

Kris Glenn Mayberry, Sawyer County Clerk
Sawyer County Courthouse
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February 18, 2015

Note: The Board may take action on any or all items listed on the following agenda.

AGENDA

Sawyer County Board of Supervisors meeting
February 19, 2015; 6:00 p.m.; Large Courtroom; Sawyer County Courthouse

01. **Closed session (estimate - 6:00 to 7:00 p.m.)**, pursuant to sections 19.85(1)(e) and (g), Wisconsin Statutes, for an update and discussion of potential litigation and negotiations involving that potential litigation
02. **At approximately 7:00 p.m.** - Call to order, roll call, Pledge of Allegiance, meeting agenda, recognitions, and audience recognition
03. Minutes of the meeting of January 15, 2015
04. Economic Development and UW-Extension Committee report, including:
 - memorandum of commitment for 2015 Summer Horticultural Assistant
 - amendment to contract for UW-Extension services in Sawyer County for 2015
05. Public Safety Committee report, including request to fill vacant day sergeant position in Sheriff's Department
06. Health and Human Services Board report, including:
 - 2015 contract between State of Wisconsin and Sawyer County for the provision of child support services
 - request for additional staffing for Transitions House to address expensive out of County client placements
 - request to fill vacant Child Protective Services Supervisor position
 - request for approval to increase Child Protective Services Social Workers hours from 35 to 40 hours a week for 90 days
 - purchase of surplus Veterans Service Department van for motor pool
 - request to fill vacant Information and Referral Center Secretary position
 - request for approval to increase 3 clerical staff hours from 35 to 40 hours a week for 90 days
 - payoff or refinancing of indebtedness to City of Hayward for Oasis sewer and water installation
07. Land, Water, and Forest Resources Committee report, including:
 - 2015 Emergency Fire Warden List
 - Sawyer County Forestry Department 2014 Accomplishment Report
 - request for additional part-time Assistant Zoning and Conservation Secretary position in Zoning and Conservation Department
08. Public Works Committee report, including:
 - proposal for 3 year phase in for Highway Department employee vacation accrual
 - Airport liability insurance
09. Administration Committee report, including:
 - contract for additional support of Novus system
 - amendment of personnel policy regarding overtime and healthcare reimbursement accounts
10. Correspondence, reports from conferences and meetings, other matters for discussion only

KM

Kris Mayberry
Sawyer County Clerk

copies: Sawyer County Record, Sawyer County Gazette, WRLS, WHSM, AND WOJB

minutes of the meeting of the Sawyer County Board of Supervisors
Thursday, January 15, 2015; 6:30 p.m.; Large Courtroom; Sawyer County Courthouse

County Board Vice-Chair Ron Kinsley called the January meeting of the Sawyer County Board of Supervisors to order. Roll call was as follows (x indicates present):

district - supervisor - T = Town, V = Village, C = City, W = Ward

- x 01 - Dale Schleeter – T Lenroot W 1, T Hayward W 7, C Hayward W 5 and 6
- x 02 - Kathy McCoy – T Lenroot W 2, T Round Lake W 1
- x 03 - Tweed Shuman – T Hayward W 1 and 2
- x 04 - Iras Humphreys – T Hayward W 3 and 4
- x 05 - Fred Zietlow – T Hayward W 5 and 6
- x 06 - Dean Pearson – C Hayward W 1 and 2
- x 07 - Thomas W. Duffy – C Hayward W 3 and 4
- x 08 - Bruce Paulsen – T Bass Lake W 1 and 2
- x 09 - Brian Bisonette – T Bass Lake W 3 and 4
- 10 - Hal Helwig – T Sand Lake, T Edgewater W 1
- x 11 - Jim Bassett – T Edgewater W 2, T Bass Lake W 5, T Hayward W 8, T Meteor, T Couderay, V Couderay
- x 12 - William Voight – T Spider Lake, T Round Lake W 2, T Winter W 1
- x 13 - Ron Kinsley – T Hunter, T Radisson W 1, T Ojibwa W 1, V Radisson
- x 14 - Dale Thompson – T Radisson W 2, T Ojibwa W 2, T Weirgor, V Exeland, T Meadowbrook
- x 15 - Warren Johnson – T Winter W 2, T Draper, V Winter

The agenda for the meeting was presented as follows:

At 7:00 p.m. the Board will hold a public hearing in the matter of state and federal aid for the following improvements at the Sawyer County Airport: purchase snow removal and mowing equipment and any necessary related work.

01. Call to order, roll call, Pledge of Allegiance, meeting agenda, recognitions, and audience recognition
02. Minutes of the meetings of December 16, 2014 and December 18, 2014
03. Economic Development and UW-Extension Committee report, including:
 - application for grant to assist farmers market and County as fiscal agent
 - UW-Extension 133 contract (agreement between State and County for UW-Extension program)
04. Public Safety Committee report, including:
 - communication radio security policy
 - Communications Technician contract
 - transfer of Emergency Management Department search and rescue funds from 2014 to 2015
 - Ambulance Service Department Director appointment
05. Land, Water, and Forest Resources Committee report, including:
 - 2015 Wisconsin Land Information Grant agreement
 - 2015 Annual Integrated Planning Meeting and Sawyer County Forest Annual Work Plan
06. Health and Human Services Board report, including:
 - Fiscal Secretary position reclassification
 - AODA Counselor position from 35 to 40 hour work week
 - Employee transfer from AODA Secretary position to ADRC Secretary position, request to fill resulting vacancy, and compensation for those positions
07. Public Works Committee report, including:
 - Airport snowplowing contract
 - petition for Airport improvement project for purchase of snow removal equipment and mowing equipment and Agency Agreement and Federal Block Grant Owner Assurances
 - call-in policy for Maintenance Department
08. Administration Committee report, including:
 - employee wage study, including extension of deadline for employees to appeal wage study
 - Anderson, Hager, & Moe engagement letter for 2014 financial statement and audit
09. Appointments, including Diane DeLong as citizen representative to Northern Waters Library System Board
10. Victim of Crime Act grant
11. Correspondence, reports from conferences and meetings, other matters for discussion only
12. **Closed session**, pursuant to sections 19.85(1)(c), and (g), Wisconsin Statutes, regarding Ambulance Service Department Director position appointment and to discuss potential litigation involving Sawyer County. The Board will reconvene into open session at the end of the closed session and may announce or take action on matters discussed or decided in closed session.

Motion by Thompson, 2nd by Shuman, to approve the meeting agenda as presented. Motion carried.

Health and Human Services Board Chair Tweed Shuman presented Sis Hale and Kathy McCoy with a walnut plaque in grateful appreciation for their many years of service on the Health and Human Services Board.

Motion by Duffy, 2nd by Bassett, to approve the December 16, 2014 and December 18, 2014 meeting minutes. Motion carried.

Economic Development and University of Wisconsin-Extension Committee Chair Tom Duffy presented the Committee recommendation to approve Sawyer County being the grant applicant and fiscal agent for a Farmers' Market Promotion Program federal grant with a focus of expanding access to local foods in Sawyer County. University of Wisconsin-Extension Community Natural Resource Economic Development Agent Ariga Grigoryan indicated that she does not believe that a local match is required for the grant and that the grant includes compensation for the time and expenses for serving as the fiscal agent. Motion by Duffy, 2nd by Johnson, to approve the Committee recommendation. Motion carried.

Economic Development and University of Wisconsin-Extension Committee Chair Tom Duffy presented the Committee recommendation to approve Amendment No. 2 to the Contract (Acct. #133-PRJ56MU) Between Sawyer County and the Board of Regents of the University of Wisconsin System (UW) establishing the terms and conditions for the UW to provide UW-Extension Services to Sawyer County in 2015. Motion by Johnson, 2nd by Paulsen, to refer consideration of the Amendment back to the Economic Development and University of Wisconsin-Extension Committee for further consideration. Motion carried.

Public Safety Committee Vice-Chair Bill Voight presented the Committee recommendation to approve a proposed Radio Security Policy for Sawyer County. The policy was developed and recommended by communications system consultant John Kruk to ensure security for the County's equipment (mobiles and portables) that currently operates on the State of Wisconsin WISCIM Radio Network. The Board reviewed a memo from Town of Round Lake Fire Chief Mike Schmidt who, along with the Town of Round Lake Board of Supervisors, recommends incorporating the following into the policy: "In reference to Radio misuse: All verbal and written communications referencing radio misuse with EMS, Fire and Law Enforcement Personnel must always go through the chain of command. (Example) Radio Specialist to Fire Chief, Fire Chief to Firefighter. Radio Specialist to Ambulance Director, Ambulance Director to EMT." Motion by Zietlow, 2nd by Thompson, to approve the proposed Radio Security Policy for Sawyer County with the inclusion of the amendments recommended by the Town of Round Lake. Motion carried.

Public Safety Committee Vice-Chair Bill Voight presented the Committee recommendation to approve a contract for the services of communications system consultant John Kruk for the balance of 2015. Motion by Schleeter, 2nd by Pearson, to approve the recommendation. Motion carried.

Public Safety Committee Vice-Chair Bill Voight presented the Committee recommendation to approve Emergency Management Department Director Pat Sanchez's request for approval to transfer \$4,713.64 from the 2014 to the 2015 Emergency Management Department budget as the donations, grants, and fees collected for the purpose of supporting the Department's search and rescue operations. Motion by Johnson, 2nd by Duffy, to approve the recommendation. Motion carried by unanimous voice vote.

Motion by Bassett, 2nd by Zietlow, to refer the agenda item entitled "Ambulance Service Department Director appointment" to the closed session at the end of the meeting. Motion carried.

Land, Water, and Forest Resources Committee Chair Jim Bassett presented the Committee recommendation to approve the 2015 Wisconsin Land Information Program Grant Agreement between the State of Wisconsin and Sawyer County establishing the terms and conditions for Sawyer County to receive an award in the amount of \$57,296 to be used for continuing the modernization of Sawyer County's land records. Motion by Paulsen, 2nd by Duffy, to approve the recommendation. Motion carried.

Land, Water, and Forest Resources Committee Chair Jim Bassett introduced County Forestry Department Administrator Greg Peterson who presented the Committee recommendation to approve the minutes of the 2015 Annual Integrated Planning Meeting and Sawyer County Forest Annual Work Plan. Motion by Paulsen, 2nd by Zietlow, to approve the recommendation. Motion carried.

Health and Human Services Board Chair Tweed Shuman presented the Health and Human Services Board recommendation to reclassify Health and Human Services Department employee Julie Braatz (Administrative Secretary – Fiscal) to grade G, step 5 in the County's pay structure. The Administration Committee concurs with the recommendation. Motion by McCoy, 2nd by Johnson, to approve the recommendation. Motion carried.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

"DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"

THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32.02; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.

"AIRPORT OWNER ASSURANCES"

AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a federal grant agreement.

AND BE IT FURTHER RESOLVED THAT THE Sawyer County Clerk Kris Mayberry be authorized to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.

AGENCY AGREEMENT AND FEDERAL BLOCK GRANT OWNER ASSURANCES

Department of Transportation, Bureau of Aeronautics
Madison, Wisconsin

WHEREAS, Sawyer County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Sawyer County Airport project to:

Purchase snow removal and mowing equipment; and any necessary related work.

WHEREAS, the sponsor adopted a resolution on January 15, 2015, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

Health and Human Services Board Chair Tweed Shuman presented the Health and Human Services Board recommendation to authorize an Alcohol and Other Drug Abuse (AODA) Prevention Specialist in the Health and Human Services Department to work a 40 hour work week instead of a 35 hour work week for a period of 3 months to allow for the development of a strategic plan to address alcohol and drug abuse problems in Sawyer County. The Administration Committee concurs with the recommendation. Motion by Johnson, 2nd by Pearson, to approve the recommendation. Motion carried.

Motion by Johnson, 2nd by Bassett, to table the agenda item entitled "employee transfer from AODA Secretary position to ADRC Secretary position, request to fill resulting vacancy, and compensation for those positions". Motion carried.

Beginning at 7:00 p.m. Vice-Chair Ron Kinsley called to order a public hearing for the purpose stated in the following Notice of Public Hearing published in the Sawyer County Record and Sawyer County Gazette December 31, 2014 and January 7, 2015:

**NOTICE OF PUBLIC HEARING IN THE MATTER OF STATE AND FEDERAL AID
FOR THE IMPROVEMENTS AT THE SAWYER COUNTY AIRPORT
10930 N AIRPORT ROAD, HAYWARD, WISCONSIN**

Sawyer County is considering petitioning the State of Wisconsin, Department of Transportation, for state and federal aid to undertake the following development at the Sawyer County Airport: The character, extent, and kind of improvements desired under the project are as follows: purchase snow removal and mowing equipment and any necessary related work.

Notice is hereby given that Sawyer County will hold a public hearing in the Large Courtroom of the Sawyer County Courthouse, 10610 Main, City of Hayward, Wisconsin on Thursday, January 15, 2015, at 7:00 p.m.

All interested persons are invited to attend and present their views on the need for the proposed airport development.

Parking for people with disabilities and accessible entrances are available at all entrances to the Courthouse. Please call the office of the Sawyer County Clerk at 715.634.4866 one day in advance of the hearing to make specific accessibility requests.

Sawyer County Board of Supervisors
by: Kris Mayberry, Sawyer County Clerk

County Clerk Kris Mayberry presented the following resolution and Agency Agreement and Federal Block Grant Owner Assurances and reviewed the purpose of the petition and the commitments called for in the agreement and assurances for the County Board and the public in attendance at the meeting:

RESOLUTION #1-2015

PETITIONING THE SECRETARY OF TRANSPORTATION FOR AIRPORT IMPROVEMENT AID

WHEREAS, Sawyer County, Wisconsin, hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the Sawyer County Airport, Sawyer County, Wisconsin,

"PETITION FOR AIRPORT PROJECT"

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and
WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a General Aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: purchase snow removal and mowing equipment, and any necessary related work.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

By: SECRETARY OF TRANSPORTATION

David M. Greene, Director
Bureau of Aeronautics

(Date)

FEDERAL BLOCK GRANT OWNER ASSURANCES.....

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity);

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: Sawyer County, Wisconsin

County Clerk Kris Mayberry asked if anyone present at the meeting had questions about the County's petition or wished to speak or present information pertaining to the petition. There was no response.

Motion by Johnson, 2nd by Shuman, to close the public hearing. Motion carried.

Motion by Shuman, 2nd by Paulsen, to approve RESOLUTION #1-2015 and the Agency Agreement and Federal Block Grant Owner Assurances. Motion carried by unanimous voice vote.

Public Works Committee Chair Ron Kinsley reported that Maintenance Department Supervisor Tim Hagberg requested that there be a call-in policy for Maintenance Department employees to receive a minimum of 2 hours pay if called in outside of their normal work schedule. The Public Works Committee recommends approval of the request. Motion by Schleeter, 2nd by Shuman, to approve the recommendation. Motion carried.

The Board discussed that Carlson Dettmann Consulting Consultant Barb Petkovsek held 4 meetings on Friday, January 9, 2015, with the employees of the County to review, explain, and answer questions about the compensation and classification study, position pay matrix, and pay structure researched and developed by Carlson Dettmann and approved by the Sawyer County Board of Supervisors at their meeting held December 18, 2014. The Administration Committee discussed the deadline (January 23, 2015) established for employee's to appeal their position placement on the grade order list and recommends that the deadline be extended to July 1, 2015. Accounting Manager Melissa Roach advised that Carlson Dettmann's contract provided for their services in the appeal process to be concluded by March 31, 2015, and that they will charge additional fees for services beyond that date.

Motion by Thompson, 2nd by Shuman, to approve extending the deadline to July 1, 2015. The roll call vote was as follows: Bisonette – no; Helwig – absent; Bassett – yes; Voight – yes; Kinsley – no; Thompson – yes; Johnson – no; Schleeter – no; McCoy – no; Shuman – yes; Humphreys – no; Zietlow – yes; Pearson – no; Duffy – no; Paulsen – no. The motion failed with 9 voting no and 5 voting yes.

Motion by Paulsen, 2nd by Johnson, to approve extending the deadline for employee appeals to February 18, 2015, with department heads submitting them to Accounting Manager Melissa Roach by February 26, 2015, and Accounting Manager Melissa Roach submitting them to Carlson Dettmann by March 2, 2015, and appeal recommendations from Carlson Dettmann to be provided by March 31, 2015. The roll call vote was as follows: Helwig – absent; Bassett – no; Voight – yes; Kinsley – yes; Thompson – no; Johnson – yes; Schleeter – yes; McCoy – yes; Shuman – no; Humphreys – yes; Zietlow – no; Pearson – yes; Duffy – yes; Paulsen – yes; Bisonette – yes. The motion carried with 10 voting yes and 4 voting no.

The Board reviewed the Administration Committee recommendation to approve a proposed engagement letter for Certified Public Accountants Anderson, Hager & Moe to provide the County with auditing services during 2015 for the year 2014. Motion by Johnson, 2nd by Duffy, to approve the recommendation. Motion carried.

The Board reviewed County Board Chair Hal Helwig's recommendation for the appointment of Diane DeLong as Sawyer County's citizen representative on the Northern Waters Library Service Board of Trustees. Motion by Shuman, 2nd by Bassett, to approve the recommendation. Motion carried.

The Board discussed a Sawyer County Sheriff's Department proposal for Sawyer County to apply for a Victims of Crime Act (VOCA) grant. The purpose of the application is to provide Sawyer County with a victims' advocate and to combine services with law enforcement to better serve crime victims in Sawyer County. Motion by Pearson, 2nd by Thompson, to approve the proposal. Motion by Paulsen, 2nd by Schleeter to amend the motion to add the condition that the County Board shall be able to review and approve the terms and conditions included with the grant (including the commitments to be made by the County). The motion to amend the motion to approve the proposal carried. The motion to approve the proposed application, including the amendment adding the condition that the County Board shall be able to review and approve the terms and conditions included with the grant (including the commitments to be made by the County) carried. Mr. Zietlow abstained from voting.

The following employees of the Sawyer County Ambulance Service Department spoke in favor of selecting Eric Nilson to serve as the Sawyer County Ambulance Service Department Director: John Froemel, Lance Boyle, Mark Gritzmacher, Eileen Froemel, Jim Onarheim, Dan Weingarten, and John Snell.

Interim Sawyer County Ambulance Service Department Director Eric Nilson spoke in support of his application for the Sawyer County Ambulance Service Department Director position.

Motion by Shuman, 2nd by Bassett, to convene into **closed session**, pursuant to sections 19.85(1)(c), and (g); Wisconsin Statutes; regarding the Ambulance Service Department Director position appointment; and to discuss potential litigation involving Sawyer County; announcing that the Board will reconvene into open session at the end of the closed session and may then announce or take action on matters discussed or decided in the closed session. Motion carried by unanimous voice vote.

[Minutes of closed sessions are kept in a confidential file in the County Clerk's Office.]

Motion by Paulsen, 2nd by Thompson, to reconvene into open session. Motion carried.

County Board Vice-Chair Ron Kinsley announced that the County Board had made a decision as to their selection for the Sawyer County Ambulance Service Department position, and that the decision will be announced following a reference check and upon confirming an acceptance of an offer of employment by the successful candidate for the position.

Motion by Paulsen, 2nd by Zietlow, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry

Meeting minutes - Economic Development and University of Wisconsin-Extension Committee - February 9, 2015

Present: Tom Duffy, Warren Johnson, Bill Voight, Tweed Shuman, Dean Pearson

Also present: Hal Helwig, Kris Mayberry, Sheldon Johnson, Melissa Roach, Ken Schmoc, Ariga Grigoryan, Lori Baltrussis, Lisa Wydra, Linda Zilmer, Sawyer County Record

Tom Duffy called the meeting to order at 8:31 a.m. Guests were recognized.

Today's meeting agenda and last meeting minutes were approved unanimously.

County Fair: Ken Schmock provided an update of winter family activities "Winter Wonderland" at the fairgrounds. Look for events during the next two weekends including on Birkie Friday. Warren Johnson requested 2014 financials for the fair. Bill Voight is researching a budget and logistics for proposed 2015 car show.

University of Wisconsin-Extension: Community, Natural Resources and Economic Development Educator Ariga Grigoryan presented a summary of current grant application work, "Farmers Market Promotion Program." The grant would increase opportunities for farming, farmers market and value-added branding of products in Sawyer County. The application is due June 20, 2015. The two-year federal grant is up to \$100K. Grigoryan also summarized her farm-to-school collaborative promotional work.

2015 Summer Horticulture Assistant: After asking for clarification on the timing of Extension's fiscal year compared with the committee's discussion of Extension budgeted costs, Warren Johnson made a motion to approve the \$500.00 stipend for the summer horticulture assistant. Tweed Shuman seconded the motion. All voted in favor.

Contract for University of Wisconsin-Extension services: Warren Johnson requested that 2016 budget conversations begin in May 2015, prior to the start of the Extension July 1 fiscal year. Johnson said he had questions. Hal Helwig said he wants to look at goals and long term plans, and that he expects there will be changes. Johnson made a motion to approve the contract for 2015. Tweed seconded the motion. All voted in favor.

WCA Regional meeting Trego March 11 was noted.

Northwest Regional Planning Commission/Sheldon Johnson:

-Dec. 2 annual meeting overview; financial statements were provided. Sheldon Johnson highlighted the Aspen Acres Assisted Living 100K award and the Italian restaurant award in Northwoods Beach as recent examples.

-Working with Extension on Household Hazardous Waste events; dates are Sat. July 25 and a weekday date TBD, plans finalized by March 1.

-Working with Sawyer County on traffic forecast with employment, population and other data input to create a travel demand model.

-LCO All Hazards Mitigation Plan/FEMA.

-Housing: 9 county regional area including LCO trust property, application process for 9 counties; affordable housing application assistance.

Winter Depot:

Melissa Roach reported the county is still waiting for \$20K from the state and \$13K from Friends of Tuscobia. Warren Johnson said the County will not sign off on any contracts until fully reimbursed. Several members expressed concern about rising costs since first estimate and thus recommend that the architect review depot plans. Sheldon Johnson reported that project coordinator Ron Petit is applying for state funds.

Kris Mayberry summarized the group's recommendation at this time was that Warren Johnson and Melissa Roach will meet with corporate counsel to draft a document.

Recreation and Trails:

Bike trail construction work is being done by the county highway department again this year.

Birkie Bridge is near completion.

Warren Johnson moved to adjourn. Tweed seconded the motion, with all in favor. Meeting adjourned 9:48 a.m.

Minutes by Lisa Wydra, University of Wisconsin-Extension

**Amendment No. 2 to Contract (Acct. #133-PRJ56MU)
Between Sawyer County and
Board of Regents of the University of Wisconsin System**

By this amendment, Sawyer County (County), pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22 (2)(d) and 59.56 (3) of the Wisconsin Statutes, and the Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin-Extension, Cooperative Extension Division (Extension), agree to amend their existing contract as follows:

1. Fiscal Period - The term of this amendment is: July 1, 2014 to June 30, 2015.
2. In consideration of the programs that Extension provides to the County under the contract, for the fiscal period of this amendment, the County agrees to pay Extension \$95,817. (For twelve-month contracts, there will be two billings: \$46,149 upon full execution of the amendment, and \$49,668 in April, 2015.) The University of Wisconsin - Extension shall bill the County at (address): 1601 Main St. Suite 19A

Hayward, WI 54843
attention: Lori Landree

The County shall pay the amount billed within 30 days of the billing. This payment is allocated as follows:

Salaries of professional staff members:	\$65,403
Fringe benefits (rate is 46.5% of salaries):	30,413
Subtotal	\$95,816
 Reconciling amount from previous agreement:	 1
Total amendment amount to be billed	\$95,817

All other sections of the existing agreement remain in force.

By: _____
County Representative

Date:

By: _____
Regional Director

Date:

By: _____
Richard Klemme, Dean/Director
Cooperative Extension

Date:

**Board of Regents of
The University of Wisconsin System**

By: _____
Contract Officer
University of Wisconsin - Extension

Date:

Sawyer County FY2015 Budget
 July 1, 2014 through June 30, 2015
 133-PRJ56MU

<u>Personnel</u>	<u>State Budget</u>	<u>State FTE</u>	<u>County Budget</u>	<u>County FTE</u>
Grigoryan, Ariga	\$27,270	0.60	\$18,180	0.40
Laberee, Lorraine	35,955	0.60	21,303	0.40
Pillion-Baltrusis, Lori	17,925	0.36	11,367	0.24
Schoessow, Kevin	12,199	0.20	7,367	0.13
Weigand, Richard	11,542	0.20	7,186	0.13
Total Salaries	104,891	1.96	65,403	1.30
Fringes (46.5%)	48,774		30,413	
Total Budget	\$153,665	1.96	\$95,816	1.30

- (1) All salaries reflect a 1% pay increase as of July 1, 2014.
- (2) All salaries except for A. Grigoryan's reflect a comparable/equity compensation increase effective July 1, 2014.
- (3) The salary for L. Laberee reflects a \$1,500 increase in Department Head stipend effective January 1, 2015.

1st Invoice

	<u>Salary</u>	<u>Fringes</u>	<u>Total</u>
Grigoryan, Ariga	\$9,090	\$4,227	\$13,317
Laberee, Lorraine	10,002	4,651	14,653
Pillion-Baltrusis, Lori	5,509	2,562	8,071
Schoessow, Kevin	3,458	1,608	5,066
Weigand, Richard	3,441	1,600	5,041
reconciling amount			1
			<u>\$46,149</u>

2nd Invoice

Grigoryan, Ariga	\$9,090	\$4,227	\$13,317	
Laberee, Lorraine	11,301	5,255	16,556	
Pillion-Baltrusis, Lori	5,858	2,724	8,582	
Schoessow, Kevin	3,909	1,818	5,727	
Weigand, Richard	3,745	1,741	5,486	
			<u>\$49,668</u>	95,816
	65,403	30,413		

Sawyer County FY2014 Reconciliation

July 1, 2013 through June 30, 2014

133-PRJ56MU

<u>Personnel</u>	<u>Budget</u>	<u>Actual</u>	<u>Change</u>
Grigoryan, Ariga	\$18,000	\$18,000	\$0
Laberee, Lorraine	19,804	19,805	(1)
Pillion-Baltrusis, Lori	10,908	10,908	0
Schoessow, Kevin	6,846	6,848	(2)
Weigand, Richard	6,812	6,810	2
Fringes	<u>29,564</u>	<u>29,564</u>	<u>0</u>
Totals	<u><u>\$91,934</u></u>	<u><u>\$91,935</u></u>	<u><u>(\$1)</u></u>

minutes of the meeting of the **Public Safety Committee**
Sawyer County Board of Supervisors
February 10, 2015; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

Members present: Fred Zietlow, Dale Schleeter, Bill Voight, Jim Bassett

Others present: County Board Chair Hal Helwig, County Board member Warren Johnson, Sheriff Mark Kelsey, Chief Deputy Brigette Kornbroke, Lt. Joe Sajdera, K9 Deputy Nick Al-Moghrabi, Emergency Management Director Pat Sanchez, Ambulance Director Eric Nilson, Coroner Dave Dokkestul, Clerk of Court Claudia Burgan, Animal Control Officer Sherrie Shelton, Accounting Manager Melissa Roach, Louise Ladenthin, Brenda Adler, several EMTs, newspaper reporter (Sawyer County Gazette)

Chairman Zietlow called the meeting to order at 8:30 a.m.

Motion by Bassett, second by Zietlow to approve the agenda as presented. Motion carried.

Motion by Voight, second by Bassett to approve the January 6, 2015, meeting minutes. Motion carried.

Judge's Office/Clerk of Court

Clerk of Court Burgan presented her monthly report. She reported that one of the new hires in her office has since resigned and she is attempting to replace her. Judge Wright submitted a written monthly report, advising that the victim services grant situation is on hold while the State tries to work with other state agencies to provide the services.

Motion by Bassett, second by Zietlow to approve out of county travel for Clerk of Court Burgan to attend the Annual Conference of Wisconsin Clerks of Court in Wisconsin Dells on February 19 and 20, 2015. Motion carried.

District Attorney's Office

No report.

Sheriff's Report

Sheriff Kelsey presented K9 Deputy Nick Al-Moghrabi and K9 Trace with a letter of recognition and Awards of Excellence due to their work with Division of Criminal Investigation in the seizure of 14.5 lbs. of marijuana from a storage facility in June of 2014. Deputy Al-Moghrabi accepted Trace's award due to Trace being unable to attend the meeting.

Chief Deputy Kornbroke requested permission to fill the vacant day sergeant position in the sheriff's department. The position has been vacant for some time and would be filled by a current deputy, resulting in approximately \$3,000.00 in additional wages and benefits, which Chief Deputy Kornbroke advised is available in the sheriff's department budget. Motion by Voight, second by Bassett to approve the request. Motion carried unanimously.

Motion by Bassett, second by Schleeter to approve out of county travel for the sheriff's department as presented. Motion carried.

Lt. Sajdera presented the monthly jail report. He advised the committee that the bunks for the double-bunking have been installed and will be used once new staff has completed training.

Animal Control Report

Animal Control Officer Shelton presented her monthly report. She advised that dog licenses were up 115 for the same period last year and revenues are up \$1002.00. She advised that to date 36 dog licenses have been purchased on-line, which is a greater number than was predicted.

Animal Control Officer Shelton advised of upcoming vaccination clinics for cats and dogs to be held Friday, March 6, 2015, from 1:00 to 5:00 p.m. at the Village of Exeland Firehall and Saturday, March 7, 2015, from 9:00 a.m. to 4:00 p.m. at the City of Hayward Firehall. She advised that a veterinarian and two techs from Chippewa Falls will be administering the vaccinations.

Coroner's Report

Coroner Dokkestul presented his monthly report. He advised that a medicolegal death investigation class begins on February 16, 2015, through WITC and a free online basic death investigation class presented by the University of North Dakota will run until September 1, 2016.

Emergency Management

Emergency Management Director Pat Sanchez presented her monthly report. She gave an update on Birkie preparations and advised that all is proceeding as planned.

A report from John Kruk was submitted. It advised that a radio advisory committee will be formed which will have representatives from several county agencies.

Motion by Schleeter, second by Bassett to approve out of county travel for Sanchez to attend the Governor's Conference on Emergency Management March 10-13, 2015, in Milwaukee; WISCOM training for John Kruk and Deputy Jeff Johnson on February 25, 2015, in Rubicon; and an Ebola conference in Rice Lake on February 27, 2015. Motion carried.

Sanchez advised that she will be out of the state for several days in March and will need someone to act on her behalf during her absence in case of an emergency. She advised in the past nearby county emergency management directors have covered for her but that the county should consider having someone named to act on her behalf in case of her absence in the future.

Ambulance Report

Director Eric Nilson presented his monthly report to the committee, including the number of runs and transfers made by the ambulance service. He advised that billing is up to date through the month of January. Collections were discussed.

Nilson advised that the Radisson ambulance garage has had heating bills of approximately \$2,000.00 during the winter months and alternatives or solutions need to be looked at to address that issue.

Nilson advised that Birkie preparations are on schedule.

Vouchers

Motion by Bassett, second by Zietlow to approve the department vouchers as presented. Motion carried.

Other Matters for Discussion - None.

Motion by Voight, second by Bassett to go into closed session at 9:35 a.m. pursuant to Wis. Stat. Section 19.85(1)(c), (f) and (g), for discussions involving employee performance evaluations, preliminary consideration of a specific personnel problem, and for advice from legal counsel regarding same. Motion carried.

(Motions of closed sessions are kept in a confidential file in the County Clerk's Office.)

Minutes recorded by Margie Schull

minutes of the meeting of the Administration Committee
Sawyer County Board of Supervisors
February 12, 2015; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

members present: Hal Helwig (Chair) Ron Kinsley, Dale Schleeter, Dean Pearson, Brian Bisonette; Jim Bassett

also present: County Board member Warren Johnson, Information Technology Department Director Mike Coleson, County Treasurer Dianne Ince, Accounting Manager Melissa Roach, County Clerk Kris Mayberry

Motion by Bassett, 2nd by Kinsley, to approve the meeting agenda. Motion carried.

Motion by Kinsley, second by Bassett, to approve the January 8, 2015 meeting minutes. Motion carried.

The Board reviewed the Public Safety Committee recommendation to approve the Sheriff's Department request for permission to fill a vacant day sergeant position in the Sheriff's department. Chief Sheriff Deputy Brigette Kornbroke indicated to the Public Safety Committee that the position has been vacant for some time and would be filled by a current deputy, resulting in approximately \$3,000.00 in additional wages and benefits, which Chief Deputy Kornbroke advised is available in the sheriff's department budget. Motion by Bassett, 2nd by Schleeter, to recommend County Board approval of the recommendation. Motion carried.

Zoning and Conservation Department Director Dale Olson presented the Land, Water, and Forest Resources Committee recommendation to approve an additional part-time (17.5 hours per week) clerical position in the Zoning and Conservation Department. Mr. Olson indicated that a grant has been received to cover part of the expenses for another employee in the office to work on invasive aquatic species control and that the Courte Oreilles Lakes Association has committed an additional \$10,000 (approximate) in support of invasive aquatic species control. The result of those funding sources is that the proposed part-time position would not result in a negative impact to the Zoning and Conservation Department budget. Motion by Kinsley, 2nd by Bisonette, to recommend County Board approval of the Zoning and Conservation Committee recommendation. Motion carried.

The Committee discussed the compensation and classification study, position pay matrix, and pay structure for Sawyer County researched and developed by Carlson Dettmann Consulting (approved by the County Board at their meeting held December 18, 2014), the confidential disclosure agreement required by Carlson Dettmann for release of information about the basis and method of their research, and the source of funds for payment of a bill for fees and expenses (\$1,625.84) for Carlson Dettmann's services in attending meetings on November 6 and November 20, 2014. The Committee determined to designate a source of funds for payment of the fees upon receipt of a 2nd anticipated billing (\$900) for attending a meeting January 9, 2015.

Health and Human Services Department Director Paul Grahovac presented the Health and Human Services Board recommendation to approve filling the vacated Child Protective Services Supervisor position in the Health and Human Services Department, and to approve increasing the hours of work for current Child Protective Services Social Workers in the Department from 35 to 40 hours a week for a period of 90 days. Motion by Bassett, 2nd by Schleeter, to recommend County Board approval of the recommendations. Motion carried.

Health and Human Services Department Director Paul Grahovac presented the Health and Human Services Board recommendation to approve filling a vacated Information and Referral Center Secretary position in the Health and Human Services Department, and to approve increasing the hours of work for three current clerical staff employees in the Department from 35 to 40 hours a week for a period of 90 days to facilitate coverage of the Information and Referral Center desk during the process of filling the vacant position. Motion by Schleeter, 2nd by Bassett, to recommend County Board approval of the recommendations. Motion carried.

Health and Human Services Department Director Paul Grahovac reported that he and the Health and Human Services Board Executive Committee met with Carol Lund from Northland Counseling regarding a proposal to increase staff at the Transitions Residential Facility by 1.5 positions in the hopes of housing additional residents at the Transitions Residential Facility and defraying escalating state institutional residential facility costs. The Health and Human Services Board Executive Committee recommends approving the proposal. The Administration Committee requested that a financial analysis of the proposal (a comparison of the costs of the additional positions estimated at \$73,000 versus anticipated costs for state institutional residential facility housing) be developed for presentation at the February 19, 2015 County Board meeting.

The Committee discussed that Sawyer County Veterans Service Officer Renee Brown advised the Health and Human Services Board that the insurance adjuster determined that the 2008 Dodge Caravan involved in an accident in September of 2014 was a total loss and afforded the County replacement cost coverage that allowed for the purchase of a new 2015 Dodge Caravan. The Veterans Service Department offered to sell a surplus department 2012 Dodge Caravan to the Health and Human Services Department for \$6,000 to include in the County motor pool fleet. The Health and Human Services Board recommends approval of the purchase. Motion by Bassett, 2nd by Schleeter, to recommend County Board approval of the purchase. Motion carried.

The Committee reviewed a proposal to refinance or pay off the balances due for the assessment by the City of Hayward for the installation of sewer and water lines to service the Health and Human Services Department Oasis Building to address the payment of 4% interest on the debt to the City. The Committee determined to have Accounting Manager Melissa Roach, County Clerk Kris Mayberry, and County Treasurer Dianne Ince develop a recommendation to present to the County Board at their meeting February 19, 2015.

Accounting Manager Melissa Roach presented and reviewed with the Committee a written department report (copy in meeting file), including a 2014 and 2015 year-to-date report of County expenditures and revenues, a report on General Fund contingency fund account expenditures and balances, and an update on in-house Ambulance Service Department billing. Ms. Roach asked the Committee if they wished to consider increasing the employee reimbursement for mileage expenses to match the current Internal Revenue Service rate. The Committee determined to decline increasing the reimbursement amount. Ms. Roach recommended transmitting a memo to departments to clarify that purchase of food, beverages, or similar items to provide to employees at meetings or for good will should not be charged to or reimbursed by the County.

The Committee reviewed a financial report (copy in meeting file) through January of 2015 prepared by County Treasurer Dianne Ince and the Wisconsin Department of Revenue monthly report on county sales and use tax distribution to Sawyer County which included the following information:

- distributed to Sawyer County in January of 2015 - \$154,920.27
- distributed to Sawyer County in 2015 through January - \$154,920.27
- distributed to Sawyer County through same month in 2014 - \$121,895.03
- 2015 Sawyer County Budget sales and use tax revenue forecast - \$1,600,000

Information Technology Department Director Mike Coleson provided a written department report (copy in meeting file) and presented a proposed professional services agreement between the Novus Consortium (Bayfield County, Burnett County, Price County, Washburn County, and Sawyer County) and Allshore Global Resource. The agreement provides for Allshore to provide the Consortium with support for the Novus tax and assessment system with a 2015 charge to each county of \$6,400. The Committee requested Mr. Coleson to have Sawyer County Corporation Counsel Thomas J. Duffy review the agreement and that the proposed agreement be amended to delete any penalties for termination of the agreement by the counties and to provide that Wisconsin is the jurisdiction for any potential litigation and application of law if disputes based on the agreement should arise.

The Committee reviewed the monthly department expense vouchers. Motion by Kinsley, 2nd by Bisonette, to approve the vouchers. Motion carried.

Accounting Manager Melissa Roach recommended amending a provision of the recently adopted County personnel administration policies pertaining to overtime. Ms. Roach indicated that she would prepare a proposed amendment to present to the full County Board February 19, 2015.

County Clerk Kris Mayberry advised the Committee that Sawyer County's experience modification factor has been reduced to .95 to be applied to the County's workers compensation premiums effective 05/12/2015 to 01/01/2016.

Motion by Schleeter, 2nd by Bassett, to adjourn the meeting. Motion carried.

Minutes prepared by Sawyer County Clerk Kris Mayberry

minutes of the meeting of the Sawyer County Health and Human Services Board
February 10, 2015; 6:30 p.m.; Assembly Room; Sawyer County Courthouse

Committee Members in Attendance: Warren Johnson, Shirley Suhsen, Carol Pearson, Ron Kinsley, Tweed Shuman, Dale Schleeter, Iras Humphreys

Staff Members in Attendance: Paul Grahovac, Patty Dujardin, Amy Nigbor, Eileen Simak, Dave Bauer, Renee Brown, Sandy Okamoto, Lynn Schuman, Jessica Bjork, Ruth Anne Gillmor, Cindy Hanus

The meeting was called to order by Tweed Shuman, noting for the record that Gladys Ruegger, Michelle Lambert and Norma Ross were not in attendance.

Approval of Agenda - A motion was made by Carol Pearson, seconded by Iras Humphreys to approve the agenda as presented; motion carried.

Approval of Minutes - A motion was made by Shirley Suhsen seconded by Warren Johnson to approve the minutes of the January 6, 2015 meeting as presented; motion carried.

Audience Recognition - None

Child Support Report

The Child Support director informed the board she received the State/County Child Support contract which is the same from year to year with the exception of the allocation amount. This year's contract was addressed to Kris Mayberry. She contacted the state and asked them to correctly address it to Hal Helwig. The replacement contract was not corrected throughout the document, so she will request a clean copy in time for the full county board meeting on Thursday. A motion was made by Warren Johnson, seconded by Dale Schleeter to forward the corrected State/County Child Support contract to the full county board; motion carried.

New Hire/Vacancy

The candidate offered the vacant position in child support last month is unable to start work as scheduled due to health concerns. The Child Support director consulted with the county labor attorney who advised she could offer the position to the second choice of applicants to fill the position in a timely manner. When contacted, the second choice applicant accepted the position, has since started and will work 35 hours per week.

Veteran Service Department Monthly Report

The County Veteran Service Officer (CVSO) gave an update on the local VA clinic. Two doctors from the VA Clinic in Minneapolis are providing interim services, one of whom is interested in relocating to the Hayward area on a permanent basis. The CVSO reports being concerned with the current office space afforded the Veterans Service Department. The area used for group meetings is too small to accommodate all participants. The maintenance supervisor is currently drafting a renovation plan at an approximate cost of \$6500 which can be funded by unspent CVSO grant monies. A motion was made by Warren Johnson, seconded by Iras Humphreys to authorize funds of up to \$6500 from the CVSO grant for renovations and forward to the Public Works committee meeting scheduled for Wednesday, February 11, 2015; motion carried.

LCO Liaison Committee report - No report was received.

Executive Committee report:

It was reported that the executive committee convened since last month's HHS Board meeting. Board Chair Tweed Shuman reported on a recommendation from the executive committee to approve the lateral transfer of a Health and Human Services secretary from the Information and Referral Center to the ADRC. A motion was made by Iras Humphreys, seconded by Carol Pearson to approve the lateral transfer; motion carried.

The executive committee met with the HHS director and Carol Lund from Northland Counseling regarding a proposal to increase staff at Transitions in the hopes of defraying escalating state institutional costs. A motion was made by Dale Schleeter, seconded by Warren Johnson to accept the recommendation of the executive committee to increase staff at Transitions by 1.5 positions as proposed; motion carried.

The resignation of the Child Protective Services (CPS) Supervisor was presented to the executive committee.

The HHS director requested approval to fill the vacated position and proposed a strategic plan to assure continuity of services within the unit. A motion was made by Carol Pearson, seconded by Shirley Suhsen to accept the resignation of the CPS supervisor, replace the position and forward the recommendation to the administration committee and the full county board; motion carried. The director requested approval to increase current CPS social workers hours from 35 to 40 hours per week and a part time social worker in the Long Term Care unit for up to 10 hours per week for CPS intake as needed. A motion was made by Dale Schleeter, seconded by Warren Johnson to increase the CPS social worker's hours per week from 35 to 40 for a period of 90 days; motion carried.

Vouchers

Copies of the February 2015 vouchers for HHS, Child Support and Veterans Service Departments were submitted for approval as well as all HHS bills paid since the last board meeting. A motion was made by Ron Kinsley, seconded by Shirley Suhsen to approve the vouchers as submitted; motion carried. At the request of the HHS financial manager, the special assessment invoice for Oasis will be reviewed by the administration committee.

Residential Services Update

A written report from the AODA/Mental Health coordinator was provided to the board. The HHS director made note of the reported 88 inpatient hospital diversions in 2014, at a minimum savings of approximately \$106,656.00, and 9 inpatient hospital diversions in January 2015 at a minimum savings of approximately \$10,908.00.

Motor Pool Usage

The board reviewed the motor pool usage reports for December and year-end 2014, including year-end total mileage on each vehicle.

Economic Support Consortium Update

The HHS director reported child care benefit processing within the Northern Income Maintenance Consortium is off to a good start. The directors and financial managers have a meeting February 25th.

Juvenile Residential Facility

The Juvenile Justice supervisor reported a 95.5% occupancy rate at Oasis for January 2015. This included three Sawyer County placements, one Washburn and one Burnett County placement.

Budget Performance Report

Copies of the January–December 2014 Budget Performance Report for Health and Human Services were reviewed. A motion was made by Iras Humphreys, seconded by Warren Johnson to accept the report as presented; motion carried.

Out of County Travel

Proposed out of county travel and training for the months of February/March 2015 were submitted for approval, with the addition of a HHS director's meeting in Rhinelander on March 3rd. A motion was made by Shirley Suhsen, seconded by Carol Pearson to approve the out of county travel and training; motion carried.

Health and Human Service Board By-Laws

Board members reviewed an updated draft of the Health and Human Service By-Laws proposed by the subcommittee. Warren Johnson reported speaking with Attorney Andy Phillips who advised leaving the By-Laws as is regarding the integration of Child Support and Veteran Services. Mr. Johnson suggested adding a paragraph regarding the reorganization of county committees in April 2014, and verbiage instructing community members of the board to refrain from voting on issues regarding Child Support and Veteran Services. A proposed final draft will be presented for review at the March meeting.

Board Member Resignation

Board Chair Tweed Shuman received a resignation letter from citizen member Gladys Ruegger. A motion was made by Ron Kinsley, seconded by Warren Johnson to accept the resignation; motion carried. With the resignation, the board has nine members as designated in the April 2014 resolution. Iras Humphreys requested the purchase of a plaque of recognition and appreciation for Gladys' many years of service on the board.

Carlson Dettman Appeal

Public Health nurse, Lynn Schuman, speaking on behalf of all three public health nurses, and Children's Long Term Support social worker Ruth Anne Gillmor addressed the board regarding their appeals for reclassification within the Carlson Dettman grade scale. The deadline for employee appeals is February 18, 2015.

Fall Mass Clinic Exercise after Action Report

The Public Health officer gave a report on mass influenza clinic exercises performed at various locations throughout the county in 2014. The clinics served as a valuable preparedness exercise as well.

Veteran's Van Purchase

Per the County Veteran Service Officer, the insurance adjuster totaled the Veteran Services 2008 Dodge Caravan involved in an accident in September 2014. The county insurance affords replacement cost coverage, so a 2015 Dodge Caravan is on order. This new van will leave the department with three vehicles while only two are needed. The CVSO has offered to sell a 2012 Dodge Caravan to Health and Human Services for \$6000. A motion was made by Carol Pearson, seconded by Warren Johnson to sell the Veteran Services 2012 Dodge Caravan to HHS for \$6000 for use in the agency motor pool; motion carried.

Interim Health Officer

The public health officer will be off work for a period of time. The HHS director will act as interim public health officer in her absence.

Request to Replace Clerical Position

The HHS financial manager requested approval to fill the vacant I&R secretarial position. If approved, the position will be advertised at the grade F beginning wage of \$14.45 per hour. A motion was made by Ron Kinsley, seconded by Shirley Suhsen to fill the vacant I&R secretarial position as presented and forward the recommendation to the administration committee and the full county board; motion carried. To facilitate coverage of the I&R desk in the interim, the financial manager requested approval to increase three current clerical staff's hours from 35 to 40 per week. A motion was made by Ron Kinsley, seconded by Carol Pearson to approve the increase the hours as requested for a period of 90 days; motion carried.

Oasis/Transitions Law Enforcement Letter

Board members reviewed a letter from Chief of Police, Joel Clapero, regarding Oasis and Transitions. HHS Board Chair Shuman, County Board Chair Hal Helwig and the HHS director will facilitate a meeting with Chief Clapero to address his concerns.

Sanitarian Position

Per the public health officer, the sanitarian assigned to Sawyer County has left his position with the state. They are in the process of assigning a new sanitarian for Sawyer County.

Any Other Items for Discussion Only - None

Closed Session

A motion to go into closed session Pursuant to Sections 19.85(1)(f) and (g), Wisconsin Statutes, to Update the Health and Human Services Board Concerning Confidential Financial and Medical Information that Pertains to Specific Persons or Interests as it Relates to the Interests of the Department of Health and Human Services, and to Review Legal Considerations and Strategies in Pursuing the Interests of the Department as it Relates to Those Interests was made by Ron Kinsley, seconded by Warren Johnson; motion carried. Closed session entered at 8:12 P.M.

Adjourn

A motion to return to open session and adjourn was made by Dale Schleeter, seconded by Carol Pearson; motion carried. Meeting adjourned at 8:23 p.m.

minutes of the meeting of the Administration Committee
Sawyer County Board of Supervisors
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members present: Hal Helwig (Chair) Ron Kinsley, Dale Schleeter, Dean Pearson, Brian Bisonette; Jim Bassett

also present: County Board member Warren Johnson, Information Technology Department Director Mike Coleson, County Treasurer Dianne Ince, Accounting Manager Melissa Roach, County Clerk Kris Mayberry

Motion by Bassett, 2nd by Kinsley, to approve the meeting agenda. Motion carried.

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County Clerk Kris Mayberry advised the Committee that Sawyer County's experience modification factor has been reduced to .95 to be applied to the County's workers compensation premiums effective 05/12/2015 to 01/01/2016.

Motion by Schleeter, 2nd by Bassett, to adjourn the meeting. Motion carried.

Minutes prepared by Sawyer County Clerk Kris Mayberry

CONTRACT

I. PARTIES TO THE CONTRACT

This agreement, hereinafter referred to as the "Contract," shall be between the Wisconsin Department of Children and Families, hereinafter referred to as "The Department" or "DCF," and the named County listed on the signature pages, hereinafter referred to as "County" for the procurement of Child Welfare services, according to the terms set forth in this Contract.

II. DEFINITIONS

Contract Addendum. An addition to the Contract that is attached after both parties have signed the Contract. An addendum requires the signature of both parties or their designees.

Contract Amendment. A change made to a Contract by adding, subtracting or substituting terms and/or conditions. An amendment may or may not require the signature of both parties or their designees as outlined in Section IV, below. Contract amendments must be made in consultation with the County Contract Committee as designated by the Wisconsin County Human Services Association (WCHSA) or the Wisconsin Child Support Enforcement Association (WCSEA), as appropriate.

Contract Supplement. A signed memorandum from the Department that notifies the County of increases or decreases to funding or time extensions in the Contract. A Contract Supplement requires the signature of the Department but does not require the signature of the County.

Day. All Contract references mean calendar days unless otherwise provided. Calculation shall be as defined in Wis. Stats. 801.15(1).

Single Statewide Point of Contact. The Wisconsin County Human Services Association (WCHSA) or the Wisconsin Child Support Enforcement Association (WCSEA), as appropriate, shall serve as the Single Statewide Point of Contact under this Contract to advise the Department on issues related to implementation of programs and services under this Contract. All communication regarding this Contract shall be sent through the WCHSA or WCSEA President, as appropriate, or their respective designee.

III. TERM OF CONTRACT

Contract term is 01/01/2015 to 12/31/2015.

IV. EXECUTED CONTRACT TO CONSTITUTE ENTIRE AGREEMENT

The Parties shall perform the duties and responsibilities specified in this Contract in accordance with State and Federal statutes; State administrative rules; Federal regulations; and controlling court cases in effect during the term of this Contract.

This Contract and supporting written communications constitute the entire agreement between the parties. The hierarchy of documents in order for resolution is as follows:

- A. Laws, regulations and policies of the State and Federal government
- B. This Contract, including all exhibits, attachments, appendices and addenda to the Contract

Any conflict in terms shall be governed by the highest listed document

Programmatic or Funding Changes. DCF agrees to provide advance notice to WCHSA/WCSEA under the following circumstances:

1. Significant reduction in the monies available affecting the substance of this Contract; or
2. Changes required by court action, or by changes to Federal law, State law, or regulations that substantially change the type of services delivered under this Contract; or,
3. Implementation of any new program or policy initiative that is not specifically mandated by Federal or State laws, rules or regulations, subject to any limitation contained in the Scope of Services.

Whenever possible, DCF will give advance notice and provide a 45-day period of time for WCHSA/WCSEA to comment on the change before the change takes effect. WCHSA/WCSEA may request a meeting with the program division during the 45-day review period to discuss concerns with the program change. DCF is required to hold a meeting within the 45-day period.

The Department may execute a Contract addendum, amendment, or supplement for any new programs or initiatives, subject to any limitation contained in the Scope of Services, or to distribute additional available funding.

V. SUBCONTRACTS

A. Procurement of Subcontracts

The County may Subcontract all or part of this Agreement. The County must comply with all applicable State and Federal laws, and all County procurement policies and procedures in sub-contracting for services. DCF may withhold approval of a Subcontractor if DCF has reason to believe that the intended Subcontractor will not be a responsible Subcontractor in terms of fiduciary viability, services provided and/or costs billed. DCF shall provide to the County written notice of reason for the disallowance.

B. County Responsibility

The County is responsible for fulfillment of all terms and conditions of this Contract when it enters into Sub-Contract agreements and will be subject to enforcement of the terms and conditions of this Contract, including all disallowances, penalties, sanctions and remedial measures related to Subcontractor non-compliance. It is the responsibility of the County to ensure that the Subcontractor complies with all laws and rules regarding Civil Rights Compliance and Affirmative Action.

C. Minority Business Subcontractors

The Wisconsin Department of Children and Families is committed to the promotion of minority businesses in the State's purchasing program. Authority for this program is found in Wisconsin Statutes 15.107(2), 16.75(3m), and 16.755.

County is urged to further this policy by establishing Subcontracts with State-certified Minority Business Enterprises (MBE) and/or by using such enterprises to provide goods and services incidental to this Contract (second-tier suppliers). An MBE means a business certified, or certifiable, by the Wisconsin Department of Administration under Statute 16.75(3m)(b)(1).

VI. SCOPE OF SERVICES

The County will provide services in accordance with this Contract. Specific program requirements are included as **Exhibit 1 Scope of Services**.



**WISCONSIN DEPARTMENT OF
CHILDREN AND FAMILIES**

201 E. Washington Ave. - PO Box 8916
Madison, WI 53708-8916

Governor Scott Walker
Secretary Elöise Anderson

CONTRACT AGREEMENT

by and between
Wisconsin Department of Children and Families
and
Sawyer County

CONTRACT NUMBER:

CFE00494

COMMODITY OR SERVICE and DEFINITION:

2015 Annual State-County Child Support Services

CONTRACT PERIOD:

01/01/2015 – 12/31/2015

DCF CONTRACT ADMINISTRATOR:

Dianne Bahr

dianne.bahr@wisconsin.gov

CONTRACT BILLING and PAYMENT TERMS:

CORE expenses submitted monthly by the 23rd of the month. Reimbursements paid quarterly.

REGIONAL ADMINISTRATOR:

Teresa Steinmetz

Teresa.Steinmetz@wisconsin.gov

COUNTY INFORMATION:

County Name:	Sawyer County	
Authorized Representative:	Harold V Helwig Sandra Snider-Okamoto	halvh@centurytel.net sandy.okamoto@sawyercountygov.org
Address:	10610 Main St Suite 115 Hayward WI 54843	
Phone / Fax:	715634-3173 / (715) 638-3289	
Other CC:	Janet Sprenger	janet.sprenger@sawyercountygov.org
FEIN:	39-6005742	

Funding Information for Grants managed thru CORE:

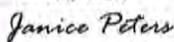
Contractor: Sawyer County		CORE Agency Code #: 57
Commodity or Service Description	CORE Contract Code Number	Contract Allocation
State GPR Allocation	7502	\$31,100.00
Federal Match	7477	\$60,371.00
FFY12 Federal Incentives	7612	\$94.00
FFY13 Federal Incentives	7613	\$46,928.00
Medical Support GPR	7606	\$751.00
Federal Match	7477	\$1,458.00
Total Contract Allocation		\$140,702.00

The Department and the County acknowledge that they have read the Contract and the attached exhibits, attachments, and/or appendices, understand them, and agree to be bound by their terms and conditions. Further, the Department and the County agree that the Contract and other documents incorporated herein by reference are the complete and exclusive statement of the agreement between the parties relating to the subject matter of the Contract and supersede all proposals, letters of intent or prior agreements, oral or written, and all other communications and representations between the parties relating to the subject matter of the Contract. DCF reserves the right to reject or cancel agreements based on documents that have been altered.

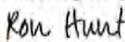
This Agreement becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by the Department.

Signatures

 Harold V Helwig
 Sawyer County Board Chairperson

DocuSigned by:

 262820234DC8487...

 Division Administrator Janice Peters
 Department of Children and Families

DocuSigned by:

 B50D6CABE77346E...

 Department Deputy Secretary Ron Hunt
 Department of Children and Families

 Date

12/26/2014 | 14:07 PM PT

 Date

1/5/2015 | 10:46 AM CT

 Date

VII. BILLING AND PAYMENT TERMS

Expenditure reports must be submitted monthly by the 23rd day of the month. Reimbursement for services will be made quarterly.

A. Payment Terms

The Department shall reimburse the Contractor for the functions it performs and services it provides or purchases as set forth in Section IV. Payments by the Department under this Contract are contingent upon: (a) substantial compliance by the Contractor of all responsibilities identified in this Contract, and in accordance with State and Federal laws; (b) authorization of Wisconsin and Federal laws and availability of State and Federal funds; and (c) approval of cost allocation plans, and (d) approval of equipment over \$5000 by DCF.

1. Allowable Costs

The Department will make payments for costs that are consistent with the DCF Allowable Cost Policy Manual and applicable Federal allowable cost policies. Program expenditures and descriptions of allowable costs are further described in 2 CFR Part 200. See Office of Management and Budget website for links to Code of Federal Regulations (CFR) sections: <http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=2cd429163abd736bbac32b12571dde1&ty=HTML&h=L&n=pt2.1.200&r=PART>

2. Expenditure Report

Claims for reimbursement must be submitted electronically to DCFDESFinanceGrants@wisconsin.gov pursuant to the requirements of the Department's cost reporting system. The electronic expenditure report form is available at <http://dwd.wisconsin.gov/core/forms.htm>.

The Expenditure Report must be submitted to DCF by close of business (4:30 pm CT) on or before the 23rd day of the month following the month for which reimbursement is being claimed. The Department will issue the reimbursement using direct deposit on a quarterly basis, subject to reduction, recovery and reimbursement as provided in this Agreement. Late reports will be processed in the next month's payment cycle.

If the 23rd day of the month and/or the last day of the month fall on a non-business day (per the State of Wisconsin calendar), the Expenditure Report due date and/or reimbursement date become the next business day. The payment schedule is available on the CORE website: http://dwd.wisconsin.gov/CORE/resources/Payment_Schedule.htm

3. Reimbursement

For all claims submitted timely, the Department will promptly issue the reimbursement by direct deposit on a quarterly basis. Said reimbursements are subject to reduction and/or recovery as provided in this Agreement. Late expenditure reports will be processed in the next payment cycle unless permission to process funds early is mutually agreed upon by the County and the Department, and at a date convenient to the Department, but not later than at the next payment cycle.

DCF requires all grants to be paid through an Automatic Clearing House (direct deposit). ACH payments will be deposited into your agency's account according to your agency's Contract terms. To begin receiving ACH payment, complete the ACH

Set-Up form available online <http://dwd.wisconsin.gov/core/forms.htm> sign and submit to the address on the form.

Total net reimbursement to the Contractor for allowable expenses shall not exceed the contracted amounts specified in to the funding allocation tables on P.2 of this Contract, excluding FFP or other non-State funds. Net reimbursements under this Contract may be adjusted for other amounts owed the Department as described in VII.B.

The Department may increase or reduce payments pursuant to State or Federal audits

4. Complete Expenditure Reports

The Department cannot pay Expenditure Reports that are incomplete. Expenditure Reports that do not contain all materially required information will be returned to the agency to be completed and resubmitted. Resubmitted claims will be paid with the next regular payment cycle. Late expenditure reports will be processed in the next payment cycle unless permission to process funds early is mutually agreed upon by the County and the Department, and at a date convenient to the Department, but not later than at the next payment cycle. It is important to fill in all fields, with the CORE Agency Number and the Reporting Period: both month and year, being the most critical. See form details for appropriate file naming conventions.

5. Final Expenditure Report

The Provider shall submit all claims for reimbursement under this Agreement to the Department within 90 days of the end of the Contract period, unless a different date is mutually agreed upon by the County and the Department as specified. Expenses incurred within the Agreement period and reported later than ninety (90) days will not be recognized, allowed or reimbursed under the terms of this Agreement, unless a different date is mutually agreed upon by the County and the Department as specified. If allowable under Federal law, the Department will not unreasonably withhold approval for expenditures eligible for Federal financial participation.

6. Additional Claims Related to the Single Audit

Claims for allowable costs not reported within 90 days of the end of the Contract period, or within the extended Contract period if an extension is granted, will be submitted for Federal reimbursement if (a) the costs are identified as a finding in the Contractor's Single Audit, and (b) the Contractor's Single Audit report is received within the mandated timeframes. Federal reimbursement received will be passed on to the Contractor as a part of the audit resolution process.

If the single audit results in funds being owed to either party, the amount of funds owed may be either paid in the next payment cycle, or adjusted from the following year's allocations, as mutually agreed upon by the County and the Department. If the single audit results in both parties being owed funds, those funds shall be summed and offset to result in a one-way net adjustment and would be subject to repayment as identified above.

7. Excess / Overpayments

The Contractor will return to DCF any funds paid in excess of the allowable costs of services provided under this agreement within 30 days of notification by DCF. Allowable costs are defined by OMB Federal Awards Requirements, Section 200.345, Collection of Amounts Due or the program policy manual. If the Contractor fails to return funds paid in excess of the allowable costs of the services provided, DCF may recover any funds paid in excess of the conditions of this agreement from subsequent payments or may recover such funds by any legal means.

B. Withholding, Deduction/Reduction, and Recovery of Funds

The Department shall have the right to withhold deduct, reduce, and/or recover payments due under the terms of the Contract if the County fails to provide services consistent with this Contract; or if the Department reasonably determines it to be necessary to protect the Department against potential losses or liabilities attributable to the County, including potential Federal disallowances or sanctions. The Department may recover payments pursuant to State or Federal audits.

1. Withholding

The payments to be withheld will be in an amount the Department determines necessary to cause the County to correct its failures, or to protect the Department against potential losses or liabilities, and such amount will be withheld until the failure to provide the services or meet the Contract provision is cured or until the potential loss or liability ceases. The Department will withhold funds pursuant to this subsection only after the Department has given notice to withhold funds.

2. Deduction/Reduction of Funds

Department makes payments only for services that are actually provided and that meet the terms and conditions of this Contract. Except as stated in Exhibit 1: Scope of Services, the Department shall have the right to deduct the amounts being withheld from its financial obligations to the County if the County has not yet cured its failures or caused the potential losses or liabilities to cease. In addition, the Department shall have the right to deduct amounts equal to an amount imposed against the Department as a Federal disallowance or sanction that is attributable to the County's performance or failure to perform, misuse of funds, or non-compliance with the Contract.

The Department shall have the right to deduct any amounts due the Department from the County from money otherwise payable to the County for any other reason specifically provided under this Contract except as stated in Exhibit 1: Scope of Services.

In situations where appropriate DCF reserves the right to reduce the total amount of the Contract award due to significant under-spending by the County. All such Contract award reductions will become effective upon thirty (30) days written notice to the County and shall not relieve the County of any programmatic requirements.

3. Recovery of Funds

The Department reserves the right to recover funds that are owed by either:

- a. Requesting repayment from the County using a mutually agreed upon schedule, or

- b. Reducing future disbursements to the County by an amount equal to what is owed. The Department may adjust subsequent claims for reimbursement by any audit exception or non-compliance exception up to the amount of the exception.

4. Payment Adjustments

The Parties shall negotiate the timing and payment schedule of any adjustments under this section.

C. County Liabilities

1. Bonding and Surety Instruments

The Department, where applicable, may require written assurance at the time of entering into this Contract that the County has in force, and will maintain for the course of this Contract, employee dishonesty bonding or other suitable surety instruments in a reasonable amount to be determined by DCF. The Department will not collect bonding or other surety information for individual agencies. All information must be maintained by the County, and is subject to the State Single Audit Guidelines (SSAG).

VIII. PRIVACY AND CONFIDENTIAL INFORMATION

A. Records

All case information, paper records, written information, and any electronic data shall remain confidential, as required by law and applicable policy.

County and its Subcontractor(s) shall comply with all State and Federal confidentiality laws concerning the information in both the records it maintains and in any other confidential records that County accesses to provide the services under this Contract.

B. Confidentiality

Except as otherwise authorized by law, the County may not disclose confidential information for any purpose other than purposes associated with the administration of services under this Contract.

"Confidential Information" means all tangible and intangible information and materials accessed or disclosed in connection with this Agreement, in any form or medium (and without regard to whether the information is owned by DCF or by a third party), that satisfy at least one of the following criteria:

1. "Personally Identifiable Information" means an individual's last name and the individual's first name or first initial, in combination with and linked to any of the following elements, if the element is not publicly available information and is not encrypted, redacted, or altered in any manner that renders the element unreadable: (a) the individual's Social Security number; (b) the individual's driver's license number or state identification number; (c) the number of the individual's financial account, including a credit or debit card account number, or any security code, access code, or password that would permit access to the individual's financial account; (d) the individual's DNA profile; or (e) the individual's unique biometric data, including fingerprint, voice print, retina or iris image, or any other unique physical characteristic. Such information shall be limited to the information that DCF provides to the county or the county otherwise acquires from or on behalf of

DCF for the purpose of county's use of such information in the performance of its Services.

2. "Individually Identifiable Health Information" means information that relates to the past, present, or future physical or mental health or condition of the individual, or that relates to the provision of health care in the past, present or future, and that is combined with or linked to any information that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.
3. Non-public information related to DCF's employees, customers, technology (including data bases, data processing and communications networking systems), schematics, specifications, and all information or materials derived there from or based thereon; or

Confidential Information does not include information which is required to be disclosed by operation of law.

C. Breach of Confidentiality

If the County becomes aware of any actual use or disclosure of any Personally Identifiable Information or Individually Identifiable Health Information that is not authorized by this Contract, or has the reasonable belief that there has been a use or disclosure of any Personally Identifiable Information or Individually identifiable Health Information that is not authorized by this Contract, the County shall notify the Department promptly after becoming aware of such unauthorized use or disclosure, but no later than three business days after the County becomes aware of such unauthorized use or disclosure. Such notice shall include, to the best of the County's knowledge at that time, the persons affected, their identities, and the Personally Identifiable Information or Individually Identifiable Health Information disclosed.

If an unauthorized use or disclosure of Personally Identifiable Information or Individually Identifiable Health Information results from a breach by the County of the terms of this Contract, the County shall take prompt commercially reasonable steps to minimize the risk of another such unauthorized use or disclosure or to mitigate any harmful effects of such unauthorized use or disclosure. The County shall reasonably cooperate with the State's efforts to seek appropriate injunctive relief or otherwise prevent or curtail such actual breach, or to recover its Personally Identifiable Information or Individually Identifiable Health Information, including complying with a reasonable Corrective Action Plan as provided for in Section XII C, including a mutually agreeable plan for the preparation of notices to the affected individuals who are entitled by law to receive notification. If the parties agree that the State will provide such notices, the County shall also reimburse the State for its reasonable and direct out-of-pocket costs of its notification of such affected individuals. If as the result of a single incident, the state is required to notify 1,000 or more individuals that personal information pertaining to the individual has been disclosed, the County shall also reimburse the State for its reasonable and direct out-of-pocket costs for credit monitoring, including identity theft insurance for such affected individuals. To the extent that the County complies with the Department's directives regarding the release of information, the County shall be held harmless from claims by the Department relating to unauthorized use or disclosure.

IX. RECORDS, DEPARTMENT PROPERTY AND AUTOMATION

A. Records

The County shall maintain such records (in either written or electronic form) as required by State and Federal law and as required by program policies. The County shall retain records in a secure environment for no less than the retention period specified in law or policy. Records for periods which are under audit or subject to dispute or litigation must be retained until the audit/dispute/litigation, and any associated appeal periods, have ended.

The County shall make all records and any written and/or electronic case information available to the Department or its authorized agents upon request, and will allow inspection of records and programs, insofar as is permitted under State and Federal law.

B. IT Equipment and Property

The County may purchase and install IT equipment in accordance with the Department's policies and procedures. The County shall be responsible for inventory, maintenance, replacement, and security of all purchased equipment.

The Department shall have all ownership rights in any hardware supplied by DCF and in any software or modifications thereof and associated documentation designed, developed or installed as a result of this Contract.

The County is responsible for keeping all DCF property secure from theft, damage or other loss. The County shall preserve the safety, security and integrity of DCF property, data, and equipment in accordance with DCF policy and procedures.

The County shall keep all State owned automation equipment in a secure place and shall be responsible for damages or losses when such damage or loss is caused by the negligence or willful misconduct of the County, County's staff, or Subcontractors. The County shall reimburse DCF accordingly upon demand. This remedy shall be in addition to any other remedies available to DCF by law or equity.

County shall surrender to DCF all DCF property upon the termination of this Contract.

C. Information Technology

The Department and the County will work together to ensure the efficient and effective operation of automated systems in support of the programs covered by this Contract. The County will provide for information technology security in accordance with the Department's policies and procedures.

The County will adhere to the provisions of the Department's security policies and procedures. The County shall designate an employee as County Security Officer, and shall also appoint Functional Agency Security Liaisons (FASL) or Backup County Security Officers for ensuring compliance with security precautions for State-owned computer equipment and for ensuring confidentiality of program data, including but not limited to data in CARES, KIDS and eWISACWIS.

The County Security Officer is responsible to ensure that access to the State's automated systems is requested only for the purposes of administration of the programs under the Contract, and that each individual's level of access is requested and maintained at the minimum necessary for that individual to provide Contract services. Any system access

request that does not meet this requirement must be denied at the local level. All system access requests must be signed by the Supervisor or Functional Agency Security Liaison (FASL) and County Security Officer or Backup County Security Officer, as appropriate, before State security staff process the request.

D. Access to State Automated Systems by Subcontractors or Others

Contract provisions that apply to County staff also apply to Subcontractors and other staff authorized by the County to carry out Contract responsibilities. In the event that Subcontractors or other individuals request access to the State's automated systems, the County Security Officer will ensure that such access is maintained at the minimum necessary for the individual to provide Contract services.

Prior to requesting access for Subcontractors or other authorized staff, the County will prepare and submit to the Department properly executed data sharing agreements or other appropriate confidentiality agreements as defined by the Department. The agreements will address compliance with relevant State and Federal confidentiality regulations, and will specify that the individuals granted access are responsible for safeguarding the confidentiality of information and for using said information exclusively for authorized purposes.

X. ACCOUNTING REQUIREMENTS

A. Accounting Records

The County shall maintain accounting records in accordance with Generally Accepted Accounting Principles (GAAP), in a manner which will enable State or Federal government or other staff to audit and examine any books, documents, papers and records maintained in support of the Contract and as more specifically provided below. All documents shall be made available to the Department upon written request, and shall be identifiable as pertaining to this Contract.

B. Accounting System

The County shall maintain a financial management information system in accordance with the Generally Accepted Accounting Principles contained in the Department's Allowable Cost Policy Manual.

C. System Requirements

The County's accounting system shall permit timely preparation of supporting documentation for all expenditure reports submitted to the Department.

D. Reconciling Reports

The County shall reconcile costs reported to the Department to expenses recorded in the County's accounting system on an ongoing and periodic basis. The County agrees that reconciliation will be completed at least annually within 90 days of the expiration of the Contract period. Documentation to support all claimed expenditures shall be supplied to the Department upon request. The County shall retain the reconciliation documentation in accordance with record retention requirements.

E. Accounting Period

The County's accounting records shall be maintained on a calendar year basis, beginning January 1 of each year, unless changed thereafter upon prior approval from the Department. Approval will be given only if the County submits verification of Internal Revenue Service approval for changing the accounting period. The County shall submit a close-out audit for

the shortened accounting period within 90 days after the first day of the new accounting period. For purposes of determining audit requirements, expenses and revenues incurred during the shortened accounting period shall be annualized.

F. Cost Allocation Plan

Allocation of all direct and indirect costs must be in accordance with the requirements of applicable Federal cost policies. The County's cost allocation plan must be reasonable, documented in writing, and include allocation of County-wide indirect costs. All County costs submitted for reimbursement must be allocated in accordance with these plans, consistent with the CSB and applicable Federal regulations or procedures as approved by the Federal government.

G. Cost Sharing Allocation Plan

All property, equipment, software, or services used by multiple programs or for multiple purposes is subject to cost allocation procedures. The County will appropriately adjust claimed expenditures under a cost-sharing allocation plan if automation equipment, software, or other services, including staffing services, are used for any purpose other than program administration specific to this Contract.

XI. AUDITING REQUIREMENTS

A. Requirement to Have an Audit

Unless waived by DCF, the County shall submit an annual audit to DCF. The audit shall be performed in accordance with generally accepted auditing standards, s.49.34(4)(c), Wis. Stats., Government Auditing Standards, and other provisions in this Contract. In addition, the County is responsible for ensuring that the audit complies with other standards that may be applicable depending on the types of services provided, and the nature and amount of financial reimbursement received:

- OMB Federal Awards Requirements, Sections 200.331 – Requirements for Pass-through Entities and Subpart F – Audit Requirements: <http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=aa481408b04346b6d26024f625ae3016&n=pt2.1.200&r=PART&ty=HTML>
- The State Single Audit Guidelines (SSAG), including the yearly Appendix, which are applicable to local governments having A-133 audits; and/or
- The Provider Agency Audit Guide (PAAG). All Counties which do not meet the requirements of the SSAG shall have audits in conformance with the PAAG.

B. Source of funding

DCF shall provide funding information needed for audit purposes, including the name of the program, the Federal agency where the program originated, the CFDA number, and the percentages of Federal, State, and local funds constituting this Contract.

C. Single Audit Reporting package

The County shall separately submit to DCF and to DHS a single audit reporting package which includes the following:

1. All financial statements and other audit schedules and reports required for the type of audit applicable to the County.
2. A summary schedule of prior year findings and the status of addressing these findings.
3. The Management Letter (or similar document conveying auditor's comments issued as a result of the audit) or written assurance that a Management Letter was not issued with the audit report.
4. The management responses/corrective action plan for each audit issue identified in the audit.

D. Close-out Audits

1. A Contract specific audit of an accounting period of less than twelve (12) months is required when a Contract is terminated for cause, when the County ceases operations or when the County changes its accounting period (fiscal year). The purpose of the audit is to close-out the short accounting period. The required close-out Contract specific audit may be waived by DCF upon written request from the County, except when the Contract is terminated for cause. The required close-out audit may not be waived when a Contract is terminated for cause.
2. The County shall ensure that its auditor contacts DCF prior to beginning the audit. DCF, or its representative, shall have the opportunity to review the planned audit program, request additional compliance or internal control testing and attend any conference between the County and the auditor. Payment of increased audit costs, as a result of the additional testing requested by DCF, is the responsibility of the County.
3. DCF may require a close-out audit that meets the audit requirements specified in Section X, A, above. In addition, DCF may require that the auditor annualize revenues and expenditures for the purposes of applying OMB Federal Awards Requirements and determining major Federal financial assistance programs. This information shall be disclosed in a note to the schedule of Federal awards.
4. All other provisions in the Audit Requirements section apply to Close-out Audits unless in conflict with the specific Close-out Audits requirements.

E. Submitting the Reporting Package to DCF

The County shall separately submit the required reporting package to both DHS and DCF within 9 months of the end of the County's fiscal year.

DCF expects electronic submission of the reporting package. DCF Electronic Reporting Packages should be sent to:

DCFAuditors@wisconsin.gov
Telephone: (608) 264-6992

F. Access to auditor's work papers

When contracting with an audit firm, the County shall authorize its auditor to provide access to work papers, reports, and other materials generated during the audit to appropriate representatives of the Department. Such access shall include the right to obtain copies of the auditor's work papers, computer disks, or other electronic media upon which records/working papers are stored.

G. Access to County records

The County shall permit appropriate representatives of the Department to have access to the County's records and financial statements as necessary to review County's compliance with the Federal and State requirements for the use of the funding.

H. Failure to comply with the requirements of this section

In the event that the County fails to have an appropriate audit performed or fails to provide a complete audit Reporting Package to the Department within the specified time frames, the Department may apply one or more sanction, including (but not limited to):

1. Disallow the cost of audits that do not meet these standards; and/or
2. Charge the County for all loss of Federal or State aid or for penalties assessed to DCF because the County did not submit a complete audit report within the required time frame; and/or
3. Conduct an audit or arrange for an independent audit of the County and charge the cost of completing the audit to the County; and/or
4. Any other sanction described in Section XII of this Contract, Monitoring and Compliance Reviews.

XII. MONITORING AND COMPLIANCE REVIEWS

A. Monitoring

The Department will monitor the County's general compliance and adherence to the terms of the Contract and the Scope of Service provisions. Monitoring may be conducted on a periodic basis or as otherwise determined by the Department.

The Department reserves the right to monitor all aspects of the Contract, including (but not limited to):

- Adherence to the terms and conditions of the Contract,
- Adherence to State and Federal laws governing the Contract,
- Achievement of program performance standards,
- Adherence to fiscal reporting and cost allocation requirements, and
- Customer satisfaction and quality of services provided.

The Department may also monitor customer complaints regarding the operation of the program by the County. The County shall provide the Department with access to all customer records upon request, including the results of County administrative reviews of customer complaints.

On-site monitoring visits will be scheduled at a time that is mutually acceptable to the parties with at least ten (10) days advance notice to the County, or at an earlier date upon mutual

agreement. On-site visits based on emergent issues may be conducted by the Department as needed, without advanced notice from the Department.

As a result of monitoring, the Department may make recommendations concerning compliance with program requirements, achievement of program performance standards or the administrative efficiency of the program and the Department may require that the County take corrective action to remedy any identified deficiencies.

The Department reserves the right to inspect any and all County and Subcontractor records, related to the program at any time during and after the close of the Contract period with respect to relevant records retention periods specified in law and policy.

The Department reserves the right to investigate any and all County and Subcontractor procedures and operations related to the program at any time during the Contract period or for a reasonable time period after the close of the Contract period.

B. Financial and Program Compliance Reviews

The Department may, at its discretion, schedule a more extensive Financial and/or Program Compliance Review. In the event that the Department conducts a compliance review, it may include the examination of records maintained by the County. The review shall be conducted in accordance with the Department procedures. This review will not supplant the requirement to conduct a single audit of the County.

1. Cooperation with Compliance Review

The County will cooperate with the compliance review by making available County staff, internal documents, and program records. The County will provide the Department with all requested information within thirty (30) calendar days of the Department's request.

2. Compliance Review Report

Upon completion of the compliance review, the Department shall provide the County with a resultant management letter and report which identifies any issues of non-compliance and recommendations for program improvement. The review report will be issued by the Department within thirty (30) calendar days of all information needed from the County being received by the Department. The review report will identify any actions necessary by the County to achieve compliance with requirements and program performance standards, including itemizing any disallowances as appropriate. The Department will make available to the County any additional supporting documentation upon request.

3. County Response

The County shall respond to the review report within 30 days, or other date upon mutual agreement, to specify actions that will be taken by the County to address findings and recommendations in the review report. The Department may require that review findings and recommendations be addressed through corrective action, up to and including termination of the Contract for cause.

4. Technical Assistance

The County may identify technical assistance needs to address the actions specified in the review report. The Department may assist the County in making arrangements for technical assistance, if such assistance is warranted.

5. Dispute Resolution

If the County does not agree with the Department's findings or proposed remedies, the County may use the Dispute Resolution procedures under this Contract.

C. Corrective Action

The Department will notify the County of items that require corrective action and the need for the County to develop and submit a Corrective Action Plan. The County response must be submitted within 30 days of the date of the notice under this section, unless the Department approves an extension. The Department must approve the County's plan for corrective action. Failure by the County to fully implement the approved Corrective Action Plan may result in a payment reduction to be determined by the Department. Failure to comply with any part of this Contract may be caused for revision or termination of the Contract.

D. Notice to DCF

The County shall immediately notify the Department if the County is substantially unable to provide the services specified under this Contract. Upon such notification, the Department shall determine whether such inability will require revision or termination of the Contract for cause.

XIII. DISPUTE RESOLUTION

A. General Dispute Resolution Process

If a dispute arises between DCF and County under this Contract, including disputes arising from DCF's finding of non-compliance, payment adjustments, or other remedial measures, the following dispute resolution process and timelines will be used. The timing of steps identified in this process may be extended by mutual agreement of the Department and the County.

1. The County may notify their DCF Regional Office of the dispute in writing and request a review of the issue. DCF Regional Office and the County's representative(s) will attempt to resolve the dispute. DCF Regional Office will involve Department program and financial staff as necessary to resolve the dispute. The County shall provide all necessary information to the assigned Bureau of Regional Offices staff within thirty (30) days. DCF Regional Office shall provide a written response within fifteen (15) days of receiving necessary information from the County.
2. If the dispute is not resolved with DCF Regional Office, the County may ask for review by the Leadership Committee of the Policy Advisory Committee (PAC) by sending a written complaint to the PAC Chair and the Administrator of DCF Division of Family and Economic Security at the following address: P.O. Box 8916, Madison, Wisconsin 53708-8916. The Leadership Committee consists of the PAC Chair or designee, the WCSEA President or designee, and the Wisconsin Family Court Commissioners Association (WFCCA) President or designee. Department staff will be assigned to support the Leadership Committee. The County shall provide all necessary information to the assigned Department staff to share with the Leadership Committee within ten (10) days of filing the written complaint. The Leadership Committee shall provide a written response to the County within thirty (30) days of receiving the necessary information.

3. If the dispute is not resolved at the second step, the County may ask for final Department review by sending a written complaint to the Secretary of the Department of Children and Families at the following address: P.O. Box 8916, Madison, Wisconsin 53708-8916. A County may request a meeting with DCF Secretary prior to the Secretary issuing a final decision. If a meeting is requested, DCF must schedule the meeting within 30 days of the request. The Secretary shall assign Department staff within ten (10) days to review the dispute. The County shall provide all necessary information to the assigned Department staff within ten (10) days. The Secretary shall provide a final written response to the County within ten (10) days of receiving the necessary information.

XIV. STATE AND FEDERAL RULES AND REGULATIONS

A. Applicable Laws

All parties shall comply with all Federal and State laws, rules and regulations and with Policies and Procedures relating to the provision of services under this Contract.

B. Compliance with Federal Regulations

1. Debarment Certification

In conformance with Federal law, the authorized County representative must review, sign, and return the Certificate Regarding Debarment and Suspension form. (Appendix A)

2. Lobbying Certification

In conformance with Federal law, the authorized County representative must review, sign and return with this Contract either the Certificate Regarding Lobbying form or the Disclosure of Lobbying Activities. (Appendix B).

3. Civil Rights Compliance (CRC) Requirements

All Primary Recipients receiving a Grant Award, contract or agreement from the Department of Children and Families (DCF) must complete and submit a new CRC LOA by January 3, 2014 or within 15 working days from the date the grant, contract or agreement was signed, if the agreement is signed after January 1, 2014.

All providers (new to DCF and those renewing contracts) must submit an LOA to DCF Civil Rights Unit to be compliant for the CRC period of January 1, 2014 – December 31, 2017.

The Agency agrees to meet state and federal Civil Rights Compliance (CRC) laws, requirements, rules and regulations, as they pertain to the services covered by this agreement. The website with Instruction and Templates necessary to complete both your CRC LOA and CRC Plan to meet civil rights requirement is located at:
<http://dhs.wisconsin.gov/civilrights/CRC/Requirements.htm>

Additional resources and training information are available at:

http://dcf.wisconsin.gov/civil_rights/default.htm

Contract Appendix A:

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION INSTRUCTIONS

By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

1. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
2. The certification in this clause is a material representation of fact upon which reliance was placed when the Department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.
3. The prospective primary participant shall provide immediate written notice to the Department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
5. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency entering into this transaction.
6. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the Department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief that the applicant defined as the primary participant in accordance with 48 CFR Part 9, subpart 9.4 and its principles:

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal Department or agency;
 - b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property;
 - c) are not presently indicated or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - d) have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Contract

(Signature of Official Authorized to Sign Application)

(Date)

Harold V Helwig

(Print Name)

Sawyer County Board Chairperson

(Title)

Sawyer County

(Agency / County Name)

(Title of Program)

Contract Appendix B:
CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including Subcontracts, subgrants, and Contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Signature of Official Authorized to Sign Application)

(Date)

Harold V Helwig

(Print Name)

Sawyer County Board Chairperson

(Title)

Sawyer County

(Agency / County Name)

(Title of Program)

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

<p>1. Type of Federal Action:</p> <p>a. Contract</p> <p>b. grant</p> <p>c. cooperative agreement</p> <p>d. loan</p> <p>e. loan guarantee</p> <p>f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p>a. bid/offer/application</p> <p>b. initial award</p> <p>c. post award</p>	<p>3. Report Type:</p> <p>a. initial filing</p> <p>b. material change</p> <p>For Material Change Only:</p> <p>year _____ quarter _____</p> <p>date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p>Prime Subawardee</p> <p> Tier _____, if known:</p> <p>Congressional District, if known: _____</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>_____</p> <p>Congressional District, if known: _____</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>_____</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	

DISCLOSURE OF LOBBYING ACTIVITIES CONTINUATION SHEET

Reporting Entity: _____ Page _____ of _____

In Progress

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to Subcontracts, subgrants and Contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the Contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonable expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form and print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

Contract Exhibit 1
SCOPE OF SERVICES
FOR THE ADMINISTRATION OF CHILD AND SPOUSAL SUPPORT AND
ESTABLISHMENT OF PATERNITY AND MEDICAL SUPPORT LIABILITY PROGRAMS

The Department and the CSA are directed by Wisconsin Statutes section 59.53(5) to enter into a Contract for the implementation and administration of the Child and Spousal Support, Establishment of Paternity, and Medical Support Liability Programs under Wis. Stat. §. 49.22. In consideration of the mutual responsibilities and agreements hereinafter set forth, the Department and the Contractor agree as follows:

1.0 Definitions

The following definitions apply to the terms used in this Contract unless the context clearly requires otherwise:

1.01 County Contract Committee

The County Contract Committee is a subcommittee of the members of the child support Policy Advisory Committee (PAC) that serves to advise the Department on matters relating to child support incentive payments. Contract amendments must be made in consultation with the County Contract Committee.

1.02 Child Support Attorney

Child Support Attorney means the attorney under Wis. Stat. § 59.53 (6) employed by or Contracted by the County board to provide support enforcement services specified under this Contract on behalf of the Department.

1.03 IV-D Program

The Wisconsin program that provides child, spousal and medical support services, and paternity establishment services to parents and other custodians pursuant to 45 CFR 300 series, Wis. Stat. §. 49.22 and Wis. Stat. §. 59.53 (5).

1.04 Policy Advisory Committee (PAC)

The Child Support Policy Advisory Committee is a group made up largely of Child Support Agency (CSA) directors to provide input to the Division of Family and Economic Security (DFES) Administrator on matters relating to child support.

1.05 Participant

Means an IV-D case participant, including an individual that is listed as a case member in an open IV-D support case.

1.06 Single Statewide Point of Contact

The Child Support Policy Advisory Committee (PAC) shall serve as the Single Statewide Point of Contact under this Contract to advise DFES management on issues related to implementation of programs and services under this Contract.

1.07 State Disbursement Unit (SDU)

The unit responsible for centralized receipt and distribution of child support and other support-related payments. The SDU includes the activities and staff at the Wisconsin Support Collections Trust Fund (WI SCTF) located in Milwaukee. The State of Wisconsin is currently contracting with a private vendor for SDU operations.

2.0 CSA's Duties and Responsibilities

The Department notes that County child support agencies have been subject to significant reductions in the funding levels available to operate the child support program. The CSA shall:

2.01 General Requirements

Implement and administer the responsibilities specified in this Contract with respect to the Child and Spousal Support and Establishment of Paternity and Medical Support Liability programs provided for by Title IV of the Federal Social Security Act, in accordance with the language of Wis.Stats. §. 59.53(5) and other State and Federal statutes, State administrative rules, Federal regulations and controlling court cases in effect during the term of this Contract. The CSA agrees that the functions performed and services provided or purchased by the CSA, as specified in this Contract, shall be performed in accordance with statutes and rules stated above and the Department's Administrator's Memo Series, the Child Support Bulletins, the Bureau of Child Support Letters, the Wisconsin Child Support Procedures Manual, the Wisconsin Child Support Policy and Program Administration Manual, the Wisconsin Child Support Forms and Documents Manual, the Wisconsin Child Support Report Manual, and the BCS WorkWeb, State and Federal corrective action plans, and other audits and compliance reviews as applicable. Unless otherwise stated, on-line manuals take precedence over paper manuals.

2.02 Provide Services

Provide all appropriate child, spousal, and medical support services, and paternity establishment services to all cases appropriately referred from public assistance programs under Wis. Stat. §. 49.145, Wis. Stat. §. 49.19, and Wis. Stat. §. 49.45 including Kinship Care (Wis. Stat. §. 48.57(3m)), Wisconsin Works (Wis. Stat. §. 49.141), Work Experience for Non-custodial Parents (Wis. Stat. §. 49.36), Medical Assistance Wis. Stat. §.49.45 and to all cases involving other eligible individuals who apply for IV-D services.

Child and spousal support, and paternity establishment services include but are not limited to case intake and assessment, establishment of paternity, location of absent parents, establishment of enforceable child support and related spousal support obligations, enforcement of payment of child support and related spousal support obligations, and/or establishment and enforcement of medical support obligations. Establishment and enforcement of medical support obligations includes (1) the establishment of appropriate orders for health insurance coverage provided by parents and enforcement of said orders and (2) the establishment and enforcement of appropriate orders to recover birth costs.

2.02.1 Provide Customer Service

Provide customer service by responding to inquiries from IV-D participants, including those inquiries related to centralized child support services. The CSA shall respond to participant inquiries and complaints referred from the Department according to the standards established in the CSA's Customer Service and Administrative Complaint Process Plans.

2.02.2 Establish Administrative Complaint/Fact Finding Process

Establish an Administrative Complaint Process to respond to participant complaints, and maintain a file of all administrative complaints received and the written determinations issued by the fact finder.

2.02.3 CSA Budget

CSA will submit the annual budget to the Child Support (CS) Regional Administrator by March 31 of each year. The budget will include the projected expenditures for the child support agency and the projected child support expenditures for each cooperative agency.

2.03 Hold Harmless

If the CSA is of the opinion that any directive of the Department conflicts with a mandate contained in a Federal statute or regulation, communicate this issue to the Department in writing and comply with the decision provided by the Department. To the extent that the CSA complies with the Department's decision, the CSA shall be held harmless from claims by the Department relating to such a conflict.

In the event of a lawsuit challenging the validity of child support enforcement statutes, regulations, or Department policies, the Department will defend such a lawsuit. In defending lawsuits, each party to the Contract shall be responsible for matters within that party's authority and control.

2.04 Cooperative Agreements

Establish and maintain written cooperative agreements between the CSA and other County officials who have a statutory obligation pursuant to Wis. Stat. §. 59.53(5), to cooperate with the Department and agency as necessary to provide services required under the IV-D Program in compliance with this Contract.

2.04.1 Use of Standard Cooperative Agreement

Use the standard cooperative agreement developed in cooperation with County representatives to ensure Statewide uniformity and meet minimum Federal requirements in accordance with 45 CFR 303.107. Administrative reimbursement is available for services provided under a cooperative agreement for the calendar quarter during which the agreement is signed and for subsequent calendar quarters covered by the agreement.

Submit copies of the signed agreements and the three required attachments to the CS Regional Administrators by January 31. Copies of signed cooperative agreement must be provided to the CS Regional Administrator no later than March 31, to claim IV-D FFP reimbursement for cooperative agency expenses incurred during the first quarter of the calendar year.

The CS Regional Administrator must review the agreements and notify the CSA within 20 business days if the agreement, on its face, fails to meet the minimum specifications required under BCS policy.

If anytime during the Contract year, the CSA enters into agreements with additional cooperating agencies, the agency must immediately send a copy of the new agreement and the required attachments to the CS Regional Administrator.

2.04.2 Information Exchange

Ensure that cooperating agencies have available all information necessary to perform the task under the cooperative agreement, comply with State and Federal confidentiality requirements by safeguarding the confidentiality of IRS information and other confidential information, and use said information exclusively for authorized purposes.

2.04.3 Subcontracting Provisions in Cooperative Agreements

The Subcontracting provisions in Section V of this Base Contract are not applicable to Cooperative Agreements entered into by County Child Support Agencies pursuant to 45 CFR 302.34 and 303.107.

2.05 Purchase of Services Agreements

As necessary, the County may enter into agreements to purchase services to the extent that payment for such services does not exceed the amount reasonable and necessary to assure the quality of such services. The determination that the amounts are reasonable and necessary must be fully documented in the IV-D CSA records. Support enforcement services, which may be purchased, are those for which Federal financial participation (FFP) is available under the IV-D regulations.

Copies of Specialized Service Contracts or other inter-County agreements to provide child support services, must be submitted to the CS Regional Administrator within 30 days after the agreement is signed by the Counties.

2.06 Notify DCF Legal Counsel of Appeals

Notify DCF legal counsel in a timely manner of any IV-D case that is appealed to the Court of Appeals or the Supreme Court.

2.07 Internet Access

Have and maintain access to the Internet for all of the CSA caseworkers.

2.08 Cooperation with Other Agencies

In administering the child support program, cooperate with County, tribal, and State agencies managing or operating public assistance programs.

2.09 Kids Information Data System (KIDS)

Work cooperatively with the Department to ensure the efficient and effective operation of KIDS by identifying and reporting system deficiencies and operational problems.

2.10 Maintain KIDS Financial Records

Maintain and update KIDS financial information including the following:

2.10.1 Enter Court Order and Balance Information

Enter court order and account balance information in a timely manner and make appropriate adjusting entries as necessary, to ensure distribution and allocation of payments pursuant to the State statute and Federal distribution hierarchy.

2.10.2 Receipt and Disbursement (R&D) Fee Adjustments

Perform adjustments to receipt and disbursement fees in accordance with the Department's policies and procedures.

2.11 Failure to Maintain KIDS Financial Records

The CSA shall be responsible for court -ordered reimbursement to case participants when the reimbursement is caused by the failure of the CSA to maintain proper KIDS financial records.

2.12 Reimbursement for Failure to Follow Policy

The CSA shall be responsible for reimbursement to case participants when the reimbursement is caused solely by the failure of the CSA to follow State statute, DCF written policy directives, or published IV-D directives that are communicated appropriately and timely to the CSA by the Department. In the event of a dispute, the CSA may follow the Dispute Resolution process.

2.13 Collections, Receipts, and Disbursements

Direct all child support payments to the WI SCTF and forward any child support or other support related payments received by the County to the WI SCTF for receipting into KIDS within 24 hours, and authorize the State Disbursement Unit to receipt and deposit support-related collections made payable to the County.

2.13.1 Collection Fees

Collect the Parent Locator Service fee under 45 CFR 303.70 and any other fees authorized by the Department.

2.14 Correspondence Liaison

Assist the Department in providing a timely response to program participant correspondence by designating the CSA director or an individual designated by the director as the correspondence liaison.

2.15 Confidentiality of Records

Comply with the applicable Federal and State laws and Department regulations concerning confidentiality of participants and case records including records maintained on KIDS. In addition to the KIDS program, BCS acts as an agent for CSAs (Tribes) to arrange for and/or provide access to information resources from other State, Federal or private providers, for example, Wisconsin Circuit Court Automation (WCCA) via CCAP; Vital Records Birth Query, Department of Transportation Vehicle Inquiry, the Office of Child Support Enforcement's State Services Portal, and CLEAR. The agency agrees that its staff will use these or any other similar additional resources BCS provides or arranges only for the purposes of administration of the child support program, and will treat all information obtained from these sources as confidential child support program information.

2.16 IRS Contract Language for General Services

The Contractor agrees to comply with all Internal Revenue Service (IRS) procedures and safeguards (IRC 6103 and IRC 7213). The required IRS Contract language for ensuring the confidentiality of IRS information is stated below.

The State is responsible for the issuance of a Child Support Bulletin to CSAs, which communicates the detailed requirements for the confidentiality of IRS information.

2.16.1 Performance

For purposes of this section, the term "Contractor" means County child support agency (CSA).

In performance of this Contract, the Contractor agrees to comply with and assume responsibility for compliance by its employees with the following requirements:

- (1) All work will be performed under the supervision of the Contractor or the Contractor's responsible employees.
- (2) Any Federal tax returns or return information (hereafter referred to as returns or return information) made available shall be used only for the purpose of carrying out the provisions of this Contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this Contract. Inspection by or disclosure to anyone other than an employee of the Contractor is prohibited.
- (3) All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output and products will be given the same level of protection as required for the source material.
- (4) No work involving returns and return information furnished under this Contract will be Subcontracted without prior written approval of the IRS.
- (5) The Contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.

2.16.2 Criminal and Civil Sanctions

(1) Each employee to whom returns or return information is or may be disclosed shall be notified in writing that returns or return information disclosed to such employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. The Contractor shall also notify each such employee that any such unauthorized future disclosure of returns or return information may also result in an award of civil damages against the employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRC Sections 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

(2) Each employee to whom returns or return information is or may be disclosed shall be notified in writing that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this Contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this Contract. Inspection by or disclosure to anyone without an official need to know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. The Contractor shall also notify each employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the employee [United States for Federal employees] in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRC Sections 7213A and 7431.

(3) Additionally, it is incumbent upon the Contractor to inform its employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to Contractors by 5 U.S.C. 552a(m)(1), provides that any employee of a Contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(4) Granting a Contractor access to FTI must be preceded by certifying that each individual understands the agency's security policy and procedures for safeguarding IRS information. Contractors must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, Contractor employees should be advised of the provisions of IRC Sections 7431, 7213, and 7213A (see Exhibit 6, IRC Sec. 7431 Civil Damages for Unauthorized Disclosure of Returns and Return

Information and Exhibit 5, IRC Sec. 7213 Unauthorized Disclosure of Information). The training provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. (See Section 10) For both the initial certification and the annual certification, the Contractor employee should sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

2.16.3 Inspection

The IRS and the Department shall have the right to send its officers and employees into the CSA for inspection of the facilities and operations provided for the performance of any work under this Contract. On the basis of such inspection, specific measures may be required in cases where the Contractor is found to be noncompliant with Contract safeguards.

2.17 Bonding

In accordance with 45 CFR 302.19, State IV-D programs are required to ensure that every person who has access to or control over funds collected under the program, be covered by a bond against loss resulting from employee dishonesty. Any employee, who, as a regular part of his or her job, receives, disburses, handles, or has access to support collections, must be bonded. Even though CSAs no longer receipt and disburse funds, bonding is required due to the ability to access funds in KIDS through financial adjustments.

Counties must have a minimum bonding amount of \$30,000 per employee for all employees tasked with the collection, management or disbursement of funds associated with the Child Support program. DCF has determined this amount sufficient to cover employee dishonesty. Counties that do not have a bonding policy in place may establish a self-bonding system to satisfy the bonding requirements.

The minimum bonding amount does not reduce or limit the ultimate liability of the County for losses of support collections from the State's IV-D program.

DCF will not collect bonding information for individual agencies. All bonding information must be maintained by the agency and is subject to the State Single Audit Guidelines (SSAG).

3.0 Department's Duties and Responsibilities

The Department shall:

3.01 Administrator's Memos/Child Support Bulletins

Maintain an index listing of all the Administrator's Memos, BCS Letters, and Child Support Bulletins that apply to the Child Support Program for the Contract year.

3.02 Policy Directives

Develop and maintain policy directives for administrative and enforcement activities relating to the Child and Spousal Support and Establishment of Paternity Program conforming to State and Federal statutes, State administrative rules, Federal regulations and controlling court cases. Cite applicable State and Federal statutes, Federal regulations, State administrative rules, and controlling court case(s) in all policy directives. Such citations shall be incorporated into relevant resource materials,

including child support manuals, fact sheets, and training materials. Provide advanced notice of new requirements to all the County CSAs unless court order or Federal or State law or regulations require immediate implementation, in which case, notification will occur within 15 days of enactment. Maintain a comprehensive index listing all major child support topics with links to available resource materials on each topic.

3.02.1 New Initiatives or Programs.

In consultation with the County Contract Committee, develop a Contract addendum or amendment executed under separate cover for any new initiatives or programs other than those specifically mandated by Federal or State laws, rules or regulations. The Department shall consider the fiscal impact on the CSA, and consult with PAC before implementing the initiative or program. It is not the Department's intent to impose unilaterally any new, unbudgeted initiatives or programs on the CSA.

3.02.2 Reasonable Time Period to Implement

Allow the CSA a reasonable time period in which to implement fully Department directives. Department directives, which are the result of changes in Federal or State laws, rules and regulations or court actions, may be implemented by the Department in accordance with the implementation timeframes of the Federal or State laws, rules and regulations or court action.

3.02.3 Extension of Time Period to Implement.

Allow the CSA to request an extension of the time period for implementing program requirements, which have a significant impact on the CSA and are not mandated by State or Federal law or court order. The CSA may submit documentation of the hardship imposed, and the Department may then grant up to 45 days of exception to the implementation requirements.

3.03 Policy Change

If the Department proposes a change to the requirements in the functions performed, and services provided or purchased by the CSA which is not the result of implementation of State or Federal statutes, rules and regulations, court orders or settlement agreements arising from litigation, the Department shall consider the fiscal and workload impact on the CSA, and consult with PAC on any change determined by the Department to have a substantial fiscal or workload impact before implementing the change to the requirements. It is not the Department's intent to impose unilaterally any new, unbudgeted activities on the CSA.

3.04 Advanced Manual Releases

Distribute an advance copy of the Wisconsin Child Support Policy and Program Administration Manual releases to the Wisconsin Child Support Enforcement Association (WCSEA) Review Panel. The Review Panel will be given an opportunity to provide input on the manual releases they receive. The State's objective is to issue manual releases within six months of the enactment of child support related laws, statutes, or the issuance of the regulations.

3.05 Comprehensive Training

Provide comprehensive Statewide training for CSA personnel including, but not limited to, new worker training, training related to new initiatives and KIDS enhancement, and other continuing training related to the IV-D Program. Training programs and curriculum shall be determined in consultation with the Child Support Training Advisory Committee (CSTAC). Child Support training materials and curriculum shall be made available to CSAs. Provision of classroom training and onsite training is subject to BCS budget limitations.

3.06 Information to the Public

Provide the public with information on the Child and Spousal Support Program, and provide customer service related to any new centralized Child Support services.

3.07 Standard Cooperative Agreements

Maintain the standard cooperative agreements that conform to State and Federal laws in consultation with PAC or an alternative County subcommittee appointed by PAC.

3.08 Central Registry

Provide Central Registry services to agencies.

3.08.1 KIDS Maintenance

Ensure ongoing maintenance of KIDS. The Department acknowledges its responsibility to maintain KIDS in maximum functional status for the benefit of all CSA and State users. The Department agrees to take all necessary actions to assure the uninterrupted availability of KIDS during normal business hours.

3.09 KIDS Enhancement

Modify and enhance the KIDS system in order to meet Federal program requirements and ensure that the system operates efficiently and in a manner that supports CSA program operations and performance improvements. The Department agrees to continue to take all necessary actions to modify the IV-A to IV-D (CARES/KIDS) computer interfaces, fully utilize all funds authorized by the legislature for the modification and enhancement of KIDS, and implement DocGen replacement in a timely and effective manner.

3.09.1 Child Support Customer Area Advisory Group (CSCA)

Establish the CSCA with four CSA representatives from four different agencies, appointed by (WCSEA). At least one of the appointed representatives shall have KIDS financial expertise. The Department will consult with the Counties via the CSCA regarding the prioritization of KIDS programming projects.

3.10 Delegation of Authority

Delegate to Child Support Attorneys authority to establish paternity and to establish and enforce child support obligations by appearance in circuit court and, with prior approval of the Department, appearance in appellate court. The Department agrees to assist the Child Support Attorney in preparation of appeals, upon request.

3.11 Provide Direct Technical Assistance to Agencies

Maintain a Help Desk/Call Center or otherwise maintain a system to provide consultation and direct technical assistance to agencies, including assistance related to child support policy, KIDS processing, tax refund intercept processing, central receipt and disbursement and other centralized child support processes.

3.12 Confidentiality of Records

Comply with the applicable Federal and State laws and Department regulations concerning confidentiality of participant and KIDS records.

3.13 Tax Intercept

Certify arrears for tax intercept and other certifiable debts using KIDS account balances. Receipt, distribute, and disburse tax intercept funds centrally through KIDS.

3.14 State Disbursement Unit (SDU) Advisory Group

Designate a SDU Advisory Group and coordinate meetings. The SDU Advisory Group shall include up to seven (7) CSA representatives, Department staff, and representatives from the Trust Fund.

3.15 New Hire Reporting

Ensure employer compliance with the reporting requirements under DCF Rule 152 (New Hire Reporting).

4.0 Allocations and Funding

4.01 Standards of Performance and Performance Based Allocation

Pursuant to Admin Rule DCF 153 and Wis. Stat. s. 49.24, the Department shall specify standards of performance and budget an allocation to the CSA as its proportionate share of dollars for performance based funding as identified in the applicable Administrator's Memo. The Department shall distribute the total available incentive funding under Wis. Stat. §. 49.24, to Counties and eligible tribes.

4.02 Federal Incentive for Recovery of Medical Assistance Payments

The Department shall pay the CSA the 15 percent Federal incentive rate earned for the recovery of Medical Assistance payments under the Medical Support Liability program. The 15 percent rate may be increased or decreased during the term of this Contract to reflect any applicable changes in Federal law. Payment shall be made on the same schedule as administrative reimbursement.

4.03 Additional Funding

The Department shall consult with the County Contract Committee to distribute any additional funding available to support CSA operations.

4.04 Performance Incentives

Pursuant to DCF 153.08(5), the CSA agrees that performance incentives allocated to the county must be used to supplement and not supplant other funds used to carry out the child support program.

5.0 Fees

5.01 Federal Parent Locator Service (FPLS)

Agencies shall be charged back FPLS fees based upon the CSA's percentage of the Statewide total Contract allocation as of January 1 of the Contract year. The CSA's percentage will be multiplied by the total amount of the FPLS fees charged to the Department by the Federal Office of Child Support Enforcement.

Certificate of Completion

Envelope Number: 1B1E5E0205854ECEB5AA554ACBFE38A9
 Subject: CFE00494_CY15_Child_Support_-_Sawyer
 Bureau: BCS
 Type: Base
 Contract Start Date: 01/01/2015
 Contract End Date(1): 12/31/2015
 Original Sent Date: 01/06/2015
 Source Envelope:
 Document Pages: 37
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled

Status: Sent

Signatures: 3
 Initials: 0

Envelope Originator:
 DCF
 201 E. Washintgon Ave., Room A200
 madison, WI 53708
 dcfcontracting@wi.gov
 IP Address: 165.189.37.11

Record Tracking

Status: Original
 1/7/2015 2:36:50 PM CT

Holder: DCF
 dcfcontracting@wi.gov

Location: DocuSign

Signer Events

Harold V Helwig
 county.clerk@sawyercountygov.org
 Sawyer County Clerk
 Sawyer County
 Security Level: Email, Account Authentication
 (None)
 Electronic Record and Signature Disclosure:
 Accepted: 1/17/2014 10:10:43 AM CT
 ID: 2e793c1a-ab30-4ffc-8572-8344ae23ae6f

Signature

Timestamp

Sent: 1/7/2015 3:04:56 PM CT
 Viewed: 1/28/2015 8:11:02 AM CT

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Janet Sprenger
 janet.sprenger@sawyercountygov.org
 Security Level: Email, Account Authentication
 (None)
 Electronic Record and Signature Disclosure:
 Not Offered
 ID:

COPIED

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Sandra L. Okamoto
 sandy.okamoto@sawyercountygov.org
 Security Level: Email, Account Authentication
 (None)
 Electronic Record and Signature Disclosure:
 Not Offered
 ID:

COPIED

Sent: 1/7/2015 3:04:56 PM CT

Carbon Copy Events**Status****Timestamp**

Teresa Steinmetz
 Teresa.Steinmetz@wi.gov
 Security Level: Email, Account Authentication
 (None)
 Electronic Record and Signature Disclosure:
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 ID: 6b32bb06-dcc3-4253-b94a-3f191ac915c2

COPIED

Sent: 1/7/2015 2:42:16 PM CT

DCF Grants Releases
 DCFMBDMSFinGrantsReleases@wi.gov
 Security Level: Email, Account Authentication
 (None)
 Electronic Record and Signature Disclosure:
 Not Offered
 ID:

Dianne Bahr
 dianne.bahr@wi.gov
 Security Level: Email, Account Authentication
 (None)
 Electronic Record and Signature Disclosure:
 Accepted: 11/8/2011 9:40:07 AM CT
 ID: 5a1a5803-2320-4963-b27d-1b46d9965963

Sue Handrich-Herr
 suel.handrichherr@wi.gov
 Security Level: Email, Account Authentication
 (None)
 Electronic Record and Signature Disclosure:
 Accepted: 12/1/2014 12:49:10 PM CT
 ID: 4e39ea61-e690-4366-a8f7-773c17ff2f25

Verna Ruhs
 verna.ruhs@wi.gov
 Security Level: Email, Account Authentication
 (None)
 Electronic Record and Signature Disclosure:
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Notary Events**Timestamp****Envelope Summary Events****Status****Timestamps**

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Electronic Record and Signature Disclosure

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign "Withdraw Consent"™ form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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electronically from us.

How to contact State of WI:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: dcfcontracting@wisconsin.gov

To advise State of WI of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at dcfcontracting@wisconsin.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

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- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to dcfcontracting@wisconsin.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari®, 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I agree"™ button below.

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- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
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Northland Counseling Services

2015

Transitions Stall Proposal

Current staffing pattern is one staff on for up to eight clients. This can be very challenging for staff when level of difficulty of individuals is high due to significant mental health issues.

Two additional staff positions at the Transitions facility will provide improved coverage from 2:00-10:00 pm, 7 days per week. This is the time frame when greater challenges occur.

1. One full time position- M-F 40 hours per week this position will include benefits
2. One part-time position – 16 hours per week on the weekend



Northland Counseling Services
Transitions 2015 Staffing Proposal

VACANT FULL TIME

Wage	\$30,000.00
FICA	\$2,295.00
Comp/Unemployment	\$747.00

Position Total \$33,042.00

Admin@ 20% \$6,608.40

Total Position Cost
W/O INSURANCE \$39,650.40

INSURANCE COST \$467.00-\$1210.16 \$5,604 -\$14,521.92

Total Position Cost \$45,254.40 – \$54,172.32

VACANT HALF TIME

Wage	\$14,500.00
FICA	\$1,109.25
Comp/Unemployment	\$578.05

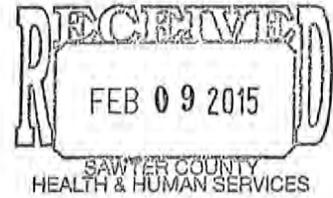
Position Total \$16,187.30

Admin@ 20% \$3,237.46

Total Position Cost \$19,424.76

**Total Cost w/o
insurance:** \$59,075.16

City of Hayward
P.O. Box 969, Hayward, WI 54843
Telephone (715) 634-2311 Fax (715) 634-5868



Sawyer County Health & Human Services
10610 Main Street, Ste. 224
Hayward, WI 54843

NOTICE OF SPECIAL ASSESSMENT PAYMENT DUE

Resolution #12-02

Date Due:

March 1, 2015

Parcel:

Youth Aids Group Home

Terms: 10 years, interest rate 4%

Principal Payment #4:

\$ 3,938.38

Interest due thru 2/28/2015

1,102.75

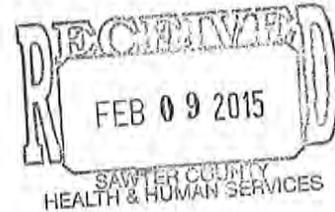
Please pay by March 1, 2015

\$ 5,041.13

To pay in full:	Balance	\$	27,568.63
	Interest		<u>1,102.75</u>
	Payoff	\$	28,671.38

OASIS
V#3107
225-63-54109-50819
\$ 5,041.13 ✓
capital outlay

City of Hayward
 P.O. Box 969, Hayward, WI 54843
 Telephone (715) 634-2311 Fax (715) 634-5868



Sawyer County Health & Human Services
 10610 Main Street, Ste. 224
 Hayward, WI 54843

NOTICE OF SPECIAL ASSESSMENT PAYMENT DUE

Resolution #12-02

Date Due:

March 1, 2015

Parcel:

Remaining Parcels

Terms: 10 years, interest rate 4%

Principal Payment #4:

\$ 15,644.10

Interest due thru 2/28/2015

4,380.35

Please pay by March 1, 2015

\$ 20,024.45

To pay in full:	Balance	\$	109,508.70
	Interest		<u>4,380.35</u>
	Payoff	\$	113,889.05

✓ # 3107
 225-63-54109-50819
 \$ 20,024.45
 Capital Outlay

Minutes of the meeting of the Sawyer County **Land, Water and Forestry Resources Committee**
Sawyer County Board of Supervisors
February 11, 2015; Assembly Room; Sawyer County Courthouse

Committee Members Present: Jim Bassett, Fred Zietlow, Dean Pearson, Brian Bisonette, Bruce Paulsen, Hal Helwig, Thomas Winiarczyk

County Personnel Present: Greg Peterson, Dale Olson, Dan Pleoger, Gary Gedart, Melissa Roach, Cindy Yackley, Kris Mayberry

NRCS Personnel Present: None

DNR Personnel Present: Larry Glodoski

LCO Personnel Present: Dan Tyroft

Others Present: Don Mrotek, Jan Holmes, Bill Noonan, Dick Dewhurst, Tyler Treland, Tatum Treland, Cheryl Treland, Dennis Aaron, Ruth Aaron, Lori DeJooode, Douglas Kurtzweil, Linda Zillmer, Kris Treland-Neuman, Diane Collins, Michele Horman, Laurie Simon, Denny Reyes, Jane Schroeder, Jody Johnson, Renee Conway, Terry Conway, John Welter, Nels Beckman, Amanda Wilson, William Fetzner, Sandra Borkenhagen, Bill O'Brien, Phillip Johnson, Phil Nies, Jill Robinson, Randy Eytcheson, Sheila Terry, Kathy Robinson, Terry Ringe, Barb Czarneski, Frank Zufall, Peter Czarnecki, Brian Hucker

Meeting called to order at 8:30 AM.

Olson introduced Tom Winiarczyk as the representative from the Farm Bureau.

Approve agenda

Motion by Pearson, second by Zietlow to approve agenda moving item 08 (c) after 5(a). Motion carried.

Approve minutes

Motion by Zietlow, second by Bassett to approve the January 7, 2015 minutes. Motion carried.

Audience recognition - None

Event Dates

Motion by Zietlow, second by Pearson to approve request for Borah Epic scheduled for May 3, 2015 (certificate of insurance has been received). Motion carried.

Zoning/Conservation Department

(c) Draft of proposed ordinance amendments – Copies of the five proposed amendments were distributed to the committee (copy on file with minutes). Each proposed change was highlighted in red. Olson reviewed each amendment proposed and asked for approval to move forward to send the proposals to the towns. Discussion was held on Section 4.26 (Accessory Uses and Structures). Motion by Paulsen, second by Pearson to approve language highlighted in red. Motion carried. Several people spoke regarding the Park Model definitions and it was determined that an ad hoc committee would be formed comprising persons from various organizations, to develop a definition and/or guidelines for park models. Motion by Paulsen, second by Bassett to approve the draft language of the remaining amendments and to forward all five proposals (except Park Models) to the town for their review and decision. Motion carried.

Land Records and County Surveyor Department

a) County work report: Written report handed out (on file with minutes). Surveying is picking up. b) Landowner issue concerning County Highway W and right-of-way: Pleoger stated that paperwork shows 40' ROW. This item will be on the Public Works Committee agenda tonight. c) Out-of-County travel – 2/17-20/15 WLIA – motion by Pearson, second by Paulsen to approve. Motion carried.

Sawyer County Forestry Department

(a) Emergency Fire Warden list approval – Motion by Pearson, second by Bassett to approve list as presented. Motion carried.

(b) Out-of-County travel – 2/24/15, Minocqua – statewide DNR Liaison/County Administrator meeting – Motion by Paulsen, second by Pearson to approve. Motion carried.

(c) Sawyer County Forest 2014 Accomplishment Report – Motion by Paulsen, second by Pearson to approve report and forward to County Board for approval. Motion carried.

(d) Recreational trails reports: Mrotek reported: 1) Met with Roy Zubrod regarding grant projects; 2) Met with Lenroot town board regarding moving trails off township roads; 3) The Hayward Visitor and Convention Bureau and AWSC hosted sports show at Casino. A trail ride was held on Monday along with a banquet; 4) Trails will be busy this coming weekend.

e) County work report (on file with minutes). DNR forestry report: Glodoski reported that there is a Liaison Forester vacancy for Sawyer County as Johnson has accepted a position at Brule. There will be a delay in hiring due to State Budget. Glodoski stated that the County should be real impressed by the accomplishments of the County Forestry Department, not just with the numbers generated.

Sawyer County Zoning/Conservation Department

a) County work report (on file with minutes).

b) Request for part-time position – Olson stated that a grant has been received that will cover part of P. Browns position (Invasive Species) and would cover a 17.5 hour staff position. Motion by Zietlow, second by Pearson to put on Administrative Committee agenda and to post internally. Motion carried.

d) Out-of-County travel – 3/9-11/15 to Appleton to the WLWCA. Motion by Zietlow, second by Bassett to approve. Motion carried.

NRCS Business – none.

LCO Business

Tyrolt reported that he is the new director of the LCO Conservation Department. The flowage is being monitored, so far OK. Water Quality standards – EPA, final draft should be ready next week.

Review and Approve Monthly Vouchers Report

Motion by Zietlow, second by Bassett to approve the monthly vouchers report. Motion carried.

Other matters for discussion only

Dewhurst asked about portions of the State Budget. Helwig stated that the WCA is looking into several items.

Closed Session

Motion by Paulsen, second by Zietlow at 10:50 AM to go into Closed Session pursuant to sections 19.85(1)(e) and (g), Wisconsin Statutes, for an update and discussion of potential litigation and negotiations involving that particular litigation. Motion carried. Motion by Paulson, second by Zietlow at 11:20 AM to re-convene into Open Session. Motion carried.

Adjourn - Motion by Bassett, second by Zietlow to adjourn meeting. Motion carried. Meeting adjourned at 11:22 AM.

Delores Dobilas, Recorder

minutes of the meeting of the Administration Committee
Sawyer County Board of Supervisors
February 12, 2015; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

members present: Hal Helwig (Chair) Ron Kinsley, Dale Schleeter, Dean Pearson, Brian Bisonette; Jim Bassett

also present: County Board member Warren Johnson, Information Technology Department Director Mike Coleson, County Treasurer Dianne Ince, Accounting Manager Melissa Roach, County Clerk Kris Mayberry

Motion by Bassett, 2nd by Kinsley, to approve the meeting agenda. Motion carried.

Motion by Kinsley, second by Bassett, to approve the January 8, 2015 meeting minutes. Motion carried.

The Board reviewed the Public Safety Committee recommendation to approve the Sheriff's Department request for permission to fill a vacant day sergeant position in the Sheriff's department. Chief Sheriff Deputy Brigette Kornbroke indicated to the Public Safety Committee that the position has been vacant for some time and would be filled by a current deputy, resulting in approximately \$3,000.00 in additional wages and benefits, which Chief Deputy Kornbroke advised is available in the sheriff's department budget. Motion by Bassett, 2nd by Schleeter, to recommend County Board approval of the recommendation. Motion carried.

Zoning and Conservation Department Director Dale Olson presented the Land, Water, and Forest Resources Committee recommendation to approve an additional part-time (17.5 hours per week) clerical position in the Zoning and Conservation Department. Mr. Olson indicated that a grant has been received to cover part of the expenses for another employee in the office to work on invasive aquatic species control and that the Courte Oreilles Lakes Association has committed an additional \$10,000 (approximate) in support of invasive aquatic species control. The result of those funding sources is that the proposed part-time position would not result in a negative impact to the Zoning and Conservation Department budget. Motion by Kinsley, 2nd by Bisonette, to recommend County Board approval of the Zoning and Conservation Committee recommendation. Motion carried.

The Committee discussed the compensation and classification study, position pay matrix, and pay structure for Sawyer County researched and developed by Carlson-Dettmann Consulting (approved by the County Board at their meeting held December 18, 2014), the confidential disclosure agreement required by Carlson Dettmann for release of information about the basis and method of their research, and the source of funds for payment of a bill for fees and expenses (\$1,625.84) for Carlson Dettmann's services in attending meetings on November 6 and November 20, 2014. The Committee determined to designate a source of funds for payment of the fees upon receipt of a 2nd anticipated billing (\$900) for attending a meeting January 9, 2015.

Health and Human Services Department Director Paul Grahovac presented the Health and Human Services Board recommendation to approve filling the vacated Child Protective Services Supervisor position in the Health and Human Services Department, and to approve increasing the hours of work for current Child Protective Services Social Workers in the Department from 35 to 40 hours a week for a period of 90 days. Motion by Bassett, 2nd by Schleeter, to recommend County Board approval of the recommendations. Motion carried.

Health and Human Services Department Director Paul Grahovac presented the Health and Human Services Board recommendation to approve filling a vacated Information and Referral Center Secretary position in the Health and Human Services Department, and to approve increasing the hours of work for three current clerical staff employees in the Department from 35 to 40 hours a week for a period of 90 days to facilitate coverage of the Information and Referral Center desk during the process of filling the vacant position. Motion by Schleeter, 2nd by Bassett, to recommend County Board approval of the recommendations. Motion carried.

Health and Human Services Department Director Paul Grahovac reported that he and the Health and Human Services Board Executive Committee met with Carol Lund from Northland Counseling regarding a proposal to increase staff at the Transitions Residential Facility by 1.5 positions in the hopes of housing additional residents at the Transitions Residential Facility and defraying escalating state institutional residential facility costs. The Health and Human Services Board Executive Committee recommends approving the proposal. The Administration Committee requested that a financial analysis of the proposal (a comparison of the costs of the additional positions estimated at \$73,000 versus anticipated costs for state institutional residential facility housing) be developed for presentation at the February 19, 2015 County Board meeting.

The Committee discussed that Sawyer County Veterans Service Officer Renee Brown advised the Health and Human Services Board that the insurance adjuster determined that the 2008 Dodge Caravan involved in an accident in September of 2014 was a total loss and afforded the County replacement cost coverage that allowed for the purchase of a new 2015 Dodge Caravan. The Veterans Service Department offered to sell a surplus department 2012 Dodge Caravan to the Health and Human Services Department for \$6,000 to include in the County motor pool fleet. The Health and Human Services Board recommends approval of the purchase. Motion by Bassett, 2nd by Schleeter, to recommend County Board approval of the purchase. Motion carried.

The Committee reviewed a proposal to refinance or pay off the balances due for the assessment by the City of Hayward for the installation of sewer and water lines to service the Health and Human Services Department Oasis Building to address the payment of 4% interest on the debt to the City. The Committee determined to have Accounting Manager Melissa Roach, County Clerk Kris Mayberry, and County Treasurer Dianne Ince develop a recommendation to present to the County Board at their meeting February 19, 2015.

Accounting Manager Melissa Roach presented and reviewed with the Committee a written department report (copy in meeting file), including a 2014 and 2015 year-to-date report of County expenditures and revenues, a report on General Fund contingency fund account expenditures and balances, and an update on in-house Ambulance Service Department billing. Ms. Roach asked the Committee if they wished to consider increasing the employee reimbursement for mileage expenses to match the current Internal Revenue Service rate. The Committee determined to decline increasing the reimbursement amount. Ms. Roach recommended transmitting a memo to departments to clarify that purchase of food, beverages, or similar items to provide to employees at meetings or for good will should not be charged to or reimbursed by the County.

The Committee reviewed a financial report (copy in meeting file) through January of 2015 prepared by County Treasurer Dianne Ince and the Wisconsin Department of Revenue monthly report on county sales and use tax distribution to Sawyer County which included the following information:

- distributed to Sawyer County in January of 2015 - \$154,920.27
- distributed to Sawyer County in 2015 through January - \$154,920.27
- distributed to Sawyer County through same month in 2014 - \$121,895.03
- 2015 Sawyer County Budget sales and use tax revenue forecast - \$1,600,000

Information Technology Department Director Mike Coleson provided a written department report (copy in meeting file) and presented a proposed professional services agreement between the Novus Consortium (Bayfield County, Burnett County, Price County, Washburn County, and Sawyer County) and Allshore Global Resource. The agreement provides for Allshore to provide the Consortium with support for the Novus tax and assessment system with a 2015 charge to each county of \$6,400. The Committee requested Mr. Coleson to have Sawyer County Corporation Counsel Thomas J. Duffy review the agreement and that the proposed agreement be amended to delete any penalties for termination of the agreement by the counties and to provide that Wisconsin is the jurisdiction for any potential litigation and application of law if disputes based on the agreement should arise.

The Committee reviewed the monthly department expense vouchers. Motion by Kinsley, 2nd by Bisonette, to approve the vouchers. Motion carried.

Accounting Manager Melissa Roach recommended amending a provision of the recently adopted County personnel administration policies pertaining to overtime. Ms. Roach indicated that she would prepare a proposed amendment to present to the full County Board February 19, 2015.

County Clerk Kris Mayberry advised the Committee that Sawyer County's experience modification factor has been reduced to .95 to be applied to the County's workers compensation premiums effective 05/12/2015 to 01/01/2016.

Motion by Schleeter, 2nd by Bassett, to adjourn the meeting. Motion carried.

Minutes prepared by Sawyer County Clerk Kris Mayberry

To the Honorable:

County Board of Sawyer County, Wisconsin.

Ladies & Gentlemen:

In accord with section 26.12(3) and section 26.14(3) of the Wisconsin Statutes we recommend the following persons to act as authorized emergency fire wardens for the prevention and suppression of forest fires in this county for the year 2015, and ask your approval of this organization list.

EMERGENCY FIRE WARDENS

YOCUM, Donna R., 14273W CTH "K", Hayward, WI 54843 Earl's Marine	for town of Bass Lake
JANUESHESKE, Diane 14293W CTH K, Hayward, WI 54843 Log Cabin Store	for town of Bass Lake
WOLFE, Greg, 4670W Sweitzer Rd. Loretta, WI 54896 Eagle Lodge	for town of Draper
ZEIDLER, Gary & Penny, 3158W ST. RD. 70, Loretta, WI 54896 The Rum Shack	for town of Draper
HAYES, Scott, 15588W CO.RD.F Birchwood, WI 54817 Chit Chat Bar	for town of Edgewater
CROW, Eric, 13394W Trepania Rd., Hayward, WI 54843 LCO Fire Dept.	for town of Hayward
Martin, Jason, 9790N CTH K Hayward, WI, 54843 LCO Conservation	for town of Hayward
TRELAND-NEUMANN Kristina L. Pats Landing 7476N Pat's Landing Rd, Hayward, WI 54843	for town of Hayward
FREEMAN, Debra, 9921 N ST Rd. 27, Hayward, WI 54843 Price Rite Liquors	for town of Hayward
ACHTOR, Brian, 13951W Chippewa Trail, Hayward, WI 54843 Outdoor Creations	for town of Hayward
COLLINS, Diane, 10211W Big Musky Rd., Hayward, WI 54843 Big Musky Resort	for town of Hunter
PAYNE, Michael, 7042N Lakeshore Dr., Couderay, WI 54828 Blueberry Lake Oasis	for town of Hunter
SCHORR, Sandy, 12475 N Hwy. 63, Hayward, WI. 54843 Wayside	for town of Lenroot
VORTANZ, William M., 13336 W Somerville Rd, Hayward, WI 54843 Vortanz Mill	for town of Lenroot

REVELLE, Randy R., 15249 W Bills Rd, Hayward, WI 54843
Revelle's Resort

for town of Lenroot

HEATH, Mark R., STH 27/70, Box 52, Radisson, WI 54867
Whisky Ridge

for town of Radisson

GERBER, Al, P.O. Box 7, Radisson, WI 54867
G-1 Fuel and Food

for town of Radisson

HILLMAN, Lonnie E., 9745 N Southshore Rd, Hayward, WI 54843
Hillmans Store

for town of Round Lake

SCHROEDER, Brent, 12305 W State Rd 77, Hayward, WI 54843
Hayward Power Sports

for town of Round Lake

GERBER, Allen, 6317 W State Rd 27, Stone Lake, WI 54876
G-2 Fuel and Food

for town of Sand Lake

JONES, Pat, 12272N Upper "A" Rd, Hayward, WI 54843
Happy Hooker Bait and Tackle

for town of Spider Lake

HART, Tracie, 11033 W Hwy 48, Exeland, WI 54835
The Exland Depot

for town of Weirgor

COOPER, Marilyn, 6574w ST HWY 70 Winter, WI 54896
BP Food Mart

for town of Winter

SCHNERING, John H., W 7014 Circle B Road, Winter, WI 54896
Bucktail Lodge

for town of Winter.

GEIDEL, Chris, Hayward, WI 54843
(USFS).

for town of Hunter

TUECK, Lara, Hayward, WI 54843
(USFS)

for town of Hunter

RABUCK, Jennifer, Hayward, WI 54843
(USFS)

for town of Hunter

Park Falls, Wisconsin Department of Natural Resources

(Date)

(Date)

By: _____
Area Forester/Ranger

By: _____
County Board Chairperson

2014 Annual Accomplishment Report
Sawyer County Forestry

I. Timber Sales

A. 49 new tracts were established consisting of the following:

<u>Type</u>	<u>Acres</u>
Aspen	1503
Northern Hardwoods	906
Oak	829
Red Pine	195
White Pine	81
White Spruce	78
Tamarack	48
Swamp Hardwood	45
Red Maple	6
White Birch	5
Total Acres Established	3696

Total Cords Established	47,990
Total MBF Established	669
Appraised Value (minimum bid)	\$733,234

B. 51 timber sales were sold in 2014 consisting of the following:

<u>Type</u>	<u>Acres</u>
Aspen	1555
Northern Hardwoods	1107
Oak	870
Red Pine	225
White Pine	89
White Spruce	80
Tamarack	49
Swamp Hardwood	48
Red Maple	8
White Birch	5
Total Acres Sold	4036

Total Cords Sold	49,282
Total MBF Sold	997
Appraised Value (minimum bid)	\$1,110,071
Bid Value (sold)	\$2,903,163

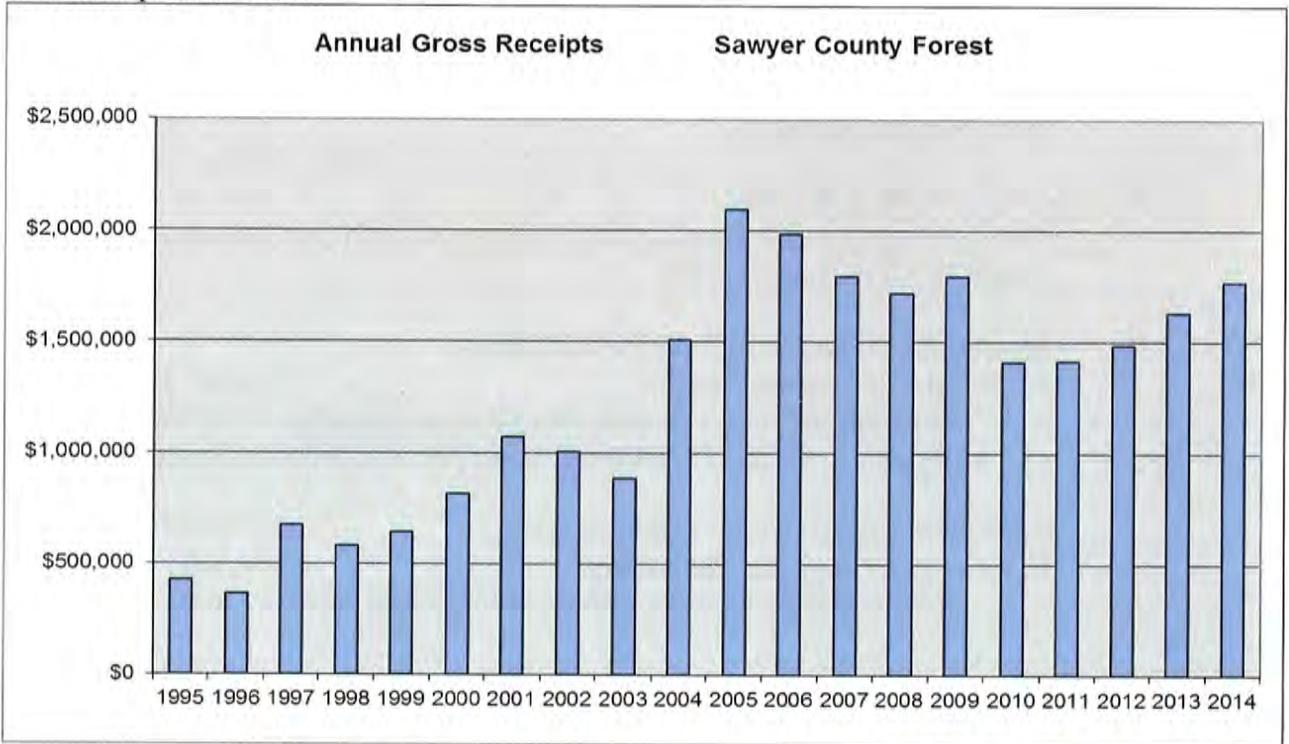
C. 35 timber sales were closed out in 2014 consisting of:
 37906 cords 789 MBF

D. Timber Products Revenue

Timber Sale Revenue	
County Forest Lands	\$1,774,119.77
Non-CF County Owned Land	\$ 26,812.88
24507 cords 821 MBF	
Interest Revenue	\$ 1,007.44
Bonds Conf. for Non-performance (1)	\$ 2,594.00
Firewood Permits (54)	\$ 540.00
Twig/Pole Permit (1)	\$ 75.00
Bough Permits (2@50, 2@10)	\$ 120.00
Christmas Tree Permits (15)	\$ 75.00
Gross Timber Products Revenue	\$1,805,344.09
Budgeted Revenue \$1,450,000	
10% payments to Towns	
(timber sale rev. county forest lands, interest rev., and bough permits)	\$ 177,524.72
Total after Towns payment	\$1,627,819.37
Other Revenue	
Low Use Access Permits (7)	\$ 175.00
Camping Permits (12)	\$ 889.00
Total Other Revenue	\$ 1,064.00
Total Net Revenue	\$1,629,947.37

Timber Sale cash bonds on hand 12/31/14 (39)	\$ 195,113.06
Irrevocable Letters of Credit on hand 12/31/14 (50)	\$ 263,853.23

Revenues past 20 Years



E. Timber Sales Under Contract:

Sale Date	# of Sales	Acres	Bid Value	Received	Est. Remaining
5/10/11	2	177	\$88,700	\$0	\$88,700
12/6/11	3	404	\$233,902.50	\$234,066.26	\$21,240*
5/8/12	8	792	\$292,539	\$124,330	\$178,020*
12/12/12	6	370	\$165,116	\$14,825	\$150,291
5/7/13	8	644	\$271,325	\$107,909	\$168,224*
11/5/13	11	1077	\$570,115	\$166,630	\$403,484
5/7/14	19	1424	\$906,205	\$103,801	\$802,404
10/8/14	7	506	\$505,421	\$311,122	\$201,693*
11/5/14	22	1837	\$1,281,769	\$29,779	\$1,251,990
Totals	86	7231	\$4,315,093	\$1,092,462	\$3,266,604

Total Timber Sale Value under contract uncut 12/31/14 \$3,266,604

F. Timber Sale Administration

Performed 412 timber sale inspections to ensure contract compliance and forest products accountability on 63 active timber sales.

G. Forest Reconnaissance

Updated 5,952 acres of recon. Recon consists of a database of forest resource information that is collected, stored and updated systematically which is used to analyze existing resources to assist in the development and implementation of forest management plans.

H. Forest Regeneration Projects

Completed pre-sale scarification on 65 acres on two red oak Shelterwood sites using WDNR dozers/operators.

II. Forestry Grants Received/Reimbursed in 2014

- | | |
|---|-------------|
| A. Forest Administrator Grant | \$33,182.59 |
| Pays half of Forest Administrator salary and benefits. Also half of Wisconsin County Forest Association (WCFA) membership dues. | |
| B. Wildlife Habitat Grant "nickel an acre" | \$5,721.67 |
| C. Sustainable Forestry Grant Award | \$19,120 |
| Received grant for second phase of Elm Creek access project. | |

III. Recreation

A. ATV

Maintenance: Maintained 99.3 miles of winter and 94.4 miles of summer state funded ATV trails. Trails are maintained through contract with Sawyer County Snowmobile and ATV Alliance.

Maintenance Grant Funding:

Summer: \$56,640

Winter: \$ 9,930

Grants Applied: Applied for eight and awarded four ATV grants, three pending approval.

- | | |
|---|-----------------------|
| 1. Summer Maintenance. | \$56,640 |
| 2. Winter Maintenance. | \$ 9,930 |
| 3. Chippewa Trail Trailhead Development. | \$15,175 |
| 4. Storm Damage Grant | \$10,042 |
| 5. Trail 63 Railroad Grade Acquisition | \$81,200 |
| (ORV Council approved, not officially awarded yet.) | |
| 6. Trail 63 Railroad Grade Bridge Dev. | \$194,500 |
| (ORV Council approved, not officially awarded yet.) | |
| 7. Trail 8 Development | \$97,080 |
| (Pending final WDOT approval for R.O.W. use.) | |
| 8. Exeland to Tuscobia Trail Connector | \$8,190 (not awarded) |

Projects Completed:

1. Trail 31 bridge repair: Repair of existing snow/atv bridge located on trail 31 in Sissabagama block by placing fill and gabions along the existing bridge abutment which was washed out during a breach of a beaver dam. Cost of \$4,200, funding source ATV/UTV trail maintenance grant funds.
2. Trail 77 Telemark Rd. Re-route:

B. UTV (Side by sides)

Maintained 94.4 miles of summer UTV trails.

Maintenance Grant Funding: \$9,440

Grants Applied: Applied for and was awarded one UTV grant.

Summer Maintenance: \$9,440

C. Snowmobile

Maintenance: Maintained 334.8 miles of state funded snowmobile trails. Trails are maintained through contract with Sawyer County Snowmobile and ATV alliance.

Maintenance Grant Funding: \$83,700

Grants Applied/Awarded: Applied for and received one snowmobile grant.

1. Maintenance. \$83,700

D. Mountain Bike Trails

Continued working with Chequamegon Area Mountain Bike Association (CAMBA) for management of bike trails within Sawyer County Forest

Maintenance: All maintenance is done by CAMBA

Projects: Completed several re-route/rehab projects of singletrack trails

Continue working with local bike groups with the development and assessment of "fat" snow bikes on County Forest trails.

E. Ski Trails

Continued working with the following organizations for management of ski trails within Sawyer County Forest in 2014.

American Birkebeiner Ski Trail: Trail is maintained by American Birkebeiner Ski Foundation (ABSF)

Seeley Trails: Trails maintained by Seeley Lions Club

Hatchery Park Trails: Trail maintained by ABSF/ HASTA

Continued working with ABSF with Birkie Ridge trailhead and trail connector.

F. Hiking Trails

Green Lake Non-motorized trail: Continued working with Southwest Sawyer County Non-motorized Trail group in the management of the trail system.

G. Northern Region Trail Advisory Committee (NoRTAC)

Continued participation in the regional trail committee to address trails needs and issues within the region. Focus this year was development of regional trail map identifying trail connectivity issues.

VI. Other

A. Roads and Access

Repaired/rehabbed two sections of woods roads/approaches onto Thornapple Grade that were washing out on town road as a result of heavy spring rain events. Work completed by WDNR dozers/operators.

Replaced 15 signs designating access on forest roads and trails.

Installed/Reinstalled two gates in accordance with Roads and Access Plan.

Elm Creek Access Project: Completed first phase of access project. Installed three ford water/wetland crossings, installed multiple culverts, also extended main access road from 4.2 miles to 6 miles.

B. Wildlife/Fisheries Projects

Assisted WDNR wildlife in the Elk range expansion project and selection of a release site/pen in the Winter Block of County Forest.

Assisted WDNR with ongoing deer research project within County Forest.

C. Miscellaneous Other

Coordinated with many internal and external agencies in the assessment and recovery following September storm event.

Administered policy allowing camping by permit on Sawyer County Forest.

Developed policy and implemented principles of Forest Certification-Sustainable Forestry Initiative (SFI) and Forest Stewardship Council (FSC).

Forestry Dept. staff assisted with Hayward Schools tree planting and environmental education day.

Completed amendments to the Sawyer County Forest Comprehensive Land Use Plan to reflect forest certification, language and policy changes.

Gave presentation on County Forest Management to new class of WDNR wildlife Biologists.

Hosted and participated in training session for WDNR on Sawyer County Forest on Forest Habitat Typing.

Hosted and participated in training session for WDNR on Sawyer County Forest on Forest Regeneration Equipment Systems.

Respectfully Submitted,

Greg Peterson
Forest Administrator

SAWYER COUNTY
Position Description

TITLE: Assistant Zoning and Conservation Secretary - 17.5 Hrs/Week

DEPARTMENT: Zoning & Conservation

SUPERVISOR: Zoning & Conservation Administrator

GENERAL DESCRIPTION

The purpose of this position is to have daily contact with clients via in-office visits, telephone or correspondence to respond to questions related to zoning, land use, POWTS, subdivision of properties, wind energy and floodplain ordinances, and land and water conservation; accept, review and process permit applications; answer and redirect incoming calls; schedule meetings and onsite inspections for department staff, and perform general office administrative tasks.

DUTIES AND RESPONSIBILITIES

Assists the Zoning & Conservation Secretary II & III and provides general administrative office support, including preparing documents, reports, brochures, charts, news releases and mailings, filing and developing and maintaining databases.

Zoning Responsibilities: Maintains expert knowledge of the County zoning ordinances and working knowledge of the County subdivision, wind energy and floodplain ordinances. Reviews and files applications for Land use, Conditional Use, Special Use, Signage, Property Address permits and Inspection Reports. Creates reports based on the issuance of permits. Receipts and accounts for all revenues received for department permits.

POWTS Responsibilities: Maintains working knowledge of POWTS rules/regulations. Researches, files, and indexes Certified Soil Tests and Sanitary Permits. Assists the Sanitarian in the processing of the Wisconsin Fund-Private Sewage System Replacement or Rehabilitation Grant Fund Program; responsible for updating and maintaining the County's service records of wastewater treatment systems into the online Carmody Septic System Information Management data base system.

Land & Water Conservation Responsibilities: Maintains working knowledge of the activities related to the soil and water conservation programs, including providing information to the public and clerical support for tasks related to grants, educational and technical programs administered by the Department.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

High School diploma or equivalent and two years office experience, with competency in computer use. Associate degree or higher is preferred, or an acceptable combination of education and experience. Qualifications: proficiency and accurate typing using a typewriter and computer; ability to operate a variety of office machines and computer programs; ability to read and comprehend instructions, and write short correspondence and memos; must possess excellent oral communication skills; ability to perform basic mathematical functions; must have common sense understanding to carry out instructions; must possess a high degree of organizational skills. Individuals in this position must maintain confidentiality of clients, staff and department information; must be able to meet the public and get along well with others.

CLOSING STATEMENT

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the County and employees and is subject to change by the County as the needs of the County and the requirements of the position change.

FAIR LABOR STANDARDS ACT CATEGORY: Exempt / Non-exempt Position
(circle one)

Reviewed with the Employee:

Dale Olson
Zoning & Conservation Administrator

Date

PART TIME POSITION ZONING

2015		Salary	Longevity	FICA	Retirement	Health Ins.	reimb Health Ins.	HRA Contribution	Life Ins	Workers Comp	Total
Employee	Position			0.00	0.00						0.00
	PT	13,149.50		1,005.94	878.39					35.50	15,069.33
Ashley Beatty	FT	31,395.00		2,401.72	2,097.19	7,072.24		1,000.00		778.60	44,744.74
				0.00	0.00						0.00
				0.00	0.00						0.00
		\$44,544.50	\$0.00	\$3,407.65	\$2,975.57	\$7,072.24	\$0.00	\$1,000.00	\$0.00	\$814.10	\$59,814.07

Position would be funded Zoning 47% and UWEX 53%

Salaires	\$14,651.00
Benefits	\$6,274.38
TOTAL	\$20,925.38
Budgeted in 2015	14,040.00
Budget Impact to Zoning	\$6,885.38

Position would be funded Zoning 47% and UWEX 53%

Salaires	\$16,744.00
Benefits	\$7,075.36
TOTAL	\$23,819.36
Budgeted in 2015	19,188.62
Budget Impact to UWEX	\$4,630.74

SAWYER COUNTY
Position Description

TITLE: Assistant Zoning and Conservation Secretary - 17.5 Hrs/Week

DEPARTMENT: Zoning & Conservation

SUPERVISOR: Zoning & Conservation Administrator

GENERAL DESCRIPTION

The purpose of this position is to have daily contact with clients via in-office visits, telephone or correspondence to respond to questions related to zoning, land use, POWTS, subdivision of properties, wind energy and floodplain ordinances, and land and water conservation; accept, review and process permit applications; answer and redirect incoming calls; schedule meetings and onsite inspections for department staff, and perform general office administrative tasks.

DUTIES AND RESPONSIBILITIES

Assists the Zoning & Conservation Secretary II & III and provides general administrative office support, including preparing documents, reports, brochures, charts, news releases and mailings, filing and developing and maintaining databases.

Zoning Responsibilities: Maintains expert knowledge of the County zoning ordinances and working knowledge of the County subdivision, wind energy and floodplain ordinances. Reviews and files applications for Land use, Conditional Use, Special Use, Signage, Property Address permits and Inspection Reports. Creates reports based on the issuance of permits. Receipts and accounts for all revenues received for department permits.

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CLOSING STATEMENT

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FAIR LABOR STANDARDS ACT CATEGORY: Exempt / Non-exempt Position
(circle one)

Reviewed with the Employee:

Dale Olson
Zoning & Conservation Administrator

Date

PART TIME POSITION ZONING

2015		Salary	Longevity	FICA	Retirement	Health Ins.	reimb Health Ins.	HRA Contribution	Life Ins	Workers Comp	Total
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				0.00	0.00						0.00
				0.00	0.00						0.00
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TOTAL	\$23,819.36
Budgeted in 2015	19,188.62
Budget Impact to UWEX	\$4,630.74

ADDENDUM

Vacation Policy 304

Highway Vacation Three Year Phase In

The maximum amount of accrued vacation hours in a highway employee's vacation bank for 2015 may not exceed 15 days or 120 hours more than the yearly accrual. The time frame for which this carryover is to be used is at the discretion of the department heads

The maximum amount of accrued vacation hours in a highway employee's vacation bank for 2016 may not exceed 10 days or 80 hours more than the yearly accrual. The time frame for which this carryover is to be used is at the discretion of the department heads

The maximum amount of accrued vacation hours in a highway employee's vacation bank for 2017 may not exceed 5 days or 40 hours more than the yearly accrual. The time frame for which this carryover is to be used is at the discretion of the department heads. Any request to carry over more than the yearly accrual plus the 5 days or 40 hours of vacation will need to be submitted and approved by the Administration Committee.

This document will be removed from the Policy Manual after year 2017.

Approved:

Kris Mayberry

From: Michelle Leonard <leonardm@rjfagencies.com>
Sent: Thursday, February 05, 2015 3:51 PM
To: Kris Mayberry
Subject: 3/15/15 County of Sawyer 2015 Renewal Proposal
Attachments: 2015-16 Phoenix Aviation Proposal.pdf; 2015-16 Ace USA Proposal.pdf

Hi Kris, please see the attached renewal proposals for County of Sawyer's 2015-16 Airport Liability policy. This year Wings has also offered an optional quote with Ace USA, that has a premium savings of approximately \$400 a year. Please note the below:

- The policy is a three year policy term that will be billed annually and is contingent on no change in exposure.
- We are still waiting on confirmation that all forms, terms, and conditions are comparable to your current policy.

Please be advised, in the past we have written the County of Sawyer and L&L Aviation policies with the same company (Phoenix Aviation). If you elect to choose the Ace USA quote, we are unable to guarantee that we will be able to offer L&L a renewal quote on Ace paper and that it will be comparable in coverages and premium

We will be in touch as soon as we hear from Wings on the terms and conditions of the Ace USA quote.

Please let me know if you have any questions or would like to discuss the quotes further.

Thank you!

Michelle Leonard
Client Representative

Marsh & McLennan Agency
15954 Rivers Edge Drive | Suite 203 | Hayward WI 54843

Direct 715-634-6515 | Fax 866-200-7327

leonardm@rjfagencies.com | twitter.com/RJFAgencies | www.rjfagencies.com

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Please note that coverage cannot be bound or altered by sending an email. You must speak with or receive written confirmation from a licensed representative of our firm to put coverage in force or make changes to your existing program. Thank you.

Kris Mayberry

From: Michelle Leonard <leonardm@rjfagencies.com>
Sent: Monday, February 09, 2015 12:25 PM
To: Kris Mayberry
Cc: Jane Thompson
Subject: FW: 3/15/15 County of Sawyer 2015 Renewal Proposal
Attachments: 2015-16 Phoenix Aviation Proposal.pdf; 2015-16 Ace USA Proposal.pdf; AAP 255 (03-08).pdf; AAP 256 (11-99).pdf; AAP 242 (11-99).pdf; AAP 277 (01-06).pdf; AAP 248 (11-99).pdf; AAP 203 (02-08).pdf

Hi Kris, we received an answer back from the underwriter at Wings in regards to the coverages being provided by Ace USA compared to your current policy. In review of the optional Ace USA Quote and conversation with the Underwriters, to the best of our ability, below is a list of the differences in the coverages Ace USA is providing:

Enhanced coverage forms attached:

Form AAP248 Volunteers endorsement

Form AAP203 Extended coverage-War, Hi-Jacking, and other Perils Endorsement

Reduced coverage forms attached:

AAP 255 & 256 -Date Recognition Limited Coverage and Exclusion

AAP242 Personal Injury Limitation

AAP277 Silica and Silica-Related Dust Exclusion

Please review and let Jane or I know if you have any questions or would like to discuss further.

Thank you!
Michelle & Jane

From: Michelle Leonard
Sent: Thursday, February 05, 2015 3:51 PM
To: county.clerk@sawyercountygov.org
Subject: 3/15/15 County of Sawyer 2015 Renewal Proposal

Hi Kris, please see the attached renewal proposals for County of Sawyer's 2015-16 Airport Liability policy. This year Wings has also offered an optional quote with Ace USA, that has a premium savings of approximately \$400 a year. Please note the below:

- The policy is a three year policy term that will be billed annually and is contingent on no change in exposure.
- We are still waiting on confirmation that all forms, terms, and conditions are comparable to your current policy.

Please be advised, in the past we have written the County of Sawyer and L&L Aviation policies with the same company (Phoenix Aviation). If you elect to choose the Ace USA quote, we are unable to guarantee that we will be able to offer L&L a renewal quote on Ace paper and that it will be comparable in coverages and premium

We will be in touch as soon as we hear from Wings on the terms and conditions of the Ace USA quote.

Please let me know if you have any questions or would like to discuss the quotes further.

Thank you!

AVIATION GENERAL LIABILITY PROPOSAL

Named Insured: County of Sawyer
Sawyer County Courthouse
10610 Main Street, Suite 10
Hayward, WI 54843

Effective Date: 03/15/2015
Insurance Company: ACE USA
Annual Premium: \$1,820

INSURED PREMISES:

HYR: Sawyer County Airport – Hayward, WI

COVERAGES:

Coverage	Deductible
Premises Liability: \$5,000,000 Each Occurrence	\$0 Each & Every Loss
Products & Completed Operations: \$5,000,000 Each Occurrence/Aggregate	
Premises Medical Payments: \$2,500 Each Person	
Damage to Premises Rented to You: \$500,000 Each Premises	
Personal & Advertising Injury Liability: \$5,000,000 Each Occurrence/Aggregate	
Hangarkeepers Liability: \$250,000 Each Occurrence \$250,000 Each Aircraft	\$0 Each and Every Loss

*Certain state taxes and/or fees may apply based on location or operations which may not be listed on this proposal. Any taxes or fees that are listed may be estimates subject to change. The Named Insured will be responsible for payment of these taxes and fees, which may be invoiced separately from the insurance policy.

RECEIPTS:

Repair/Service – Fixed Wing	\$0	Sale of Used Aircraft	\$0	Aircraft Rental	\$0
Repair/Service – Rotor Wing	\$0	Sale of Parts Not Installed	\$0	Charter	\$0
Engine Overhaul	\$0	Fuel Sales – 100 LL	\$0	Food/Catering	\$0
Prop Overhaul	\$0	Fuel Sales – Jet A	\$0	Pilot Services	\$0
Install / Repair – Avionics	\$0	Fuel Sale – Airlines	\$0	Sale of Pilot Supplies	\$0
Sale of Avionics – Not Installed	\$0	Hangaring	\$0	Aircraft Painting	\$0
Sale of New Aircraft	\$0	Tie Downs	\$0		

ADDITIONAL INTERESTS:

None

REMARKS:

Policy can be bound for 3 year term to be billed annually (contingent on no change in exposure).

COVERAGE PLACEMENT INSTRUCTIONS:

Please check the box next to your desired choice and fax or mail to our office.

- Please bind coverage as quoted for a Total Annual Premium of **\$1,820 + \$91.00**
- Please bind coverage with the following changes noted below.

Mandatory TRIA (Terrorism Risk Insurance Act) Option:

- I elect to purchase TRIA coverage for the additional fully earned premium of **\$182.**
- I elect to EXCLUDE TRIA coverage. I understand that I have no coverage for losses arising from acts of terrorism.

Date: _____

Signed: _____

All policy terms, conditions, and exclusions shall apply in accordance with the policy form in use by the company upon the date of binding. This quotation shall be valid for no longer than a period of 30 days from the date shown above. Coverages have not been bound at this time; however, we would be pleased to bind coverages after receipt of the signed and dated Binding Instructions.

AVIATION GENERAL LIABILITY PROPOSAL

Named Insured: County of Sawyer
Sawyer County Courthouse
10610 Main Street, Suite 10
Hayward, WI 54843

Effective Date 03/15/2015
Insurance Company: Phoenix Avia on Managers
Annual Premium: \$2,243

INSURED PREMISES:

HYR: Sawyer County Airport – Hayward, WI

COVERAGES:

Coverage	Deductible
Premises Liability: \$5,000,000 Each Occurrence	\$0 Each & Every Loss
Products & Completed Operations: \$5,000,000 Each Occurrence/Aggregate	
Premises Medical Payments: \$2,500 Each Person	
Damage to Premises Rented to You: \$500,000 Each Premises	
Personal & Advertising Injury Liability: \$5,000,000 Each Occurrence/Aggregate	
Hangarkeepers Liability: \$250,000 Each Occurrence \$250,000 Each Aircraft	\$0 Each and Every Loss

**Certain state taxes and/or fees may apply based on location or operations which may not be listed on this proposal. Any taxes or fees that are listed may be estimates subject to change. The Named Insured will be responsible for payment of these taxes and fees, which may be invoiced separately from the insurance policy.*

RECEIPTS:

Repair/Service – Fixed Wing	\$0	Sale of Used Aircraft	\$0	Aircraft Rental	\$0
Repair/Service – Rotor Wing	\$0	Sale of Parts Not Installed	\$0	Charter	\$0
Engine Overhaul	\$0	Fuel Sales – 100 LL	\$0	Food/Catering	\$0
Prop Overhaul	\$0	Fuel Sales – Jet A	\$0	Pilot Services	\$0
Install / Repair – Avionics	\$0	Fuel Sale – Airlines	\$0	Sale of Pilot Supplies	\$0
Sale of Avionics – Not Installed	\$0	Hangaring	\$0	Aircraft Painting	\$0
Sale of New Aircraft	\$0	Tie Downs	\$0		

ADDITIONAL INTERESTS:

None

COVERAGE PLACEMENT INSTRUCTIONS:

Please check the box next to your desired choice and fax or mail to our office.

- Please bind coverage as quoted for a Total Annual Premium of \$2,243. + \$112.00
- Please bind coverage with the following changes noted below:

Mandatory TRIA (Terrorism Risk Insurance Act) Option:

- I elect to purchase TRIA coverage for the additional fully earned premium of \$224.
- I elect to EXCLUDE TRIA coverage. I understand that I have no coverage for losses arising from acts of terrorism.

Date: _____

Signed: _____

All policy terms, conditions, and exclusions shall apply in accordance with the policy form in use by the company upon the date of binding. This quotation shall be valid for no longer than a period of 30 days from the date shown above. Coverages have not been bound at this time; however, we would be pleased to bind coverages after receipt of the signed and dated Binding Instructions.

This Endorsement effective
forms part of Policy Number
Issued to
ACE Property and Casualty Insurance Company

VOLUNTEERS ENDORSEMENT

In consideration of the premium at which this policy is written, it is understood and agreed that:

1. Wherever the word employee appears in this policy, the same is deemed to include the insured's volunteers.
2. Wherever reference is made in this policy to the Insured's employment of an employee, the same shall be deemed to also refer to the activities of the Insured's volunteers on behalf of the Insured.

Authorized Representative

Endorsement No.

AAP 248(11/99)

This Endorsement effective
forms part of Policy Number
Issued to
By ACE Property And Casualty Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

EXTENDED COVERAGE - WAR, HI-JACKING AND OTHER PERILS ENDORSEMENT

This endorsement modifies the insurance coverage provided under your AIRPORT OWNERS AND OPERATORS GENERAL LIABILITY POLICY.

1. Paragraphs (a), (c), (d), (e), (f) and (g) of Common Coverage Exclusion B (Section II) do not apply to Coverages A, C, D, and E of this policy, SUBJECT TO all terms and conditions of this endorsement.

2. The most we will pay under this endorsement for:

(a) all "bodily injury"; and

(b) all "property damage"

combined is the Aggregate Limit shown in the Schedule below; and

The Aggregate Limit shown in the Schedule below is included within, and is not in addition to, the Limits of Liability shown in the Declarations.

3. The following definition is added to the policy:

"Certified act of terrorism" means an act certified by the Secretary of the Treasury, in concurrence with:

(a) the Secretary of State; and

(b) the Attorney General of the United States of America,

to be an act of terrorism pursuant to the Terrorism Risk Insurance Act ("TRIA").

The criteria for a "certified act of terrorism" include that the act:

A. resulted in insured losses in excess of \$5 million in the aggregate, attributable to all types of insurance subject to TRIA; and

B. is a violent act or an act that is dangerous to:

(a) human life; or

(b) property or infrastructure

and is part of an effort to:

Endorsement No.

AAP 203 (02-08)

Page 1 of 3

This Endorsement effective
forms part of Policy Number
Issued to
By ACE Property And Casualty Insurance Company

- (c) coerce the civilian population of the United States of America; or
 - (d) influence the policy or affect the conduct of the United States Government by coercion.
4. This endorsement does not apply to:
- (a) any damage to property on the ground while outside:
 - (i) Canada, or
 - (ii) the United States of America,unless caused by or arising out of the use of aircraft;
 - or
 - (b) "Certified Acts of Terrorism", if the "Amendment to Include Coverage for Certified Acts of Terrorism; Cap on Losses from Certified Acts of Terrorism Endorsement", is attached to this policy.
5. If the "Amendment to Include Coverage for Certified Acts of Terrorism; Cap on Losses from Certified Acts of Terrorism Endorsement" is not attached to this policy, then if:
- (a) aggregate insured losses certified under TRIA exceed \$100 billion in a Program Year (January 1 through December 31); and
 - (b) our insurer deductible under TRIA is met,
- we are not liable for such losses that exceed \$100 billion.
- In such case insured losses up to that amount will be pro-rated according to the procedures established by the Secretary of the Treasury of the United States of America.
6. The termination or cancellation of this endorsement is governed solely by paragraphs 7 and 8 below, and not by any other provision of this policy.
7. (a) This endorsement will END AUTOMATICALLY upon the outbreak of war (whether there is a declaration of war or not) between any of the following:
- (i) France,
 - (ii) the People's Republic of China,
 - (iii) the Russian Federation,
 - (iv) the United Kingdom, or
 - (v) the United States of America.
- (b) The coverage provided by deleting paragraph (a) of Common Coverage Exclusion B (section II) will END AUTOMATICALLY upon the hostile detonation of any weapon of war using:
- (i) atomic or nuclear fission and/or fusion; or

Endorsement No.

AAP 203 (02-08)

Page 2 of 3

This Endorsement effective
forms part of Policy Number
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By ACE Property And Casualty Insurance Company

(ii) other like reaction or radioactive force or matter,

where or whenever such detonation may occur, and whether or not the insured Aircraft is involved.

(c) All coverage for an insured Aircraft requisitioned for title or use will END AUTOMATICALLY upon such requisition.

(d) If an insured Aircraft is in the air when 7.(a), (b) or (c) occurs, the coverage provided by this endorsement (unless otherwise cancelled, terminated or suspended) will remain in effect until:

- (i) the insured Aircraft has completed its first landing thereafter; and
- (ii) all passengers have disembarked.

8. (a) We may give 7 days notice to review the premium and/or geographical limits of your policy at any time.

(b) We may review premium and/or geographical limits on any January 1, April 1, July and October 1 of the year(s) during the policy period.

(c) We will send a notice advising you of any change in the premium and/or geographical limits at least 7 days before the effective date of any such change.

(d) Following a hostile detonation as specified in 7(b) above, we may give 48 hours notice of a full or partial cancellation of this endorsement.

(e) This endorsement may be cancelled by us or you by giving 7 days notice at any time.

(f) All notices shall be in writing, and are effective after the specified period of notice beginning at 23.59 hours Greenwich Mean Time on the day notice is given.

All other terms and conditions of this policy remain unchanged.

SCHEDULE

Aggregate Limit:	\$
Annual Additional Premium:	\$
Premium Due Hereon:	\$

Authorized Representative

Endorsement No.

AAP 203 (02-08)

This Endorsement effective
forms part of Policy Number
Issued to
By ACE Property And Casualty Insurance Company

DATE RECOGNITION LIMITED COVERAGE ENDORSEMENT

This endorsement modifies insurance provided under AIRPORT OWNERS AND OPERATORS GENERAL LIABILITY POLICY.

In consideration of the premium at which this policy is written, it is understood and agreed that the Date Recognition Exclusion Endorsement - AAP 256 (11/99) shall not apply to any "bodily injury" or "property damage" coverage provided by this policy, subject to the following provisions:

1. The term "property damage", as respects the insurance afforded by this endorsement, is redefined as follows:

"Property damage" means physical injury to tangible property, including all resultant loss of use of that property. All such loss of use shall be deemed to occur at the time of the "occurrence" that caused it.
2. The insurance afforded by this endorsement shall not apply with respect to any coverage for which this policy indicates the existence of underlying insurance.

All other terms and conditions remain unchanged.

Authorized Representative

Endorsement No.

AAP 255(03-08)

This Endorsement effective
forms part of Policy Number
Issued to
ACE Property and Casualty Insurance Company

DATE RECOGNITION EXCLUSION CLAUSE

This policy does not cover any claim, damage, injury, loss, cost, expense or liability (whether in contract, tort, negligence, product liability, misrepresentation, fraud or otherwise) of any nature whatsoever arising from or occasioned by or in consequence of (whether directly or indirectly and whether wholly or partly):

- (a) the failure or inability of any computer hardware, software, integrated circuit, chip or information technology equipment or system (whether in the possession of the Insured or of any third party) accurately or completely to process, exchange or transfer year, date or time data or information in connection with:

- the change of year from 1999 to 2000; and/or
- the change of date from 21 August 1999 to 22 August 1999; and/or
- any other change of year, date or time;

whether on or before or after such change of year, date or time;

- (b) any implemented or attempted change or modification of any computer hardware, software, integrated circuit, chip or information technology equipment or system (whether in the possession of the Insured or of any third party) in anticipation of or in response to any such change of year, date or time, or any advice given or services performed in connection with any such change or modification;
- (c) any non-use or unavailability for use of any property or equipment of any kind whatsoever resulting from any act, failure to act or decision of the Insured or of any third party related to any such change of year, date or time;

and any provision in this policy concerning any duty of Insurers to investigate or defend claims shall not apply to any claims so excluded.

Authorized Representative

Endorsement No.

AAP 256 (11/99)

This Endorsement effective
forms part of Policy Number
Issued to
ACE Property and Casualty Insurance Company

PERSONAL INJURY LIMITATION ENDORSEMENT

This endorsement modifies insurance provided under AIRPORT OWNERS AND OPERATORS GENERAL LIABILITY POLICY.

In consideration of the premium at which this policy is written, it is understood and agreed that:

1. the definition of "personal injury" is amended by the deletion of offense f. (Unintentional Discrimination) and this policy, as a result, provides no coverage for discrimination of any description.
2. the offenses described in the definition of "personal injury" do not include "personal injury" arising out of the employment, past employment or future employment of a person by any insured.

Authorized Representative

Endorsement No.

AAP 242(11/99)

This Endorsement effective
forms part of Policy Number
Issued to
By Ace Property And Casualty Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

SILICA AND SILICA-RELATED DUST EXCLUSION

It is agreed that:

1. SECTION I - COVERAGES is amended at COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY, subsection 2. Exclusions by adding the following new exclusion:

Dust or Particulate Matter

This insurance does not apply to:

- (1) "Bodily injury" arising out of, resulting from, or in any way related to, in whole or in part, the respiration, inspiration, inhalation or breathing in of dust or particulate matter. Dust or particulate matter may include, but is not limited to: dust, particulate matter, inspirable dust, respirable dust, smoke, mist, dirt, fibers, grit, soot, salt, acids, bases, metals, aerosols, crystals, minerals, sand, silicates, or silica.; or
- (2) Any loss, cost or expense arising, in whole or in part, out of the abating, testing for, monitoring, cleaning up, removing, containing, treating, detoxifying, neutralizing, remediating or disposing of, or in any way responding to or assessing the effects of, such dust or particulate matter, by any insured or by any other person or entity;

unless caused by or resulting in a crash, fire, explosion or collision or recorded in-flight emergency causing abnormal aircraft operation.

2. The addition of this endorsement does not imply that other policy provisions, including but not limited to any pollution exclusion or asbestos exclusion, do not also exclude coverage for dust or particulate matter related injury, damage, expense, cost, loss, liability, or legal obligation.

All other terms and conditions remain unchanged.

Authorized Representative

Endorsement No.

AAP 277 (01-06)

minutes of the meeting of the Administration Committee
Sawyer County Board of Supervisors
February 12, 2015; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

members present: Hal Helwig (Chair) Ron Kinsley, Dale Schleeter, Dean Pearson, Brian Bisonette; Jim Bassett

also present: County Board member Warren Johnson, Information Technology Department Director Mike Coleson, County Treasurer Dianne Ince, Accounting Manager Melissa Roach, County Clerk Kris Mayberry

Motion by Bassett, 2nd by Kinsley, to approve the meeting agenda. Motion carried.

Motion by Kinsley, second by Bassett, to approve the January 8, 2015 meeting minutes. Motion carried.

The Board reviewed the Public Safety Committee recommendation to approve the Sheriff's Department request for permission to fill a vacant day sergeant position in the Sheriff's department. Chief Sheriff Deputy Brigette Kornbroke indicated to the Public Safety Committee that the position has been vacant for some time and would be filled by a current deputy, resulting in approximately \$3,000.00 in additional wages and benefits, which Chief Deputy Kornbroke advised is available in the sheriff's department budget. Motion by Bassett, 2nd by Schleeter, to recommend County Board approval of the recommendation. Motion carried.

Zoning and Conservation Department Director Dale Olson presented the Land, Water, and Forest Resources Committee recommendation to approve an additional part-time (17.5 hours per week) clerical position in the Zoning and Conservation Department. Mr. Olson indicated that a grant has been received to cover part of the expenses for another employee in the office to work on invasive aquatic species control and that the Courte Oreilles Lakes Association has committed an additional \$10,000 (approximate) in support of invasive aquatic species control. The result of those funding sources is that the proposed part-time position would not result in a negative impact to the Zoning and Conservation Department budget. Motion by Kinsley, 2nd by Bisonette, to recommend County Board approval of the Zoning and Conservation Committee recommendation. Motion carried.

The Committee discussed the compensation and classification study, position pay matrix, and pay structure for Sawyer County researched and developed by Carlson Dettmann Consulting (approved by the County Board at their meeting held December 18, 2014), the confidential disclosure agreement required by Carlson Dettmann for release of information about the basis and method of their research, and the source of funds for payment of a bill for fees and expenses (\$1,625.84) for Carlson Dettmann's services in attending meetings on November 6 and November 20, 2014. The Committee determined to designate a source of funds for payment of the fees upon receipt of a 2nd anticipated billing (\$900) for attending a meeting January 9, 2015.

Health and Human Services Department Director Paul Grahovac presented the Health and Human Services Board recommendation to approve filling the vacated Child Protective Services Supervisor position in the Health and Human Services Department, and to approve increasing the hours of work for current Child Protective Services Social Workers in the Department from 35 to 40 hours a week for a period of 90 days. Motion by Bassett, 2nd by Schleeter, to recommend County Board approval of the recommendations. Motion carried.

Health and Human Services Department Director Paul Grahovac presented the Health and Human Services Board recommendation to approve filling a vacated Information and Referral Center Secretary position in the Health and Human Services Department, and to approve increasing the hours of work for three current clerical staff employees in the Department from 35 to 40 hours a week for a period of 90 days to facilitate coverage of the Information and Referral Center desk during the process of filling the vacant position. Motion by Schleeter, 2nd by Bassett, to recommend County Board approval of the recommendations. Motion carried.

Health and Human Services Department Director Paul Grahovac reported that he and the Health and Human Services Board Executive Committee met with Carol Lund from Northland Counseling regarding a proposal to increase staff at the Transitions Residential Facility by 1.5 positions in the hopes of housing additional residents at the Transitions Residential Facility and defraying escalating state institutional residential facility costs. The Health and Human Services Board Executive Committee recommends approving the proposal. The Administration Committee requested that a financial analysis of the proposal (a comparison of the costs of the additional positions estimated at \$73,000 versus anticipated costs for state institutional residential facility housing) be developed for presentation at the February 19, 2015 County Board meeting.

The Committee discussed that Sawyer County Veterans Service Officer Renee Brown advised the Health and Human Services Board that the insurance adjuster determined that the 2008 Dodge Caravan involved in an accident in September of 2014 was a total loss and afforded the County replacement cost coverage that allowed for the purchase of a new 2015 Dodge Caravan. The Veterans Service Department offered to sell a surplus department 2012 Dodge Caravan to the Health and Human Services Department for \$6,000 to include in the County motor pool fleet. The Health and Human Services Board recommends approval of the purchase. Motion by Bassett, 2nd by Schleeter, to recommend County Board approval of the purchase. Motion carried.

The Committee reviewed a proposal to refinance or pay off the balances due for the assessment by the City of Hayward for the installation of sewer and water lines to service the Health and Human Services Department Oasis Building to address the payment of 4% interest on the debt to the City. The Committee determined to have Accounting Manager Melissa Roach, County Clerk Kris Mayberry, and County Treasurer Dianne Ince develop a recommendation to present to the County Board at their meeting February 19, 2015.

Accounting Manager Melissa Roach presented and reviewed with the Committee a written department report (copy in meeting file), including a 2014 and 2015 year-to-date report of County expenditures and revenues, a report on General Fund contingency fund account expenditures and balances, and an update on in-house Ambulance Service Department billing. Ms. Roach asked the Committee if they wished to consider increasing the employee reimbursement for mileage expenses to match the current Internal Revenue Service rate. The Committee determined to decline increasing the reimbursement amount. Ms. Roach recommended transmitting a memo to departments to clarify that purchase of food, beverages, or similar items to provide to employees at meetings or for good will should not be charged to or reimbursed by the County.

The Committee reviewed a financial report (copy in meeting file) through January of 2015 prepared by County Treasurer Dianne Ince and the Wisconsin Department of Revenue monthly report on county sales and use tax distribution to Sawyer County which included the following information:

- distributed to Sawyer County in January of 2015 - \$154,920.27
- distributed to Sawyer County in 2015 through January - \$154,920.27
- distributed to Sawyer County through same month in 2014 - \$121,895.03
- 2015 Sawyer County Budget sales and use tax revenue forecast - \$1,600,000

Information Technology Department Director Mike Coleson provided a written department report (copy in meeting file) and presented a proposed professional services agreement between the Novus Consortium (Bayfield County, Burnett County, Price County, Washburn County, and Sawyer County) and Allshore Global Resource. The agreement provides for Allshore to provide the Consortium with support for the Novus tax and assessment system with a 2015 charge to each county of \$6,400. The Committee requested Mr. Coleson to have Sawyer County Corporation Counsel Thomas J. Duffy review the agreement and that the proposed agreement be amended to delete any penalties for termination of the agreement by the counties and to provide that Wisconsin is the jurisdiction for any potential litigation and application of law if disputes based on the agreement should arise.

The Committee reviewed the monthly department expense vouchers. Motion by Kinsley, 2nd by Bisonette, to approve the vouchers. Motion carried.

Accounting Manager Melissa Roach recommended amending a provision of the recently adopted County personnel administration policies pertaining to overtime. Ms. Roach indicated that she would prepare a proposed amendment to present to the full County Board February 19, 2015.

County Clerk Kris Mayberry advised the Committee that Sawyer County's experience modification factor has been reduced to .95 to be applied to the County's workers compensation premiums effective 05/12/2015 to 01/01/2016.

Motion by Schleeter, 2nd by Bassett, to adjourn the meeting. Motion carried.

Minutes prepared by Sawyer County Clerk Kris Mayberry

Kris Mayberry

From: Mike Coleson
Sent: Friday, January 30, 2015 7:36 AM
To: Kris Mayberry
Subject: RE: items for Feb Admin Comm mtg agenda??
Attachments: AllShore-Novus-Agreements.pdf; IT-2015-02-12-Administration-Committee.pdf

IT Dept agenda item
Recommendation for approval of contract with Allshore to provide additional support for Novus Tax and Assessment system.
Agreement attached.
No changes to 2015 budget.

Novus Consortium budgeted funds available for additional support

County	Amount
Sawyer	\$6,400
Price	\$6,400
Bayfield	\$6,400
Burnett	\$6,400
Washburn	\$6,400
Estimated Total 2015	\$32,000

From: Kris Mayberry
Sent: Thursday, January 29, 2015 3:27 PM
To: Melissa Roach; Sawyer County Treasurer; Mike Coleson
Subject: items for Feb Admin Comm mtg agenda??

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("**Agreement**") is made and entered into effective this _____ day of _____, 20____ by and between Allshore Global Resources, LLC ("**Service Provider**"), an Oklahoma Limited Liability Company, and Novus Consortium (Bayfield County, Burnett County, Price County, Washburn County, Sawyer County). ("**Customer**"), with its principal place of business _____ located _____ at:

Customer wishes to obtain from Service Provider the professional consulting and other services (the "**Services**") described herein and Service Provider desires to provide such Services to Customer pursuant to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the promises contained herein and for good and valuable consideration, the parties hereby agree as follows:

1. Services.

Service Provider, either itself or by and through its subcontractors, shall provide to Customer the Services described in a Scope of Service ("**SOS**") attached hereto as Attachment A (for purposes of this Agreement and the SOS, references to Service Provider shall, in connection with its performance of the Services, include subcontractors of Service Provider). Service Provider is not obligated to provide any Services under this Agreement unless set out in a SOS executed by the parties. Each SOS shall specify the Services to be provided and shall be in a form substantially equivalent to the form set out in Attachment A. Each SOS shall constitute a separate agreement that incorporates the terms and provisions of this Agreement. A SOS may provide additional and / or conflicting terms to this Agreement. In the event of a conflict in terms, the terms of the SOS shall prevail.

Service Provider shall perform all of the Services in a diligent, timely, competent, professional, and workmanlike manner. Service Provider shall: (i) observe and conform to all laws, customs, and standards of business ethics and honest business practices; (ii) not engage in any activities that are or could be detrimental to Customer, its name, or the existing or future business of Customer; and (iii) not act in any manner that could harm or tarnish the name, goodwill, assets, business, or income of Customer.

2. Fees; Expenses.

a) For Services performed in accordance with the terms hereof and any applicable SOS, Customer shall pay to Service Provider the fees for the Services set out in the applicable SOS. In addition, Customer shall pay Service Provider's standard charges for other services provided by Service Provider to Customer that are not set forth in the

applicable SOS. Any extra fees not described in the applicable SOS will need to be submitted to Customer for approval.

- b) Customer will pay the fees and expenses for the Services via credit card and it must place a valid credit card on file and execute a Credit Card Authorization Form prior to Service Provider performing any Services
- c) Service Provider will send an invoice to Customer on the last day of each month. All invoices are due within ten (10) calendar days from the date of the invoice. If Customer wishes to dispute the amount of an invoice, it must provide written notification of the dispute and an explanation of the basis for the dispute to Service Provider within nine (9) calendar days from the date of the invoice. If Service Provider has not received written notice of a dispute, then Service Provider will charge Customer's credit card account for the full amount of the invoice on the tenth (10th) calendar day from the date of the invoice.
- d) Customer should ensure that the amount of each invoice to be charged against its credit card will not cause the credit card to exceed any established credit limits or available balances as of the date of the charge. If Customer's payment via credit card is rejected for any reason, Service Provider will inform Customer of the rejection and give Customer five (5) calendar days to resolve the issue. On the sixth (6th) calendar day, Service Provider will attempt to charge Customer's credit card a second time. If Customer's credit card is again rejected, Service Provider will suspend the provision of Services under this Agreement and also suspend the provision of any other services to Customer (including, but not limited to, hosting services, design work services, IT services, etc.) under any other agreement, until Customer pays all delinquent fees and expenses in full, including a Twenty-Five Dollar (\$25.00) penalty fee for each rejected charge.
- e) Notwithstanding anything to the contrary in this Section 2, Customer acknowledges that it will be liable to Service Provider for any rejected or unpaid fees and expenses, unless disputed, for Services provided to Customer under this Agreement and any applicable SOS, including all penalties.

3. Customer Obligations.

- a) As and to the extent reasonably necessary, Customer shall provide or make available to Service Provider personnel providing Services during the Customer's business hours: (i) access, either remotely or at Customer's site, to all hardware and software required by Service Provider; (ii) relevant data or data files; (iii) trained and qualified personnel, either via telephone or in person to assist Service Provider personnel performing the Services; and (iv) access to Customer's site to perform the Services.
- b) Customer shall designate a representative for each SOS who will have the authority to make decisions for and on behalf of Customer with respect to all matters in connection with the SOS and the Services provided thereunder. Specifically, this representative will

be responsible for managing and monitoring all aspects of the projects performed under an SOS, including but not limited to project deadlines and budgets, project progress, resource allocations, changes in the Services, expenditures, and resolution of issues. Customer will indemnify and hold Service Provider and its officers, directors, employees, agents, and affiliates harmless from and against any and all liabilities, losses, costs, and expenses incurred by Customer as a result of a project going past its deadline or exceeding its budget.

- c) Customer shall timely review all plans, schedules, staffing, and budgets for the Services provided by Service Provider.
- d) Customer is responsible for ensuring that all goods and services offered by Customer, that all materials provided to Service Provider by Customer to be used in connection with the Services under this Agreement, and that all aspects of Customer's business comply with all applicable laws and regulations in all jurisdictions in and to which the Services are provided to Customer hereunder.

4. Service Provider Obligations.

- a) Service Provider shall perform or cause to be performed the obligations described in the SOS. All Service Provider subcontractors under a SOS shall be bound to perform all obligations under this Agreement as if they were being performed by Service Provider. In addition, Service Provider shall:
 - (i) designate a Service Provider representative for each SOS who will be responsible for answering and resolving Customer's questions and issues relating to the Services described in the SOS; and
 - (ii) provide sufficient, qualified personnel capable of performing all of Service Provider's duties and obligations under this Agreement and under each SOS.

5. Representations.

- a) By Service Provider:
 - (i) Service Provider will use reasonable commercial efforts to complete the Services within Customer's project schedule and budget. Customer acknowledges, however, that completion of the Services within Customer's project schedule and budget may depend on factors outside the control of Service Provider. Since Service Provider is not responsible for monitoring and/or managing the projects performed under an SOS, Service Provider will under no circumstances be responsible for any delay in completion of the Services or any costs or expenses incurred over and above Customer's project budget.

- (ii) Service Provider represents to Customer that Service Provider has the unrestricted ability, right, power, and authority to enter into and to perform fully its obligations under this Agreement and any SOS; Service Provider has or shall obtain, and shall maintain, all applicable federal, state, and municipal licenses, authorizations, and permissions necessary to fully perform the Services; and Service Provider shall only use materials or products that are merchantable and fit for the particular purpose. Service Provider further represents to Customer that to the best of its knowledge, any work products, documents, or materials provided by Service Provider in connection with the Services do not violate the intellectual property or proprietary interests, including patent or copyright interests, of any third party.
- (iii) THE WARRANTIES SET FORTH IN THIS SECTION 5(a) ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICES, INCLUDING BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

b) By Customer:

- (i) Customer represents to Service Provider that Customer has the unrestricted ability, right, power, and authority to enter into and to perform fully its obligations under this Agreement and any SOS.
- (ii) That to the best of Customer's knowledge, all materials provided to Service Provider by Customer to be used in connection with the Services under this Agreement do not violate the intellectual property or proprietary interests, including any trade secret, patent, trademark, or copyright interests, of any third party.

6. Confidentiality.

- a) During the term of this Agreement, each party may have access to certain confidential and proprietary information of the other party, (collectively, the "**Confidential Information**"). Confidential Information shall include, but is not limited to: (i) this Agreement, customer lists, prospective customers, existing agreements with vendors, customers, and business partners of either party, and pricing proposals; (ii) marketing, sales, financial, and other business information, data, and plans; (iii) Customer's and Service Provider's products; (iv) formulas, methods, know-how, processes, designs, new products, developmental work, performance tests or product evaluations, computer software, bug fixes, product enhancements, and reported problems with any software or services; (v) all information, including personal information, concerning the customers, potential customers, employees, and service providers of either party; and (vi) any other information identified in writing as confidential or information that the receiving party knew or reasonably should have known was confidential.

- b) Confidential Information shall be used solely for each party's performance under this Agreement and the exercise of its rights hereunder. Each party shall cause its officers, directors, employees, agents, consultants, and representatives to keep all Confidential Information in strict confidence. Each party shall take reasonable precautions, at least as great as the precautions it takes to protect its own confidential information, to keep the Confidential Information of the other party confidential.
- c) Confidential Information shall not include any information that the receiving party can establish: (i) is or subsequently becomes publicly available through no act or omission of the receiving party; (ii) was in the receiving party's lawful possession prior to disclosure of such information; (iii) is subsequently disclosed to the receiving party by a third party who is not in breach of an obligation of confidentiality; (iv) is independently developed by the receiving party without the use or benefit of the Confidential Information; or (v) is required to be disclosed under order of a court of competent jurisdiction or a valid administrative or congressional subpoena, provided that the receiving party promptly notifies the disclosing party of such event so that the disclosing party may seek an appropriate protective order.
- d) Upon termination of this Agreement, each party shall promptly return all Confidential Information of the other party in its possession and purge all electronic copies of such Confidential Information from its computer system.
- e) Service Provider and its employees are not allowed to showcase any work performed for Customer as examples in portfolios or any other form of public exposure without the prior written consent of the Customer.

Either party may be irreparably damaged if the provisions of this Section 6 are not specifically enforced and such party may not have an adequate remedy at law in the event of an actual or threatened violation by the other party of its obligations under such provisions. The parties agree, therefore, that such party may be entitled, in addition to other available remedies, to an injunction restraining any actual, threatened, or further breaches of the other party's obligations under such Section (or any other appropriate equitable order or decree), all without the necessity of showing actual damages or that monetary damages would not afford an adequate remedy.

7. Changes in Law.

If any existing law or regulation is changed or if any new law or regulation is enacted that affects the Services provided under this Agreement, Service Provider and/or Customer may modify this Agreement to the extent reasonably necessary to ensure that such Services will be in full compliance with such laws and regulations and Service Provider may modify the rates applicable to such Services.

8. Limitation of Liability.

UNDER NO CIRCUMSTANCES SHALL ANY PARTY BE LIABLE FOR ANY SPECIAL, EXEMPLARY, CONSEQUENTIAL, INCIDENTAL, OR INDIRECT DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF ANTICIPATED PROFITS OR REVENUE, DATA OR USE, EVEN IF EACH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. SERVICE PROVIDER'S TOTAL LIABILITY TO CUSTOMER FOR ANY LOSSES OR DAMAGES IN CONNECTION WITH ANY SOS, WHETHER SUCH LOSSES OR DAMAGES ARISE IN CONTRACT, TORT, OR OTHERWISE, SHALL NOT EXCEED THE AMOUNT OF FEES PAID BY CUSTOMER FOR THE SERVICES PROVIDED UNDER THE SOS WITHIN THE PREVIOUS TWO (2) MONTHS.

9. Default.

If Customer is in material breach of this Agreement and fails to cure such breach as set out in Section 10(d), below, Service Provider shall have the right, in addition to any other available remedies, to suspend the performance of the Services and the effectiveness of any representations and warranties provided hereunder. Any action taken by Service Provider under this Section 9 shall not relieve Customer of any obligation under this Agreement, including payment for Services previously performed.

If Service Provider is in material breach of this agreement and fails to cure such breach as set out in 10 (d) below, Customer shall the right, in addition to any other available remedies, to suspend payment for said services. Any action taken by Customer under Section 9 shall not release Service Provider of any obligation under this Agreement including performing services already paid for.

10. Term of Agreement/Termination.

- a) This Agreement is effective on the date set forth above (the "Effective Date") and shall continue until terminated in accordance with the terms set forth herein.
- b) Termination of this Agreement shall effect a termination of any then existing SOS.
- c) Either party may terminate this Agreement or any SOS upon thirty (30) days written notice to the other party.
- d) Either party may terminate this Agreement or any SOS for cause if the other party is in material breach of this Agreement or such SOS and has not cured such breach within three (3) days following notice of such breach or any additional period of time thereafter as reasonably agreed to by the parties.
- e) Either party may terminate this Agreement or any SOS, upon notice and without liability, in the event of the insolvency or bankruptcy of, or filing of a bankruptcy petition by or against, the other party.
- f) Service Provider may terminate this Agreement immediately, effective upon receipt of written notice of termination by Customer, if Customer is in breach of its obligations

under Section 6 (Confidentiality), Section 11 (Non-Solicitation), or if Customer uses or directs any abusive, violent, or threatening behavior towards Service Provider, its employees, contractors, subcontractors, or other customers.

- g) Customer may terminate this Agreement immediately, effective upon receipt of written notice of termination by Service Provider, if Service Provider is in breach of its obligations under Section 6 (Confidentiality), Section 11 (Non-Solicitation), or if Service Provider uses or directs any abusive, violent, or threatening behavior towards Customer, its employees, contractors, subcontractors, or other customers.

11. Non-Solicitation.

During the term of this Agreement and for eighteen (18) months thereafter, neither party shall directly solicit for employment, nor knowingly employ (either as an employee, contractor, or agent) any of the other party's employees or contractors who performed any Services or were otherwise involved with the performance of the Services.

12. Force Majeure.

Neither Service Provider nor Customer shall be liable for, and shall be excused from, any failure to deliver or perform or for delay in delivery or performance due to causes beyond its reasonable control, including, but not limited to, governmental actions, fire, work stoppages, shortages, civil disturbances, transportation problems, interruptions of power or communications, failure of suppliers or subcontractors, natural disasters or other acts of God.

13. Independent Contractor.

Customer and Service Provider shall at all times be independent contractors for purposes of this Agreement, and not agents, employees, co-venturers, or partners. Each party shall so represent itself to all other parties. Except as provided herein, neither party has granted to the other the right to bind it in any manner whatsoever. Each party assumes full responsibility for the actions of its personnel and/or subcontractors while performing services herein and shall be solely responsible for their supervision, daily direction, control, and for the payment of all of their compensation and other employment related payments. Service Provider shall be solely responsible for all persons employed by Service Provider in connection with the performance of the work under this Agreement and any SOS, including, without limitation, the exclusive liability for the payment of all federal, state, and local unemployment and disability insurance and all social security and/or other taxes or similar contributions payable with respect to such persons.

14. Assignment.

Neither Customer nor Service Provider shall assign any of its rights or obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld, denied, or delayed.

15. Developments; Ownership and Return.

- a) Service Provider shall assign to Customer, upon the payment by Customer of all fees due under a SOS, all right, title, and interest to any computer software and related materials developed specifically for Customer by Service Provider pursuant to a SOS (the "**Deliverables**"). All Deliverables shall, upon the payment by Customer of the applicable fees under a SOS, be deemed works made for hire, and shall be owned by Customer for its own internal use. To the extent that any Deliverable may not, by operation of law, be deemed a work made for hire, Service Provider hereby assigns to Customer all right, title, and interest in and to such Deliverables. The Deliverables shall not include any of Service Provider's proprietary computer software products or any other proprietary information developed by Service Provider or a third party prior to commencement of or independently of the Services. Customer shall not sell, license, or otherwise provide Service Provider's proprietary computer software products or any other proprietary information to any third party.
- b) Service Provider shall have an irrevocable, royalty-free right to re-use its general knowledge, skills, and experience obtained or developed in the performance of the Services or Deliverables, including, without limitation, the ideas, concepts, know-how, methodologies, and techniques developed or acquired by Service Provider during the course of providing the Services or Deliverables, as necessary to provide consulting services or to develop software containing comparable functionality for any other party. The parties will cooperate with each other to execute any documents necessary to achieve the objectives of this section.
- c) Customer shall have an irrevocable, royalty-free right to re-use its general knowledge, skills, and experience obtained or developed in the performance of the Services or Deliverables, including, without limitation, the ideas, concepts, know-how, methodologies, and techniques developed or acquired by Customer during the course of providing the Services or Deliverables, as necessary to provide consulting services or to develop software containing comparable functionality for any other party. The parties will cooperate with each other to execute any documents necessary to achieve the objectives of this section.
- d) Customer acknowledges that the Services or Deliverables may have been facilitated by software development efforts previously performed by Service Provider for other clients and the rights provided to Customer under this Agreement shall in no way constrain or prevent Service Provider from providing similar services to third parties, subject to the restrictions set out herein.

16. Notices.

All notices and other communications under this Agreement shall be provided in writing, signed by the party giving such notice (which signature may be provided in a digital format in accordance with Section 23 below), and shall be deemed duly given either (i) when delivered in person to the recipient named below; (ii) upon confirmation of a facsimile transmission to the

intended recipient; (iii) when transmitted via e-mail to the intended recipient; or (iv) three (3) days after mailed either registered or certified U.S. mail, return receipt requested, postage prepaid, addressed by name and address to the party intended as follows:

To Service Provider:

Allshore Global Resources, LLC
2500 McGee Drive, Suite 142
Norman, OK 73072
Fax: 405-360-7106
E-Mail: _____

To Customer:

Client Name: Dan Anderson (Bayfield County)

Client Address: _____

Client City, State, Zip: _____

Client Fax Number: _____

Client E-Mail: _____

To Customer:

Client Name: Joanne Pahl (Burnett County)

Client Address: _____

Client City, State, Zip: _____

Client Fax Number: _____

Client E-Mail: _____

To Customer:

Client Name: Lynn Neeck (Price County)

Client Address: _____

Client City, State, Zip: _____

Client Fax Number: _____

Client E-Mail: _____

To Customer:

Client Name: Nicole Tims (Washburn County)

Client Address: _____

Client City, State, Zip: _____

Client Fax Number: _____

Client E-Mail: _____

To Customer:

Client Name: Mike Coleson (Sawyer County)

Client Address: _____

Client City, State, Zip: _____

Client Fax Number: _____

Client E-Mail: _____

17. Reliance.

In executing this Agreement, each party acknowledges that it does not rely on any inducements, promises, or representations of the other party or any agent of the other party, other than the terms and conditions specifically set forth in this Agreement.

18. Risk of Loss.

Any and all risk of loss, damage, destruction, theft, or any other similar event relating to the products, programs, computers, merchandise, literature, goods, and other property and information of Customer shall at all times remain with Customer. Customer shall, at its own expense, procure and maintain adequate insurance on such products, programs, computers, merchandise, literature, goods, and other property and information of Customer (whether or not in possession of, or being shipped by, Service Provider).

19. General.

- a) No waiver of or failure to act regarding any breach of this Agreement shall constitute a waiver of any prior, concurrent, or subsequent breach of the same or other provisions hereof.
- b) If any provision of this Agreement, or portion thereof, is held to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such provision shall be reduced or modified by such court of competent jurisdiction to the extent necessary to make such provision legal and enforceable. If any provision herein is held to be illegal, invalid, or unenforceable by a court of competent jurisdiction and no provision is substituted by such court of competent jurisdiction, the provision found illegal, invalid, or unenforceable shall be severed herefrom and the remaining provisions of the Agreement shall remain in full force and effect.
- c) If a legal action or other proceeding is brought by Customer or Service Provider for enforcement of this Agreement, the party that prevails by enforcing this Agreement shall be entitled to recover reasonable attorney's fees, costs, and expenses incurred, in addition to any other relief to which they may be entitled.

20. Dispute Resolution.

- a) If a dispute arises hereunder between the parties, other than a dispute arising from Customer's failure to make payments when due, the parties agree to mediate the dispute within thirty (30) days after the date that a party gives written notice of the dispute to the other party in sufficient detail for the recipient to understand the party's position. If the parties cannot agree upon a mediator, each will select one name from a list of mediators maintained by any bona fide dispute resolution provider located in Wisconsin. The two selected mediators will then choose a third person who will serve as the mediator. Each party will designate one person knowledgeable about the issues in the dispute who will be available to the mediator to answer questions and provide any additional information requested by the mediator. The costs of engaging a mediator will be borne equally by both parties, and each party will bear its own costs in preparing materials for, and in making presentations to, the mediator.
- b) In the event a dispute referenced in Section 20(a) is not resolved by mediation, including any dispute regarding the enforceability, validity, and inducement of the parties to execute this Agreement, the parties agree that the dispute will be settled by binding arbitration. The arbitration will be held in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect; provided, however, that the arbitrator will not award punitive or exemplary damages. The decision of the arbitrator will be rendered within thirty (30) days following conclusion of the arbitration. The decision will be in writing and will set forth in detail the reasons for such decision. The venue for the arbitration will be Wisconsin. Judgment upon the award rendered may be entered in any court of competent jurisdiction.

21. Applicable Law.

This Agreement shall be governed by the laws of the State of Wisconsin without reference to principles of conflict of laws. In the event Service Provider must institute a legal action as a result of Customer's failure to make payments when due, Customer consents to the venue and personal jurisdiction of the state and federal courts of Wisconsin exclusively to adjudicate such dispute.

22. Digital Signatures.

Customer and Service Provider may execute this Agreement, any SOS, and any notices provided to the other party using a digital signature, and such digital signature will (a) constitute an "electronic signature" as defined by the Electronic Signatures and National Commerce Act ("E-Sign") and the Uniform Electronic Transactions Act ("UETA"), and (b) evidence that the party making the digital signature: (i) has formed, executed, entered into, accepted the terms and conditions of, and otherwise authenticated this Agreement, any SOS, or any notice provided; and (ii) acknowledged and agreed that this Agreement, the applicable SOS, or the applicable notice is an electronic record for purposes of E-Sign, UETA, and the Uniform Computer Information Transactions Act, and as such, is completely valid, has legal effect, is enforceable, and is binding on, and non-refundable by the party making the digital signature.

23. Entire Agreement.

This Agreement constitutes the entire agreement between Service Provider and Customer, and supersedes all prior agreements, proposals, purchase orders, understandings, representations, correspondence, or communications relevant to the subject matter hereof. Customer has not been induced to enter into this Agreement by any representations or promises not specifically stated herein. This Agreement may be amended only by a document signed by authorized representatives of Service Provider and Customer.

*The remainder of this page is intentionally blank
Signature page follows*

Agreed to and Accepted:

SERVICE PROVIDER

CUSTOMER

By: _____

By: _____

Name: Randall Agee

Name: Dan Anderson

Title: CEO and Founder

Title: _____

By: _____

Name: Joanne Pahl

Title: _____

By: _____

Name: Lynn Neeck

Title: _____

By: _____

Name: Nicole Tims

Title: _____

By: _____

Name: Mike Coleson

Title: _____

Service Level Agreement

Phase I:

The vendor agrees to a ramp-up phase over the first 6 months. During this phase, Vendor will:

- work with current developer
- become familiar with the system,
- set up a test environment, run it in a test environment,
- engage the Consortium team in Question and Answer sessions, and
- submit work from assigned projects for review.
- Set up a source control environment
- Set up a release method with installation and uninstall/back out instructions
- **Begin shared support. Vendor will submit estimate of work to be done on a per-project basis.**

Consent by customer will form the basis of the service level agreement.

Phase II: 6-24 months

Shared support with current developer. Projects will be selected by Consortium members, and assigned to the selected vendor. These projects will vary in size from small defect fixes to major enhancements. Vendor will suggest a methodology and parameters for this phase.

Phase III: 24 months

Turn-over of support from existing developer to selected Vendor.

Technical Specifications

Vendor will create deployment releases that customers will execute. These may be scripts or installer programs that help insure uniformity.

If remote access is necessary for some reason, then it can be a screen sharing app with an end user and not direct access to the servers.

The vendor will be expected to provide the following items:

- Contact(s) for technical and nontechnical support and enhancement requests
- Clearly defined procedures for asking questions, submitting trouble tickets and enhancement requests.
- Schedules for enhancements
- Procedures for installing software fixes and data corrections

Deliverable Specification

All technical deliverables will be expected to conform to a standard format.

- Each deliverable, whether research, data fix, software fix, enhancement, should be documented. The documentation should specify whether the item applies to a single Consortium member or Novus in general; which function area it affects, and whether operational changes (user impact) will occur.
- All development work will be billed at the same rate, whether maintenance, enhancement or re-write to newer platform.
- Point of contact representing the Novus Consortium will be Mike Coleson.

Agreed to and Accepted:

SERVICE PROVIDER

By: _____

Name: Randall Agee

Title: CEO and Founder

CUSTOMER

By: _____

Name: Dan Anderson

Title: _____

By: _____

Name: Joanne Pahl

Title: _____

By: _____

Name: Lynn Neeck

Title: _____

By: _____

Name: Nicole Tims

Title: _____

By: _____

Name: Mike Coleson

Title: _____

Service Level Agreement Novus Consortium

ATTACHMENT A
Scope of Service # 001
To Professional Services Agreement # 001 (the "Agreement")

This Scope of Service # 001 (the "SOS") is made and entered into this ____ day of _____, 20____, by and between Allshore Global Resources, LLC ("Service Provider") and Novus Consortium (Bayfield County, Burnett County, Price County, Washburn County, Sawyer County). ("Customer").

1. MONTHLY SERVICES.

- a) Service Provider shall provide Customer the following services (the "Services") on an ongoing monthly basis throughout the term of this SOS: ASP Software Development.
- b) The Services will be provided by Waqar A. ("Dedicated Developer"), who Service Provider will use commercially reasonable efforts to make available forty (40) hours per week, excluding: (i) United States federal holidays and any holidays recognized by the country where the Services will be provided; (ii) personal/vacation days; and (iii) sick days. For purposes of this SOS, a "Week" begins at 6:30 a.m. on Monday and ends at 3:00 p.m. on Friday.
- c) Customer may request in writing that the Dedicated Developer provide the Services for more than (40) hours in a given Week, which request Service Provider will grant or deny in Service Provider's sole discretion.
- d) The estimated commencement date for the Services is March 1, 2015; provided, however, that this SOS will be deemed to have commenced on the date that the Dedicated Developer first provides the Services to Customer if such date is prior to the estimated commencement date.

2. FEES.

- a) Customer shall pay Service Provider a fee of \$ 20.00 per hour for Services provided during the term of this SOS. Service Provider will invoice Customer on a monthly basis, with each invoice reflecting the number of hours that the Dedicated Developer provided Services to Customer during the preceding monthly period.
- b) Service Provider will charge Customer a minimum of thirty-two (32) hours per Week at the aforementioned hourly rate (the "Minimum Weekly Fee") – regardless of whether or not Customer received at least thirty-two (32) hours of Services during the Week; provided, however, that Customer will not be charged the Minimum Weekly Fee if the Dedicated Developer is not available to provide the Services at least thirty-two (32) hours during said Week. Rather, in such event, Customer will only be charged the actual hours that the Services were provided during the Week.
- c) Customer shall pay Service Provider for all travel-related and out-of-pocket expenses incurred by Service Provider in the performance of the Services. Service Provider will obtain, in advance, approval from Customer for any expense that Service Provider reasonably expects to exceed \$ 0.00.

3. TERM OF SOS / TERMINATION.

- a) The term of this SOS will begin on the commencement date established in Paragraph 1(d) and will continue for one (1) months (the "Primary Term"), unless the SOS is terminated earlier by either party pursuant to Paragraph 3(b) below. At the end of the Primary Term, this SOS will automatically renew for successive one (1) month periods (each an "Extended Term") until either party terminates the SOS.
- b) Either party may terminate this SOS: (i) upon thirty (30) days written notice to the other party; (ii) if the other party is in material breach of this SOS and has not cured such breach within three (3) days following notice of such breach or any additional period of time thereafter as reasonably agreed by the parties; or (iii) in the event of the insolvency or bankruptcy of, or filing of a bankruptcy petition by or against, the other party; (iv) Customer may determine breach as not meeting the SLA (Service Level Agreement). Additionally, this SOS will automatically terminate upon termination of the Agreement.

ATTACHMENT A
Scope of Service # 001
To Professional Services Agreement # 001 (the "Agreement")

- c) Notwithstanding anything to the contrary in Paragraph 3(b), Service Provider may terminate this SOS immediately, effective upon receipt of written notice of termination by Customer, if Customer is in breach of its obligations under Section 6 of the Agreement, Section 11 of the Agreement, or if Customer uses or directs any abusive, violent, or threatening behavior towards Service Provider, its employees, contractors, subcontractors, or other customers. .
- d) Customer will not be charged a Termination Fee.
- e) Upon termination of this SOS, Service Provider, in its sole and absolute discretion, may assign the Dedicated Developer to another customer. Service Provider cannot guarantee that the Dedicated Developer, or any other developer, will be available in the event Customer terminates this SOS and then subsequently needs additional services related to a project performed by the Dedicated Developer under this SOS.

4. ADDITIONAL TERMS AND CONDITIONS.

- a) Service Provider will use reasonable commercial efforts to notify Customer of time periods when the Dedicated Developer will not be available to provide the Services. In the event the Dedicated Developer cannot be available for a minimum of forty (40) hours in any given Week, excluding: (i) United States federal holidays, (ii) personal/vacation days, and (iii) sick days, Service Provider, in its sole discretion, may arrange for an alternative developer to provide the Services.
- b) Any modifications to this SOS must be approved by both parties in writing before the modifications will become effective.
- c) Customer may not assign any of its rights or obligations under this SOS without the prior written consent of Service Provider, which consent shall not be unreasonably delayed, conditioned, or withheld.

5. REPRESENTATIVES. Customer and Service Provider designate the following representatives who will have the authority to make decisions for and on behalf of either Customer or Service Provider with respect to all matters in connection with this SOS and the Services provided hereunder:

Customer's Project Manager Information:

Name: _____

Phone: _____

Email: _____

Skype ID: _____

Allshore's Chief Administrative Officer's Information:

Name: Tara Waddle

Phone: (405) 310-8489

Email: tara@allshore.us

Skype ID: allshore.ae

ATTACHMENT A
Scope of Service # 001
To Professional Services Agreement # 001 (the "Agreement")

6. INCORPORATION. This SOS is hereby incorporated into and made a part of the Agreement. In the event of a conflict between this SOS and the Agreement, this SOS shall govern.

Agreed to and accepted by:

Service Provider

Customer

By: _____

By: _____

Name: Randall Agee

Name: Dan Anderson

Title: CEO and Founder

Title: _____

By: _____

Name: Joanne Pahl

Title: _____

By: _____

Name: Lynn Neeck

Title: _____

By: _____

Name: Nicole Tims

Title: _____

By: _____

Name: Mike Coleson

Title: _____

POLICY 405 Overtime and Compensatory Time

1. Purpose

To provide a consistent system for distributing overtime in compliance with the overtime-pay provisions of the Fair Labor Standards Act (FLSA).

2. Definitions

Each position is designated as either “Non-exempt” or “Exempt” from the federal Fair Labor Standards Act and state wage and hour laws. Employees should contact their supervisor if they are unsure of their position’s designation.

- o Non-Exempt. Positions that are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week.
- o Exempt. Positions that are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.

3. Overtime

All overtime will need to be approved in advance by Supervisor and/or Department Head. Increased Work Hours (overtime) will be authorized by the Supervisor and/or Department Head

- a. Non-exempt employees may receive pay for overtime hours. This will be paid at time and one half the hourly rate of pay for any hours worked in excess of 40 hours per week.
- b. Paid benefit time (paid time off, personal holiday hours, etc.) will not be considered as hours worked for purposes of determining overtime hours and pay.
- ~~e. Holiday pay will be the only paid benefit that will be considered towards hours worked for purposes of determining overtime hours and pay.~~
- d.c. Employees on conference, convention or seminar leave may be eligible for overtime for hours exceeding their normal workweek schedule resulting from travel time.

Highway Overtime

The County shall pay overtime at the rate of time and one-half (1½) for hours worked outside the regular work schedule.

Add language to Policy 501**12. HEALTHCARE REIMBURSEMENT ACCOUNT:**

Employees may use the funds in their HRA account for any IRS-qualifying expense. Unused funds will roll-over from year-to-year. If an employee leaves employment with at least fifteen (15) years of service or reaches the age of Wisconsin Retirement eligibility, or is disabled as defined by Wisconsin State Statute 40.63 or 40.65, he/she shall be entitled to use any remaining funds in his/her HRA account for IRS-qualifying expenses. The County shall retain any interest earned and shall pay the administrative fees for the HRA for active employees and for employees who meet the above-stated criteria for entitlement to use remaining funds in the HRA.

The County shall comply with IRS regulations regarding continuation rights for employees who do not meet the above-stated criteria. If an employee is exercising these continuation rights, he/she shall be required to pay the administrative fees for the HRA.