BAYFIELD COUNTY
PERSONNEL COMMITTEE MEETING
Brett Rondeau, Chair       Tom Gordon, Vice Chair
Tom Snilsberg           Dennis Pocernich         Harold Maki

Dear County Board Members:

This letter is written to inform you of a Bayfield County Personnel Committee Meeting scheduled for, Thursday, March 5, 2020 at 4:00pm, in the Emergency Operations Center (EOC), Bayfield County Annex, Washburn, Wisconsin.

Notice is hereby given that a majority of the Bayfield County Board may be present at the meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Bayfield County Board pursuant to State ex rel. Badke v Greendale Village Bd., 173 Wis. 2d 553, 494 N.W.2d 408(1993), and must be noticed as such, although the County Board will not take any formal action at this meeting.

AGENDA

1. Call to order

2. Public Comment

3. Discussion and Possible Action Regarding Approval of Minutes of January 30, 2020

4. Discussion and Possible Action, Wellness Program, 2021

5. Discussion and Possible action regarding Comprehensive Community Service (CCS) Mental Health Professional Supervisor position.

6. Discussion and Possible Action Regarding County Fair Caretaker Position

7. Discussion and Possible Action Regarding Jail Lieutenant Position.

8. Discussion and Possible Action Regarding Personnel Policy:
a. Vacation Policy
b. Seasonal Occasional Compensation Policy

9. The committee may enter in and out of closed session pursuant to Wisconsin Statutes:
   a. §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
      i. Approve Closed Session Minutes of January 30, 2020
      ii. Employee specific performance discussion
      iii. Exit interviews

10. Reports
    a) Personnel Financial Report for year ended December 31, 2019
    b) Personnel Financial Report through February 2020
    c) Human Resource Director Report

11. Adjourn

Should you have any questions in the meantime, please do not hesitate to contact my office.

Sincerely,

Mark Abeles-Allison
Mark Abeles-Allison
Bayfield County Administrator

MAA/kakk
Enc.

Any person planning to attend a Bayfield County meeting that has a disability requiring special accommodations should contact 373-6100, 24-hours before the scheduled meeting, so appropriate arrangements can be made.

cc: Mr. Scott Fibert, Bayfield County Clerk
    Bayfield County Board of Supervisors
    The Daily Press, via email
Personnel Committee Narrative, March 5, 2020

Item 4: Wellness planning for 2021: Annually the County sets wellness program incentives for the upcoming year. In 2019 a 3/3% incentive for employees and their spouses to participate in 2020 was established. Of the 151 participants who are on health insurance county wide, 139 or 92% participated in at least some part of the wellness incentive program.

The 2019/2020 program included three components:

1. Completion of a Health Risk Assessment
2. Completion of a preventive / biometric screening
3. Completing Outcome requirements, agreement with doctor, health coaching, etc.

After discussions with employee groups, for the 2020/2021 program we propose a slightly scaled back option including completion of either the Staywell/Security Health Wellness program or a paper version that will not go to the wellness program. The plan generally includes:

1. Completion of a Health Risk Assessment
2. Completion of a preventive/biometric screening
3. Participation in a fitness activity

DETAILS:

Bayfield County currently offers two separate health plans, Teamster Health and State of Wisconsin Local Deductible Health Plan. The State of Wisconsin offers a wellness incentive program to all participants of the State Health Plan. The wellness initiative is called StayWell. It is a voluntary program in which and employee and covered spouse may each qualify for a $150 incentive (slightly less after taxes) after completing three components: Biometric screening at a StayWell Screening or with the employee’s physician, complete the on-line health risk assessment, and participate in one of the activities identified in the StayWell program. There is no local involvement/tracking required for this program.
Initially, the intent was to utilize the StayWell Program as the basis for the County’s Wellness incentive. After meeting with a group of employees, it was determined that there were concerns with privacy of information collected by StayWell.

As a result of the input by the employee group, an additional alternative was developed to address the privacy concerns. The new proposal was discussed at the last Personnel Committee meeting. The employee group met to review the alternate program. Positive feedback resulted from that meeting.

In addition to gathering local input, a survey was done throughout the state to inquire what other counties are offering for wellness incentives. A very diverse response was received. Of the 14 counties that responded, three do not offer wellness incentives, two offer a monetary incentive ranging from $600 to $4000, and nine offer a premium reduction incentive. The premium reductions range from 3% to an extreme of 18%.

Counties were also asked to provide information on their base employer contribution for health insurance (prior to incentives being applied). Employer contributions ranged from 80% to 90%, with an average of 85%.

2020/2021 Wellness Incentive Proposal: 2.5% Employee, 2.5% Spouse, 5% single premium reduction incentive. To receive the incentive, employees would have two options depending upon which health plan they participate in.

1) For State Health Plan Employees, completion of the Staywell program (confirmation of completion provided by Staywell to Bayfield County).
2) For Teamster Employees, completion of the Security Health Program, online.
   
   or

3) Employees of either plan could choose to complete a paper form verifying that they had an annual physical/preventive care visit with their doctor and complete one of the approved county wellness activities. This option does not require a health risk assessment to be completed but would require more diligence on the part of the employee to obtain documentation. A handout is included in the packet that outlines the proposed Bayfield County activities that would count toward this incentive option.
Item 5: We would like to propose a new position in the Human Services, Comprehensive Community Services Program.

In 2019 after New Horizons North closed their doors, Bayfield and Ashland Counties took over the Comprehensive Communities Services (CCS) program. We added three staff and made the Family Services Section Manager responsible for oversight of this new section.

New program management and staff oversight is substantial and overwhelming our Family Services Manager who took over the workload over the past 12 months. I recommend we move towards a separate manager focused on this program and services who would also be responsible for program staff and program oversight. CCS is a 100% state funded program so we are planning to get reimbursed for the majority of this new position.

The specific position would be a Mental Health Professional While we have started advertising for this position but will not be taking action unless approved by Personnel. No applications received as of this time. We are moving rapidly as the program needs immediate and focused attention. Attached is the job description and proposed wage level.

If you have any questions please let me know.

Item 6: We are currently advertising for a County Fair Caretaker. We propose adjusting the starting wage level from a Grade C to a Grade D. The starting wage for a Grade C is $14.58. The starting position for Grade D is $15.74. This is a part-time / occasional position working 850 hours during the months of May and November. The proposed adjustment is to address overall responsibility of the position at the fairgrounds.

Item 7. The Sheriff has proposed creation of a Jail Lieutenant Position. At present there are two Sargent positions. This new proposed organization would have one Sargent and one Lieutenant. The Jail Lieutenant would work with the Jail Captain to oversee jail operations and specifically jail staff.

Attached is a copy of the proposed job description.

Item 8: We are considering two policy adjustments. The first has to do with vacation allotments, the second, seasonal-casual wage adjustments.

- We have heard concerns that vacation allocations for new employees are insufficient and non-competitive in the current work environment. The increasing amount of unpaid leave used by newer employees highlights
this. We have also heard concerns that the vacation schedule makes no adjustments between the years 6 and 15.

The current vacation schedule is as follows:

APPENDIX B:
Vacation Schedule

Employees shall earn and accrue vacation time as follows:

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>37.5 Hours Per Week</th>
<th>40 Hours Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>After One (1)</td>
<td>37.5 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>After Two (2)</td>
<td>75 hours</td>
<td>80 hours</td>
</tr>
<tr>
<td>After Six (6)</td>
<td>112.5 hours</td>
<td>120 hours</td>
</tr>
<tr>
<td>After Fifteen (15)</td>
<td>150 hours</td>
<td>160 hours</td>
</tr>
<tr>
<td>After Seventeen (17)</td>
<td>157.5 hours</td>
<td>168 hours</td>
</tr>
<tr>
<td>After Eighteen (18)</td>
<td>165 hours</td>
<td>176 hours</td>
</tr>
<tr>
<td>After Twenty Two (22)</td>
<td>187.5 hours</td>
<td>200 hours</td>
</tr>
</tbody>
</table>

Over the past two years the county has made several policy modifications to help address these concerns:

1. Increased the amount of sick leave awarded on **day one** of employment from two to five days.
2. Allow **sick days** to be used for any purpose during the first year of employment.
3. Added 2 weeks of parental leave.

A survey was sent out to all Wisconsin Counties asking for their vacation schedules. Nineteen counties responded including five in our northern region of the state.

Observations from the responses:

- Several counties have moved to a PTO or Paid Time Off System combining sick and vacation allotments. We considered this several years ago. Most counties are still using the traditional, sick and vacation schedule.
- Only one county does not offer vacation time upon hire.
- In most situations, vacation allocations maxed at 25 days (5 weeks).
- Over the first 10 years of service, other area counties average 120 days of vacation. Bayfield County currently allocates 105 days during this period of time.
• Over a 20-year service career, counties average 332 days of vacation. Bayfield County allocates 285 during this period of time.

We propose a modified vacation schedule eligible county employees. Enclosed in the packet is a worksheet. This proposal would increase the vacation offering for newly hired employees during their first two years of employment. It would also accelerate the current vacation schedule beginning in year eleven, recognizing employee longevity.

The proposed schedule would bring Bayfield County more in line with other counties and would serve as both a recruitment and retention tool.

Two additional recommendations accompany the proposed vacation schedule:

1) An employee that leaves employment during the first year will forfeit unused vacation.

2) Employees will commence the new vacation schedule upon their next employment anniversary.

• We are reviewing a modification in our seasonal/occasional pay increase plan.

At present seasonal occasional employees remain at Step 1 of the County wage scale. An employee hired to work multiple years as a summer highway intern or as an occasional jailer position for example would receive a wage indexing on January 1. This has varied between .5 and 1%.

We are discussing a wage increase proposal that looks at hours of service. Specifically, if an employee works more than 975 hours they will be eligible for a step adjustment the following year (January 1). At step increase is 2.5%. An employee working 500 hours in a summer would take two years to reach their step, an employee at 350 hours a year would take three years to reach their next step.

Our plan is to discuss this with departments and bring it back to Personnel in April.
Item 10. Attached are several reports.

- The year end financial for 2019 for personnel shows the county within budget (at 95% of budgeted expenditures). In comparison with 2018 the 2019 personnel budget increased 4.6%. A portion of this is due to new programs like CCS with three new employees begun in April 2019.
- The February 2020 will be shared at the meeting
Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, January 30, 2020
Emergency Operations Center (EOC), Bayfield County Annex, Washburn, WI

Members Present: Dennis Pocernich, Brett Rondeau, Tom Snilsberg, Harold Maki

Members Excused: Tom Gordon

Others Present: County Administrator Mark Abeles-Allison, Kristine Kavajecz-Assistant, Jody Heffner, Dan Heffner, Kim Lawton, Pete Morrissette, Jason Bodine, Nikki Revak, Elizabeth Skulan

Meeting called to order at 4:00pm by Chairman Rondeau

Public Comment:
Jody Heffner commented that she is not in favor of using the StayWell on-line wellness incentive due to concerns with personal data protection. She also stated that she believes that it is a penalty rather than incentive.

Kim Lawton commented that she is a state employee and has concerns with the “incentive program” because she believes that the county’s current plan could be construed as coercive rather than an incentive because it amounts to more than $1000 per year. She feels that it can have a negative morale impact as well. Incentive is to give something in addition to the base compensation, not a reduction of a premium.

Dan Heffner stated that there is currently a lawsuit by AARP related to wellness incentives. He reported that his research into StayWell is that the IP address is not a protected item and can be shared with other organizations.

Motion Pocernich, Maki to approve minutes of December 5, 2019. Motion Carried (4-0)

2019 Wellness Program Review and 2020 Plans: Pete Morrissette shared data about the 2019 wellness program and activities. Fitness Center, Fitness Classes, Shower Facility, Employee Gardens, Bicycle Racks, Disk Golf on Courthouse Lawn, Brown Bag Lunch and Learns, Salad Bar Lunches, Annual Wellness Fair, Seasonal Fun Activities with educational component.

Wellness Program, 2021: Abeles-Allison explained the 3 steps that were required to receive the premium incentive for 2020. The program for 2021 is currently being finalized. An employee group met to discuss ideas for a 2021 program. During that meeting concerns were identified related to privacy. A revised proposal was drafted based on the concerns received. A handout was provided that outlined the background/history of wellness initiatives over the last decade. The handout also outlined a proposal for 2021. The proposal for 2021 would offer the StayWell and Security Health on-line options, but would also offer a paper option for participation, addressing the privacy concern.

Discussion was held regarding what is an “incentive”.
Motion Maki, Pocernich to postpone this discussion until the next meeting. Motion Carried.
Comment was shared recommending that a set premium and set dollar incentive for participation be looked at as an option rather than a percent of premium.

**Difficult-to-fill positions:** County has struggled with filling Social Worker, Surveyor and Nurse positions. Social Worker I position has been open since May 2019. The professional pool is very small and the competition for employees is high. Currently evaluating many different options to attract new employees including, wages, benefits, educational assistance, interns.

*Motion Pocernich, Snilsberg to enter into closed session pursuant to Wisconsin Statutes: §19.85(1)(c,e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and to allow Skulan to participate in the closed session. Motion Carried. Entered closed session at 4:35pm*

*Motion Pocernich, Snilsberg to return to open session. Motion Carried. Returned to open session at 4:40pm*

**Review of Personnel Policy**

- **Fire and EMS Volunteer Policy:** It was reported that a policy was implemented in 2019 allowing employees to receive compensation for responding to Fire and EMS calls during their shift up to 4 hours per month. 4 employees have utilized this policy. Feedback on the policy has been positive. The policy was also shared at a recent Towns Association meeting.

- **Vacation Policy:** Abeles-Allison reviewed the county’s current vacation schedule. Data is being gathered from other counties and

**Year end Personnel Statistics for 2019:** Would like to see quarterly data.

*Motion Pocernich, Maki to enter into closed session pursuant to Wisconsin Statutes: §19.85(1)(c,e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and deliberating or negotiating the purchase of public property, vesting of public funds or conducting other specified business whenever competitive or bargain reasons require a closed session. Approve Closed Session Minutes of November 7, 2019, Employee specific performance discussion, Exit interviews. Motion Carried.*

*Motion Pocernich, Maki to move into open session. Motion Carried. Entered open session at 5:00pm*

**Reports**

- **Staffing Update:** Provided earlier
- **Evaluation updates:** Completed for 2019

Meeting adjourned at 5:05pm.

*Minutes respectfully submitted by Kristine Kavajecz*
Bayfield County Wellness Program Option for 2020/2021

Complete this 2-step process by October 9th 2020 to receive the health insurance premium incentive for 2021. A separate incentive is offered for the employee and the spouse.

1. Preventive Exam Provider Verification Form completed and return to the Bayfield County Human Resources Office.

2. Complete one of the 10 activities from the Bayfield County Activity List and provide verification of participation to the Bayfield County Human Resources Department.

**ACTIVITY LIST**

1. Participate in the Bayfield County Weight Loss Challenge
2. Participate in the Bayfield County Water Hydration Challenge
3. Attend 3 sessions of the following. The 3 sessions do not all have to be the same, they can be mix/matched.
   a. Attend Wellness Fair
   b. Attend instructor-lead outdoor fitness session at outdoor fitness equipment at Thompsons West End Park Lakeshore Walk Trailhead
   c. Attend brown-bag lunch/learn session.
   d. Participate in an instructor-lead Superior Fitness Center activity (yoga, strength training, Zumba, defensive tactics, etc.)
   e. Manage an employee garden plot
4. Complete a Bayfield County Passport to Wellness (each Passport has 10 trails highlighted). There are two passports to choose from.
5. Proof of membership in a local fitness center (Bayfield Rec, Snap, Cheq Fitness, Curves, etc)
6. Proof of annual membership for a sporting activity (Golf league, volleyball league, Mt Ashwabay ski pass, etc).
7. Attend 2 events sponsored by the Chequamegon Food Co-Op and/or UW Extension. Examples: Food Preservation, food prep etc.
8. Complete the Master Gardener Course.
9. Provide proof of participation in a local sport competition (Sk Run, marathon, etc)
10. Proof of membership in a local CSA.

It is the employee’s responsibility to provide documentation verifying participation, membership, or completion of these activities. Documentation may be in the form of an affidavit from the instructor or Receipt for membership fee.
BAYFIELD COUNTY JOB DESCRIPTION

1. Department
   Human Services

2. Employee Name
   [Employee Name]

3. Position Title
   CCS MH Professional and Section Manager

4. Position Purpose
   To perform both the Mental Health Professional and management functions of the Comprehensive Community Services section in the Department of Human Services. This includes the planning, organizing, and direction of services who provide mental health and alcohol and other substance use services to individuals needing assistance.

5. Qualifications
   A. Minimum of a master's degree from an accredited college in areas directly related to mental health services, including but not limited to clinical psychology, psychology, school or educational psychology, rehabilitation psychology, counseling and guidance or counseling psychology.
   B. Have 30,000 hours of supervised clinical experience or be listed in the national registry of health care provider in clinical social work, the national association of social workers register of clinical social workers, the national academy of certified mental health counselors or the national register of health service providers in psychology.
   C. Hold a Wisconsin License as a Licensed Clinical Social Worker (LCSW); Licensed Professional Counselor (LPC); Licensed Marriage and Family Therapist (LMFT) or Licensed Psychologist.
   D. Five (5) years of experience; with at least two providing services to adults with significant mental health, substance abuse, or co-occurring needs.
   E. Supervisory experience, including staff development and training.
   F. Valid driver's license and reliable transportation.

6. Knowledge, Skills, and Abilities
   A. Extensive understanding of laws, regulations, and practice pertaining to family services programs.
   B. Thorough knowledge of community human services resources and means of access.
   C. Ability to direct, supervise and evaluate staff and to provide effective consultation.
   D. Ability to effectively communicate information orally and in writing.
   E. Ability to carry out special and general assignments requiring organization of materials and development of procedures.
   F. Ability to establish and maintain effective working relationships with other employees, agencies, and the public.
   G. Ability to support and promote the department's goals, programs, and staff.
   H. Possess the skills and abilities required of Department managers related to interpersonal skills, personal/professional awareness, analytical thinking, communication skills, and organizational skills.
   I. Ability to be available and flexible 24/7 for emergency response, supervision of specific programs and natural disasters.
   J. Proficient in the use of Windows based word processing, spreadsheet and email programs and the ability to apply this knowledge to process data, analyze statistics and communicate effectively.
   K. Ability to become trained and supervise various State and Federal electronic data and assessment programs related to the services being supervised.
7. Examples of Duties

A. Program and Budget
1) Maintain a working knowledge of and interpret program rules, manuals, and regulations; develop and maintain policies and procedures; and develop and maintain standards to monitor compliance and evaluate quality.
2) Assist in the development of program plans and budgets, monitor plan compliance, and regularly review expenditure reports/financial statements.
3) Maintain a working knowledge of state data systems, provide operating instructions to staff users, and be knowledgeable of available reports and appropriate report use.
4) Prepare and present periodic reports to the Board and other boards/committees as assigned.

B. Staff Supervision
1) Evaluate staff resources and identify staffing needs.
2) Assist in recruiting, interviewing and hiring staff.
3) Provide orientation and technical training for staff using standardized procedures.
4) Assign work and provide consultation, follow up and support.
5) Conduct regular section meetings.
6) Hold regular individual conferences with staff to provide direction on task completion and consistent feedback on work performance.
7) Prepare and maintain job descriptions for staff positions.
8) Complete employee performance reviews, counsel staff to achieve effective performance, and take disciplinary action as appropriate.
9) Identify individual staff development/training needs/opportunities and submit timely recommendations for participation to the Director.
10) Promote and encourage a professional environment.
11) Provide on-site clinical supervision to CCS employees.
12) Provide consultation and supervision via electronic or telephonic means to agency employees during emergency response situations.
13) Provide back-up supervision for staff in other sections in the absence of the Director and section manager.

C. Service Delivery
1) Review reports, case narratives, billings, expense accounts, leave requests, etc. on a timely basis to ensure consistent workflow and approve documents in accordance with program regulations and agency policy.
2) Assist in identifying, developing, and maintaining resources to meet program needs.
3) Monitor accountability and efficiency of service delivery.
4) Assist in the development of contracts for service, monitor status, and provide feedback to the Director.
5) Coordinate service delivery within the department and with community resources.
6) Provide individual therapy to CCS participants.
7) Provide direct services in the absence of staff.
8) Assist in the resolution of complaints regarding staff or programs.
9) Review and distribute incoming mail as needed.

D. Comprehensive Community Services
1) Provides assessment/diagnosis and counseling or psychotherapeutic services.
2) Fulfills the Mental Health Professional role on CCS Recovery Teams.
3) Provides crisis intervention as needed.
4) Provides mental health consultation and training to other staff and service providers as directed.
5) Facilitates all aspects of providing individual person-centered support to CCS participants.
6) Assess CCS participants for safety.
7) Develops comprehensive treatment plans.
8) Makes recommendations to the CCS administrator and/or CCS Service Director on client services and service programming components.
9) Maintains current accurate, and organized electronic outpatient records in accordance with organizational timelines.
10) Meets or exceeds benchmarks for billable hours or communicates barriers to Director.
11) Maintains individual client case records within service reporting procedures and as required by agency policy, state and federal mandates, and administrative codes.
12) Adheres to federal, state and county laws, rules, regulations, policies and procedures related to performance of duties.
13) Provides information and referral services in response to inquiries about community resources or information about integrated components of the human services delivery system.
14) Participates and/or facilitates section and department meetings, work related committees, and trainings.
15) Provides informational presentations to department staff, professionals, community groups, other agencies, and the general public related to program responsibilities, policies, and goals.
16) Assist in the development of resources to deliver program information to targeted populations and the general public.
17) Maintains professional development by attending training to enhance case practice skills, clinical supervision, and consultations.
18) Serves as a member of committees or workgroups related to the function and purpose of the department.

E. Interagency Awareness, Public Relations and Community Education
   1) Provide information and clarification to other sections of the department and other agencies regarding section responsibilities and activities.
   2) Assist in the development of resources to deliver program information to targeted populations and the general public.
   3) Serve as a member of committees or workgroups related to the function and purpose of the department.

F. Administrative
   1) Participate in individual conferences with the Director.
   2) Participate in administrative staff meetings.
   3) Chair/serve on administrative and policy/procedure committees.
   4) Assist in developing and updating program and personnel policies and procedures.
   5) Participate in staff development/training activities to enhance supervision and program management skills.
   6) Perform other duties as assigned.
8. Title of Immediate Supervisor
   Director

9. Nature of Supervision Exercised Over Employee's Work
   Limited

10. Titles and Number of Persons Supervised by Employee (in whole or part)
    Family Services Section Staff

11. Nature of Supervision Exercised by Employee
    Direct, moderate and limited depending on the classifications of current staff.

12. Contacts with Public – Nature of and Frequency
    Face-to-face and telephone, frequent

13. Physical Demands
    A. Ability to sit or stand for extended periods of time while performing duties
    B. Ability to drive.
    C. Light Lifting.
    D. Ability to work out in the field.
    E. Requires physical demands such as seeing, hearing, and color perception to make judgement both in the office and out in the field.

14. List the Date the Employee Began Service in the Department and the Previous Position(s) Held, Including Dates and Title for Each Position

15. Date ___________________________   Employee's Signature ________________________________

16. Certification of Accuracy of Foregoing Statement and Additional Information or Comments on Employee's Duties

   Date ___________ Title ______________________ Supervisor's Signature ____________________
Bayfield County Sheriff’s Office

Employee Name

Position Title: Jail Lieutenant
Starting Pay: $

Position Purpose:

The Jail Lieutenant position is created as a supervisor of all jail operations. The jail sergeant assists the Jail Administrator in implementing the directives and policies approved by the Sheriff. The Jail Lieutenant is responsible for the job performance of jail staff and the efficient operation of the jail facility. The Jail Lieutenant is committed to making sure the jail functions to deter crime and provide a rehabilitative venue for inmates.

Qualifications:

- TIME System Certified
- No felony criminal convictions.
- Must possess a valid driver’s license
- Must be 18 years of age or older
- Two years related post-secondary education preferred.
- Professional Development Training in Leadership preferred.
- Current Jail Officer Certification.
- High school diploma or GED.
- Fluent in English, both written and speaking.
- Have a minimum of five (5) years jail operations experience, or a combination of five (5) years of relevant education and jail experience.

Knowledge, Skills, and Abilities

- Ability to work independently, with a high degree of self-discipline and integrity.
- Possess strong decision-making ability.
- Knowledge in budget management.
- Demonstrated knowledge and proficiency in the use of computer programs essential to jail operations and case management.
- Ability to understand and effectively carry out oral and written instructions.
- Working knowledge of Wisconsin statutes and administrative rules affecting jail operations prisoners.
• Strong interpersonal and mediation skills. Must have the ability to resolve conflicts between staff members, inmates or conflicts between inmates and staff.
• Good writing skills and the ability to draft accurate reports with proper grammar and correct spelling.
• Ability to successfully complete required supervisory training and advanced leadership courses.
• Ability to motivate jail staff and ensure satisfactory job performance.
• Must be able to adapt to changes in operating procedures and or legal requirements.
• Ability to use feedback from jail staff for effective jail operations.

Examples of Duties:

• Draft, review and update policies and procedures for the jail.
• Investigate and document incidents alleging violations of jail rules and regulations.
• Provide feedback to jail staff relating to job performance. Take corrective action when necessary. Document corrective actions.
• Conduct evaluations of employees as directed.
• Assist the Jail Administrator in preparing the jail budget and monitoring jail expenditures.
• Administer Huber activities and record keeping.
• Oversee jail program scheduling and documentation.
• Evaluate jail programs and assist with program facilitation.
• Ensure the safe and sanitary condition of the jail.
• Authorize and arrange for the transportation of inmates to court and other appointments. Oversee the transport or persons for attendance to the Bayfield County Circuit Court.
• Document inmate major rules violations and prepare reports. Conduct inmate grievance hearings.
• Perform any day to day activities associated with the operation of the Bayfield County Jail when staff needs assistance.
• Track inmate program participation using the records management system.
• Other duties as determined by the Sheriff or designee.
• Work cooperatively with the Criminal Justice Coordinator.
• Initiate investigations of crimes committed in the jail. Contact law enforcement officers for assistance and preserve evidence.
• Insure compliance with all applicable statutes and administrative rules for jail operations.
• Supervise electronic monitoring of inmates when required.
• Serve as contact point for inmate re-introduction efforts.
• Serve as contact point for jail remodel or construction projects

Physical Requirements:
- Ability to sit or stand for extended periods of time.
- Ability to view computer screens or monitors for long periods of time.
- Operate a keyboard or type for extended periods.
- Have the ability to control combative persons. This includes subduing and handcuffing and searching an arrested person.
- Proficiency in the use of all issued weapons; firearms, impact weapons, chemical munitions, electrical stun devices etc.
- Walk or remain on feet for extended distances or periods of time.
- Ability to lift and carry up to 50 pounds from floor level.
- Ability to wear or operate and function with any jail safety equipment such as air pack, body armor or other protective gear.

**Title of Immediate Supervisor:**
Jail Administrator

**Nature of Supervision Exercised Over Employee’s Work:**
Indirect.

**Titles and Numbers of Persons Supervised by Employee (in whole or part)**
Directly supervise twelve to fifteen (12-15) full time and two to four (2-4) part time jailers. Supervise kitchen staff.

**Nature of Supervision Exercised by Employee:**
Jail Lieutenant has disciplinary authority within the guidelines of the Bayfield County Personnel manual and directives of the Sheriff or designee.

**Contacts with Public – Nature of and Frequency:**
The Jail Lieutenant has a moderate amount of contact with the public on a daily basis. These contacts will be for a variety of issues from dealing with irate family members of inmates to volunteers providing programs to the inmates.

**List the Date the Employee Began Service in the Department and the Previous Position(s) Held, Including Dates and Title for Each Position**

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<thead>
<tr>
<th>Date</th>
<th>Employee’s Signature</th>
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**Certification of Accuracy of Foregoing Statements and Additional Information or Comments on Employee’s Duties**

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Supervisor’s Signature</th>
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<td></td>
<td></td>
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</tbody>
</table>
# Vacation Schedule Proposal

<table>
<thead>
<tr>
<th># Employees at this Year</th>
<th># Proposed After Year</th>
<th>Current</th>
<th>Option 10</th>
<th>Option 11</th>
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## Personnel Expenses through December 31, 2019

Through 12/31/19
Prior Fiscal Year Activity Included
Summary Listing

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<tr>
<th>Organization</th>
<th>Adopted Budget</th>
<th>Budget Amendments</th>
<th>Amended Budget</th>
<th>Current Month Transactions</th>
<th>YTD Incumbrances</th>
<th>YTD Transactions</th>
<th>Budget - YTD Transactions</th>
<th>% Used/Rec'd</th>
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**EXPENSE TOTALS:**
- $9,557,939.00
- $22,976.00
- $9,580,915.00
- $1,041,061.14
- $0.00
- $9,416,515.42
- $164,399.58
- 98%
- $9,061,901.13

**Fund 235 - Human Services**

**EXPENSE TOTALS**
- ($9,557,939.00)
- ($22,976.00)
- ($9,580,915.00)
- ($1,041,061.14)
- $0.00
- ($9,416,515.42)
- ($164,399.58)
- 98%
- ($9,061,901.13)

---

Run by Kris Kavajecz on 02/28/2020 11:09:08 AM
## Personnel Expenses through December 31, 2019

**Through 12/31/19**

**Prior Fiscal Year Activity Included**

**Summary Listing**

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<td>79</td>
<td>2,014,567.93</td>
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<tr>
<td><strong>Grand Totals</strong></td>
<td>14,507,496.00</td>
<td>205,946.00</td>
<td>14,713,442.00</td>
<td>1,672,661.85</td>
<td>.00</td>
<td>13,987,336.60</td>
<td>726,105.40</td>
<td>95%</td>
<td>13,362,197.72</td>
</tr>
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<td><strong>Grand Totals</strong></td>
<td>($14,507,496.00)</td>
<td>($205,946.00)</td>
<td>($14,713,442.00)</td>
<td>($1,672,661.85)</td>
<td>$0.00</td>
<td>($13,987,336.60)</td>
<td>($726,105.40)</td>
<td></td>
<td>($13,362,197.72)</td>
</tr>
</tbody>
</table>
Human Resources Report
February 2020

- Participated in a number of Employee conflict resolution/performance improvement discussions and related disciplines.
  - One suspension
  - Five Performance Improvement Plans
- Tracking a number of Family and Medical Leaves
- Completed five worker’s compensation claims.
  - 4 slip/fall claims
  - 1 Fall claim
  - Once claim will result in medical expenses.
  - One claim will result in medical and indemnity expenses
- Recruitment Snapshot
  - Surveyor: Conducted Interview, offer made.
  - Family Specialist: Chris Beirl started employment on 2/24
  - FT Female Jailer: Offer accepted and then rescinded.
  - GIS Intern: Interviews conducted, offer extended then rescinded
  - DHS Clerk: Deanna Regan started employment on 2/10
  - 2 PT Male Jailers: One offer declined. Re-advertising
  - CCS Nurse: no new applicants
  - PH Nurse: Interview conducted, offer extended.
  - AODA/Mental Health Social Worker:
  - Fair Summer Office Assistant
  - Fairgrounds Caretaker
  - Fairgrounds Maintenance Assistant
  - Seasonal Highway Assistants
  - PT Treatment Court Case Manager
  - Mental Health Professional/CCS Program Manager
  - Highway Department Patrol Superintendent
- Conducted one exit interview.
- Coordinated with New Horizons for a PT Scanning Clerk in the Treasurer’s office. This position will begin with a personal coach, then will be paid by Division of Vocational Rehabilitation. If all goes well, they will become a part-time county employee (already budgeted).
- Met with Heather Doubek, Imaging Clerk in the Register of Deeds office to review impacts of her converting from Part-Time to Full-time.
- Attended/took minutes at the Executive Committee meeting.
- Compiled data and formulated recommendation for Vacation Schedule modification.
- Participated in Department Head meeting. Discussed a management professional development training plan and discussed progress with the digital personnel records system.
- Met with ten department heads to discuss expectations for the HR position and compiling list of priorities based on requests/suggestions from Department Heads.
  - Participated in the 5th of 6 workshops for the Advanced Human Resource Management program through UW Superior.