

Dodge County Board of Supervisors
July 16, 2019 – 7:00 p.m.
Administration Building - Juneau, Wisconsin

The July Session of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 7:00 p.m.

The Board rose to say the Pledge of Allegiance.

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

Chairman Kottke called for approval of the minutes. A motion was made by Supervisor Nickel and seconded by Supervisor Bobholz to approve the minutes of the June 18, 2019, session of the County Board meeting as recorded, and dispense with the reading of the minutes. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

Communications on File

Karen J. Gibson, County Clerk, reported there were no communications on file.

Special Orders of Business

The Chairman called upon Supervisor Frohling, Chairman, Finance Committee, who introduced Kevin Krysinski and Tara Bast with Johnson Block and Company, Inc. to present on the Financial Statements with Independent Auditor's Report. Mr. Krysinski discussed the Dodge County Financial Statements with Independent Auditor's Report and reported on the findings of the audit. Ms. Bast presented the financial statements. Question by Supervisor Berres answered by Mr. Krysinski and Jim Mielke, County Administrator.

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

Resolution No. 19-16 Resolution Extending Post-Employment Health Plan – Human Resources and Labor Negotiations Committee. A motion for adoption was made by Supervisor D. Schmidt and seconded by Supervisor Marsik. Questions by Supervisors Guckenberger and Berres answered by Supervisor Marsik. Comments by Supervisors Guckenberger, Berres, J. Schmitt, Greshay, D. Schmidt, Frohling and Derr. The vote was cast with 25 ayes, 4 noes and 1 abstention, thereby adopting the Resolution.

Ayes: Benter, Kottke, Bobholz, Macheel, Marsik, Bennett, Greshay, Schaefer, Fink, Muche, Wurtz, Kemmel, Schraufnagel, Bischoff, Caine, Behl, Frohling, D. Schmidt, Hoekstra, Nickel, Sheahan-Malloy, Maly, Hilbert, Miller, Derr. Total 25.

Noes: J. Schmitt, Guckenberger, Berres, Roesch. Total 4.

Abstention: Burnett. Total 1.

Absent: Houchin, Glewen. Total 2.

Resolution No. 19-17 Resolution to Revise the Membership of the Land Information Council – Land Resources and Parks Committee. A motion for adoption was made by Supervisor Muche and seconded by Supervisor Schaefer. The vote was cast with all voting in affirmative, thereby adopting the Resolution.

Upon adoption of Resolution No. 19-17, the Chairman appointed the following members to the Land Information Council: Chris Planasch, Patti Hilker, David Addison, Christine Churchill, Allen Behl, Jeff Berres, Larry Schraufnagel, Dianne Bell and Mike Laue.

A motion to accept the appointments was made by Supervisor Nickel and seconded by Supervisor Benter. The motion passed by acclamation with no negative votes cast, thereby approving the appointments.

Resolution No. 19-18 A Resolution to Increase One Filled, Funded, 0.80 FTE, Benefited Position of *Administrative Secretary III* to a Full-Time, Benefited Position of *Administrative Secretary III* – Land and Water Conservation Committee. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Bischoff. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 19-19 Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid by the Dodge County Board of Supervisors, Dodge County, Wisconsin – Highway Committee. A motion for adoption was made by Supervisor Caine and seconded by Supervisor Muche. Comment by Supervisor J. Schmitt. The vote was cast with 26 ayes and 4 noes, thereby adopting the Resolution.

Ayes: Benter, Kottke, Bobholz, Macheel, Marsik, Bennett, Greshay, Schaefer, Fink, Muche, Wurtz, Kemmel, Schraufnagel, Bischoff, Caine, Behl, Berres, Frohling, D. Schmidt, Nickel, Sheahan-Malloy, Maly, Hilbert, Miller, Burnett, Derr. Total 26.

Noes: J. Schmitt, Guckenberger, Roesch, Hoekstra. Total 4.

Absent: Houchin, Glewen. Total 2.

Resolution No. 19-20 Resolution in Support of Telecommuting Opportunities and Telecommuter Forward Certification – Executive Committee. A motion for adoption was made by Supervisor Sheahan-Malloy and seconded by Supervisor Maly. The vote was cast with 29 ayes and 1 abstention, thereby adopting the Resolution.

Ayes: Benter, Kottke, Bobholz, Macheel, J. Schmitt, Marsik, Bennett, Greshay, Schaefer, Fink, Muche, Wurtz, Kemmel, Schraufnagel, Bischoff, Caine, Behl, Berres, Roesch, Frohling, D. Schmidt, Hoekstra, Nickel, Sheahan-Malloy, Maly, Hilbert, Miller, Burnett, Derr. Total 29.

Abstention: Guckenberger. Total 1.

Absent: Houchin, Glewen. Total 2.

Resolution No. 19-21 Amend Town of Emmet Zoning Ordinance – Town of Emmet Town Board – Supervisors Behl and Berres. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Berres. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 19-22 Amend Town of Theresa Zoning Ordinance – Town of Theresa Town Board – Supervisor Fink. A motion for adoption was made by Supervisor Fink and seconded by Supervisor Schraufnagel. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 19-23 Create Position of *Elder/Disability Benefit Specialist I, II, or III* – Human Services and Health Board. A motion for adoption was made by Supervisor Sheahan-Malloy and

seconded by Supervisor Miller. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Report No. 1 Ordinance No. 1034 – Amend Land Use Code – Stan’s Rentals LLC Property – Town of Calamus – Land Resources and Parks Committee. A motion for adoption was made by Supervisor Schaefer and seconded by Supervisor Marsik. The vote was cast with all voting in the affirmative, thereby adopting the Report and Ordinance.

Ordinance No. 1 Ordinance No. 1035 – An Ordinance Amending Chapter 3, Section 3.06 – *Fees for Certain County Services*, of the Dodge County Code of Ordinances – Finance Committee. A motion for adoption was made by Supervisor Miller and seconded by Supervisor Caine. Questions by Supervisor J. Schmitt answered by Karen Gibson, County Clerk. Comments by Supervisors J. Schmitt, Berres, Derr and Frohling. The vote was cast with 28 ayes and 2 noes, thereby adopting the Ordinance.

Ayes: Benter, Kottke, Bobholz, Macheel, Marsik, Bennett, Greshay, Schaefer, Guckenberger, Fink, Muche, Wurtz, Kemmel, Schraufnagel, Bischoff, Caine, Behl, Berres, Roesch, Frohling, D. Schmidt, Hoekstra, Nickel, Sheahan-Malloy, Maly, Hilbert, Miller, Derr. Total 28.

Noes: J. Schmitt, Burnett. Total 2.

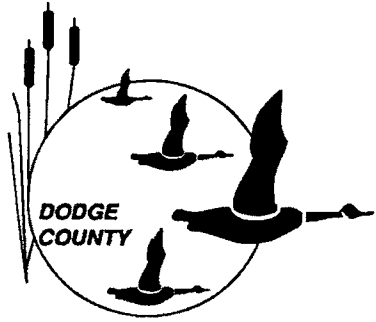
Absent: Houchin, Glewen. Total 2.

The Clerk noted the following had been placed on the Supervisor’s desks: 2nd Edition of The Green Book: A Book of County Facts, 2019-2020 Wisconsin Counties Official Directory, Summer, 2019 Aging and Disability Resource Center Newsletter, Conservation Observance Day On T&R Dairy invite, Johnson Block PowerPoint and Johnson Block Financial Statements with Independent Auditor’s Report for the years ended December 2018 and 2017. The Chairman ordered these be placed on file.

Supervisor Frohling invited the Board members to attend the Wisconsin Farm Technology Days July 23-25, 2019 in Jefferson County.

At 7:56 p.m. Supervisor Frohling made a motion to recess until Tuesday, August 20, 2019 at 7:00 p.m. Supervisor D. Schmidt seconded the motion. The motion passed by acclamation, with no negative votes cast, and was so ordered by the Chairman.

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



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

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

**County Project and Issue Update
Volume 54 August 2019**

ERP Project: Training for Project “Power Users” began on Tuesday August 6th. Mary Stimbert from Tyler was on-site to coordinate the Power User Training. Tyler Project Manager Lindsey Fulton provided a project update to the Dodge County Finance Committee on August 13th via conference call.

The project team continues to make progress. A project update will be presented to the County Board on October 15th.

2020 Budget: Budgets are due from all county departments by Friday August 23rd. Per direction from the Finance Committee, for budgeting purposes only, a 3.0% cost of living adjustment for non-represented positions is being incorporated in the submittals.

The regional health insurance consortium has received the premium rates for calendar 2020. The 2020 premium reflects a 7.5% increase. Per the multi-year contract with Dean Care, the 2020 renewal premium is capped at a 7.5% increase. Documentation provided by Dean confirms the increased premium and also reflects, absent the contracted rate cap, the 2020 premium increase would have been 10.1%.

On August 6th, the Human Resource & Labor Negotiation Committee voted to have the 2020 health insurance contributions calculated by applying 88.0% of the premium of the lowest cost plan (High Deductible) and allocate across the board to the other plans.

ThriveED: The ThriveEd Board of Directors met on Tuesday August 6th. The meeting was held in Horicon and included a tour of the John Deere Horicon works. The agenda included an amendment to the ByLaws to provide a second Board of Directors seat for Dodge County. County Board Chair Kottke will present his appointment for Board confirmation at the August 20th meeting.

The ThriveEd annual meeting is scheduled for 7:30 a.m. Tuesday October 8th at the Watertown County Club. Additional details regarding the event will be provided at a later date. Vicki Pratt is scheduled to present the Annual Report to the Dodge County Board on October 15th.

Looking Ahead:

- September 18 -19: Mini-Budget Presentations – Finance Committee. Call to Order 5:00 p.m.
- October 8th: ThriveEd Annual Meeting – Watertown Country Club. 7:30 – 9:30 a.m.
- October 15th: 2020 Dodge County Budget Distributed to County Board Supervisors
- October 29th: Special Finance Committee Meeting – 2020 Budget. Call to Order 6:00 p.m.
- November 12th: Public Hearing, 2020 Budget 9:00 a.m.

DODGE COUNTY, WISCONSIN
DC Paid Vouchers \$10,000 Or More
Vouchers paid in July

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Fd	Amount	P C
100.1112.01	53146	US Bank WI N.A.	07/19/19	FV	487456	00100	2,000,000.00	P
100.1112.01	53146	US Bank WI N.A.	07/25/19	FV	487770	00100	3,000,000.00	P
100.1123.082	15352	Wisconsin Municipal Mutual Insurance Co	07/26/19	FV	487833	00100	18,082.72	P
100.1661.092	43954	Dean Health Plan	07/01/19	FV	486593	00100	718,239.41	P
100.1661.99	14362	M3 Insurance Solutions, Inc.	06/26/19	FV	486596	00100	150,312.35	P
100.2153.04	53204	Employee Benefits Corporation	07/12/19	FV	487023	00100	13,324.68	P
100.2153.04	53204	Employee Benefits Corporation	07/26/19	FV	487794	00100	13,324.68	P
1305.5213	36019	Johnson Block & Company, Inc.	07/12/19	FV	487466	00100	12,460.00	P
1905.5222	15074	Juneau Utilities	06/30/19	FV	487462	00100	11,180.21	P
2001.5219	53327	Matrix Consulting Group	05/30/19	FV	486874	00100	10,550.00	P
2061.5275	22827	Aramark Chicago Lockbox	06/30/19	FV	486861	00100	11,951.46	P
2061.5275	22827	Aramark Chicago Lockbox	06/30/19	FV	486862	00100	11,989.91	P
2061.5275	22827	Aramark Chicago Lockbox	07/31/19	FV	487464	00100	12,025.02	P
2061.5291.02	50252	Wellpath	07/31/19	FV	486868	00100	74,817.08	P
2901.5222	15074	Juneau Utilities	06/30/19	FV	487461	00100	17,388.24	P
2902.5222	15074	Juneau Utilities	06/30/19	FV	487461	00100	26,082.36	P
7861.5234	11795	Waupun Drift Jumpers	06/30/19	FV	488025	00100	10,084.66	P
7861.5234	11800	Silver Creek Riders	06/30/19	FV	488016	00100	18,050.81	P
7877.5219	51272	Jefferson Cty Economic Dvlpmnt Consortium	07/15/19	FV	487194	00100	24,961.75	P
Fund			00100	GENERAL FUND			6,154,825.34	

DODGE COUNTY, WISCONSIN
DC Paid Vouchers \$10,000 Or More
Vouchers paid in July

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Fd	Amount	P C
242.2163	47126	Department of Health Services	07/08/19	FV	487175	00100	56,848.25	P
4805.5299	47338	JusticePoint, Inc.	06/30/19	FV	487469	00100	61,585.00	P
4807.5219	12426	Lutheran Social Services-WI & Upper MI	06/30/19	FV	487438	00100	43,036.93	P
4807.5219	29288	Adult Care Consultants, Inc	06/30/19	FV	487161	00100	11,657.92	P
4807.5219	29288	Adult Care Consultants, Inc	06/30/19	FV	487242	00100	10,665.00	P
4807.5219	39482	Family Youth Interaction Zone	06/30/19	FV	487170	00100	74,790.25	P
4807.5219	39482	Family Youth Interaction Zone	06/30/19	FV	487246	00100	54,470.00	P
4807.5219	40615	Anu Family Services	06/30/19	FV	487437	00100	18,142.17	P
4807.5219	48475	Orion Family Services	06/30/19	FV	487177	00100	12,325.50	P
4807.5219	50222	UnMasked Expressive Therapies	06/30/19	FV	487248	00100	11,701.25	P
4807.5219	50314	Seasons Counseling LLC	06/30/19	FV	487179	00100	21,667.50	P
4821.5721	47126	Department of Health Services	07/08/19	FV	487175	00100	75,842.00	P
4825.5299	13771	Green Valley Enterprises Inc.	06/30/19	FV	487158	00100	31,541.67	P
4841.5346	51199	Besse Medical Supply	06/26/19	FV	486870	00100	26,206.18	P
4846.5299	47338	JusticePoint, Inc.	06/30/19	FV	487468	00100	17,649.00	P
5010.5273.02	12436	Northwest Passage, LTD	06/30/19	FV	487024	00242	11,550.00	P
5010.5273.02	12436	Northwest Passage, LTD	06/30/19	FV	487024	00242	11,737.20	P
5010.5273.02	12438	Tomorrows Children	06/30/19	FV	487025	00242	10,020.00	P
5010.5273.02	13296	Chileda Institute Inc	06/30/19	FV	487027	00242	16,700.40	P
5010.5273.02	19621	Clinicare Corporation	06/30/19	FV	487029	00242	11,652.60	P
5010.5273.02	24982	Oconomowoc Developmental Training Center	06/30/19	FV	487033	00242	12,099.00	P
5046.5721	47126	Department of Health Services	07/08/19	FV	487175	00100	37,863.50	P
5742.5275	39203	Feil's Supper Club/Catering	06/30/19	FV	487169	00100	11,846.94	P
Fund			00242	HEALTH & HUMAN SERVICES FUND			651,598.26	

DODGE COUNTY, WISCONSIN
DC Paid Vouchers \$10,000 Or More
Vouchers paid in July

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Fd	Amount	P C	
645.1664	45614	MMIC	06/12/19						
645.1874	23218	Ewald Motors of Oconomowoc LLC	07/31/19	PV	487339	00100	20,583.00	P	
645.2141.02	42205	Bond Trust Services Corporation	07/31/19	PV	487750	00100	35,877.00	P	
645.2141.05	42205	Bond Trust Services Corporation	07/31/19	PV	487956	00645	15,600.00	P	
645.2914.02	42205	Bond Trust Services Corporation	07/31/19	PV	487955	00645	78,321.88	P	
645.2914.05	42205	Bond Trust Services Corporation	07/31/19	PV	487956	00645	520,000.00	P	
4520.5211.30	39490	Achieve Solutions	06/30/19	PV	487955	00645	30,000.00	P	
4520.5211.32	39490	Achieve Solutions	06/30/19	PV	486877	00100	11,556.60	P	
4520.5211.38	44091	Omnicare Inc	06/30/19	PV	486877	00100	12,756.55	P	
4520.5211.38	44091	Omnicare Inc	05/31/19	PV	486876	00100	11,298.42	P	
4520.5211.39	39490	Achieve Solutions	06/30/19	PV	487749	00100	10,939.41	P	
4520.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	06/30/19	PV	486877	00100	13,328.60	P	
4521.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	07/31/19	PV	486871	00100	20,400.00	P	
4528.5211.11	39490	Achieve Solutions	06/30/19	PV	486875	00100	41,860.00	P	
4528.5211.13	39490	Achieve Solutions	06/30/19	PV	486878	00100	20,666.95	P	
4528.5211.15	39490	Achieve Solutions	06/30/19	PV	486878	00100	21,212.85	P	
4528.5345	44091	Omnicare Inc	06/30/19	PV	486878	00100	20,079.85	P	
4528.5345	44091	Omnicare Inc	05/31/19	PV	486876	00100	17,491.06	P	
4544.5279	35148	H&H Industries, Inc.	06/30/19	PV	487749	00100	19,554.19	P	
4556.5222	15074	Juneau Utilities	06/25/19	PV	487309	00100	14,122.80	P	
			06/30/19	PV	487205	00100	26,224.79	P	
Fund 00645							CLEARVIEW LTC & REHAB	961,873.95	

DODGE COUNTY, WISCONSIN
DC Paid Vouchers \$10,000 Or More
Vouchers paid in July

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Fd	Amount	P C	
730.2644	13845	Henry G. Meigs, LLC	07/03/19	PA	486681	00730	15,000.00	P	
Fund 00730							HIGHWAY AND AIRPORT FUND	15,000.00	
Grand Total								7,783,297.55	

DODGE COUNTY, WISCONSIN
DC Paid Vouchers \$10,000 Or More
Voucher paid in July

Account Number	Address Number	Alpha Name	G/L Date	Do Ty	Document Number	Doc Fd	Amount	P C	
730.2121	13845	Henry G. Meigs, LLC	06/17/19	PV	486721	00730	66,007.08	P	
730.2121	13845	Henry G. Meigs, LLC	06/10/19	PV	487487	00730	60,995.14	P	
730.2121	14026	K&B Tree & Lawn Care LLC	06/20/19	PV	486759	00730	10,588.56	P	
730.2121	15273	Wisconsin Dept of Transportation	06/30/19	PV	487193	00730	34,281.32	P	
730.2121	18077	Northeast Asphalt, Inc.	07/11/19	PV	487785	00730	11,563.86	P	
730.2121	18077	Northeast Asphalt, Inc.	07/11/19	PV	487816	00730	504,887.44	P	
730.2121	18077	Northeast Asphalt, Inc.	07/11/19	PV	487816	00730	504,887.43	P	
730.2121	18077	Northeast Asphalt, Inc.	07/11/19	PV	487816	00730	61,161.00	P	
730.2121	18077	Northeast Asphalt, Inc.	07/11/19	PV	487816	00730	721,813.23	P	
730.2121	18077	Northeast Asphalt, Inc.	07/11/19	PV	487816	00730	40,694.25	P	
730.2121	18077	Northeast Asphalt, Inc.	07/18/19	PV	487986	00730	31,556.99	P	
730.2121	18077	Northeast Asphalt, Inc.	07/18/19	PV	487986	00730	13,032.25	P	
730.2121	24521	Richard Meitner	07/18/19	PV	487447	00730	12,850.00	P	
730.2121	28613	Michels Corporation	06/19/19	PV	487011	00730	10,758.84	P	
730.2121	28613	Michels Corporation	06/20/19	PV	487012	00730	10,872.96	P	
730.2121	28613	Michels Corporation	07/01/19	PV	487664	00730	10,807.46	P	
730.2121	40879	Potters Industries Inc.	07/16/19	PV	487659	00730	13,200.00	P	
730.2121	42205	Bond Trust Services Corporation	07/30/19	PV	487183	00730	285,000.00	P	
730.2121	42205	Bond Trust Services Corporation	07/30/19	PV	487185	00730	10,000.00	P	
730.2121	42205	Bond Trust Services Corporation	07/30/19	PV	487186	00730	42,103.13	P	
730.2121	42205	Bond Trust Services Corporation	07/30/19	PV	487187	00730	285,000.00	P	
730.2121	42205	Bond Trust Services Corporation	07/30/19	PV	487188	00730	10,000.00	P	
730.2121	42205	Bond Trust Services Corporation	07/30/19	PV	487188	00730	42,103.13	P	
730.2121	50791	Ennis Paint Inc	06/27/19	PV	486611	00730	23,080.75	P	
730.2121	50791	Ennis Paint Inc	06/25/19	PV	486880	00730	23,080.75	P	
Fund 00730							HIGHWAY AND AIRPORT FUND	2,840,325.57	
Grand Total								2,840,325.57	

Report to the Dodge County Board of Supervisors

Monthly Report of Budget Amendments/Adjustments

Intra-Department Fund Transfers per Resolution 15-21 - Adopted July 21st, 2015

Unbudgeted/Excess Revenue Appropriation per Resolution 16-23 - Adopted June 21st, 2016

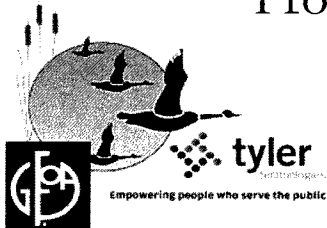
Department	Amount	Type of Amendment	Summary of request submitted from Department to the Finance Department
Human Services and Health Department	\$10,557	Unbudgeted Revenue	Restorative Justice Donation
Human Services and Health Department	\$277,000	Unbudgeted Revenue	SRO Grant
Human Services and Health Department	\$54,603	Intra-Depart. Fund Trans	Economic Support Equipment Maintenance
Human Services and Health Department	\$3,600	Intra-Depart. Fund Trans	WATCP Conference
County Clerk	\$2,220	Intra-Depart. Fund Trans	Election Laptop and Software
Human Services and Health Department	\$36,525	Unbudgeted Revenue	Home Care Placement Funding Due to Human Trafficking
Human Services and Health Department	\$12,068	Unbudgeted Revenue	2018 ADRC Dementia Contract Carryover Funds
Physical Facilities	\$22,000	Intra-Depart. Fund Trans	Sprinkler Repair Carry Over Funds
Land and Water Conservation	\$6,146	Unbudgeted Revenue	Well Water Testing

Submitted by:

Eileen L. Lifke

Dodge County Assistant Finance Director

Enterprise Resource Planning (ERP) Project Publication



Volume Number 37

August 2, 2019



Power User Training to Begin August 6th

As summer winds down, it would seem that things would start to slow down, but for Dodge County it is only the beginning of a new adventure, Tyler – Munis!!

The Functional Leads have been tremendously busy getting our Tyler Munis ERP system ready for new eyes and are very excited to welcome Power Users for enriched learning together.

As children are getting excited to go back to school, hopefully the ERP Power Users have similar excitement regarding the new learning opportunities within Tyler Munis.

Tuesday August 6th will be the first day of class for Power Users, training, system testing, processing and review. The Power User Sessions continue through mid October, followed by End User Training.

Without your support and assistance the successful transition to Tyler Munis would not be possible.



"The secret of change is to focus all your energy, not fighting the old, but on building the new." - Socrates

Enhancing the quality of Dodge County's Financial Resource Planning

AUGUST 2019

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Asset Management and Inventory	2 2018 Budget Close in Test Inventory 73 Weeks/21 Weeks
5 GFOA Status Call 9:00 Project Management Office (PMO) 11:00 AM Steering Committee 1:00 R	6 General Ledger - Power User Training O	7 Project and Grant Setup/Creation - Power User Training O	8 Purchasing - Power User Training O	9 GFOA Status Call 74 Weeks/20 Weeks
12 GFOA Status Call 9:00 Project Management Office (PMO) 11:00 AM Tyler Status Call 3:00 PM R	13 Budget Training and Review Power Users 8:30 - 12:00 Workflow Review Session 1:00 - 4:30 O	14 Contract Training Power Users 8:30 - 4:30 O	15 Student Activity Accounting Power User Training 8:30 - 4:30 O	16 GFOA Status Call 75 Weeks/19 Weeks R
19 Import/Export Testing 8:30-4:30 GFOA Status Call 9:00 Tyler Status Call 10:00 AM Project Management Office (PMO) 11:00 AM	20 Import/Export Testing 8:30 - 4:30 R	21	22	23 GFOA Status Call 76 Weeks/18 Weeks
26 Import/Export Testing GFOA Status Call 9:00 Project Management Office (PMO) 11:00 AM Steering Committee 1:00 Tyler Status Call 3:00 PM	27 Import/Export Testing	28	29	30 77 Weeks/17 Weeks

The numbers found in the lower part of the cell for Friday, represent the ERP Project Timeline. In the lower left corner are the weeks completed. In the lower right corner are the weeks until project "go-live" date. The **R** on the right hand corner indicates the Vendor is working with Dodge County remotely, the **O** indicates the Vendor is working onsite with

2
3 **Resolution to Abolish the Position of *Detective***
4 **And Create the Position of *Sergeant***

5
6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
7

8 **WHEREAS**, the Dodge County Judicial and Public Protection Committee has studied and
9 analyzed staffing needs of the Sheriff's Office; and,

10
11 **WHEREAS**, as a result of these studies and analyses, the Judicial and Public Protection
12 Committee recommends that the Dodge County Board of Supervisors abolish the following position
13 at the Sheriff's Office, effective upon a vacancy in a Deputy Sheriff-Patrol position:

14
15 One vacant, funded, full-time, benefited position of *Detective*; and,

16
17 **WHEREAS**, as a result of these studies and analyses, the Judicial and Public Protection
18 Committee also recommends that the Dodge County Board of Supervisors create the following
19 position at the Sheriff's Office, effective upon a vacancy in a Deputy Sheriff-Patrol position:

20
21 One new, full-time, benefited position of *Patrol Sergeant*; and,

22
23 **WHEREAS**, a job description for the position of *Detective* has been marked for identification
24 as Exhibit "A", and has been attached hereto; and,

25
26 **WHEREAS**, a job description for the proposed position of *Patrol Sergeant* has been marked
27 for identification as Exhibit "B" and has been attached hereto; and,

28
29 **WHEREAS**, there are funds in the 2019 Sheriff's Office Budget to fund the proposed
30 position of *Patrol Sergeant*;

31
32 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of
33 Supervisors hereby abolishes the following position at the Sheriff's Office, effective upon a vacancy
34 in a Deputy Sheriff-Patrol position:

35
36 One vacant, funded, full-time, benefited position of *Detective*; and,

37
38 **BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby
39 creates the following position at the Sheriff's Office, effective upon a vacancy in a Deputy Sheriff-
40 Patrol position:

41
42 One new, full-time, benefited position of *Patrol Sergeant*; and,

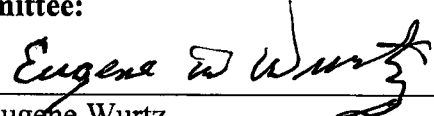
43
44 **BE IT FINALLY RESOLVED**, that funds in the 2019 Sheriff's Office Budget, which were
45 budgeted for the Detective position, shall be used to fund the position of *Patrol Sergeant*.

All of which is respectfully submitted this 16th day of April, 2019.

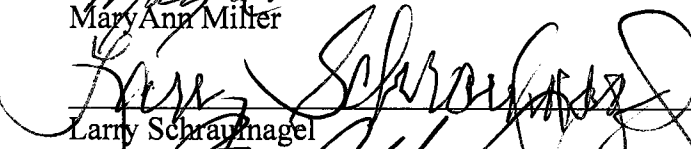
Dodge County Judicial and Public Protection Committee:



Mary Ann Miller



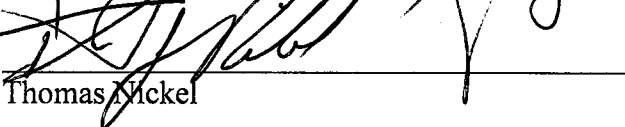
Eugene Wurtz



Larry Schraufnagel



Dan Hilbert



Thomas Nickel

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: X Yes No N/A.
Budget Impact: \$0.00. Finance Committee review date: April 9, 2019. Chair initials: OK.

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to abolish the position of *Detective* and create the position of *Patrol Sergeant*.

Postponed to
August 20, 2019

~~ADOPTED~~

BY DODGE COUNTY BOARD

APR 16 2019

AYES 22 NOES 9
ABSENT 2
ABSTAIN 0

Karen J. Nelson
County Clerk

DODGE COUNTY JOB DESCRIPTION

1/1/19 Wage Range: \$30.79 - \$34.70

JOB TITLE:	Detective	FLSA STATUS:	Non Exempt
DEPARTMENT:	Sheriff	REPORTS TO:	Lieutenant
LOCATION:	Law Enforcement Center	DATE:	May 17, 1996
LABOR GRADE:	Sworn – Six (6) or (7)	REVISED:	6/19/06; 10/25/11; 12/4/17

OVERALL PURPOSE/SUMMARY

Under the general direction of Lieutenant, acts as criminal and incident investigator, report writer, and assistant to Patrol Division as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Investigates criminal cases in County, including detection and arrest of criminal offenders.
2. Locates missing persons, property, etc. as related to criminal activities.
3. Prepares, conducts, and completes accurate investigation of complaints and/or other assigned duties.
4. Maintains and preserves evidence collected in investigation process.
5. Prepares accurate and complete investigation notes and reports.
6. Completes assigned case investigation in timely manner and keeps departmental supervisor and other court officials informed of progress.
7. Prepares evidence and testifies in court cases as necessary as related to criminal or other investigations.
8. Assists other department divisions as needed.
9. Provide guidance and training when appropriate to patrol or detectives in areas of specialty.
10. Assist with educating the public in crime prevention techniques and participate in problem solving efforts of the organization.
11. Regular attendance and punctuality required.
12. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Complete knowledge of criminal statutes.
 Working knowledge of civil statutes.
 Excellent communication skills.
 Highly skilled in interviewing/questioning.
 Proficient ability in criminal and incident investigation and report writing.
 Must meet requirements of Civil Service Commission.
 Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Certified by Law Enforcement Board, and three (3) or more years of experience as law enforcement officer. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered. Before commencing employment on any basis as law enforcement position, that individual must have met recruit qualifications established by Law Enforcement Standards Board. Must possess at least either a two (2) year associate degree from Wisconsin vocational, technical, and adult education district or its accredited equivalent from another state or minimum of 60 fully accredited college level credits. Requirements of the current labor agreement apply where pertinent.

WORKING CONDITIONS

Nearly constant work under distractions. Frequent time pressure. Minimal 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: DATE: SUPERVISOR SIGNATURE: DATE:	ANALYST(S): DATE:
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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

1/1/2019 Wages: \$32.07 - \$34.70

JOB TITLE:	Sergeant - Patrol	FLSA STATUS:	Non Exempt
DEPARTMENT:	Sheriff	REPORTS TO:	Patrol Lieutenant
LOCATION:	Law Enforcement Center	DATE:	May 17, 1996
LABOR GRADE:	Sworn – Eight (8)	REVISED:	2/20/08, 12/19/17

OVERALL PURPOSE/SUMMARY

Under the general direction of a Patrol Lieutenant, supervises activities and duties of patrol deputies.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Issues daily assignments to patrol deputies.
2. Acts as Officer in Charge of major crime scene, serious incidents, or accidents until relieved by superior officer.
3. Enforces criminal and traffic laws.
4. Investigates complaints and traffic accidents.
5. Performs special assignments as directed.
6. Writes reports.
7. Prepares cases for court and testifies.
8. Maintains working knowledge of state statutes, county ordinances, department policies, rules, and procedures.
9. Issues expendable equipment as needed.
10. Sets personal example for subordinates.
11. Informs superiors about observations/perceptions aiding management in achieving the office's mission.
12. Conducts random inspection of subordinates personal appearance and equipment.
13. Maintains appropriate level of discipline.
14. Enforces all office rules and regulations.
15. Recommends to superior officer any training or disciplinary action needed for subordinates.
16. Immediately suspends subordinate, with pay for just cause and notifies superior officer of action.
17. Attends and participates in staff meetings as required.
18. Grants, processes, and logs time off requests.
19. Reviews and recommends additions to daily briefing reports.
20. May periodically check performance of subordinates in court or other assigned duties.
21. Shall take charge of patrol shifts and confer with superior officer as needed.
22. Regular attendance and punctuality required.
23. Performs related duties as may be required or assigned.
24. Conducts daily shift briefings to patrol staff and others as required.
25. Participates in the subordinate evaluation process by providing relevant information to shift Lieutenant.
26. Frequently reviews subordinate reports to ensure agency standards are met.
27. Actively involved with coaching and mentoring subordinates on a daily basis.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of applicable state statutes, county ordinances, and departmental policies, rules, and procedures.
 Ability to supervise others.
 Ability to communicate effectively.
 Ability to function effectively and prioritize functions under stressful conditions.
 Ability to explain and enforce federal, state, and county laws clearly and courteously.
 Must meet requirements of Civil Service Commission.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Three (3) years Law Enforcement experience in which two (2) years are germane to patrol division, or equivalent combination of education and experience which provides necessary knowledge, skills, and abilities. Before commencing employment on any basis as law enforcement or jail officer position, that individual must have met recruit qualifications established by Law Enforcement Standards Board. Must pass written, oral and physical examinations as required by the Commission and Sheriff. Must possess at least either a two (2) year associate degree from Wisconsin vocational, technical, and adult education district or its accredited equivalent from another state or minimum of 60 fully accredited college level credits. Requirements of the current labor agreement apply where pertinent.

WORKING CONDITIONS

Occasional time pressure (35% of work time). Occasional work under distractions (20% of work time). Minimal work in hazardous conditions (15% of work time). Minimal repetitive activities (10% of work time).

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
-------------------------	-------------------------------

EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

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

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 19-24

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

Members:

WHEREAS, Dodge County, a body corporate, under the laws of the State of Wisconsin, has adopted a comprehensive Zoning Ordinance which is in full force and effect, and

WHEREAS, the Town Board of the Town of Beaver Dam has adopted a Town Zoning Ordinance for said town, the power to adopt a town zoning ordinance having been granted by a referendum vote of the electors of the Town of Beaver Dam at the time of a regular annual town meeting, and

WHEREAS, pursuant to Section 60.62(3) of the Wisconsin Statutes, adoption and amendment of a town zoning ordinance by a town board is subject to approval of the county board in counties having a zoning ordinance in force and effect, and

WHEREAS, a public hearing as to the proposed amendment to the Town Zoning Ordinance of the Town of Beaver Dam was held by the Plan Commission of the Town of Beaver Dam on April 29, 2019 and the proposed amendment to the Zoning Ordinance of the Town of Beaver Dam having been adopted by the Town Board of the Town of Beaver Dam on May 14, 2019,

THEREFORE BE IT RESOLVED:

That the amendment to the Town Zoning Ordinance of the Town of Beaver Dam attached to and made a part of this resolution be and hereby is approved by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 27 day of June, 2019.



County Board Supervisor

REPORT to Res. 19-24

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We the Dodge County Land Resources and Parks Committee, hereby report favorably on the petition of Anthony and Patricia Roedl requesting amendment of the Zoning Ordinance, Town of Beaver Dam, Dodge County, Wisconsin, to rezone approximately 2.5-acres of land from an I-1 Industrial Zoning District to an R-1 Residential Zoning District in part of the NE ¼ of the NW ¼, Section 26, T12N, R14E, Town of Beaver Dam for the purpose of creating a residential lot at this location and recommend approval of the resolution submitted by the Town of Beaver Dam Town Board for this rezoning petition.

The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the Town Board has followed the proper procedures outlined in their Zoning Ordinance in order to approve the rezoning request.

Respectfully submitted this 20th day of August, 2019



Joseph Marsik



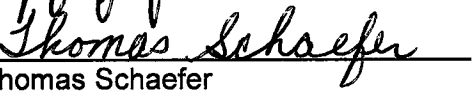
William Muehe



Larry Schraufnager



Jeffrey Schmitt



Thomas Schaefer

Land Resources and Parks Committee

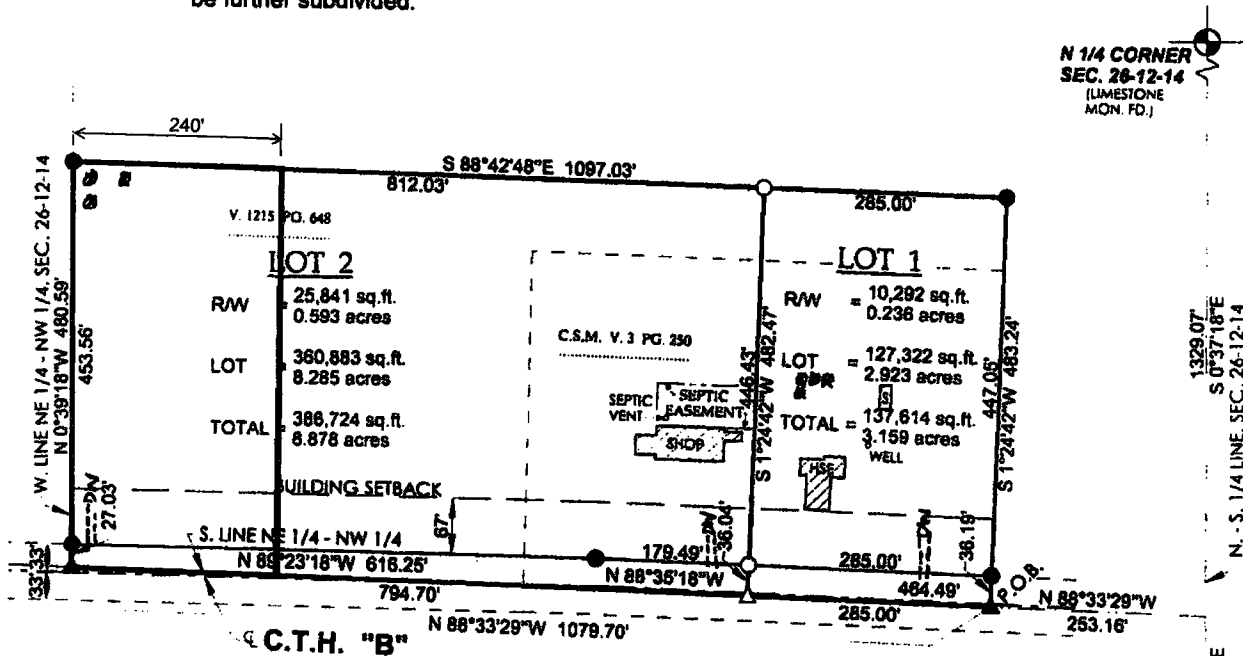
CERTIFIED SURVEY MAP NO. 5172

A SURVEY OF PART OF THE NE 1/4 OF THE NW 1/4 OF SECTION 26,
T. 12N., R. 14E., TOWN OF BEAVER DAM, DODGE COUNTY, WISCONSIN.

OWNER
Ronald & Sue Roedl
W7934 C.T.H. "B"
Beaver Dam, WI 53916

TOTAL AREA
524,338 sq.ft.
12.037 acres

NOTE: These lots shall not be further subdivided.



MARK R. TOMASHEK
 S-2240
 BEAVER DAM, WISCONSIN
 SURVEYOR

Approved by the Dodge County
Planning and Development Committee
Certified this 30th day of Aug, 2002
Fred A. Zuech, Deputy County Clerk

BEARINGS REFERENCED TO DODGE COUNTY COORDINATE SYSTEM

- LEGEND**
- ▲ P.K. NAIL FOUND
 - IRON PIPE FD.
 - △ MASONRY NAIL SET
 - 1" X 24" IRON PIPE SET
 - ⊗ SOIL BORINGS
 - DW - EXIST. DRIVEWAYS
- 0 200'
GRAPHIC SCALE

Document # **964718**
Received this 30th day of August, 2002 at 3:38 P.M.
and recorded in Vol. 33
of C.S.M.'s, Page 236-237.
DODGE COUNTY REGISTER OF DEEDS
Chris Planasch, Registrar

Anthony & Patricia Roedl Town of Beaver Dam, Sec. 26

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



26
City of Beaver Dam

LOT 1

A. & P. ROEDL

LOT 2

B

COUNTY ROAD B

2622-002
HAMMER
39.4 ac.




2621-000
ZIMMERMAN
28.7 ac.

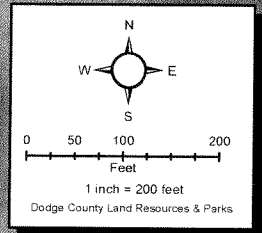
2621-002
ROEDL
8.9 ac.

2621-003
ROEDL
3.2 ac.

2623-003
HAMMER
36.5 ac.

2624-000
ZIMMERMAN
40 ac.

-  Roedl Property
-  Tax Parcels
-  Area to be Rezoned (I-1 to R-1)



Create Position of *Qualified Intellectual Disabilities Professional ("QIDP")/Therapeutic Recreational Therapist at Clearview*

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

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

WHEREAS, as a result of these studies and analyses, the Health Facilities Committee recommends that the Dodge County Board of Supervisors create the position of *QIDP/Therapeutic Recreational Therapist* at Clearview, effective January 1, 2020; and,

WHEREAS, the job description for the proposed position of *QIDP/Therapeutic Recreational Therapist* has been marked for identification as Exhibit "A", and has been attached hereto; and,

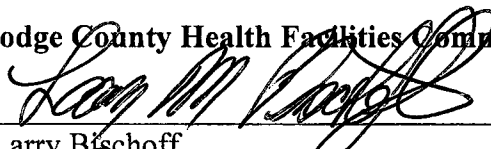
WHEREAS, there is no fiscal impact on the 2019 Clearview Budget; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2020 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *QIDP/Therapeutic Recreational Therapist* during calendar year 2020;


SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the position of *QIDP/Therapeutic Recreational Therapist* at Clearview, effective January 1, 2020.

All of which is respectfully submitted this 20th day of August, 2019.

Dodge County Health Facilities Committee:



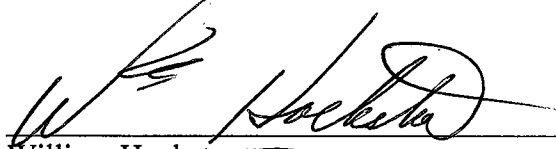
Larry Bischoff



Dan Hilbert



Thomas J. Schaefer



William Hoekstra



Lisa Derr

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create the position of *QIDP/Therapeutic Recreational Therapist* at Clearview.

JOB TITLE:	Qualified Intellectual Disabilities Professional (QIDP)/Therapeutic Recreation Therapist	FLSA STATUS:	Exempt
DEPARTMENT:	Individuals with Intellectual Disabilities (IID)	REPORTS TO:	Household Specialist
LOCATION:	Clearview	DATE:	06/20/19
LABOR GRADE:	Labor Grade Seven (7)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the IID Household Coordinator, coordinates & monitors assessments, planning, and implementation of individual resident programs, while advocating for the residents. Provides training and education to staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs functions of a Qualified Intellectual Disability Professional (QIDP) as defined by federal regulations.
2. Responsible for integrating, coordinating and monitoring each individual's active treatment.
3. Develops and coordinates person-centered Individual Program Plans (IPP), routinely assesses appropriateness of goals no less than monthly, and monitors implementation of IPP interventions.
4. Coordinates, facilitates, and completes documentation for annual reviews, admission and discharge summaries and monthly progress summaries reviewing the residents' care needs, condition, level of functioning, and progress.
5. Serves as liaison between families, guardians, Managed Care Organizations, other resident representatives and the interdisciplinary care team members.
6. Monitors residents' mood and behavior, reviews charted documentation, and makes recommendations at quarterly psychiatric medication reviews.
7. Coordinates resident services with professional consultants.
8. Serves as a team member of the Human Rights Committee assessing the needs and appropriateness of residents' IPP interventions.
9. Assists the team in coordinating and implementing active programming and facilitates psychosocial groups.
10. Implements recreational therapy programs based on assessment and goal/objective development.
11. Conducts and oversees special and assigned recreational programs and community outings.
12. Teach social skills and money management skills
13. Functions as a member of the team and participates in the Household Concept
14. Attends all mandatory in-services
15. Participates in resident and facility emergencies
16. Acts as residents' rights and safety advocate for each individual and assists with resident council meetings.
14. Represents Clearview in a positive and professional manner at work at all times.
15. Regular attendance and punctuality required.
16. Performs related duties as may be required or assigned.

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

Knowledge of state and federal codes and regulations which apply to the household

Knowledge of active treatment

Working knowledge and understanding of principles of human development and interaction

Must have individual, group, and family support skills

Knowledge of and ability to comply with policies and procedures

Knowledge of and respect for residents' rights

Ability to use electronic health record program for record keeping and documentation

Ability to demonstrate de-escalation techniques ,prevention, and management of physical or emotional crisis

Ability to understand and follow written and verbal directions

Ability to understand and comprehend printed works (i.e. care plans/IPP)

Knowledge of Recreation Therapy/Activity Therapy program assessment, development, implementation, and evaluation.

Knowledge of assessment and goal/objective development.

Ability to recognize change in resident condition

Must have flexibility to adjust work schedule to meet resident, staffing or resident needs

Must meet requirements of the Dodge County Driver Qualification Policy

EDUCATION AND EXPERIENCE

Four (4) year Bachelor's Degree in Therapeutic Recreation (1) year experience working directly with persons with Developmental or Intellectual Disabilities. Must be certified as a feeding assistant or become certified within orientation period.

WORKING CONDITIONS

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

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

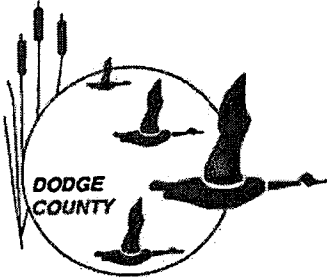
ANALYST(S):

DATE:

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

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "A"



HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF ♦ JUNEAU, WISCONSIN 53039-9512

920-386-3500

Becky Bell, Director

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

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

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

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

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

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

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

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

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

To: County Board of Supervisors
From: Becky Bell, Human Services and Health Director
Date: August 8, 2019
Re: Position Requests

Community Programs Counselor I, II, or III (Resolution 19-26) These positions will provide service facilitation through our Comprehensive Community Support (CCS) Program. As you may recall, the Comprehensive Community Services Program is a recovery and goal oriented, consumer driven Medical Assistance reimbursable program serving individuals with mental health and substance abuse disorders who meet functional eligibility. Over the course of the last several years, Human Services and Health Department has contracted with Lutheran Social Services (LSS) and Adult Care Consultants (ACC) for service facilitators through our Comprehensive Community Support Program. Historically speaking, these organizations would bill us the same dollar amount that the services facilitators would bill to Medical Assistance for the functions they performed in meeting the needs of the residents of Dodge County. This resulted in a zero net effect to our budget. At the same time, Dodge County Human Services and Health Department employs eight CCS service facilitators. During the calendar year 2018, these eight employees combined productive rate of pay was \$664,839. According to our billing system, these same employees generated \$871,758.50 which equates to a surplus of \$206,919.50. By creating these seven new positions not only will Human Services and Health be able to maximize revenues, we will also have more control over job performance, better staff retention, a decrease in staffing issues, and compliance with all Dodge County policy and procedures. Our CCS Program continues to experience a steady growth in referrals for services. In 2015, we served 52 individuals and in 2018, we served 161 individuals.

Foster Care Coordinator: (Resolution 19-27) Human Services and Health currently employs a full time Foster Care Coordinator. This position is responsible for licensing traditional and relative homes as foster homes in Dodge County. Within the last 3-4 years, the Department has experienced a drastic increase in requests for foster care licensing. In 2015, our Department licensed 6 foster homes in Dodge County. In 2018, our Department licensed 13 foster homes. The work involved in licensing a home is intensive. It requires as many as 60 hours of face to face time, within the home, with the potential foster parents. Often times, we are mandated to complete these licensing requirements within a 60 day window of time. The drastic increase in licenses in Dodge County is attributed to the need to license children's relative's homes as foster home placements. As a result of this shift, in licensing, our Department's ability to recruit for additional traditional foster homes has suffered. There are currently 30 foster care licensed homes in Dodge County. In addition to licensing new homes as the need arises, the Foster Care Coordinator is responsible for supporting, educating, and monitoring foster homes throughout Dodge County. The Department is now in a position where the workload exceeds what one social worker can accomplish during work hours. As a result, in 2019, our Department added responsibilities to another social worker within the on-going unit, to assist our Foster Care Coordinator to license homes within Dodge County. This arrangement, in essence, limits other work that needs to be accomplished within the on-going child protective services Unit. Human Services and Health Department fully anticipates an increase to our Child and Family Aids allocation in the next biennium. The total increase is not known at this time, however, we fully expect this allocation will cover the cost of this position. As a result, Human Services and Health does not anticipate any county levy will be used to support this position.

OVER

Emergency Preparedness Coordinator: (Resolution 19-28) This position was previously contracted out through the Watertown Public Health Department. The person who held that part-time position recently resigned. This position would be funded through Human Services and Health for 60% of the time through Emergency Preparedness and Prevention Grant funds that the Department receives to perform emergency preparedness and environmental health duties. Human Services and Health receives \$68,876 in grant funding to perform these functions. Our department has budgeted \$49,900 to support this position. The Department has been receiving this funding since 2002 in an effort to coordinate emergency preparedness efforts throughout the county. This position would also report to the Emergency Management Department in Dodge County 40% percent of the time. Human Services and Health and Emergency Management often work hand in hand in coordinating efforts to assist in preparing for and responding to an emergency within our community. These emergency preparedness efforts are funded by the State of Wisconsin through the Center for Disease Control (CDC) as they are considered a priority for the State of Wisconsin. The State of Wisconsin then contracts with all Public Health agencies throughout the state to coordinate these efforts.

RESOLUTION NO. 19-26

**Create Seven (7) Positions of *Community Programs Counselor I, II, or III*
in the Dodge County Human Services and Health Department**

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

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed the 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 create the following seven (7) positions at the Dodge County Human Services and Health Department, effective January 1, 2020:

Community Programs Counselor I, II, or III; and,

WHEREAS, the job descriptions for the proposed seven (7) positions of *Community Programs Counselor I, II, or III* have been marked for identification as Exhibits "A", "B", and "C", respectively, and have been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2019 Budget of the Human Services and Health Department; and,


WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2020 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed seven (7) positions of *Community Programs Counselor I, II, or III* during calendar year 2020;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following seven (7) positions in the Dodge County Human Services and Health Department, effective January 1, 2020:

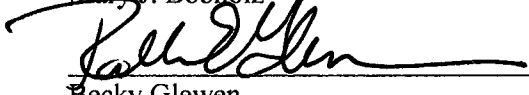
Community Programs Counselor I, II, or III.

All of which is respectfully submitted this 20th day of August, 2019.

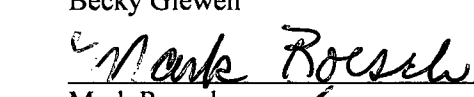
Dodge County Human Services and Health Board:




Mary J. Bobholz



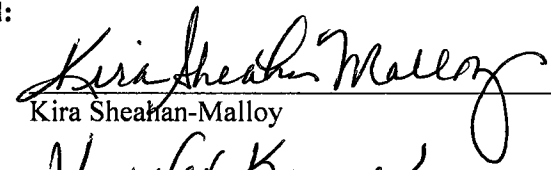
Becky Glewen



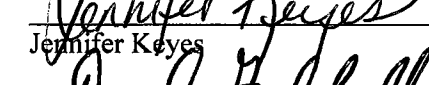
Mark Roesch



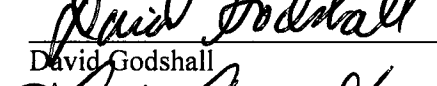
Timothy Kemmel




Kira Sheahan-Malloy



Jennifer Keyes



David Godshall



Lois Augustson

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create seven (7) positions of *Community Programs Counselor I, II, or III.*

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.75 - \$26.98

JOB TITLE:	Counselor I – Community Programs	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services & Health Department	REPORTS TO:	Human Services Supervisor-CSP/CCS
LOCATION:	HDOB – Clinical Services	DATE:	May 19, 1999
LABOR GRADE:	Dodge County Five (5)	REVISED:	4/5/10; 3/13; 3/13/14; 1/25/19; 7/11/19

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides coordination and monitoring of services and treatment to meet consumer's needs. Provides therapeutic environment and skill-building to consumers with mental illness and substance abuse concerns through the Community Support Program and Comprehensive Community Services Program of Dodge County Human Services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Collaborates with other members of the CSP and CCS Team, including the consumer, family members, service provider staff, other supports, and guardian, if applicable, to develop consumer treatment goals and plans based on assessment and agency guidelines.
2. Maintains ongoing assessment of consumer's physical, psychiatric and social needs, and refers for additional services if indicated. Evaluates consumer's progress, referring and coordinating additional evaluation or alternative treatment services as indicated.
3. Monitors medication compliance by observing consumer taking medication, checks to see if medications being taken, watches for side effects of the medication and the seriousness of these side effects, and watches for signs of deterioration which would suggest the consumer is not taking the medication or the medication is not effective, then reports these findings to a designated CSP or CCS staff member or other medical professional.
4. Assists consumers with living accommodations, including locating, financing and maintaining safe and healthy living arrangements, and provides advocacy and assistance to the consumer in relating to his or her landlord and neighbors in an appropriate manner.
5. Provides individual and group interventions in social or recreational skills training to improve consumer's communication skills and facilitate appropriate interpersonal behavior.
6. Provides problem solving, support and supervision related to activities of daily living to assist consumers in gaining and utilizing skills related to personal hygiene, household tasks, transportation utilization and money management.
7. Accompanies consumers to appointments in order to assist in gaining necessary services including medical and dental care, legal services, transportation services and living accommodations.
8. Provides support and guidance to families/friends of persons receiving/needing treatment.
9. Arranges for or provides consumer's transportation.
10. Serves on appropriate standing or ad hoc committees as assigned. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
11. Provides crisis intervention services as needed.
12. In accordance with CLTS rules and guidelines, coordinating or facilitating access to all services and supports, both formal and informal, which are needed by the child and family to meet their identified outcomes.
13. Works in partnership with service providers to coordinate services and to avoid delays or duplications.
14. Advocates on behalf of consumers to assure their needs are met appropriately and in a timely fashion through meeting with service providers or agency administration to explain the consumer's needs and to facilitate service delivery.
15. Suggests to administration the need for new programs or services to meet unfulfilled consumers needs.
16. Attends required staff meetings and case staffings.
17. Provides consultative services to other agency staff as needed.
18. Maintains accurate and timely records.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of community support programs and comprehensive community services.
 Knowledge of chronic mental illness and substance abuse disorders, and applicable treatment methods.
 Knowledge of crisis intervention techniques.
 Knowledge of computer technology as related to job responsibilities.
 Ability to communicate effectively.
 Ability to maintain confidentiality.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Bachelor's degree in a behavioral science or a related field. 1,000 hours of supervised post-degree clinical experience with persons with chronic mental illness preferred. Certified Substance Abuse Counselor preferred.

WORKING CONDITIONS

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

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

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

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "A"

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.89 - \$29.77

JOB TITLE:	Counselor II – Community Programs	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services & Health Department	REPORTS TO:	Human Services Supervisor-CSP/CCS
LOCATION:	HDOB – Clinical Services	DATE:	May 19, 1999
LABOR GRADE:	Dodge County Six (6)	REVISED:	4/5/10; 3/13; 3/13/14; 1/21/19; 7/11/19

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides coordination and monitoring of services and treatment to meet consumer's needs. Provides therapeutic environment and skill-building to consumers with mental illness and substance abuse concerns through the Community Support Program and Comprehensive Community Services Program of Dodge County Human Services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Collaborates with other members of the CSP and CCS Team, including the consumer, family members, service provider staff, other supports, and guardian, if applicable, to develop consumer treatment goals and plans based on assessment and agency guidelines.
2. Maintains ongoing assessment of consumer's physical, psychiatric and social needs, and refers for additional services if indicated. Evaluates consumer's progress, referring and coordinating additional evaluation or alternative treatment services as indicated.
3. Monitors medication compliance by observing consumer taking medication, checks to see if medications being taken, watches for side effects of the medication and the seriousness of these side effects, and watches for signs of deterioration which would suggest the consumer is not taking the medication or the medication is not effective, then reports these findings to a designated CSP or CCS staff member or other medical professional.
4. Assists consumers with living accommodations, including locating, financing and maintaining safe and healthy living arrangements, and provides advocacy and assistance to the consumer in relating to his or her landlord and neighbors in an appropriate manner.
5. Provides individual and group interventions in social or recreational skills training to improve consumer's communication skills and facilitate appropriate interpersonal behavior.
6. Provides problem solving, support and supervision related to activities of daily living to assist consumers in gaining and utilizing skills related to personal hygiene, household tasks, transportation utilization and money management.
7. Accompanies consumers to appointments in order to assist in gaining necessary services including medical and dental care, legal services, transportation services and living accommodations.
8. Provides support and guidance to families/friends of persons receiving/needing treatment.
9. Arranges for or provides consumer's transportation.
10. Serves on appropriate standing or ad hoc committees as assigned. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
11. Provides crisis intervention services as needed.
12. In accordance with CLTS rules and guidelines, coordinating or facilitating access to all services and supports, both formal and informal, which are needed by the child and family to meet their identified outcomes.
13. Works in partnership with service providers to coordinate services and to avoid delays or duplications.
14. Advocates on behalf of consumers to assure their needs are met appropriately and in a timely fashion through meeting with service providers or agency administration to explain the consumer's needs and to facilitate service delivery.
15. Suggests to administration the need for new programs or services to meet unfulfilled consumers needs.
16. Attends required staff meetings and case staffings.
17. Provides consultative services to other agency staff as needed.
18. Maintains accurate and timely records.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of community support programs and comprehensive community services.
 Knowledge of chronic mental illness and substance abuse disorders, and applicable treatment methods.
 Knowledge of crisis intervention techniques.
 Knowledge of computer technology as related to job responsibilities.
 Ability to communicate effectively.
 Ability to maintain confidentiality.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Bachelor's degree in a behavioral science or a related field, two (2) years directly related experience and five (5) additional C.E.U.'s. 1,000 hours of supervised post-degree clinical experience with persons with chronic mental illness preferred. Certified Substance Abuse Counselor preferred.

WORKING CONDITIONS

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

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

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

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT "B"

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$25.05 - \$32.58

JOB TITLE:	Counselor III – Community Programs	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services & Health Department	REPORTS TO:	Human Services Supervisor-CSP/CCS
LOCATION:	HDOB – Clinical Services	DATE:	May 19, 1999
LABOR GRADE:	Dodge County Seven (7)	REVISED:	4/5/10; 3/13; 3/13/14; 1/25/19; 7/11/19

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides coordination and monitoring of services and treatment to meet consumer's needs. Provides therapeutic environment and skill-building to consumers with mental illness and substance abuse concerns through the Community Support Program and Comprehensive Community Services Program of Dodge County Human Services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Collaborates with other members of the CSP and CCS Team, including the consumer, family members, service provider staff, other supports, and guardian, if applicable, to develop consumer treatment goals and plans based on assessment and agency guidelines.
2. Maintains ongoing assessment of consumer's physical, psychiatric and social needs, and refers for additional services if indicated. Evaluates consumer's progress, referring and coordinating additional evaluation or alternative treatment services as indicated.
3. Monitors medication compliance by observing consumer taking medication, checks to see if medications being taken, watches for side effects of the medication and the seriousness of these side effects, and watches for signs of deterioration which would suggest the consumer is not taking the medication or the medication is not effective, then reports these findings to a designated CSP or CCS staff member or other medical professional.
4. Assists consumers with living accommodations, including locating, financing and maintaining safe and healthy living arrangements, and provides advocacy and assistance to the consumer in relating to his or her landlord and neighbors in an appropriate manner.
5. Provides individual and group interventions in social or recreational skills training to improve consumer's communication skills and facilitate appropriate interpersonal behavior.
6. Provides problem solving, support and supervision related to activities of daily living to assist consumers in gaining and utilizing skills related to personal hygiene, household tasks, transportation utilization and money management.
7. Accompanies consumers to appointments in order to assist in gaining necessary services including medical and dental care, legal services, transportation services and living accommodations.
8. Provides support and guidance to families/friends of persons receiving/needing treatment.
9. Arranges for or provides consumer's transportation.
10. Serves on appropriate standing or ad hoc committees as assigned. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
11. Provides crisis intervention services as needed.
12. In accordance with CLTS rules and guidelines, coordinating or facilitating access to all services and supports, both formal and informal, which are needed by the child and family to meet their identified outcomes.
13. Works in partnership with service providers to coordinate services and to avoid delays or duplications.
14. Advocates on behalf of consumers to assure their needs are met appropriately and in a timely fashion through meeting with service providers or agency administration to explain the consumer's needs and to facilitate service delivery.
15. Suggests to administration the need for new programs or services to meet unfulfilled consumers needs.
16. Attends required staff meetings and case.
17. Provides consultative services to other agency staff as needed.
18. Maintains accurate and timely records.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of community support programs and comprehensive community services.
 Knowledge of chronic mental illness and substance abuse disorders, and applicable treatment methods.
 Knowledge of crisis intervention techniques.
 Knowledge of computer technology as related to job responsibilities.
 Ability to communicate effectively.
 Ability to maintain confidentiality.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Bachelor's degree in a behavioral science or a related field, five (5) years directly related experience and ten (10) additional C.E.U.'s. 1,000 hours of supervised post-degree clinical experience with persons with chronic mental illness preferred. Certified Substance Abuse Counselor preferred.

WORKING CONDITIONS

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

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

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

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

EXHIBIT "C"

RESOLUTION NO. 19-27

**Create Position of Foster Care Coordinator Social Worker I, II, or Senior
in the Dodge County Human Services and Health Department**

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

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed the 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 create the following position at the Dodge County Human Services and Health Department, effective January 1, 2020:

Foster Care Coordinator Social Worker I, II, or Senior; and,

WHEREAS, the job descriptions for the proposed position of *Foster Care Coordinator Social Worker I, II, or Senior* have been marked for identification as Exhibits "A", "B", and "C", respectively, and have been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2019 Budget of the Human Services and Health Department; and,

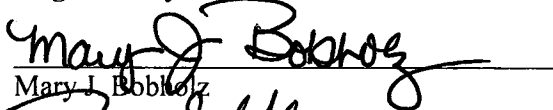
WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2020 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Foster Care Coordinator Social Worker I, II, or Senior* during calendar year 2020;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2020:

Foster Care Coordinator Social Worker I, II, or Senior.

All of which is respectfully submitted this 20th day of August, 2019.

Dodge County Human Services and Health Board:

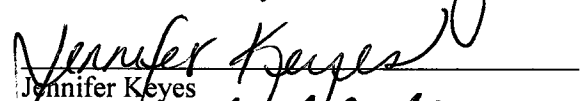

Mary J. Bobko


Becky Glewen


Mark Roesch


Timothy Kemmel


Kira Sheahan-Malloy


Jennifer Keyes


David Godshall


Lois Augustson

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create the position of *Foster Care Coordinator Social Worker I, II, or Senior*.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.89 - \$29.77

JOB TITLE:	Social Worker I - Foster Care Coordinator	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Office Building	DATE:	June 29, 1998
LABOR GRADE:	Dodge County Six (6)	REVISED:	7/28/00; 11/7/14

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, performs licensing studies of persons or families wishing to provide care to children/adults, and makes recommendations for administrative decisions for child foster home licensing or adult family care certification.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Participates in reviews of agency programs and administrative conferences.
2. Represents the agency in meetings related to State programs.
3. Accepts requests and referrals for agency services.
4. Determines individual/family range of services appropriate for foster care placements through interviews, home visits, and collateral investigations.
5. Develops, provides, and/or coordinates support for foster parents and others connected with alternative placement.
6. Maintains records containing pertinent, accurate, and current information on foster parents.
7. Prepares correspondence, reports, and other records as required.
8. Responsible for preparing and directing training sessions, and interpreting programs to community.
9. Collects, organizes, interprets, and evaluates information.
10. Writes social histories and family assessment plans.
11. Provides counseling to foster parent/sponsors on as-needed basis.
12. Participates as team member in determining and selecting alternate care resources, homes, or sites.
13. Provides consultation to staff regarding the foster care program.
14. Promotes and participates in development of alternate care policies, procedures, and handbooks.
15. Recruits foster parents according to the needs of the agency.
16. Performs background checks on relatives and non-relative providers to help ensure the safety of children.
17. Maintains accurate and timely records.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of principles/methods of social work and their application.
- Knowledge of philosophy, history, and development of social welfare programs.
- Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
- Knowledge of social problems like family disorganization, discrimination, unemployment, disability, poverty, and aging and their effect on behavior.
- Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Knowledge of government and public welfare's role in providing services.
- Knowledge of community agencies and their programs.
- Knowledge of current social and economic problems and how they affect families/individuals.
- Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs, especially relating to licensing of providers.
- Knowledge of welfare and health resources and how resources may be made available to people in need.
- Ability to supervise the work of others.
- Ability to communicate effectively with a multitude of individuals and groups.
- Ability to work independently to establish objectives and maintain schedules.
- Ability to keep accurate and detailed records.
- Ability to establish and meet program goals.
- Ability to maintain confidentiality.
- Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08. Consideration may be given to completion of this certification during probation period.

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

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

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

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$25.05 - \$32.58

JOB TITLE:	Social Worker II - Foster Care Coordinator	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Office Building	DATE:	June 29, 1998
LABOR GRADE:	Dodge County Seven (7)	REVISED:	7/28/00; 11/7/14

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, performs licensing studies of persons or families wishing to provide care to children/adults, and makes recommendations for administrative decisions for child foster home licensing or adult family care certification.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Participates in reviews of agency programs and administrative conferences.
2. Represents the agency in meetings related to State programs.
3. Accepts requests and referrals for agency services.
4. Determines individual/family range of services appropriate for foster care placements through interviews, home visits, and collateral investigations.
5. Develops, provides, and/or coordinates support for foster parents and others connected with alternative placement.
6. Maintains records containing pertinent, accurate, and current information on foster parents.
7. Prepares correspondence, reports, and other records as required.
8. Responsible for preparing and directing training sessions, and interpreting programs to community.
9. Collects, organizes, interprets, and evaluates information.
10. Writes social histories and family assessment plans.
11. Provides counseling to foster parent/sponsors on as-needed basis.
12. Participates as team member in determining and selecting alternate care resources, homes, or sites.
13. Provides consultation to staff regarding the foster care program.
14. Promotes and participates in development of alternate care policies, procedures, and handbooks.
15. Recruits foster parents according to the needs of the agency.
16. Performs background checks on relatives and non-relative providers to help ensure the safety of children.
17. Maintains accurate and timely records.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of principles/methods of social work and their application.
- Knowledge of philosophy, history, and development of social welfare programs.
- Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
- Knowledge of social problems like family disorganization, discrimination, unemployment, disability, poverty, and aging and their effect on behavior.
- Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Knowledge of government and public welfare's role in providing services.
- Knowledge of community agencies and their programs.
- Knowledge of current social and economic problems and how they affect families/individuals.
- Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs, especially relating to licensing of providers.
- Knowledge of welfare and health resources and how resources may be made available to people in need.
- Ability to supervise the work of others.
- Ability to communicate effectively with a multitude of individuals and groups.
- Ability to work independently to establish objectives and maintain schedules.
- Ability to keep accurate and detailed records.
- Ability to establish and meet program goals.
- Ability to maintain confidentiality.
- Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08, two (2) years related work experience and ten (10) days in-service training related to specific job responsibilities.

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:
DATE:
SUPERVISOR SIGNATURE:
DATE:

ANALYST(S):
DATE:

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

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "B"

DODGE COUNTY JOB DESCRIPTION

Wage Rate: \$27.20 - \$35.37

JOB TITLE:	Senior Social Worker - Foster Care Coordinator	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Office Building	DATE:	June 29, 1998
LABOR GRADE:	Dodge County Eight (8)	REVISED:	7/28/00; 11/7/14

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, performs licensing studies of persons or families wishing to provide care to children/adults, and makes recommendations for administrative decisions for child foster home licensing or adult family care certification.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Participates in reviews of agency programs and administrative conferences.
2. Represents the agency in meetings related to State programs.
3. Accepts requests and referrals for agency services.
4. Determines individual/family range of services appropriate for foster care placements through interviews, home visits, and collateral investigations.
5. Develops, provides, and/or coordinates support for foster parents and others connected with alternative placement.
6. Maintains records containing pertinent, accurate, and current information on foster parents.
7. Prepares correspondence, reports, and other records as required.
8. Responsible for preparing and directing training sessions, and interpreting programs to community.
9. Collects, organizes, interprets, and evaluates information.
10. Writes social histories and family assessment plans.
11. Provides counseling to foster parent/sponsors on as-needed basis.
12. Participates as team member in determining and selecting alternate care resources, homes, or sites.
13. Provides consultation to staff regarding the foster care program.
14. Promotes and participates in development of alternate care policies, procedures, and handbooks.
15. Recruits foster parents according to the needs of the agency.
16. Performs background checks on relatives and non-relative providers to help ensure the safety of children.
17. Maintains accurate and timely records.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of principles/methods of social work and their application.
- Knowledge of philosophy, history, and development of social welfare programs.
- Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
- Knowledge of social problems like family disorganization, discrimination, unemployment, disability, poverty, and aging and their effect on behavior.
- Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Knowledge of government and public welfare's role in providing services.
- Knowledge of community agencies and their programs.
- Knowledge of current social and economic problems and how they affect families/individuals.
- Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs, especially relating to licensing of providers.
- Knowledge of welfare and health resources and how resources may be made available to people in need.
- Ability to supervise the work of others.
- Ability to communicate effectively with a multitude of individuals and groups.
- Ability to work independently to establish objectives and maintain schedules.
- Ability to keep accurate and detailed records.
- Ability to establish and meet program goals.
- Ability to maintain confidentiality.
- Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Masters degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08, four (4) years related work experience, and additional ten (10) days in-service training related to specific job responsibilities, OR Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08, seven (7) years related work experience, eight (8) graduate credits in Social Work from an accredited college or university, and additional twenty (20) days in-service training related to specific job responsibilities.

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

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

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

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "C"

3 **Create Position of *Emergency Preparedness Coordinator* in the Dodge County**
4 **Human Services and Health Department and the Dodge County**
5 **Emergency Management Office**
6

7 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
8

9 **WHEREAS**, the Dodge County Human Services and Health Board and the Dodge County
10 Executive Committee (Committees) have studied and analyzed the staffing needs at the Dodge County
11 Human Services and Health Department and the Dodge County Emergency Management Office
12 (Departments); and,
13

14 **WHEREAS**, as a result of these studies and analyses, the Committees recommend that the
15 Dodge County Board of Supervisors create the following position at the Departments, effective January
16 1, 2020: *Emergency Preparedness Coordinator*; and,
17

18 **WHEREAS**, the Director of the Human Services and Health Department, and the Director of the
19 Emergency Management Office, are of the mutual opinion that a shared *Emergency Preparedness*
20 *Coordinator* position, to be split by the Departments at the rate of 60% (24 hours per week) in the
21 Human Services and Health Department, and 40% (16 hours per week) in the Emergency Management
22 Office, may be feasible in assisting in the effective and efficient operations of the Departments during
23 emergencies and assisting with the public health environmental health program; and,
24

25 **WHEREAS**, Carlson Dettmann Consulting has analyzed a Job Description Questionnaire (JDQ)
26 and a job description prepared for this proposed new position by the Departments; and,
27

28 **WHEREAS**, it is the considered opinion of Carlson Dettmann Consulting that this proposed new
29 position should be compensated at the level of Labor Grade 8 of the Dodge County Compensation Plan;
30 and,
31

32 **WHEREAS**, the job description for the proposed position of *Emergency Preparedness*
33 *Coordinator* has been marked for identification as Exhibit "A", and has been attached hereto; and,
34


35 **WHEREAS**, there is no fiscal impact on the 2019 Budget of the Human Services and Health
36 Department or the 2019 Budget of the Emergency Management Office; and,
37

38 **WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will
39 appropriate funds in the 2020 Dodge County Budget sufficient to pay wages and fringe benefits for the
40 proposed position of *Emergency Preparedness Coordinator* during calendar year 2020;
41

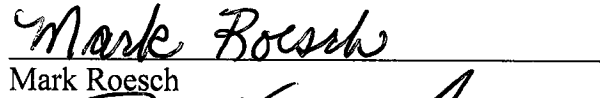
42 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors
43 hereby creates one new, full-time, benefited position of *Emergency Preparedness Coordinator* to be
44 split by the Departments at the rate of 60% (24 hours per week) in the Human Services and Health
45 Department, and 40% (16 hours per week) in the Emergency Management Office, effective January 1,
46 2020.
47

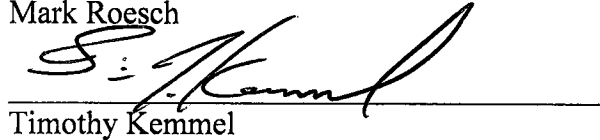
All of which is respectfully submitted this 20th day of August, 2019.

Dodge County Human Services and Health Board:

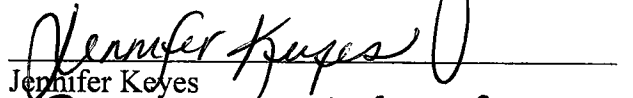

Mary J. Bobholz


Becky Glewen

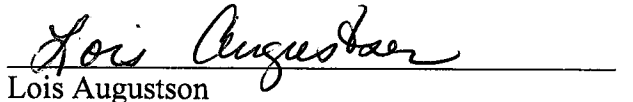

Mark Roesch


Timothy Kimmel

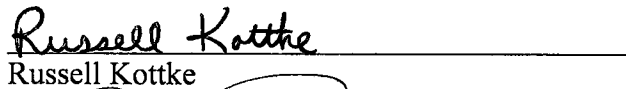

Kira Sheahan-Malloy

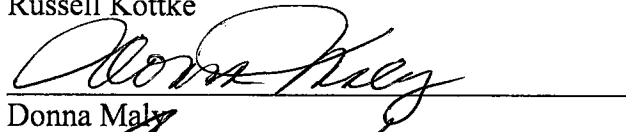

Jennifer Keyes

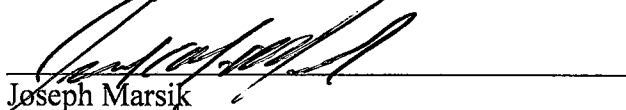

David Godshall

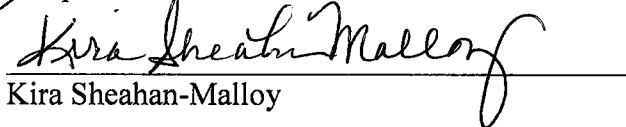

Lois Augustson

Dodge County Executive Committee:


Russell Kottke


Donna Maloy


Joseph Marsik


Kira Sheahan-Malloy


David Frohling


Dennis R. Schmidt


Jeff Berres

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create the position of *Emergency Preparedness Coordinator*.

JOB TITLE:	Emergency Preparedness Coordinator	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health Department/Emergency Management	REPORTS TO:	Public Health Supervisor /Emergency Management Director
LOCATION:	Henry Dodge Office Building/Law Enforcement Office	DATE:	DRAFT
LABOR GRADE:	Dodge County Eight (8)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor-Public Health Officer and the Emergency Management Director, duties include emergency preparedness planning, coordination, and training. Assisting and helping to ensure the effective and efficient operations of the Emergency Management department and Public Health during emergencies. Assisting with the Public Health environmental health program.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assist with coordinating emergency preparedness planning efforts among county departments and between the county, municipalities, response agencies, and non-government partners within Dodge County.
2. Coordinates the completion of Local Public Health Preparedness Contract Objectives.
3. Assist in the development and updating of the Public Health Preparedness Plans, Emergency Operations Plan (EOP), Mass Fatality Plan, Hazard Mitigation Plan, Continuity of Operations Plan, Hazard Vulnerability Assessments, and any other planning related to Public Health, Emergency Management and Homeland Security.
4. Assist in promoting emergency preparedness, emergency management, and safety activities by conducting meetings and speaking to local groups, clubs, organizations, and schools. May assist with media, public inquiries, and other communication regarding Public Health and Emergency Management operations.
5. Assist in the maintaining and tracking of all departmental equipment.
6. Assist in implementing special programs as required by federal and/or state law.
7. Assist with enforcement of health ordinance, consultations, and investigations associated with the Public Health environmental health program.
8. Plans and coordinates drill exercises to test county response to declared emergencies, natural or man-made.
9. Coordinate and participate in local, County and State Preparedness meetings, advisory councils, and committees.
10. Coordinate emergency management training for persons responsible for emergency management activities in the event of a natural or man-made disaster.
11. Provide staff training and testing for Personal Protective Equipment (PPE).
12. Coordinate and participate in local, regional, and State preparedness exercise.
13. Coordinate preparedness activities with community partners.
14. Assist and responds to potential and actual emergencies.
15. Keep abreast of changes in the laws regarding emergency management, homeland security, hazardous chemicals, weather emergency procedures, etc., and assist with disseminating information to others.
16. Maintains accurate and timely documentation of interventions and other related activities.
17. Prepares intra-inter-agency reports as required.
18. Attends conferences, staff meetings, in-services, committee meetings and provides feedback.
19. Provides orientation of staff and Public Health students.
20. Assist in maintaining, tracking and purchasing of radio communications equipment for the county radio communications towers. Further assist in planning and coordinating training exercise related to communications.
21. Assist in coordinating, tracking physicals, purchasing equipment, and applying for federal and state grants related to hazardous materials.
22. Regular attendance and punctuality required.
23. Performs related duties as may be required or assigned.

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

Knowledge of Public Health Preparedness and Emergency Management practices.

Knowledge of HSEEP exercise methodology.

Knowledge of community organizations and resources.

Knowledge of public safety radio communications and protocols.

Possession of strong organizational skills.

Ability to communicate effectively in oral and written form.

Ability to take direction and display emotional stability in high stress and emergency situations.

Ability and availability to respond to emergency calls day or night, on short notice, and to work long hours when conditions require.

Ability to operate a computer and to keyboard at a reasonable rate of speed. Familiarity with various software, including Microsoft Office Suite (Word/Excel).

Ability to keep information confidential.

Ability to provide documents and reports in a timely manner.

Ability to explain and interpret public health/environmental health laws, rules, and regulations.

Ability to interact effectively with patients, families, and general public.

Ability to exercise independent judgment.

Ability to work collaboratively with others.

Ability to attend late evening and/or night meetings.

Skill in effectively motivating others.

Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Sixty (60) college credits in Emergency Management or related field – Bachelor's Degree preferred; and a minimum three (3) years' experience in emergency management or emergency preparedness. Experience in Emergency Response preferred.

WORKING CONDITIONS	
Normal office environment; little exposure to noise, dust fumes, etc. Outdoor environment – normal weather conditions. Outdoor environment – extremely hazardous conditions, tornadoes, floods, blizzards.	
PHYSICAL DEMANDS	
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.	
ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE: DATE: SUPERVISOR SIGNATURE: DATE:	ANALYST(S): DATE:
<small>The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).</small>	

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



Extension UNIVERSITY OF WISCONSIN-MADISON

Division of Extension
University of Wisconsin-Madison
432 N Lake Street Madison, WI 53706
info@extension.wisc.edu | extension.wisc.edu

August 2, 2019

CONTACT: Jeff Hoffman, UW-Madison Extension – Area Director
Jeffrey.Hoffman@wisc.edu
920.296.2067

Extension now fully transitioned to UW-Madison

As of July 1, Extension has fully transitioned to UW-Madison from UW System. This transition has been in the works for more than a year and has involved significant behind-the-scenes work. Extension can now be referred to as University of Wisconsin-Madison Division of Extension.

"It's a change in our name and the individuals are now employees of UW-Madison as opposed to UW colleges," said Jeff Hoffman, area extension director for Columbia, Sauk, and Dodge counties. "There is no change to our programming."

Extension is returning to its historic home at UW-Madison, where both will strengthen each other through exchanging experience and research statewide. As a land-grant institution, University of Wisconsin was the original home to Extension services and research. Three years after espousing the Wisconsin Idea, UW President Van Hise established the University Extension Division in 1907, and UW-Extension was created as a separate unit in 1965. The UW Board of Regents adopted a resolution in 2017 to restructure Extension as a division of UW-Madison.

"We think it's going to be a huge benefit to have all of those resources and the variety of research that's going on in Madison, which is immense," Hoffman said. "We are just hitting the tip of the iceberg of the potential of these partnerships. I think it's a hugely beneficial thing."

"An AA/EEO employer, UW-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX and ADA requirements"

Educational programming is delivered locally to support critical issues affecting quality of life and economic development. The Division of Extension's county educators work in areas such as family, youth and community development, agriculture, health and well-being, and natural resources.

Extension's mission is to bring the world-class knowledge and skills of UW-Madison researchers to communities across the state. Even before this official transition, Extension hit the ground running, bringing together experts and community partners to collaborate on new ideas for research and resources on opioid addiction and water quality. UW-Madison and Extension continue to leverage its relationship across campus and across communities, and look forward to continued partnerships.

Visit UW-Madison Extension's new website and explore the positive impacts and opportunities through educational programming at <https://extension.wisc.edu/>.

**Resolution to Abolish the Position of *Administrative Secretary III* and
Create the Position of *University of Wisconsin ("UW") Extension Lead***

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

WHEREAS, the Dodge County UW-Extension Education Committee has studied and analyzed staffing needs at the Dodge County UW-Extension Department; and,

WHEREAS, as a result of these studies and analyses, the UW-Extension Education Committee recommends that the Dodge County Board of Supervisors abolish one full-time, benefited position of *Administrative Secretary III* in the UW-Extension Department, effective August 21, 2019; and,

WHEREAS, as a result of these studies and analyses, the UW-Extension Education Committee also recommends that the Dodge County Board of Supervisors create one new, full-time, benefited position of *UW Extension Lead* in the UW-Extension Department, effective August 21, 2019; and,

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

WHEREAS, a job description for the proposed position of *UW Extension Lead* has been marked for identification as Exhibit "B" and has been attached hereto; and,

WHEREAS, there are funds in the 2019 UW-Extension Department Budget to fund the proposed position of *UW Extension Lead* during the period of time commencing on August 21, 2019, and ending on December 31, 2019, both inclusive;

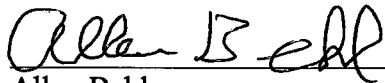
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes one full-time, benefited position of *Administrative Secretary III* in the UW-Extension Department, effective August 21, 2019; and,

BE IT FURTHER RESOLVED, that the Dodge County Board of Supervisors hereby creates one new, full-time, benefited position of *UW Extension Lead* in the UW-Extension Department, effective August 21, 2019; and,

BE IT FINALLY RESOLVED, that funds in the 2019 UW-Extension Department Budget shall be used to fund the position of *UW Extension Lead* during the period of time commencing on August 21, 2019, and ending on December 31, 2019, both inclusive.

All of which is respectfully submitted this 20th day of August, 2019.

Dodge County UW-Extension Education Committee:



Allen Behl

Becky Glewen


Dale Macheel

Annette Thompson

Richard Bennett

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: Yes ___ No ___ N/A.

Budget Impact: \$~~2,165~~₀ Finance Committee review date: August 13, 2019. Chair initials: .

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to abolish the position of *Administrative Secretary III* and create the position of *UW Extension Lead*.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$16.46 - \$21.40

JOB TITLE:	Administrative Secretary III	FLSA STATUS:	Non Exempt
DEPARTMENT:	UW Extension	REPORTS TO:	Department Head or Appointee
LOCATION:	Office Building	DATE:	June 6, 1996
LABOR GRADE:	Dodge County – Three (3)	REVISED:	1/4/13; 8/5/14, 2/11/16, 11/22/17

OVERALL PURPOSE/SUMMARY

Provides assistance and technical services for County Extension Educators. Performs a variety of complex computer operations. Advises clients on availability of services and assists them in application procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs complex computer operations, including MS products and social media applications to enhance County Extension Educator function.
2. Utilizes computer to design handouts, visuals, brochures, bulletins, and newsletters to promote Extension activities.
3. Composes correspondence, spreadsheets, memos, and reports, coordinates countywide bulk mailings using multiple computer software programs.
4. Uses technical skills to transmit information electronically.
5. Receives telephone/TDD and customer inquiries and provides information or redirects inquiries to various county and state agencies.
6. Maintains and develops rapport with Extension clientele.
7. Maintains computerized records, files, reports, and inventories.
8. Maintains records for purchase and issuance of supplies/equipment necessary for operation of agency.
9. Completes reports for Extension staff as required.
10. Performs duties related to programs including; registration fee collection, material organization, and correspondence.
12. Remains proficient in office computer software programs as required by Extension agents and county clientele.
13. Maintains Extension office and meeting rooms in clean orderly fashion.
14. Maintains Extension promotional materials and displays.
15. Maintains Extension's website and social media presence.
16. Regular attendance and punctuality required.
17. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of modern office methods and procedures.
- Thorough working knowledge of computers.
- Basic knowledge of accounting/billing procedures.
- Skilled at working accurately with numbers/calculations.
- Knowledge and ability to maintain social media and website presence.
- Ability to treat matters confidentially.
- Ability to establish and maintain effective public/working relationships.
- Ability to maintain accurate and complete records.
- Ability to answer inquiries and complaints effectively with tact and courtesy.
- Ability to initiate and complete variety of work assignments independently or with brief instruction.
- Ability to communicate effectively.
- Ability to understand and effectively carry out instructions.
- Ability to work under pressure and meet deadlines.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent plus three (3) years office experience, including operation of computer equipment. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Normal office environment. Work under nearly constant distractions. Occasional time pressure.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

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

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.89 - \$29.77

JOB TITLE:	UW Extension Lead	FLSA STATUS:	Non-Exempt
DEPARTMENT:	UW Extension	REPORTS TO:	Area Extension Director/Human Resources
LOCATION:	Administration Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Six (6)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Area Extension Director (AED), possesses comprehensive knowledge of program areas, including 4-H & Positive Youth Development, Human Development & Relationships, Agriculture, FoodWise, and other groups and associations who collaborate with Extension. In coordination with AED and Extension educators, manages daily operations of Extension office.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists the Area Extension Director (AED) in establishing department policies and procedures, maintains office policies and procedures; plans, schedules and assigns work to county staff upon Director's approval; recommends utilization of staff and new office procedures approved by Director.
2. Provides oversight with preparation and coordination of communication with county Extension Education committee.
3. Assists AED in developing and maintaining protocol for new hires; trains new county staff and directs training to maximize employee's capabilities and ensure constant efficient operation of department.
4. On-boards new Extension educators on county policies and procedures.
5. Ensures that deadlines are met and goals are accomplished in coordination with Extension educators and AED.
6. Attends trainings, seminars, and conferences when necessary.
7. Coordinates county Extension's Civil Rights compliance.
8. Coordinates with AED and may attend Management Council meetings as needed.
9. Assists county department with ongoing technical questions.
10. Prioritizes and coordinates requests and purchases of equipment and supplies.
11. Performs duties related to programs including registration fee collection, material organization and correspondence.
12. Maintains knowledge and rapport with Extension's clientele, county partners, and organizational structures.
13. Acts as a backup to office support personnel as needed.
14. Reviews and approves clerical work schedules and vacation/leave requests to ensure adequate coverage for office workload.
15. Coordinates office staff meetings.
16. Maintains computerized records, files, reports, and inventories.
17. Completes reports for multiple Extension educators as required.
18. Performs complex computer operations to enhance Extension educator function.
19. Utilizes software programs to design handouts, brochures, bulletins, and newsletters to promote Extension activities.
20. Coordinates meeting rooms for Extension, other county departments and partner organizations.
21. Provides assistance to individuals regarding available office and Department resources.
22. Assists clientele who call or walk in.
23. Coordinates special projects and tasks relating to Extension programming as assigned by Extension educators or AED.
24. Coordinates oversight of Extension's website and social media presence, promotional materials, and displays.
25. Point of contact for other County departments with related duties that may be required or assigned.
26. Communicate with office about state/county updates pertaining to UW-Madison and Extension department matters.
27. Regular attendance and punctuality required.
28. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of local, state and federal laws, rules, regulations, around Extension programming and open meetings laws and record keeping.
- Considerable knowledge of business English, spelling, math, grammar, Extension terminology, modern office methods, practices and equipment.
- Demonstrated written and verbal communication skills, interpersonal skills, facilitation skills, and presentation skills.
- Considerable computer experience using Microsoft Office software (Word, Excel, Outlook, PowerPoint), and other database software.
- Considerable knowledge of Extension programming.
- Knowledge of governmental structures and procedures at local, state and federal levels.
- Ability to perform financial management functions.
- Ability to obtain information through use of interview techniques.
- Ability to obtain cooperation from others in situations of conflicting goals or values.
- Ability to evaluate information and exercise judgment to make recommendations with a degree of autonomy.
- Ability to utilize a variety of advisory data and information.

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

- Ability to prioritize, delegate, and supervise county staff department duties when necessary.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to change, making decisions as necessary without direct supervision.
- Ability to treat matters confidentially.
- Ability to establish and maintain effective working relationships with other employees, clients and general public.
- Ability to prepare materials and maintain accurate records.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to prioritize work and work independently on numerous concurrent tasks.
- Ability to remain calm when working in stressful situations.
- Ability to work under pressure and meet deadlines.
- Ability to answer inquiries and complaints effectively with tact and courtesy.
- Ability to interpret and implement policies.
- Ability to be a team player.
- Must meet requirements of the Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Two (2) year Associate's degree in Office Administration or related field, five (5) years of experience in Extension or educational programming, or equivalent combination of education and experience which provides necessary knowledge, skills and abilities.

WORKING CONDITIONS

Normal office environment. Work under nearly constant distractions. Occasional time pressure.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

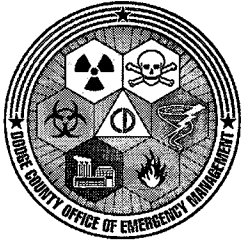
EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

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

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



DODGE COUNTY – STATE OF WISCONSIN OFFICE OF EMERGENCY MANAGEMENT

Amy B. Nehls
Director

Joseph M. Meagher
Deputy Director

DODGE COUNTY LAW ENFORCEMENT CENTER
124 West Street • Juneau, Wisconsin 53039
Phone: (920) 386-3999 • Fax: (920) 386-3994

MEMORANDUM

To: Dodge County Board Members

From: Amy B. Nehls, Director

Date: August 13, 2019

Re: Resolution request to approve RFP and fund an EMS study in 2019

Emergency
Management

Mitigation

Preparedness

Response

Recovery

Planning

Training

Exercising

HAZMAT

Emergency Planning &
Community Right-to-
Know Act
(EPCRA)

In January 2019, the county township unit meeting hosted a presentation on the need to find a sustainable solution for Emergency Medical Services (EMS) coverage. Per the original presentation, EMS is struggling throughout the nation to sustain its current model for some of the following reasons:

- Diminishing levels of volunteer personnel (employment & family obligations)
- Inability of workers to leave work to respond to calls
- Budgetary constraints
- Increasing demands in professional standards and education for licensure

There were several stakeholder meetings, during which it was noted that the endeavor to find a sustainable EMS solution for all the municipalities should be a partnership between the EMS and their respective municipalities and Dodge County, thus a financial contribution would be expected. An EMS steering committee formed to begin looking at options.

After several meetings, the steering committee sent a letter requesting Dodge County assist in performing a third-party study to identify the strengths/weaknesses, resources, best practices and short/long-term sustainable solutions for high-quality EMS care across Dodge County. In May 2019, the Executive Committee approved a motion to authorize Dodge County to be the lead organizer in seeking Requests for Proposals (RFP's) for a third party study, in addition to seeking additional funding (grants & partnership). The EMS Steering Committee worked with Emergency Management and Dodge County's Purchasing Agent to create an RFP, released on June 7, 2019.

Dodge County Emergency Management in conjunction with the Dodge County EMS Steering Committee reviewed the four (4) responses to the Request for Proposals (RFP). The group unanimously recommended the proposal from Strategic Management & Consulting, LLC. The committee felt the RFP from Strategic Management & Consulting, LLC. was the best proposal due to the following:

- 67 years of combined EMS experience including rural EMS, service director, State of WI DHS-EMS Office, and EMS Educator
- Mid-range price
- Plans to perform on-site interviews with providers to gather information
- Listed references and provided examples of studies they've done for other municipalities (City of Baraboo & Sawyer County)
- Highly recommended by people in the EMS industry
- Promotes collaboration between the firm, the EMS providers, and the constituents

The proposal from Strategic Management & Consulting, LLC was \$21,500.

(OVER)

Dodge County received a grant for \$4,990 from Wisconsin Office of Rural Health to perform the study. In reference to the remaining cost of the study (\$21,500 - \$4,990) \$16,510 the steering committee and Administrator Mielke have agreed to ask each of the EMS agencies (municipalities) for a partner donation of \$250, which will be approximately a \$4,000 financial commitment.

Due to the current situation of EMS services in Dodge County, Emergency Management and the EMS Steering Committee recommend that the study commence in 2019, with the expectation of completion by the end of 2019. Emergency Management will manage the project, oversee the expenses and be responsible for securing the financial commitments from the EMS agencies.

In order to proceed, the Executive Committee and the Finance Committee have supported the resolution to engage the services of Strategic Management Consulting, LLC. to approve and accept the written proposal from Strategic Management Consulting, LLC., and to make a transfer of \$21,500 from the unassigned general fund to the Emergency Management budget.

To: James Mielke, Dodge County Administrator
Date: April 29, 2019

The Dodge County Steering Committee on Emergency Medical Services (DCSC-EMS), a collective group of stakeholders representing Emergency Medical Service (EMS) agencies, local hospitals and townships; have been working to identify solutions to significant concerns regarding the sustainability of EMS services in Dodge County.

Currently, Dodge County is served by 23 EMS services. Of these agencies, 20 are volunteer/paid-on-call (87%).

Changing demands within our respective communities include local businesses no longer allowing the EMS professional the ability to leave work to respond for 911 calls, lack of qualified emergency personnel required by law to adequately staff ambulances, diminishing volunteer personnel, low reimbursement rates for service, budgetary constraints, employment/family obligations, increasingly demanding professional standards and education requirements for licensure, etc. As a result, many agencies have started to implement strategies such as cross credentialing of EMS providers, automatic aid and resource sharing in certain areas of the county. These strategies, however, only provide a short-term patch-type fix. Utilizing resources in this way poses a significant risk potential to communities and agencies when emergency response needs outweigh the remaining available resources and personnel.

EMS services across Dodge County have committed to serving our communities while working together to take proactive steps in improving the EMS services on a county wide level. A potential solution identified is a regional, multi-jurisdictional EMS service delivery model with the ability to serve all areas of Dodge County has received the greatest amount of attention. Many counties in Wisconsin have found this model successful in meeting emergency medical needs. However, as emergency service providers, we are deeply invested in this process and are acutely aware of the importance in obtaining an objective, external and comprehensive review of resources and infrastructure to proceed in a most effective manner.

At this time, we are requesting financial support to conduct a third-party external study to objectively identify the strengths/weaknesses, resources, best practices and short/long-term sustainable solutions to develop a strong infrastructure for high-quality EMS care across Dodge County. A cost-sharing partnership may be feasible in order to fiscally support costs of this request. Thank you for your thoughtful consideration.

Respectfully submitted on behalf of the the members of the Dodge County Steering Committee on
Emergency Medical Services,

John Breuer Allenton Fire Department, Chief

Dave Blank Town of Clyman, Chair

Alyssa Cahoon Lebanon Fire Department, EMS Chief

Dodge County Emergency Medical Service Agencies

The following EMS service agencies are comprised of: ten (10) volunteer non-transport emergency medical responder (EMR) agencies; ten (10) volunteer paid-on-call EMS transporting agencies; two (2) full-time fire-based paramedic level services and one (1) full-time critical care level paramedic service.

Ashippun First Responders	Juneau EMS
Allenton EMS	Kekoskee First Responders
Beaver Dam Fire & Rescue Dept	Lebanon EMS
Brownsville First Responders	Lifestar Ambulance
Burnett First Responders	Lomira First Responders
Clyman First Responders	Lowell-Reeseville First Responders
Fox Lake EMS	Mayville EMS
Hartford Fire & Rescue Dept	Neosho First Responders
Horicon EMS	Randolph EMS
Hustisford First Responders	Theresa EMS
Iron Ridge First Responders	Watertown Fire Department

Note: Other agencies with coverage areas within Dodge County:

Waterloo

Western Lakes

Fond Du Lac

Stone Bank



STRATEGIC
MANAGEMENT
& CONSULTING

STRATEGIC MANAGEMENT & CONSULTING, LLC

June 25, 2019

Dodge County Clerk
Attn: Jamie Beckwith, Purchasing Agent
210 W. Center St.
Juneau, WI 53039
Re: FRP #EM19-04

Dear Jamie,

Thank you for the opportunity to offer you a proposal to provide a detailed review of your EMS system. The proposal is designed to provide a comprehensive overview of the current operations, evaluate call volume, review call locations, establish station locations, determine response capability, and review budgets (not an all-inclusive list). The goal is to provide the best possible EMS delivery model to the greatest percentage of the population. Specifics of the processes to be used will be outlined in the proposal.

Collectively the Principals have 67 plus years in professional EMS experience in Wisconsin, which provides you with the most qualified source to walk you through the entire process. Our reviews are based completely on facts and industry standards and we will not be influenced by personal agendas, community or political pressure. We will seek out the facts, review statistics, policies, procedures, protocols, etc. to provide a comprehensive final report that can actually be implemented.

Between the two Principals, there is literally no area of EMS that has not been touched. Our involvement as providers, educators, directors, mentors—and most important—Leaders in EMS—eminently qualifies our Company for this important project.

We look forward to working with you as we work to determine the short- and long-term goals and needs for EMS in Dodge County. If you have any questions regarding the enclosed material, please feel free to contact me at (920) 559-3551. I look forward to working with you on this important engagement.

Respectfully submitted,

Dan Williams, President
Strategic Management and Consulting

PROPOSAL

METHODOLOGY

Our approach to this project requires a clear understanding of the current intent and anticipated outcome. The key elements of this methodology include, but are not limited to:

- A clear understanding of the project background, complex issues involved, and the goals and objectives.
- A work plan that is comprehensive, well designed, practical, and provides for ample opportunity for input from all stakeholders.
- Sufficient resources and a commitment to successfully complete the project within the desired time frame and at a reasonable cost.

Client Input – In order to perform a comprehensive assessment and make specific recommendations, it is critical that we receive quality information from administration, staff, departments, and partnering agencies. Accordingly, our approach includes interviews with individuals as defined by the Project Manager with outside agencies, known and supporting partners and associated agencies if any, that would have valuable information to communicate to us. It is also important to hear what the expectations of the community are for an EMS system. We can provide at least one public focus group meeting that can be held in a location to be determined.

Practical Recommendations – Our ultimate goal is to provide you with recommendations and guidance through every aspect of the project, which will provide you with the blueprint that will turn this project from concept to operational. We understand that recommendations need to be practical and based on sound National & State standards, EMS State Statutes, Administrative Rules and legal considerations, as well as community capabilities.

Project Management – A successful assessment and the provision of effective recommendations requires a special effort to ensure that all levels of the project receive adequate attention and those findings and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, and a project team of individuals recommended by the Project Manager that are fully invested with assignments and frequent communications. Implementation management is also offered in addition to this proposal for execution of the recommendations at an additional cost.

DETAILED WORK PLAN

The current EMS System in Dodge County currently is made up of several service delivery models from volunteer, volunteer/paid on-call system, full-time, several EMR groups and private ambulance providers. Proper location distribution of physical resources in the form of stations, number of ambulances, personnel allocations, budgets, etc. will be reviewed. Short-term and long-term recommendations will be considered for operational efficiencies. Details are outlined below.

Project

- Obtain and review historical documentation.
- Conduct interviews and on-site observation to evaluate the current, and future, needs and standards of performance of the EMS System—both internally and externally. The interviews will be completed with the following at a minimum.
 - Service Director's (EMR and Transporting Services)
 - County Administrative personnel
 - Line Personnel
 - Administrative Operational Staff
 - Medical Director(s)
- Interview stakeholders that are primarily responsible for the following:
 - Current EMS operations, staffing, and levels of service
 - Staffing models for the future
 - EMS workload, call volume, and activity
 - Administrative Organizational Structure
 - Various Department Policies and Procedures
 - Analysis of regulations and rules of the Department
 - Current and future facilities
 - Major Equipment evaluations
 - Future Growth overall within the County
 - Measure Community expectations
- Review the current EMS processes used to analyze and develop potential organizational and operational requirements. This review in part, will be based on the Commission on Accreditation of Ambulance Services (CAAS) categories and criteria. The performance indicators that will be examined include the following:
 - Governance and Administration
 - Assessment and Planning
 - Goals and Objectives
 - Financial Resources
 - Programs
 - Physical Resources
 - Human Resources
 - Training
 - Clinical Standards
 - External System Relations
- Additional areas to be evaluated or options to consider:
 - Establish the process to determine if new stations are needed
 - Provide a process to determine the needs and cost factors that go into EMS facilities
 - Review current response times and provide an understanding of what current and ideal response times should be and what is reasonable for rural response areas
 - Cost projections for the various models that will be presented as options with this evaluation

Initial Assessment and Observations

- Review documentation provided pertaining to this project to enhance the project details, such as: existing internal review processes, anticipated call response volume, pertinent statistics, budgets constraints, surveys, risk assessments, etc.
- The project manager will assist Strategic Management and Consulting in the gathering of necessary information as requested from all agencies to include some of the following:

Operational information in the form of:

- Response times
- Staffing rosters
- Vehicle and equipment details, by department
- Department operational budgets
- Current inter-facility numbers and acuity types within the County
- Salary and benefits for each department
- Billing Compliance policies and procedures for each department, if available
- Current succession planning, if available

Analysis, Performance Review, and Recommendations

- Determine current system challenges, future trends, for public safety industry standards related to EMS operational requirements. During the development of all recommendations, we will consider many factors and standards, where they apply as a basis for recommendations, including:
 - National Highway Safety Traffic Administration (NHSTA)
 - Center for Public Safety Excellence (CPSE)
 - Journal of American Medical Association (JAMA)
 - Commission on Accreditation of Ambulance Services (CAAS)
 - American Ambulance Association (AAA)
 - Occupational Safety and Health Administration (OSHA)
 - State of Wisconsin Statutes and Administrative Code
 - Office of the Inspector General (OIG)
 - Wisconsin Ambulance Inspection Administrative Rule (Trans 309)

Document Preparation and Review

- List and describe the findings and recommendations on the assessment performed and results of interviews and other fact-finding processes.
- Assemble a report that will be presented to the Project Team that conforms to the predetermined standards.
- Participate in a formal presentation with the project team to report on all of the EMS components of the project.
- Provide, if requested, presentation to government officials as a group presentation.

Deliverables and Timetable

Based on the understanding that full support and timely delivery of information and documents requested from the Dodge County Project Manager will have a direct impact on the length of time this evaluation will take. It is anticipated that with timely delivery of requested materials, scheduling of EMS leadership interviews, etc. will impact the overall report development process. Therefore, strict adherence to the schedule agreed upon between Strategic Management & Consulting, LLC and the Project Manager will be needed. Completion of the project is anticipated to be no later than December 31, 2019. During the course of the evaluation, If requested, it may be possible to provide a short report with some of the initial impressions and general recommendations with the detailed final report to follow.

Upon execution of the contractual agreement, an initial kick-off meeting will be scheduled as soon as practical with the Principals of Strategic Management & Consulting, LLC and the Project Manager. Earlier completion is possible if requested elements are delivered according to the project time schedule, that will be developed with the Project Manager.

Additional work that is requested that is outside of the scope of this agreement will be negotiated at the time of request.

COST QUOTATION

\$21,500.00

CERTAIN CONDITIONS

Any legal documents that will be needed or required to facilitate any part of this project will be at the expense of Dodge County.

Payment Schedule:

- \$5,000.00 payment due within 10 days of signing contract
- \$2,800.00 per month payments (5 months = \$14,000.00)
- \$2,500.00 upon delivery of the final report

Dan Williams, President
Strategic Management and Consulting

Date

Dodge County Authorizing Agent

Date

Professional Summary for Dan Williams

I have extensive background in the area of Public Safety. For over forty years I have served municipal and State governments in a variety of duties. In my 25 years as Director of Emergency Services of Door County, I was responsible for the Operational aspect of the County-wide EMS operation and had the Chief responsibility for the County-wide 9-1-1 communications system and the Emergency Management Office.

I have been responsible for Budgeting, Shared Services, Emergency Operations Center, Implementation of Information Systems, and Command Post Operations along with many other administrative and supervisory duties. I served as the Director of Emergency Medical Services for UW Hospital and Clinics, with oversight of the Med Flight Program; the American Family Children's Hospital Critical Care Transport System and finally the UW EMS Education Center.

I served as the Chief of Emergency Medical Services for the State of Wisconsin. This position required oversight and direction for the 750 EMS Service Providers as well as over 21,000 individual licensees. My duties included being responsible for individual and service investigations; policy setting; State EMS funding program; Administrative Rule enforcement; and Legislative liaison between the EMS office and the Legislature.

I have been fortunate to have worked in virtually every capacity in EMS. I was an EMT, Firefighter, Paramedic, and EMS instructor at all levels in the Wisconsin Technical College System, all eventually in a supervisory capacity. I also served as Vice-President and Chief Operations Officer for a private ambulance service.

My broad and diverse knowledge base allows a unique perspective and understanding of the varied requirements found in the municipal environment. With the level of management at which I have advanced, I have the proven expertise to impact the decision-making skills in every agency that I have been affiliated with.

My knowledge of Public Safety in a municipal setting has gained respect at Local, State, and National levels. I have served on many National Committees, Boards and Associations, and served as the original Chairperson for the State of Wisconsin EMS Advisory Board for 13 years—and was reappointed by 3 different Governor's. Further, I founded Paramedic Systems of Wisconsin.

As an independent EMS consultant and as Chief of EMS for the State, I performed numerous system analysis reviews, evaluations, legal fact-finding and compliance audits. I gained a high level of respect among EMS leaders in Wisconsin. As one of the principals of Strategic Management & Consulting, LLC, on behalf of the Office of Rural Health, we conducted three (3) EMS Leadership courses utilizing a course curriculum developed by Strategic Management & Consulting, LLC. The 13-hour training program focused on many of the items that are being requested in the Dodge County RFP.

SPECIAL QUALIFICATIONS & RECOGNITION

- Technical Advisor to NASCAR safety teams throughout USA 1979 – 2003
- Received; Star of Life recognition from the American Ambulance Association
- Received; Star of Life recognition from the Professional Ambulance Association of Wisconsin
- Received; ACEP's (American College of Emergency Physicians) Wisconsin Paramedic of the Year award
- Received; Wisconsin EMS Associations - Presidents Award for Outstanding contributions to EMS in Wisconsin
- Frequent Speaker; at many EMS, Communications and Fire conferences on a National, Regional, State and local level

Professional Summary for Dana Sechler

I have been actively involved in Emergency Medical Services (EMS) and the Fire Service for 27+ years in various capacities. Initially, I started as a volunteer at the local Fire Department, where I became an EMT, an Intermediate, and finally a Paramedic – with a Critical Care endorsement. As I advanced in my career, I participated at Fire and EMS departments that were paid-on-call, combination, and was even a 'resident program' participant, in which I lived in an apartment that was built into the Fire Department, from where I responded to emergencies.

In my full-time career as an EMS provider, I was able to enjoy working at a number of different types and models of Services, including Fire-based EMS, Hospital-based EMS, County-based EMS, a Third party service, a Municipal service, and a District. Along the way, I started and was a co-owner of a Private ambulance service, for about ten years. My experience as an EMS provider in the above mentioned entities stems across the states of Wisconsin, Iowa, and Illinois, which allowed me to learn many different ways to provide EMS in different settings.

I have worked at several Colleges and Training Centers, in various capacities including EMS Instructor, Educator, and Administrator for both initial and continuing education classes—for all the levels of EMS including EMR, EMT, Intermediate, and Paramedic. That setting also allowed me to write different types of curriculum related to various EMS courses.

I have also held other administrative positions as a Fire Chief, and EMS Director, a Billing Services Manager, and a Wisconsin State EMS Office official – as the ALS / Paramedic Program Coordinator at the Wisconsin State EMS Office. In short, I have gained a wide variety of experience in almost every possible aspect of Emergency Medical Services, which can be drawn upon for some unique and out-of-the box ideas and solutions to issues affecting EMS in today's complex environment.

My current position as the Chief / EMS Director with a District ambulance service allows me the opportunity to be able to participate on various projects, Committees, and Boards at the local, State, and National levels. Some of those include:

- American Ambulance Association (AAA)
 - Stars of Life & Legislative initiative activities in Washington D.C.
 - Non-emergency Task Force member; Payment Reform member
- National Association of EMT's (NAEMT) 'EMS Day on the Hill' participant
- National Association of EMS Physicians (NAEMSP) WI Chapter Board member
- President of the Professional Ambulance Association of Wisconsin (PAAW)
- Wisconsin EMS Advisory Board, Systems Development sub-committee member
- Wisconsin Legislative Council Study Committee member on Volunteer Firefighter and Emergency Medical Technician Shortages
- Sauk & Columbia Counties Critical Incident Stress Management Team member

My experience in public speaking includes:

- Wisconsin EMS Association Preconference Symposium
- UW School of Medicine Annual Emergency Care & Trauma Symposium
- Paramedic Systems of Wisconsin (PSOW)
- Midwest EMS Leadership Conference
- Northwood's EMS Conference
- WI State Fire Chief's Association: 'Chiefing 101'
- Office of Rural Health EMS Leadership Course

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RESOLUTION NO. 19-30

Authorizing a General Fund Transfer and the Engagement of Strategic Management & Consulting, LLC for an Emergency Medical Services (“EMS”) Study

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

WHEREAS, communities in Dodge County have expressed various concerns regarding the future of emergency medical services including the availability and reliability of service providers and the sustainability of these services throughout the County; and,

WHEREAS, community leaders in the fields of EMS approached Dodge County Emergency Management for assistance in addressing these concerns and requested Dodge County Executive Committee (“Committee”) commission a study to assess the needs of the communities within Dodge County and propose recommendations to address the identified needs; and,

WHEREAS, the Committee has determined that it is necessary to engage the professional services of a company with experience performing evaluative studies and plans; and,

WHEREAS, the Committee authorized the issuance of a Request for Proposal (“RFP”) for such study, and EMS Consulting Service, RFP #EM19-04 was released on June 7, 2019; and,

WHEREAS, four proposals were received in response, copies of which are on file in the Office of the Dodge County Clerk for viewing during normal business hours; and,

WHEREAS, representatives of Dodge County Emergency Management and various community leaders (“Steering Committee”) reviewed and evaluated the proposals and unanimously recommend Strategic Management & Consulting, LLC to the Committee as the vendor to conduct the study in an amount not to exceed \$21,500; and,

WHEREAS, partial funding in the form of a grant from the Wisconsin Office of Rural Health in the amount of \$4,990 is available to offset the costs of the study with the balance to be covered by Dodge County’s Unassigned General Fund and contributions of up to \$4,000 from communities within Dodge County; and,

WHEREAS, on August 6, 2019, the Committee considered the recommendation and has formed the considered conclusion that it is necessary to engage the services of Strategic Management & Consulting, LLC, and recommends that the Dodge County Board of Supervisors approve and accept the written proposal from Strategic Management & Consulting, LLC, and authorize the purchase of such services at a cost not to exceed \$21,500; and,

WHEREAS, the Dodge County Finance Committee has reviewed the request to use Dodge County funds in the amount not to exceed \$21,500, subject to such funds being replenished by grant funds and contributions of up to \$4,000 from Dodge County communities; and,

WHEREAS, the Finance Committee recommends to the Dodge County Board of Supervisors to authorize funds in the amount of \$21,500 from Dodge County’s Unassigned General Fund, to be transferred to the 2019 Emergency Management Budget to fund the study; and,

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby approves and accepts the proposal from Strategic Management & Consulting, LLC, in the amount not to exceed \$21,500 for the purchase of the services and deliverables outlined in RFP #EM19-04, dated June 7, 2019; and,

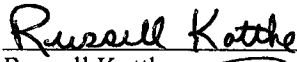
1 **BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby authorizes a transfer
2 from Business Unit 100, Account No. 3429, Unassigned General Fund, to the 2019 Emergency Management Budget
3 in the amount of \$21,500, with the understanding that the contributions of up to \$4,000 received from Dodge County
4 communities and the grant funds shall be directed to the Unassigned General Fund upon receipt; and,
5

6 **BE IT FURTHER RESOLVED**, that the Dodge County Board Chairman and the Dodge County Clerk are
7 hereby authorized to execute an agreement with Strategic Management & Consulting, LLC for the services outlined in
8 RFP #EM19-04, dated June 7, 2019, subject to the review of the contract by the Dodge County Corporation Counsel;
9 and,
10

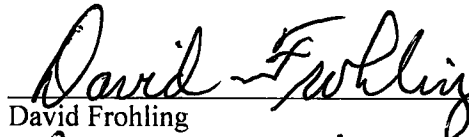
11 **BE IT FINALLY RESOLVED**, that upon properly presented invoices, in a total amount not to exceed
12 \$21,500, the Dodge County Treasurer is authorized to make payment of such invoices upon approval of said
13 invoices by the Emergency Management Director, as appropriate, from the Emergency Management Budget.

All of which is respectfully submitted this 20th day of August, 2019.

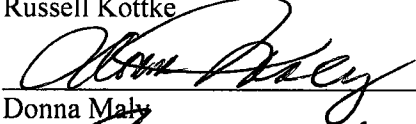
Dodge County Executive Committee:



Russell Kottke



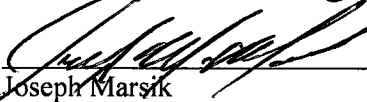
David Frohling



Donna Mahy




Dennis R. Schmidt



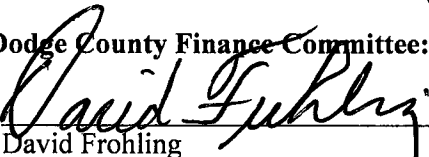
Joseph Marsik

Jeff Berres



Kira Sheahan-Malloy

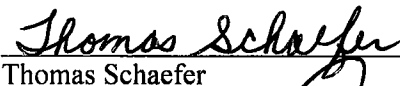
Dodge County Finance Committee:



David Frohling



David Guckenberger



Thomas Schaefer




Ed Benter



Jeffrey Caine

FISCAL NOTE:

The revenue/expenditure is contained in the 2019 Office of Emergency Management Budget: Yes X No.
Budget Impact: \$21,500. Finance Committee review date: August 13, 2019. Chair initials: 

Vote Required: 2/3 of members elect

Resolution Summary: A resolution authorizing a General Fund transfer and the engagement of Strategic Management & Consulting, LLC for an Emergency Medical Services (EMS) study.

1 RESOLUTION NO. 19-31

2
3 **Resolution to Abolish the Position of *Database Administrator* and**
4 **Create the Position of *Information Technology ("IT") Systems Analyst***
5

6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
7 MEMBERS,
8

9 **WHEREAS**, the Dodge County Information Technology Committee has studied and
10 analyzed staffing needs in the Information Technology Department; and,
11

12 **WHEREAS**, as a result of these studies and analyses, the Information Technology
13 Committee recommends that the Dodge County Board of Supervisors abolish one funded, full-time,
14 benefited position of *Database Administrator* in the Information Technology Department, effective
15 August 21, 2019; and,
16

17 **WHEREAS**, as a result of these studies and analyses, the Information Technology
18 Committee also recommends that the Dodge County Board of Supervisors create one new, full-time,
19 benefited position of *IT Systems Analyst* in the Information Technology Department, effective August
20 21, 2019; and,
21

22 **WHEREAS**, a job description for the position of *Database Administrator* has been marked
23 for identification as Exhibit "A", and has been attached hereto; and,
24

25 **WHEREAS**, a job description for the proposed position of *IT Systems Analyst* has been
26 marked for identification as Exhibit "B" and has been attached hereto; and,
27

28 **WHEREAS**, there are funds in the 2019 Information Technology Budget to fund the
29 proposed position of *IT Systems Analyst* during the period of time commencing on August 21, 2019,
30 and ending on December 31, 2019, both inclusive;
31

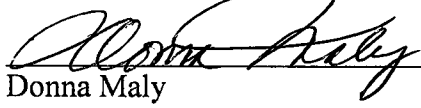
32 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of
33 Supervisors hereby abolishes one funded, full-time, benefited position of *Database Administrator* in
34 the Information Technology Department, effective August 21, 2019; and,
35

36 **BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby
37 creates one new, full-time, benefited position of *IT Systems Analyst* in the Information Technology
38 Department, effective August 21, 2019; and,
39

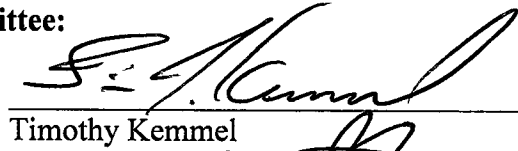
40 **BE IT FINALLY RESOLVED**, that funds in the 2019 Information Technology Budget shall
41 be used to fund the position of *IT Systems Analyst* during the period of time commencing on August
42 21, 2019, and ending on December 31, 2019, both inclusive.

All of which is respectfully submitted this 20th day of August, 2019.

Dodge County Information Technology Committee:




Donna Maly



Timothy Kemmel

David Guckenberger




Kevin Burnett



Mary Bobholz

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: X Yes ___ No ___ N/A
Budget Impact: \$0.00. Finance Committee review date: August 13, 2019. Chair initials: .

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to abolish the position of *Database Administrator* and create the position of *IT Systems Analyst*.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$31.49 - \$40.95

JOB TITLE:	Database Administrator	FLSA STATUS:	Exempt
DEPARTMENT:	IT Department	REPORTS TO:	IT Director
LOCATION:	Administration Building	DATE:	1/1/2014
LABOR GRADE:	Dodge County – Eleven (11)	REVISED:	10/9/17; 2/8/18

OVERALL PURPOSE/SUMMARY

Under the general direction of the IT Director, responsible for developing, maintaining and supporting the Dodge County databases and network applications to provide a secured and stable environment and to support the mission of the various County departments. Is responsible for responding to all County department users inquiries in a professional and timely manner and involving other County IT resources as needed.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides assistance and support as required for SQL, Visual Basic based applications, Access databases, web based applications; to include database administration, system administration, technical support, and problem resolution.
2. Responsible for planning and defining object oriented database configuration and overall database architecture strategy with the IT Director.
3. Assist in development with the IT Director of short and long term database migration plans consistent with County IT strategies and 5-Year Technology Plan.
4. Responsible to provide the IT Director with database and application initiatives and their impact on the existing infrastructure for inclusion in the County 5-Year Technology Plan, including business case development and total cost of ownership.
5. Responsible for Tier 3 database/application Help Desk issues, on-call concerns and provide backup to Tier 3 systems Help Desk issues when required.
6. Responsible for database administration and maintenance, resource capacity management and planning, security, meeting performance and support level objectives, joint hardware and software installation with the Network Administration, tuning and version control, and general technical support of the County's enterprise systems.
7. Administers database resources such as SQL, c-tree ACE, and Oracle servers, various operating systems and utility software, data storage systems, and backup/recovery operations, including disaster recovery steps to ensure full operability in the stage of a disaster.
8. Responsible for overall database administration and maintenance of application security.
9. Insures that the Dodge County databases and applications, their servers and related subsystems provide stable, responsive and secure support for all County departments utilizing applications and data on the network.
10. Responsible for working with vendors, 3rd parties, and other agencies to ensure application and database updates, upgrades and maintenance are managed and do not cause outages or issues.
11. Responsible for providing a proper testing environment to ensure updates, upgrades or patches do not adversely affect the production of the County.
12. Responsible with the IT Director to establish database standards.
13. Keeps the IT Director informed on issues relating to the applications and databases of the County or external agencies that directly affect the County.
14. Regular attendance, professional demeanor and punctuality required.
15. Performs related duties as required or assigned by the IT Director.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge overall of database platforms, implementations, installation, configuration and integration with adjoining platforms.
- Knowledge of SQL, Access, and Oracle platforms.
- Knowledge of Document Management systems, Records Management systems, HR/Payroll systems, Enterprise Resource Planning systems, and/or Financial systems.
- Knowledge of reporting tools such as SQL Reporting Services and Crystal Reports.
- Knowledge of various network topology implementations, installation, configuration and integration of network protocols and server platforms, and integration of network server operating systems and client operating systems.
- Knowledge of LAN and WAN, project management, capacity planning, work plan preparation and version change control.
- Knowledge of Internet connectivity, network security design and implementation techniques.
- Must fully understand how to manage Active Directory, domains and policies. Must have a clear understanding of policy management.
- Ability to work with assignments that typically have impact on multiple groups of IT partners, involving shared use, networked and on-line processing, and complex integration requirements.
- Ability to establish and maintain effective public/employee working relationships.
- Ability to work independently without close supervision.
- Ability to work as part of a project team with other IT professionals and other County employees.
- Ability to comprehend various business processes within a multi-departmental organization.

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

- Ability to maintain accurate and complete records.
- Ability to effectively answer inquiries and challenges with tact and courtesy.
- Ability to accurately interpret requests and process efficiently and expedite as quickly as possible.
- Ability to communicate effectively by listening and carrying out the request or problem to a positive resolution.
- Ability to understand and effectively carry out instructions.
- Ability to work under pressure and meet deadlines.
- Ability to maintain accurate and complete records.
- Ability to accurately interpret requests and make sound and accurate decisions quickly.
- Ability to provide outstanding customer service.
- Ability to create user documentation, training materials and user training.
- Must comply with all safety rules and regulations.
- Must meet requirements of the Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Bachelor's degree in computer science, computer programming, business, or other related field with a minimum of two (2) years of experience administering Microsoft SQL database and/or system administration preferred. Equivalent combination of education and experience which provides the necessary knowledge, skills, and ability may be considered. MCSD certification is preferred, but not required.

WORKING CONDITIONS

This position requires individual to work in areas at times where noise level can range from moderately quiet to very loud. Exposure to the inmate population. This position requires the ability to lift and/or move up to 50 pounds on an occasional basis. One must be able to work in confined spaces on occasion. This position occasionally requires driving to different County buildings, and must be able to adhere to the County driving policy.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

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

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$31.49 - \$40.95

JOB TITLE:	IT Systems Analyst	FLSA STATUS:	Exempt
DEPARTMENT:	IT Department	REPORTS TO:	IT Director
LOCATION:	Administration Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Ten (10)	REVISED:	

OVERALL PURPOSE/SUMMARY

Dodge County Information Technology (IT) Department provides a culture of learning together for continuous improvement and support with alignment of County operations to provide service to the people of Dodge County. The IT Systems Analyst will lead as a top County advocate empowering and safeguarding government operations. Under the general direction of the IT Director, the primary purpose of the IT Systems Analyst is to study the organization's current information systems and procedures, design solutions to help operations be more efficiently and effectively. The IT System Analyst brings the government operations and information technology together by understanding the needs and limitation of both. The IT Systems Analyst is responsible for planning, implementing, supporting, updating, monitoring, changing, and protecting the Dodge County information systems, databases, and network applications to provide a stable and secure environment for County departments to services to the people of Dodge County. The IT Systems Analyst is responsible for responding to all County department users in a professional and timely manner, and involve other County IT resources as needed.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Analyze system requirements to identify trends, eliminate ambiguity, and automate repetitive tasks.
2. Collaborates with assigned Departments and external entities to analyze & understand operational needs.
3. Perform system administration, database maintenance, resource planning, and security updates to meet system performance reliability objectives.
4. Provide assistance and support for SQL, visual basic, Excel data files, Access databases, and web-based applications.
5. Responsible for information database systems in coordination with operations, maintenance plans, and backup schedules.
6. Secure County databases, applications, servers, and systems to insure stability, reliability, responsiveness, integrity, and availability.
7. Security assistant to comply with regulatory compliance required by assigned Departments.
(HIPPA, CJIS, SOX, FISMA, PCI-DSS, NIST)
8. Serves as a liaison, consults, and escalates support requests with team members, vendor support, consultants, and end users as needed to resolve issues.
9. Supports in coordination with Senior Analysts for new installation or upgrades of Information Systems & Databases; including servers, applications, databases, and integration interfaces.
10. Analyze, configure, & document system modifications, changes, and adjustments for consistent and reliable results.
11. Application automation may include: VB, VB/ASP.NET, PowerShell scripting, SQL or web coding to support systems.
12. Collaborate with the Information System Team and IT Director to establish database standards, configurations, and strategy.
13. Develops queries, standard reports, and report templates as required to County leadership.
14. Leads or participates in inter-department meetings, projects, and goals.
15. Participate in high-availability disaster recovery planning, testing, and execution as needed.
16. Performs quality assurance testing to ensure the system is operating as expected.
17. Prepare and maintain advanced system training material and system documentation.
18. Recommend technical specifications for needs assessments, solution comparison, and request for bids/proposals.
19. Support multiple IT Projects collaboratively with cross-functional teams to achieve successful projects.
20. Support system migration life-cycle plans with alignment of County's IT Strategic Plan.
21. System monitoring and performance evaluation, making recommendations as needed.
22. Participates in the County Information Technology (IT) after-hours on-call rotation and monthly server updates.
23. Performs intermediate and advance troubleshooting to identify root cause, barriers, and solutions with urgency.
24. Plan and inform team on system, application, and database issues related to the County or external agencies.
25. Plan, compile, and report overall database and system-related budgetary needs to the IT Director in coordination with IT Department support groups.
26. Responsible for Tier-2 & Tier-3 database/application system support requests.
27. Works with Helpdesk and Technology Services Support to resolve support requests.
28. Perform other related duties as required or assigned by the IT Director.
29. Regular attendance, professional demeanor and punctuality required.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge overall of database platforms, implementations, installation, configuration and integration with adjoining platforms.
 Knowledge of SQL, Access, and Oracle platforms.
 Knowledge of Document Management systems, Records Management systems, HR/Payroll systems, Enterprise Resource Planning systems, and/or Financial systems.
 Knowledge of reporting tools and resources, such as SQL Reporting Services, Crystal Reports, Project Management (PMI)(PBA)(PMP), and International Institute of Business Analysis (IIBA).

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Knowledge of various network topology implementations, installation, configuration and integration of network protocols and server platforms, and integration of network server operating systems and client operating systems.

Knowledge of LAN and WAN, project management, capacity planning, work plan preparation and version change control.

Knowledge of Internet connectivity, network security design and implementation techniques.

Must fully understand how to manage Active Directory, domains, and policy management.

Ability to work with assignments that typically have impact on multiple groups of IT partners, involving shared use, networked and on-line processing, and complex integration requirements.

Strong communication and presentation skills to clearly present to an audience as large as 100 participants.

Ability to effectively problem solve and quickly prioritize various tasks, projects, and technical issues.

Ability to establish and maintain effective public/employee working relationships.

Ability to work independently without close supervision.

Ability to work as part of a project team with other IT professionals and other County employees.

Ability to comprehend various business processes within a multi-departmental organization.

Ability to maintain accurate and complete records.

Ability to effectively answer inquiries and challenges with tact and courtesy.

Ability to accurately interpret requests and process efficiently and expedite as quickly as possible.

Ability to communicate effectively by listening and carrying out the request or problem to a positive resolution.

Ability to facilitate open exchange of ideas and provide for effective communication.

Effectively communicates with customers, management, and co-workers.

Ability to collaborate, coordinate, and schedule appropriate meetings/appointments for working together and project updates.

Advance problem-solving techniques; including process of elimination, plus/delta comparison, and SWOT analysis.

Ability to understand and effectively carry out instructions.

Ability to work under pressure and meet deadlines.

Ability to maintain accurate and complete records.

Ability to accurately interpret requests and make sound and accurate decisions quickly.

Ability to provide outstanding customer service.

Ability to create user documentation, training materials and user training.

Trustworthy and open-minded to restore impacted operational systems and processes quickly.

Must comply with all safety rules and regulations.

Must meet requirements of the Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Bachelor of Science degree with a minimum of five (5) years of experience in administering Microsoft SQL databases and/or systems, Exchange and network applications. MCSD certification is preferred. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

WORKING CONDITIONS

This position requires individual to work in areas at times where noise level can range from moderately quiet to very loud. Exposure to the inmate population. This position requires the ability to lift and/or move up to 50 pounds on an occasional basis. One must be able to work in confined spaces on occasion. This position occasionally requires driving to different County buildings, and must be able to adhere to the County driving policy.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

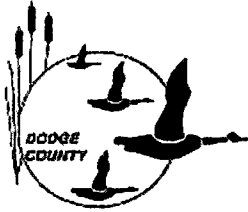
FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

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

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



CLEARVIEW

Deanna Wilson, Administrator/Executive Director
198 County DF, Juneau, WI 53039
(920) 386-3400 telephone / (920) 386-3405 facsimile

MEMORANDUM

DATE: August 20, 2019
TO: The Honorable County Board of Supervisors
FROM: Deanna Wilson *Deanna Wilson*
RE: Information to Support Resolution – IID Coordinator Position

Thank you for allowing me the opportunity to provide information regarding the request to abolish the Individuals with Intellectual Disabilities (IID) Household Specialist position and create an IID Coordinator position. The person in the IID Household Specialist position, Heather Ninmann, has worked at Clearview in this position for more than 8 years.

Heather's duties as IID Household Specialist have expanded over the years but her position has never been re-evaluated. There have also been some recent changes in both the RN Unit Manager position and the Qualified Intellectual Disability Professional (QIDP) for this household. Heather has taken on many additional duties in training these individuals to her household and to the residents who reside in the Household. She has also taken on more leadership duties and, combined with her years of experience in caring for this population, she deserves to be at a higher pay grade.

The IID Household Coordinator will have the responsibility to coordinate and ensure components of the provision of the active treatment program are implemented, as well as documenting and monitoring to ensure compliance with DHS-134 (State regulations for facilities that provide active treatment for Individuals with Intellectual Disabilities). The IID Household Coordinator will be assuming increased responsibilities with budgeting with the implementation of Tyler Munis, as well as maintaining a census budget on the IID household, marketing, and doing onsite assessments of future residents. The job description was analyzed by Carlson Dettmann and the labor grade was changed from Labor grade 9 to Labor grade 10, resulting in a 2.5% pay increase for this change in position. Although there is a small financial impact on the budget, the IID Household is below budget for salaries for FY 19, so the expense can be managed within the IID salary budget.

I ask for your support of this resolution to recognize this individual for her years of service and dedication to our residents. Thank you!

**Resolution to Abolish Two Positions of *Cook/Food Service Worker*
And Create Two Positions of *Head Cook***

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

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

WHEREAS, as a result of these studies and analyses, the Health Facilities Committee recommends that the Dodge County Board of Supervisors abolish the following positions in Clearview, effective August 21, 2019:

1. One vacant, funded, full-time, benefited position of *Cook/Food Service Worker*;
2. One filled, funded, full-time, benefited position of *Cook/Food Service Worker*; and,

WHEREAS, as a result of these studies and analyses, the Health Facilities Committee also recommends that the Dodge County Board of Supervisors create the following positions in Clearview, effective August 21, 2019:

Two new, full-time, benefited positions of *Head Cook*; and,

WHEREAS, a job description for the positions of *Cook/Food Service Worker* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, a job description for the proposed positions of *Head Cook* has been marked for identification as Exhibit "B" and has been attached hereto; and,

WHEREAS, there are funds in the 2019 Budget of Clearview to fund the proposed positions of *Head Cook* during the period of time commencing on August 21, 2019, and ending on December 31, 2019, both inclusive;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes the following positions in Clearview, effective August 21, 2019:

1. One vacant, funded, full-time, benefited position of *Cook/Food Service Worker*;
2. One filled, funded, full-time, benefited position of *Cook/Food Service Worker*; and,

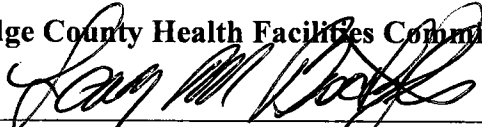
BE IT FURTHER RESOLVED, that the Dodge County Board of Supervisors hereby creates the following positions in Clearview, effective August 21, 2019:

Two new, full-time, benefited positions of *Head Cook*; and,


BE IT FINALLY RESOLVED, that funds in the 2019 Budget of Clearview shall be used to fund the two positions of *Head Cook* during the period of time commencing on August 21, 2019, and ending on December 31, 2019, both inclusive.

All of which is respectfully submitted this 20th day of August, 2019.

Dodge County Health Facilities Committee:



Larry Bischoff



William Hoekstra



Dan Hilbert



Lisa Derr



Thomas J. Schaefer

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: X Yes ___ No ___ N/A.
Budget Impact: \$0.00. Finance Committee review date: August 13, 2019. Chair initials: WS.

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to abolish two positions of *Cook/Food Service Worker* and create two positions of *Head Cook*.

DODGE COUNTY JOB DESCRIPTION

Wage: \$14.30 - \$18.61

JOB TITLE:	Cook/Food Service Worker	FLSA STATUS:	Non Exempt
DEPARTMENT:	Dietary	REPORTS TO:	Director of Dietary Services
LOCATION:	Clearview	DATE:	November 18, 1998
LABOR GRADE:	Dodge County Two (2)	REVISED:	1/31/11; 6/3/11, 1/1/13

OVERALL PURPOSE/SUMMARY

Under the general direction of Director of Dietary Services, prepares food for residents, staff and visitors. Maintains high standards of quality food production using standardized recipes and assures modified diets are followed, performs routine work incidental to food preparation and serving on resident households, including assisting in resident feeding. Provides training to new staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares and portions food on menu in appropriate quantities and according to resident diets and preferences.
2. Maintains high standards of food production and sanitation.
3. Keeps work areas and equipment clean, and in compliance with regulatory codes.
4. Communicates concerns regarding equipment, menus, recipes, etc.
5. Moves food product in and out of storerooms, coolers and freezers, and to resident households.
6. Directly responsible for dishwashing operation and sanitation in Household support spaces
7. Portioning of food and serving in accordance with diet and preferences
8. Participate in meal service in dining rooms, including set –up of meals and feeding residents, as needed
9. Daily cleaning of food service equipment and the dietary environment in Households and the main kitchen
10. Bakes food items on the Household as necessary
11. Functions as a member of the team and participates in routine Household meetings
12. Participates in resident and facility emergencies
13. Reports change of resident condition and tracks/updates resident diet changes.
14. Attends all mandatory in-service.
15. Represents Clearview in a positive and professional manner at all times at work
16. Regular attendance and punctuality required.
17. Performs other related duties as required or assigned

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and respect for residents rights
- Knowledge of and ability to comply with policies and procedures
- Knowledge of state and applicable federal codes
- Ability to demonstrate techniques of prevention and management of physical crisis
- Ability to read and comprehend printed words (i.e. production sheets, recipes, etc.)
- Ability to perform simple math and comprehend military time
- Knowledge of quantity food preparation.
- Ability to understand and follow written and verbal instructions.
- Ability to communicate effectively with co-workers and work as cooperative team member.
- Knowledge of modified diets preferred.
- Ability to recognize change in residents condition
- Must have flexibility to adjust work schedule to meet resident, staffing of facility need.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and one (1) year experience in quantity food production in an institutional setting or acceptable equivalent. Must be certified as a feeding assistant or become certified within orientation period.

WORKING CONDITIONS

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

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

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: \$16.46 - \$21.40

JOB TITLE:	Head Cook (AM, PM, Baker positions)	FLSA STATUS:	Non Exempt
DEPARTMENT:	Dietary	REPORTS TO:	Director of Dietary Services
LOCATION:	Clearview	DATE:	1/1/2017
LABOR GRADE:	Dodge County Three (3)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Director of Dietary Services, prepares food for residents, staff and visitors. Maintains high standards of quality food production using standardized recipes and assures modified diets are followed preparing appropriate quantity of food within established time frames. Provides training to new staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares and portions food on menu in appropriate quantities and according to resident diets and preferences.
2. Follows USDA and State Food Codes.
3. Utilizes HACCP principles in food preparation.
4. Collaborates with other cooks to assure food preparation and cooking duties are communicated and completed.
5. Works with Supervisors to assure utilization of food and supplies including leftovers to minimize waste.
6. Prepares Main entrée or Scratch Bakery item for Lunch or Supper meal including desserts.
7. Maintains high standards of food production and sanitation.
8. Keeps work areas and equipment clean and sanitized and in compliance with regulatory codes.
9. Communicates concerns regarding equipment, menus, recipes, etc.
10. Moves food product in and out of storerooms, coolers and freezers and to resident households when necessary.
11. Functions as a member of the team and participates in routine Household meetings; may assist in feeding residents as needed.
12. Reports change of resident condition and tracks/updates resident diet changes for accuracy of food production.
13. Participates in resident and facility emergencies.
14. Attends all mandatory in-service.
15. Represents Clearview in a positive and professional manner at all times at work.
16. Regular attendance and punctuality required.
17. Performs other related duties as required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and respect for resident's rights.
- Knowledge of and ability to comply with policies and procedures.
- Knowledge of state and applicable federal codes.
- Ability to demonstrate techniques of prevention and management of physical crisis.
- Ability to read and comprehend printed words (i.e. production sheets, recipes, etc.) and understands and follows written and verbal instructions.
- Ability to perform simple math and comprehend military time.
- Knowledge of quantity food preparation.
- Ability to communicate effectively with co-workers and work as cooperative team member.
- Knowledge of modified diets preferred.
- Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.

EDUCATION AND EXPERIENCE

Preferred: Culinary Arts Degree, 3 years Restaurant or Institutional cooking experience, Serve Safe Certified.
 Required: High school diploma or GED equivalent and one (1) year experience in quantity food production in an institutional setting or acceptable equivalent. Must be a certified as a Feeding Assistant or become certified within orientation Period.

WORKING CONDITIONS

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

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

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

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Resolution to Abolish the Position of *Household Specialist* and Create the Position of *Individuals with Intellectual Disabilities ("IID") Household Coordinator*

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

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

WHEREAS, as a result of these studies and analyses, the Health Facilities Committee recommends that the Dodge County Board of Supervisors abolish the following position in Clearview, effective August 21, 2019:

One filled, funded, full-time, benefited position of *Household Specialist*; and,

WHEREAS, as a result of these studies and analyses, the Health Facilities Committee also recommends that the Dodge County Board of Supervisors create the following position in Clearview, effective August 21, 2019:

One new, full-time, benefited position of *IID Household Coordinator*; and,

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

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

WHEREAS, there are funds in the 2019 Budget of Clearview to fund the proposed position of *IID Household Coordinator* during the period of time commencing on August 21, 2019, and ending on December 31, 2019, both inclusive;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes the following position in Clearview, effective August 21, 2019:

One filled, funded, full-time, benefited position of *Household Specialist*; and,

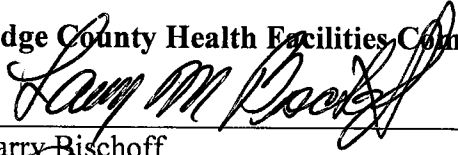
BE IT FURTHER RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in Clearview, effective August 21, 2019:

One new, full-time, benefited position of *IID Household Coordinator*; and,

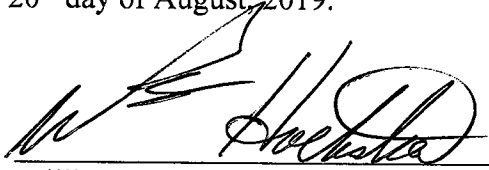
BE IT FINALLY RESOLVED, that funds in the 2019 Budget of Clearview shall be used to fund the position of *IID Household Coordinator* during the period of time commencing on August 21, 2019, and ending on December 31, 2019, both inclusive.

All of which is respectfully submitted this 20th day of August, 2019.

Dodge County Health Facilities Committee:



Larry Bischoff



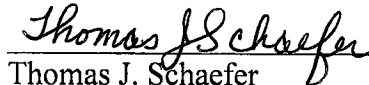
William Hoekstra



Dan Hilbert



Lisa Derr



Thomas J. Schaefer

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: X Yes ___ No ___ N/A.

Budget Impact: \$831.60. Finance Committee review date: August 13, 2019. Chair initials: DS.

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to abolish the position of *Household Specialist* and create the position of *IID Household Coordinator*.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$29.35 - \$38.16

JOB TITLE:	Household Specialist	FLSA STATUS:	Exempt
DEPARTMENT:	Support Services	REPORTS TO:	Director of Support Services
LOCATION:	Clearview	DATE:	January 9, 1997
LABOR GRADE:	Dodge County Nine (9)	REVISED:	4/24/06; 12/16/11, 1/1/13

OVERALL PURPOSE/SUMMARY

Under the general direction of Director of Support Services, assesses resident's psychosocial needs and develops treatment plans and programs to meet those needs. Provides direct services to residents and advocates for resident rights. Provides counseling, consultation and in-service training. Provides training for new staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Collects, organizes, interprets, and evaluates psychosocial information on each resident.
2. Develops individual plans to meet psychosocial needs in consultation with interdisciplinary team.
3. Writes social histories, plans of care, discharge plans, progress notes and required reports to comply with applicable policies, rules and regulations.
4. Writes psychosocial assessments, MDS reports, plans of care, discharge plans, progress notes and required reports to comply with applicable policies, rules and regulations.
5. Provides counseling to residents and their family members to assist in meeting psychosocial needs.
6. Coordinates plans with families, guardians, and community contacts.
7. Assists residents in obtaining alternate placement and services when feasible.
8. Provides consultation to staff regarding treatment approaches and presents in-service training.
9. Reports changes in resident condition to Unit Manager
10. Provides direct supervision, training, evaluation, counseling and discipline to QMRP, Social Service or Activity staff as assigned by Director of Support Services. May prepare related written reports and assists in development of goals, objectives and programs.
11. May perform duties of the Director of Support Services including supervisory responsibilities as assigned.
12. Acts as resident rights/safety advocate.
13. May assist with household budgets.
14. May be required to serve as Qualified Mental Retardation Professional on household.
15. Facilitates household meeting with Assistant Unit Manager and with household team and participates in the household concept
16. Participates in resident and facilities emergencies.
17. Regular attendance and punctuality required.
18. Attends all mandatory in-services
19. Set goals and evaluate implementation for your department
20. Represents Clearview in a positive and professional manner at all times.
21. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of all applicable federal and state codes.
- Working knowledge and understanding of principles of human development and interaction.
- Ability to assess resident needs, determine realistic goals, and to follow through with appropriate approaches to achieve these goals.
- Ability to maintain effective working relationships and communicate effectively with residents, families, guardians, community contacts, and interdisciplinary team members.
- Ability to communicate effectively.
- Must have individual, group, and family support skills.
- Knowledge of and ability to comply with policies and procedures.
- Knowledge of and respect for resident's rights.
- Ability to use computer programs for record keeping and reporting
- Ability to demonstrate techniques of prevention and management of physical crisis.
- Ability to understand and follow written and verbal directions.
- Ability to read and comprehend printed word.(i.e. Care plans/IPP)
- Ability to recognize change in resident condition.
- Must have flexibility to adjust work schedule to meet resident, staffing or facility needs
- Must meet Dodge County Driver Qualifications Policy.

EDUCATION AND EXPERIENCE

Master's Degree in Social Work or related field with two (2) years social work experience in a long-term care facility or Bachelor's degree and five (5) years related experience with developmentally disabled, geriatric or chronically mental ill individuals. Must be certified as a feeding assistant or become certified within orientation period.

WORKING CONDITIONS

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

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

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

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

JOB TITLE:	IID Household Coordinator	FLSA STATUS:	Exempt
DEPARTMENT:	Administration	REPORTS TO:	Executive Director
LOCATION:	Clearview	DATE:	Draft
LABOR GRADE:	Dodge County Ten (10)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Executive Director-Administrator, administratively is responsible for the Active Treatment Programming of the IID Household, of residents, staff supervision, and compliance with applicable regulations. Provides counseling, consultation and in-service training. Conducts assessments of new admissions to the household and develops the initial plan of care/IPP.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Plans, directs and coordinates IID program and Active treatment plans
2. Collects, organizes, interprets, and evaluates psychosocial information on each resident.
3. Coordinates/supervises implementation of services by staff.
4. Recruits, trains, and evaluates staff
5. Develops necessary policies and procedures in accordance to regulations.
6. Participates in budget planning and implementation.
7. Sets goals and evaluates implementation for the IID household
8. Develops individual plans to meet psychosocial needs in consultation with interdisciplinary team.
9. Writes social histories, plans of care, discharge plans, progress notes and required reports to comply with applicable policies, rules and regulations.
10. Writes psychosocial assessments, MDS reports, plans of care, discharge plans, progress notes and required reports to comply with applicable policies, rules and regulations.
11. Provides counseling to residents and their family members to assist in meeting psychosocial needs.
12. Assists residents in obtaining alternate placement and services when feasible.
13. Provides consultation to staff regarding treatment approaches and presents in-service training.
14. Maintains Household compliance with IID regulations
15. Provides direct supervision, training, evaluation, counseling and discipline to QIDP, Therapeutic Recreation Therapist, and Activity staff.
16. May perform duties of Lead Investigator as delegated by Administration.
17. Acts as resident rights/safety advocate.
18. Participates in resident and facilities emergencies.
19. Regular attendance and punctuality required.
20. Attends all mandatory in-services
21. Performs related duties as may be required or assigned.

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

Thorough knowledge of administrative procedures including budgeting, planning, personnel supervision, and program evaluation.
 Knowledge of all applicable federal and state codes for IID Household.
 Knowledge of Active Treatment programming for Individuals with Intellectual Disabilities.
 Knowledge of behavioral intervention and behavioral program implementation.
 Working knowledge and understanding of principles of human development and interaction.
 Ability to assess resident needs, determine realistic goals, and to follow through with appropriate approaches to achieve these goals.
 Ability to maintain effective working relationships and communicate effectively with residents, families, guardians, community contacts, and interdisciplinary team members.
 Ability to communicate effectively.
 Knowledge of and ability to write and implement policies and procedures and comply with existing policies and procedures.
 Knowledge of and respect for resident's rights.
 Ability to maintain confidentiality
 Ability to use computer programs for record keeping and reporting
 Ability to demonstrate techniques of prevention and management of physical crisis.
 Ability to understand and follow written and verbal directions.
 Ability to read and comprehend printed word.(i.e. Care plans/IPP)
 Ability to recognize change in resident condition.
 Must have flexibility to adjust work schedule to meet resident, staffing or facility needs
 Must meet Dodge County Driver Qualifications Policy.

EDUCATION AND EXPERIENCE

Master's Degree in Social Work or related field with two (2) years social work experience in a long-term care facility or Bachelor's degree and five (5) years related experience with developmentally disabled. Must be certified as a feeding assistant or become certified within orientation period.

WORKING CONDITIONS

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

PHYSICAL DEMANDS

Exhibit "B"

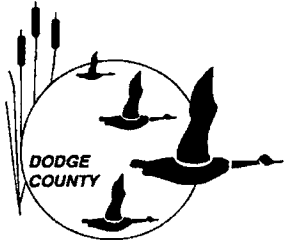
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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

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

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "B"



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: August 2, 2019

**TO: Dennis Schmidt, Chairman
Dodge County Building Committee**

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

RE: General Fund transfer

The Dodge County Physical Facilities Maintenance Director is respectfully requesting a General Fund Transfer to upgrade the Maintenance Department Vehicle Fleet:

The proposed fleet upgrade would replace the 2000 Chevy Silverado 2500 w/plow, with a 2019 Ford Super Duty (F-250) 4WD Regular Cab 8' Box with Plow package. The vehicle package includes the plow and related setup, black up alarm, hazard yellow light, rustproofing, and undercoat, for the state contract price of \$ 38,967.00.

The 2000 Chevy truck has had 2 transmissions replaced and the body has numerous rusted holes. The transmission is currently having issues which include loud noise when shifted into drive or reverse. It has also jumped out of gear into neutral when the vehicle is being driven down the street. This vehicle has mostly plow hard miles on it. The department uses this vehicle to remove snow at the county parking lots. This vehicle is also used to pick up mail in the summer months as well as going to get parts outside of Juneau.

In addition to the transmission issue, the Highway Department has welded steel under the truck to repair the holes in the floor where the driver's feet are located and within the last week, the check engine light has been displayed.

Based on the age of the vehicle approaching 20 years and the prior transmission work, I do not believe it is in the best interest to the county to have transmission work done on the vehicle. Funds may be better spent towards a new vehicle that will last a projected 10-12 years.

(OVER)

A relevant question is why present the request to purchase now, versus waiting for the 2020 budget. The proposed vehicle is currently in stock. If purchased now, it would be available for the upcoming winter season and provide a reliable vehicle to assist the department in snow removal to provide safe conditions for the public and county employees.

If the request to upgrade the Maintenance Fleet is approved, the 2000 Chevy would be listed on the State of Wisconsin Surplus Auction site.

The Physical Facilities currently has the following vehicles within its Fleet:

2013 F-250 with Plow and salter. This vehicle is used for plowing, salting of parking lots, getting parts, and for transporting from downtown buildings up to the Henry Dodge Office Building.

2013 GMC Sierra 1500 extended cab. This vehicle doesn't have a plow on it. It is shared by the Physical Facilities Department, IT Department, and Land Conservation. It is used for mail, parts run, conferences, seminars, and transporting of staff and parts to Henry Dodge Office Building.

2000 Chevy Silverado 2500 with Plow. This vehicle has a topper and is used for parts run, plowing, mail, and transporting of parts and staff.

Under ideal conditions we would like to have a projected vehicle rotation cycle every 12 years for the plow trucks and every 6-8 for the transport vehicle.

If there are any questions or concerns please contact me.

Russ Freber
Dodge County Physical Facilities Director
920-386-3665 Office
920-210-3090 Cell

RESOLUTION NO. 19-34

Authorizing a Contingency Fund Transfer and the Purchase of a 2019 Ford F-250 Plow Truck

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

WHEREAS, the Dodge County Physical Facilities Department (“Department”) has reported to the Dodge County Building Committee that the plow truck used for grounds maintenance is in significant disrepair; and,

WHEREAS, the Dodge County Building Committee (“Committee”) has considered the condition of the truck used for grounds maintenance including snow removal from parking lots and areas around county buildings and has determined that 2000 Chevy Silverado 2500 has exceeded its useful life and the cost of the needed repairs will exceed the value of the vehicle; and,

WHEREAS, the Committee received a quotation for the purchase of a 2019 Ford Super Duty F-250 Plow Truck with accessories (“2019 Ford F-250 Plow Truck”) from Ewald Automotive Group dated July 29, 2019, in the amount of \$38,967.00; and,

WHEREAS, due to the unexpected deterioration of the existing plow truck, the Department did not budget funds in its 2019 Physical Facilities Budget to cover the cost of this purchase; and,

WHEREAS, the Committee proposes to fund the purchase of the 2019 Ford F-250 Plow Truck by requesting a Contingency Fund Transfer; and,

WHEREAS, the Finance Committee has reviewed the proposed purchase and has determined that sufficient funds are available in the Contingency Fund to finance the purchase of the 2019 Ford F-250 Plow Truck; and,

WHEREAS, the Building Committee and the Finance Committee recommend to the Dodge County Board of Supervisors that the Dodge County Board of Supervisors authorize the purchase of the 2019 Ford F-250 Plow Truck and the use of Dodge County funds from the Dodge County Contingency Fund in the amount of not to exceed \$38,967.00.

SO, NOW, THEREFORE, BE IT RESOLVED, by the Dodge County Board of Supervisors, on the recommendation of the Committees, does hereby approve and accept the quotation from Ewald Automotive Group for the purchase of a 2019 Ford F-250 Plow Truck in the amount of \$38,967.00 and authorizes the Physical Facilities Director to purchase the 2019 Ford F-250 Plow Truck; and,

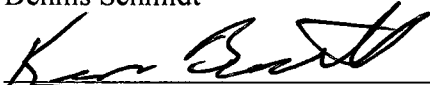
BE IT FURTHER RESOLVED, by the Dodge County Board of Supervisors does hereby authorize the transfer of funds in the amount not to exceed \$38,967.00 from the Contingency Fund to the 2019 Physical Facilities Budget to cover the purchase of the 2019 Ford F-250 Plow Truck and directs the Finance Director to record said transfer; and,

BE IT FINALLY RESOLVED, that upon presentation of an invoice properly approved by the Dodge County Physical Facilities Director, in a total amount not to exceed \$38,967.00, the Dodge County Physical Facilities Director is hereby authorized to make payment of said invoice.


All of which is respectfully submitted this 20th day of August, 2019.

Dodge County Building Committee:


Dennis Schmidt


Kevin Burnett


Mark Roesch


Richard Fink

Cathy Houchin

Dodge County Finance Committee:


David Frohling



David Guckenberger


Ed Benter


Jeffrey Caine


Thomas J. Schaefer

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: ___ Yes X No ___ N/A.
Budget Impact: \$38,967.00. Finance Committee review date: August 13, 2019. Chair initials: .

Vote Required: ~~2/3 Majority of Members Elect.~~ Majority of members present.

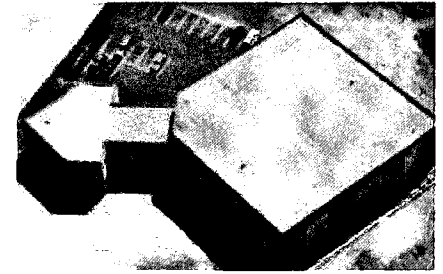
Resolution Summary: A resolution authorizing a general fund transfer and purchase of a Ford F-250 Plow Truck.
contingency fund



HIGHWAY DEPARTMENT

DODGE COUNTY HIGHWAY COMMISSION

211 East Center Street
Juneau WI 53039-1309
(920) 386-3650 (phone)
(920) 386-3525 (fax)



AIRPORT TERMINAL BUILDING

COMMISSIONER
Brian Field
bfield@co.dodge.wi.us

MEMO TO: Dodge County Board of Supervisors

FROM: Brian Field, Commissioner

**DODGE COUNTY
HIGHWAY
COMMITTEE**
Jeffrey Caine,
Chair
Jeff Berres
Richard W. Fink
David Frohling
William T. Muche

DATE: August 6, 2019

SUBJECT: Budget Amendment

**ASSISTANT
COMMISSIONER**
Peter L. Thompson
plthompson@co.dodge.wi.us

WIDOT annually hires the Dodge County Highway Department to do several highway maintenance projects through their Performance Based Maintenance (PBM) Contracting program. The annual amount of these PBM contracts for Dodge County varies based on available funding at the State level. Therefore we do not know how much work will be available until the end of the winter season and the beginning of the highway maintenance season. Unfortunately, this timing does not allow for accurate budgeting of anticipated revenues in August of the preceding year. Consequently, we budget a modest amount (\$50,000) of anticipated revenue through the PBM program and typically do a budget adjustment when these revenue-generating contracts materialize mid-year.

**PATROL
SUPERINTENDENTS**
Nate Minnig
nminnig@co.dodge.wi.us

Joseph Lechner
jlechner@co.dodge.wi.us

**SHOP
SUPERINTENDENT**
John Haase
jhaase@co.dodge.wi.us

This proposed budget amendment is a result of Dodge County Highway Department recently completing two State highway maintenance PBM contracts totaling \$193,939 and submitting a bid for \$34,638 for work to be completed through the PBM program in September of 2019. This totals \$228,577. If we are awarded any additional contract this season, we will submit an additional budget amendment accordingly.

**OPERATIONS
SUPERINTENDENT**
Steve Pett
spett@co.dodge.wi.us

OFFICE MANAGER
Beth Narr
bnarr@co.dodge.wi.us

1 RESOLUTION NO. 19-35

2
3 **Highway Department 2019 Dodge County Budget Amendment**

4
5 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,

6
7 **WHEREAS**, the Dodge County Board of Supervisors adopted the 2019 Dodge County Budget on
8 November 13, 2018; and,

9
10 **WHEREAS**, due to events which have taken place and circumstances which have changed since the
11 Dodge County Board of Supervisors adopted the 2019 Dodge County Budget, it is now necessary to change the
12 amounts of some of the various revenues and expenses that were stated in the 2019 Dodge County Budget for the
13 Dodge County Highway Department at the time it was adopted; and,

14
15 **WHEREAS**, Dodge County contracts with the Wisconsin Department of Transportation to perform
16 maintenance on state highways within Dodge County; and,

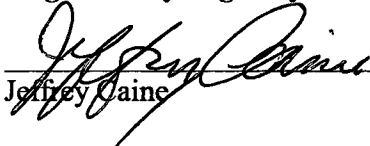
17
18 **WHEREAS**, Dodge County underestimated the revenues and expenses for the state highway
19 maintenance work in the 2019 Dodge County Highway Budget; and,

20
21 **WHEREAS**, the Dodge County Highway Committee recommends that the Dodge County Board of
22 Supervisors approve the budget amendment to the 2019 Highway Department Budget in the amount of \$180,000,
23 and authorize and direct the Dodge County Finance Director to change the amounts of those revenues and
24 expenses, as specified in the attached document entitled *Unbudgeted/Excess Revenue Appropriation Revenue*
25 *and Expenditure Adjustment Form*, attached hereto and incorporated herein as Exhibit "A";

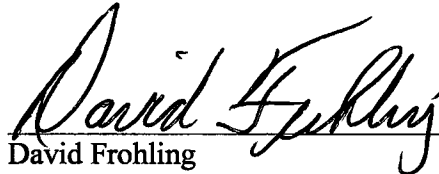
26
27 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors
28 approves the budget amendment with adjustments to revenues and expenditures in the 2019 Highway
29 Department Budget, as reflected on Exhibit "A", and hereby authorizes and directs the Dodge County Finance
30 Director to change the amounts of those appropriations, as specified in Exhibit "A".

All of which is respectfully submitted this 20th day of August, 2019.

Dodge County Highway Committee:



Jeffrey Caine




David Frohling

William Muche

Richard Fink

Jeff Berres

FISCAL NOTE:

The revenue/expenditure is contained in the 2019 budget: ___ Yes ___ **X** ___ No ___ N/A.
Budget Impact: \$180,000. *Finance Committee review date:* August 13, 2019. *Chair initials:* 

Vote Required: Two-thirds (2/3) of members elect.

Resolution Summary: Resolution amending the 2019 Dodge County Budget (Highway).



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

Doc = BX
Ledger = BA

Effective January 1st, 2016

Date: 6/26/19

Department: _____ Highway

Budget Year: 2019

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

Description of Adjustment:

Revenue and expenses were underestimated for what actually has been received and expensed for
the 2019 State Performance Based Maintenance Program

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
3322	4723	1	State Highway Services	(\$230,000) 150,000 BKF.
3322	5121		Wages Perm. Regular Pay	\$46,000
3322	5494		Materials and Supplies	\$184,000

Note the total Budget Adjustment must balance

Department Head Signature [Signature] Date: 6-27-2019

County Administrator Signature [Signature] Date: 8/5/2019

Committee of Jurisdiction Chairman Signature [Signature] Date: 8-8-19

Finance Committee Chairman Signature [Signature] Date: 8/8/19