Dear County Board Members:

This letter is written to inform you of the Bayfield County Personnel Committee Meeting scheduled for 4:00pm Thursday, June 4, 2020. This meeting will be held in the County Board Room, Washburn WI, and is also available to access remotely. The public will be able to participate in the Meeting via voice either by using the internet link or phone number below.

Join Microsoft Teams Meeting
+1 715-318-2087 United States, Eau Claire (Toll)
Conference ID: 218 751 699#

Contact the Bayfield County at 715-373-6181 if you have access questions.

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 May 7, 2020
4. Discussion Regarding Updated Telecommuting Policy

5. Discussion and Possible Action Regarding County Veteran Service Office and Emergency Management Staff.

6. 2021 Planning, wages and benefits discussion

7. Reports
   a) Human Resources Report
   b) COVID Planning / Existing efforts / plan for employees
   c) Personnel Financial Report for the month of May 2020

8. The committee may enter in and out of closed session pursuant to Wisconsin Statutes:
   a. §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.
      i. Approve Closed Session Minutes of May 7, 2020
      ii. WPPA Side letter Consideration.

9. 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/kak
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
This will be an in-person / remote meeting in the County Board room.

Item 4: Attached is the Bayfield County Remote Work Agreement. We are discussing amendments to the agreement and would like to review the existing format and suggestions for changes in the future. COVID-19 has raised multiple topics.

Item 5: We would like to recommend the creation of a new ½ time position of Financial Benefits Specialist in the Veteran Service Office in lieu of the Clerk position. This will be a cost neutral proposal at this time. At present we have a single full-time clerk position. Our plan will be to have a ½ Clerk position for Emergency Management and a ½ Benefit Specialist for Veterans. In addition we have supplemental grant dollars for outreach.

Item 6. Planning for 2021 is underway. Key financial topics for personnel are:

- Cost of living adjustments: This year 1.5% (in addition to 2.5% step). Start discussing 2021
- Health insurance contributions / currently 88%/12% for those participating in wellness.

Item 7. Several reports will be shared:

- Human Resource Report
- COVID Report
- Personnel Financial for May
Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, May 7, 2020
Meeting was Held Remotely through Microsoft Teams

Members Present: Dennis Pocernich, Brett Rondeau, Tom Snilsberg, Fred Strand, Marty Milanowski

Members Excused: None

Others Present: County Administrator Mark Abeles-Allison, Kristine Kavajecz-Human Resources Director

Meeting called to order at 4:00pm by Rondeau

Election of Chair and Vice-Chair:
Motion Snilsberg to nominate Rondeau for Chairman. Motion, Pocernich, Milanowski to close nominations and cast unanimous ballot for Rondeau as Chairman. Motion Carried. (5-0)

Motion Strand to nominate Snilsberg for Vice-Chairman. Motion Pocernich, Strand to close nominations and cast unanimous ballot for Snilsberg as Vice-Chairman. Motion Carried. (5-0)

Public Comment: None Received

Approval of Minutes of March 5, 2020: Motion Pocernich, Snilsberg to approve minutes of the March 5, 2020 Personnel Committee meeting. Motion Carried. (5-0)

Personnel Committee Ordinance Overview: Abeles-Allison explained that this information is provided as orientation for the new committee members. Personnel Policies, Union Negotiations and Authorization of New Positions are primary duties of this committee.

Personnel Overview including benefits and policies: Abeles-Allison demonstrated where personnel related documents and policies are found on the Bayfield County web site. An overview of how the wage schedule works was reviewed. A summary of county benefits that apply to the majority of full-time employees was reviewed.

Carry Over Vacation Policy
a. Extension of COVID-19: Motion Pocernich, Strand to extend the COVID19 policy allowing employees with anniversaries on or before May 31, 2020 to carry over up to five days of vacation for six months. Motion Carried.

b. Permanent Change regarding carry over Vacation: Allow 5 days of carry-over. Motion Pocernich, Snilsberg to authorize a permanent change allowing 5 days of carry-over vacation for all employees for 3 months. Motion Carried (5-0)

Reports
a) Human Resources Report: Kavajecz reviewed the report that was included in the
b) COVID
   a. Implications for Recruitment: As discussed in the HR Report, recruitment is ongoing. Unemployment has been seen as a barrier to recruitment efforts.
   c. COVID Transition: “Call First” campaign. Beginning to transition employees back to on-site work beginning May 11, with offices physically opening on May 18. Maintenance is installing sneeze-guards. Masks, hand sanitizer, sanitizing solution will be provided for all employees.

c) Personnel Financial Report for the month of April 2020: Personnel financials April 2020 is about $220,000 less than 2019. This is primarily due to the elimination of the HRA payment at the beginning of the year, which will be reflected in health insurance premiums paid throughout the year instead.

Motion Pocernich, Milanowski to enter into closed session pursuant to Wisconsin Statutes:
   c. §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.
      i. Approve Closed Session Minutes of January 30, 2020
      ii. WPPA Side letter Consideration.

Motion Carried. Entered closed session at 4:45pm

Motion Milanowski, Snilsberg to move into open session. Motion Carried. Entered open session at 4:55pm

Meeting adjourned at 4:55 pm.

Minutes respectfully submitted by Kristine Kavajecz
TELECOMMUTING POLICY  (Effective July 1, 2020)

5.4 Telecommuting (Work at Home)

5.4.1 POLICY: Bayfield County is committed to providing a work environment and culture where the needs of our clients, employees and the organization are aligned. Bayfield County strives to provide a flexible work environment as part of a strategy to aid departments in attracting, motivating, and retaining a highly qualified and skilled workforce. Telecommuting arrangements allow employees the flexibility to perform work from an alternate location while delivering quality services to clients.

5.4.2 DEFINITIONS
A. Principal Work Location: The work location the employee is assigned to when not telecommuting. This is the primary department/office/location that the employee is assigned to.
B. Telecommuting: The performance of job duties on a regular, recurring basis, at a location other than the employee’s principal work location.
C. Telecommuting Arrangement: A work schedule and outline of deliverables outlined in a telecommuting agreement.
D. Telecommuting Request Form: A formal request from an employee which outlines their proposal for a telecommuting arrangement.
E. Telecommuting Agreement: A signed document that outlines the understanding between the department and the employee regarding the work schedule and outline of deliverables of the telecommuting arrangement. It is not a contract and can be changed or cancelled at any time at the discretion of the department.
F. Telecommuting Location: Refers to the approved alternative office location in which an employee is authorized to conduct work off-site. In most cases, the telecommuting location will be an office-space in an employee’s home.

5.4.3 EXCLUSIONS
This policy does not apply to employees who:
A. Work at a location other than their principal work location on a short-term basis or as a temporary or reasonable accommodation;
B. May work occasionally at a location other than their principal work location for various reasons; or
C. Are working at a location other than their principal work location under business continuity or pandemic situations.

5.4.4 ELIGIBILITY
Determination that a position may or may not be appropriate for a telecommuting agreement is made on a case-by-case basis at the department level with review by County Administrator.
The use of telecommuting is at the sole discretion of the department. Not all work situations are appropriate for telecommuting, nor is telecommuting appropriate for all employees. A department that allows telecommuting must ensure that an appropriate work environment and appropriate framework of expectations exists, as outlined below.

A. EMPLOYMENT CONDITIONS
   a. Compliance with Federal/State Employment Laws. Telecommuting agreements must comply with state and federal employment laws that apply to all county employees. This includes the Fair Labor Standards Act (FLSA) which regulates the payment of overtime.

   b. Job Duties and Responsibilities. The job duties, responsibilities and obligations of the position as well as the related terms and conditions of employment are not affected by telecommuting status.

B. ELIGIBILITY CRITERIA
   a. Performance Related Criteria:
      1. No pending personnel-related disciplinary action or performance concerns.
      2. Employee has demonstrated good communication suitability.
      3. Employee has demonstrated good time management skills.
      4. Attendance History (excluding Family Medical Leave absences and Americans with Disabilities accommodations).
      5. Employee has demonstrated ability to complete work projects with minimal supervision.
      6. Employee has been in their position for a minimum of six (6) months.

   b. Job Related Criteria
      1. Primarily applicable to permanent, full-time or part-time, non-exempt (hourly) employees.
      2. Overall business/department need
      3. Ability to provide adequate supervision of the employee remotely.
      4. Effects of telecommuting on customer services
      5. Costs to be saved or incurred.
6. The need or availability of equipment
7. Existence of well-defined job objectives and output that can be assessed.
8. Telecommuting location has acceptable/reliable phone and internet access.
9. Portable job duties
10. Availability of a telecommuting location suitable for performing work duties.

5.4.5 EXPECTATIONS:

A. EMPLOYEE EXPECTATIONS

a. **Work Time.** Telecommuting hours are regular work hours. Telecommuting is not intended to permit staff to have time to work at other jobs, provide dependent care during work hours, or run their own businesses.

b. **Work Schedule/Meetings.** The work schedule, including normal work day hours, breaks and core hours, and use of vacation and sick leave will be discussed by the supervisor and the employee within the framework of the FLSA and department policy.

1. Core hours are those hours during which the employee is expected to be available to communicate with the supervisor, co-workers or the public by telephone, e-mail, fax, etc. The supervisor will determine the number of days per week/payroll period that the employee will be allowed to telecommute. In addition, overtime for non-exempt employees must be pre-approved.

2. Work hours shall follow parameters outlined in Section 5.1 of the Personnel Policy Manual unless special circumstances warrant work outside of the standard work hours and with pre-approval by the Department Head.

3. Telecommuting is not permitted on Fridays.

4. Telecommuting is allowed for a maximum of two (2) days per week.

5. The employee will be expected to attend all assigned meetings relating to the performance of the job, including those which would normally be held on a telecommuting day. The supervisor will determine whether the employee’s attendance at the meeting must be in-person at the principal work location, or if the employee may attend the meeting from the telecommuting location.
At the discretion of the department, the employee may be required to report to the principal work location on short notice.

c. **Location and Travel.** The principal work location for the employee is the office location they are assigned to when not telecommuting.

1. Mileage between the employee’s telecommuting location and the principal work location shall be considered commuting mileage and is not subject to reimbursement;

2. If the employee is working at an alternative work site (not the telecommuting location and not the principal work site), the employee shall follow the county’s Personnel Policy with regard to mileage reimbursement eligibility.

d. **Communications.** Employees must be reachable by clients, co-workers, as well as the supervisor during agreed upon hours. Employees must notify assigned office staff if they leave their telecommuting location during work hours just as they would if they were at the principal work location. They must also notify the supervisor if they are not performing work due to illness or personal reasons and must follow the normal procedures for requesting time off.

e. **Supplies and Expenses.** Office supplies needed for the telecommuting location will be obtained through the normal supply request procedures. An employee must seek prior approval from the supervisor for expenses that will be incurred. Approved expenses will be reimbursed in accordance with existing policies.

f. **Hardware/Software.** The employee’s department will work with the Information Technology Department to determine the appropriate equipment needs for each telecommuting arrangement on a case-by-case basis.

1. The employee will sign an inventory of all county owned equipment located at their telecommuting location and agrees to take appropriate action to protect the items from damage or theft.

2. At their discretion, Bayfield County will provide computer, hardware, software and/or cell phone as deemed necessary to perform assigned work away from the principal work location.

3. Employee is responsible for providing adequate internet service.

4. Bayfield County is responsible for installing, testing, maintenance, and repair of the county-owned equipment and upgrades of software and will assist the employee with questions related to installation and ongoing performance of the equipment and software.

5. Equipment, hardware and software furnished by the County remain the property of the county and are subject to the same business use restrictions as if the property were located at the principal work location. To ensure hardware and software security for county-owned equipment, all software used for
telecommuting must be approved by the Information Technology Department. County-owned software shall not be installed on employee-owned hardware unless authorized by the county. Employee-owned software shall not be installed on county-owned hardware.

6. **Home computers will not be allowed to connect to the county network.**

7. **Computers are for Bayfield County use only and are not be used for personal use.**

8. **Printing (needs to be added/clarified)**

   g. **Responsibilities When Telecommuting Location is in the Home.** The employee is responsible for establishing and maintaining a safe and adequate telecommuting location in the home. The designated location may be subject to review and approval by the supervisor, including an annual on-site inspection, to ensure that it is conducive to performing work. The employee will be responsible for all costs related to modifications of the telecommuting location including but not limited to remodeling or electrical modifications, Wi-Fi network, etc.

   h. **Privacy and Security.** Employees needing restricted access to confidential or sensitive information while working at a telecommuting location will discuss the need with their supervisor.

   1. The information type will be documented in the telecommuting agreement before the employee may take the information off-site. Employees are responsible for protecting the privacy and confidentiality of data at their telecommuting location the same as they would be in the principal work location.

   2. Employees must ensure the security of data and information that is transported to and from their telecommuting location.

   3. Employees in a telecommuting agreement must comply with all Bayfield County policies and procedures concerning the handling of Confidential and Protected Health Information, as well as use of computers, internet and email. It is expected that employees fully review and be familiar with these policies.

   4. Employees in a telecommuting agreement must have a signed Personnel Manual Acknowledgement, Confidentiality and Ethics Agreement on file. All policies applicable at the principal work location extend to the telecommuting location.

   i. **Equipment Liability.** If employee owned equipment is approved for use by the department, the employee is responsible for repair, maintenance, and replacement.

   j. **Return of Equipment.** Employees must return all county-owned hardware, software, supplies, documents and other information or property to the principal work location prior to termination of the telecommuting agreement or employment.

   k. **Notice to Supervisor.** Employees are responsible for promptly notifying their supervisor of an equipment malfunction or failure of either county-owned or employee-owned equipment needed to do assigned work. If the malfunction
prevents the employee from performing assigned tasks, the employee must notify the supervisor immediately. The employee may be assigned to perform different tasks, to assist with repair or exchange of equipment, or to proceed to another work location.

l. **Performance.** The employee is responsible for maintaining satisfactory work performance. A decline in work performance will result in termination of the telecommuting agreement.

m. **Weather Emergencies.** An employee who is scheduled to work at the telecommuting location on an inclement weather day is expected to work as scheduled, unless the telecommuting location is located outside of the home and is also impacted by the inclement weather or the employee is otherwise excused from working. All requirement in section 5.4.5A continue to apply in inclement weather situations.

n. **Taxes.** Federal and state tax implications of telecommuting and use of a telecommuting location are the responsibility of the employee.

**B. SUPERVISOR EXPECTATIONS**

a. **Communication Plan.** The supervisor must work with the employee to develop an effective communication strategy. The communication strategy should ensure that the employee effectively manages his or her workload and that telecommuting does not have a negative impact on the employee’s co-workers and team. In addition, the supervisor should maintain regular communication with the employee.

b. **Performance Expectations Plan.** The supervisor is responsible for developing a plan that defines performance expectations and deliverables, and reviewing the plan with the employee. At a minimum, the agreement, plan and deliverables will be reviewed within 3 months of when the initial agreement is signed. Annual performance evaluation should also include a performance review of the telecommuting agreement.

c. **Emergency Plan.** The supervisor is responsible for developing emergency and back up strategies with necessary phone numbers and a messaging plan in case of an emergency (e.g. equipment failure).

d. **Meetings.** The supervisor should ensure that planned meeting schedules are communicated in advance as soon as possible so employees are able to adjust their work schedules and work location accordingly.

e. **Training.** The County Administrator’s office will provide Telecommuting policy training to Department Heads as needed. Departments are encouraged to provide training for supervisors and employees in order to ensure a successful
telecommuting program. For example, topics could include: telecommuting policy and procedure, data security and privacy, FLSA, communication, injury reporting, goal and standard setting, technology use and guidelines, safety, time tracking, etc.

f. If an employee is not meeting telecommuting agreement deliverables, the supervisor is responsible for discontinuing the telecommuting agreement and explaining the rationale to the employee. Revocations can take effect immediately.

5.4.6 LIABILITY
A. When telecommuting, the employee’s work space is considered an extension of their principal work site during the agreed upon working hours. The designated telecommuting location must accommodate any equipment to be used in the work performed.
B. The telecommuting location must be maintained to minimize damage to county-owned property as if at the principal work site.
C. Bayfield County does not assume responsibility for third party injury or property damage that may occur at the telecommuting location. In-person meetings with clients and or visitors conducting business with Bayfield County will not be held at the employee’s telecommuting location.
D. An employee is covered by Worker’s Compensation laws while telecommuting. Any injury that occurs within the course and scope of employment must be reported to the supervisor immediately, using the county’s standard injury reporting process. The employee’s designated telecommuting location is considered an extension of the principal work location, only during scheduled telecommuting hours for purposes of Worker’s Compensation.

5.4.7 PROCESS
Departments retain the right to approve or deny requests at their discretion based on the eligibility criteria. Expectations must be established for monitoring performance and ensuring that client and business needs are met.

A. Request:
Employee completes the Telecommuting Request Form and submits to their Supervisor/Department Head

B. Supervisor/Department Head evaluates the request based on eligibility criteria.

C. Supervisor/Department Head meets with the employee to review the request.
   a. Informs employee of reasons why the request was denied, or proposes modifications to the request - OR -
   b. Approves the request.
D. Agreement: If the telecommuting request is approved, details of the arrangement are detailed in the Telecommuting Agreement.
   a. Agreement Contents:
      1. Employee performance expectations.
      2. Work hours and work schedule
      3. Telecommuting Location
      4. Equipment and Supplies
   b. Signature. The agreement must be signed by the supervisor and employee prior to the start of the telecommuting arrangement.
   c. Cancellation. The telecommuting agreement can be changed or cancelled by the employer at any time. A telecommuting agreement should be cancelled when the employee has performance issues or a change in job responsibilities, or when the needs of the department are not being met. The employee can also cancel the agreement at any time by giving advance notice to his or her supervisor.
   d. Duration of Telecommuting Agreement. The agreement is not open-ended. At least annually, the supervisor and employee must discuss whether to continue the arrangement. The arrangement must also be reviewed if there is a change in job duties or supervisor.
   e. The agreement will be sent to the County Administrator for review. If no response is received within 5 days, the agreement is assumed to be approved.
BAYFIELD COUNTY JOB DESCRIPTION

1. DEPARTMENT: Veteran Services

2. EMPLOYEE NAME:

3. POSITION TITLE: Veterans Benefit Specialist

4. POSITION PURPOSE: The purpose of this position is to perform and assist with services and advocacy of Veterans benefits to beneficiaries, dependents and interested community members. The Veterans Benefit Specialist assumes such roles as claims worker, veterans advocate, and liaison. The position also performs administrative office duties. Work is performed under the direction and supervision of the County Veterans Service Officer (CVSO).

5. QUALIFICATIONS:
   - Two-year business-related degree
   - Minimum of 2 years qualified office experience. Familiarity with computer and software applications as well as use of standard office equipment.
   - Experience or training using medical/health related technology or insurances preferred
   - Honorably discharged Veteran IAW WI Statutes 45.80 preferred.
   - Successfully achieve accreditation by the United States Federal Department of Veterans Affairs through at least one of many qualifying Veterans organizations within one year of employment. Full accreditation with the Veterans Administration preferred.
   - Experience working with the Vetraspec System preferred.
   - Prior active military duty preferred. Must possess a valid driver’s license

6. KNOWLEDGE, SKILLS, AND ABILITIES:
   - Knowledge and ability to understand and interpret federal and state statutes and administrative codes relating to veterans.
   - Knowledge of federal and state entitlements provided to veterans, spouses, and dependents, including eligibility criteria and application procedures.
   - Knowledge of sources available to veterans and the federal, state, and county laws regulating their administration.
   - Knowledge of veterans programs and issues impacting the needs of and services to veterans.
   - Strong public speaking and presentation skills.
   - Knowledge of modern office methods and practices including thorough knowledge of a wide variety of computer hardware and software systems.
   - Effectively communicate both written and orally.
• Ability to function under stressful situations involving claimant’s death, disability, financial or personal loss, and unfeasible expectations.
• Ability to maintain complex records and analyze data and make recommendations.
• Ability to interpret and make decisions in accordance with regulations, policies and procedures – basic knowledge of County, State and Federal Veterans Benefit Programs.
• Ability to work independently.
• Ability to establish and maintain effective working relationships with clients, veterans’ organizations, other governmental units, and the general public.

7. **EXAMPLES OF DUTIES:**
The following duties are expected of this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Veterans Service Officer.
• Advises veterans and beneficiaries regarding local, state, and federal benefits and advocates on behalf of veterans and beneficiaries to appropriate third parties of interest.
• Provides assistance in the preparation and submittal of applications for entitlements from federal, state, and local agencies.
• Receives, processes, enters data; safeguards confidentiality of veterans’ personal information in accordance with HIPAA laws and county policy.
• Assists in providing information, official documents, recorded documents, vital records, and legal information to veterans, beneficiaries, and third parties in pursuit of securing benefits and programs for eligible recipients.
• Maintains a variety of records including financial reports, mileage records, bi-monthly wage/salary reports, and invoices and receipts.
• Assists in claim development; provides rational and effective arguments and assists in gathering supporting documentation, evidence and medical opinions.
• Maintains office inventory of supplies, flags, and flag holders and is responsible for ordering within budget constraints.
• Seeks out and researches grant opportunities, completes grant applications, and works with CVSO on submission, oversight, reporting, and administration of grant programs.
• Fulfills the clerical role for the Veterans Service Office and Emergency Management Department
• Participate in professional development and training groups such as the CVSO Association and other veteran's organizations. Complete annual CEU's necessary to maintain accreditation.
• Coordinate veteran transportation assistance to VA medical centers.
• Provide liaison and coordination with other agencies as appropriate for the relief of veterans and their family.
• Counsel, advise and represent claimants on a variety of issues, including but not limited to financial and educational assistance, medical needs, alcohol and other drug abuse, shelter, vocational rehabilitation, disability evaluation and burial concerns.
• Assist in organizing and participating in veteran's activities in the county, i.e.: Memorial Day, July 4, Veterans Day or major functions of Veteran's service organizations.
• Promote awareness of veterans' issues and changes in veterans' benefits by all public media such as, television, radio, newspapers, and Internet.
• Serve Bayfield County Veterans with integrity and honor.
8. **Physical Requirements**
   1) Ability to sit or stand for extended periods of time while performing duties.
   2) Ability to drive.
   3) Light lifting of up to 30 pounds.
   4) Requires physical demands such as seeing and hearing to make judgments both in the office and out in the field when visiting clients.

9. **Title of Immediate Supervisor:** County Veterans Service Officer

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

11. **Titles and Numbers of Persons Supervised by Employee:** None

12. **Nature of Supervision Exercised by Employee:**

13. **Contacts with Public-Nature of and Frequency:** Daily contact with the public through electronic, written and oral media.

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 Statements and Additional Information or Comments on Employee’s Duties**

**Date _______________ Title _______________ Supervisor’s Signature __________________**
Human Resources Report

June 4, 2020

• Employment Activities (May):
  o Two Retirements (Mike Gustafson, Bryan Paulsen)
  o Received retirement notification from Dan Clark. His last day will be June 12, 2020.
  o Tony Budreau was awarded the Investigator position. This will be effective once a replacement Deputy can be hired.
  o With the retirement of Dan Clark and Bryan Paulsen, there will potentially be a domino effect within the department as these more senior/leadership positions are filled.
  o With the return of Kevin Johnson, CVSO and the retirement of Nancy Brown, Clerk in the Veteran’s and Emergency Management offices, Michelle Anderson, Interim CVSO will be filling the vacancies created by Nancy’s retirement. Both positions will be modified based on input from the CVSO and Emergency Management Director.

• Completed one worker’s compensation claim in May (14 year-to-date). All recent claims were report only. No lost work time or medical attention required.

• Recruitment Snapshot
  o Conducted interviews for:
    ▪ Deputy Sheriff
    ▪ Treatment Court Case Manager
    ▪ PT Jailers
    ▪ UW Youth Program Facilitator
    ▪ DHS Family Specialist
    ▪ Fairgrounds Caretaker
  o CCS Nurse: Continuing to Advertise
  o PH Nurse: Continuing to Advertise
  o CCS Service Facilitator-Continuing to Advertise
  o Treatment Court Case Manager-Continuing to Advertise
  o AODA/Mental Health Social Worker: Continuing to Advertise
  o Economic Support Specialist: On Hold
  o Deputy Sheriff: Preparing to Conduct Testing, also re-advertised

Hired/Completed Orientation:
• Fairgrounds Caretaker: Bill Johnson
• Summer Highway Assistants: Samuel Milanowski, Karli Weidinger
• Highway Patrol Superintendent: Bob Anderson
• Invasive Species Technicians: Paul Karpinski, Stacy Dietrich
• Meal Delivery Driver: Michael Mertes
• UW Youth Program Facilitator: Taylor Hansen
• Fairgrounds Maintenance Assistant: Alyssa Christianson

Other Activities:
• Weekly Department Head Meetings
• Return to on-site work, or return from out of area travel screenings
• Reviewed/Updated Telecommuting Policy
• Coordinated Deputy Sheriff testing in Florida
• Worked on reviewing/revising a few job descriptions for vacant positions.
• Distributed Employee of the Year and Department of the Year Nomination Forms
• Worked with Department Heads regarding a couple of employee productivity/performance concerns.
• Set up new office area. Thank You!
• Started working back in the office a couple days per week.
## Personnel Expenses through May 29, 2020

Through 05/29/20
Prior Fiscal Year Activity Included
Summary Listing

<table>
<thead>
<tr>
<th>Organization</th>
<th>Adopted Budget</th>
<th>Budget Amendments</th>
<th>Amended Budget</th>
<th>Current Month Transactions</th>
<th>YTD Transactions</th>
<th>YTD Encumbrances</th>
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**Expense Totals**

$10,113,782.00 | $99,028.00 | $10,212,810.00 | $737,927.71 | $0.00 | $3,666,184.05 | $6,546,625.95 | 36% | $3,833,622.08

**Fund 100 - General Totals**

$10,113,782.00 | $99,028.00 | $10,212,810.00 | $737,927.71 | $0.00 | $3,666,184.05 | $6,546,625.95 | 36% | $3,833,622.08

**Fund 220 - Employee Health Fund Totals**

$50,000.00 | $0.00 | $50,000.00 | $88.00 | $0.00 | $440.00 | $49,560.00 | 1% | $384.00

**Expense**

Department 45 - Employee Health

$50,000.00 | .00 | $50,000.00 | $88.00 | $0.00 | $440.00 | $49,560.00 | 1% | $384.00

**Expense Totals**

$50,000.00 | $0.00 | $50,000.00 | $88.00 | $0.00 | $440.00 | $49,560.00 | 1% | $384.00

**Fund 220 - Employee Health Fund Totals**

$(50,000.00) | $(0.00) | $(50,000.00) | $(88.00) | $(0.00) | $(440.00) | $(49,560.00) | $(1% | $(384.00)
### Personnel Expenses through May 29, 2020

Through 05/29/20
Prior Fiscal Year Activity Included
Summary Listing

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<th>Organization</th>
<th>Adopted Budget</th>
<th>Budget Amendments</th>
<th>Amended Budget</th>
<th>Current Month Transactions</th>
<th>YTD Encumbrances</th>
<th>YTD Transactions</th>
<th>Budget - YTD Transactions</th>
<th>% Used/Re'd</th>
<th>Prior Year YTD</th>
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# Personnel Expenses through May 29, 2020

Through 05/29/20
Prior Fiscal Year Activity Included
Summary Listing

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<th>Prior Year YTD</th>
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<td>$3,086.02</td>
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<td><strong>Fund 710 - Highway</strong>&lt;br&gt;Totals</td>
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<tr>
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Run by Kris Kavajecz on 05/29/2020 08:01:11 AM
### Personnel Expenses through May 29, 2020

#### Through 05/29/20

Prior Fiscal Year Activity Included

Summary Listing

<table>
<thead>
<tr>
<th>Organization</th>
<th>Adopted Budget</th>
<th>Budget Amendments</th>
<th>Amended Budget</th>
<th>Current Month Transactions</th>
<th>YTD Encumbrances</th>
<th>YTD Transactions</th>
<th>Budget - YTD Transactions</th>
<th>% Used/Rec'd</th>
<th>Prior Year YTD</th>
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<tbody>
<tr>
<td><strong>Fund 770 - Industrial Development Totals</strong></td>
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<tr>
<td><strong>Fund 810 - Dog License Fund Expenses</strong></td>
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<tr>
<td><strong>Grand Totals</strong></td>
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<td>99,028.00</td>
<td>17,931,170.00</td>
<td>1,091,652.69</td>
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<td>5,580,866.87</td>
<td>12,350,303.13</td>
<td>31%</td>
<td>5,763,328.22</td>
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<tr>
<td>EXPENSE TOTALS</td>
<td>($17,832,142.00</td>
<td>($99,028.00)</td>
<td>($17,931,170.00</td>
<td>($1,091,652.69)</td>
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