

**WAUPACA COUNTY BOARD OF SUPERVISORS
ADJOURNED ORGANIZATIONAL SESSION
July 21, 2009**

Chair Koeppen called the meeting to order at 9:00 a.m. with 26 members present.

Present: Suprs. Aasen, Allen, Barrington, Boyer, Brown, Craig, Ellis, Flease, Flink, Hagen, Handrich, Hillskotter, Johnson, Jonely, Koeppen, Kussmann, Loughrin, Lloyd Mares, Martin Mares, Gerald Murphy, Terry Murphy, Penney, Peterson, Sorensen, Sperl, Trambauer. Supr. Sasse was excused.

Chair Koeppen made the open meeting statement that this meeting and all other meetings of this board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin Statutes so the citizenry may be aware of the time, place and agenda of this meeting.

A moment of silent meditation was observed followed by the Pledge of Allegiance.

Supr. Flink moved and Supr. L. Mares seconded the motion to approve the agenda. Motion carried 26-0. Passed the 21st day of July, 2009.

Supr. G. Murphy moved and Supr. Kussmann seconded the motion to approve the minutes of the June 15 and June 16, 2009 meetings. Motion carried 26-0. Passed the 21st day of July, 2009.

**REPORT NO. 7 (2009-2010)
UWEX QUARTERLY REPORT
Mike Koles, CNRD Educator**

Mike Koles reviewed the UWEX quarterly report and updated the County Board on upcoming programs.

**REPORT NO. 8 (2009-2010)
2008 ZONING ANNUAL REPORT**

The 2008 Zoning Annual Report was handed out and will be presented at the August 18, 2009 meeting.

**REPORT NO. 9 (2009-2010)
2008 HIGHWAY ANNUAL REPORT
Dean Steingraber, Highway Commissioner**

Dean Steingraber reviewed his annual report, reported on projects worked on during the year, and reviewed upcoming projects. Chair Koeppen placed the report on file in the County Clerk's Office.

Chair Koeppen called for a short recess. Chair Koeppen called the meeting to order.

**AMEND CHAPTER 9.19 OF THE
WAUPACA COUNTY CODE OF ORDINANCES
BOATING REGULATIONS ON THE WOLF RIVER**

Supr. Kussmann moved and Supr. Boyer seconded the motion to table the amendment to Chapter 9.19 of the Waupaca County Code of Ordinances indefinitely. Motion carried 24-2 with Suprs. M. Mares and Craig voting no. Passed the 21st day of July, 2009.

**AMENDMENT TO WAUPACA COUNTY CODE OF ORDINANCES
CHAPTER 3, PERSONNEL POLICIES & PROCEDURES**

**AMEND CHAPTER 3, SECTION 5 –
RECRUITMENT & SELECTION PROCESS**

A. POLICY. It shall be the policy of the County to recruit and select the best qualified individuals for County positions. Recruitment and selection shall be conducted in compliance with all applicable laws. To provide an effective career development for qualified employees, whenever possible, vacancies will be filled through promotional opportunities. Union positions are filled in accordance with the applicable bargaining agreement. The recruitment and selection process is the responsibility of the Personnel Department, which works in conjunction with the department in need of staffing.

B. AUTHORIZATION TO INITIATE RECRUITMENT.

1. Existing Positions. Department Heads who wish to fill vacancies in existing budgeted positions shall request the Personnel Director to initiate the recruitment/posting process. The request shall include an updated job description including qualifications. At their direction requests to fill vacancies may also need the approval of the Committee of Jurisdiction, as well as, the Finance and Personnel Committee. Any position which becomes vacant and remains unfilled for six months or more shall be reviewed by the Committee of Jurisdiction and recommendation provided to the Personnel Committee.
2. New Positions. No new positions may be established without prior approval of the County Board by resolution. Recruitment may be initiated by the Personnel Director upon approval of the County Board.
3. Emergency Appointments. If there is an urgent need to fill a position the Chairman of the Committee of Jurisdiction may authorize filling the vacancy by making a temporary emergency appointment for up to sixty (60) calendar days. That time frame will be used to recruit a candidate according to standard procedures.

C. RECRUITMENT. The Personnel Director shall develop and conduct an active recruitment program designed to meet the current and projected staffing needs of the County.

Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield qualified candidates.

1. Job Announcements. The Personnel Director shall issue job announcements through appropriate media. Job announcements generally include the job title, rate of pay, job qualifications and requirements and other pertinent information. Job vacancies are announced at least five working days prior to the closing date for filing applications.

(a) If the Department Head and Committee of Jurisdiction believe that there are an adequate number of interested current employees meeting the qualifications for a position vacancy a request may be forwarded to the Personnel Director to conduct a promotional recruitment. If the Personnel Director approves said request for a promotional recruitment, the Department Head and the Personnel Director solicit applications for the current vacancy exclusively from current employees. The Department Head and Personnel Director shall determine those candidates who are the best qualified. The applicants shall be interviewed by the Personnel Director, the Department Head, the Chairperson of the Committee of Jurisdiction and/or his/her designees, and the Chairperson of the Personnel Committee or his/her designee. The interview committee shall make recommendations for promotion to the Department Head who shall make the final selection.

2. Applications. All applicants for employment must complete an application form prescribed by the Personnel Director and available in the Personnel Department or on the Waupaca County website. Separate applications must be completed for each position applied for in Waupaca County. The Personnel Director may require proof of application statements. **FORM – Waupaca County Employment Application**

The Personnel Director may reject any application if the applicant:

- (a) Does not meet the minimum qualifications established for the position;
- (b) Deliberately falsified the application;
- (c) Has established an unsatisfactory employment record which indicates unsuitability for the position;
- (d) Has been convicted of a crime, which renders him/her unsuitable for the position because of the substantial relationship between the conviction and the position. (Determination on this basis shall be contingent upon the nature of the offense, date of occurrence, eligibility for surety bond and other legally relevant considerations.);
- (e) Applies after the published deadline for application submission;
- (f) Does not complete the employment application in its entirety.

D. SELECTION PROCESS. The selection process shall maximize honesty, reliability, objectivity, and validity through a practical and job-related assessment of applicant attributes necessary for successful job performance and career potential. All individuals involved with or participating in the selection process shall maintain the appropriate level of integrity and confidentiality.

1. Selection Devices The Personnel Director shall be responsible for determining if formal selection devices are to be used to screen applicants for job vacancies. These may include but need not be limited to: a review of training and experience; performance tests and/or work samples; practical written or oral tests; physical fitness examinations; psychological testing; and background and reference inquiries. In the development of selection devices, the Personnel Director shall confer with Department Heads, supervisors, or others familiar with the knowledge, skills and abilities required to determine the specific devices to best measure these factors relevant to the positions being filled. Formal selection materials shall be known only to the Personnel Director and to the other individuals involved in the development of the selection devices. Every precaution shall be exercised by all persons participating in the development and maintenance of materials to issue the highest level of integrity and confidentiality.
2. Screening. The applications meeting the minimum qualifications shall be certified as eligible by the Personnel Director and submitted to the Department Head or supervisor for consideration. The screening of applications for Department Head positions shall be done in conjunction with the Chair of the Committee of Jurisdiction and the Personnel Director.
3. Interviews. The interview is key to the selection process and is conducted with objectivity and high regard for employment laws. Applicants selected for interview in accordance with the selection process shall number at least three per vacancy. In the event that there are less than three qualified applicants for a vacancy, the Personnel Director may deem those qualified as eligible and present the candidates for interview. For approved temporary, limited term, casual or relief positions candidates will be interviewed by the Department Head and/or supervisor. All other eligible candidates for full and part-time positions are interviewed by the Personnel Director, the Department Head and/or a supervisor as appropriate, the Chairperson of the Personnel Committee and/or his/her designee(s), and the Chairperson of the applicable Committee of Jurisdiction or his/her designee. For certain professional and top management positions an interview panel which may contain members other than those listed above may be assembled. Interviewers may be reimbursed for travel and meal expenses in accordance with the current County Ordinance governing per diem and expense reimbursements. All interviews shall be coordinated through the Personnel Department.
4. Background and reference checks. The Personnel Department will be responsible for conducting and coordinating appropriate reference checks, education and employment verifications, and other appropriate verifications to ensure the candidates best meet the needs of Waupaca County. All background checks will be conducted in compliance with all applicable laws and regulations.

5. Selection. The interview committee shall make recommendations for employment to the Department Head who shall make the final selection.

(a) The Finance and Personnel Committee and the Chairperson of the applicable Committee of Jurisdiction or his/her designee shall have hiring authority for all Department Head positions unless otherwise provided by state statutes.

6. Offer of Employment. Upon final selection, the Personnel Department shall send a letter of offer to the successful applicant; upon that person's accepting the position, the Personnel Department shall notify the unsuccessful applicants who interviewed. All County employees who have applied for open positions will receive notice that an applicant has been selected. External candidates that have been interviewed will be notified that an applicant has been selected.

(a) Contingent offers of employment may be necessary in certain circumstances where applicants are required to successfully complete a pre-employment health screening, drug test, or other post-offer inquiry.

E. INTRODUCTORY PERIOD. Original appointment to regular positions shall be made with an introductory period of at least six calendar months and no longer than two years. The length of the introductory period shall be established by the Personnel Director. Unless modified in writing by employment contract or bargaining agreement employees of Waupaca County are employees-at-will. Designation of an introductory period shall not modify the at-will employment status.

(a) An introductory employee may be discharged at the discretion of the employer for any reason whatsoever, provided it is not discriminatory, and without recourse to the complaint procedure.

(b) At the end of an introductory period, an employee will be notified as to whether the employee will be retained on a full-time basis. Until so notified an employee remains in introductory status.

(c) Introductory periods may be extended by the Department Head with approval from the Personnel Director. No extensions will result in an introductory period of more than two years.

F. RESIDENCY. The County does require county residency as a condition of employment for employees of the Sheriff's Department (excluding corrections and telecommunicators and office staff), the Office of Emergency Government and the Highway Department (excluding office and engineering staff). Employees not listed above are exempted from the residency requirement.

G. NEPOTISM. No person shall be employed, promoted or transferred to any department of Waupaca County when such employment would result in the person either directly

supervising or being supervised by a member of his/her immediate family. Further, no Department Head, supervisor or member of the Board shall be involved with the hiring process outlined in this section where a member of that person's immediate family is an applicant for that position.

H. TYPES OF EMPLOYMENT.

1. Regular Full-Time. Employees who fill full-time positions are scheduled to work a normal day and a normal work week as designated by the department's official hours of operation.
2. Regular Part-Time. Employees who fill part-time positions are scheduled to work less than a normal workweek. Employees who average twenty (20) or more hours per week are eligible to receive fringe benefits on a pro-rated basis
3. Limited Part-Time. Employees who fill limited part-time positions are scheduled to work less than a normal workweek and less than twenty hours per week. Employees who work an average of less than twenty (20) hours per week are not eligible for fringe benefits.
4. Limited Term Employment (LTE). Employees who fill a position that is of limited duration not to exceed one year or 600 hours. These employees receive no fringe benefits except if it is determined by the Personnel Department that they meet eligibility requirements for Wisconsin Retirement System contributions. These are selected through the recruitment process except that:
 - (a) The Personnel Director may approve the initiation of recruitment for LTE positions of less than 90 days and 600 hours for the replacement of regular employees on leaves; to assist the department during recruitment for position vacancies; or for LTE positions authorized by the Committee of Jurisdiction, Finance and Personnel Committee and the County Board during the budget process.
 - (b) A member of the Personnel Committee and Committee of Jurisdiction does not have to participate in the interview and selection process.
5. Seasonal. Employees who fill positions of limited duration authorized on a recurring basis each year for a specified period of time. These employees receive no fringe benefits except if it is determined by the Personnel Department that they meet eligibility requirements for Wisconsin Retirement System contributions. These employees are selected through the recruitment process except that a member of the Personnel Committee and Committee of Jurisdiction does not have to participate in the interview and selection process.

I. EMPLOYEE ORIENTATION. The Personnel Department will conduct new employee orientations relative to general conditions of employment, benefits, county policies and procedures, as well as, provide the employee with any applicable bargaining agreement. Each

Department will also conduct employee orientations on departmental policies, hours of work, operating equipment, emergency procedures, job duties and responsibilities, and other items deemed necessary.

Supr. Handrich moved and Supr. Flink seconded the motion to amend Chapter 3, Section 5, Recruitment and Selection Process of the Waupaca County Code of Ordinances. Motion carried 26-0. Passed the 21st day of July, 2009.

DENIAL OF ZONING AMENDMENT
Town of Dupont
ZA-1-09

The Waupaca County Zoning Committee, having considered the petition No. ZA-1-09 on the 18th day of June, 2009 by **Bennie N. & Sovilla M. Borntrager** from an A-G (General Agriculture) zone to a C-G (General Commercial) zone for a retail store.

The following described lands: Located in part of the SE ¼ of the NW ¼ of Sec. 11, Town of Dupont, lying along Quarterline Road, Fire Number N-11598, Waupaca County, Wisconsin. Approximately 2.89 acres.

Having held public hearings thereon, pursuant to Section 59.97(5)(e) Wisconsin Statutes, notice thereof having been given as provided by law, and being duly informed of the facts pertinent to the changes proposed, and duly advised of the wishes of the people in the area affected, hereby recommends as follows:

Based on the facts and evidence presented, the Committee's decision was to **DENY** the Petition for Zoning Map Amendment, but to **GRANT** a Conditional Use Permit due to the following:

- The Town Board of Dupont was in favor of the application and there was no opposition presented at the public hearing.

With the following conditions:

1. The applicant **MUST** obtain a Land Use Permit from the Town Zoning Deputy for the Town of Dupont.
2. The applicant **MUST** check to see if a Building Permit is required from the Commercial Building Inspector.

Dated this 18th day of June, 2009.
Waupaca County Zoning Committee
By: /s/ John F. Penney, Chairman

Supr. Sorensen moved and Supr. Ellis seconded the motion to approve the Denial to Zoning Amendment ZA-1-09. Motion carried 26-0. Passed the 21st day of July, 2009.

RESOLUTION NO. 13 (2009-2010)

SUBJECT: The Health and Human Services Board recommends the Department continue to provide Wisconsin Works (W-2) Program services for Waupaca County residents and submit a proposal for contracting with the State for contract years 2010 through 2011.

WHEREAS, on July 16, 1996 the Waupaca County Board of Supervisors authorized the first contract with the State of Wisconsin and our Health and Human Services Department to provide W-2 services for Waupaca County residents; and,

WHEREAS, the Board of Supervisors has authorized four subsequent contracts with the State of Wisconsin for W-2 services that will be ending December 31, 2009; and,

WHEREAS, all program expenses associated with the operation of our W-2 Agency, for each of those contract years have been fully funded by the State of Wisconsin, and in addition, Waupaca County was awarded additional financial incentives (over \$400,000.00) under previous contracts to benefit local children and family services and the county; and,

WHEREAS, the Waupaca County W-2 budget allocation received from the State for the contract (2010-11) appears adequate with a slightly increased allocation; and,

WHEREAS, when considering the alternative of the Department not providing W-2 services for Waupaca County residents brings concerns: for the disruption of customer services, reduced children and family support, fragmentation of service delivery, and generally the concern for the loss of excellent quality services.

NOW, THEREFORE, LET IT BE RESOLVED, that the Waupaca County Board of Supervisors authorizes the Department of Health and Human Services to enter into a contract (2010-2011) with the State of Wisconsin to administer the local W-2 Program, either through direct contract or in collaboration with a multi-county consortium (perhaps with Outagamie, Calumet, and/or Winnebago).

BE IT FURTHER RESOLVED, that the Health and Human Services Board shall be given the authority at any time to end the W-2 contract due to funding or other concerns associated with the delivery of W-2 services over the contract period authorized in this resolution.

RECOMMENDED FOR INTRODUCTION BY WAUPACA COUNTY FINANCE AND PERSONNEL COMMITTEE AND WAUPACA COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES: /s/ James Loughrin, Gary Barrington, John F. Penney, Kay Hillskotter, G. Robert Fleese, Duane R. Brown, Patricia Craig, Dick Koeppen, Patty Kappelman, Monica Sperl, Don Aasen, John Trambauer, Donn L. Allen, Gerald M. Murphy

ATTEST:
/s/ Mary A. Robbins, Waupaca County Clerk

APPROVED AS TO FORM:
/s/ Jeffrey Siewert, Corporation Counsel

Supr. Craig moved and Supr. Hillskotter seconded the motion to adopt Resolution No. 13 (2009-2010). Motion carried 26-0. Passed the 21st day of July, 2009.

RESOLUTION NO. 14 (2009-2010)

SUBJECT: The Lakeview Manor Board of Trustees recommends the creation of a staffing chart of expanded or net positions as set in the attached schedule. (Attachment A)

WHEREAS, there is an increasing difficulty in recruiting available CNA's, LPN's & RN's for staffing the Nursing Department at Lakeview Manor; and

WHEREAS, Lakeview Manor continues to seek the most cost effective and efficient methods of operating the facility for staffing without contracted services.

NOW, THEREFORE, LET IT BE RESOLVED, that the Waupaca County Board of Supervisors authorizes the Lakeview Manor Board of Trustees to create the positions as described on the attached Lakeview Manor Staff schedule effective upon the passing of this resolution.

RECOMMENDED FOR INTRODUCTION BY WAUPACA COUNTY FINANCE AND PERSONNEL COMMITTEE AND LAKEVIEW MANOR BOARD OF TRUSTEES: /s/ James Loughrin, Kay Hillskotter, Duane R. Brown, John F. Penney, Gary Barrington, Patricia Craig, G. Robert Flease, Dick Koeppen, Gene Sorensen, Lloyd Mares

ATTEST:
/s/ Mary A. Robbins, Waupaca County Clerk

APPROVED AS TO FORM:
/s/ Jeffrey Siewert, Corporation Counsel

Supr. L. Mares moved and Supr. Barrington seconded the motion to approve Resolution No. 14 (2009-2010). Motion carried 26-0. Passed the 21st day of July, 2009.

**WAUPACA COUNTY ECONOMIC DEVELOPMENT
Revolving Loan Fund
Centerline Machine, Inc.
Dave Thiel, Executive Director**

Dave Thiel has received a request for revolving loan fund for \$50,000 from Centerline Machine for their expansion. Supr. Flink moved and Supr. Sperl seconded the motion to approve the revolving loan fund to Centerline Machine. Motion carried 26-0. Passed the 21st day of July, 2009.

APPOINTMENTS

Supr. Flink moved and Supr. Sperl seconded the motion to appoint DuWayne Federwitz as a citizen member to the Board of Adjustment for a 3 year term. Motion carried 26-0. Passed the 21st day of July, 2009.

ANNOUNCEMENTS AND CORRESPONDENCE

Clerk Robbins announced that Ehlers & Associates will presenting a financial management workshop on August 6.

Chair Koeppen placed the following correspondence for July on file in the County Clerk's Office: Waupaca County Economic Development Corp. Monthly Report, Revolving Loan Fund Report, letter from Mayor Don Morgan commending Roger Holman and staff.

Chair Koeppen announced that Report No. 6 (2009-2010) will be presented at a later meeting.

Supr. Aasen moved and Supr. Trambauer seconded the motion to adjourn. Motion carried 26-0. Chair Koeppen declared the meeting adjourned at 10:10 a.m.

Mary A. Robbins
Waupaca County Clerk