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Administrative Services Committee Agenda

DATE: Tuesday, October 10, 2023
TIME: 8:30 AM
PLACE: Room 019, Calumet County Courthouse

MEMBERS OF THE PUBLIC:

If you wish to attend the Committee Meeting, you can do so either in person or via WebEx. The telephone number to call is **1-844-992-4726**. You will be asked to enter the following access code: **2488 328 0640**. You will then be asked for a password and you can press the # key on your phone. Please note that all call-in users will be muted upon entering the meeting.

Page

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

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4.1. [Administrative Services Committee - 08 Aug 2023 - Minutes - Pdf](#)

5. COMMUNICATIONS

6. PUBLIC PARTICIPATION

7. SUPERVISOR REPORTS

8. SPECIAL BUSINESS

- 5 - 11 8.1. Review and approve Resolution Eliminating One (1.0) Full-time Equivalent (FTE) Legal Assistant Position in the Calumet County District Attorney's Office and Replacing Said Position with One (1.0) FTE Office Manager/Legal Assistant Position Effective January 1, 2024
[Resolution-Office Manager-Legal Assistant-2024 Budget](#)
- 12 - 17 8.2. Review and approve Resolution Creating 0.8 Full-time Equivalent (FTE) Psychiatrist in the Calumet County Department of Health and Human Services Effective January 1, 2024
[Resolution-Psychiatrist-2024 Budget](#)
- 8.3. Review and approve the salary grade changes of the following positions effective January 1, 2024:
- Business and Financial Manager in the Department of Health and Human Services
 - Children's Support Services Supervisor in the Department of Health and Human Services
 - Register in Probate in the Circuit Court Office
- 8.4. Hiring Report
- 8.5. The County Administrator and the Finance Director will present the 2024 Budget Proposal to the Committee for review and discussion. The purpose of this meeting is to review 2024 departmental budgets with certain departments being called, if required, to offer additional analysis for specific line items. The 2024 Proposed Budget and Budget Message will be provided prior to the meeting.

9. NEXT REGULAR MEETING DATE

November 14, 2023 at 8:30 AM

10. ADJOURNMENT

So as not to disturb the meeting, all cell phones must be placed on vibrate, and all calls taken outside the meeting room.

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the County Clerk's Office at (920) 849-1458 at least twenty four (24) hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members, or the majority of any given County Board Committee, may be present only the above committee will take official action based on the agenda.



**Administrative Services Committee Meeting
Minutes**

Tuesday, August 8, 2023

The Administrative Services Committee of Calumet County was called to order on Tuesday, August 8, 2023, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

1 ROLL CALL

Committee Members Present: Chair Merlin Gentz; Supervisors Dietrich, Doran, Irwin, Schwalenberg, Stier and Stoffel.

Staff and Others Present: County Board Chair, Alice Connors; Sheriff, Brett Bowe; County Clerk, Beth Hauser; Facilities Director, Adam Hernke; Director of Operations, Matt Payette; County Administrator, Todd Romenesko; and Corporation Counsel, Kimberly Tenerelli.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

Moved by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the agenda as presented. Motion carried unanimously.

4 APPROVAL OF MINUTES

Moved by Supervisor Stier and seconded by Supervisor Irwin to approve the Minutes of the June 13, 2023 meeting as presented. Motion carried unanimously.

5 SUPERVISOR REPORTS

November is Operation Green Light in honor of veterans.

6 DEPARTMENTAL REPORTS

a) **DEPARTMENT OF ADMINISTRATION**

- **Courthouse Remodel Project update** - Matt Payette provided an update on the remodeling project. A project manager was assigned. The final pre-construction meeting will be held on August 18. The tentative start date for construction/demolition is September 11. There is a 180-day window to complete the project.
- **Finance and Human Resources Project update** - Matt updated the committee on the Finance and HR project. There are three vendors involved in the project - Tyler Technologies, NeoGov and UKG. The Timekeeping Module has a go-live

AGENDA ITEM #4.1.

date of January 1, 2024. The Finance Module go-live date is June 1, 2024 and the Payroll/Benefits Module go-live date is October 24, 2024.

- **American Rescue Plan Project Report** - paperwork outlining ARPA funds was provided to the Committee with the agenda packet and is in the file and made a part of the record. General discussion.

b) **FINANCE DEPARTMENT**

- **Review the 2024 Children's Disability Board budget** - Todd Romenesko reviewed the 2024 Children's Disability Board Budget with the Committee. General discussion. **Moved** by Supervisor Schwalenberg and seconded by Supervisor Irwin to approve the budget and move the resolution to the full County Board for approval. Motion carried unanimously.
- **Review June 2023 Investment Report** - Todd Reviewed the June Investment Report with the Committee.

7 NEXT REGULAR MEETING DATE

September 12, 2023 at 8:30 AM if needed.

8 ADJOURNMENT

Chair Gentz adjourned the meeting at 9:28 AM.

Beth A. Hauser, Recording Secretary

RESOLUTION 2023 -

RESOLUTION ELIMINATING ONE (1.0) FULL-TIME EQUIVALENT (FTE) LEGAL ASSISTANT POSITION IN THE CALUMET COUNTY DISTRICT ATTORNEY'S OFFICE AND REPLACING SAID POSITION WITH ONE (1.0) FTE OFFICE MANAGER/LEGAL ASSISTANT POSITION EFFECTIVE JANUARY 1, 2024

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

WHEREAS, Recognizing the growing demands on the District Attorney's Office, it is essential to have staff in place to take on the responsibilities as needed that will lead to a more effective and efficient work environment while enhancing the overall productivity of the District Attorney's Office; and

WHEREAS, The scope of responsibilities assigned to an experienced Legal Assistant has evolved over time, providing her with a diverse skill set encompassing office management, legal assistance, and effective communications; and

WHEREAS, It has been determined that in the interest of providing a more efficient operation and to further maximize the strengths of a current staff member in the District Attorney's Office, that 1.0 FTE Legal Assistant be eliminated and replaced with 1.0 FTE Office Manager/Legal Assistant; and

WHEREAS, The purpose of the Office Manager/Legal Assistant position in the District Attorney's Office is to perform confidential, varied and highly responsible administrative and legal assistant work, provide for oversight of office staff in the absence of the District Attorney, and be a direct line of communication between staff and the District Attorney; and

WHEREAS, A request to be considered during the budget process for 1.0 FTE Office Manager/Legal Assistant position in the Calumet County Table of Organization was submitted to the Department of Administration – Human Resources Division on or before the date designated by the County Administrator, at the beginning of the 2024 annual budget process; and

WHEREAS, The County Administrator determined that 1.0 FTE Office Manager/Legal Assistant position was to be added to the Table of Organization and be included in the annual budget submitted to the County Board and said position is included in the proposed 2024 budget; and

WHEREAS, The County Administrator determined that 1.0 FTE Legal Assistant be eliminated from the Calumet County Table of Organization; and

WHEREAS, The job description for the Officer Manager/Legal Assistant is attached and made part hereof; and

AGENDA ITEM #8.1.

WHEREAS, The position has been approved by the Administrative Services Committee at a salary range of Grade 8 on the Calumet County Compensation Plan. The 2023 wage range is as follows:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
\$27.22	\$28.00	\$28.78	\$29.55	\$30.33	\$31.11	\$31.89	\$32.67	\$33.44	\$34.22	\$35.00

WHEREAS, The anticipated 2024 fiscal impact will be \$1692.

NOW, THEREFORE, BE IT RESOLVED That the Calumet County Board of Supervisors herein assembled authorizes the elimination of 1.0 FTE Legal Assistant from the Table of Organization and the replacement of said position with 1.0 FTE Office Manager/Legal Assistant position effective on January 1, 2024.

Dated this 6th day of November, 2023.

INTRODUCED BY ADMINISTRATIVE SERVICES COMMITTEE

Merlin Gentz, Chair

Ronald Dietrich

Chad Doran

Kenneth Irwin

Mary Schwalenberg

Pete Stier

Tom Stoffel

COUNTERSIGNED BY:

AGENDA ITEM #8.1.

Alice Connors, County Board Chair

Calumet County Position Description

Job Title: Office Manager/Legal Assistant
Salary Level: Grade 8
Department: District Attorney
Reports To: District Attorney
FLSA Status: Non-exempt
Prepared By: Michelle L. Wright, Human Resources Director
Approved Date: August 23, 2023

Summary. Under general supervision, performs confidential, varied and highly responsible clerical and legal assistant work for the District Attorney's Office requiring individual judgment, initiative, and thorough familiarity with the operations of a law office and District Attorney's Office. Maintains office in the absence of the District Attorney. Performs related duties as required.

Essential Duties and Responsibilities: *include the following. Other duties may be assigned.*

Office Manager Functions:

Responsible for maintaining the office in the absence of the District Attorney. Duties include, but are not limited to: Makes assignment decisions regarding cases, assists in solving problems and provides direction to other office personnel, for issues that require immediate attention.

Assists the District Attorney with development and administration of office policies and procedures, to ensure efficient work flow.

Maintains and utilizes the state computer systems including serving as the network administrator for Statute Admin, TRAIN and PROTECT.

Creates, manages, and updates document templates.

Maintains TIME coordinator requirements, fulfills agency audit obligations bi-yearly, facilitates regular training for office staff's TIME certification, and ensures confidentiality of all TIME system records.

Tracks, submits and follows through with discovery billing and ensures receipt of payment in a timely manner. Follows up on outstanding payments.

Assists in preparation of office budget.

Serves as Cerberus/Dest Coordinator. Establishes and updates accounts as needed, by working with District Attorney Information Technology (DAIT) program. Trains law enforcement agencies on providing digital discovery through an online portal system, and

trains defense attorneys and their staff to receive digital discovery. Assists in generating reports out of PROTECT system to monitor and track progress of criminal cases and balanced workload of case assignments for all attorneys and staff.

Communicates, reviews and coordinates with all office staff members for employee leave.

Orders supplies for and processes invoices.

Legal Assistant Functions:

Receives law enforcement police reports, and enters data into the PROTECT system. Maintains District Attorney files, calendar of appointments, meetings, deadlines and other pertinent events. Finds information using CCAP, TIME system, and the PROTECT system.

Under direct and specific attorney supervision, drafts criminal complaints, subpoenas, motions, negotiated pleas, warrants, writs, summonses, and other court related documents.

Composes and types correspondence from general oral or written instructions. Independently compiles data and prepares various reports in compliance with departmental regulations and policies, state statutes and constitutional law.

Performs receptionist duties, answers varied inquiries, and explains policies and procedures. Makes referrals to consumer protection agencies and other County agencies; refers crime victims to appropriate agencies. Routes incoming mail and correspondence. Prepares discovery and sends discovery materials to defense attorneys.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive.

Supervisory Responsibilities

In the absence of the District Attorney, makes assignment decisions regarding cases and direction for issues that require immediate attention. Assists with interviewing and hiring employees; responsible for onboarding and training employees; and resolves problems, in accordance with the County's policies, procedures and applicable laws. Provides information to District Attorney on issues concerning problems during his/her absence.

Qualifications *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience

Associate Degree from college or technical school as Legal Secretary or Legal Assistant or related field, two to three years criminal law experience, or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, legal documents, and procedure manuals. Ability to write routine reports and

correspondence. Ability to speak effectively before groups of customers or employees of the County.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of the Internet; word and spreadsheet software.

Certificates, Licenses, Registrations

Paralegal certificate or degree preferred.

Other Skills and Abilities

Good organizational, analytical, and writing skills.

Good knowledge of law office practices and procedures.

Ability to train others, including the ability to act in a lead worker capacity.

Good knowledge of business English, legal terminology and spelling.

Good knowledge of simple bookkeeping.

Good knowledge of the Uniform System of Legal Citation.

Good knowledge of research skills with the ability to effectively use the Internet, statute books, and other research tools/aids.

Some knowledge of requirements for public defender or law enforcement referrals.

Skill in typing at a minimum of 50 w.p.m.

Ability to follow complex oral and written instructions.

Ability to work independently, having limited consistent direction.

Strong organizational skills to be able to multitask, with ability to be flexible to changing projects throughout the day.

Ability to accept responsibility and exercise independent judgment.

Ability to maintain the confidentiality of departmental practices.

Ability to maintain effective public working relationships and work closely with all law enforcement agencies as well as other county employees.

Other Qualifications

Familiarity with notary public requirements and ability to obtain notary public commission.

Physical Demands *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

RESOLUTION 2023 -

RESOLUTION CREATING 0.8 FULL-TIME EQUIVALENT (FTE) PSYCHIATRIST IN THE CALUMET COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES EFFECTIVE JANUARY 1, 2024

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

WHEREAS, The Calumet County Health and Human Services Behavioral Health Unit serves Calumet County residents with mental health needs, alcohol or other drug abuse addictions, and individuals experiencing a mental health crisis situation; and

WHEREAS, One of the service options provided to residents with mental health needs and chemical dependency, as required in State Statute Chapter 51, Administrative Code DHS 75, DHS 34, DHS 63, and other State Statutes, are psychiatric services; and

WHEREAS, The psychiatric services for Calumet County residents are currently being provided by a locum tenens psychiatric services provider; and

WHEREAS, After considerable review, it was determined that for the following reasons a staff psychiatrist is preferred over a contracted provider for psychiatric services:

- The psychiatrist's familiarity with the local culture and patient population can positively impact the effectiveness of therapy and patient rapport;
- Patients will be more connected or trustful of the psychiatrist due to the permanent nature of their assignment, positively affecting the therapeutic relationship;
- Improves the County's ability to engage in long-term strategic planning and workforce development;
- Available when needed, which can eliminate scheduling difficulties and delays in patient care;
- Far more cost effective than a contract with locum tenens providers, also allowing for increased revenue;
- Provides for increased access to on-demand care for our patients in crisis;
- Regulatory compliance is improved with a staff psychiatrist. We must ensure that the psychiatrist comply with all relevant state and federal regulations, including licensing, billing, and documentation requirements;
- Patient satisfaction is improved with continuity of care provided by a single staff psychiatrist; and
- The risk of medical errors and malpractice claims decrease with a single staff psychiatrist rather than locum tenens psychiatrists who are not supervised internally or integrated into the organization's quality assurance processes; and

WHEREAS, With the addition of a 0.8 FTE Psychiatrist position to the Table of Organization, high-quality psychiatric services will be provided for the County's outpatient mental health clinic, Community Support Program, Comprehensive Community Services program, and Alcohol and Other Drug Abuse Treatment Programs; and

AGENDA ITEM #8.2.

WHEREAS, In addition to the increased consumer service, the 0.8 FTE Psychiatrist position will provide training to Department of Health and Human Services staff, that would otherwise need to be purchased or provided by outside training resources; and

WHEREAS, A request to be considered during the budget process for 0.8 FTE Psychiatrist position in the Calumet County Table of Organization was submitted to the Department of Administration – Human Resources Division on or before the date designated by the County Administrator, at the beginning of the 2024 annual budget process; and

WHEREAS, The County Administrator determined that 0.8 FTE Psychiatrist position was to be added to the Table of Organization and be included in the annual budget submitted to the County Board and said position is included in the proposed 2024 budget; and

WHEREAS, The job description for the Psychiatrist position is attached and made part hereof; and

WHEREAS, The classification has been approved by the Administrative Services Committee at a Salary Grade A33 on the Calumet County Compensation Plan. The 2024 wage is \$180,000; and

WHEREAS, The anticipated 2024 wages in the amount of \$180,000 and fringe benefits in the amount of \$58,974 for a total of \$238,974, for this 0.8 FTE position, will be funded through Medicaid, Medicare, private insurance, Department of Health Services funding, and tax levy. The actual fiscal impact is zero due to positions being eliminated, reduction in locum tenens contract and third party revenues.

NOW, THEREFORE, BE IT RESOLVED, That the Calumet County Board of Supervisors herein assembled, authorizes the creation of 0.8 FTE Psychiatrist, in the Calumet County Table of Organization, effective January 1, 2024.

Dated this 6th day of November, 2023.

INTRODUCED BY ADMINISTRATIVE SERVICES COMMITTEE

Merlin Gentz, Chair

Ronald Dietrich

Chad Doran

Kenneth Irwin

Mary Schwalenberg

AGENDA ITEM #8.2.

Pete Stier

Tom Stoffel

COUNTERSIGNED BY:

Alice Connors, County Board Chair

Calumet County Position Description

Job Title: Psychiatrist
Salary Level: Grade A33
FLSA Status: Exempt
Department: Health & Human Services
Reports To: Health & Human Services Director
Prepared By: Michelle L. Wright, Human Resource Director
Prepared & Approved Date: July 12, 2023

Summary Under direction to be responsible for the psychiatric diagnosis, care, and treatment of patients in a variety of programs, including emergency, inpatient, outpatient and community based mental health and substance use services; to provide psychiatric and medical direction to clinical staff; to perform other duties as required.

Essential Duties and Responsibilities *include the following. Other duties may be assigned.*

Examines, diagnoses, treats and evaluates patients of mental health and substance use treatment programs.

Provides continuing psychiatric care of patients and makes appropriate dispositional recommendations.

Monitors the medical condition of patients by providing treatment and/or referrals as appropriate.

Participates in and may coordinate a multidisciplinary team of mental health and substance use professionals to develop treatment regimes that meet patient care needs.

Conducts diagnostic and dispositional staff meetings with other professional staff and representatives from other agencies regarding individual patients or programs.

Supervises, approves, and provides ongoing psychiatric consultation to clinical staff members regarding their treatment of individual patients.

Participates in medical staff efforts, including psychiatric peer review, to systematically review, evaluate, and plan psychiatric and medical services.

Provides court-related clinical duties such as: assessments, testimony, reports, and recommendations.

Prepares and maintains psychiatric records and reports and completes all required clinical and billing documentation.

Establishes and maintains effective working relationships with patients, their families, and the staff.

Performs emergency government duties as assigned in event of Calumet County Emergency Government declaration.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive.

Supervisory Responsibilities

Provides direction to professional and para-professional staff.

Qualifications *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience

Graduation from a recognized medical school, and completion of an approved four-year residency in psychiatry; three to five years of experience in direct services to the mentally ill; or an equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

Ability to communicate tactfully, clearly, concisely, accurately and to establish a therapeutic relationship with clients.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet, Spreadsheet, Word Processing, Database, electronic health records systems, and State and County data systems software.

Certificates, Licenses, Registrations

Possession of a license to practice medicine in the State of Wisconsin.

Possession of or eligibility to receive a Drug Enforcement Agency license.

Other Skills and Abilities

Thorough knowledge of the principles, practices, methods, techniques, literature, and new developments in the field of psychiatry.

Thorough knowledge of the standards of care and service in the field of mental health and addictions.

Thorough knowledge of the local, state, and federal laws and regulations which govern inpatient clinical treatment programs such as Wisconsin State Statutes 51 and 55.

Comprehensive knowledge of the medical and psychiatric staff bylaws, rules and regulations of the department.

Considerable knowledge of the effective application of nursing services, occupational therapy, social work services, and psychological services in a total mental health treatment program.

Working knowledge of confidentiality status and requirements, including the Health Insurance

Portability and Accountability Act (HIPAA) of 1996.

Ability to plan and implement new techniques and to evaluate the effectiveness of existing programs.

Ability to examine, diagnose, and treat psychiatric patients.

Ability to evaluate patient progress and reaction to psychiatric treatment.

Ability to establish and maintain effective working relationships with patients, their families, and the staff.

Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Ability to prepare and maintain psychiatric records and reports.

Ability to direct a multidisciplinary team in the development and delivery of clinical treatment.

Physical Demands *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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