

Notice of Public Meeting
Tuesday, September 15, 2020
9:00 a.m.

**JOINT
ADMINISTRATIVE
COMMITTEE
&
FINANCE COMMITTEE
MEETING**

**Door County Government Center
Chambers Room, 1st floor
421 Nebraska Street, Sturgeon Bay, WI**

Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, and Veteran's Service Office

AGENDA

- 1. Call Meeting to Order**
- 2. Establish a Quorum ~ Roll Call**
- 3. Adopt Agenda / Properly Noticed**
- 4. Public Comment**
- 5. New Business (Review / Action)**
 - A. New Position(s), PT Pay Rates; Reclass and Increase and Decrease of Hours per Position Request for 2021 – Recommendation
- 6. Meeting Per Diem Code**
- 7. Adjourn**

In light of the declared state of emergency and to mitigate the impact of COVID-19 this meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely or in-person in the Peninsula Room (C121) 1st Floor Government Center (*please note public in-person has limited capacity and is on a first come, first served basis*).

To attend the meeting via computer:

Go to:

<https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=e5d86b47ad4ee2da184050541540ba683>

Event Password: Sept15jnt2020

To Connect via phone:

Call: 1-408-418-9388

Access Code: 146 520 4151

Deviation from the order shown may occur

2021 New Positions, Reclassification and Change of Hours - Summary Effect on 2021 Budget

<u>Department</u>	<u>Rationale</u>	<u>Effective Date of Change</u>	<u>Current Budget or Contract Amount or Offsetting Revenues</u>	<u>Proposed Budget or Contract Amount</u>	<u>Change or Increase</u>	<u>Impact on 2021 Budget Minus Revenues or Department Changes</u>	<u>Percent Change</u>	<u>Request Reviewed by Human Resources</u>	<u>County Administrator Recommendation</u>
Health & Human Services									
CLTS - Hours Reduction	Reduction in hours from 1.0 to .8 FTE. Already included in budget so no budget adjustment.	Jan-21	\$86,523	\$69,668	(\$16,855)	\$0	na	Yes	TBD
Public Health Educator	Change from 0.6 to 1.0 FTE. Needed for workload related to position.	Jan-21	\$51,977	\$84,814	\$32,837	\$32,837	63%	Yes	TBD
WI Home Energy Assistance Program	Eliminate Position. Already included in budget so no budget adjustment.	Jan-21			(\$67,000)	\$0	na	Yes	TBD
Comprehensive Community Service Case Manager	Eliminate Position. Already included in budget so no budget adjustment.	Jan-21			(\$80,600)	\$0	na	Yes	TBD
Disability Benefit Specialist	Change from a 0.6 to 0.8 FTE. Needed for client services	Jan-21	\$50,963	\$64,456	\$13,390	\$13,390	26%	Yes	TBD
Cook	Change from 0.6 to 1.0 FTE. Needed for workload and backup.	Jan-21	\$20,984	\$60,260	\$25,886	\$25,886	187%	Yes	TBD
Highway									
Administrative Supervisor	Reclassification Grade E to Grade G	Jan-21	\$77,477	\$82,807	\$5,330	\$5,330	7%	Yes	TBD
Account Specialist	Reduction in hours from 1.0 to .8 (40 hours/week to 32 hours/week)	Jan-21	\$90,042	\$70,200	(\$19,842)	(\$19,842)	-22%	Yes	TBD
Sheriff									
1.0 FTE Professional Standards Captain	Identified through the Sheriff Study as a recommended position	Jan-21	\$0	\$129,478	\$129,478	\$129,478	na	Yes	TBD
	Equipment for Position		\$0	\$44,812	\$44,812	\$44,812	na	Yes	TBD
1.0 FTE Mental Health & Community Engagement Deputy	Identified through the Sheriff Study as a recommended position	Jan-21	\$0	\$90,344	\$90,344	\$90,344	na	Yes	TBD
	Equipment for Position		\$0	\$57,800	\$57,800	\$57,800	na	Yes	TBD

Limited Term Employment Positions			Current Rate	Proposed Rate					
Circuit Court	Bailiff	Jan-21	\$11.00	na	na	\$0	na	Yes	Yes
Emergency Services	On-Call EMT	Jan-21	\$7.25	na	na	\$0	na	Yes	Yes
	On-Duty EMT	Jan-21	\$13.00	\$13.00	na	\$0	na	Yes	Yes
	On-Duty EMT - 2nd year	Jan-21	\$13.00	\$13.50	\$0.50	\$0	na	Yes	Yes
	On-Duty EMT - 3rd year	Jan-21	\$13.00	\$14.00	\$1.00	\$0	na	Yes	Yes
	On-Duty AEMT (Advanced EMT)	Jan-21	\$14.00	na	na	\$0	na	Yes	Yes
	On-Duty AEMT (Advanced EMT) - 2nd year	Jan-21	\$14.00	\$14.50	\$0.50	\$0	na	Yes	Yes
	On-Duty AEMT (Advanced EMT) - 3rd year	Jan-21	\$14.00	\$15.00	\$1.00	\$0	na	Yes	Yes
	Paramedic Replacement	Jan-21	\$15.50	na	na	\$0	na	Yes	Yes
	Paramedic Replacement - 2nd year	Jan-21	\$15.50	\$16.00	\$0.50	\$0	na	Yes	Yes
	Paramedic Replacement - 3rd year	Jan-21	\$15.50	\$16.50	\$1.00	\$0	na	Yes	Yes
Health & Human Services	Youth Connection Support Specialists	Jan-21	\$19.00	na	\$0.00	\$0	na	Yes	Yes
	Youth Connection Support Specialists	Jan-21	\$19.00	\$19.70	\$0.70	\$0	na	Yes	Yes
Highway & Parks Seasonal	Seasonal Class I (start)	Jan-21	\$13.00	na	na	\$0	na	Yes	Yes
	Seasonal Class II (second year)	Jan-21	\$13.50	na	na	\$0	na	Yes	Yes
	Seasonal Class III (third year) & CDL	Jan-21	\$14.00	na	na	\$0	na	Yes	Yes
	Security Class IV	Jan-21	\$14.50	na	na	\$0	na	Yes	Yes
	Stand by Bridge tender	Jan-21	\$17.75	na	na	\$0	na	Yes	Yes
Library	Page Class I	Jan-21	\$11.00	na	na	\$0	na	Yes	Yes
	Page Class II	Jan-21	\$12.00	na	na	\$0	na	Yes	Yes
	Page Class III	Jan-21	\$13.00	na	na	\$0	na	Yes	Yes
Museum	Museum Director	Jan-21	\$15.00	na	na	\$0	na	Yes	Yes
	Assistant Curator - Part time	Jan-21	\$14.00	na	na	\$0	na	Yes	Yes
Sheriff's Department	Non Sworn Reserve Deputy	Jan-21	\$14.00	na	na	\$0	na	Yes	Yes
	Sworn Reserve Deputy	Jan-21	\$15.75	na	na	\$0	na	Yes	Yes
	Reserve Coordinator - \$17.00 per hour	Jan-21	\$17.00	na	na	\$0	na	Yes	Yes
	Court Security Class I	Jan-21	\$16.50	na	na	\$0	na	Yes	Yes
	Court Security Class II	Jan-21	\$17.00	na	na	\$0	na	Yes	Yes
	Court Security Class III	Jan-21	\$17.50	na	na	\$0	na	Yes	Yes
Soil & Water	Invasive Species: Crew Lead (NEW Grant LTE Position \$17/hr)	Jan-21	\$28,967.00	\$28,967	\$0	\$0	na	Yes	Yes
	Invasive Species	Jan-21	\$14.00	na	na	\$0	na	Yes	Yes
	Invasive Species	Jan-21	\$14.00	na	na	\$0	na	Yes	Yes
Defined Term Employment Positions			Current Rate	Proposed Rate (*based on successful evaluation on anniversary date)					
Health & Human Services	Youth Connections Center (YCC) Coordinator	Jan-21	\$23.24	\$23.86	\$0.62	\$0	na	Yes	TBD
	Treatment Court Coordinator	Jan-21	\$25.87	\$26.61	\$0.74	\$0	na	Yes	TBD
	Diversion Case Manager	Jan-21	\$23.93	\$24.62	\$0.69	\$0	na	Yes	TBD

Total of 2020 Proposed Changes

\$380,035



County of Door
DEPARTMENT OF HEALTH AND HUMAN SERVICES

County Government Center
 421 Nebraska Street
 Sturgeon Bay, WI 54235

Joseph Krebsbach, Director

(920) 746-7155

1st floor fax (920) 746-2355

2nd floor fax (920) 746-2439

dhs@co.door.wi.us

Date: June 23, 2020

To: Ken Pabich, County Administrator; Kelly Hendee, Human Resources Director

Cc: Health and Human Services Board

From: Joseph Krebsbach

RE: New/Adjusted Employee requests

At this time, I am requesting consideration to add additional hours to three (3) separate positions in 2020. As we are in the beginning of the budget process, we will need to confirm our ability to make financial adjustments in order to cover the increased costs for these positions prior to final approval. The specific requests include:

1. Disability Benefits Specialist (DBS) at the ADRC from 0.6 FTE (24 hours per week) to 0.8 FTE (32 hours per week).
2. Cook Position from 0.6 FTE (24 hrs./wk.) to 1.0 FTE (40 hours per week)
3. Nurse Public Health Division from a 0.6 FTE (24 hours per week) to a Health Educator at 1.0 FTE (40 hours per week).

Rationale for these requests is:

We have varied the hours of the DBS over the years based on need. In 2018, we cut hours from 32 hours per week to 24 hours per week. The DBS at that time was very efficient and she had difficulty keeping up with the volume of work with this change. Last year, we had a 50% increase in referrals. The additional hours will help keep up with the volume of work and hopefully staff retention in the position.

Since moving into the new building, we have had a significant increase in the volume of meals that we are putting out of the ADRC. We have needed three staff to man the kitchen to keep up with the volume of meals and the increased cleaning needs. Over the past two years we have been providing this service with two full time, one part time and several LTE's to help out. We have had difficulty finding and keeping LTE's who are interested in one or two days per week. As a result, our ADRC Deputy Director spends a significant amount of time trying to manage the schedule and our part time .6 LTE often has more than her allotted or scheduled hours. Moving the position to full time will provide us with regular coverage and more consistency than we have had the past several years.

The Public Health part-time nursing position has been vacant for over 18 months. In addition, the health team has not had one of its full-time nurse positions stable since June of 2018. This has made the evaluation of the division's needs a challenge. The current health crisis had made it clear the department is in need of a health educator who can help us move forward planning and community progress toward health goals.

In September 2017, a Health Educator/Sanitarian position was created. Since that time, the majority of that individual's time has gone to environmental health and emergency preparedness work. Little time have been left to provide any Health Education.

Creating a position dedicated to education, will help us promote and achieve other department initiatives such as AODA prevention, mental health enhancement and suicide prevention. The position will also allow us to move some time for a Public Health (PH) nurse to support our Community Support Program (CSP) nurse which has been an identified need for years.

As part of the budgeting process, we will evaluate our ability to make adjustments to support these increased hours. Recently, we eliminated one position in the department and have other vacancies that we are evaluating to determine if we fill them. A final recommendation will be available when the proposed budget is submitted.

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION
 FTE/Hours
 Job Class
 Step
 Rate

CHANGE FTE/Hours
 From TO
 CHANGE JOB CLASS/STEP
 From TO

Position Title
 Effective Date
 Department

ADRC - Disability Benefit Specialist
 6 Mo
 ADRC Sub Dept

FTE/Hrs	@ Rate	2021 TOTAL SALARY	2021 TOTAL BENEFITS	TOTAL SALARY and Benefits
ADRC - Disability Benefit Specialist Grade G-Level 1				
0.80	\$21.98	36,673	27,783	64,456
ADRC - Disability Benefit Specialist Grade G-Budget				
0.60	\$23.24	29,082	21,881	50,963
Total Salary and Benefit Increase				13,493
FTE/Hrs	@ Rate	2021 TOTAL SALARY	2021 TOTAL BENEFITS	TOTAL SALARY and Benefits
ADRC - Disability Benefit Specialist Grade G-Level 1				
0.80	\$25.12	41,912	28,744	70,656
ADRC - Disability Benefit Specialist Grade G-Budget				
0.60	\$23.24	29,082	21,881	50,963
Total Salary and Benefit Increase				19,693

Dept Head Signature

St. Wiggan
 6/26/20

Finance Director

Date

Disclaimer: This Fiscal Impact does not include Step 2 \$22.61, Step 3 \$23.24, Step 4 \$23.86, or Step 5 \$24.49.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION
 _____ FTE/Hours
 _____ Job Class
 _____ Step
 _____ Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title ADRC - Cook
 Effective Date _____ 6 Mo _____
 Department ADRC Sub Dept _____

FTE/Hrs	@ Rate	2021 TOTAL SALARY					2021 TOTAL BENEFITS			TOTAL SALARY and Benefits
ADRC - Cook Grade A-Level 3										
1.00	\$13.98	29,157					31,103			60,260
ADRC - Cook Grade A-Budget										
0.60	\$13.98	17,494					3,490			20,984
Total Salary and Benefit Increase										39,276

FTE/Hrs	@ Rate	2021 TOTAL SALARY					2021 TOTAL BENEFITS			TOTAL SALARY and Benefits
ADRC - Cook Grade A-Level 3										
										-
ADRC - Cook Grade A-Budget										
										-
Total Salary and Benefit Increase										-

_____ Dept Head Signature SK Wippink Finance Director
 _____ Date 7/2/20

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION
 FTE/Hours
 Job Class
 Step
 Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title: HHS - Public Health Nurse
 Effective Date: _____ 6 Mo _____
 Department: HHS Sub Dept: _____

FTE/Hrs	@ Rate	2021 TOTAL SALARY				2021 TOTAL BENEFITS			TOTAL SALARY and Benefits
HHS-Public Health Nurse Grade H-Level 1									
1.00	\$23.93	49,908				34,906			84,814
HHS-Public Health Nurse Grade H-Budget									
0.60	\$23.93	29,945				22,032			51,977
Total Salary and Benefit Increase									32,837
FTE/Hrs	@ Rate	2021 TOTAL SALARY				2021 TOTAL BENEFITS			TOTAL SALARY and Benefits
HHS-Public Health Nurse Grade H-Control Point									
1.00	\$27.35	57,041				36,214			93,255
HHS-Public Health Nurse Grade H-Budget									
0.60	\$23.93	29,945				22,032			51,977
Total Salary and Benefit Increase									41,278

Dept Head Signature: *[Signature]* Finance Director
 Date: 6/26/20

Disclaimer: This Fiscal Impact does not include Step 2 \$24.62, Step 3 \$25.30, Step 4 \$25.98, or Step 5 \$26.67.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.



County of Door
HIGHWAY and AIRPORT DEPARTMENT

1001 S. Duluth Avenue
 Sturgeon Bay, WI 54235

John P. Kolodziej, PE
 Highway Commissioner
 (920) 746-2500
 jkolodziej@co.door.wi.us

Memo To: Administrative Committee and Highway and Airport Committee

From: John P. Kolodziej, Highway Commissioner

Subject: Highway and Airport Office Staff Restructuring

Date: August 31, 2020

Background: The Highway and Airport operation has been operating for several years with its two office support staff located in two separate locations. The Accounting Specialist is located in the Finance Department at the Government Center, and the Administrative Assistant 2 located at the Main Highway Shop. This format creates several operational inefficiencies that the Department staff have simply dealt with over time. For example, two of the major inefficiencies include communication difficulties/delays on project reporting and job creation, and the lack of office support staff at the main Highway shop.

Over the past year, the Highway Operations implemented a computerized time tracking /management tool called Timecard Plus from RtVision that allows staff to directly enter their labor, equipment and materials into the software. This information is then uploaded directly into our CHEMS software for project management and into Dayforce the County payroll software.

The full implementation of the RtVision software as well as the need to improve efficiencies of the operations initiated a review of the Departments office staff organizational structure and staffing levels.

Conclusion: Working with the County Administrator, Human Resources Director, and the Finance Director, a plan to restructure the Highway and Airport Office staff has been developed. The plan provides for the office staff to report to work at the Main Highway Shop and includes the following key elements.

1. The Administrative Assistant 2 position would be eliminated and current staff promoted to a new position titled Administrative Supervisor, Highway and Airport. In addition to performing many of the current duties, additional responsibilities would include overall responsibility of the office general and accounting

operations including supervisory of other office staff. The updated job description is attached.

2. The Accounting Specialist job functions would be to work as an assistant to the Administrative Supervisor, with the overall work hours reduced to 32 hours per week. The updated job description is attached.

The key benefits of this restructuring include elimination of inefficiencies in communications on projects, the ability to have adequate support staff at the main Highway and Airport office, reduced overall cost to the Department operations and the ability to provide for cross training on critical job functions.

The plan is for the implementation of the Staff Restructuring to occur on November 2, 2020.

Recommendation: Based on the above it is recommended that the Highway and Airport Office Staff Restructuring plan be approved for implementation on November 2, 2020.

County of Door Highway and Airport

Division:	Title: Administrative Supervisor	Date Created: 08/31/2020
Report To: Highway Commissioner	Prepared By: John Kolodziej	Date Revised:
Pay Grade: G	Reviewed By: Kelly Hendee	Date Approved:
FLSA Status: Exempt	Employee Group: GME	EEO Code:

General Summary

The Office Supervisor, under the general direction of the Highway Commissioner, supervises, administers, and coordinates activities of the Highway office support staff. Responsible for performing highly responsible administrative functions and financial accounting for the County Highway and Airport Department in accordance with the Uniform Cost Accounting procedures mandated by the Wisconsin Department of Transportation. Participates in employee selection and discipline. Provide truthful and accurate written and verbal communications.

Duties and Responsibilities

Essential Job Functions

1. Administers office accounting operations including payroll, financial and statistical report development, department business transactions, machinery expenditures and revenues, and cost records.
2. Supervises and train office staff and plans the work flow and activities of other support staff. Prepares support staff performance evaluations. Recommends support staffing levels and maintains and updates job descriptions.
3. Assists and advises the Highway Commissioner regarding financial functions and department budget. Prepares, recommend, and monitor budgets for the Highway and Airport department.
4. Assist Finance Department in preparation of the annual financial report as required for the Wisconsin Department of Transportation. As well as required annual inventory checks, and preparation of year end closing schedules for the State.
5. Audits computerized timesheet records for labor, machinery and material for entry to correct project and activity and uploads to County payroll software system as well as County Highway Expenditure Microcomputer System (CHEMS).
6. Prepares monthly journal entries, reviews and examines entries posted to the ledger and journal to assure compliance with established accounting principles and practices and prepares monthly reports. Reconciles County Financial System into CHEMS.
7. Attend Highway and Airport Committee Meetings and Department Management meetings recording and/or typing minutes.
8. Maintains and updates records of the Departments time management software (RtVision), and serves as lead person in coordinating changes with software company.
9. Create and enter job numbers into CHEMS and RtVision. Enters any updates of software as they are received for software systems.
10. Balance out all vendor invoices and prepare vouchers with proper allocation for disbursement to appropriate accounts. Issue a schedule of vouchers with listing of all vendor vouchers for approval and payment.

County of Door Highway and Airport

11. Compile monthly shop work order costs into ledger account numbers for journal entries, transfer shop work order costs to each piece of equipment job costing.
12. Prepare and submit quarterly and/or annual reports for mining operations, solid waste, fuel system, radio inventory, salt reports, cost trend analysis.
13. Prepare and submit monthly reports on: gas and fuel tax, gas and fuel usage invoices, patrol superintendent's expenses, and state furnished materials.
14. Provides administrative support for the Highway Commissioner and others within the department. Performs office and clerical duties including, but not limited to: prepares and types documents and correspondence including: department manuals, reports, letters, memos, forms, bid notices, specifications, construction estimates, statistical documents and comparison reports, agendas and minutes; photocopies and scans documents; files confidential and sensitive information; processes incoming and outgoing mail; and schedules and cancels appointments for staff, as requested.
15. Participates in program evaluation, strategic planning and goal setting for the Highway Department.
16. 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 that an employee may be required to perform. The examples are merely indicative, not restrictive.

General Job Functions

1. Assist the Highway Commissioner and other Department Supervisors in formulating, determining, and carrying out management policies as established by the County. Participate as a member of the management team to develop procedures and problem-solving techniques to assure efficient methods of operation as requested.
2. Responsible for coordination with other County department staff in resolving problems, resolution of public complaints, ensuring a safe working environment and completing necessary county forms Highway Department.

Requirements

Training and Experience

1. Two-year certificate or Associates degree from college or technical school in Accounting; or three or more years of related experience and/or training; or equivalent combination of education and experience in all phases of office management, including supervision, will also be considered.
2. Knowledge of accepted principles and practices of supervision and able to direct and evaluate the performance of staff. Must have personal characteristics that reflect qualities of leadership and ability to work with others. Advance understanding and utilization of computers.

Knowledge, Skills, and Abilities Required

1. Independent judgment and critical thinking or analytical skills are required.
2. Ability and skill in the use and operation of personal computer is required, knowledge of Microsoft Excel and Word is required, and experience working with financial software is highly desirable.
3. Ability to follow instructions and complete work within established deadlines with a high degree of accuracy is required.
4. Excellent entry level accounting, grammar and problem-solving skills required.
5. Ability to work in periodic stressful conditions and meet numerous deadlines.
6. Ability to set work priorities, and adapt to change in technology and work environment.

County of Door Highway and Airport

- 7. Ability to maintain confidentiality (HIPPA) and discretion in relation to employee payroll records and all other information that is deemed confidential (HIPPA) within the Highway and Airport Department.
- 8. Ability to read, comprehend, and communicate, both verbally and in writing.
- 9. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical & Working Conditions

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

John P. Kolodziej, Highway Commissioner	Date
Kelly A. Hendee, Human Resources Director	Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

 FTE/Hours

 Job Class

 Step

 Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title
 Effective Date
 Department

Highway Office Supervisor

 6 Mo

 Highway Sub Dept _____

FTE/Hrs	@ Rate	2021 TOTAL SALARY				2021 TOTAL BENEFITS			TOTAL SALARY and Benefits
Highway Office Supervisor Grade G-Level 4									
1.00	\$23.86	49,762				33,045			82,807
Highway Shop Administrative Ass't Grade E-Budget									
1.00	\$21.63	45,112				32,365			77,477
Total Salary and Benefit Increase									5,330
FTE/Hrs	@ Rate	2021 TOTAL SALARY				2021 TOTAL BENEFITS			TOTAL SALARY and Benefits
Total Salary and Benefit Increase									-

_____ Dept Head Signature J. Ann M. Baumann Finance Director
 Date 9-8-2020

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

County of Door Highway and Airport

Division:	Title: Accounting Specialist	Date Created: 08/31/2020
Report To: Administrative Supervisor	Prepared By: John Kolodziej	Date Revised:
Pay Grade: F	Reviewed By: Kelly Hendee	Date Approved:
FLSA Status: Non-Exempt	Employee Group: GME	EEO Code:

General Summary

The Accounting Specialist, under the direction of the Administrative Supervisor, performs various accounting functions that enable the County Highway Department to maintain records of financial transactions, operating and labor costs, and department income. This position also maintains accurate accounting records for accounts payable and job costing as well as clerical duties, detailed recordkeeping, and various support functions for the Highway and Airport department. Provide truthful and accurate written and verbal communications.

This a part time position, 32 hours per week, 8 hours per day, Monday thru Thursday. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Assists the Administrative Supervisor in a variety of accounting and office functions, including payroll processing, project invoicing, fuel billing, maintaining training records for staff, accounts payable, monthly journal entries, material inventory records, and other accounting or office functions as assigned.
2. Functions as receptionist for the department including answering telephones, taking messages or directing calls as appropriate, and providing information and assistance. Relays messages via two-way radio to department staff, and provide customer counter assistance.
3. Collects and audits daily Labor & Machinery Reports. Maintains computerized records of projects, materials, and labor expended, and payroll data. Verifies that fuels/materials and labor are charged to correct equipment, project and job accounts; and payroll information is entered accurately. Prepares related reports and submits to the State.
4. Calculates and bills labor, material, and service costs to be charged to the State, municipalities and County Departments.
5. Provides support to Shop Superintendent in completing and submitting machinery classification requests in State Financial System (MPM)
6. Assist the Administrative Supervisor with the adjusting journal entries and job costing journal entries to the Finance Department.
7. Issue petty cash expenses and account for all money received and expended in the Highway Department. Prepare bank deposits and send all money received to the County Treasurer.
8. Reconcile, verify and enter gas and fuel usage records, calculate fuel tax rebates. Prepare invoices and journal entries for fuel consumption to other Departments and other government agencies.
9. Enter fuel usages for fuel technician for daily usage slips from mobile tanks.

County of Door Highway and Airport

10. Determines hot mix aggregate/oil consumption and charges out to hot mix cost pool.
11. Responsible for accurately accounting for of winter operations involving daily salt consumption/deliveries of State, County and third-party entities. Assists in ordering salt for winter operations.
12. Maintains a variety of records and reports including, but not limited to: safety/training records, Commercial Driver's License (CDL) records, employee contact records and lists, Mine Safety Health Administration training and reports, and miscellaneous permits. Maintains maps and plans.
13. 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 that an employee may be required to perform. The examples are merely indicative, not restrictive.

General Job Functions

1. Assist the Highway Commissioner and other Department Supervisors in formulating, determining, and carrying out management policies as established by the County.
2. Types and files various correspondence, reports, invoices, journal entries and summaries, as well as do necessary calculations.
3. Completes reports on vehicle accidents as required for State and County Highways.
4. Reviews and processes permit applications and responds to inquiries from the public. Administers permits for Adopt-A-Highway Program, and the White Arrow Board and Tourist Oriented Directional (TOD) signage programs.
5. Collects fees, maintains bookkeeping records, and submits cash and checks to Treasurer.
6. Assists with coordinating the sale/inventory of used equipment and material.
7. Responsible for coordination with other County department staff in resolving problems, resolution of public complaints, ensuring a safe working environment and completing necessary county forms of the Highway and Airport Department.

Requirements

Training and Experience

1. Two-year certificate or Associates degree from college or technical school in Accounting; or Three (3) or more years of recent experience in accounting principles and methods as it pertains to job costing, accounts payable, accounts receivable and adjusting journal entries, will also be considered.
2. Advance understanding and utilization of computers.

Knowledge, Skills, and Abilities Required

1. Independent judgment and critical thinking or analytical skills are required.
2. Ability and skill in the use and operation of personal computer is required, knowledge of Microsoft Excel and Word is required, and experience working with financial software is highly desirable.
3. Ability to follow instructions and complete work within established deadlines with a high degree of accuracy is required.
4. Excellent entry level accounting, grammar and problem-solving skills required.
5. Ability to work in periodic stressful conditions and meet numerous deadlines.
6. Ability to set work priorities, and adapt to change in technology and work environment.
7. Ability to read, comprehend, and communicate, both verbally and in writing.
8. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

County of Door Highway and Airport

Physical & Working Conditions

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

John P. Kolodziej, Highway Commissioner

Date

Kelly A. Hendee, Human Resources Director

Date

DRAFT



STURGEON BAY POLICE DEPARTMENT



The mission of the Sturgeon Bay Police Department is to serve, protect and work in partnership with the community to ensure a safe, nurturing environment.

Sheriff Tammy Sternard:

I am writing this letter in support of your proposal to add a Mental Health and Community Engagement Deputy to your staff.

Mental illness affects many American families and Door County is no exception. Addressing this issue is vital to promoting the health of our county. It is not an exaggeration to say that nearly a quarter of all calls for service to the Sturgeon Bay Police Department involve some aspect of mental health. Law Enforcement professionals are not mental health professionals but the trend to train them in Behavioral Health has become a nationwide initiative.

It is time to move beyond the stereotypes and negative attitudes and towards solutions that improve mental health systems. The position of a trained Mental Health and Community Engagement Deputy (MHCED) at the Door County Sheriff's Office makes perfect sense for several reasons.

Increasingly, law enforcement is called on to be the first, and often the only, responder to calls involving people experiencing a mental health crisis. As a result, law enforcement as a whole, experience frustration and trauma as they encounter the same familiar faces over and over again, only to witness the health of these individuals deteriorate over time. Additionally, these calls can be among the most complex and time consuming for law enforcement. By utilizing trained standards, a well-trained MHCED on scene can diffuse and minimize any harmful or potentially dangerous behavior and will increase safer outcomes for both the deputy and person in crisis and may even help reduce the amount of custody time.

The MHCED will mitigate the increasing demands on patrol resources and will further supplement our response with a specialized approach to provide services to people with mental illness.

The positive relationships built over time between law enforcement and the community will be the direct result of community partnerships and outreach.

Law Enforcement understands there is a need for greater collaboration. It is time for law enforcement, mental health providers, consumers, and advocates to enter into a longstanding partnership and work collaboratively in order to improve services to those with mental illness.

421 Michigan Street. Sturgeon Bay, WI 54235
Phone: 920-746-2450 Fax: 920-746-2453
www.sturgeonbaypolice.com

Society has told us that our current way of doing business is broken and it has been for many years. To address these challenges, we need a comprehensive, agency-wide approach.

Implementing your proposal is an important step to improve responses to people who have mental health needs.

Sincerely,

A handwritten signature in black ink that reads "Arleigh R. Porter". The signature is written in a cursive style with a large, prominent initial "A".

Chief Arleigh R. Porter
Sturgeon Bay Police Department



DOOR COUNTY SHERIFF'S OFFICE

TAMMY A. STERNARD, SHERIFF
Patrick McCarty, Chief Deputy
Robert Lauder, Patrol Lieutenant
Kyle Veesser, Jail Lieutenant

Integrity – Professionalism – Fairness – Teamwork

To: Public Safety Committee & Human Resource Director Kelly Hendee

From: Sheriff Tammy Sternard

Date: 09-01-2020

Re: Professional Standards Captain & Mental Health & Community Engagement Deputy Positions

In early 2020 the Public Safety Committee approved a Staffing Analysis & Optimization Study of the Sheriff's Office. McGrath Consulting Group, Inc. was selected as the vendor for the study. The last study of the Sheriff's Office operations was conducted in 2001, so much has changed since then not only within the Sheriff's Office but our community as a whole.

You have been previously provided a copy of the study as well as participated in a presentation from the consultants and myself on August 18th, 2020. As you are aware the study resulted in numerous recommendations, in total between the two phases it calls for 10 additional positions. The 118 page study shows how they have come to the recommendations.

I've had the opportunity to review the study with my administrative team and as presented to you on the 18th we've identified two of the positions we feel would be top priority (Phase 1), I also understand and appreciate the fiscal restraints as it relates to adding that number of positions all at the same time.

The two positions I've identified as priorities or (Phase 1) would be the Professional Standards Captain and Mental Health & Community Engagement Deputy. Much of the justification and reasoning behind the recommendations can be found in the study.

Professional Standards Captain

The Professional Standards Captain will have direct supervision of the Field Services and Jail Lieutenants. The Captain position will be responsible to ensure that these divisions are consistent in their practices and that they adhere to the highest standards of conduct. The administrative functions performed by the Field Services Lieutenant, Jail Lieutenant, and Investigations Sergeant are listed in their respective sections in the study, major shift in responsibilities would include internal investigations and discipline, training, records management, and evidence control.

The addition of the Professional Captain position clearly aligns with the mission statement and guiding principles of the Sheriff's Office, to serve our community with Integrity, Professionalism, Fairness and Teamwork. By adding the Professional Standards Captain position, the Sheriff's Office is showing clearly to the public and the personnel the importance of holding themselves accountable. This is a critical and appropriate time to take this action.

Mental Health and Community Engagement Deputy

One of the primary goals of this position is to move towards a more formalized program as it relates to how we provide and to improve law enforcement services to people living with mental illness. The goal of the Mental Health Deputy would be to provide a coordinated, professional and compassionate Law Enforcement response to individuals affected by mental illness and their families.

The Mental Health Deputy position will work collaboratively with partner agencies to achieve improved outcomes for individuals affected by mental illnesses or suffering a crisis by connecting them to needed services, assisting local providers and diverting them away from the criminal justice system whenever possible. This should help reduce the number of calls for service and improve safety for Officers and all members of the Door County community.

In law enforcement, we have officers who specialize in various areas, similar to our K9, SWAT, Honor Guard, Dive Team, School Resource Officers, etc. This position will focus on working on, improving ways to address specific community issues as they relate to mental health needs or concerns. Aside from best serving these individuals, a primary goal is to consistently and comprehensively address mental health issues in our community and by doing so, mitigate the increasing demands on patrol resources to provide services to people with mental illness.

There are numerous law enforcement agencies with positions similar to this which have proven to be successful within their communities to help take a more effective, collaborative up-front approach to address growing concerns within communities as it relates to early intervention, training of law enforcement and building community relations.

The following agencies currently have positions or are in the process of adding one: Outagamie Sheriff's Office, Green Bay Police Department, Appleton Police Department, Wood County Sheriff's Office, Dane County Sheriff's Office, Madison Police Department. Agencies throughout Wisconsin have CIT Teams designated as part of their field response protocol. Technical schools are starting to look at developing a degree program to address these specific roles within law enforcement.

I have included the following for your review:

1. Professional Standards Captain and Mental Health and Community Engagement Deputy Job Descriptions
2. Revised Organizational Structure for Sheriff's Office
3. Fiscal Impact

The mission of the Door County Sheriff's Office is to enhance the quality of life in Door County by working cooperatively with the community to enforce the law, preserve the peace and provide for a safe environment for all. As the Sheriff, it's my responsibility to provide the background regarding the benefits and the direction of personnel allotment I feel is needed to help ensure we are doing everything possible to provide the safest community possible and moving in the right direction.

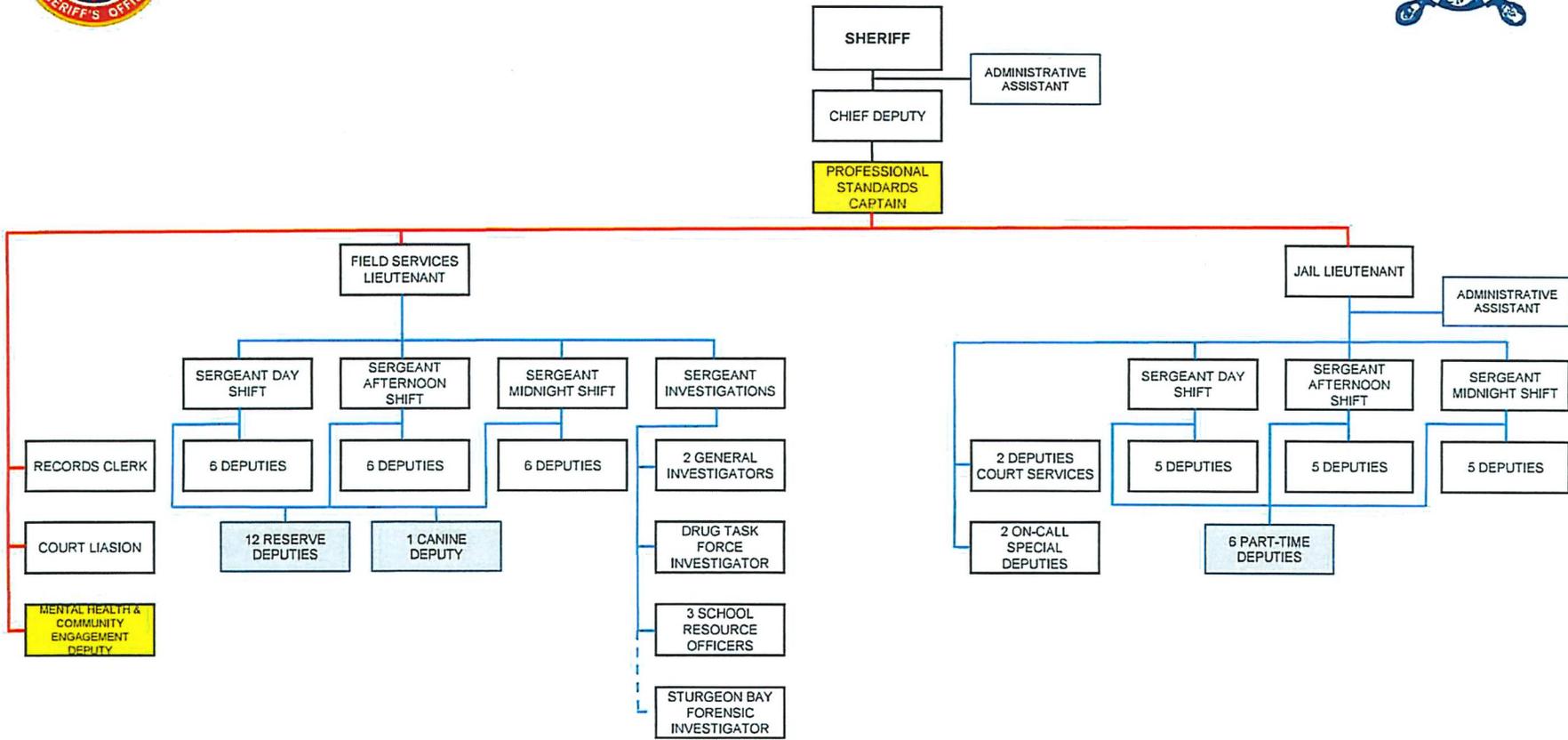
Respectfully Submitted,



Sheriff Tammy A. Starnard



DOOR COUNTY SHERIFF'S OFFICE PROPOSED ORGANIZATION CHART- PHASE ONE





DOOR COUNTY SHERIFF'S OFFICE

TAMMY A. STERNARD, SHERIFF
Patrick McCarty, Chief Deputy
Robert Lauder, Patrol Lieutenant
Kyle Veesser, Jail Lieutenant

Integrity – Professionalism – Fairness – Teamwork

Door County Sheriff's Office- Study Recommendation Review-Implementation Timeline (August 2020)

Phase One- 2020-2021

1. Professional Standards Captain
2. Mental Health & Community Engagement Deputy
3. Civil Service & Human Resource Related Recommendations(Decision & Action Function of County Board)
4. Begin working through recommendations that can be implemented without CBA implications and/or no fiscal impact.
5. Begin Conversations with Bargaining Unit Regarding Recommendations & CBA

Phase Two- 2022

1. Patrol Division Staffing-
 - a. 12 Hour Shifts
 - b. 4 work groups of 6 Deputies & 1 Sergeant(Requires 1 New Sergeant & 5 Patrol Deputies)
 - c. 2080 Hours from 1947(FLSA Work Period Rules Applicable)
 - d. Reconfigure zones for better coverage and response times
2. Investigative Unit Staffing
 - a. One General Investigator to a 1p-9 p shift for better coverage

Phase Three-2023

1. Jail Division Staffing
 - a. 12 Hour Shifts
 - b. 4 Work groups of 4 Full-Time Deputies & 1 Sergeant (Requires 1 New Sergeant) Part-Time staff would be assigned to each work group to bring up to 6 assigned to each work group.
 - c. 2080 Hours from 1947 for Full-Time Jail Staff(FLSA Work Period Rules Applicable)
 - d. Review WRS Status
2. Evidence Custodian-Records Management Technology Position

Respectfully Submitted,

Sheriff Tammy A. Sternard

1201 S. Duluth Avenue, Sturgeon Bay WI 54235
Phone: (920)746-2400
Fax: (920)746-2411

County of Door
Sheriff's Office

Division:	Title: Captain – Professional Services	Date Created: 08/14/2020
Report To: Chief Deputy	Prepared By: Sheriff Sternard	Date Revised:
Pay Grade: N	Reviewed By: Kelly Hendee	Date Approved:
FLSA Status: Exempt	Employee Group: GME	EEO Code:

General Summary

Responsible for the administration of the Professional Standards Division and provides stronger oversight of the operations of patrol, investigations, and jail. Ensures that these divisions are consistent in their practices and adhere to the highest standards of conduct. Directly supervises Patrol Lieutenant, Jail Lieutenant, and individuals assigned to the Professional Standards Division. Works closely with the all divisions of the Sheriff's Office, and interacts regularly with other criminal justice professionals and members of the community. Responsible for providing truthful and accurate written and verbal communications.

Duties and Responsibilities

Essential Job Functions

1. Prepares and maintains all agency training records to remain in compliance with law enforcement standards. Works in collaboration with division Lieutenants to develop, administer and evaluate annual training. Serve as a liaison with technical colleges for deputies attending certification training.
2. Primary administrator assigned to conduct major misconduct internal investigations, citizen complaints and special investigations by the Sheriff or Chief Deputy. Makes recommendations to the Sheriff regarding employee discipline.
3. Assists the Human Resources Department in managing hiring process activities to include posting vacancies, application review, testing, scoring, and interviewing, to ensure staffing of all Agency entry level positions. Conducts background investigations on applicants as assigned by the Chief Deputy.
4. Third in command of the Sheriff's Office. In the absence of the Chief Deputy or Sheriff assumes responsibility and decision making authority. Creates, maintains, and modifies Agency General Orders and Directives to ensure compliance with law enforcement best practice standards.
5. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.
6. Makes sound decisions based on General Orders, Directives, and past practices. Completes assignments independently and without close supervision. Isolates and identifies problems, evaluates alternative courses of action, makes logical decisions, employs good judgement,

General Job Functions

1. Assists in systematic General Order, Directive, policy and procedure review, ensuring proper updating, maintenance, and archiving occurs.

County of Door Sheriff's Office

2. Assists with preparing the division budget, and makes evaluations, suggestions, and recommendations regarding immediate and long-range fiscal plans.
3. Functions within the command post and assists during major incidents.
4. Functions as a media point of contact.
5. Serves as the Sheriff's Office liaison on special committees or community groups.
6. Proactively ensures Agency member compliance with professional standards on an annual basis.
7. Maintain and control evidence storage function.
8. Coordinates and supervises specialized unit or team operations as assigned.
9. Performs all other related duties as assigned by the Sheriff or designee.

Requirements

Training and Experience

1. Meets the entry level requirements of a Patrol Deputy, to include certification as a law enforcement officer in accordance with the Wisconsin Law Enforcement Standards Board.
2. At least seven (7) years of full-time law enforcement experience.
3. Advanced education in the field of law enforcement preferred.

Knowledge, Skills, and Abilities Required

1. Considerable knowledge of law enforcement best practices and their applicability to the Agency.
2. Knowledge of Sheriff's Office General Orders, Directives, and procedures.
3. Knowledge of Wisconsin State Statutes as they relate to police work and citizen's rights.
4. Knowledge of Agency special teams and their function within the Sheriff's Office.
5. Ability to apply Sheriff's Office General Orders, Directives, and procedures to unique or unusual situations.
6. Ability to supervise and motivate subordinates.
7. Ability to manage multiple incidents concurrently.
8. Ability to communicate effectively orally and in writing.
9. Ability to meet regular and predictable attendance standards.
10. Ability to meet the physical, emotional, and psychological qualifications of a law enforcement officer.
11. Regularly required to perform certified law enforcement officer duties to include performing traffic stops, responding to high-risk calls, crowd control, and all other law enforcement related activities.
12. Ability to function in situations which may rapidly change from those encountered during routine patrol operations to those which are emergencies and highly stressful.

Physical & Working Conditions

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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to find, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

County of Door Sheriff's Office

The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

Tammy Sternard, Sheriff

Date

Kelly A. Hendee, Human Resources Director

Date

DRAFT

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION
 FTE/Hours
 Job Class
 Step
 Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title Sheriff-Professional Standards Captain
 Effective Date _____ 6 Mo _____
 Department Sheriff Sub Dept _____

DRAFT

FTE/Hrs	@ Rate	2021 TOTAL SALARY				2021 TOTAL BENEFITS			TOTAL SALARY and Benefits
Sheriff-Professional Standards Captain Grade N-Level 1									
1.00	\$35.57	74,185				42,331			116,516
Sheriff-Professional Standards Captain Grade N-Budget									
									-
Total Salary and Benefit Increase									116,516
FTE/Hrs	@ Rate	2021 TOTAL SALARY				2021 TOTAL BENEFITS			TOTAL SALARY and Benefits
Sheriff-Professional Standards Captain Grade N-Control Point									
1.00	\$40.65	84,780				44,698			129,478
Sheriff-Professional Standards Captain Grade N-Budget									
									-
Total Salary and Benefit Increase									129,478

Dept Head Signature

St. Wiggan

Finance Director

Date

8/14/2020

DRAFT

Disclaimer: This Fiscal Impact does not include Step 2 \$36.59, Step 3 \$37.60, Step 4 \$38.62, or Step 5 \$39.63.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

County of Door Sheriff's Office

Division: Professional Standards Deputy	Title: Mental Health Community Engagement Deputy	Date Created: 07/20/2020
Report To: Professional Standards Deputy	Prepared By: Sheriff Sternard	Date Revised:
Pay Grade: Deputies Comp Schedule	Reviewed By: Kelly Hendee	Date Approved:
FLSA Status: Non-Exempt	Employee Group: Represented	EEO Code: 04 – Protective Services

General Summary

This position provides crisis intervention, short-term counseling, advocacy, community outreach, and education to residents on behalf of the Door County Sheriff's Office and is appointed by the Sheriff. Works in partnership with community organizations to improve police responses to crisis situations and work as a bridge to connect people with treatment services and resources in the community. Provide truthful and accurate written and verbal communications.

Duties and Responsibilities

Essential Job Functions

1. Serves as the Sheriff's Office Crisis Intervention Team (CIT) leader and consults with department staff and employees from other County departments regarding procedural issues and specific referrals.
2. Works on assigned shifts in vehicle performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
3. Maintains normal availability by radio and telephone, with supervisory personnel to coordinate activities, for consultation on major cases and provides general information about department activities.
4. Assesses and evaluates prospective consumer's immediate situation, determine appropriate response, and assure that response is made. Assess and intervene as necessary in crisis situations. Refer to and involve and other community resources as needed.
5. Serves as the Sheriff's Office liaison on special committees or community groups as it relates to mental health and/or community partnerships.
6. Undertakes community-oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.
7. Patrols streets/routes, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect.
8. Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
9. Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.
10. Conducts follow-up investigations of criminal law violations occurring within lawful jurisdiction during assigned shift. Seeks out and questions victim(s), witnesses and suspects. Develops leads and tips. Searches scene of a crime for clues. Analyzes and evaluates evidence by compiling information regarding these crimes, preparing cases or filing of charges and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

County of Door Sheriff's Office

11. Prepares a variety of reports and records including reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.
12. Receive and make service of civil process.

General Job Functions

1. Provides annual training regarding the principles, practices and techniques of crisis intervention and de-escalation best practices.
2. Facilitate training for educators and community leaders that targets research, best practices, and strategies in the areas of positive behavior, parenting programs, mental health awareness, and trauma sensitive protocols.
3. Respond to the request of law enforcement officers by phone or at the scene to assist in identifying, monitoring and follow up of individuals believed to be a threat to themselves and/or others due to a mental health issue within our community.
4. Coordinate home visits and other follow-up in conjunction with mental health providers, advocates and family members to mitigate recurring calls for service.
5. Provide information and referrals to persons on issues including, but not limited to homelessness, basic needs such as food, clothing, shelter, and financial assistance.
6. Review reports and identify individuals in need of outreach.
7. Serves on the Employee Wellness Committee.
8. Performs all other related duties as assigned by the Sheriff or designee.

Work Relationships

1. Reports to the Professional Standards Division Captain
2. Works closely with the all divisions of the Sheriff's Office, and interacts regularly with other criminal justice professionals, community organizations and members of the community.

Requirements

Training and Experience

1. Minimum of two (2) year Associate Degree from an accredited technical school or sixty (60) credit hours from a college or university in social science field, police science, criminal justice, or related field.
2. Certification as a law enforcement officer in accordance with the Wisconsin Law Enforcement Standards Board, preferred. Individuals with a social science degree will be required to obtain Wisconsin law enforcement officer certification within one (1) year of hire.
3. Successful completion of Deputy Sheriff Patrol – Field Training Officer (FTO) field training and evaluation program.

Knowledge, Skills, and Abilities Required

1. Considerable knowledge of law enforcement best practices and their applicability to the Agency.
2. Understanding of mental health, AODA, and trauma-sensitive issues.
3. Ability to interact with people living with mental health illness with sensitivity, patience, and compassion.
4. Knowledge of Sheriff's Office General Orders, Directives, and procedures.
5. Knowledge of Wisconsin State Statutes as they relate to police work and citizen's rights.
6. Ability to apply Sheriff's Office General Orders, Directives, and procedures to unique or unusual situations.
7. Ability to manage multiple incidents concurrently.

County of Door Sheriff's Office

- 8. Ability to communicate effectively orally and in writing.
- 9. Ability to meet regular and predictable attendance standards.

Physical & Working Conditions

- 1. Ability to meet the physical, emotional, and psychological qualifications of a law enforcement officer.
- 2. Regularly required to perform certified law enforcement officer duties to include performing traffic stops, responding to high-risk calls, crowd control, and all other law enforcement related activities.
- 3. Ability to function in situations which may rapidly change from those encountered during routine patrol operations to those which are emergencies and highly stressful.

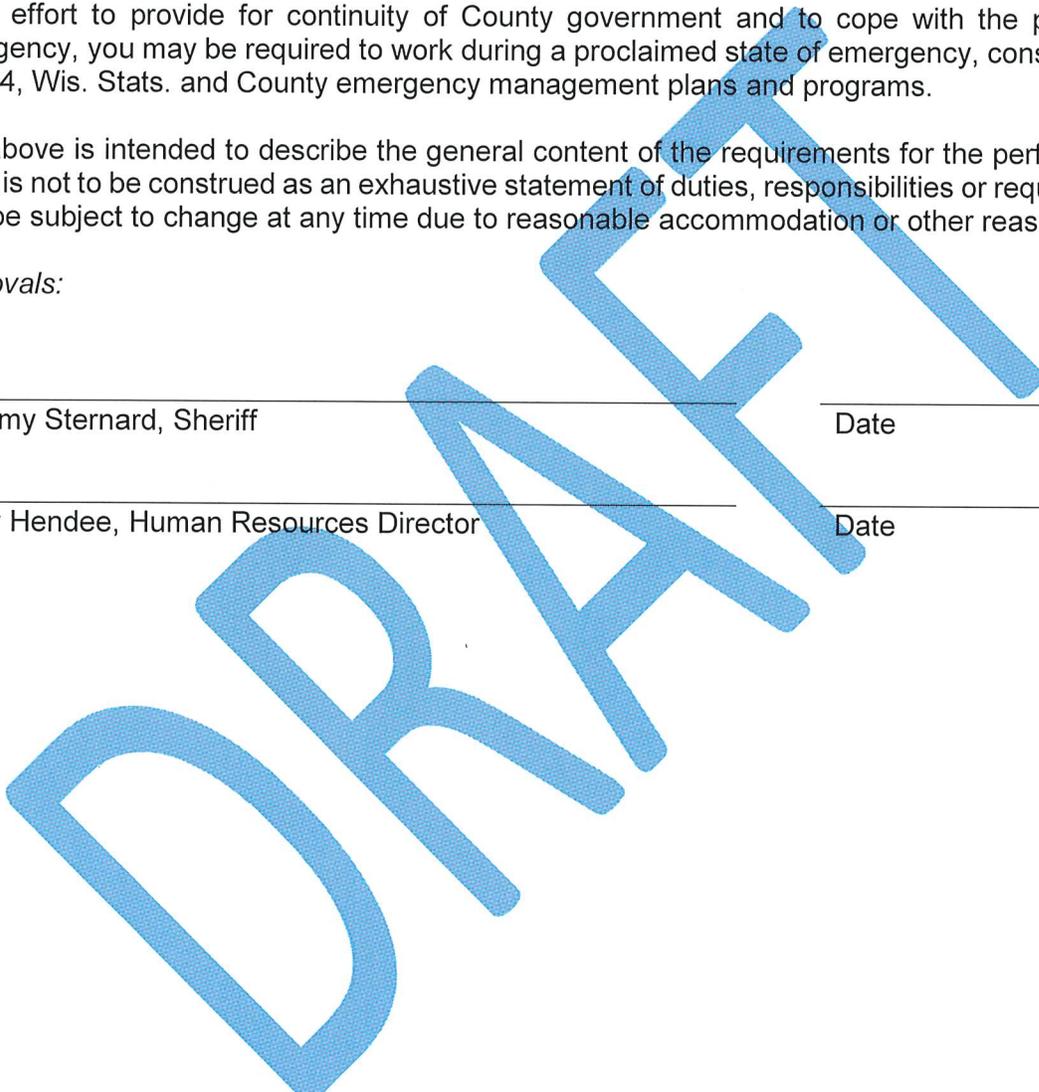
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

Tammy Sternard, Sheriff _____
Date

Kelly Hendee, Human Resources Director _____
Date



REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION
 FTE/Hours
 Job Class
 Step
 Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title
 Effective Date
 Department

Sheriff-Mental Health & Community Engagement Deputy

DRAFT

6 Mo
 Sheriff Sub Dept

FTE/Hrs	@ Rate	2021 TOTAL SALARY				2021 TOTAL BENEFITS			TOTAL SALARY and Benefits
Sheriff-Mental Health & Community Engagement Deputy-Level 1									
1.00	\$27.00	52,792				37,552			90,344
Sheriff-Mental Health & Community Engagement Deputy-Budget									
									-
Total Salary and Benefit Increase									90,344
FTE/Hrs	@ Rate	2021 TOTAL SALARY				2021 TOTAL BENEFITS			TOTAL SALARY and Benefits
Sheriff-Mental Health & Community Engagement Deputy									
									-
Sheriff-Mental Health & Community Engagement Deputy-Budget									
									-
Total Salary and Benefit Increase									-

Dept Head Signature

St. Wynn
 8/14/2020

Finance Director

Date

DRAFT

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.



Door County Emergency Services

916 N 14thth Ave.
Sturgeon Bay, WI 54235

Memorandum
Aaron LeClair, Director

Date: 07/17/2020
To: Director Kelly Hendee
CC: Administrator Ken Pabich
From: Aaron LeClair
RE: 2021 Part-Time pay rates

Emergency Services is recommending the following changes to our part-time pay rates:

	On-Duty EMT	On-Duty AEMT	Replacement Paramedic
Start	\$13.00	\$14.00	\$15.50
Second Year	\$13.50	\$14.50	\$16.00
Third Year	\$14.00	\$15.00	\$16.50

The impact of this proposal would be approximately \$7,365 to the 2021 budget.

The department also recommends an hourly stipend of \$2.00 be paid to On-Duty part-time employees on weekends and holidays. This proposal would have an approximate impact of \$5,000 on the 2021 budget.

Our department feels all existing part-time employees should move to second year pay in 2021 and third year pay in 2022. All increases would be effective the first full pay period of the calendar year. All new employees hired before June 30 of a calendar year would be due their raise the next calendar year while an employee hired after June 30 would have to wait until the 2nd calendar year. This would mirror the existing procedure for full-time staff.

The On-Duty AEMT (Advanced EMT) is a new rate/category for our department. The department currently employs four personnel licensed at this level. It is only fair we compensate them for their additional education and skill they bring to the service.

The department has talked with various competitor employers in Northeast WI, and feel the proposal is reasonable while making us competitive. The proposed plan is our departments first step in a much larger project to improve our ability to recruit, retain, and build future paramedics for our service.



County of Door
DEPARTMENT OF HEALTH AND HUMAN SERVICES

County Government Center
 421 Nebraska Street
 Sturgeon Bay, WI 54235

Joseph Krebsbach, Director

(920) 746-7155

1st floor fax (920) 746-2355

2nd floor fax (920) 746-2439

dhs@co.door.wi.us

Date: July 17, 2020

To: Ken Pabich, County Administrator and Kelly Hendee, Director Human Resources

Cc: Health and Human Services Board; Administrative Committee and Finance Committee

From: Joseph Krebsbach, Director Health and Human Services

RE: Defined Term Employee (DTE)

Currently the Department of Health and Human Services has three (3) approved Defined Term Employees (DTE's) working in the department through December 31, 2020. I am writing to request all three of these be continued through 2021.

The first position is our Treatment Court Coordinator. This position is responsible for oversight of treatment court and case management of program participants. It is new this year and is funded with a Treatment Alternative and Diversion Grant (TAD). This is an annual, non-competitive grant. Meaning, we apply each year but once funding is awarded (in a competitive process) the funding is provided for a set dollar amount, for a set amount of time. TAD Grants are typically five years. As a result, we assume we will receive continued funding although the applications are not yet open.

The second position is in the same division. The Diversion Case Manager works with adults with drug problems and is supported two separate grants which are also both annual non-competitive grants. One grant is the Department of Justice Diversion Grant. This funds 60% of the employee cost. The second grant is a Youth Diversion Grant from the Department of Health Services. This grant is on a five-year cycle with 2020 being our first year.

The final position is our Youth Connection Center Coordinator. This is also funded by another DHS Grant. We have applied for this again but will not receive confirmation that we are awarded until at least August 30, 2020.

We are reasonably certain these four (4) grants will be approved. As a result, we have budgeted both the program and employee costs in our 2021 budget. If we are unable to secure this funding, we will need to eliminate these positions and programs.