

PROCEEDINGS OF THE DODGE COUNTY BOARD

Notice of Meeting of the Dodge County Board of Supervisors

There will be a meeting of the Dodge County Board of Supervisors on **Tuesday, August 19, 2014**, at **7:00 PM** in the County Board Room located on the fourth floor of the Administration Building, located at 127 East Oak Street, Juneau, Wisconsin.

The Agenda for the Meeting is as follows:

Call to Order by Russell Kottke, County Board Chairman

Pledge of Allegiance

Roll Call

Approve Minutes from July 15, 2014, County Board Session

Communications on File

Special Orders of Business

Confirm Appointment made by County Board Chairman

1. Appoint Dale Macheel to the Fox Lake Inland Lake Protection and Rehabilitation District Board of Commissioners.

Supervisor Schaefer, Chairman, Planning, Development and Parks Committee
Discover Dodge Annual Report

Supervisor Stousland, Chairman, Human Services and Health Board
Kurt Klomberg, District Attorney
Janet Wimmer, Director, Human Services and Health Department
Dodge County Collaborative Response to Heroin and Other Opioid Addictions

Resolutions on File

- 14-26 Create Two Full-Time, Benefited Positions of Counselor I, II or III – AODA – Human Services and Health Board.
- 14-27 Abolish One Vacant, Funded, Full-Time, Benefited Position of Systems Analyst and Create One Full-Time, Benefited Position of Database Administrator – Information Technology Committee.
- 14-28 Amend Town of Portland Zoning Ordinance – Maxine Paxson Property – Supervisor Berres.
- 14-29 Authorize and Approve Sale of the Highway Maintenance Facility located in the City of Fox Lake – Executive, Highway, and Law Enforcement Committees.
Exhibits A and B are on file in the Office of the County Clerk and may be viewed there during normal business hours.
- 14-30 Authorize Remodel and Upgrade of Two Bathrooms Located at Northview Heights Community Based Residential Facility – Health Facilities Committee.
- 14-31 Create One New, Benefited Position of Dementia Care Specialist I, II, or III – Human Services and Health Board.

AUGUST SESSION

- 14-32 Abolish and Create Positions With-In the Human Services and Health Department – Human Services and Health Board.
- 14-33 Speed Zone Declaration – County Road AA, Town of Fox Lake – Highway Committee.
- 14-34 Authorize Land Resources and Parks Department to Secure Professional Services to Develop an Addressing Strategic Implementation Plan – Land Information and Planning, Development and Parks Committees.

Bill on File

- 1. Dog Damages – Chris Guentenberg – Amount Claimed \$50.00 – Amount Allowed \$50.00 – Audit Committee.

Ordinances on File


- 1. Ordinance No. 927 – Repeal and Recreate Chapter 6 – Emergency Management, of the Code of Ordinances, Dodge County, Wisconsin – Executive Committee.
- 2. Ordinance No. 928 – Amend Chapter 6 – Emergency Management, of the Code of Ordinances, Dodge County, Wisconsin – Executive Committee.

Claim on File

A claim by Altine L. Graper Hesebeck for money damages in the amount of \$35,000 to repair a part of a stone foundation of a barn located at W10036 CTH S, in the Town of Calamus, Dodge County, Wisconsin, was received in the Office of the Dodge County Clerk on June 11, 2014. The claim arises from incidents that are alleged to have occurred during winter seasons in the immediate past and in the intermediate term past wherein the Dodge County Highway Department removed snow and ice mixed with road salt from CTH S and thereby caused snow and ice mixed with road salt to become packed against the northwest corner of the stone foundation of the barn which has caused damage to the northwest corner of the stone foundation of the barn and it will cost \$35,000 to repair the damage.

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

Recess



Karen J. Gibson, Dodge County Clerk

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Dodge County Clerk's Office at (920) 386-3600, at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. The building entrance which is accessible by a person with a disability is located on the east side of the building off of Miller Street.

Any invocation that may be offered before the official start of the Board meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Board. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Board, and the Board does not endorse the religious beliefs or views of this, or any other speaker.

PROCEEDINGS OF THE DODGE COUNTY BOARD

COMMITTEE NAME		COUNTY BOARD							
MEETING DATE		August 19, 2014							
						Approval	RK	Date	8-21-2014
						Chair	Russell Kottke		
VENDOR	NAME	PRESENT	ABSENT	PERDIEM	MILES	AMOUNT	MEALS	AMOUNT	
10023	Adelmeyer, Gerald	X		50.00	43	24.08			
11994	Behl, Allen	X		50.00	32	17.92			
19566	Berres, Jeff	X		50.00	42	23.52	11.76		
11970	Bischoff, Larry	X		50.00	20	11.20			
10583	Bobholz, Janice	X		0.00	0	0.00			
26899	Bobholz, Mary	X		50.00	28	15.68			
10008	Caine, Chester	X		50.00	17	9.52			
46788	Derr, Lisa	X		50.00	21	11.76			
10195	Duchac, Jeffry	X		50.00	30	16.80			
37968	Fabisch, John	X		50.00	20	11.20			
28760	Frohling, David	X		50.00	29	16.24			
43805	Gohr, Phillip	X		50.00	22	12.32			
16723	Grebel, Randy	X		50.00	13	7.28			
41853	Greshay, Richard	X		50.00	14	7.84			
10010	Hoelzel, Clem	X		50.00	32	17.92			
43806	Houchin, James	X		50.00	33	18.48			
25412	Johnson, Harold	X		50.00	54	30.24			
16348	Kottke, Russell	X		50.00	30	16.80			
10015	Kriewald, Howard	X		50.00	20	11.20			
29374	Maly, Donna	X		50.00	20	11.20			
22503	Marsik, Joseph M.	X		50.00	40	22.40			
10313	Mattson, Rodger	X		50.00	20	11.20	9.60		
34243	Miller, MaryAnn	X		50.00	22	0.00 12.32			
43804	Muche, William	X		50.00	22	12.32			
36482	Nelson, Ed	X		50.00	32	17.92	8.96		
47109	Nickel, Thomas	X		50.00	34	19.04			
10018	Pollesch, Darrell	X		50.00	38	21.28			
46789	Roesch, Mark E.	X		50.00	34	19.04			
30697	Schaefer, Thomas	X		50.00	30	16.80			
15819	Schmidt, Dennis	X		50.00	0	0.00			
37252	Schraufnagel, Larry	X		50.00	50	28.00			
26089	Stousland, Glenn	X		50.00	20	11.20			
45723	Uttke, Wayne	X		50.00	50	28.00			

* No Mileage for MaryAnn Miller

* Berres, Nelson and Mattson split mileage with Taxation Committee Meeting

AUGUST SESSION

Dodge County Board of Supervisors
August 19, 2014 – 7:00 p.m.
Administration Building - Juneau, Wisconsin

The August 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.

A motion was made by Supervisor Grebel and seconded by Supervisor Gohr to approve the minutes of the July 15, 2014, 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.

Special Orders of Business

The Chairman called for the First Special Order of Business: Confirm appointment made by County Board Chairman, Russell Kottke. Appoint Dale Macheel to the Fox Lake Inland Lake Protection and Rehabilitation District Board of Commissioners. A motion to accept the appointment was made by Supervisor Frohling and seconded by Supervisor Nelson. The motion passed by acclamation with no negative votes cast, thereby approving the appointment.

Chairman Kottke then called upon Supervisor Schaefer, Chairman, Planning, Development and Parks Committee who introduced Liz Darner, Vice President of Discover Dodge and Leslie Covell Hershberger, President of Discover Dodge. Ms. Darner thanked the Board for their ongoing support of tourism in Dodge County, and introduced Ms. Hershberger who introduced Board Members Todd Ehlenfeldt, Past President, Tara Rhodes, Director, and Cele Witmer, Director. Ms. Hershberger presented the Discover Dodge Annual Report and reported on the achievements and increased tourism in Dodge County.

Chairman Kottke then called upon Supervisor Stousland, Chairman, Human Services and Health Board who introduce Kurt Klomberg, District Attorney, and Janet Wimmer, Human Services and Health Department Director. Mr. Klomberg addressed the Board about the increase of heroin and opioid use in Dodge County. He explained what heroin and opioids are, where they come from, and how the drugs have caused an increase in crimes in Dodge County. Ms. Wimmer presented on the treatment, recovery options, and resources to service the needs of individuals seeking help for addiction in Dodge County. Mr. Klomberg and Ms. Wimmer encouraged the support of the County Board for the Resolution to create two counselors in the Human Services Department to allow citizens to get treatment for their addiction problem as soon as possible. Questions by Supervisors Stousland, Gohr, J. Bobholz, Schmidt, Maly, Grebel, and Berres answered by Mr. Klomberg and Ms. Wimmer. Comment by Supervisor Gohr.

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

Resolution No. 14-26 Create Two Full-Time, Benefited Positions of Counselor I, II or III – AODA – Human Services and Health Board. A motion for adoption was made by Supervisor Miller and seconded by Supervisor Frohling. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

PROCEEDINGS OF THE DODGE COUNTY BOARD

Resolution No. 14-27 Abolish One Vacant, Funded, Full-Time, Benefited Position of Systems Analyst and Create One Full-Time, Benefited Position of Database Administrator – Information Technology Committee. A motion for adoption was made by Supervisor Duchac and seconded by Supervisor Houchin. Questions by Supervisors Grebel, Gohr and Stousland answered by Supervisor Maly and Ruth Otto, Information Technology Director. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 14-28 Amend Town of Portland Zoning Ordinance – Maxine Paxson Property – Supervisor Berres. A motion for adoption was made by Supervisor Berres and seconded by Supervisor Schaefer. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 14-29 Authorize and Approve Sale of the Highway Maintenance Facility located in the City of Fox Lake – Executive, Highway, and Law Enforcement Committees. A motion for adoption was made by Supervisor Grebel and seconded by Supervisor Fabisch. Supervisor Mattson made a motion to postpone the Resolution to the September 16, 2014, County Board Session. The motion to postpone was seconded by Supervisor Hoelzel. Comments by Supervisors Berres, Johnson, and J. Bobholz. Questions by Supervisors Gohr, Marsik and Grebel answered by Chairman Kottke, and John Corey, Corporation Counsel. The vote was cast on the motion to postpone with 8 ayes, and 25 noes, thereby denying the motion to postpone.

Ayes: Pollesch, M. Bobholz, J. Bobholz, Grebel, Gohr, Nickel, Hoelzel, Mattson. Total 8.

Noes: Kottke, Nelson, Marsik, Greshay, Kriewald, Schaefer, Uttke, Adelmeyer, Muche, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, Schmidt, Duchac, Maly, Fabisch, Miller, Stousland, Derr. Total 25.

The vote was then cast on the original Resolution with 29 ayes, and 4 noes, thereby adopting the Resolution.

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

Noes: Pollesch, J. Bobholz, Nickel, Mattson. Total 4.

Resolution No. 14-30 Authorize Remodel and Upgrade of Two Bathrooms Located at Northview Heights Community Based Residential Facility – Health Facilities Committee. A motion for adoption was made by Supervisor Bischoff and seconded by Supervisor Duchac. Supervisor Frohling stated the fiscal note should have been \$44,420.00. Questions by Supervisors M. Bobholz, Gohr, Houchin, Nelson, Berres, and Marsik answered by James Mielke, County Administrator and Jane Hooper, Clearview Administrator. Comments by Supervisors Frohling and Pollesch. The vote was cast with 29 ayes and 4 noes, thereby adopting the Resolution.

Ayes: Pollesch, Kottke, Nelson, Marsik, Grebel, Greshay, Kriewald, Schaefer, Uttke, Adelmeyer, Muche, Gohr, Johnson, Schraufnagel, Bischoff, Caine, Behl, Roesch, Frohling, Schmidt, Duchac, Nickel, Hoelzel, Maly, Fabisch, Miller, Stousland, Derr, Mattson. Total 29.

Noes: M. Bobholz, J. Bobholz, Berres and Houchin. Total 4.

Resolution No. 14-31 Create One New, Benefited Position of Dementia Care Specialist I, II, or III – Human Services and Health Board. A motion for adoption was made by Supervisor Stousland and seconded by Supervisor Houchin. Supervisor Gohr made a motion to amend the resolution to read, “Be It Further Resolved, that should the Wisconsin, Department of Health Services, Division of Long Term

AUGUST SESSION

Care, a Dementia Care Specialist Program Grant Award no longer be available to fully fund this program, the program will end so as not to create a burden on the tax payers of Dodge County” to be inserted between the “So, Now Therefore, Be it Resolved” and “Be it Finally Resolved” paragraphs. Supervisor Maly seconded the motion. Comment by Supervisors Mattson, Derr, and Hoelzel. Questions by Supervisors Greshay and Berres answered by Supervisor Gohr. The vote was cast on the motion to amend with 14 ayes, and 19 noes, thereby denying the motion to amend.

Ayes: M. Bobholz, Nelson, Grebel, Kriewald, Gohr, Bischoff, Behl, Berres, Houchin, Nickel, Hoelzel, Maly, Miller, Stousland. Total 14.

Noes: Pollesch, Kottke, J. Bobholz, Marsik, Greshay, Schaefer, Uttke, Adelmeyer, Muche, Johnson, Schraufnagel, Caine, Roesch, Frohling, Schmidt, Duchac, Fabisch, Derr, Mattson. Total 19.

Question by Supervisor Schmidt answered by Ms. Wimmer. The vote was cast on the original Resolution with 31 ayes and 2 noes, thereby adopting the Resolution.

Ayes: Pollesch, Kottke, Nelson, J. Bobholz, Marsik, Grebel, Greshay, Kriewald, Schaefer, Uttke, Adelmeyer, Muche, Gohr, Johnson, Schraufnagel, Bischoff, Caine, Behl, Houchin, Roesch, Frohling, Schmidt, Duchac, Nickel, Hoelzel, Maly, Fabisch, Miller, Stousland, Derr, Mattson. Total 31.

Noes: M. Bobholz, Berres. Total 2.

Resolution No. 14-32 Abolish and Create Positions With-In the Human Services and Health Department – Human Services and Health Board. A motion for adoption was made by Supervisor Stousland and seconded by Supervisor Maly. Supervisor Stousland called upon Ms. Wimmer to explain the need for the changes in the department. Comments by Supervisors M. Bobholz, J. Bobholz, and Berres. Questions by Supervisors J. Bobholz and Greshay answered by Joe Rains, Human Resources Director and Karen Gibson, County Clerk. The vote was cast with 29 ayes and 4 noes, thereby adopting the Resolution.

Ayes: Pollesch, Kottke, Nelson, Marsik, Greshay, Kriewald, Schaefer, Uttke, Adelmeyer, Muche, Gohr, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, Schmidt, Duchac, Nickel, Hoelzel, Maly, Fabisch, Miller, Stousland, Derr. Total 29.

Noes: M. Bobholz, J. Bobholz, Grebel, Mattson. Total 4.

Resolution No. 14-33 Speed Zone Declaration – County Road AA, Town of Fox Lake – Highway Committee. A motion for adoption was made by Supervisor Muche and seconded by Supervisor Johnson. The vote was cast with 31 ayes and 2 noes, thereby adopting the Resolution.

Ayes: Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Grebel, Greshay, Kriewald, Schaefer, Adelmeyer, Muche, Gohr, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, Schmidt, Duchac, Nickel, Hoelzel, Maly, Fabisch, Miller, Stousland, Derr, Mattson. Total 31.

Noes: Pollesch, Uttke. Total 2.

Resolution No. 14-34 Authorize Land Resources and Parks Department to Secure Professional Services to Develop an Addressing Strategic Implementation Plan – Land Information and Planning, Development and Parks Committees. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Schaefer. Question by Supervisor Berres answered by Joyce Fiacco, Land Resources and Parks Director. Comments by Supervisors Maly and J. Bobholz. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

PROCEEDINGS OF THE DODGE COUNTY BOARD

Bill No. 1 Dog Damages – Chris Guentenberg – Amount Claimed \$50.00 – Amount Allowed \$50.00 – Audit Committee. A motion for adoption was made by Supervisor Frohling and seconded by Supervisor Maly. The vote was cast with 30 ayes, and 3 noes, thereby approving the Bill.

Ayes: Pollesch, Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Grebel, Greshay, Kriewald, Schaefer, Uttke, Adelmeyer, Muche, Gohr, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, Duchac, Hoelzel, Maly, Fabisch, Miller, Stousland, Derr. Total 30.

Noes: Schmidt, Nickel, Mattson. Total 3.

Ordinance No. 1 Ordinance No. 927 – Repeal and Recreate Chapter 6 – Emergency Management, of the Code of Ordinances, Dodge County, Wisconsin – Executive Committee. A motion for adoption was made by Supervisor Schraufnagel and seconded by Supervisor Marsik. The vote was cast with all voting in the affirmative, thereby adopting the Ordinance.

Ordinance No. 2 Ordinance No. 928 Amend Chapter 6 – Emergency Management, of the Code of Ordinances, Dodge County, Wisconsin – Executive Committee. A motion for adoption was made by Supervisor Maly and seconded by Supervisor Miller. Question by Supervisor Caine answered by Amy Nehls, Emergency Management Director. The vote was cast with 32 ayes and 1 no, thereby adopting the Ordinance.

Ayes: Pollesch, Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Grebel, Greshay, Kriewald, Schaefer, Uttke, Adelmeyer, Muche, Gohr, Johnson, Schraufnagel, Bischoff, Behl, Berres, Houchin, Roesch, Frohling, Schmidt, Duchac, Nickel, Hoelzel, Maly, Fabisch, Miller, Stousland, Derr, Mattson. Total 32.

No: Caine. Total 1.

Claim on File A claim by Aline L. Graper Hesebeck for money damages in the amount of \$35,000 to repair a part of a stone foundation of a barn located at W10036 CTH S, in the Town of Calamus, Dodge County, Wisconsin, was received in the Office of the Dodge County Clerk on June 11, 2014. The claim arises from incidents that are alleged to have occurred during winter seasons in the immediate past and in the intermediate term past wherein the Dodge County Highway Department removed snow and ice mixed with road salt from CTH S and thereby caused snow and ice mixed with road salt to become packed against the northwest corner of the stone foundation of the barn which has caused damage to the northwest corner of the stone foundation of the barn and it will cost \$35,000 to repair the damage.

The Executive Committee recommended the Claim be disallowed. A motion to approve the disallowance was made by Supervisor Johnson and seconded by Supervisor Frohling. The vote was cast with all voting in the affirmative, thereby disallowing the claim.

The Clerk noted the following had been placed on the Supervisor's desks: Discover Dodge Annual Report, Memo from Julie Kolp, Finance Director, Memo from Joyce Fiacco, Land Resources and Parks Director, and the Wisconsin Counties Association Directory. The Chairman ordered these be placed on file.

At 9:30 p.m. Supervisor Maly made a motion to recess until September 16, 2014 at 7:00 p.m. Supervisor 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.

AUGUST SESSION

RESOLUTION NO. 14-26

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

WHEREAS, the Dodge County Human Services and Health Board, in conjunction with the Dodge County Human Services and Health Department, represented by Janet A. Wimmer, Director of Human Services and Health, James E. Mielke, Dodge County Administrator, the Dodge County District Attorney's Office, represented by District Attorney Kurt F. Klomberg, the Dodge County Circuit Court, represented by Chief Judge John R. Storck, and the Dodge County Sheriff's Department, represented by Sheriff Patricia Ninmann, recognize the growing need for the provision of additional addictions treatment to address the opiate crisis in Dodge County; and,

WHEREAS, in recognition of the growing need for the provision of additional addictions treatment in Dodge County, the Human Services and Health Board therefore recommends that the Dodge County Board of Supervisors create two full-time, benefited positions of *Counselor I, II, or III - AODA* in the Dodge County Human Services and Health Department, effective January 1, 2015; and,

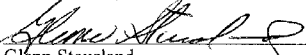
WHEREAS, job descriptions for the proposed positions of *Counselor I, II, or III - AODA* have been marked for identification as Exhibit "A", "B", and "C", respectively, and have been attached hereto; and,

WHEREAS, it is reasonably anticipated that monies will be appropriated in the 2015 Budget of the Dodge County Human Services and Health Department sufficient to fund the proposed positions of *Counselor I, II, or III - AODA*, for the period of time commencing on January 1, 2015, and ending on December 31, 2015, both inclusive;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates two full-time, benefited positions of *Counselor I, II, or III - AODA* in the Dodge County Human Services and Health Department, effective January 1, 2015.

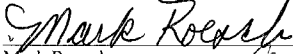
All of which is respectfully submitted this 19th day of August, 2014.

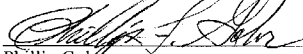
Dodge County Human Services and Health Board:

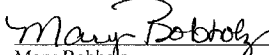

Glenn Stousland


James Houchin

David Godshall

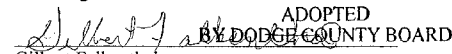

Mark Roesch


Phillip Gohl


Mary Bobholz


Clem Hoelzel


Lois Augustson


Gilbert Falkenthal

ADOPTED
BY DODGE COUNTY BOARD

AUG 19 2014

AYES 33 NOES 0
ABSENT 0
ABSTAIN 0

Karen L. Johnson, Coonata, Clerk

PROCEEDINGS OF THE DODGE COUNTY BOARD

JOB TITLE:	Counselor I - AQDA	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	August 14, 2000
LABOR GRADE:	Dodge County Five (5)	REVISED:	11/15/10; 3/20/13
OVERALL PURPOSE/SUMMARY			
Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.			
PRINCIPAL DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Provides alcohol and other drug abuse assessments utilizing standardized formats. 2. Provides individual or group therapy to assigned clients. 3. Provides telephone/TDD crisis intervention services. 4. Provides interventions for family members and significant supports of persons receiving/heeding treatment. 5. Provides community outreach to increase awareness of available agency resources. 6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake. 7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes. 8. Functions as member of multi-disciplinary team for case planning and review. 9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated. 10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure. 11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, or assisting medical records personnel in releasing appropriate records. 12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery. 13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs. 14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education. 15. Serves as contact person to other treatment agencies or organizations. 16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning. 17. Participates in staff trainings as deemed appropriate by supervisor. 18. Maintains required and related paperwork in an accurate and timely manner. 19. Regular attendance and punctuality required. 20. Performs related duties as may be required or assigned. 			
JOB SPECIFICATION			
KNOWLEDGE, SKILLS, AND ABILITIES			
<p>Knowledge of individual/group counseling techniques and theories.</p> <p>Knowledge of pharmacology/psychopharmacology.</p> <p>Knowledge of assessment & treatment planning.</p> <p>Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.</p> <p>Knowledge of counselor ethics/conduct.</p> <p>Skill in working with chronic alcohol and other drug abuse cases and special populations.</p> <p>Ability to work with chemically dependent individuals/families.</p> <p>Ability to communicate effectively.</p> <p>Must meet requirements of Dodge County Driver Qualification Policy.</p>			
EDUCATION AND EXPERIENCE			
Associate Degree and WI State Substance Abuse Counselor Certification and two (2) years directly related experience, OR, Bachelor's Degree and WI State Substance Abuse Counselor Certification and no experience.			
WORKING CONDITIONS			
Office and field working environment. Potential to work in adverse interpersonal situations.			
PHYSICAL DEMANDS			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
ACKNOWLEDGEMENTS		FOR HUMAN RESOURCE USE	
EMPLOYEE SIGNATURE:		ANALYST(S):	
DATE:		DATE:	
SUPERVISOR SIGNATURE:			
DATE:			
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).			

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "A"

AUGUST SESSION

JOB TITLE:	Counselor II - AODA	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	August 14, 2000
LABOR GRADE:	Dodge County Six (6)	REVISED:	11/15/10; 3/20/13
OVERALL PURPOSE/SUMMARY			
Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.			
PRINCIPAL DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Provides alcohol and other drug abuse assessments utilizing standardized formats. 2. Provides individual or group therapy to assigned clients. 3. Provides telephone/TDD crisis intervention services. 4. Provides interventions for family members and significant supports of persons receiving/heeding treatment. 5. Provides community outreach to increase awareness of available agency resources. 6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake. 7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes. 8. Functions as member of multi-disciplinary team for case planning and review. 9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated. 10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure. 11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, and assisting medical records personnel in releasing appropriate records. 12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery. 13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs. 14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education. 15. Serves as contact person to other treatment agencies or organizations. 16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning. 17. Participates in staff trainings as deemed appropriate by supervisor. 18. Maintains required and related paperwork in an accurate and timely manner. 19. Regular attendance and punctuality required. 20. Performs related duties as may be required or assigned. 			
JOB SPECIFICATION			
KNOWLEDGE, SKILLS, AND ABILITIES			
Knowledge of individual/group counseling techniques and theories.			
Knowledge of pharmacology/psychopharmacology.			
Knowledge of assessment & treatment planning.			
Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.			
Knowledge of counselor ethics/conduct.			
Skill in working with chronic alcohol and other drug abuse cases and special populations.			
Ability to work with chemically dependent individuals/families.			
Ability to communicate effectively.			
Must meet requirements of Dodge County Driver Qualification Policy.			
EDUCATION AND EXPERIENCE			
Associate Degree and WI State Substance Abuse Counselor Certification and four (4) years directly related experience and 5 C.E.U.'s, OR, Bachelor's Degree and WI State Substance Abuse Counselor Certification and two (2) years directly related experience and 5 C.E.U.'s.			
WORKING CONDITIONS			
Office and field working environment. Potential to work in adverse interpersonal situations.			
PHYSICAL DEMANDS			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
ACKNOWLEDGEMENTS		FOR HUMAN RESOURCE USE	
EMPLOYEE SIGNATURE:		ANALYST(S):	
DATE:		DATE:	
SUPERVISOR SIGNATURE:			
DATE:			
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).			

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "B"

PROCEEDINGS OF THE DODGE COUNTY BOARD

JOB TITLE:	Counselor III - AODA	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	August 14, 2000
LABOR GRADE:	Dodge County Seven (7)	REVISED:	11/15/10; 3/20/13
OVERALL PURPOSE/SUMMARY			
Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.			
PRINCIPAL DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Provides alcohol and other drug abuse assessments utilizing standardized formats. 2. Provides individual or group therapy to assigned clients. 3. Provides telephone/TDD crisis intervention services. 4. Provides interventions for family members and significant supports of persons receiving/needing treatment. 5. Provides community outreach to increase awareness of available agency resources. 6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake. 7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes. 8. Functions as member of multi-disciplinary team for case planning and review. 9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated. 10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure. 11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, and assisting medical records personnel in releasing appropriate records. 12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery. 13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs. 14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education. 15. Serves as contact person to other treatment agencies or organizations. 16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning. 17. Participates in staff trainings as deemed appropriate by supervisor. 18. Maintains required and related paperwork in an accurate and timely manner. 19. Regular attendance and punctuality required. 20. Performs related duties as may be required or assigned. 			
JOB SPECIFICATION			
KNOWLEDGE, SKILLS, AND ABILITIES			
<p>Knowledge of individual/group counseling techniques and theories.</p> <p>Knowledge of pharmacology/psychopharmacology.</p> <p>Knowledge of assessment & treatment planning.</p> <p>Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.</p> <p>Knowledge of counselor ethics/conduct.</p> <p>Skill in working with chronic alcohol and other drug abuse cases and special populations.</p> <p>Ability to work with chemically dependent individuals/families.</p> <p>Ability to communicate effectively.</p> <p>Must meet requirements of Dodge County Driver Qualification Policy.</p>			
EDUCATION AND EXPERIENCE			
Associate Degree and WI State Substance Abuse Counselor Certification and seven (7) years directly related experience and 5 additional C.E.U.'s, OR, Bachelor's Degree and WI State Substance Abuse Counselor Certification and five (5) years directly related experience and 5 additional C.E.U.'s			
WORKING CONDITIONS			
Office and field working environment. Potential to work in adverse interpersonal situations.			
PHYSICAL DEMANDS			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
ACKNOWLEDGEMENTS		FOR HUMAN RESOURCE USE	
EMPLOYEE SIGNATURE:		ANALYST(S):	
DATE:		DATE:	
SUPERVISOR SIGNATURE:			
DATE:			
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).			

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.
Exhibit "C"

AUGUST SESSION

RESOLUTION NO. 14-27

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

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

WHEREAS, as a result of these studies and analyses, the Information Technology Committee recommends that the Dodge County Board of Supervisors abolish and create the following positions in the Information Technology Department, effective January 1, 2015:

- 1. Abolish one vacant, funded, full-time, benefited position of *Systems Analyst*; and,
- 2. Create one full-time, benefited position of *Database Administrator*; and,

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

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


WHEREAS, it is reasonably anticipated that monies will be appropriated in the 2015 Budget of the Information Technology Department sufficient to fund the proposed position of *Database Administrator* for the period of time commencing on January 1, 2015, and ending on December 31, 2015, both inclusive;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes and creates the following positions in the Dodge County Information Technology Department, effective January 1, 2015:

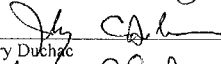
- 1. Abolishes one vacant, funded, full-time, benefited position of *Systems Analyst*; and,
- 2. Creates one full-time, benefited position of *Database Administrator*.

All of which is respectfully submitted this 19th day of August, 2014.

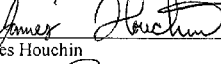
Dodge Information Technology Committee:



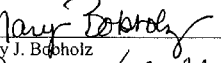
Donna Maly



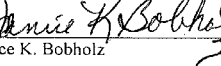
Jeffrey Duchac




James Houchin



Mary J. Bobholz



Janice K. Bobholz

FISCAL NOTE:
Is the referenced expenditure included in the adopted 2014 Budget? <input type="checkbox"/> Yes or <input type="checkbox"/> No
Fiscal Impact on the adopted 2014 Budget: \$ <u>Nil</u>
Fiscal Impact reviewed by the Dodge County Finance Committee on _____, 2014.
 ADOPTED
David Frohling, Chairman DODGE COUNTY BOARD Dodge County Finance Committee
AUG 19 2014

AYES 33 NOES 0
ABSENT 0
ABSTAIN 0

Karen J. Siben, County Clerk

PROCEEDINGS OF THE DODGE COUNTY BOARD

2014 Wage Range: \$60,000 - \$70,000

JOB TITLE:	Systems Analyst	FLSA STATUS:	Exempt
DEPARTMENT:	IT Department	REPORTS TO:	Director
LOCATION:	Administration Building	DATE:	2/12/03
LABOR GRADE:	Dodge County Eleven (11)	REVISED:	12/14/04; 7/1/11; 9/14/11; 3/18/13; 1/1/14

OVERALL PURPOSE/SUMMARY
 Under the general direction of the IT Director, is responsible for the administration, maintenance and supervision of the daily operations of the iSeries IBM system and application systems. The position is responsible for managing large and potentially complex management information systems initiatives including maintenance, enhancement, implementation and ongoing support of all IBM iSeries applications.

- PRINCIPAL DUTIES AND RESPONSIBILITIES**
1. Provides programming assistance and support as required for legacy COBOL applications on the AS400, JDEdwards, SQL, Visual Basic based applications; to include database administration, technical support, and problem resolution.
 2. Provides programming support for the JD Edwards and Kronos applications and the interfaces and other programs related to them, including release management, database administration, technical support, problem resolution, and programming using RPG, JDE Worldwriter, and JDE Dreamwriter to support end user report requests.
 3. Works closely with user departments to identify appropriate platforms for each application and provides consulting and advice on integrating network and IBM applications.
 4. Installs and configures enhancement and version updates to the iSeries operating system and all applications residing on the iSeries.
 5. Responsible for iSeries system and data backups and will work with the Network and Database Administration to insure this information is included in the data backup procedures.
 6. Insures that the iSeries environment is up to date with the latest revisions of software and hardware firmware including all application software that resides on the iSeries.
 7. Consults with user management and staff to insure that their needs are being met and assists them in their planning efforts for future management information processing services that are required to be supported on the iSeries or its applications.
 8. Coordinates and manages all projects, evaluates and negotiates priorities for user requests for new services and enhancements, writes design proposals, prepares system specifications, develops cost estimates and work schedules, and evaluates change requests as it relates to the iSeries environment.
 9. Establishes development priorities with the assistance of the Director.
 10. Assists the Director in developing short-term plans and proposals for the departmental strategic plan as it relates to the programming needs and management of all databases under the support of Dodge County Information Technology Department, including initiatives for inclusion in the County 5-Year Technology Plan.
 11. Responsible for Tier 3 Systems Help Desk issues, on-call concerns and provide backup to Tier 3 database Help Desk issues when required.
 12. Assists with evaluation of replacement systems for legacy iSeries applications, including development of comparative analysis and total cost of ownership for alternatives.
 13. Keeps the IT Director informed on issues relating to the iSeries environment.
 14. Regular attendance, professional demeanor and punctuality required.
 15. Performs other related duties as required or assigned by the IT Director.

JOB SPECIFICATION

Knowledge of JD Edwards/PeopleSoft "World" technical support, RPG, and JD Edwards/PeopleSoft tools.
 Knowledge of SQL, Visual C++, Visual Basic and Crystal Reports.
 Knowledge of data processing methodologies, analysis and design techniques, and COBOL and RPG programming techniques.
 Knowledge of iSeries COBOL and County legacy applications.
 Knowledge of techniques used in establishing and maintaining effective working relationships.
 Knowledge of project management, project estimation, work plan preparation, and project change control.
 Knowledge of iSeries system administration.
 Knowledge of Kronos Time Clock application.
 Knowledge of structured programming techniques.
 Knowledge of structured analysis and design techniques.
 Knowledge of data modeling/entity modeling.
 Knowledge of problem solving techniques.
 Knowledge of the fundamentals of LANs.
 Ability to manage projects in an effective and efficient manner.
 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 understand and effectively carry out instructions.
 Ability to work under pressure and meet deadlines.
 Ability to organize and maintain scheduling requirements and appropriate documentation associated with the same.
 Ability to maintain accurate and complete records.

Exhibit "A"

AUGUST SESSION

ABILITY TO ANSWER INQUIRIES, CHALLENGES AND COURTESY

Ability to answer inquiries and challenges effectively with tact and courtesy.
 Ability to accurately interpret requests.
 Ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE

Bachelor of Science degree in MIS or related field. Five (5) years experience in systems design, development, and support of Series environment and applications (JD Edwards/PeopleSoft, KRONOS experience a plus, other languages including C++, Visual Basic, VB.Net awareness, SQL). Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

WORKING CONDITIONS

Normal office working environment.

PHYSICAL DEMANDS

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

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

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"

PROCEEDINGS OF THE DODGE COUNTY BOARD

2014 Wage Range: \$36,14 - \$41,33

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:
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		
<ol style="list-style-type: none"> 1. Provides assistance and support as required for SQL, Visual Basic based applications, Access databases, web based applications; to include database 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, Exchange 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		
<p>Knowledge overall of database platforms, implementations, installation, configuration and integration with adjoining platforms.</p> <p>Knowledge of SQL, Access, Oracle, Exchange, Citrix, File Director and Crystal Reports.</p> <p>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.</p> <p>Knowledge of LAN and WAN, project management, capacity planning, work plan preparation and version change control.</p> <p>Knowledge of Internet connectivity, network security design and implementation techniques.</p> <p>Must fully understand how to manage Active Directory, domains and policies. Must have a clear understanding of policy management.</p> <p>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.</p> <p>Ability to establish and maintain effective public/employee working relationships.</p> <p>Ability to work independently without close supervision.</p> <p>Ability to work as part of a project team with other IT professionals and other County employees.</p>		

Exhibit "B"

AUGUST SESSION

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 of Science degree with a minimum of five (5) years experience in administering Microsoft SQL databases, Exchange and network applications. This position is required to hold a MCSD certification within the first year of employment. 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.

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"

PROCEEDINGS OF THE DODGE COUNTY BOARD

RESOLUTION NO. 14-28

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

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 Portland has adopted a Town Zoning Ordinance for said town, the power to adopt a Town Zoning Ordinance having been granted by referendum vote of the electors of the Town of Portland held 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 Portland was held by the Town Planning Commission of the Town of Portland on June 18, 2014 and the proposed amendment to the Zoning Ordinance of the Town of Portland having been adopted by the Town Board of the Town of Portland on June 19, 2014

THEREFORE BE IT RESOLVED: That the amendment to the Town Zoning Ordinance of the Town of Portland as represented by "Exhibit A" 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 19th day of August, 2014

ADOPTED
BY DODGE COUNTY BOARD

AUG 19 2014

AYES 33 NOES 0
ABSENT 0
ABSTAIN 0

Raren J. Tilsen
County Clerk

Jeff Berres

JEFF BERRES, SUPERVISOR

AUGUST SESSION

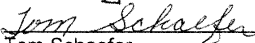
REPORT to Res. 14-28

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS


We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Maxine Paxson requesting amendment of the Zoning Ordinance, Town of Portland, Dodge County, Wisconsin, to rezone approximately 24.56-acres of land from an A-1 Farmland Preservation Zoning District to an A-2 General Agriculture Zoning District in part of the SE ¼, SW ¼, Section 20, Town of Portland, for the purpose of creating a 5-acre and a 19.56-acre nonfarm residential lot and recommend approval of the resolution submitted by the Town of Portland for this rezoning petition.

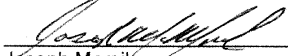
The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed rezoning petition is consistent with the County's Comprehensive Plan as the site is designated as general agriculture which may allow for limited residential development.

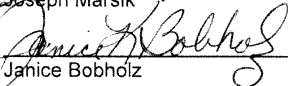
Respectfully submitted this 21st day of July, 2014


Tom Schaefer


Allen Behl

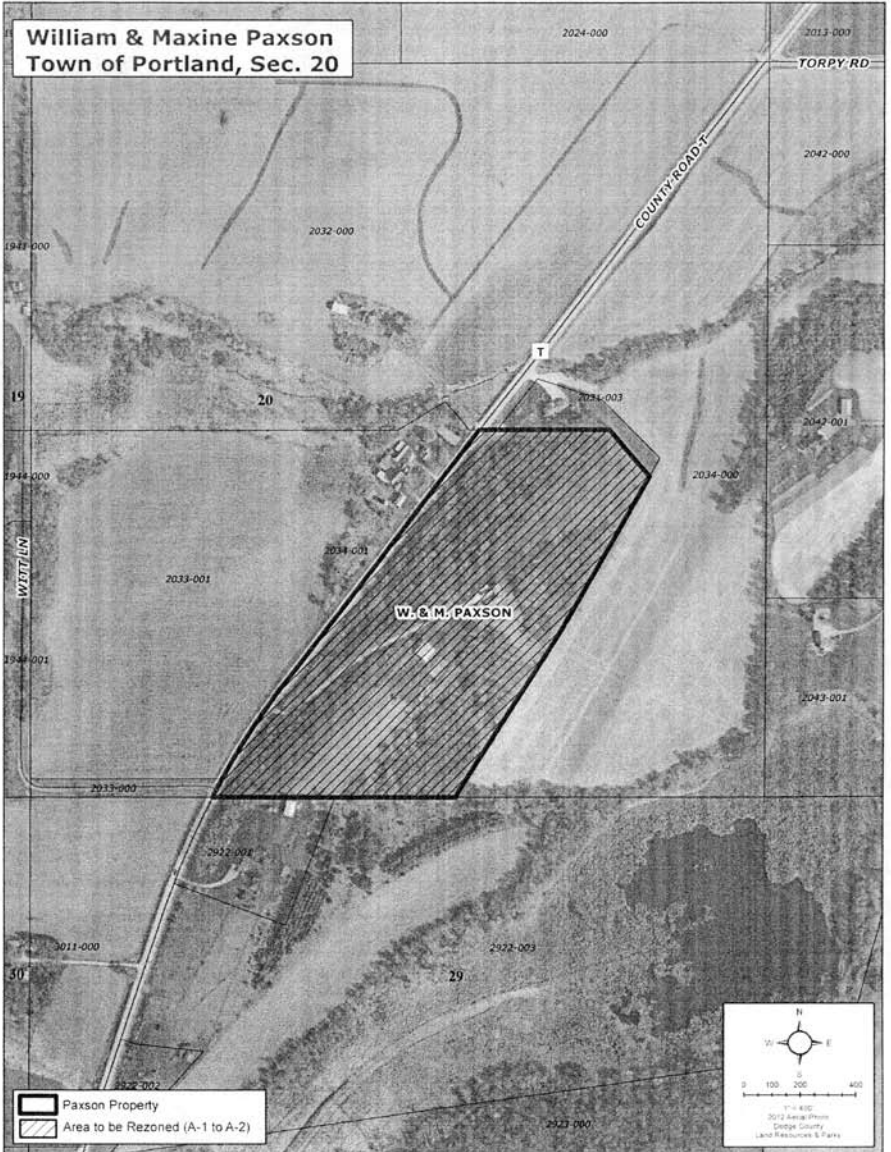

Randy Grebel


Joseph Marsik


Janice Bobholz

Planning, Development and Parks
Committee

PROCEEDINGS OF THE DODGE COUNTY BOARD



AUGUST SESSION

RESOLUTION NO. 14-29

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

WHEREAS, Dodge County, Wisconsin (Dodge County), is the owner in fee for highway purposes, of the highway maintenance facility located at 635 Spring Street in the City of Fox Lake, Dodge County, Wisconsin (highway maintenance facility); and,

WHEREAS, a description of the highway maintenance facility is Lot 1 and Lot 2 of Dodge County Certified Survey Map No. 5952, a copy of which has been marked for identification as Exhibit "A" and has been attached hereto; and,

WHEREAS, the Dodge County Highway Committee has determined that the highway maintenance facility is no longer necessary for Dodge County's use for highway purposes, and requests and recommends that the Dodge County Board of Supervisors also determine that the highway maintenance facility is no longer necessary for Dodge County's use for highway purposes; and,

WHEREAS, the Dodge County Executive Committee has received from the Town of Fox Lake, Dodge County, Wisconsin (Town of Fox Lake), a written Offer To Purchase the highway maintenance facility, dated July 8, 2014, at a purchase price of \$35,900, a copy of which Offer To Purchase has been marked for identification as Exhibit "B", and has been attached hereto (Offer To Purchase, dated July 8, 2014); and,

WHEREAS, the Dodge County Executive Committee, the Dodge County Highway Committee, and the Dodge County Law Enforcement Committee recommend that the Dodge County Board of Supervisors:

1. Approve and accept the written Offer To Purchase, dated July 8, 2014;
2. Authorize and approve the sale by the Dodge County Law Enforcement Committee, on behalf of Dodge County, of the highway maintenance facility to the Town of Fox Lake, for the sum of \$35,900 and in conformity with the terms and conditions set forth in the written Offer To Purchase, dated July 8, 2014;
3. Determine that the highway maintenance facility is no longer necessary for Dodge County's use for highway purposes;
4. Authorize and direct the Dodge County Clerk to convey the highway maintenance facility to the Town of Fox Lake by Warranty Deed with exceptions to warranties; and,
5. Authorize and direct the Chairman of the Dodge County Board of Supervisors, the Dodge County Clerk, and the Dodge County Corporation Counsel to execute those documents that are necessary to sell the highway maintenance facility to the Town of Fox Lake, in conformity with the terms and conditions set forth in the written Offer To Purchase, dated July 8, 2014; and,

PROCEEDINGS OF THE DODGE COUNTY BOARD

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

1. Approves and accepts the written Offer To Purchase, dated July 8, 2014, a copy of which has been marked for identification as Exhibit "B", and has been attached hereto (Offer To Purchase, dated July 8, 2014);
2. Authorizes and approves the sale by the Dodge County Law Enforcement Committee, on behalf of Dodge County, Wisconsin (Dodge County), of the highway maintenance facility located at 635 Spring Street in the City of Fox Lake, Dodge County, Wisconsin (highway maintenance facility), to the Town of Fox Lake, Dodge County, Wisconsin (Town of Fox Lake), for the sum of \$35,900 and in conformity with the terms and conditions set forth in the written Offer To Purchase, dated July 8, 2014;
3. Determines that the highway maintenance facility is no longer necessary for Dodge County's use for highway purposes;
4. Authorizes and directs the Dodge County Clerk to convey the highway maintenance facility to the Town of Fox Lake by Warranty Deed with exceptions to warranties; and,
5. Authorizes and directs the Chairman of the Dodge County Board of Supervisors, the Dodge County Clerk, and the Dodge County Corporation Counsel to execute those documents that are necessary to sell the highway maintenance facility to the Town of Fox Lake, in conformity with the terms and conditions set forth in the written Offer To Purchase, dated July 8, 2014; and,

BE IT FINALLY RESOLVED, that the Dodge County Treasurer shall deposit the proceeds of the sale of the highway maintenance facility in Business Unit 1494, General Fund, Account No. 4839, Other Property Sales.

All of which is respectfully submitted this 19th day of August, 2014.


Dodge County Executive Committee:

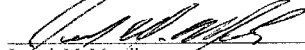

Russell Kottke


Donna Maly


Mary Ann Miller


David Frohling


Harold Johnson


Joseph M. Marsik

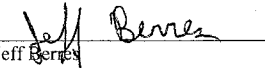

Jeff Berres

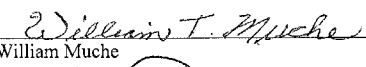
AUGUST SESSION

Dodge County Highway Committee:


Harold Johnson

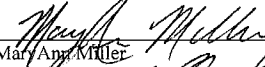

Chester Caine


Jeff Berney


William Muche

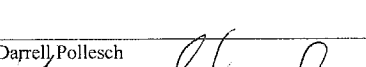

Randy Grebel

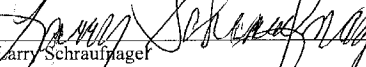
Dodge County Law Enforcement Committee:


Mary Ann Miller


Larry Bischoff


Lisa Derr

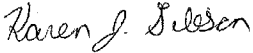

Darrell Pollesch


Larry Schraufnager

ADOPTED
BY DODGE COUNTY BOARD

AUG 19 2014

AYES 29 NOES 4
ABSENT 0
ABSTAIN 0



PROCEEDINGS OF THE DODGE COUNTY BOARD

RESOLUTION NO. 14-30

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

WHEREAS, the Dodge County Health Facilities Committee has determined that there is an immediate need and a continuing long-term need to provide Community Based Residential Facility (CBRF) placement options for individuals who require bariatric-related services; and,

WHEREAS, the Health Facilities Committee has considered the need to remodel and upgrade two bathrooms located at Northview Heights CBRF in order to accommodate individuals who are in need of bariatric-related services (bathroom remodeling and upgrade project); and,

WHEREAS, the Dodge County Health Facilities Committee has solicited bids for the bathroom remodeling and upgrade project, and has received the following two bids:

1. A bid from Cardinal Construction Company in the amount of \$41,550; and,
2. A bid from Maas Brothers Construction Company in the amount of \$33,300; and,

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

WHEREAS, the lowest bid for the bathroom remodeling and upgrade project was submitted by Maas Brothers Construction Company, in the amount of \$33,300; and,

WHEREAS, in addition to the bid of \$33,300, it has been reasonably determined that other necessary project-related work, specifically, design and engineering services, will cost \$7,000, and it has been determined that the publication of bid notices has cost \$790, and it has been reasonably deemed prudent to establish a project contingency fund in the amount of \$3,330, and to include it as a part of the cost of the project, for a total project cost of \$44,420 (see Exhibit "A" *Project Cost Itemization*) attached hereto; and,

WHEREAS, no funds have been budgeted in the 2014 Northview Heights CBRF Budget to complete the bathroom remodeling and upgrade project; and,

WHEREAS, there are funds in the amount of \$44,420 in Business Unit 645, Clearview, Account No. 3394, Assigned Fund Balance, available for transfer and sufficient to pay the costs of the bathroom remodeling and upgrade project in the amount of \$44,420; and,

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

1. Authorizes and directs the Dodge County Health Facilities Committee to proceed forthwith to take all actions necessary to remodel and upgrade two bathrooms located at Northview Heights Community Based Residential Facility in order to accommodate individuals who are in need of bariatric-related services (bathroom remodeling and upgrade project);

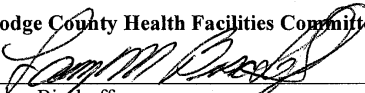
AUGUST SESSION

2. Approves and accepts the bid for the completion of the bathroom remodeling and upgrade project which has been submitted by Maas Brothers Construction Company, in the amount of \$33,300; and,
3. Authorizes and directs the Dodge County Finance Director to transfer the sum of \$44,420 from Business Unit 645, Clearview, Account No. .3394, Assigned Fund Balance, to Business Unit 4591, Clearview Capital/Debt Appropriation, Account No. .5829, Other Capital Improvements, to be used to pay the costs of completion of the bathroom remodeling and upgrade project; and,

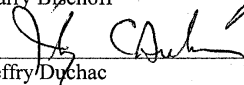
BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of invoices properly approved by the Clearview Administrator in a total amount not to exceed \$44,420, representing the costs of completion of the bathroom remodeling and upgrade project by Maas Brothers Construction Company, and the costs of design and engineering services provided by Bray Associates Architects, Inc., and the costs of the publication of bid notices, the County Clerk is hereby authorized to issue orders upon the Dodge County Treasurer for payment of such invoices and that funds for payment of such invoices shall be taken from Business Unit 4591, Clearview Capital/Debt Appropriation, Account No. .5829, Other Capital Improvements.

All of which is respectfully submitted this 19th day of August, 2014.

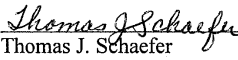
Dodge County Health Facilities Committee:




 Larry Bischoff




 Jeffrey Duchac



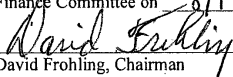
 Thomas J. Schaefer



 John Fabisch



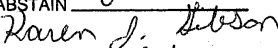
 Lisa Derr

FISCAL NOTE:	
Is the referenced expenditure included in the adopted 2014 Budget? Yes or <input checked="" type="checkbox"/> No	
Fiscal Impact on the adopted 2014 Budget: \$ <u>44,400</u> **	
Fiscal Impact reviewed by the Dodge County Finance Committee on <u>8/12</u> , 2014.	
 _____ David Frohling, Chairman Dodge County Finance Committee	
**Per Supervisor Frohling, fiscal impact should be \$44,420.00.	

ADOPTED
 BY DODGE COUNTY BOARD

AUG 19 2014

AYES 29 NOES 4
 ABSENT 0
 ABSTAIN 0



 County Clerk

PROCEEDINGS OF THE DODGE COUNTY BOARD

**NORTHVIEW HEIGHTS CBRF BATHROOM
REMODELING AND UPGRADE PROJECT**

**MAAS BROTHERS CONSTRUCTION COMPANY
PROJECT COST ITEMIZATION**

August 19, 2014

Exhibit "A"

AUGUST SESSION

RESOLUTION NO. 14-31

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

WHEREAS, on April 23, 2014, the Dodge County Human Services and Health Department received from the State of Wisconsin, Department of Health Services, Division of Long Term Care, a Dementia Care Specialist Program Grant Award in the amount of \$53,335 for part of calendar year 2014 (no Dodge County match funds are required); and,

WHEREAS, in calendar year 2015, the Human Services and Health Department will receive from the State of Wisconsin, Department of Health Services, Division of Long Term Care, a Dementia Care Specialist Program Grant Award in the amount of \$80,000 for calendar year 2015 (no Dodge County match funds will be required); and,

WHEREAS, these grant funds will be used by the Human Services and Health Department, Aging and Disability Resource Center, to implement and operate a Dementia Care Specialist Program; and,

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed staffing needs at the Human Services and Health Department in light of the receipt in 2014 by the Human Services and Health Department of grant funds for the Dementia Care Specialist Program, and in light of the anticipated receipt in 2015 by the Human Services and Health Department of grant funds for the Dementia Care Specialist Program, and in light of the intended use of these grant funds by the Human Services and Health Department to implement and operate a Dementia Care Specialist Program; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board has formed the considered conclusion that one new, benefited, full-time position *Dementia Care Specialist I, II, or III* in the Dodge County Human Services and Health Department should be created, effective August 20, 2014; and,

WHEREAS, DRAFT job descriptions for the proposed position of *Dementia Care Specialist I, II, or III* have been marked for identification as Exhibit "A", Exhibit "B", and Exhibit "C", respectively, and have been attached hereto; and,

WHEREAS, no funds have been budgeted in the 2014 Human Services and Health Department Budget to pay for wages and fringe benefits for the proposed position of *Dementia Care Specialist I, II, or III* for the period of time commencing on August 20, 2014, and ending on December 31, 2014, both inclusive;

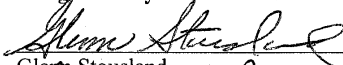
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates one new, benefited, full-time position of *Dementia Care Specialist I, II, or III* in the Dodge County Human Services and Health Department, effective August 20, 2014; and,

PROCEEDINGS OF THE DODGE COUNTY BOARD

BE IT FINALLY RESOLVED, that the Dodge County Board of Supervisors hereby appropriates Dementia Care Specialist Program Grant funds in the amount of \$53,335 to Business Unit 5035, Aging and Disability Resource Center, in the 2014 Dodge County Human Services and Health Department Budget to be used to pay for wages and fringe benefits for the position of *Dementia Care Specialist I, II, or III* for the period of time commencing on August 20, 2014, and ending on December 31, 2014, both inclusive.

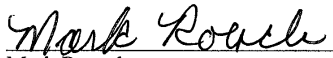
All of which is respectfully submitted this 19th day of August, 2014.

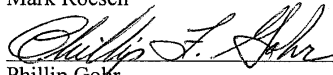
Dodge County Human Services and Health Board:



Glenn Stousland

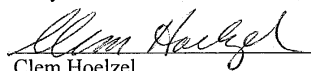

James Houchin


David Godshall

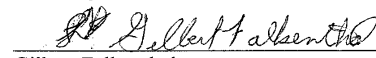

Mark Roesch

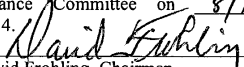

Phillip Gohr


Mary Bobholz


Clem Hoelzel


Lois Augustson



Gilbert Falkenthal

FISCAL NOTE:
Is the referenced expenditure included in the adopted 2014 Budget? ___ Yes or <u>X</u> No
Fiscal Impact on the adopted 2014 Budget: \$ <u>0</u>
Fiscal Impact reviewed by the Dodge County Finance Committee on <u>8/12</u> , 2014.
 David Frohling, Chairman Dodge County Finance Committee

ADOPTED
BY DODGE COUNTY BOARD

AUG 19 2014

AYES 31 NOES 2
ABSENT 0
ABSTAIN 0


Karen J. Gibson
County Clerk

AUGUST SESSION

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.51 - \$28.13

JOB TITLE:	Dementia Care Specialist I	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Human Services and Health -ADRC/Aging Services	REPORTS TO:	Human Services Supervisor-ADRC/Aging Services
LOCATION:	Aging and Disability Resource Center (ADRC)	DATE:	DRAFT
LABOR GRADE:	Dodge County – Six (6)	REVISED:	

OVERALL PURPOSE/SUMMARY
 Under the general direction of Human Services Supervisor-ADRC/Aging Services, promotes the services of the ADRC; provides dementia specific services to adults with dementia and their caregivers; provides training and oversight of volunteers in the LEEPS program; and, provides dementia specific training to the Department and other county agencies.

- PRINCIPAL DUTIES AND RESPONSIBILITIES**
1. Develop processes to identify people who would benefit from a cognitive screen.
 2. Perform cognitive screen in accordance with training and program regulations.
 3. Develop referral relationships with physicians, dementia diagnostic clinics and other health and long term care providers.
 4. Offer and provide person-centered follow-up when cognitive screens are positive and assure opportunities for support and follow-up with primary care provider are available in accordance with the individual's preferences.
 5. Provide dementia-specific consultation and technical assistance related to cognitive screening, individual and family caregiver issues, the adult protective services agency (APS), county aging offices, and ADRC staff members.
 6. Provide short-term care coordination for consumers with dementia and their caregivers.
 7. Recruit participants and provide the Memory Care Connections (MCC) intervention program for family caregivers.
 8. Maintain fidelity to evidence based models and accommodate families' schedules for meetings.
 9. Recruit and coordinate program volunteers.
 10. Provide accurate and current information about public and private benefits and programs.
 11. Accept and provide referrals to the ADRC.
 12. Recruit participants and manage the Language Enriched Exercise Plus Socialization program (LEEPS). Enroll participants into the LEEPS program. Develop a plan in collaboration with the person's physician.
 13. Provide volunteer training, technical support and program oversight, including fidelity checks for LEEPS.
 14. Match participants with volunteers. Monitor participant progress.
 15. Collaborate actively and develop referral protocols with local, regional, and statewide dementia organizations, the Wisconsin 16. Alzheimer's Institute and statewide research centers.
 17. Coordinate with other ADRC, Aging Unit, APS or other county staff members and be available for joint or independent home visits.
 18. Assist the ADRC to implement strategies to create dementia friendly communities in the county.
 19. Assist consumers with Medicaid applications, including gathering needed information and documents.
 20. Provide outreach and awareness to non-medical professionals, employers, organizations and the community about the ADRC and available dementia services.
 21. Maintain current knowledge of dementia, research findings, new evidence-based interventions for people living in the community, and other innovations.
 22. Complete 100% time reporting, collect and report program data, and contribute to DCS program evaluation.
 23. Prepare and submit program reports on time.
 24. Must attend and successfully complete initial and ongoing training as required.
 25. Regular attendance and punctuality required.
 26. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge regarding older adults, dementia, dementia care and support, family and informal caregiver needs, and challenging behaviors.

Working knowledge in facilitation of small group learning and discussion programs.

Experience in development of collaborative relationships, preferably with community organizations and health care professionals.

Working knowledge of community resources and how to access services.

Working knowledge of economic support and health services.

Ability to organize and plan work effectively.

Ability to successfully recruit, train and retain qualified volunteers.

Ability to provide culturally competent services and supports and function independently.

Ability to work flexible hours to meet with program participants and to provide community and employer outreach and education.

Ability to work with family caregivers of people with dementia and with family dynamics.

Ability to work with and communicate effectively with others verbally and in writing.

Ability to speak in public and engage community members and professionals in discussions about dementia and community resources.

Ability to provide technical expertise and training about dementia to county employees.

Exhibit "A"

PROCEEDINGS OF THE DODGE COUNTY BOARD

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Must have computer skills, including ability to record and report program data and information.
 Must possess a valid driver's license and have access to an insured and reliable vehicle.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Bachelor of Arts or Science degree, Master's degree preferred, in a health or human services related field, and at least two (2) years of experience working directly with multiple people with dementia and family/informal caregivers. Ability to speak English and Spanish proficiently preferred. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

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 "A"

AUGUST SESSION

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.44 - \$30.77

JOB TITLE:	Dementia Care Specialist II	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Human Services and Health -ADRC/Aging Services	REPORTS TO:	Human Services Supervisor-ADRC/Aging Services
LOCATION:	Aging and Disability Resource Center (ADRC)	DATE:	DRAFT
LABOR GRADE:	Dodge County – Seven (7)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor-ADRC/Aging Services, promotes the services of the ADRC; provides dementia specific services to adults with dementia and their caregivers; provides training and oversight of volunteers in the LEEPS program; and, provides dementia specific training to the Department and other county agencies.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Develop processes to identify people who would benefit from a cognitive screen.
2. Perform cognitive screen in accordance with training and program regulations.
3. Develop referral relationships with physicians, dementia diagnostic clinics and other health and long term care providers.
4. Offer and provide person-centered follow-up when cognitive screens are positive and assure opportunities for support and follow-up with primary care provider are available in accordance with the individual's preferences.
5. Provide dementia-specific consultation and technical assistance related to cognitive screening, individual and family caregiver issues, the adult protective services agency (APS), county aging offices, and ADRC staff members.
6. Provide short-term care coordination for consumers with dementia and their caregivers.
7. Recruit participants and provide the Memory Care Connections (MCC) intervention program for family caregivers.
8. Maintain fidelity to evidence based models and accommodate families' schedules for meetings.
9. Recruit and coordinate program volunteers.
10. Provide accurate and current information about public and private benefits and programs.
11. Accept and provide referrals to the ADRC.
12. Recruit participants and manage the Language Enriched Exercise Plus Socialization program (LEEPS).
13. Enroll participants into the LEEPS program. Develop a plan in collaboration with the person's physician.
14. Provide volunteer training, technical support and program oversight, including fidelity checks for LEEPS.
15. Match participants with volunteers. Monitor participant progress.
16. Collaborate actively and develop referral protocols with local, regional, and statewide dementia organizations, the Wisconsin Alzheimer's Institute and statewide research centers.
17. Coordinate with other ADRC, Aging Unit, APS or other county staff members and be available for joint or independent home visits.
18. Assist the ADRC to implement strategies to create dementia friendly communities in the county.
19. Assist consumers with Medicaid applications, including gathering needed information and documents.
20. Provide outreach and awareness to non-medical professionals, employers, organizations and the community about the ADRC and available dementia services.
21. Maintain current knowledge of dementia, research findings, new evidence-based interventions for people living in the community, and other innovations.
22. Complete 100% time reporting, collect and report program data, and contribute to DCS program evaluation.
23. Prepare and submit program reports on time.
24. Must attend and successfully complete initial and ongoing training as required.
25. Regular attendance and punctuality required.
26. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge regarding older adults, dementia, dementia care and support, family and informal caregiver needs, and challenging behaviors.
- Working knowledge in facilitation of small group learning and discussion programs.
- Experience in development of collaborative relationships, preferably with community organizations and health care professionals.
- Working knowledge of community resources and how to access services.
- Working knowledge of economic support and health services.
- Ability to organize and plan work effectively.
- Ability to successfully recruit, train and retain qualified volunteers.
- Ability to provide culturally competent services and supports and function independently.
- Ability to work flexible hours to meet with program participants and to provide community and employer outreach and education.
- Ability to work with family caregivers of people with dementia and with family dynamics.
- Ability to work with and communicate effectively with others verbally and in writing.
- Ability to speak in public and engage community members and professionals in discussions about dementia and community resources.

Exhibit "B"

PROCEEDINGS OF THE DODGE COUNTY BOARD

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)	
Ability to provide technical expertise and training about dementia to county employees. Must have computer skills, including ability to record and report program data and information. Must possess a valid driver's license and have access to an insured and reliable vehicle. Must meet requirements of Dodge County Driver Qualification Policy.	
EDUCATION AND EXPERIENCE	
Bachelor of Arts or Science degree, Master's degree preferred, in a health or human services related field, and five (5) years of experience working directly with multiple people with dementia and family/informal caregivers and ten (10) days in-service training related to specific job responsibilities. Ability to speak English and Spanish proficiently preferred. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.	
WORKING CONDITIONS	
Office and field working environment. Potential of work in adverse interpersonal situations.	
PHYSICAL DEMANDS	
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.	
ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).
THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "B"

AUGUST SESSION

Wage Range: 24.36 - \$33.41

JOB TITLE:	Dementia Care Specialist III	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Human Services and Health -ADRC/Aging Services	REPORTS TO:	Human Services Supervisor-ADRC/Aging Services
LOCATION:	Aging and Disability Resource Center (ADRC)	DATE:	DRAFT
LABOR GRADE:	Dodge County – Eight (8)	REVISED:	
OVERALL PURPOSE/SUMMARY			
Under the general direction of Human Services Supervisor-ADRC/Aging Services, promotes the services of the ADRC; provides dementia specific services to adults with dementia and their caregivers; provides training and oversight of volunteers in the LEEPS program; and, provides dementia specific training to the Department and other county agencies.			
PRINCIPAL DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Develop processes to identify people who would benefit from a cognitive screen. 2. Perform cognitive screen in accordance with training and program regulations. 3. Develop referral relationships with physicians, dementia diagnostic clinics and other health and long term care providers. 4. Offer and provide person-centered follow-up when cognitive screens are positive and assure opportunities for support and follow-up with primary care provider are available in accordance with the individual's preferences. 5. Provide dementia-specific consultation and technical assistance related to cognitive screening, individual and family caregiver issues, the adult protective services agency (APS), county aging offices, and ADRC staff members. 6. Provide short-term care coordination for consumers with dementia and their caregivers. 7. Recruit participants and provide the Memory Care Connections (MCC) intervention program for family caregivers. 8. Maintain fidelity to evidence based models and accommodate families' schedules for meetings. 9. Recruit and coordinate program volunteers. 10. Provide accurate and current information about public and private benefits and programs. 11. Accept and provide referrals to the ADRC. 12. Recruit participants and manage the Language Enriched Exercise Plus Socialization program (LEEPS). 13. Enroll participants into the LEEPS program. Develop a plan in collaboration with the person's physician. 14. Provide volunteer training, technical support and program oversight, including fidelity checks for LEEPS. 15. Match participants with volunteers. Monitor participant progress. 16. Collaborate actively and develop referral protocols with local, regional, and statewide dementia organizations, the Wisconsin Alzheimer's Institute and statewide research centers. 17. Coordinate with other ADRC, Aging Unit, APS or other county staff members and be available for joint or independent home visits. 18. Assist the ADRC to implement strategies to create dementia friendly communities in the county. 19. Assist consumers with Medicaid applications, including gathering needed information and documents. 20. Provide outreach and awareness to non-medical professionals, employers, organizations and the community about the ADRC and available dementia services. 21. Maintain current knowledge of dementia, research findings, new evidence-based interventions for people living in the community, and other innovations. 22. Complete 100% time reporting, collect and report program data, and contribute to DCS program evaluation. 23. Prepare and submit program reports on time. 24. Must attend and successfully complete initial and ongoing training as required. 25. Regular attendance and punctuality required. 26. Performs related duties as may be required or assigned. 			
JOB SPECIFICATION			
KNOWLEDGE, SKILLS, AND ABILITIES			
Working knowledge regarding older adults, dementia, dementia care and support, family and informal caregiver needs, and challenging behaviors.			
Working knowledge in facilitation of small group learning and discussion programs.			
Experience in development of collaborative relationships, preferably with community organizations and health care professionals.			
Working knowledge of community resources and how to access services.			
Working knowledge of economic support and health services.			
Ability to organize and plan work effectively.			
Ability to successfully recruit, train and retain qualified volunteers.			
Ability to provide culturally competent services and supports and function independently.			
Ability to work flexible hours to meet with program participants and to provide community and employer outreach and education.			
Ability to work with family caregivers of people with dementia and with family dynamics.			
Ability to work with and communicate effectively with others verbally and in writing.			
Ability to speak in public and engage community members and professionals in discussions about dementia and community resources.			
Ability to provide technical expertise and training about dementia to county employees.			

Exhibit "C"

PROCEEDINGS OF THE DODGE COUNTY BOARD

KNOWLEDGE, SKILLS, & ABILITIES (KSA)

Must have computer skills, including ability to record and report program data and information.
 Must possess a valid driver's license and have access to an insured and reliable vehicle.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Bachelor of Arts or Science degree, Master's degree preferred, in a health or human services related field, and eight (8) years of experience working directly with multiple people with dementia and family/informal caregivers and twenty (20) days in-service training related to specific job responsibilities. Ability to speak English and Spanish proficiently preferred. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

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"

AUGUST SESSION

RESOLUTION NO. 14-32

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

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

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors abolish the following positions in the Dodge County Human Services and Health Department, effective on the dates set forth below:

1. Abolish two filled, funded, full-time, benefited positions of *Clinical Secretary II*, effective September 1, 2014;
2. Abolish one filled, funded, full-time, benefited position of *Clinical Secretary II*, effective September 15, 2014;
3. Abolish one filled, funded, full-time, benefited position of *Typist II*, effective September 29, 2014;
4. Abolish one filled, funded, full-time, benefited position of *Human Services Supervisor – Fiscal and Support*, effective September 29, 2014;
5. Abolish one filled, funded, full-time, benefited position of *Typist I*, effective August 20, 2014;
6. Abolish six filled, funded, full-time, benefited positions of *Typist II*, effective August 20, 2014;
7. Abolish one vacant, funded, 0.8 full-time equivalent (FTE), benefited position of *Receptionist II – Clinical Services*, effective August 20, 2014; and,
8. Abolish one filled, funded, 0.5 FTE, benefited position of *Receptionist II – ADRC*, effective August 20, 2014; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board also recommends that the Dodge County Board of Supervisors either create or increase the full-time equivalency of the following positions in the Dodge County Human Services and Health Department, effective August 20, 2014:

1. Create five full-time, benefited positions of *Customer Service and Support Specialist*;
2. Create one 0.5 FTE, benefited position of *Customer Service and Support Specialist*;
3. Create one full-time, benefited position of *Customer Service/Operations Coordinator*;

PROCEEDINGS OF THE DODGE COUNTY BOARD

4. Create two full-time, benefited positions of *Administrative Secretary III*;
5. Create one full-time, benefited position of *Account Clerk III*;
6. Create one full-time, benefited position of *Social Worker I, II, or Senior – Long Term Support/Adult Protective Services*;
7. Create one full-time, benefited position of *Counselor I, II, or III – AODA*;
8. Create one full-time, benefited position of *Counselor I, II, or III – Case Manager Mental Health*; and,
9. Create one 0.8 FTE, benefited position of *Psychiatric Therapist II – Outpatient*;
10. Create one 0.5 FTE, benefited position of *Customer Service and Support Specialist*; and,
11. Increase one filled, funded, 0.7 FTE, benefited position of *Medical Records Clerk* to full-time (1.0 FTE); and,

WHEREAS, a job description for each of the above-listed positions and proposed positions has been marked for identification as Exhibit “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H”, “I”, “J”, “K”, “L”, “M”, “N”, and “O”, respectively, and has been attached hereto; and,

WHEREAS, there are funds in the 2014 Budget of the Human Services and Health Department to fund the proposed positions of *Customer Service and Support Specialist, Customer Service/Operations Coordinator, Administrative Secretary III, Account Clerk III, Social Worker I, II, or Senior – Long Term Support/Adult Protective Services, Counselor I, II, or III – AODA, Counselor I, II, or III – Case Manager Mental Health, Psychiatric Therapist II – Outpatient, and Medical Records Clerk* during the period of time commencing on August 20, 2014, and ending on December 31, 2014, both inclusive;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes the following positions in the Dodge County Human Services and Health Department, effective on the dates set forth below:

1. Abolishes two filled, funded, full-time, benefited positions of *Clinical Secretary II*, effective September 1, 2014;
2. Abolishes one filled, funded, full-time, benefited position of *Clinical Secretary II*, effective September 15, 2014;
3. Abolishes one filled, funded, full-time, benefited position of *Typist II*, effective September 29, 2014;

AUGUST SESSION

4. Abolishes one filled, funded, full-time, benefited position of *Human Services Supervisor – Fiscal and Support*, effective September 29, 2014;
5. Abolishes one filled, funded, full-time, benefited position of *Typist I*, effective August 20, 2014;
6. Abolishes six filled, funded, full-time, benefited positions of *Typist II*, effective August 20, 2014;
7. Abolishes one vacant, funded, 0.8 full-time equivalent (FTE), benefited position of *Receptionist II – Clinical Services*, effective August 20, 2014; and,
8. Abolishes one filled, funded, 0.5 FTE, benefited position of *Receptionist II – ADRC*, effective August 20, 2014; and,

BE IT FURTHER RESOLVED, that the Dodge County Board of Supervisors hereby either creates or increases the full-time equivalency of the following positions in the Dodge County Human Services and Health Department, effective August 20, 2014:

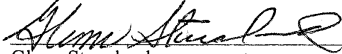
1. Creates five full-time, benefited positions of *Customer Service and Support Specialist*;
2. Creates one 0.5 FTE, benefited position of *Customer Service and Support Specialist*;
3. Creates one full-time, benefited position of *Customer Service/Operations Coordinator*;
4. Creates two full-time, benefited positions of *Administrative Secretary III*;
5. Creates one full-time, benefited position of *Account Clerk III*;
6. Creates one full-time, benefited position of *Social Worker I, II, or Senior – Long Term Support/Adult Protective Services*;
7. Creates one full-time, benefited position of *Counselor I, II, or III – AODA*;
8. Creates one full-time, benefited position of *Counselor I, II, or III – Case Manager Mental Health*; and,
9. Creates one 0.8 FTE, benefited position of *Psychiatric Therapist II – Outpatient*;
10. Creates one 0.5 FTE, benefited position of *Customer Service and Support Specialist*; and,
11. Increases one filled, funded, 0.7 FTE, benefited position of *Medical Records Clerk* to full-time (1.0 FTE); and,

PROCEEDINGS OF THE DODGE COUNTY BOARD

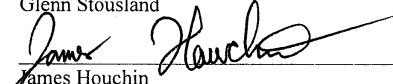
BE IT FINALLY RESOLVED, that funds in the 2014 Budget of the Human Services and Health Department shall be used to fund the positions of *Customer Service and Support Specialist, Customer Service/Operations Coordinator, Administrative Secretary III, Account Clerk III, Social Worker I, II, or Senior – Long Term Support/Adult Protective Services, Counselor I, II, or III – AODA, Counselor I, II, or III – Case Manager Mental Health, Psychiatric Therapist II – Outpatient, and Medical Records Clerk* during the period of time commencing on August 20, 2014, and ending on December 31, 2014, both inclusive.

All of which is respectfully submitted this 19th day of August, 2014.

Dodge County Human Services and Health Board:

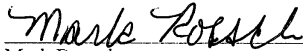


 Glenn Stousland



 James Houchin

David Godshall



 Mark Roesch

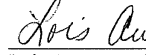


 Phillip Gehr

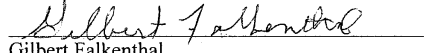
Mary Bobholz



 Clem Hoelzel



 Lois Augustson



 Gilbert Falkenthal

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2014 Budget? Yes or No

Fiscal Impact on the adopted 2014 Budget:
 \$ 396,807

Fiscal Impact reviewed by the Dodge County Finance Committee on 8/12, 2014




 David Frohling, Chairman
 Dodge County Finance Committee

ADOPTED
 BY DODGE COUNTY BOARD

AUG 19 2014

AYES 29 NOES 4
 ABSENT 0
 ABSTAIN 0



 Karen J. Gibson
 County Clerk

AUGUST SESSION

RESOLUTION NO. 14-33

PROPOSED SPEED ZONE DECLARATION
ON COUNTY TRUNK HIGHWAY SYSTEM

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

Members:

WHEREAS, the Dodge County Board of Supervisors on November 12, 1953 adopted Resolution No. 10 and on April 20, 1954 adopted Amendment No. 1 to Resolution No. 10 which created the original speed zones on the County Trunk Highway System, and

WHEREAS, previous County Boards have from time to time created additional or amended existing speed zones on the County Trunk Highway System, and

WHEREAS, it is the opinion of the Highway Committee that a repeal and recreation of an existing speed zone declaration should be made.

THEREFORE BE IT RESOLVED, the Dodge County Board of Supervisors regularly assembled does hereby repeal the following described speed zone declaration:

CTH AA in Sections 28, 29 and 30 of the Town of Fox Lake from 420' east of the intersection of STH 73, said point being the west county line to the intersection of CTH A, 55 miles per hour.

THEREFORE BE IT FURTHER RESOLVED, the Dodge County Board of Supervisors does hereby adopt the following described speed zone declaration:

CTH AA in Sections 28, 29 and 30 of the Town of Fox Lake from 420' east of the intersection of STH 73, said point being the west county line to the intersection of CTH A, 45 miles per hour.

THEREFORE BE IT FURTHER RESOLVED, the Dodge County Highway Commission is hereby authorized and directed to erect the proper signs as per Section 349.11(5) of the

PROCEEDINGS OF THE DODGE COUNTY BOARD


Wisconsin Statutes and the same be charged to the Marking and Signing Account of the maintenance of the County Trunk Highway System.

All of which is respectfully submitted.

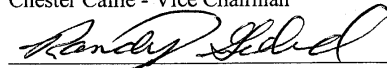
Dated at Juneau, Wisconsin, this 19th day of August, 2014.


Harold J. Johnson - Chairman

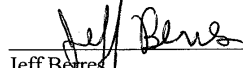
Vote on Foregoing Resolution
Adopted August 19, 2014


Chester Caine - Vice Chairman

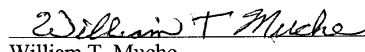
Ayes 31 Noes 2 Absent 0


Randy Grebel - Secretary

adopted
RESOLUTION


Jeff Berres


COUNTY CLERK


William T. Muche

DODGE COUNTY HIGHWAY
COMMITTEE

AUGUST SESSION

RESOLUTION NO. 14-34

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

WHEREAS, addresses are the most common location information that people use and they play a critical role in many county functions such as tax assessment, tax collection, delivery of emergency and social services, and permitting in addition to supporting mail and package delivery, utility companies and local businesses; and,

WHEREAS, the Dodge County Land Information Committee and the Planning, Development and Parks Committee, upon recommendation of the Dodge County Land Information Council, have determined that it is necessary to strategically plan for development and implementation of an address management system and development of a master address repository to support multiple uses and users of accurate address data in Dodge County; and,

WHEREAS, development of this critical evaluation and planning tool in 2014 will allow for more accurate and targeted budgeting for plan implementation in 2015; and,

WHEREAS, Spatial Focus, LLC, of University Park, MD, has submitted a proposal in the amount of \$21,325 for Development of an Addressing Strategic Implementation Plan; and,

WHEREAS, no funds have been budgeted in the 2014 Dodge County Land Resources and Parks Department budget to pay for professional services to develop such a plan; and,

WHEREAS, monies sufficient to support these professional services are available in Business Unit 811, Land Information Office, Account No. .4932, Fund Balance Applied;

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

1. Authorizes and directs the Dodge County Land Resources & Parks Department to proceed forthwith to take all necessary actions to secure professional services to develop an Addressing Strategic Implementation Plan at a purchase price of \$21,325; and,
2. Authorizes and directs the Dodge County Finance Director to transfer the sum of \$21,325 from Business Unit 811, Land Information Office, Account No. .4932, Fund Balance Applied, to Business Unit 811, Land Information Office, Account No. .5219, Other Professional Services, to be used to pay for Development of an Addressing Strategic Implementation Plan; and,

BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of an invoice properly approved by the Director of the Dodge County Land Resources and Parks Department in a total amount of \$21,325, representing the purchase of professional services to develop an Addressing Strategic Implementation Plan from Spatial Focus, LLC, of University Park, MD, the County Clerk is hereby authorized to draw orders upon the Dodge County Treasurer for payment of such invoice, and that funds for payment of such invoice shall be taken from Business Unit 811, Land Information Office, Account No. .5219, Other Professional Services.

All of which is respectfully submitted this 19th day of August, 2014.

PROCEEDINGS OF THE DODGE COUNTY BOARD

FISCAL NOTE:
Is the referenced expenditure included in the adopted 2014 Budget? **NO**

Fiscal Impact on the adopted 2014 Budget: \$21,325.00

Fiscal Impact Reviewed by Dodge County Finance Committee on August 12, 2014

David Frohling
David Frohling, Chairman
Dodge County Finance Committee

Dodge County Land Information Committee:

Harold Johnson
Harold Johnson

Larry Bischoff
Larry Bischoff

Larry Schraufnager
Larry Schraufnager

Ed Nelson
Ed Nelson

Wayne M. Uttke
Wayne Uttke

ADOPTED
BY DODGE COUNTY BOARD

AUG 19 2014

AYES 33 NOES 0
ABSENT 0
ABSTAIN 0

Karen J. Gibson
County Clerk

Dodge County Planning, Development & Parks Committee:

Tom Schaefer
Tom Schaefer

Allen Behl
Allen Behl

Joe Marsik

Randy Grebel
Randy Grebel

Janice Bobholz
Janice Bobholz

AUGUST SESSION

ORDINANCE NO. 927

AN ORDINANCE REPEALING AND RECREATING CHAPTER 6 – EMERGENCY MANAGEMENT, OF THE CODE OF ORDINANCES, DODGE COUNTY, WISCONSIN, AND AMENDING CHAPTER 30 – CONSTRUCTION AND EFFECT OF ORDINANCES, OF THE CODE OF ORDINANCES, DODGE COUNTY, WISCONSIN, TO AMEND SECTION 30.04(4)(b), SCHEDULE OF DEPOSITS, TO SET FORTH A DEPOSIT SCHEDULE.

WHEREAS, Chapter 6 of the Dodge County Code of Ordinances, as currently enacted, is based on Chapter 166, of the Wisconsin Statutes, which was repealed and renumbered by the Wisconsin State Legislature by 2009 Wis. Act 42; and,

WHEREAS, Chapter 323, of the Wisconsin Statutes, was created by the Wisconsin State Legislature by 2009 Wis. Act 42 to replace Chapter 166, of the Wisconsin Statutes, and to modernize prior Emergency Management policy and procedures; and,

WHEREAS, pursuant to Section 323.14(1), of the Wisconsin Statutes, the Dodge County Board of Supervisors is required to develop and adopt an Emergency Management plan and program that is compatible with the State Plan of Emergency Management; and,

WHEREAS, Chapter 6 of the Dodge County Code of Ordinances, as currently enacted, is no longer compatible with the State Plan of Emergency Management; and,

WHEREAS, Section 30.04(1), of the Code of Ordinances, Dodge County, Wisconsin, requires a forfeiture for a conviction for a violation of any of the ordinances; and,

WHEREAS, Section 30.04(4)(b), of the Code of Ordinances, Dodge County, Wisconsin, sets forth the schedule of deposits required for various ordinance violations, including ordinances with a statutory counterpart; and,

WHEREAS, a deposit must be created for a violation of the Code of Ordinances, Dodge County, Wisconsin, for inclusion in Section 30.04(4)(b), of the Code of Ordinances, Dodge County, Wisconsin;

SO NOW, THEREFORE,

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DODGE DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 6 of the Code of Ordinances, Dodge County, Wisconsin, is hereby repealed and recreated to read as follows:

PROCEEDINGS OF THE DODGE COUNTY BOARD

Chapter 6

EMERGENCY MANAGEMENT*

GENERAL PROVISIONS

- 6.01 Definitions
- 6.02 Purpose

EMERGENCY MANAGEMENT ORGANIZATION

- 6.05 Lines of succession for emergency declarations
- 6.06 Emergency declarations and powers
- 6.07 Emergency management committee designated; serve in advisory capacity to director and county board
- 6.08 Emergency management director
- 6.09 Utilization of resources and facilities; responsibilities and action of department personnel
- 6.10 Local Emergency Planning Committee (LEPC)
- 6.11 County emergency response plan
- 6.12 Incident command system
- 6.15 Obstruction of Emergency Services

ENFORCEMENT

- 6.20 Violations-Penalties

***Editor's Note** – The Dodge County Strategic Plan for Emergency Response is published separately and adopted herein by reference as part of this Code of Ordinances.

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GENERAL PROVISIONS

6.01 DEFINITIONS.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (1) **ADJUTANT GENERAL.** The adjutant general of the state department of military affairs.
- (2) **ADMINISTRATOR OF EMERGENCY MANAGEMENT.** The administrator of the division of emergency management of the state.
- (3) **DISASTER.** A severe or prolonged, natural or human-caused, occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, that exceeds the county's capability to respond to or provide the adequate resources or support and may require the additional assistance from state and federal agencies or traditional mutual aid partners.
- (4) **EMERGENCY.** A severe or prolonged, natural or human-caused, occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, the security of this county or a portion of this state.
- (5) **EMERGENCY MANAGEMENT.** All measures undertaken by or on behalf of the county and its subdivisions to do any of the following:
 - (a) Prepare for and minimize the effect of a disaster or the imminent threat of a disaster.
 - (b) Make repairs to or restore infrastructure or critical systems that are destroyed or damaged by a disaster.
- (6) **EMERGENCY MANAGEMENT DIRECTOR.** The head of the county emergency management department, who shall, in addition to fulfilling departmental responsibilities, provide direction and control of emergency management during times of emergency or disaster.
- (7) **INCIDENT COMMAND SYSTEM (ICS).** A functional management system established to control, direct and manage the roles, responsibilities and operations of all the agencies involved in a multi-jurisdictional or multi-agency emergency response.
- (8) **MANAGEMENT.** An organized effort to mitigate against, prepare for,

PROCEEDINGS OF THE DODGE COUNTY BOARD

respond to and recover from an emergency.

- (9) NATIONAL INCIDENT MANAGEMENT SYSTEMS (NIMS). A system that provides a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.

6.02 PURPOSE.

- (1) The purpose of this article is to prepare the county and its subdivisions to cope with emergencies resulting from a disaster, or the imminent threat of a disaster, and to establish protocol for emergency management conferring certain powers and duties upon the county board and others specified in this article.
- (2) Unless otherwise specified by law, the role of any county department or agency, including the emergency management department, in an emergency declared under this article, is to assist local units of government and local law enforcement agencies in responding to a disaster or the imminent threat of a disaster.

EMERGENCY MANAGEMENT ORGANIZATION

6.05 LINES OF SUCCESSION FOR EMERGENCY DECLARATIONS.

- (1) DESIGNEE ESTABLISHED. If because an emergency condition exists and the full county board is unable to meet with promptness, the county board has established individual designees in line of succession for proclaiming an emergency or disaster in the county.
- (2) EXERCISE OF COUNTY BOARD POWERS SUBJECT TO PENDING DISASTER. The line of succession designees shall be allowed, by proclamation, to exercise all of the powers of the county board which appear necessary as the result of an emergency or disaster. Any proclamations so declared shall be subject to ratification, alteration, modification or repeal by the county board as soon as it can meet.
- (3) COUNTY BOARD CHAIRPERSON. The chairperson of the county board is empowered to declare an emergency, as emergency is defined in this chapter.
- (4) ALTERNATES.
 - (a) In the of absence of the chairperson, alternates in the line of succession are as follows:
 1. The county board first vice-chairperson.

AUGUST SESSION

2. The county board second vice-chairperson.

6.06 EMERGENCY DECLARATIONS AND POWERS.

(1) DECLARATION BY COUNTY BOARD.

- (a) The county board may, under Wis. Stats. § 323.11, declare, by resolution, an emergency existing within the county whenever conditions arise by reason of a disaster or an imminent threat of a disaster, as defined in this chapter, which exists or is likely to exist.
- (b) A state of emergency shall not exceed 60 days, unless the state of emergency is extended by resolution of the board. The existing declaration of emergency may be revoked at the discretion of the county board by resolution.

(2) POWERS OF EMERGENCY MANAGEMENT DIRECTOR. During a state of emergency declared by the governor or the county board, the county emergency management director may obtain supplies, equipment, and services or contract with any person to provide equipment and services on a cost basis to be used to respond to a disaster or the imminent threat of a disaster.

(3) INITIAL EMERGENCY MEASURES. All emergency measures taken by the emergency management director prior to the issuance of an official proclamation of emergency, or prior to any decision of the county board not to issue such proclamation, shall be legal and binding upon the county.

(4) EMERGENCY POWERS OF COUNTY BOARD CHAIRPERSON. In the event of a local emergency or the proclamation of a state of emergency by the governor, the county board chairperson or, when applicable, his alternate, is empowered as follows:

- (a) If because disaster conditions exist or are likely to exist and the county board is unable to meet promptly, the county board chairperson may exercise, by proclamation, a local state of emergency. The proclamation shall be subject to ratification, alteration, modification, or repeal by resolution as soon as the county board can meet.
- (b) Whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the county in the emergency; including the power to bar, restrict, or remove all unnecessary traffic from the highways, notwithstanding any provision of Wis. Stats. chs. 341 to 349 and their succession chapters.
- (c) To facilitate recovery following a disaster, the County Board Chairperson, or when applicable his alternate, may suspend required permits, price controls, or

PROCEEDINGS OF THE DODGE COUNTY BOARD

other restrictions pursuant to the authority granted under § 323.14(3)(4), § 59.03 and § 59.04, Wis. Stats.

- (5) EXPENDITURES. Any expenditure made in connection with such emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the county.
- (6) EMERGENCY BIDDING. In a formally declared County emergency, the director of emergency management may proceed with the emergency bidding process, such that the needs of the community in a county-declared disaster may be met in a timely manner while still complying with the federal guidelines for competitive purchasing, as follows:
 - (a) Release requests for contractors in the most expeditious form of legal notice.
 - (b) Close period for response to request no less than three days after the public notice.
 - (c) Review of responses for price and quality.
 - (d) Selection of successful bidder.
 - (e) Award of contract.
- (7) MUNICIPALITY PARTICIPATION IN EMERGENCY BIDDING. In a formally declared County emergency, in order to achieve economies of scale or to simplify the bidding process, municipalities may submit a written letter to the head of emergency management, requesting that the County hire contractors on the municipality's behalf, as part of the County's emergency bidding process in subd. (6). The municipality shall remain responsible for the cost of its portion of the awarded contract, unless a written agreement on the payment of costs of the contract is entered into between the municipality and county prior to the awarding of the contract.
- (8) EMERGENCY HIRING. In a formally declared County emergency, the County may implement an expedited hiring process. The intent of this process is to bring into County service temporary employees that may be needed on a limited-term basis specifically to aid in the recovery from a County declared disaster without regard to current hiring processes in place by resolution, ordinance, policy, or collective bargaining agreements during the declared event.
- (9) APPLICANT'S AGENT. The County Emergency Management Director shall have the authority to execute, for and on behalf of the County, applications, assurances and agreements as and for emergency federal financial assistance available through the Federal Emergency Management Agency, the Department of Housing and Urban Development, the

AUGUST SESSION

President's Disaster Relief Fund and other resources. The Director shall be referred to in this capacity as "the applicant's agent." The authority granted to the said Director in this section shall be subject to the Director's securing prior approval for her/his actions from the Emergency Management Committee except where the nature of the emergency, disaster or enemy action is such as to create an exigency which requires the immediate execution of the aforesaid duties in light of applicable federal standards.

6.07 EMERGENCY MANAGEMENT COMMITTEE DESIGNATED; SERVE IN ADVISORY CAPACITY TO DIRECTOR AND COUNTY BOARD.

The executive committee is designated as the emergency management committee pursuant to Wis. Stats. § 323.14. The executive committee shall be an advisory and planning group and shall advise the county emergency management director and the county board on all matters pertaining to emergency management. It shall meet upon the call of the chairperson.

6.08 EMERGENCY MANAGEMENT DIRECTOR.

- (1) APPOINTMENT; COMPENSATION; ENTITLEMENT PRIVILEGES. The emergency management director shall be appointed by the County Administrator subject to approval by the county board. Compensation for the emergency management director shall be established by the county board and shall be considered to be an employee of the county not under civil service, and shall be entitled to all of the rights, privileges and benefits that county employees have. The emergency management director shall report to the county emergency management committee.
- (2) DUTIES AND RESPONSIBILITIES. The duties and responsibilities of the emergency management director, pursuant to Wis. Stats. § 323.15, shall be to:
 - (a) Develop and promulgate emergency management plans for the county, including planning in conjunction with municipalities consistent with the state plan of emergency management.
 - (b) Coordinate and assist in the development of municipal emergency management plans within the county and integrate such plans with the county plans.
 - (c) Direct the county emergency management programs.
 - (d) Direct countywide emergency management training and exercises.
 - (e) Provide county and municipal agencies with the information necessary to aid each entity with complying with the NIMS requirements.

PROCEEDINGS OF THE DODGE COUNTY BOARD

- (f) Develop and maintain effective relationships with government, private and voluntary agencies with interests within the County.
 - (g) Develop and implement public information and public relations activities.
 - (h) Advise the state director of all emergency management planning for the county and render such reports as may be required by the state director.
 - (i) Direct and coordinate all county and municipal emergency management activities throughout the county, during a state of emergency.
 - (j) Perform such other duties relating to emergency management as may be required by the county board.
 - (k) Act as Administrative Coordinator of the Dodge County Hazardous Materials Response Team (HAZMAT).
 - (l) Act as the emergency information coordinator and community emergency coordinator for the Dodge County Local Emergency Planning Committee (LEPC), until such time as that committee has revoked those responsibilities.
- (3) In the event the county emergency management director is absent, the county emergency management deputy director shall assume all duties and responsibilities of the emergency management director until the emergency management director is available.

6.10 UTILIZATION OF RESOURCES AND FACILITIES; RESPONSIBILITIES AND ACTION OF DEPARTMENT PERSONNEL

- (1) **POLICY.** In preparing and executing the Emergency Management Program, the services, equipment, supplies and facilities of the existing departments and agencies of the County shall be utilized to the maximum extent practicable; and the heads and personnel of all such departments and agencies are directed to cooperate, and extend such services and facilities as are required of them.
- (2) **RESPONSIBILITY.** In order to assure that in an emergency all of the facilities of the existing County government are expanded to the fullest to meet such emergency, department and agency heads assigned to specific responsibilities and Emergency Support Functions under the County Emergency Response Plan will fulfill emergency and non-emergency duties as prescribed in the plan, including reporting to the Emergency Operations Center to carry out assigned duties.
- (3) **CONTINUITY OF OPERATIONS.** In the event that the emergency prevents the utilization of existing county facilities, the County Board shall take actions to designate temporary

AUGUST SESSION

locations for government operations.

- (a) The County Board may meet at any place within or without the territorial limits of the county on the call of the County Board Chair or the alternate in the line of succession as provided in § 6.05(4). The County Board shall establish and designate, by ordinance, resolution or other manner, alternate or substitute sites or places as the emergency temporary locations for regular government operations. If practicable, regular government operations shall take place at the sites or places designated as the emergency temporary locations of government in the current emergency management plan, such as the continuity of government/continuity of operations plan.
- (b) While the public business is being conducted at an emergency temporary location, the County Board and other officers of the county shall have, possess and exercise, at such location, all of the executive, legislative, administrative and judicial powers and functions conferred upon the Board and officers under state law. All government powers and functions, except judicial, may be exercised in light of the requirements of the emergency situation without regard to or compliance with time-consuming procedures and formalities prescribed by law and pertaining thereto. All acts of the County Board and officers shall be valid and binding as if performed within the territorial limits of their county, town or municipality.

6.11 COUNTY EMERGENCY RESPONSE PLAN.

- (1) **DEVELOPMENT AND MAINTENANCE.** Under the direction of the county board, the emergency management director shall be responsible for ensuring the development and maintenance of the county emergency response plan, which shall provide for the effective mobilization of all of the resources of the county, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, and staff of the emergency organization.
- (2) **COMPLIANCE.** The plan shall comply with applicable local, state and federal planning criteria. The plan shall contain an analysis of the risks faced by the county, assign functional responsibilities to county agencies/departments and personnel, and assign lines of succession for the members of the emergency organization.
- (3) **FUNCTIONAL ASSIGNMENTS.** The plan shall include the functions assigned to county agencies or departments and it shall be the responsibility of each agency director/department head to develop and maintain an agency/department plan to fulfill the roles and responsibilities in the county emergency response plan and appoint coordinators who shall report to the emergency operations center and carry out assigned duties, as appropriate.

PROCEEDINGS OF THE DODGE COUNTY BOARD

6.12 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)/INCIDENT COMMAND SYSTEM.

Dodge County will comply with the National Incident Management Systems (NIMS) requirement in all phases (i.e., mitigation, preparedness, response, recovery) of its emergency management program, as detailed by the federal and state government, in order to facilitate an effective and coordinated emergency management system and in order to remain eligible for grant funding. As part of becoming compliant with the NIMS, Dodge County adopts the approved Incident Command System (ICS) for use in emergency management plans and in all emergency operations, which includes all response agencies, including local health departments.

6.15 OBSTRUCTION OF EMERGENCY SERVICES.

- (1) It shall be unlawful for any person, association, corporation, or entity to hinder, obstruct, delay, or sabotage the response or attempted response of the Director, or any member of the Emergency Management Organization, engaged in emergency management activities authorized under this chapter.
- (2) It is unlawful for any person to willfully obstruct, hinder or delay any member of the Emergency Management Organization in the enforcement of any order, rule, regulation or plan issued pursuant to this chapter, or to any act forbidden by any order, rule, regulation or plan issued pursuant to the authority contained in this chapter.
- (3) It shall be unlawful for any person to violate any rule, order, regulation, or plan issued in an emergency under the lawful authority of this Chapter or Wis. Stat. Ch. 323.
- (4) In addition to any other individual or agency authorized by law to issue a citation, the Emergency Management Director is hereby authorized to issue citations for violations of this Section.

ENFORCEMENT

6.20 VIOLATION – PENALTIES.

- (1) In addition to any other individual or agency authorized by law to issue a citation, the Emergency Management Director is hereby authorized to issue citations for violations of this Section.
- (2) Except as otherwise provided, any person, association, corporation, or entity found to be in violation of any provision of this Chapter shall be subject to penalty as provided in Section 30.04 of this Code of Ordinances.

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Section 2. Section 30.04(4)(b), of the Code of Ordinances, Dodge County, Wisconsin, is hereby amended to add a deposit of \$250.00, plus all applicable assessments and costs for a violation of Chapter 6 of the Code of Ordinances, Dodge County, Wisconsin.

Section 3. This Ordinance shall be in full force and effect upon enactment and publication as required by law.

Section 4. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this Ordinance are hereby repealed.

Respectfully submitted this 19th day of August, 2014.

Dodge County Executive Committee:

Russell Kottke
Russell Kottke

Donna Maly
Donna Maly

David Frohling
David Frohling

MaryAnn Miller
MaryAnn Miller

Joseph Marsik
Joseph Marsik

Harold Johnson
Harold Johnson

Jeff Berres
Jeff Berres

Enacted and approved this 19th day of August, 2014.

ADOPTED
BY DODGE COUNTY BOARD

AUG 19 2014

AYES 33 NOES 0
ABSENT 0
ABSTAIN 0

Karen J. Gibson
County Clerk

Russell Kottke
Russell Kottke, Chairman
Dodge County Board of Supervisors

Karen J. Gibson
Karen J. Gibson, County Clerk

PROCEEDINGS OF THE DODGE COUNTY BOARD

ORDINANCE NO. 928

AN ORDINANCE AMENDING CHAPTER 6 – EMERGENCY MANAGEMENT, OF THE CODE OF ORDINANCES, DODGE COUNTY, WISCONSIN, TO CREATE SECTION 6.13 – SUBSTANCE RELEASE, AND AMENDING CHAPTER 30 – CONSTRUCTION AND EFFECT OF ORDINANCES, OF THE CODE OF ORDINANCES, DODGE COUNTY, WISCONSIN, TO AMEND SECTION 30.04(4)(b), SCHEDULE OF DEPOSITS, TO SET FORTH A DEPOSIT SCHEDULE.

WHEREAS, pursuant to Sections 323.70 and 323.71, of the Wisconsin Statutes, the Dodge County Board of Supervisors may enact an ordinance to prohibit dangerous material discharges within Dodge County and to require reimbursement from a responsible party who released or causes the release of a hazardous substance; and,

WHEREAS, Section 30.04(1), of the Code of Ordinances, Dodge County, Wisconsin, requires a forfeiture for a conviction for a violation of any of the ordinances; and,

WHEREAS, Section 30.04(4)(b), of the Code of Ordinances, Dodge County, Wisconsin, sets forth the schedule of deposits required for various ordinance violations, including ordinances with a statutory counterpart; and,

WHEREAS, a deposit must be created for a violation of the Code of Ordinances, Dodge County, Wisconsin, for inclusion in Section 30.04(4)(b), of the Code of Ordinances, Dodge County, Wisconsin;

SO NOW, THEREFORE,

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DODGE DOES ORDAIN AS FOLLOWS:

Section 1. Section 6.13 of the Code of Ordinances, Dodge County, Wisconsin, is hereby created to read as follows:

6.13 SUBSTANCE RELEASE.

(1) **PURPOSE.** The purpose of this section is to prohibit dangerous material discharges and to enable Dodge County to require reimbursement from those responsible who possess or control a hazardous substance that is released or who causes the release of a hazardous substance thereby resulting in the response to and incurring of costs by the responding agency(ies).

(2) **DEFINITIONS.** For the purposes of this section, the following definitions apply:

AUGUST SESSION

- (a) Hazardous Substance. Any substance set forth in subd. (4), the release of which creates a hazard, potential hazard, public nuisance or has a deleterious effect on the environment.
 - (b) Responsible Party. Any person or entity who was, at the time of the release, responsible for, or in possession of, or in a position of control of a dangerous or hazardous substance, or any vehicle, container, or property used for the transport, conveyance, holding or storage of same and furthermore, including any person or entity in control of property onto which or from which the dangerous or hazardous substance matter was or may be released. For purposes of this section the term "entity" shall mean any firm, corporation, partnership, commercial entity, consortium, joint venture, government entity or any other legal entity.
- (3) **FINANCIAL RESPONSIBILITY**. The cost of hazardous material responses shall be the responsibility of the party, agency, entity, or person which created the condition requiring the hazardous materials response. The actual cost of the response shall be charged to the party, agency, entity, or person according to the following schedule:
- (a) Staff time, including the hourly rate for fringe benefits, of the staff involved in the response.
 - (b) A charge for response by the HAZMAT vehicle and or the Dodge County Mobile Command Post, based on standardized equipment rates or rates previously determined and charged in the past, or the cost to operate the vehicle, depreciation and other factors bearing on the cost of activating the equipment.
 - (c) The replacement cost of all consumable supplies used in the response and the actual cost of any charges incurred by the Team, including the cost of decontamination of equipment and removal and disposal of hazardous materials.
 - (d) A use charge for reusable equipment, in an amount determined annually by the Local Emergency Planning Committee based on the operating cost of the equipment, its depreciation and other factors bearing on its cost.
- (4) **PROHIBITED DISCHARGES**. No person, firm, or corporation shall discharge or cause to be discharged, leaked, leached, or spilled upon any public street, alley, or public property, or onto the ground, surface waters, sub-surface waters, or aquifers, or on any private property within Dodge County, except those areas specifically licensed for waste disposal or landfill activities and to receive such materials, any explosive, flammable, toxic, or combustible solid, liquid, or gas, any radioactive material at or above Nuclear Regulatory Commission Restriction levels, etiologic agents, or any solid, liquid, or gas creating a hazard, potential hazard, or public nuisance or any solid, liquid, or gas having a deleterious effect on the environment.

PROCEEDINGS OF THE DODGE COUNTY BOARD

- (5) **CONTAINMENT, CLEAN-UP AND RESTORATION.** Any person, firm, or corporation in violation of subd. (4) shall, upon direction of the appropriate federal or state agency and the Emergency Management Director/Dodge County HAZMAT Team Administrative Coordinator, begin immediate actions to contain, clean up, and remove to an approved repository the offending material(s) and restore the site to its original condition, with the offending person, firm, or corporation being responsible for all expenses incurred. Should any person, firm, or corporation fail to engage the necessary staff and equipment to comply or to complete the requirements of this section, the Emergency Management Director may order the required actions to be taken by public or private resources and allow the recovery of any and all costs incurred by Dodge County and its cooperating agencies.
- (6) **SITE ACCESS.** Access to any site, public or private, where a prohibited discharge is indicated or suspected will be provided to Emergency Management officers and staff and to County Sheriff's Department personnel for the purpose of evaluating the threat to the public and monitoring containment, clean up, and restoration activities.
- (7) **PUBLIC PROTECTION.** Should any prohibited discharge occur that threatens the life, safety, or health of the public at, near, or around the site of a prohibited discharge, where the situation is so critical that immediate steps must be taken to protect life or property, the incident commander or unified command on the scene of the emergency may order an evacuation of the area or take other appropriate protective steps for a period of time until the County Board, Wisconsin Department of Natural Resources, or other appropriate federal or state agency can take appropriate action.
- (8) **ENFORCEMENT.** The Director of Emergency Management and his or her designees, as well as the Sheriff's Department officers, shall have authority to issue citations or complaints under this section.
- (9) **CIVIL LIABILITY.** Any person, firm, or corporation in violation of this section shall be liable to Dodge County for any expenses incurred by the County, including costs and expenses incurred by County HAZMAT Team member agencies or loss or damage sustained by the County by reason of such violations.
- (10) **PENALTIES.** Any person, firm, or corporation in violation of this section shall forfeit to Dodge County, upon conviction thereof, not less than \$200 or more than \$2,000, plus the costs of prosecution, and in default of payment thereof, such alternate as the Court may order. Each day of violation shall constitute a separate offense. If a spill is voluntarily reported to the Dodge County Emergency Management Director, the forfeiture shall be not less than \$25 nor more than \$200.
- (11) **ENFORCEMENT.** The Dodge County Office of Corporation Counsel shall be empowered to pursue any and all legal action to effect payment as herein provided for under subd. 5, 8, 9, and 10, including representation of non-county agency members of the Dodge County

AUGUST SESSION

HAZMAT Team. In the event of a conflict of interest, a non-county agency shall be represented by its municipal attorney.

Section 2. Section 30.04(4)(b), of the Code of Ordinances, Dodge County, Wisconsin, is hereby amended to add a deposit of \$500.00 plus all applicable assessments and costs for a violation of Section 6.13 of the Code of Ordinances, Dodge County, Wisconsin.

Section 3. This Ordinance shall be in full force and effect upon enactment and publication as required by law.

Section 4. This Ordinance shall not be affected by any ordinance of the Dodge County Board of Supervisors, which repeals and recreates Chapter 6 of the Dodge County Code of Ordinances as it existed on August 1, 2014.

Section 5. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this Ordinance are hereby repealed.

Respectfully submitted this 19th day of August, 2014.

Dodge County Executive Committee:

Russell Kottke
Russell Kottke

Donna Maly
Donna Maly

David Frohling
David Frohling

MaryAnn Miller
MaryAnn Miller

Joseph Marsik
Joseph Marsik

Harold Johnson
Harold Johnson

Jeff Berres
Jeff Berres

Enacted and approved this 19th day of August, 2014.

ADOPTED
BY DODGE COUNTY BOARD

AUG 19 2014

AYES 32 NOES 1
ABSENT 0
ABSTAIN 0

Karen J. Gibson
County Clerk

Russell Kottke
Russell Kottke, Chairman
Dodge County Board of Supervisors

Karen J. Gibson
Karen J. Gibson, County Clerk