG1525500	7/8" 90 LR ST COPPER ELBOW	7.48	7.48
1.00	HDW0000550	MISCELLANEOUS HARDWARE PARTS	5.00	5.00
1.00	DRI5803861	RPE-48-BD SUCTION FILTER	48.02	48.02

6/21/16 - A FAULTY COMPRESSOR WAS
 DISCOVERED, A NEW ONE WAS PICKED UP
 AND THE TECHNICIANS STARTED TO REMOVE
 THE OLD COMPRESSOR FOR "A/C - 2."

**1 1/2% PER MONTH FINANCE CHARGE
 ON AMOUNTS PAST DUE.**

**THANK YOU FOR YOUR BUSINESS. IF YOU HAVE ANY
 QUESTIONS, PLEASE CALL MORGAN AT 920-885-9721.**

Subtotal

Sales Tax (0.0%)

**A 3.25% CREDIT CARD PROCESSING FEE WILL BE ADDED TO ANY
 INVOICE PAID WITH A CREDIT CARD. WE ACCEPT VISA AND
 MASTERCARD.**

Invoice

KAUL REFRIGERATION, INC.
 BEAVER DAM, WI 53916
 1010 SOUTH SPRING STREET

Invoice #	010596
INVOICE DATE	6/30/2016

**DODGE COUNTY ADMINISTRATION
 BUILDING
 127 EAST OAK STREET
 JUNEAU, WI 53039**



P.O. No.	Terms	Due Date
	Net 30	7/30/2016

QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
----------	-------------	-------------	------------	-------------

6/22/16 - THE FAULTY COMPRESSOR WAS REPLACED, AS WELL AS, THE DRAIN CORE. ADDITIONALLY, A RESTRICTED SCREEN IN THE LIQUID DRIER CORE WAS CLEANED; UNCOVERING A DAMAGED TEV FOR THE "A/C - 2" AIR CONDITIONING UNIT.

6/23/16 - A DEFECTIVE POWER ELEMENT WAS REPLACED AND FREON WAS ADDED TO "A/C - 2." THE TECHNICIAN NOTED THE FREON PRESSURE IS NOW BETTER, BUT NOT WHERE IT SHOULD BE.

6/24/16 - THE TEV WAS REPLACED FOR "A/C - 2" UNIT. THE FILTER DRIERS WERE TO BE REPLACED THE FOLLOWING WEEK.

6/27/16 - RUSS DECLINED TO THE FOUR-YEAR EXTENDED WARRANTY.

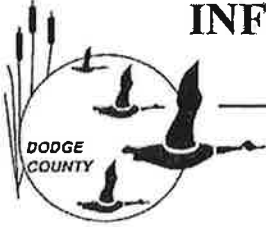
6/30/16 - THE LIQUID AND SUCTION DRIER CORES WERE REPLACED FOR THE "A/C - 2" UNIT.

1 1/2% PER MONTH FINANCE CHARGE ON AMOUNTS PAST DUE.

THANK YOU FOR YOUR BUSINESS. IF YOU HAVE ANY QUESTIONS, PLEASE CALL MORGAN AT 920-885-9721.

A 3.25% CREDIT CARD PROCESSING FEE WILL BE ADDED TO ANY INVOICE PAID WITH A CREDIT CARD. WE ACCEPT VISA AND MASTERCARD.

Subtotal	\$8,734.90
Sales Tax (0.0%)	\$0.00
	\$8,734.90



INFORMATION TECHNOLOGY DEPARTMENT

Ruth M. Otto, Director

127 East Oak Street, Juneau, WI 53039 • (920) 383 - 3940

MEMORANDUM

Date: June 24, 2016

To: Honorable Members of the Finance Committee

From: Ruth M. Otto, Director of Information Technology *RMO*

Re: Request to re-appropriate \$15,000 from contingency fund to purchase OpenDNS

The Information Technology department request consideration to re-appropriate funds from the contingency fund to Information Technology BU #1811.5818 to purchase OpenDNS, a security product deemed necessary to combat Ransomware.

Although the County has many security systems in place to divert attacks of many kinds against the County, the systems in place are defenseless when it comes to Ransomware. Ransomware is a type of malware that can be covertly installed on a computer without any awareness of the user. Once this malware is installed on the computer, it begins to encrypt all the files it can on the host computer and other areas that host computer has access to. These files once encrypted are useless unless a ransom is paid to the source or, in the case of the County, is replaced by the latest version of the file on backup. This type of malware is not picked up by typical anti-virus, malware or firewall systems. The OpenDNS product works in a very different fashion than products being used by the County as it predicts attacks before they happen by observing Internet traffic and blocking hostile traffic before it attempts to enter the County's systems. If something is able to enter it will contain the evader before it damages data files.

Information Technology have been working hard to determine how to best combat this situation for months. Staff have investigated a solution that was highly recommended for \$100,000 but also researched and tested in house the OpenDNS solution which comes from our current vendor of our other security products, Cisco. After much testing it was confirmed the Open DNS solution is the better solution to remove the blind spot we currently have in our defense environment.

Based on importance of maintaining system security, it is not in the best interest of Dodge County to delay implementation of OpenDNS until 2017. I have included an article reporting on another municipality that had suffered great damage due to Ransomware, a great example of what could occur at Dodge but had not reached to that level of severity. We currently are using a temporary account and Cisco is willing to keep the temporary account open for the County until July 29th.

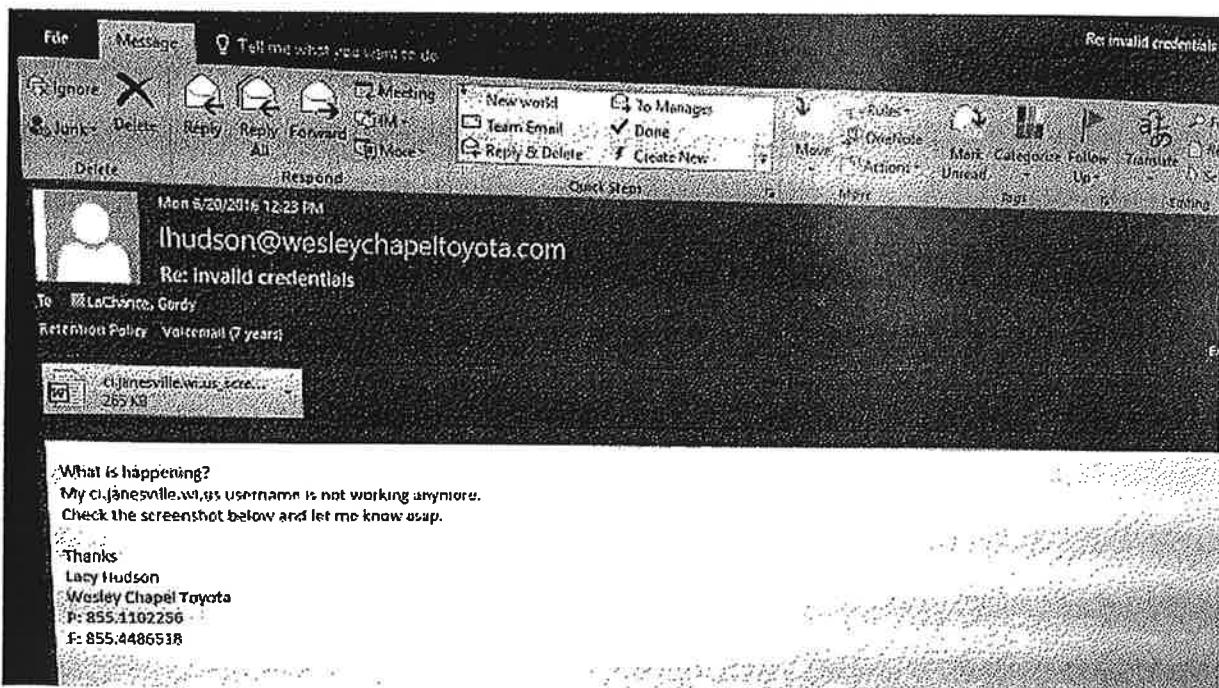
The cost for OpenDNS is \$21,791.28. Information Technology has \$6,791.28 to put towards the purchase but is requesting appropriations for \$15,000 from the contingency fund.



Janesville computer systems hit by virus, likely 'ransomware'

Author: **Jessica Arp**, jarp@wisctv.com

Published On: Jun 20 2016 03:17:47 PM CDT Updated On: Jun 20 2016 06:57:50 PM CDT



JANESVILLE, Wis. -

Janesville officials said they're still working to recover after a computer virus attacked their network last week.

Information Technology Manager Gordy LaChance said it was caused by multiple employees opening compromised emails that immediately started gathering and reorganizing files in their system. Both emails looked like they were from businesses that the city may have been dealing with. One purported to be an invoice, the other an incorrect credit card charge.

One of those emails was opened by City Clerk/Treasurer Dave Godek, who said he knew immediately something was wrong when the attachment that was supposed to be a screen shot of a utility charge was instead "a page of gobbledegook." Godek was working for most of Monday with pen and paper while his computer was reviewed for issues.

LaChance said Godek notified the IT department, who manually disconnected networks and took down possibly infected computers. He said the city's website was down for most of Thursday afternoon, and the primary network connecting city systems was disabled. He does not believe any sensitive information was accessed during the attack.

STATEMENT OF THE DODGE COUNTY TREASURER

May 31, 2016

Following is a condensed statement of cash received and disbursed
by Dodge County during the month of MAY 2016:

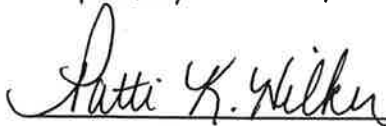
Balance APRIL 30, 2016	\$583,352.19	
Receipts MAY 2016	\$4,215,265.70	
Investments Redeemed	\$4,662,000.00	
Cancelled Checks	\$25.00	
JE Bank credit IRS	\$210.00	
Interest "SWEEP" Account	\$211.14	
MAY J.E.	\$1,047,273.95	
Disbursements MAY 2016		\$8,082,403.54
Investments Purchased		\$1,495,000.00
Balance MAY 31, 2016		\$884,298.24
MAY J.E.		\$46,636.20
	<u>\$10,508,337.98</u>	<u>\$10,508,337.98</u>

Landmark Credit Union # 9001133707 (GENERAL FUND)	\$498,909.05
Landmark Credit Union # 9001133703 (SWEEP)	\$772,382.58
NSF	\$0.00
NSF	\$0.00
NSF	\$0.00

	\$1,271,291.63
Less Outstanding Checks	\$386,993.39

Cash Balance MAY 2016	\$884,298.24
-----------------------	--------------

Respectfully Submitted,



Patti K. Hilker
Dodge County Treasurer

**DODGE COUNTY, WISCONSIN
COUNTY INVESTMENTS**

JUNE 2016

INVESTMENT TYPE	BALANCE BEFORE INVESTING	% INVESTED	AVG. YIELD RATE	AMOUNT INVESTING	AMOUNT SOLD	AVG. YIELD RATE	BALANCE AFTER INVESTING	% INVESTED	5/31/2015
	CERTIFICATES OF DEPOSITS	\$2,750,000.00	5.9%	0.633%	\$0.00	\$0.00	0.633%	\$2,750,000.00	6.1%
STATE INVEST. POOL RAILROAD	\$618,158.65	1.3%	0.420%	\$176.96	\$19,160.24	0.420%	\$599,175.37	1.3%	\$781,638.53
STATE INVEST. POOL GENERAL	\$12,861,460.22	27.7%	0.420%	\$3,024,193.93	\$4,646,000.00	0.420%	\$11,239,654.15	25.1%	\$12,288,733.34
STATE INVEST. POOL HSN PROJECT	\$0.00	0.0%	0.000%	\$0.00	\$0.00	0.000%	\$0.00	0.0%	\$0.00
EHLERS -GENERAL FUNDS	\$9,698,644.56	20.9%	0.240%	\$29,469.85	\$3,853.10	0.240%	\$9,724,261.31	21.7%	\$7,791,593.06
EHLERS -TREASURY ACCT	\$0.00	0.0%	0.000%	\$0.00	\$0.00	0.000%	\$0.00	0.0%	\$1,294,232.13
LANDMARK CREDIT UNION GEN FUND INVESTMENTS	\$2,000,000.00	4.3%	0.000%	\$0.00	\$0.00	0.000%	\$2,000,000.00	4.5%	\$2,024,372.02
WELLS FARGO INVESTMENTS	\$252,782.50	0.5%	1.644%	\$0.00	\$1,055.00	1.644%	\$251,727.50	0.6%	\$0.00
FIXED INCOME CUSTODY (DANA)	\$18,247,434.00	39.3%	0.150%	\$27,291.00	\$0.00	0.150%	\$18,274,725.00	40.8%	\$18,320,448.20
	<u>\$46,428,479.93</u>	<u>100.0%</u>		<u>\$3,081,131.74</u>	<u>\$4,670,068.34</u>		<u>\$44,839,543.33</u>	<u>100.0%</u>	<u>\$45,501,017.28</u>

Market Driven

June Yield Rate		
	2015	2016
CD	0.70%	0.63%
State Pool	0.13%	0.42%
Fixed Income	1.61%	0.15%
Landmark Investments	1.02%	0%
Wells Fargo Investment	NA	1.64%

INVESTED BY:

DATE

PATTI K. HILKER, DODGE COUNTY TREASURER

INVESTMENTS AUTHORIZED BY:

DATE

DAVID FROHLING
FINANCE COMM. CHAIRMAN

Dodge County, Wisconsin County Sales Tax Remittances

6/27/2016

Remittance Period	Collection Period	2010 Remittance	2011 Remittance	2012 Remittance	2013 Remittance	2014 Remittance	2015 Remittance	2016 Remittance	Previous Year	
									\$ Change	% Change
Jan	Nov	\$374,923	\$376,228	\$328,944	\$395,130	\$486,170	\$461,907	\$512,301	\$50,394	10.9%
Feb	Dec	328,040	410,423	491,041	464,668	465,644	419,112	440,663	\$21,552	5.1%
Mar	Jan	343,455	351,889	334,316	378,875	346,135	399,718	414,299	\$14,582	3.6%
Apr	Feb	344,008	347,948	376,618	380,068	433,718	469,683	321,749	(\$147,935)	-31.5%
May	Mar	313,820	333,146	470,113	481,241	534,851	515,569	407,852	(\$107,717)	-20.9%
Jun	Apr	412,100	479,438	459,467	399,631	422,574	407,861	638,989	231,127	56.7%
Jul	May	430,212	412,277	339,517	510,392	589,725	524,613			
Aug	Jun	367,346	410,118	525,156	552,835	672,406	500,849			
Sep	Jul	460,303	443,711	402,754	413,028	461,485	486,051			
Oct	Aug	437,649	421,047	457,675	505,310	565,940	580,603			
Nov	Sep	386,048	466,361	502,994	458,782	490,439	417,286			
Dec	Oct	418,154	442,259	387,671	370,028	484,997	548,922			
		\$4,616,056	\$4,894,845	\$5,076,266	\$5,309,989	\$5,954,084	\$5,732,174	\$2,735,853	\$62,003	
Monthly Average		384,671	407,904	423,022	442,499	496,174	477,681	455,976	10,334	
Highest Monthly Amt		\$460,303	\$479,438	\$525,156	\$552,835	\$672,406	\$580,603	\$638,989	\$231,127	
		Sept/July	June/Apr	Aug/June	Aug/June	Aug/June	Oct/Aug	June/April	June/April	
Lowest Monthly Amt		\$313,820	\$333,146	\$328,944	\$370,028	\$346,135	\$399,718	\$321,749	(\$147,935)	
		May/March	May/March	Jan/Nov	Dec/Oct	Mar/Jan	Mar/Jan	Apr/Feb	Apr/Feb	
% Of Year Completed								50.0%		
Estimated Year End								\$5,471,707		

2016 Budget	Monthly Budget
\$4,365,993	\$363,833

	Previous Month	
	May-16	Jun-16
State	\$24,704,552	\$32,904,450
Dodge	407,852	638,989
	\$ Change	% Change
	\$8,199,898	33.2%
	\$231,136	56.7%

Apr/May - One time adjustment of \$152,100.20 due to amended tax returns

**Wisconsin Department of Revenue
Division of Enterprise Services**

County Sales Tax Distributions

January-December 2016

The following worksheet shows county sales tax distributed to the counties that have enacted the 0.5% local sales tax

Counties	January	February	March	April	May	June	Total
Adams County	\$ 102,457.79	\$ 106,116.21	\$ 92,643.48	\$ 92,306.40	\$ 110,233.78	\$ 134,706.42	\$ 638,464.08
Ashland County	\$ 101,683.39	\$ 81,814.24	\$ 73,047.96	\$ 101,687.96	\$ 71,284.68	\$ 117,550.22	\$ 547,068.45
Barron County	\$ 359,415.72	\$ 269,973.01	\$ 263,822.11	\$ 346,158.68	\$ 263,894.31	\$ 406,410.96	\$ 1,909,674.79
Bayfield County	\$ 67,817.78	\$ 63,671.74	\$ 58,605.71	\$ 64,328.98	\$ 66,107.17	\$ 70,965.36	\$ 391,496.74
Buffalo County	\$ 59,666.73	\$ 48,648.84	\$ 44,998.86	\$ 46,737.92	\$ 57,062.23	\$ 59,709.08	\$ 316,823.66
Burnett County	\$ 73,564.08	\$ 64,162.69	\$ 54,242.92	\$ 63,582.30	\$ 65,364.82	\$ 79,902.80	\$ 400,819.61
Chippewa County	\$ 380,833.36	\$ 343,600.52	\$ 320,975.63	\$ 417,795.31	\$ 345,566.99	\$ 490,711.84	\$ 2,299,483.65
Clark County	\$ 152,436.44	\$ 120,256.07	\$ 115,571.66	\$ 141,239.76	\$ 131,584.94	\$ 156,729.01	\$ 817,817.88
Columbia County	\$ 340,302.77	\$ 298,932.56	\$ 285,211.82	\$ 232,279.37	\$ 304,285.00	\$ 440,801.09	\$ 1,901,812.61
Crawford County	\$ 130,611.90	\$ 90,437.89	\$ 82,007.04	\$ 125,777.28	\$ 90,575.28	\$ 159,242.47	\$ 678,651.86
Dane County	\$ 4,758,095.20	\$ 4,298,634.63	\$ 3,830,993.55	\$ 4,173,929.46	\$ 3,867,178.94	\$ 5,014,580.90	\$ 25,943,412.68
Dodge County	\$ 512,301.24	\$ 440,663.36	\$ 414,299.30	\$ 321,748.67	\$ 407,852.22	\$ 638,988.61	\$ 2,735,853.40
Door County	\$ 262,179.05	\$ 204,409.60	\$ 195,203.38	\$ 287,266.36	\$ 185,644.73	\$ 304,098.58	\$ 1,438,801.70
Douglas County	\$ 351,502.66	\$ 260,744.27	\$ 247,079.81	\$ 334,814.74	\$ 247,903.97	\$ 324,217.89	\$ 1,766,263.34
Dunn County	\$ 240,346.57	\$ 188,499.11	\$ 187,108.34	\$ 259,152.91	\$ 186,462.84	\$ 269,004.53	\$ 1,330,574.30
Eau Claire County	\$ 868,975.69	\$ 708,776.59	\$ 696,710.19	\$ 882,113.15	\$ 659,845.45	\$ 933,153.79	\$ 4,749,574.86
Florence County	\$ 20,384.08	\$ 21,150.61	\$ 15,090.31	\$ 12,698.22	\$ 13,274.29	\$ 20,182.13	\$ 102,779.64
Fond Du Lac County	\$ 655,971.39	\$ 558,585.44	\$ 664,386.87	\$ 589,030.76	\$ 598,081.31	\$ 782,780.78	\$ 3,848,836.55
Forest County	\$ 43,381.44	\$ 29,795.88	\$ 30,833.19	\$ 70,738.25	\$ 30,113.19	\$ 49,459.32	\$ 254,321.27
Grant County	\$ 290,333.94	\$ 228,751.39	\$ 225,393.08	\$ 258,160.95	\$ 226,900.09	\$ 311,938.61	\$ 1,541,478.06
Green County	\$ 206,933.05	\$ 187,706.99	\$ 163,940.21	\$ 206,289.23	\$ 189,411.08	\$ 254,077.66	\$ 1,208,358.22
Green Lake County	\$ 99,233.57	\$ 78,407.24	\$ 85,833.61	\$ 99,231.51	\$ 82,697.21	\$ 135,159.69	\$ 580,562.83
Iowa County	\$ 133,310.54	\$ 124,515.63	\$ 111,527.26	\$ 135,728.77	\$ 108,685.83	\$ 164,210.56	\$ 777,978.59
Iron County	\$ 32,511.04	\$ 30,241.91	\$ 29,119.56	\$ 35,155.05	\$ 30,633.36	\$ 33,960.80	\$ 191,621.72
Jackson County	\$ 116,545.64	\$ 96,755.08	\$ 96,531.17	\$ 114,037.21	\$ 96,476.22	\$ 125,407.09	\$ 645,752.41
Jefferson County	\$ 538,787.16	\$ 427,817.02	\$ 404,319.76	\$ 471,531.27	\$ 420,466.90	\$ 570,576.96	\$ 2,833,499.07
Juneau County	\$ 128,381.47	\$ 104,549.79	\$ 100,753.78	\$ 124,959.68	\$ 122,351.93	\$ 143,093.04	\$ 724,089.69
Kenosha County	\$ 1,330,782.06	\$ 976,498.30	\$ 979,431.44	\$ 1,000,960.20	\$ 948,295.34	\$ 1,192,133.33	\$ 6,428,100.67
La Crosse County	\$ 1,095,208.19	\$ 823,229.14	\$ 828,105.01	\$ 993,864.52	\$ 840,358.25	\$ 1,150,477.61	\$ 5,731,242.72
Lafayette County	\$ 76,533.16	\$ 64,307.55	\$ 52,347.95	\$ 57,909.68	\$ 69,058.29	\$ 72,394.75	\$ 392,551.38
Langlade County	\$ 136,615.20	\$ 93,817.87	\$ 95,608.45	\$ 174,447.03	\$ 94,045.86	\$ 170,647.36	\$ 765,181.77
Lincoln County	\$ 156,056.64	\$ 147,145.99	\$ 121,100.65	\$ 219,372.39	\$ 124,199.50	\$ 176,350.76	\$ 944,225.93
Marathon County	\$ 1,071,768.26	\$ 887,794.05	\$ 851,205.62	\$ 1,185,180.58	\$ 810,552.70	\$ 1,120,529.33	\$ 5,927,030.54
Marinette County	\$ 291,311.04	\$ 230,752.23	\$ 213,553.77	\$ 387,222.51	\$ 235,456.95	\$ 311,178.86	\$ 1,669,475.36
Marquette County	\$ 67,846.96	\$ 56,620.64	\$ 53,326.91	\$ 59,000.77	\$ 61,317.66	\$ 80,207.79	\$ 378,320.73

Milwaukee County	\$ 6,273,466.62	\$ 5,594,974.01	\$ 5,405,390.48	\$ 5,954,123.17	\$ 5,545,648.03	\$ 6,658,419.89	\$ 35,432,022.20
Monroe County	\$ 278,313.52	\$ 211,217.91	\$ 236,714.49	\$ 287,811.35	\$ 212,456.05	\$ 309,998.17	\$ 1,536,511.49
Oconto County	\$ 139,233.08	\$ 127,107.44	\$ 114,786.08	\$ 180,847.16	\$ 119,692.87	\$ 167,128.99	\$ 848,795.62
Oneida County	\$ 343,900.03	\$ 243,604.16	\$ 244,467.23	\$ 494,098.16	\$ 248,702.94	\$ 406,979.47	\$ 1,981,751.99
Ozaukee County	\$ 747,881.66	\$ 586,188.40	\$ 520,404.62	\$ 585,427.35	\$ 567,498.96	\$ 714,603.47	\$ 3,722,004.46
Pepin County	\$ 44,002.13	\$ 42,234.49	\$ 31,521.23	\$ 35,096.27	\$ 35,247.35	\$ 40,438.33	\$ 228,539.80
Pierce County	\$ 187,980.05	\$ 150,780.03	\$ 126,194.88	\$ 149,728.27	\$ 149,894.51	\$ 154,573.42	\$ 919,151.16
Polk County	\$ 237,361.81	\$ 208,186.53	\$ 182,937.37	\$ 232,175.50	\$ 210,147.68	\$ 264,727.56	\$ 1,335,536.45
Portage County	\$ 539,936.65	\$ 406,458.10	\$ 430,132.12	\$ 637,797.90	\$ 421,200.87	\$ 612,578.39	\$ 3,048,104.03
Price County	\$ 69,480.66	\$ 64,203.81	\$ 53,530.92	\$ 70,673.73	\$ 63,075.85	\$ 80,626.17	\$ 401,591.14
Richland County	\$ 91,844.66	\$ 63,581.36	\$ 74,138.87	\$ 94,011.24	\$ 64,280.72	\$ 134,930.24	\$ 522,787.09
Rock County	\$ 1,157,436.78	\$ 936,991.10	\$ 952,507.60	\$ 1,041,359.28	\$ 959,192.25	\$ 1,340,880.16	\$ 6,388,367.17
Rusk County	\$ 73,001.77	\$ 47,414.27	\$ 62,482.12	\$ 90,652.25	\$ 50,741.34	\$ 92,966.60	\$ 417,258.35
Saint Croix County	\$ 595,091.65	\$ 484,787.80	\$ 484,135.29	\$ 519,810.40	\$ 499,638.72	\$ 646,119.09	\$ 3,229,582.95
Sauk County	\$ 649,276.21	\$ 503,348.20	\$ 525,300.25	\$ 640,270.58	\$ 614,213.68	\$ 780,604.53	\$ 3,713,013.45
Sawyer County	\$ 133,519.22	\$ 101,218.71	\$ 96,417.19	\$ 129,768.00	\$ 101,757.97	\$ 148,194.65	\$ 710,875.74
Shawano County	\$ 201,226.80	\$ 148,859.56	\$ 166,865.23	\$ 199,451.70	\$ 152,993.56	\$ 252,492.28	\$ 1,121,889.13
Taylor County	\$ 104,398.80	\$ 85,441.80	\$ 84,148.93	\$ 95,992.84	\$ 83,474.09	\$ 109,412.61	\$ 562,869.07
Trempealeau County	\$ 162,845.30	\$ 144,828.90	\$ 120,675.56	\$ 165,702.15	\$ 156,909.87	\$ 181,915.34	\$ 932,877.12
Vernon County	\$ 133,678.20	\$ 122,136.31	\$ 105,599.95	\$ 129,749.06	\$ 118,040.55	\$ 165,243.39	\$ 774,447.46
Vilas County	\$ 157,955.21	\$ 146,265.06	\$ 134,150.04	\$ 209,845.01	\$ 117,721.28	\$ 186,212.12	\$ 952,148.72
Walworth County	\$ 705,243.64	\$ 581,005.98	\$ 594,827.31	\$ 681,116.09	\$ 601,887.22	\$ 812,054.58	\$ 3,976,134.82
Washburn County	\$ 96,732.08	\$ 81,174.57	\$ 84,612.20	\$ 90,776.73	\$ 74,416.85	\$ 109,713.09	\$ 537,425.52
Washington County	\$ 979,017.70	\$ 807,200.12	\$ 728,478.05	\$ 938,217.76	\$ 757,758.87	\$ 1,111,167.73	\$ 5,321,840.23
Waupaca County	\$ 285,172.49	\$ 234,773.51	\$ 241,456.85	\$ 287,937.95	\$ 223,811.38	\$ 343,242.64	\$ 1,616,394.82
Waushara County	\$ 99,278.76	\$ 97,066.40	\$ 84,161.37	\$ 92,213.46	\$ 88,849.68	\$ 125,691.26	\$ 587,260.93
Wood County	\$ 483,591.91	\$ 379,628.56	\$ 302,075.11	\$ 356,260.42	\$ 302,075.11	\$ 487,995.89	\$ 2,311,627.00
Total CST	\$ 30,224,952.59	\$ 25,358,461.17	\$ 24,273,041.70	\$ 28,477,351.61	\$ 24,704,551.56	\$ 32,904,450.04	\$ 165,942,808.67

\$ 8,199,898.48



**Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form**

Effective Date: _____

Date: 6/23/16

Department: _____ Highway

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

Description of Adjustment:

Accident repairs on State Highways that are completed by the Dodge County Highway Department and are reimbursed to us for actual cost.

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
3328	4723	01	STHS Other	43,684.16
3328	5121		STHS Other-Wages	14,022.65
3328	5122		STHS Other-OT Wages	569.95
3328	5491		STHS Other-Employee Benefits	10,664.84
3328	5492		STHS Other-FST	689.12
3328	5493		STHS Other-Equipment	9,383.17
3328	5494		STHS Other-Materials	8,354.43

Note the total Budget Adjustment must balance

Department Head Signature _____ Date: 6-23-2016

County Administrator Signature _____ Date: 6/23/16

Committee of Jurisdiction Chairman Signature _____ Date: 6-23-16

Finance Committee Chairman Signature _____ Date: _____



Dodge County, Wisconsin
Finance Department
Intra-Department Fund Transfer Form
 Effective Date: January 01, 2016

Date: 6/23/16

Department: Highway

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

Description of Adjustment:

Runway 8/26 was budgeted for \$10,000 in business unit 3281 and it should have been budgeted in business unit 3511 for Airport Operations. The billing from Wisconsin Department of Transportation is \$26,809.00 for the preliminary project cost.


Increase to Budget


Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
3511	5494		Airport Operations	26,809

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
3281	5494		Capital Asset Acquisition	10,000
3313	5494		CTHS Road Construction	16,809

Note the increases must balance with the decreases

Department Head Signature  Date: 6-23-2016

County Administrator Signature  Date: 6/23/16

Committee of Jurisdiction Chairman Signature  Date: 6-23-16

Finance Committee Chairman Signature _____ Date: _____

Account Number	Address Number	Alpha Name	G/L Date	Explanation Remark-	Do Ty	Document Number	Doc Fd	Amount	P C
1905.5222	15074	Juneau Utilities	05/31/16	Electric	PV	431009	00100	10,339.32	P
2061.5275	22827	Aramark Chicago Lockbox	05/31/16	Inmate Meals 5/5-511	PV	430408	00100	11,206.52	P
2061.5275	22827	Aramark Chicago Lockbox	05/31/16	Inmate meals5/12-18	PV	430410	00100	11,308.18	P
2061.5275	22827	Aramark Chicago Lockbox	05/31/16	Inmate Meals 5/19-25	PV	430429	00100	11,620.64	P
2061.5275	22827	Aramark Chicago Lockbox	05/31/16	Inmate meals 5/26-6/1	PV	430906	00100	11,486.08	P
2061.5275	22827	Aramark Chicago Lockbox	06/30/16	Inmate meals 6/9-6/15	PV	431540	00100	11,122.80	P
2061.5275	22827	Aramark Chicago Lockbox	06/30/16	Inmate meals 6/2-8	PV	431542	00100	11,314.16	P
2061.5291.02	43241	Correctional Healthcare Companies, Inc.	07/31/16	Jail Medical Services July	PV	430631	00100	59,716.92	P
2061.5822	49735	Elmstar Electric Corporation	05/31/16	Security Electronic Project	PV	430923	00100	144,862.65	P
2501.5211.01	34299	Fond du Lac County Treasurer	06/29/16	Autopsies & Forensic Testing	PV	431545	00100	14,245.00	P
2901.5222	15074	Juneau Utilities	05/31/16	Electric	PV	431008	00100	12,661.33	P
2902.5222	15074	Juneau Utilities	05/31/16	Electric	PV	431008	00100	18,992.00	P
Fund 00100 GENERAL FUND								328,875.60	
242.2163	47126	Department of Health Services	06/30/16	2nd QTR	PV	431894	00100	170,553.75	P
4801.5219	42342	Northwest Counseling & Guidance Clinic	05/31/16	After Hours Crisis Service	PV	431612	00100	11,868.33	P
4807.5219	12426	Lutheran Social Services-WI & Upper MI	05/31/16	CCS	PV	430894	00100	11,725.00	P
4809.5279.468	13459	Daybreak Inc-Waupun	05/31/16	MH	PV	430622	00100	32,498.49	P
4809.5279.468	31565	Evergreen Manor III	05/31/16	MI-CBRF	PV	430624	00100	20,053.33	P
4809.5279.633	15685	Trempealeau County Health Care Center	05/31/16	Stull, T	PV	431210	00100	10,100.50	P
4825.5299	13771	Green Valley Enterprises Inc.	05/31/16	Birth to 3	PV	430896	00100	31,541.67	P
5010.5273.02	12436	Northwest Passage, LTD	05/31/16	30 Day Clinic Asses	PV	430930	00242	11,718.00	P
5010.5273.02	12436	Northwest Passage, LTD	05/31/16	Prairieview (Girls)	PV	430930	00242	10,533.18	P
5010.5273.02	12445	Norris Adolescent Center	05/31/16	Residential	PV	430932	00242	10,564.80	P
5010.5273.02	12445	Norris Adolescent Center	05/31/16	Residential	PV	430932	00242	10,564.80	P
5010.5273.02	12445	Norris Adolescent Center	05/31/16	Residential	PV	430932	00242	10,564.80	P
5010.5273.02	24982	Oconomowoc Developmental Training Center	05/31/16	Main Program	PV	430939	00242	11,564.24	P
5010.5273.02	24982	Oconomowoc Developmental Training Center	05/31/16	Main Program	PV	430939	00242	11,564.24	P
5010.5273.02	24982	Oconomowoc Developmental Training Center	05/31/16	Cheryl House Intensive	PV	430939	00242	13,923.34	P
5016.5291.03	12426	Lutheran Social Services-WI & Upper MI	05/31/16	Integrated Safety Services	PV	431206	00100	44,841.44	P
Fund 00242 HEALTH & HUMAN SERVICES FUND								424,179.91	
4520.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	06/30/16	MA BED LICENSES JUNE 2016	PV	431014	00100	23,800.00	P
4521.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	06/30/16	MA BED LICENSES JUNE 2016	PV	431014	00100	41,860.00	P
4528.5211.11	39490	Achieve Solutions	05/31/16	CBIC THERAPY CHARGES-MAY 2016	PV	431016	00100	30,862.92	P
4528.5211.13	39490	Achieve Solutions	05/31/16	CBIC THERAPY CHARGES-MAY 2016	PV	431016	00100	30,719.75	P
4528.5211.15	39490	Achieve Solutions	05/31/16	CBIC THERAPY CHARGES-MAY 2016	PV	431016	00100	30,050.25	P
4528.5345	44091	Omicare Inc	05/31/16	PHARMACY CHARGES MAY 2016	PV	431017	00100	12,877.40	P
4556.5222	15074	Juneau Utilities	05/31/16	CLV ELEC 4/15-5/15/16	PV	430584	00100	20,815.64	P
Fund 00645 CLEARVIEW LTC & RBHAB								190,985.96	
Grand Total								944,041.47	
730.2121	13845	Henry G. Meigs, LLC	05/31/16	Materials, Jnls & Vchrs	PV	430456	00730	144,587.88	P
730.2121	13845	Henry G. Meigs, LLC	05/31/16	Materials, Jnls & Vchrs	PV	430456	00730	78,711.58	P
730.2121	14802	Sherwin Industries Inc.	06/06/16	MM021	PV	431136	00730	18,832.50	P
730.2121	14802	Sherwin Industries Inc.	06/06/16	MM021	PV	431205	00730	18,832.50	P
730.2121	15273	Wisconsin Dept of Transportation	06/06/16	Materials, Jnls & Vchrs	PV	431597	00730	12,846.28	P
730.2121	15356	E.H. Wolf & Sons Inc.	06/02/16	F10	PV	430459	00730	10,427.75	P
730.2121	15356	E.H. Wolf & Sons Inc.	06/13/16	F20	PV	431201	00730	12,733.12	P
730.2121	19256	Madison Truck Sales	05/09/16	Materials, Jnls & Vchrs	PV	430386	00730	169,625.12	P
730.2121	19256	Madison Truck Sales	05/09/16	Materials, Jnls & Vchrs	PV	430387	00730	169,625.12	P
730.2121	20015	Sherwin Williams Company	06/13/16	MP011	PV	431127	00730	22,143.00	P
730.2121	20015	Sherwin Williams Company	06/13/16	MP021	PV	431128	00730	12,028.50	P
730.2121	20015	Sherwin Williams Company	06/24/16	MP011	PV	431839	00730	22,143.00	P
730.2121	21400	Ewald's Hartford LLC	05/10/16	Materials, Jnls & Vchrs	PV	431159	00730	30,640.00	P
730.2121	21400	Ewald's Hartford LLC	05/10/16	Materials, Jnls & Vchrs	PV	431160	00730	30,640.00	P
730.2121	21400	Ewald's Hartford LLC	05/23/16	Materials, Jnls & Vchrs	PV	431161	00730	45,742.00	P
730.2121	28613	Michels Corporation	05/25/16	Materials, Jnls & Vchrs	PV	430599	00730	12,881.52	P
730.2121	32858	Maas Brothers Construction Co., Inc	05/31/16	Materials, Jnls & Vchrs	PV	430443	00730	469,365.72	P
730.2121	32858	Maas Brothers Construction Co., Inc	06/30/16	Materials, Jnls & Vchrs	PV	431844	00730	314,119.09	P
730.2121	33771	Pomp's Tire Service, Inc.	06/20/16	P1LR225M770	PV	431505	00730	10,351.20	P
730.2121	37915	Meigs Advantage, LLC	05/31/16	Materials, Jnls & Vchrs	PV	430457	00730	11,237.40	P
730.2121	40879	Potters Industries Inc.	05/20/16	MP031	PV	430396	00730	12,452.00	P
730.2121	40879	Potters Industries Inc.	06/10/16	MP031	PV	431204	00730	12,452.00	P
730.2121	44302	WE Energies	06/21/16	Materials, Jnls & Vchrs	PV	431225	00730	27,266.29	P
730.2121	48577	FABICK CAT	06/09/16	Materials, Jnls & Vchrs	PV	431169	00730	53,000.00	P
730.2121	49211	Waukesha Oil Equipment Inc	06/02/16	Materials, Jnls & Vchrs	PV	431046	00730	11,735.30	P
Fund 00730 HIGHWAY AND AIRPORT FUND								1,734,418.87	
Grand Total								1,734,418.87	

DRAFT - JULY 5, 2016
2017 - 2021 CAPITAL IMPROVEMENT PLAN

Administrative Unit	2017					2018					2019					2020					2021				
	Project Description	Project Cost	Proposed Funding Source	Non-County Funds	County Funds	Project Description	Project Cost	Proposed Funding Source	Non-County Funds	County Funds	Project Description	Project Cost	Proposed Funding Source	Non-County Funds	County Funds	Project Description	Project Cost	Proposed Funding Source	Non-County Funds	County Funds	Project Description	Project Cost	Proposed Funding Source	Non-County Funds	County Funds
LAND RESOURCES AND PARKS DEPARTMENT	DIGITAL ORTHOS AND LIDAR (ELEVATION) DATA	\$244,000	County Tax Levy / WLIP Grants & Fees / USGS 3DEP Grant / Non-Metallic Mining Fund	\$107,000	\$137,000	COMMENTS: THE DEPARTMENT HAS ACQUIRED \$45,000 IN WLIP FUNDS AND IS ELIGIBLE FOR AN ADDITIONAL \$50,000 OF 2017 WLIP FUNDING. ALSO, A USGS 3DEP PROJECT GRANT APPLICATION WILL BE SUBMITTED FOR THE LIDAR DATA, WHICH WOULD COVER 40 PERCENT OF LIDAR DATA ACQUISITION IF AWARDED.					ASTICO PARK REHAB UPPER ROAD TO POINT	\$80,000	County Tax Levy		\$80,000	GOLD STAR MEMORIAL TRAIL BEAVER DAM TO WILD GOOSE TRAIL DESIGN	\$130,000	Grants / Donations / County Tax Levy / Sales Tax	\$104,000	\$26,000	GOLD STAR MEMORIAL TRAIL BEAVER DAM TO WILD GOOSE TRAIL CONSTRUCTION	\$1,370,000	Grants / Donations / County Tax Levy / Sales Tax	\$1,096,000	\$274,000
	GOLD STAR MEMORIAL TRAIL MAYVILLE TO HORICON MARSH CONSTRUCTION	\$500,000	Grants / Donations	\$500,000	\$0	LEDGE PARK REHAB NON-ELECTRIC CAMPING LOOP ROAD	\$65,000	County Tax Levy		\$65,000	HARNISCH PARK - GAZEBO / STAGE AREA	\$60,000	Friends Group / County Tax Levy	\$40,000	\$20,000	LEDGE PARK SCENIC OVERLOOK DEVELOPMENT	\$60,000	Friends Group / Grant / County Tax Levy	\$30,000	\$30,000	HARNISCH PARK RIVER TRAIL / BOARDWALK DEVELOPMENT	\$70,000	Friends Group / Grant / County Tax Levy	\$35,000	\$35,000
	GOLD STAR MEMORIAL TRAIL HORICON TO WILD GOOSE TRAIL DESIGN	\$95,000	Donations	\$95,000	\$0	GOLD STAR MEMORIAL TRAIL HORICON TO WILD GOOSE TRAIL CONSTRUCTION	\$660,000	Grants / Donations	\$660,000	\$0															
	ASTICO PARK PAVE ROAD AND PATH	\$60,000	County Tax Levy		\$60,000																				
PHYSICAL FACILITIES/ MAINTENANCE	REPLACE SANITARY VENT & WASTE PIPING DETENTION FACILITY	\$2,000,000	Sales Tax / County Tax Levy		\$2,000,000	REFURBISH 400 TON TRANE AIR CONDITIONER DETENTION FACILITY	\$100,000	County Tax Levy		\$100,000	ROOF REPLACEMENT COURTHOUSE	\$225,000	Sales Tax		\$225,000	REFURBISH 185 TON TRANE AIR CONDITIONER COURTHOUSE	\$65,000	County Tax Levy		\$65,000	REPAVE PARKING LOT HENRY DODGE OFFICE BUILDING	\$250,000	Sales Tax		\$250,000
	REPLACE DISHWASHER DETENTION FACILITY	\$190,000	Jail Improvement Fund	\$190,000	\$0	REFURBISH 215TON TRANE AIR CONDITIONER DETENTION FACILITY	\$80,000	County Tax Levy		\$80,000						ROOF REPLACEMENT DETENTION FACILITY	\$750,000	Borrowing		\$750,000	PARKING SHED HENRY DODGE OFFICE BUILDING	\$200,000	County Tax Levy		\$200,000
																REPAVE PARKING LOT JUSTICE FACILITY	\$500,000	Borrowing		\$500,000					
REGISTER OF DEEDS	PURCHASE / INSTALL LANDSCAN SOFTWARE	\$55,000	ROD Redaction Fund	\$55,000	\$0																				
SHERIFF'S OFFICE	UPGRADE INFORMATION AND RECORDS MANAGEMENT SYSTEM	\$524,443	Sales Tax / County Tax Levy		\$524,443	UPGRADE INFORMATION AND RECORDS MANAGEMENT SYSTEM	\$454,643	Sales Tax / County Tax Levy		\$454,643						REPLACE JAIL POD DETENTION FACILITY	\$16,000,000	Borrowing		\$16,000,000					
	REPLACE SQUAD CAR VIDEO AND AUDIO EQUIPMENT	\$150,000	County Tax Levy		\$150,000	REPLACE SQUAD CAR VIDEO AND AUDIO EQUIPMENT	\$100,000	County Tax Levy		\$100,000															
TOTAL PROJECT COST	\$25,227,623					\$22,710,443					\$14,293,000					\$31,148,000					\$15,968,000				
TOTAL NON-COUNTY FUNDS	\$7,563,356					\$3,790,000					\$465,000					\$414,000					\$1,131,000				
TOTAL COUNTY FUNDS	\$17,664,267					\$18,920,443					\$13,828,000					\$30,734,000					\$14,837,000				

FYI

Kolp, Julie

From: Kolp, Julie
Sent: Wednesday, July 6, 2016 7:14 AM
To: 'Jason Stein'; Haley Henschel
Subject: FW: Questions from the Milwaukee Journal Sentinel

Hi Jason

Please see my response in Blue below.

Please feel free to contact me.

Thank you,

Julie A Kolp

Finance Director

Dodge County, Wisconsin

Phone 920-386-3287

jkolp@co.dodge.wi.us

From: Jason Stein [<mailto:jason.stein@jrn.com>]
Sent: Friday, June 17, 2016 1:20 PM
To: Kolp, Julie <jkolp@co.dodge.wi.us>
Cc: Jason Stein <jason.stein@jrn.com>; Haley Henschel <haley.henschel@jrn.com>
Subject: Questions from the Milwaukee Journal Sentinel

Hello Julie,

I hope this email finds you well. My colleagues and I at the Milwaukee Journal Sentinel are doing a comprehensive review of the finances of a number of governmental entities across the state, including Dodge County. As part of this project, we have reviewed your annual financial report for the year ended 2014, posted online here: <http://www.co.dodge.wi.us/modules/showdocument.aspx?documentid=12153>.

We will be using the annual financial reports to compare the fiscal health of your entity to other governments in the state, particularly with respect to long-term obligations, and report this information to readers.

To ensure accuracy and understanding, we have several questions that we hope you can answer by email to help set up a more in-depth discussion. This is not an open records request and you do not have to treat it as such unless it makes your work easier in some way. We are hoping that you can reply to let us know if you have received the questions and then answer them within two weeks. If you'd like to touch base before answering, please feel free to contact us. If any of the below items seem like an enormous amount of work, please let us know. We are open to any and all questions and suggestions. I can be reached at 608-338-8241.

Here are the questions:

1. Please confirm that the link above does indeed lead to the correct copies of your financial report for the year in question. Also, if this is not the 2015 installment of this report please let us know when approximately you expect to release that 2015 report. **July 19th**

2. Our understanding is that Dodge County is a member of the Wisconsin Retirement System and as such has a fully funded pension system for qualified members. Is that assumption correct? **Yes** If not, please explain. Do you have any employees covered under a different pension system than the WRS or any WRS-covered employees who also receive supplemental pension benefits from a separate system?
3. On page 15, it says, “Management has determined that the County has no post-employment benefit plans other than pensions that require recognition under generally accepted accounting principles.” Is that accurate”? **Yes** If so, does that essentially mean that the county has no OPEB liability? **Yes**
4. Do you offer any of the following items to retirees?
 - a. Retiree medical insurance
 - b. Life insurance
 - c. Dental insurance
 - d. Cash payments
 - e. Other (please specify)- **Convert banked sick pay to Post Employment Health Plan (PEHP)**
5. Can you provide any other description of the benefits available to retirees and premiums or coinsurance paid for retirees along with what if anything retirees need to pay for these benefits? **Please contact Human Resources** Feel free to refer us to online documents or your site or other locations.
6. Has your government made any significant changes to OPEB benefits since the passage of 2011 Wisconsin Act 10? If so, how has that affected your OPEB UAAL? **No**
7. On page 23, it says that, as of Dec. 31, 2014, you had \$38,740,000 in general obligation debt outstanding. Is that correct? **Yes**
8. On page 7 (and page 8), it says you paid \$4,122,922 in debt service in the year ended Dec. 31, 2014. Is that correct? **No, \$26,805,000 – Please see “Refunding” on the bottom of page 22.**
9. On page 8, it says total governmental expenditures in 2014 were \$100,117,244. Is that correct? **Yes**
10. On page 53, it says that you had budgeted for 739 total full-time equivalent employees and 202 part-time equivalent employees in 2014. Is that correct? **Yes** How many positions ended up being filled in the year ended Dec. 31, 2014? **The count is based on the March 12, 2014 Payroll information and is provided to the Department of Commerce for the Annual Survey of Public Employment & Payroll E-4: Municipalities, Counties, and Townships.**
11. On page 50, it says that you had 89,203 residents as of 2014. Is that correct? **Yes, Estimates by the Wisconsin Department of Administration**
12. It is possible that we may look at financial reports dating back to 2009. Please inform us if there are any events, such as a merger, major building campaigns or other events that would make it difficult to do year-to-year comparisons or would require important context. Feel free to briefly flag an event for follow-up in a more in-depth interview. **Yes, the 2010/2009 Financial Statements with Independent Auditor’s Report is on the Dodge County Web site under Departments – Finance – Financial Information.**
13. Is there any other information that you think would be helpful to us to understand these items? If so, please include additional information or documentation or ask to cover the topic in an interview. **Not at this time.**

Once we have this initial information from you, we will contact you to arrange a more in-depth discussion of these figures and their context. Thank you in advance for your help.

Yours, Jason

Jason Stein

State Capitol reporter

<OutlookEmoji-1464720018663_thumbnail_EmailSignature-MilwaukeeJournal_USAT.jpg>

608-258-2263

jason.stein@jm.com

@jasonmdstein