

AGENDA
JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: December 7, 2015
TIME: 9 a.m.
LOCATION: Room 115, Wood County Courthouse

1. Call meeting to order.
2. Public comments on current agenda items only, either now or at the time the item appears on the agenda. Rules may apply.
3. Review minutes from previous meeting.
4. Review monthly reports and vouchers of departments the Committee oversees.
5. AJR 85 (2015) dealing with county constitutional offices.
6. Review correspondence, Chair's report, and discuss legislative issues and referrals. Legislators may be present.
7. Resolution regarding SB326/AB429. Request to co-sponsor with Health and Human Services and Public Safety.
8. Groundwater subcommittee report and update on jurisdiction and name of subcommittee.
9. Discuss item number 7 J&L minutes 11/18/2015 View and discuss "Pay Plan Grade Adjustment Survey" dated 30 November 2015 (origin/source not noted) along with discussion on EX Board's 12/1/15 approval of "Human Services Professional Ladder" a 22 page draft form a subcommittee of H&HS to oversight to HR to EX Board.
10. County Board rules.
11. Review any claims and notices of injury against the County, as necessary.
12. Review any dog license fund claims, as necessary.
13. Set date for next meeting and consider any agenda items.
14. Adjourn.

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: November 18, 2015
TIME: 1 p.m.
PLACE: Room 115, Wood County Courthouse
TIME ADJOURNED: 3:34 p.m.
MEMBERS PRESENT: Chairman William Clendenning, Ed Wagner, Bill Leichtnam, Joseph Zurfluh
MEMBERS ABSENT: Gerald Nelson
OTHERS PRESENT: Peter Kastenholz, Warren Kraft, Brent Vruwink, Dennis Polach, Lance Pliml

At 1:03 p.m., Chairman Clendenning called the meeting to order.

1. Public comments. None.
2. Moved by Leichtnam, seconded by Zurfluh, to approve the minutes of the October 21, 2015, and November 10, 2015, Committee meetings. All ayes.

3. The Committee reviewed department reports and monthly voucher reports:

Moved by Zurfluh, seconded by Wagner, to approve the reports and payment of vouchers of Branch I, II, and III, Child Support, Clerk of Courts, Register of Deeds, Family Court Commissioner, Corporation Counsel, District Attorney, and Victim/Witness. All ayes.

Branch I remodeling is on hold.

4. The Committee reviewed correspondence, Chair's report, and legislative issues. General discussion on legislative issues and the importance of the involvement of Wood County supervisors and staff to influence these matters.
5. Review of action taken by the County Board on November 10, 2015. General discussion only.
6. Groundwater subcommittee. Plan is to meet bi-monthly. The subcommittee is interested in expanding its jurisdiction to include surface water and to change the subcommittee's name to reflect this. The Corporation Counsel advised this action will need to go through the oversight committee and county board.
7. Discuss grade/pay step changes for child support and other departments. Brent Vruwink advised that there is no policy on what step an employee goes into upon receiving a grade change; there is a practice, however, to move the person to the step that would give them an increase, nothing further. Vruwink is looking for department head control on this decision. The Committee directed Vruwink to meet with the new Human Resources Director to get this resolved and report back to the Committee.

8. Biron debt. Corporation Counsel is directed to prepare a draft letter, subject to review at county board, that advises the village we won't be proceeding with litigation on the overdue bill but that the county will look to recover in the future. The letter should be attached to the minutes in draft form so the county board can consider it.
9. County board rules. No discussion.
10. Creation of Public Property Committee. This was discussed and Lance Pliml advised he would address this at or after county board.
11. There were no new notices of injury/claim filed with the County.
12. There were no new animal claims against the County.
13. The next committee meeting will be December 7, 2015, at 9 a.m.
14. Agenda items for the December 7, 2015, meeting:
 - County Board rules that will change in April.
 - Jurisdiction and name of Groundwater subcommittee.
15. At 2:52 p.m., it was moved by Zurfluh, seconded by Leichtnam, pursuant to Wis. Stat. § 19.85(1)(c) to go into closed session for performance reviews of the Corporation Counsel and Child Support Director. Roll call taken: Clendenning - aye, Wagner - aye, Leichtnam - aye, Zurfluh - aye.
16. At 3:33 p.m., it was moved by Zurfluh, seconded by Leichtnam, to return to open session. All ayes.
17. Moved by Wagner, seconded by Zurfluh, to adjourn. All ayes. Meeting adjourned at 3:34 p.m.

Minutes taken by Peter Kastenholz and approved by Ed Wagner.

Ed Wagner

Ed Wagner, Secretary (signed electronically)



Wood County

WISCONSIN

4
CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE DECEMBER 2015

1. The question came up at a county board meeting recently as to what happens if a committee doesn't meet in a year's time? My recollection was that the committee automatically dissolves and I indirectly shared this with the board. It turns out that was correct years ago but a few years back the rule that governs this, County Board Rule #31 B., changed. Rule 31 B. now provides: "The termination of any committee that has not met for one year shall be studied by the committee responsible for the oversight of the County Board Rules and its decision shall be presented by resolution to the County Board for final decision." It is also worth noting that Rule 31 A. provides: "If a committee is not considered to be permanent, the duration of the committee, when appointed, shall be stated whenever possible."

The 'Spray Irrigation' ad hoc committee was created via resolution #14-8-6, which states in relevant part that the ad hoc committee "will research the appropriateness of regulating waste irrigation at the county level in Wood County."

Consequently, if the Spray Irrigation Ad Hoc Committee doesn't meet for a year, the Judicial and Legislative Committee will address the matter and if it deems it appropriate, may submit a resolution to the county board asking that the ad hoc committee be formally disbanded.

2. Construction Business Group vs. Town of Sigel and Wood County. This is the case where the Construction Business Group (CBG), which consists of both road construction companies and labor unions, sued the county and Sigel for the county contracting to perform road improvement work for Sigel. The suit seeks a declaratory judgment that the parties don't have the authority to enter into such contracts. Each side is seeking a summary judgment and a briefing schedule has been set.
3. Edgewater Haven Nursing Home has had some problems with the family of one of the residents being disruptive. I have obtained an injunction prohibiting one of the family members from going on the county property and am dealing with another one via the guardianship and protective placement order of the resident. My sense is the Edgewater staff and administration are less than thrilled with some reluctance on my part to be aggressive in dealing with this problem, primarily due to it being counter-productive, in my opinion. I recognize that there is more that I am not saying than I am saying here and that is intentional. I just wanted to give you a heads up that there has been a low level of conflict on how to proceed regarding this matter.
4. A \$2,700 revenue shortfall for 2015 is anticipated for this department. This information has been shared with the Finance Dept. The Corporation Counsel's office will comply with the rules on when and how to bring the matter to the attention of the Executive Committee.
5. In light of a recent situation I have prepared a short memo to the county board that deals with the inability, at times, of county board supervisors to guarantee the confidentiality of certain information such as some complaints that are made to them.

MEMORANDUM

TO: Wood County Board of Supervisors
FROM: Peter A. Kastenholz, Corporation Counsel
DATE: December 15, 2015
RE: Confidentiality

DRAFT

Quite a bit of tension exists between the Public Records Law and the confidentiality afforded by law to many of the records created by or simply possessed by county staff. A lot of time is spent reviewing what records can be released, to whom, and under what circumstances. Analogous to this is the tension between society's interest in having a transparent government and the desire at times to keep information that comes into the possession of county board supervisors (supervisors) confidential. It isn't uncommon for a supervisor to be asked to keep the source of information that is about to be shared with them confidential. In that such stated or implied assurances of confidentiality can be problematic to both the supervisor and the county, this memo is being prepared to caution you about the types of problems that can arise by stating or even suggesting that the source of information given to a supervisor will be kept confidential. The goal of the memo is to prepare supervisors to condition such approvals of confidentiality to "the extent possible and appropriate to do so."

There are plenty of situations when a member of the public or a county employee will advise a supervisor confidentially as to the actions and inactions of other county staff, managers, and department heads and most of the time the source of the information can be kept confidential, but not always. If the information may lead to an investigation, the person sharing the information, the reporter, may be the only witness or the only one willing to verify the allegation. In these scenarios it is possible to let the reporter know that the complaint may be unfounded if they aren't willing to back it up. In other instances, where the county as an employer has obligations to affirmatively deal with some types of complaints or potentially incur liability for not doing so, such as if the complaint deals with an area of discrimination that is protected by state or federal law, you as the supervisor are required to share the information and possibly the source of the information and by refusing to do so, you may subject yourself to moral and financial responsibility and you certainly subject the county to financial liability. Maybe the worst outcome could be that a victim continues to suffer.

Although the county as a governmental entity is obligated under state law to represent its employees and county board supervisors in most situations and to cover damages arising out of

such cases (see Wis. Stats. ss. 895.35 and 895.46), there are some matters where personal liability will flow. Unfortunately, these are the types of cases where insurance will not cover as insurers will simply not provide such coverage. We are talking primarily about actions that violate an individual's rights under the United States Constitution or what are commonly known as 1983 cases as they arise under 42 U.S.C. 1983, a federal law that allows both a municipality as well as a municipal official to be sued for actions taken under the color of state or local law that deprives a person of a federal constitutional right. Although the county may even want to cover the liability in such a case, it may be illegal for it to do so. Although it might be nice to have a list of scenarios where a supervisor has the potential for personal liability, it isn't that simple and that level of analysis goes beyond the scope of this simple memo.

In conclusion, when someone, anyone, wants to share information with you in a confidential fashion, you would be well served to state as soon as possible that you would be happy to keep the information confidential to the extent possible and appropriate. I recognize that sometimes the person will state the information and then emphasize the need to keep the information or its source confidential. When that happens, you should still state that you will try to do so if possible and appropriate. If the 'informant' complains that they wouldn't have shared the information with you if they didn't think you would honor its confidence, then you could respond that next time they should verify the recipient's ability to keep information confidential before sharing it and not afterwards. Such responses won't necessarily make the situation a good one but you may be very pleased later to have done so and it isn't fair to you to have a guarantee of confidentiality presumed instead of asked for and then granted or denied. We all assume at our own peril.

Report of Claims for

Corp Counsel

For the range of vouchers: 09150037 09150038

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
09150037	HILL & WALCZAK ATTYS	outside counsel	12/02/2015	270.00	
09150038	KASTENHOLZ PETER A	mileage	12/02/2015	40.25	
Grand Total:				\$310.25	

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

	2013 Budgeted Expenditures	2013 Actual Revenue	2013 Projected Revenue	Overage/ (Shortfall)
January	\$ 31,922.95	\$ 34,327.80	\$ 32,666.67	\$ 1,661.13
February	\$ 31,922.95	\$ 30,794.65	\$ 32,666.67	\$ (1,872.02)
March	\$ 31,922.95	\$ 37,397.35	\$ 32,666.67	\$ 4,730.68
April	\$ 31,922.95	\$ 35,422.95	\$ 32,666.67	\$ 2,756.28
May	\$ 31,922.95	\$ 34,131.62	\$ 32,666.67	\$ 1,464.95
June	\$ 31,922.95	\$ 34,424.93	\$ 32,666.67	\$ 1,758.26
July	\$ 31,922.95	\$ 37,002.68	\$ 32,666.67	\$ 4,336.01
August	\$ 31,922.95	\$ 34,688.63	\$ 32,666.67	\$ 2,021.96
September	\$ 31,922.95	\$ 34,142.56	\$ 32,666.67	\$ 1,475.89
October	\$ 31,922.95	\$ 39,559.97	\$ 32,666.67	\$ 6,893.30
November	\$ 31,922.95	\$ 29,303.18	\$ 32,666.67	\$ (3,363.49)
December	\$ 31,922.92	\$ 37,448.07	\$ 32,666.67	\$ 4,781.40
Total	\$383,075.37	\$418,644.39	\$ 392,000.04	\$ 26,644.35

	2014 Budgeted Expenditures	2014 Actual Revenue	2014 Projected Revenue	Overage/ (Shortfall)
January	\$ 32,120.90	\$ 29,311.37	\$ 32,666.63	\$ (3,355.26)
February	\$ 32,120.92	\$ 22,826.54	\$ 32,666.67	\$ (9,840.13)
March	\$ 32,120.92	\$ 27,621.10	\$ 32,666.67	\$ (5,045.57)
April	\$ 32,120.92	\$ 28,596.48	\$ 32,666.67	\$ (4,070.19)
May	\$ 32,120.92	\$ 35,663.79	\$ 32,666.67	\$ 2,997.12
June	\$ 32,120.92	\$ 34,790.73	\$ 32,666.67	\$ 2,124.06
July	\$ 32,120.92	\$ 34,912.48	\$ 32,666.67	\$ 2,245.81
August	\$ 32,120.92	\$ 34,946.24	\$ 32,666.67	\$ 2,279.57
September	\$ 32,120.92	\$ 32,622.44	\$ 32,666.67	\$ (44.23)
October	\$ 32,120.92	\$ 39,271.98	\$ 32,666.67	\$ 6,605.31
November	\$ 32,120.92	\$ 30,525.01	\$ 32,666.67	\$ (2,141.66)
December	\$ 32,120.92	\$ 32,769.16	\$ 32,666.67	\$ 102.49
Total	\$385,451.02	\$383,857.32	\$ 392,000.00	\$ (8,142.68)

	2015 Budgeted Expenditures	2015 Actual Revenue	2015 Projected Revenue	Overage/ (Shortfall)
January	\$ 32,120.69	\$ 43,273.46	\$ 32,666.67	\$ 10,606.79
February	\$ 32,120.69	\$ 25,929.50	\$ 32,666.67	\$ (6,737.17)
March	\$ 32,120.69	\$ 30,183.28	\$ 32,666.67	\$ (2,483.39)
April	\$ 32,120.69	\$ 34,949.76	\$ 32,666.67	\$ 2,283.09
May	\$ 32,120.69	\$ 36,920.87	\$ 32,666.67	\$ 4,254.20
June	\$ 32,120.69	\$ 38,756.94	\$ 32,666.67	\$ 6,090.27
July	\$ 32,120.69	\$ 42,490.09	\$ 32,666.67	\$ 9,823.42
August	\$ 32,120.69	\$ 45,717.82	\$ 32,666.67	\$ 13,051.15
September	\$ 32,120.69	\$ 37,858.13	\$ 32,666.67	\$ 5,191.46
October	\$ 32,120.69	\$ 38,513.86	\$ 32,666.67	\$ 5,847.19
November	\$ 32,120.69	\$ 31,556.27	\$ 32,666.67	\$ (1,110.40)
December	\$ 32,120.69			\$ -
Total	\$385,448.28	\$406,149.98	\$359,333.37	\$46,816.61

Charge Payment Fund: Payments received on outstanding charges.

Escrow Payment Fund: Customer money being held for future activity.

County Transfer Fee Fund: County retains 20% of all Transfer Fees collected.

County VitalChek Fee Fund: County retains \$10.00 from every person requesting a vital record online via Vitalchek.

Laredo Remote: County collects a fee from customers using Laredo software outside of the courthouse.

State DOA Fund: Signing of state budget bill 10/26/2007 increased birth certificates by \$8, marriage and death certificates by \$13.00, and the expedite fee by \$10.00. All monies to be mailed to the Department of Administration. The increase was enacted to come into compliance with recent federal laws. The monies will be used to automate outdated paper registration, archiving and copy issuance systems at the State and local vital records offices.

Reports Fund: County collects a fee (.50/page) from customers requesting reports.

Register of Deeds Fund: County retains all remaining recording fees (\$15.00 from each document recorded. \$5.00 from each first copy of every birth record sold. \$7.00 from each first copy of every death and marriage record sold. \$3.00 for each extra copy of vital records sold.)

County Land Record Fund: Effective June 25, 2010 statutes provide that \$8.00 is retained for the provision of land information on the internet and for Land Records modernization.

State Transfer Fund: State collects 80% of all Transfer Fees collected.

State Birth Fund: State collects \$7.00 of every birth record sold.

State Land Record Fund: State collects \$7.00 from each document recorded.

Fund Transaction Summary Report by Account Number

Report Criteria: TndrDate >= Date(2015, 11, 1) And TndrDate <= Date(2015, 11, 30)

Account Number	Fund Name	Total Fund Amount	Total Outstanding Charges	Total Fund due
-1	CHARGE PAYMENT FUND	4,950.00	0.00	4,950.00
	Subtotal for -1:	4,950.00	0.00	4,950.00
-2	ESCROW PAYMENT FUND	40,426.80	0.00	40,426.80
	Subtotal for -2:	40,426.80	0.00	40,426.80
11	COUNTY TRANSFER FEE FUND	8,797.02	0.00	8,797.02
	Subtotal for 11:	8,797.02	0.00	8,797.02
20	COUNTY VITALCHEK FEE FUND	130.00	0.00	130.00
	Subtotal for 20:	130.00	0.00	130.00
21	LAREDO REMOTE	2,574.25	0.00	2,574.25
	Subtotal for 21:	2,574.25	0.00	2,574.25
22	STATE DOA FUND	2,944.00	0.00	2,944.00
	Subtotal for 22:	2,944.00	0.00	2,944.00
30	REPORTS FUND	59.50	0.00	59.50
	Subtotal for 30:	59.50	0.00	59.50
4	REGISTER OF DEEDS FUND	19,995.50	0.00	19,995.50
	Subtotal for 4:	19,995.50	0.00	19,995.50
5	COUNTY LAND RECORD FUND	7,368.00	0.00	7,368.00
	Subtotal for 5:	7,368.00	0.00	7,368.00
6	STATE TRANSFER FUND	35,188.08	0.00	35,188.08
	Subtotal for 6:	35,188.08	0.00	35,188.08
7	STATE BIRTH FUND	1,120.00	0.00	1,120.00
	Subtotal for 7:	1,120.00	0.00	1,120.00
9	STATE LAND RECORD FUND	6,447.00	0.00	6,447.00
	Subtotal for 9:	6,447.00	0.00	6,447.00
	Grand Total:	130,000.15	0.00	130,000.15

End of Report

FMXFES01.RPT

Fee Transaction Summary Report by Account Number

Report Criteria: TndrDate >= Date(2015, 11, 1) And TndrDate <= Date(2015, 11, 30)

Account Number	Fee Name	Count	Total Fee Amount	Total Outstanding Charges	Total Fee Due
-1	CHARGE PAYMENT FEE	9	4,950.00	0.00	4,950.00
	Subtotal for -1:	9	4,950.00	0.00	4,950.00
-2	ESCROW PAYMENT FEE	36	40,426.80	0.00	40,426.80
	Subtotal for -2:	36	40,426.80	0.00	40,426.80
14	BIRTH ADDL VITALS	77	318.00	0.00	318.00
	BIRTH ORIG VITALS	155	3,200.00	0.00	3,200.00
	DEATH ADDL VITALS	68	1,692.00	0.00	1,692.00
	DEATH ORIG VITALS	71	1,420.00	0.00	1,420.00
	MARRIAGE ADDL VITALS	29	171.00	0.00	171.00
	MARRIAGE ORIG VITALS	47	940.00	0.00	940.00
	Subtotal for 14:	447	7,741.00	0.00	7,741.00
20	VITALCHEK FEE	13	260.00	0.00	260.00
	Subtotal for 20:	13	260.00	0.00	260.00
21	LAREDO REMOTE FEE	13	2,574.25	0.00	2,574.25
	Subtotal for 21:	13	2,574.25	0.00	2,574.25
24	CERTIFIED COPY FEE	7	39.00	0.00	39.00
	Subtotal for 24:	7	39.00	0.00	39.00
30	REPORTS FEE	4	59.50	0.00	59.50
	Subtotal for 30:	4	59.50	0.00	59.50
4	RECORDING FEES	969	27,630.00	0.00	27,630.00
	Subtotal for 4:	969	27,630.00	0.00	27,630.00
5	ABTRACTOR COPY FEE	37	556.00	0.00	556.00
	COPY FEE	67	345.00	0.00	345.00
	LAREDO REMOTE COPY FEE	129	1,433.50	0.00	1,433.50
	Subtotal for 5:	233	2,334.50	0.00	2,334.50
8	TRANSFER FEE	112	43,985.10	0.00	43,985.10
	Subtotal for 8:	112	43,985.10	0.00	43,985.10
	Grand Total:	1,843	130,000.15	0.00	130,000.15

End of Report



Wood County WISCONSIN

CHILD SUPPORT
AGENCY

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE DECEMBER 2015

- Agency staff has been trained in the new scanning system. We are on track to be operational by the end of the year.
- I will be attending WCSEA meetings on December 10th and 11th.
- The performance numbers for the month of November were strong. We are off to a good start in the Federal Fiscal Year. We are improving in all the measures with the exception of the Court Order Establishment rate. The Court Order Establishment rate is still well above Federal Standards.
- I will be working with Human Services on the Children First Program request in the coming weeks.
- I generally have the cooperative agreements drafted and sent to the cooperative agencies by this time of the year but the state has not released the new forms yet. The State Bureau of Child Support has experienced a rash of retirements and resignations recently so staffing issues may be the cause of the delay.
- The current IV-D case count is 4,017.

Printed:

COUNTY OF WOOD

Page: 1

12/01/15

REPORT OF CLAIMS FOR

CHILD SUPPORT

For the Range of Vouchers: 02150086 to 02150094

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>	
02150086	VRUWINK BRENT	11/4/15-MILEAGE/COST REIMB	11/09/15	\$131.25	P
02150087	LOBNER SHANNON	11/4/15-MILEAGE/LUNCH REIMB.	11/09/15	\$132.45	P
02150088	VRUWINK BRENT	11/10/15-MILEAGE/MEAL REIMB	11/12/15	\$128.75	P
02150089	CHARLES EVANS PROCESS SERVICE	20-PROCESS OF SERVICE FEES	12/01/15	\$615.00	
02150090	DNA DIAGNOSTICS CENTER	18-IND. GENETIC TESTS	12/01/15	\$446.50	
02150091	RIVER CITY PROCESS SERVERS	23-PROCESS OF SERVICE FEES	12/01/15	\$870.00	
02150092	SWITS LTD	1-INTERPRETER SERVICE	12/01/15	\$22.00	
02150093	WEILAND LEGAL SERVICES	1-SUB. CORP COUNSEL FEE	12/01/15	\$100.00	
02150094	WOODTRUST BANK NA	AGENCY CREDIT CARD BILL	12/01/15	\$344.00	

Grand Total:	<u><u>\$2,789.95</u></u>
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P = Prepaid Voucher

Committee Chair_____
Committee Member_____
Committee Member_____
Committee Member_____
Committee Member

Child Support 2015 Budget Chart

	Budgeted Expenses	Actual Expenses	Fed-State-Revenue	Program Revenue	YTD Surplus	YTD Shortfall
January	\$79,572.37	\$45,290.65	\$69,537.53	\$1,252.97	\$25,499.85	
February	\$79,572.33	\$65,843.13	\$69,537.53	\$1,986.28	\$31,180.54	
March	\$79,572.33	\$73,397.98	\$69,537.54	\$2,823.67	\$30,143.77	
April	\$79,572.33	\$101,948.61	\$75,188.75	\$2,179.79	\$5,563.70	
May	\$79,572.33	\$70,419.55	\$75,188.75	\$2,030.19	\$12,363.09	
June	\$79,572.33	\$68,516.47	\$75,188.76	\$1,552.77	\$20,588.15	
July	\$79,572.33	\$71,147.20	\$48,878.38	\$2,748.59	\$1,067.92	
August	\$79,572.33	\$65,632.11	\$48,878.38	\$1,156.40		\$14,529.41
September	\$79,572.33	\$69,710.62	\$48,878.38	\$2,186.78		\$33,174.87
October	\$79,572.33	\$98,362.18	\$	\$1,311.99		
November	\$79,572.33	\$	\$58,069.28	\$		
December	\$79,572.33	\$	\$	\$		
Total	\$954,868.00	\$	\$	\$		

REPORT OF CLAIMS FOR CLERK OF CIRCUIT COURT FOR DECEMBER 2015

For the range of vouchers: 07152045 to 07152125

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
07152045	ARENDR PATRICK ATTY	Atty Fee - 15CV380	10/27/2015	210.00	P
07152046	ARENDR PATRICK ATTY	Atty Fee - 15JC92	10/29/2015	49.00	P
07152047	CVEYKUS DANIEL T ATTORNEY	Atty Fee - 00GN28	10/14/2015	189.00	P
07152048	FLEXSTAFF	Contracted Clerical Services	09/09/2015	752.96	P
07152049	FLEXSTAFF	Contracted Clerical Services	09/16/2015	711.88	P
07152050	FLEXSTAFF	Contracted Clerical Services	09/23/2015	1078.09	P
07152051	FLEXSTAFF	Contracted Clerical Services	09/30/2015	1078.09	P
07152052	FLEXSTAFF	Contracted Clerical Services	10/07/2015	971.99	P
07152053	FLEXSTAFF	Contracted Clerical Services	10/14/2015	759.80	P
07152054	FLEXSTAFF	Contracted Clerical Services	10/21/2015	971.99	P
07152055	FLEXSTAFF	Contracted Clerical Services	10/28/2015	1078.09	P
07152056	FLEXSTAFF	Contracted Clerical Services	11/04/2015	1078.09	P
07152057	GEBERT LAW OFFICE	Atty Fee - 13GN15	10/23/2015	84.00	P
07152058	GEBERT LAW OFFICE	Atty Fee - 15JC14A - 15JC16A	10/28/2015	189.00	P
07152059	HILL & WALCZAK ATTYS	Atty Fee - 09GN19	10/29/2015	294.00	P
07152060	HILL & WALCZAK ATTYS	Atty Fee - 12GN65	10/22/2015	290.50	P
07152061	HILL & WALCZAK ATTYS	Atty Fee - 13GN67	10/22/2015	287.00	P
07152062	NASH LAW GROUP	Atty Fee - 15CM283	11/03/2015	453.19	P
07152063	NASH LAW GROUP	Atty Fee - 15CT265	11/02/2015	320.54	P
07152064	NASH LAW GROUP	Atty Fee - 09CM573	10/29/2015	346.43	P
07152065	MAILFINANCE	Lease Pymt - Sept to Dec 2015	11/04/2015	409.98	P
07152066	WEST PAYMENT CENTER	LL Internet Access - Oct 2015	11/01/2015	1803.84	P
07152067	JOOSTEN CINDY	Mlg & Lunch for Conf-Sauk Co	11/13/2015	94.70	P
07152068	FEDDICK-GOODWIN LAW OFFICE SC	Atty Fee - 02GN52	11/06/2015	308.00	P
07152069	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 89GN229	11/10/2015	133.00	P
07152070	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 92GN228	11/10/2015	133.00	P
07152071	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 03GN55	11/10/2015	133.00	P
07152072	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 95GN06	11/10/2015	159.75	P
07152073	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 95GN21	11/10/2015	133.00	P
07152074	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 03GN44	11/10/2015	133.00	P
07152075	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 01GN18	11/10/2015	133.00	P
07152076	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 95GN78	11/10/2015	133.00	P
07152077	GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 05GN80	11/10/2015	133.00	P
07152078	NASH LAW GROUP	Atty Fee - 15CT185	11/02/2015	223.86	P
07152079	SCHMIDT & GRACE	Atty Fee - 15TP15	11/03/2015	138.75	P
07152080	SCHMIDT & GRACE	Atty Fee - 15TP15	11/03/2015	1246.00	P
07152081	SCHMIDT & GRACE	Atty Fee - 15CT244	11/05/2015	369.59	P
07152082	STEVNING-ROE LAW FIRM LLC	Atty Fee - 92GN213	11/03/2015	87.79	P
07152083	STEVNING-ROE LAW FIRM LLC	Atty Fee - 92GN215	11/03/2015	94.79	P
07152084	WEILAND LEGAL SERVICES	Atty Fee - 02GN26	11/16/2015	70.00	P
07152085	ANCHOR POINT THERAPY AND EVALUATION	Med Exam - 15ME68	10/22/2015	240.00	P
07152086	ANCHOR POINT THERAPY AND EVALUATION	Med Exam - 15ME179	11/13/2015	490.00	P
07152087	ANCHOR POINT THERAPY AND EVALUATION	Med Exam - 15GN73	11/17/2015	500.00	P
07152088	ANCHOR POINT THERAPY AND EVALUATION	Med Exam - 15GN74	11/23/2015	500.00	P
07152089	ANCHOR POINT THERAPY AND EVALUATION	Med Exam - 15GN71	11/23/2015	500.00	P
07152090	ANCHOR POINT THERAPY AND EVALUATION	Med Exam - 15GN72	11/17/2015	500.00	P
07152091	ANDERSON TIMOTHY ATTY AT LAW	Atty Fees - 05GN93	11/01/2015	204.98	P
07152092	ARENDR PATRICK ATTY	Atty Fee - 15JC89 - 91	11/10/2015	105.00	P
07152093	ARENDR PATRICK ATTY	Atty Fee - 15TP32	11/18/2015	210.00	P
07152094	BRATCHER LAW OFFICE LLC	Atty Fee - 08GN31	11/06/2015	165.71	P
07152095	CARMICHAEL & QUARTEMONT S C	Atty Fee - 13GN50	11/16/2015	126.00	P

County of Wood

REPORT OF CLAIMS FOR CLERK OF CIRCUIT COURT FOR DECEMBER 2015

For the range of vouchers: 07152045 to 07152125

07152096 COATES JOHN T MD	Med Exam - 15ME173	10/20/2015	545.00	P
07152097 COATES JOHN T MD	Med Exam - 15ME175	10/23/2015	545.00	P
07152098 COATES JOHN T MD	Med Exam - 15GN66	11/18/2015	600.00	P
07152099 GEBERT LAW OFFICE	Atty Fee - 15CT311	11/20/2015	231.39	P
07152100 GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 98GN26	11/16/2015	133.00	P
07152101 GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 99GN46	11/16/2015	133.00	P
07152102 GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 13GN62	11/16/2015	133.00	P
07152103 GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 06GN16	11/16/2015	159.30	P
07152104 GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 03GN52	11/16/2015	133.00	P
07152105 GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 03GN67	11/16/2015	133.00	P
07152106 GORSKI & WITTMAN ATTYS AT LAW	Atty Fee - 12GN33	11/10/2015	133.00	P
07152107 HILL & WALCZAK ATTYS	Atty Fee - 15JC62 - 64	11/17/2015	672.00	P
07152108 HILL & WALCZAK ATTYS	Atty Fee - 15GN62 - 64	11/17/2015	714.00	P
07152109 HILL & WALCZAK ATTYS	Atty Fee - 14GN89	10/29/2015	311.50	P
07152110 MCFARLAND LAW OFFICE	Atty Fee - 14CF405 & 433	10/29/2015	994.00	P
07152111 NASH LAW GROUP	Atty Fee - 15CM411	11/24/2015	460.50	P
07152112 NASH LAW GROUP	Atty Fee - 15JC76 & 77	11/12/2015	224.00	P
07152113 NASH LAW GROUP	Atty Fee - 15CT156	11/11/2015	210.00	P
07152114 NASH LAW GROUP	Atty Fee - 15CM306 & 15CT258	11/20/2015	399.29	P
07152115 NASH LAW GROUP	Atty Fee - 15PA28	10/20/2015	63.00	P
07152116 NASH LAW GROUP	Atty Fee - 14FA274	10/28/2015	420.00	P
07152117 NASH LAW GROUP	Atty Fee - 14JC88 & 89	11/02/2015	105.00	P
07152118 SAUTEBIN BRUCE L ATTY AT LAW	Atty Fee - 13GN75	11/25/2015	98.00	P
07152119 TROLLIER PATRICIA	Witness Fee - 15CF328	11/09/2015	17.60	P
07152120 WEILAND LEGAL SERVICES	Atty Fee - 14GN75	11/16/2015	70.00	P
07152121 WEILAND LEGAL SERVICES	Atty Fee - 15CM341	10/27/2015	320.24	P
07152122 WHEELER VAN SICKLE & ANDERSON	Atty Fee - 87GN209	10/31/2015	54.14	P
07152123 WHEELER VAN SICKLE & ANDERSON	Atty Fee - 87GN208	10/31/2015	54.14	P
07152124 WHEELER VAN SICKLE & ANDERSON	Atty Fee - 87GN207	10/31/2015	54.14	P
07152125 WHEELER VAN SICKLE & ANDERSON	Atty fee - 95GN89	10/31/2015	54.14	P
Grand Total:			\$28,980.76	

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Report of Claims for

DA

For the range of vouchers: 11150012 11150013

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
11150012	GROSSBIER & ASSOCIATES INC	transcript	11/20/2015	186.25	P
11150013	VIDEO SPECIALISTS	video deposition	11/18/2015	250.00	P
			Grand Total:	\$436.25	

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

VICTIM WITNESS SERVICES REPORT
NOVEMBER 2015

CONTACT MADE WITH 114 VICTIMS OR WITNESSES
MET IN PERSON WITH 44 VICTIMS OR WITNESSES
SENT NEW INITIAL CONTACT INFORMATION ON 87 NEW FILES
PROVIDED NO CONTACT INFORMATION ON 53 CASES
INFORMED 59 PARTIES OF NO PROSECUTION
SENT DISPOSITION INFORMATION ON 72 CLOSED FILES
INFORMED 38 PEOPLE OF SENTENCING AFTER REVOCATION
DETERMINED RESTITUTION ON 28 NEW FILES
NOTIFIED OF APPEAL INFORMATION ON 2 CASES
ATTENDED JOINT SPET TRAINING WITH PROSECUTORS AT ELKHART LAKE
ON NOVEMBER 10TH
PARTICIPATED IN I-TEAM MEETING ON NOVEMBER 18
PROVIDED INFORMATION FOR RESTITUTION LEGISLATION

RESPECTFULLY SUBMITTED


TRISHA ANDERSON

NOVEMBER, 2015Report of Claims for **Branch 1/Probate Office**

For the range of vouchers: 03150065 03150066

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
03150065	SWITS LTD	Interpreter Fees Case 15CT253	11/09/2015	37.50	
03150066	KREBS BUSINESS MACHINES	Nakajima Typewriter Repair Fee	11/23/2015	123.00	
Grand Total:				\$160.50	

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Report of Claims for

Branch II

For the range of vouchers: 04150030 04150032

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
04150030	DELUXE FOR BUSINESS	Supplies - 17 Calendar	11/26/2015	73.29	
04150031	STATE BAR OF WISCONSIN	2015-2015 WI Lawyer Directory	11/13/2015	29.13	
04150032	SWITS LTD	Interpreter Svc - October 2015	11/09/2015	37.50	
Grand Total:				\$139.92	

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Report of Claims for

Branch 3/Drug Court

For the range of vouchers: 05150073 05150075

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
05150073	SIEMENS HEALTHCARE DIAGNOSTICS	DRUG TEST SUPPLIES ENHANCED	11/05/2015	2428.19	P
05150074	PENGAD INC	COURT REPORTER SUPPLIES	11/13/2015	32.74	
05150075	WISCONSIN LAW JOURNAL THE	SUBSCRIPTION RENEWAL 2016	11/04/2015	299.00	
Grand Total:				\$2,759.93	

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

5

RESOLUTION NO.: 63—2015-16

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

A proposed constitutional amendment, proposed to the 2015 legislature on first consideration, gives counties the option to combine the offices of county clerk, register of deeds, and treasurer. The constitutional amendment requires that a statewide referendum take place after this constitutional amendment is ratified that puts the following question to the voters: "Shall the offices of register of deeds and treasurer in this county be eliminated and the duties, powers, and functions of those offices be assumed by the office of county clerk of this county?" Any county that does not approve the question may still place the question on the ballot in a subsequent election by a majority vote of the county board. A proposed constitutional amendment requires adoption by two successive legislatures, and ratification by the people, before it becomes effective.

NOW THEREFORE, the undersigned members of the Legislative/Audit & Human Resources Committee recommend adoption of the following resolution.

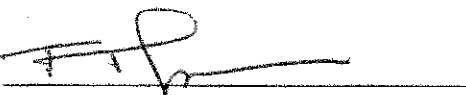
BE IT RESOLVED, that the Outagamie County Board of Supervisors does oppose any legislation which gives counties the option to eliminate the duties, powers, and functions of the register of deeds, and treasurer, giving those duties, powers and functions to the county clerk, and


BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Register of Deeds, the Outagamie County Treasurer, the Outagamie County Lobbyist for distribution to the legislature and the governor, and the Outagamie County Executive.

Dated this 29th day of October 2015

Respectfully Submitted,

LEGISLATIVE/AUDIT &
HUMAN RESOURCES COMMITTEE


Travis Thyssen


Shane Griesbach

Marcia Trentlage
Marcia Trentlage

James Pleuss
James Pleuss

Matthew Strenn
Matthew Strenn

Duly and officially adopted by the County Board on: October 27, 2015

Signed: Helene Nagler
Board Chairperson

Soni O'Bright
County Clerk

Approved: 10.30.15

Vetoed: _____

Signed: [Signature]
County Executive



State of Wisconsin
2015 - 2016 LEGISLATURE

LRB-3116/1
MPG:klm&emw

2015 ASSEMBLY JOINT RESOLUTION

- 1 **To amend** section 4 (1) (c) of article VI; and **to create** section 4 (1) (d) of article VI
2 of the constitution; **relating to:** option for each county to combine the offices
3 of county clerk, register of deeds, and treasurer (first consideration).

Analysis by the Legislative Reference Bureau

This proposed constitutional amendment, proposed to the 2015 legislature on first consideration, gives counties the option to combine the offices of county clerk, register of deeds, and treasurer.

The constitutional amendment requires that a statewide referendum take place after this constitutional amendment is ratified that puts the following question to the voters: "Shall the offices of register of deeds and treasurer in this county be eliminated and the duties, powers, and functions of those offices be assumed by the office of county clerk of this county?" In each county in which the question is approved by a majority of the votes cast in the county, and beginning with the first general election at which county clerks, registers of deeds, and treasurers are normally elected that occurs after the question is approved, the constitutional amendment provides that the offices of register of deeds and treasurer in such a county are eliminated and the office of county clerk of the county assumes all duties, powers, and functions assigned by law to county registers of deeds and treasurers.

The constitutional amendment further provides that any county that does not approve the above question in the statewide referendum may still place the question on the ballot in a subsequent election by a majority vote of the county board or if a petition to place the question on the ballot is filed with the county clerk that is signed by electors of the county equalling at least 10 percent of the votes cast for the office

2015 - 2016 Legislature

- 2 -

LRB--3116/1
MPG:klm&emw

of county clerk, register of deeds, or treasurer, whichever is fewer, in the last preceding election at which those offices were on the ballot.

A proposed constitutional amendment requires adoption by two successive legislatures, and ratification by the people, before it becomes effective.

Resolved by the assembly, the senate concurring, That:

SECTION 1. Section 4 (1) (c) of article VI of the constitution is amended to read:

[Article VI] Section 4 (1) (c) ~~Beginning~~ Except as provided under par. (d),
beginning with the first general election at which the president is elected which occurs after the ratification of this paragraph, district attorneys, registers of deeds, county clerks, and treasurers shall be chosen by the electors of the respective counties, or by the electors of all of the respective counties comprising each combination of counties combined by the legislature for that purpose, for the term of 4 years and surveyors in counties in which the office of surveyor is filled by election shall be chosen by the electors of the respective counties, or by the electors of all of the respective counties comprising each combination of counties combined by the legislature for that purpose, for the term of 4 years.

SECTION 2. Section 4 (1) (d) of article VI of the constitution is created to read:

[Article VI] Section 4 (1) (d) 1. A county may combine the offices of county clerk, register of deeds, and treasurer as provided in this paragraph.

2. At the first general election at which the governor is elected that occurs after the ratification of this paragraph, the following question shall be submitted to the vote of the electors of each county: "Shall the offices of register of deeds and treasurer in this county be eliminated and the duties, powers, and functions of those offices be assumed by the office of county clerk of this county?"

3. At any general election at which the governor is elected that occurs after the election under subd. 2., the question under subd. 2. shall be submitted to the vote of

2015 - 2016 Legislature

- 3 -

LRB-3116/1
MPG:klm&emw
SECTION 2

1 the electors of a county having a register of deeds and treasurer if a petition to place
2 the question on the ballot is filed with the county clerk and is signed by electors of
3 the county equalling at least 10 percent of the votes cast for the office of county clerk,
4 register of deeds, or treasurer, whichever is fewer, at the last preceding general
5 election at which the governor is elected.

6 4. At any general election at which the governor is elected that occurs after the
7 general election under subd. 2., the question under subd. 2. shall be submitted to the
8 vote of the electors of a county having a register of deeds and treasurer if a majority
9 of the county board votes to place the question on the ballot.

10 5. In each county approving the question under subd. 2. by the majority of all
11 votes cast in that county on the question at the election under subd. 2., 3., or 4., and
12 beginning with the first general election at which the president is elected that occurs
13 after the question is approved, the offices of register of deeds and treasurer in that
14 county shall be eliminated and the office of county clerk of that county shall assume
15 all duties, powers, and functions assigned by law to county registers of deeds and
16 treasurers.

17 **SECTION 3. Numbering of new provisions.** If another constitutional
18 amendment ratified by the people creates the number of any provision created in this
19 joint resolution, the chief of the legislative reference bureau shall determine the
20 sequencing and the numbering of the provisions whose numbers conflict and adjust
21 any cross-references thereto.

22 *Be it further resolved, That* this proposed amendment be referred to the
23 legislature to be chosen at the next general election and that it be published for three
24 months previous to the time of holding such election.

25 (END)

DRAFT

December 16, 2015

Anne Arndt, Clerk
Village of Biron
451 Calhoun Road
Wisconsin Rapids, WI 54494

Re: Wood County Business Park in Biron

Dear Ms. Arndt:

I write to you in your capacity as the Village of Biron Clerk and ask that you present this letter to the Village Board.

As I wrote in my August 4, 2015, letter to the Village Board, the County hoped that the Village would reimburse the County for the \$6,251.25 in financial consultant services expenses incurred by the County as a result of efforts by the Village in 2008 to have the County arrange financing for a business park in the Village. Neither the Village nor your president, who attended a County meeting on the matter, has even responded to the County's request. This is disappointing.

The County has considered its options and has determined not to pursue litigation against the Village for the expenses but instead will hold the debt as an account receivable until the next time the Village comes to the County for assistance, unless the matter has been resolved before then.

Sincerely,

Peter A. Kastenholz
Corporation Counsel

PAK/ld
c. Michael Martin

Activity Report since 11/18/15 The last J&L committee meeting report.

Chairman Clendenning

11/18/15 McMillan Library Meeting

11/19/15 Alexander Airport Meeting

11/19/15 Golden Sands RC&D

11/23/15 J&L evaluations of department heads

11/24/15 Ad Hoc committee

11/24/15 Ad Hoc Peter K & WFC

11/25/15 Alexander Airport Commission

11/29/15 Conference CWAG Call

11/30/15 Ad Hoc

12/01/15 WC EX Board Meeting

12/01/15 Land Information Committee

12/02/15 CEED Committee

12/02/15 J&L Groundwater Sub Committee

12/02/15 Glean Green Action Committee

12/03/15 Highway/Parks

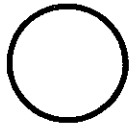
12/03/15 Business after Hours

12/04/15 WTA Milladore

12/09/15 J&L Committee

***Items are open for discussion/action at the J&L committee Meeting on
12/07/15***

Submitted by Bill Clendenning 12-03-2015



RESOLUTION#

ITEM#

DATE December 15, 2015

Effective Date Upon passage

Health & Human Services, Public Safety and Judicial and Legislative Committees

Introduced by
Page 1 of 1

Motion:	Adopted: <input type="checkbox"/>
1 st	Lost: <input type="checkbox"/>
2 nd	Tabled: <input type="checkbox"/>
No: <input type="checkbox"/> Yes: <input type="checkbox"/>	Absent: <input type="checkbox"/>
Number of votes required:	
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: _____, Corp Counsel	
Reviewed by: _____, Finance Dir.	

		NO	YES	A
1	Nelson, J			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

INTENT & SYNOPSIS: To oppose Senate Bill 326 and Assembly Bill 429 affecting child welfare practice and request a meeting of all stakeholders to discuss the legislation in greater detail.

FISCAL NOTE: There will be increased costs for both the Sheriff and Human Services Departments of Wood County. However, it is difficult to quantify at this time.

WHEREAS, Senate Bill 326/Assembly Bill 429 relate to the referral of cases of suspected or threatened child abuse to the sheriff or police department, coordination of the investigation of those cases, and referral of those cases to the district attorney for criminal prosecution; and

WHEREAS, the bills, on their face, might seem favorable, the bills actually compromise child welfare best practice; and

WHEREAS, even though the legislation impacts child welfare practice, the State Department of Children and Families, Office of Children's Mental Health, county child welfare agencies, and child advocacy organizations were not consulted on the legislation, and

WHEREAS, issues with the legislation include the following:

- Law enforcement involvement in all child welfare cases negatively impacts alternative response, community response, and other voluntary services provided to families;
- The legislation is in sharp contrast to evidence-based practice, including trauma-informed care;
- The legislation requires child welfare agencies to "coordinate

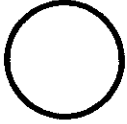
in the planning and execution of the investigation" in all cases, including screened out cases in which the child welfare agency lacks statutory authority to act;

- The bills require all reports to be referred to law enforcement within 12 hours, allowing for no prioritization of cases;
- The implementation of the legislation has not been thought through, especially when it comes to confidentiality, jurisdictional issues, and the philosophical, purpose and role differences between law enforcement and child welfare agencies; and

WHEREAS, Wood County Human Services Department and local law enforcement jurisdictions within Wood County have a positive working relationship and have entered into Memorandums of Understanding with regard to how local agencies will respond to reports of child abuse and neglect, communicate regarding concerns; and

WHEREAS, counties have requested that the proponents of the legislation bring all parties impacted by the legislation together so all gain an understanding of the others' needs; and

WHEREAS, counties believe a compromise on the legislation can be negotiated, however, such a meeting has yet to take place, and

**RESOLUTION#** _____Effective Date: Upon passageIntroduced by
Page 2 of 2Health and Human Services and Judicial and Legislative Committees

NOW, THEREFORE BE IT RESOLVED the Wood County Board of Supervisors does hereby oppose Senate Bill 326/Assembly Bill 429; and

BE IT FURTHER RESOLVED that the Wood County renews the request for a meeting of all interested parties to discuss the legislation in greater detail; and

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the state legislators that represent Wood County: Senators Terry Moulton, Julie Lassa and Jerry Petrowski and Representatives: Bob Culp, Nancy VanderMeer, Scott Krug, and John Spiros; and to Senator Robert Cowles and Representative John Macco, who introduced Senate Bill 326 and Assembly Bill 429, respectively, and to the Wisconsin Counties Association.

Pay Plan Grade Adjustment Survey

30 November 2015

County/City	Policy	Addendum
Wood County	Move pay rate into step of new range that at least provides a pay increase; not an elevator approach	
Waupaca County	Move pay rate into step of new range that at least provides a pay increase	
Juneau County	Move pay rate into step of new range that at least provides a pay increase	
Taylor County	Move pay rate into step of new range that at least provides a pay increase; not an elevator approach	
Vernon County	Dept Head discretion provided budget supports placement	
Dodge County	Placed in step of new grade that provides at least 2.5% pay increase	
Oconto County	Move pay rate into step of new range that at least provides a pay increase	
Walworth County	1 pay grade = 3% 2 pay grades = 5% If beginning of range exceeds 5%, starts at step 1, regardless of years of experience	
Iowa County	Move pay rate into step of new range that at least provides a pay increase. If new employee hired at step 1, all existing employees moved to step 2. If new hire above step 1, no changes for current	
Waushara County	Review all criteria and then decide ad-hoc	
City of Kenosha	No less than 2.5%, no greater than 5% above current hourly rate	
City of Neenah	5% per pay grade or new grade minimum	
City of Fitchburg	Placed in step that provides at least 3% pay increase	2015 Budget amendment placed at step equivalent to year of service in particular position (not w/City) e.g. 15 year = step 6 (then merit increases)

PROFESSIONAL LADDER FOR THE SOCIAL WORKER AND HUMAN SERVICES PROFESSIONAL

PURPOSE

The retention and development of competent social workers and human services professionals is a major focus of Wood County Human Services Department. Implementing a Professional Ladder system of career advancement is one approach to meet this goal. The concept of this Professional Ladder is based upon other models in use in both the public and private sectors. This program has been developed utilizing NASW Standards for Social Work Practice and borrows ideas from clinical ladders prevalent in health care. It has been designed to implement our mission, vision and values and put into action our commitment to the professional development of employees with the ultimate goal of providing the best possible service to clients and consumers. By developing our employees we are able to provide quality, cost effective and accessible services to individuals and families in Wood County. Client outcomes are optimized when workers are professionally well rounded and their core competencies are well developed. Additionally, job satisfaction and job retention are higher among employees that feel supported by the organization and have a flexible, competency-driven, participative and transparent model for career advancement.

Within the Professional Ladder, there are requirements for each of the three job positions or levels, under the categories of:

- Professionalism
- Values and Ethics
- Knowledge, Intervention and Skills
- Organizational Knowledge and Team Building
- Professional Leadership

Skills and behavioral expectations are defined in separate job descriptions for each of these broad categories. In order to advance up the ladder to a new position, workers are required to build on and increase the depth and breadth of professional skills that they have in their repertoire. These job levels are defined as Social Worker/Human Services Professional I, Social Worker/Human Services Professional II and Social Worker/Human Services Professional III. The Human Services Department provides support in several ways to aid the social worker or human services professional in his or her career progression. Employees advancing up the ladder may develop professionally through the application of skills learned through formal education, seminars and workshops, job specific training and/or on-the-job experience. The Professional Ladder allows recognition that this development occurs on a continuum and that knowledge and skills can be obtained in different ways. It also recognizes that employee contributions at each job level are valuable and necessary for a successful organization, as well as acknowledging that different employees may aspire to different levels of professional development.

OBJECTIVES

The objectives relating to social and human services professional work include:

1. To provide an opportunity for advancement that does not mandate additional formal school attendance and to stimulate self-direction in professional development activities.
2. To recognize and reward social workers and human services professionals for formally and informally acquired knowledge, skills and expertise and actively apply this knowledge in their field both directly in practice and by assisting colleagues to integrate new knowledge and skills.
3. To efficiently utilize social workers and human services professionals who are educationally prepared for different levels of performance and job responsibilities.
4. To differentiate between different levels of experience and skill in social and human services work.

The ladder's objectives for the market:

1. To provide the market with a tool for recruitment and retention which focuses on professional development, job satisfaction and individual achievement and rewards which will be attractive to top talent.
2. To enhance awareness of practice and service excellence in the professional practices of social work and human services through the development of positive and supportive attitudes and actions among professionals who provide direct service to children, consumers and families.
3. To promote continual improvement in the provision of high-quality services and excellence in outcomes.
4. To aid in the reduction of turnover rates and the expenses associated with recruiting and on-boarding new employees.

PROCEDURE

Within the Professional Ladder, there are requirements for each of the different job levels, under the categories of:

- **Professionalism** - The habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values and reflection in daily practice for the benefit of the individual and community being served.
- **Values and Ethics** - Application of social work/human services ethical principles and values to guide professional practice and decision making and uphold the rights of the clients we serve.
- **Knowledge, Intervention and Skills** - The use of judgment and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse.
- **Organizational Knowledge and Team Building** - Operating effectively within organizational frameworks and contribute to the development of services and the agency. Operate effectively within multi-agency and inter-professional partnerships and settings.
- **Professional Leadership** - Taking responsibility for the professional learning and development of others through supervision, mentoring, assessing, research, teaching, leadership and management.

Job descriptions include core competencies as well as the specific expectations for each area of service provision. The core competencies for Social Workers/Human Services Professionals are interwoven throughout the key categories of knowledge, skills and abilities. The Professional Ladder Core Competencies and Expected Behaviors performance document offers specific direction to staff on what is expected and how their position can fit into the Professional Ladder. The core competencies include, but are not limited to:

- | | |
|---|---|
| • Ability to engage with clients and families | • Collaboration and team work |
| • Accountability Assessment skills | • Problem solving and decision making |
| • Awareness of personal safety and safety of others | • Communication skills |
| • Attitude | • Compliance with rules and regulations |
| • Documentation skills | • Adherence to best practices |
| • Response to crisis | • Ethical behavior |
| • Person/family centered practice | • Case Management Skills |
| • Trauma Informed Practice | |

WOOD COUNTY HUMAN SERVICES

Self-Evaluation and Application for Professional Ladder Advancement



Please provide specific examples for item items under Organizational Knowledge and Team Building of how you believe your work aligns with the level for which you are requesting reclassification. Refer to the Professional Ladder Core Competencies and Behavioral Expectations performance document for guidance.

Supervisor Comments:

Administrator Comments:

Professional Leadership

Taking responsibility for the professional learning and development of others through supervision, mentoring, assessing, research, teaching, leadership, and management.

SW / HSP I	SW / HSP II	SW / HSP III
1. Recognize and identify the worker's role with regard to others and actively participates in team meetings.	2. Shows the capacity for leadership, shows initiative and encourages others.	3. Contributes to, plays a leading role and/or promotes organizational development.

Please provide specific examples for this item under Professional Leadership of how you believe your work aligns with the level for which you are requesting reclassification. Refer to the Professional Ladder Core Competencies and Behavioral Expectations performance document for guidance.

Supervisor Comments:

Administrator Comments:

Functional Area	Points Awarded
Professionalism	/6
Values and Ethics	/9
Knowledge, Intervention and Skills	/15
Organizational Knowledge and Team Building	/3
Professional Leadership	/3
Total Points:	/36

General comments or other evidence that you believe will help support your request for reclassification.

WOOD COUNTY HUMAN SERVICES

Self-Evaluation and Application for Professional Ladder Advancement



Please review the goals from your immediately prior performance evaluation and indicate how you have met them, or how you are on track to achieve. (SMART – specific, measurable, attainable, realistic, time-bound).

Supervisor Recommendation:

Administrator Recommendation:

A. LEVELS

Social Worker / Human Services Professional I

The Level I Social Worker/Human Services Professional is where all new hires begin. Prior experience and education will be compensated by the available steps within the grade. At least one year experience within Wood County is required before a worker is eligible to move to a higher level position.

This level of professional is expected to be able to function at the foundational level and demonstrate the knowledge, skills and abilities to work with a wide range of clients. At this level, professionals are expected to show enthusiasm in job performance and demonstrate compassionate behavior to clients and other employees. This level I professional needs to demonstrate good judgment to understand when to make decisions autonomously and when to seek needed input from support and supervision.

Social Worker / Human Services Professional II

The Level II Social Worker/Human Services Professional has at least five years of experience in a professional position (i.e.: a position that requires a baccalaureate degree or higher), or has three years of experience and has a master's degree, directly relevant to social or human services work. The Level II professional should be able to act in a leadership role in his/her department and be prepared to accept the demands of occasionally being a peer mentor, cross-training and teamwork.

The level II SW/HS Professional demonstrates highly competent practice in somewhat complex situations, are generally able to strike a balance between support and control and interact with a wide-range of client support professionals. S/he starts to accept responsibility for the practice of others by mentoring less experienced professionals. This professional should also be able to appropriately exercise initiative, as well as reflectively evaluate his/her own practice. Committee or project team involvement beyond the unit is expected. The Level II professional is expected to seek additional education and opportunities to enhance him/herself as well as others within the department. At this level, the worker should be able to offer teaching, in-services or development and facilitation of an educational opportunity to colleagues, community partners and/or the general public.

Social Worker / Human Services Professional III

The Level III Social Worker/Human Services Professional is the highest level on the Professional Ladder. The Level III professional has at least eight years of experience in a professional position (i.e.: a position that requires a baccalaureate degree or higher), or at least six years of experience with a master's degree, directly relevant to social or human services work. At this level, the worker has truly expanded his or her role beyond the expectations of basic direct client services with an emphasis on exceptional engagement and experience as well as active involvement in the community in which they serve.

This experienced professional is more autonomous in his/her role. S/he demonstrates expert and effective practice in complex situations and is able to assess and mitigate higher levels of risk, strike a balance between support and control and interact with a wide-range of professionals. This level of professional is able to expect and anticipate potential issues that may develop on cases. S/he will have expertise in one or more areas of practice and be recognized by peers and other professionals as a source of reliable knowledge and assistance. Collaboration in cross-functional committees or project teams within the agency and/or with external partners is expected for the Level III professional. At this level, the worker should be able to offer teaching, in-services or development and facilitation of an educational

opportunity to colleagues, community partners and/or the general public, particularly in the realm of evidence based practices.

B. ELIGIBILITY REQUIREMENTS

- Eligible employees are social workers or human services professionals in the Family Services and Behavioral Health/Long Term Support Divisions involved in direct client services as at least a 50% employee (worked 1040 hours in the previous 12 months).
- Employees who received a written warning, final written warning or suspension within the last 12 months are not eligible to apply for advancement.
- The most recent performance evaluation cannot identify any "needs improvement" ratings.
- The employee must have the necessary points on the application as outlined in the chart below.

	Points Required	Qualifier
Social Worker/Human Services Professional I	A basic satisfactory evaluation requires at least 12 points. Any evaluations not achieving 12 points are considered unsatisfactory and will result in the employee not being eligible for any step increases until performance is improved.	
Social Worker/Human Services Professional II	24 – 32 points	All performance items must be rated at Level II or above.
Social Worker/Human Services Professional III	33 – 36 points	May not be ranked at Level I for any performance item. May not have more than three ratings at Level II.

C. APPLICATION PROCESS

1. The applicant must talk with their immediate supervisor first regarding the plan to apply, in order to solicit feedback.
2. The applicant completes the application and self-evaluation tool during one of the two annual open application periods.
 - a. The application and self-evaluation is submitted to the immediate supervisor for review. The document shall be electronically submitted to the supervisor in the Microsoft Word *.docx format.
 - b. All applications must be completed in full and will reflect, at minimum, one full year of activity retrospective from the application period.
 - c. Applicants may only submit for reclassification once in a 12 month period.
 - d. Applicants may apply for reclassification from SW/HSP I directly to SW/HSP III provided that all requirements are met.
 - e. Applications must be typed.
3. The supervisor reviews the application and will provide comments regarding support or opposition of reclassification. A copy of the most recent performance evaluation shall be included with the

application. It is the same performance evaluation that is required on an annual basis for all positions on the professional ladder, whether or not an application is submitted.

The application and evaluation will then be submitted to the Division Administrator and copies with comments will be provided to the applicant.

4. Division Administrators for Behavioral Health/Long Term Support and Family Services will review all applications from both divisions. Additional information may be requested from either the applicant or the supervisor. Additional information may also be requested from others directly familiar with the work performance of the applicant.
5. Division Administrators score the application and must be in agreement with each other in the final decision. This decision may or may not be in agreement with supervisor or the self-evaluation.
6. Division Administrators provide feedback and justification on the application form to the applicant regarding competency ratings and identify areas that need to be improved if employee is not reclassified.

D. APPEAL PROCESS

If an application is denied, and the applicant is not in agreement with the feedback and reasoning supplied, the applicant may appeal the decision.

1. The appeal shall be submitted in writing to the Human Services Director within 10 business days of the decision and contain specific rationale for the appeal.
2. Appeals may not be based on rationale which is not consistent with the professional ladder policy under which the application was originally submitted.
3. No changes shall be allowed to the original application prior to the conclusion of the appeal process.
4. The Human Services Director will review the original application, comments and recommendation of the supervisor and administrators, as well as the appeal request. Additional information may be requested from any party.
5. The Human Services Director will make a final decision on the application and provide the decision and reasoning to the administrators, supervisor and applicant.

E. DECLASSIFICATION

1. On an annual basis, a professional is generally expected to maintain or increase the level of performance equal to the level at which they are classified.
2. If an employee does not maintain performance equal to or above the minimum requirements outlined in the table under Section B Eligibility Requirements for the job position level at which they are currently rated, the performance evaluation is considered unsatisfactory and development of a performance improvement plan will be required. Employees that receive an unsatisfactory evaluation are not eligible for step increases.

3. Satisfaction of the performance improvement plan is necessary if the worker wishes to remain in his/her current job position or at their current classification. If a performance improvement plan is required, progress on the plan will be reviewed, as built into the timeline of the plan, to ensure that the employee is on track to return to or exceed the minimum required level of performance required for their grade.
5. If at the next annual evaluation, subsequent to the evaluation at which there was a decline in performance, there continues to be concerns with the employee performance, and the employee again does not meet the minimum requirements, the supervisor will meet with the division administrator to review and justify the ratings. If the supervisor and administrator are in agreement, they will meet with the employee to discuss concerns related to performance.

OPTION 1 - At that time, the employee will have an option to voluntarily request declassification to the job position level that most closely aligns with their current performance – SW/HSP II or SW/HSP I.

- a. Employees requesting declassification will be moved to the step in the lower pay grade that is the closest dollar amount, not exceeding, their current wage.
- b. Employees who declassify to a position in a lower pay grade, and land at the maximum step of the grade, will not be eligible for a step increase until the range for the grade adjusts upward.

OPTION 2 – If the employee chooses not to voluntarily request declassification, and is unwilling or unable to perform the duties of their job position, it may become necessary for the supervisor to follow the disciplinary process as outlined in the employee handbook, up to and including termination.

WOOD COUNTY HUMAN SERVICES

Performance Evaluation for Positions on the Professional Ladder



Employee Name			Review Period		
Division/Unit			Manager		
Job Title		Current Job Level	SW / HSP I	SW / HSP II	SW / HSP III

Directions:

- Please choose the level of job description in each row that best fits the individual's performance.
- If employee falls below the expectation for their **current job description**, please indicate by checking the Needs Improvement box.
- Any Needs Improvement items are required to be accompanied by a performance improvement plan with specific actions, objectives and timelines.
- Points total for the section is determined by adding the total of the column numbers.
- Please refer to the Professional Ladder Core Competencies and Behavioral Expectations document for additional guidance on behaviors and skills that should be evident and demonstrated at each job level.
- Points required for job level rating:

	Points Required	Qualifier
Social Worker/Human Services Professional I	A basic satisfactory evaluation requires at least 12 points. Any evaluations not achieving 12 points are considered unsatisfactory and will result in the employee not being eligible for any step increases until performance is improved.	
Social Worker/Human Services Professional II	24 – 32 points	All performance items must be rated at Level II or above.
Social Worker/Human Services Professional III	33 – 36 points	May not be ranked at Level I for any performance item. May not have more than three ratings at Level II.

- This area will eventually contain directions for completion of this evaluation. This form format may change to utilize embedded technologies like forms or self- tabulation.

Professionalism

<i>The habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served.</i>			Needs Improvement
SW / HSP I	SW / HSP II	SW / HSP III	
1. Demonstrates professionalism in terms of boundaries, presentation, demeanor, reliability, honesty and respectfulness.	2. Maintains professionalism in the face of more challenging circumstances.	3. Models and help others to demonstrate professionalism.	
1. Demonstrates workload management skills and develop the ability to prioritize.	2. Manages workload independently, seeking support and suggesting solutions for workload difficulties.	3. Models and help others with effective workload management skills. This can include ways to increase efficiencies within the unit, division, and/or	

WOOD COUNTY HUMAN SERVICES

Performance Evaluation for Positions on the Professional Ladder

		department.	
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Total Points: _____

Comments:

Values and Ethics

Application of social work/human services ethical principles and values to guide professional practice and decision making, and uphold the rights of the clients we serve.

			Needs Improvement
SW / HSP I	SW / HSP II	SW / HSP III	
1. Recognize and manage the impact of personal values on professional practice. Manage conflicting values and ethical dilemmas to arrive at decisions.	2. Critically reflect on and manage the influence and impact of personal values on professional practice using supervision and team discussion, questioning others, including those from other professions.	3. Model and support others by giving and accepting critical feedback in order to reflect on and manage the influence and impact of personal values on professional practice. Provide guidance and support to analyze, reflect on and work with ethical dilemmas.	
1. Understand and protect the privacy of individuals within and outside their families and networks, recognizing the requirements of professional accountability and information sharing.	2. Recognize and act when the right to privacy is over-ridden by professional or legal requirements.	3. Demonstrate skills in issues of privacy and information-sharing in complex or risky situations. Offer support and guidance to colleagues in managing these dilemmas.	
1. Identifies and respects the impact of the authority of the worker's role on relationships and interventions.	2. Critically reflect, adapt and manage the authority of the worker's role in the relationship with clients/consumers.	3. Demonstrate and model the effective and positive use of authority, providing guidance to clients/consumers.	

Total Points: _____

Comments:

Knowledge, Intervention and Skills

The use of judgment and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse.

			Needs Improvement
SW / HSP I	SW / HSP II	SW / HSP III	
1. Identify and explain professional reasoning, judgments and decisions through clear communication.	2. Demonstrate clear communication of evidence-based professional judgments and decisions to professional and non-	3. Communicate skillfully and confidently in complex or high risk situations. Model and help others to develop communication	

WOOD COUNTY HUMAN SERVICES

Performance Evaluation for Positions on the Professional Ladder



	professionals.	skills.	
1. Build and use effective relationships with a wide range of people, networks, communities and professionals to improve outcomes, showing an ability to manage resistance.	2. Engage effectively with people in complex situations, both short-time and building relationships over time.	3. Sustain and model engagement with people in fluctuating circumstances and capacities, including where there is hostility and risk.	
1. Use appropriate assessment and intervention frameworks, applying information gathering skills to make and contribute to assessments and intervention.	2. Gather information for assessment and intervention in more complex situations.	3. Gather information efficiently to inform judgment for assessment and intervention in complex situations or in the absence of complete information.	
1. Record information in a timely, respectful and accurate manner. Write records and reports for a variety of purposes with language suited to function, using information management skills.	2. Clearly report and record analysis and judgments. Distinguish fact from opinion and record conflicting views and perspectives.	3. Models efficient verbal and written communication through use of technology systems. Contribute to the development of the organization's information strategy and systems.	
1. Demonstrate a basic understanding and application of the worker's position.	2. Demonstrate a comprehensive understanding and use of knowledge related to the worker's area of practice, including critical awareness of current issues and new evidence based practice research.	3. Demonstrates and puts into practice knowledge in one or more specialty areas of worker's practice through experience and/or ongoing training and education.	

Total Points: _____

Comments: _____

Organizational Knowledge and Team Building

<i>Operating effectively within organizational frameworks and contribute to the development of services and organizations. Operate effectively within multi-agency and inter-professional partnerships and settings.</i>			Needs Improvement
SW / HSP I	SW / HSP II	SW / HSP III	
1. Learns organizational structure, adapts to changes and takes responsibility for the worker's role and impact within the team.	2. Educates and promotes changes, acts confidently within the team, works positively with others, contributes to team working and collaborative support. Takes an active role in inter-professional and interagency work.	3. Model and encourage positive working relationships, leads and promotes strategies for collaboration and encourages a supportive team culture.	

Total Points: _____

Comments: _____



WOOD COUNTY HUMAN SERVICES

Performance Evaluation for Positions on the Professional Ladder

Professional Leadership

<i>Taking responsibility for the professional learning and development of others through supervision, mentoring, assessing, research, teaching, leadership, and management.</i>			Needs Improvement
SW / HSP I	SW / HSP II	SW / HSP III	
1. Recognize and identify the worker's role with regard to others and actively participates in team meetings.	2. Shows the capacity for leadership, shows initiative and encourages others.	3. Contributes to, plays a leading role and/or promotes organizational development.	

Total Points: _____

Comments:

Functional Area	Points Awarded
Professionalism	/6
Values and Ethics	/9
Knowledge, Intervention and Skills	/15
Organizational Knowledge and Team Building	/3
Professional Leadership	/3
Total Points:	/36

Please use this section for other general comments or to provide evidence to support reclassification.

Performance Improvement Plan (Any item rated Needs Improvement is required to submit a performance improvement plan). This should include specific changes needed, objectives, actions and a timeline.

WOOD COUNTY HUMAN SERVICES

Performance Evaluation for Positions on the Professional Ladder



Goals for next year. (SMART – specific, measurable, attainable, realistic, time-bound).

Employee Comments

Please forward completed evaluation to the Human Resources Department for retention in employee's personnel file, *with* a copy to the employee.

Employee Signature

Date of Evaluation

An employee signature verifies that a review was held. It does not constitute concurrence.



WOOD COUNTY HUMAN SERVICES

Professional Ladder Core Competencies – Examples of Demonstrated Behaviors

Not all listed behaviors or tasks may apply to each position eligible for the professional ladder continuum. This document provides examples of behaviors and responsibilities that are representative of the expectations of competence at each level. Each successive level is expected to demonstrate continuing and progressive competence of the behaviors demonstrated at lower levels.

PROFESSIONALISM		
The habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served.		
Social Worker / Human Services Professional I	Social Worker / Human Services Professional II	Social Worker / Human Services Professional III
<ul style="list-style-type: none"> – All new employees will be hired at this level, but may be awarded for prior experience by adjustment in starting step level within this grade; new employees will spend one year at this level and after that probationary period may apply for an adjustment to Level II or Level III – Entry level skills. May have little to no case management experience. – Completes essential job duties – Can manage workload and demonstrates ability to prioritize with supervision – Able to apply standards and statutory requirements for timelines in daily work – Demonstrates appropriate knowledge and abilities related to attributes of professionalism including: boundaries, presentation, demeanor, reliability, honest and respectfulness – Good sense of responsibility and commitment. Usually follows through on commitments and promises, with a few short delays – Able to express appropriate facts and ideas, in a credible and appropriate manner – Displays good judgment in what information needs to be communicated, actively seeks support when unsure – Can identify and explain professional reasoning, judgments and decisions – Listens to others and accepts feedback when offered – When approached, is willing to admit mistakes – Has sufficient foundational technical 	<ul style="list-style-type: none"> – Proficient worker. Master's degree with at least three years of experience in direct practice or a baccalaureate degree with at least five years of direct practice experience – Consistently completes workload assignments by due date and demonstrate a high-level of organization and time management strategies with minimal supervisory oversight – Able to manage workload independently, seeking support and suggesting solutions for workload difficulties – Has enough experience to recognize when services are not achieving objectives and may not be beneficial to client – Involvement in community task forces or interdisciplinary activities – Maintains professionalism when faced with more challenging circumstances – Very strong sense of responsibility and commitment. Can be relied upon to follow through on commitments and promises – Generally able to express facts and ideas clearly, in a credible and appropriate manner. – Displays good judgment in what information needs to be communicated – Actively demonstrates use and communication of evidence-based professional judgments and decisions to both professionals and non-professionals – Frequently listens to others and often 	<ul style="list-style-type: none"> – Highly experienced worker. Master's degree with at least six years of direct practice experience or baccalaureate degree with at least eight years of direct practice experience – Models and help others with effective workload management skills – Consistently seen as a "go to" person by administration, peers and outside agencies for day-to-day problem solving – Models and helps guide others in demonstrating professionalism – Displays excellent judgment in what information needs to be communicated – Communicates clearly and confidently in complex, hostile or high risk situations. Able to help others in crafting communication strategies and developing communication skills – Exemplary sense of responsibility and commitment. Can always be relied upon to follow through on commitments and promises – Very strong ability to express facts and ideas clearly, in a credible and appropriate manner – Consistently listens to others and solicits feedback – Willing to admit mistakes and take initiative to analyze to help inform future decision making – Has expert level technical skills and knowledge – Actively pursues training and education in evidenced-based practices and is willing and able to train agency peers in new practices – Likely to hold additional professional

<p>skills and knowledge to perform the job competently</p> <ul style="list-style-type: none"> – Completion of core training requirements for specific agency role – Maintains certification as a social worker or other certification/licensing as required for agency specific role 	<p>elicits feedback</p> <ul style="list-style-type: none"> – Willing to admit mistakes – Has strong technical skills and knowledge – Goes beyond core training requirements and actively seeks opportunities for on-going professional development – Maintains all required certifications or licenses; may actively seek to advance to higher levels of professional certification 	<p>certifications and is dedicated to lifelong learning within the professional realm</p>
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VALUES AND ETHICS

Application of social work/human services ethical principles and values to guide professional practice and decision making, and uphold the rights of the clients we serve.

Social Worker / Human Services Professional I	Social Worker / Human Services Professional II	Social Worker / Human Services Professional III
<ul style="list-style-type: none"> – Able to identify potential ethical dilemmas and appropriately uses supervision to come to a decision regarding how to resolve the issue – Maintains confidentiality and rights at all times – Relies heavily on guidance from more experienced peers and supervisors for direction on all cases, paperwork, activities and decision making – Requires close training and support of Peer Mentors, Program Manager and/or LPC – Learning the basics of Trauma Informed Care and Systems and how the principles should be applied in daily work – Recognize and manage the impact of personal values on professional practice. Manage conflicting values and ethical dilemmas to arrive at decisions – Understand and protect the privacy of individuals within and outside their families and networks, recognizing the requirements of professional accountability and information sharing – Identifies and respects the impact of the authority of the worker's role on relationships and interventions 	<ul style="list-style-type: none"> – Able to consult with peers to offer critical reflection to manage the influence of personal values on professional practice – Recognize and act when the right to privacy is over-ridden by professional or legal requirements – Critically reflects on, adapts and manages the authority of the worker's role in the relationship with clients/consumers – Familiar with and readily able to apply the concepts of Trauma Informed Care and Trauma Responsive Systems in daily work – Critically reflect on and manage the influence and impact of personal values on professional practice using supervision and team discussion, questioning others, included those from other professions – Recognize and act when the right to privacy is over-ridden by professional or legal requirements – Critically reflects on, adapts and manages the authority of the worker's role in the relationship with clients/consumers 	<ul style="list-style-type: none"> – Support others and model application of ethical principles by giving and accepting critical feedback in order to reflect on and manage the influence and impact of personal values on professional practice. Provide guidance and support to analyze, reflect on and work with ethical dilemmas – Demonstrate skills in issues of privacy and information-sharing in complex or risky situations. Offer support and guidance to colleagues in managing these dilemmas – Demonstrates effective and positive use of authority, providing guidance to clients/consumers and helps model this behavior for others – Fully functional in application of the concepts of Trauma Informed Care and Trauma Responsive Systems in daily work and able to advocate from a trauma informed perspective to external service providers – May help contribute to the development of the agency's information strategy and systems

KNOWLEDGE, INTERVENTION AND SKILLS		
The use of judgment and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse.		
Social Worker / Human Services Professional I	Social Worker / Human Services Professional II	Social Worker / Human Services Professional III
<ul style="list-style-type: none"> Learning about services available within and to Wood County residents. Needs introductions and directions on how to proceed with referrals, connect with providers and to manage ongoing cases. Developing initial judgments and assessments of life situations, symptoms, diagnoses, personality styles, client responses/behaviors and crisis situations. Starting entry level training for MH/AODA screens Can describe thought processes regarding case progression in case staffings with managers and peers Demonstrates good decision making regarding safety of worker and service provider when conducting home visits Builds and uses effective relationships with a wide range of people, networks, communities and other professionals to improve outcomes; demonstrates and ability to manage resistance Uses appropriate assessment and intervention frameworks, applying information gathering skills to make and contribute to assessments and intervention Records information in a timely, respectful and accurate manner. Writes notes, records and reports for a variety of purposes with language suited to function, using information management skills Has a basic understanding and application of the worker role within the unit and agency 	<ul style="list-style-type: none"> Good awareness of the difficulties faced by clients who have severe and persistent mental illness or other disabilities and a comprehensive understanding of how environment and symptoms can impact a person's functioning Aware of and easily connect with peers and contracted service providers to advocate for client Considers other needs of the family beyond the visible presenting concern Consistently tries to engage clients or families as partners in the problem solving process Experience in navigating Wood County computerized documentation, billing and other state required reporting systems. Occasionally can offer suggestions for improvement in processes Demonstrates ability to apply rights and confidentiality laws in complex situations Able to independently inform client when confidential information must be shared with a third party Engages effectively with people in complex situations, both in the short-term and building strong relationships over time Uses appropriate assessment and intervention frameworks, applying information gathering skills to make and contribute to assessments and intervention in more complex situations Builds on previously acquired documentation skills and is able to clearly report and record analysis and judgments. Able to distinguish fact from opinion and objectively record conflicting view and perspectives Has a comprehensive understanding of role and use of knowledge related to current area of practice Demonstrates critical awareness of 	<ul style="list-style-type: none"> Skilled in crafting interagency collaborations and engaging outside service providers, especially on challenging cases Gathers information efficiently to inform judgment for assessment and intervention in complex or risky situations or in the absence of complete information Demonstrates expertise in documentation abilities and role models efficient and thorough verbal and written communication through use of technology Sustains and role models engagement with people in fluctuating circumstances and capacities, including where there is hostility and risk Demonstrates and puts into practice knowledge in one or more specialty areas of practice through experience and/or ongoing training and education Models ways to work collaboratively with many disciplines, works through conflict constructively to achieve positive outcomes for clients and the agency Develops strong treatment or case management recommendations based on program and agency parameters, and elicit close cooperation from outside agencies and peers May serve as super-user or trainer for eWISACWIS or TCM Able to serve in lead capacity for specialty needs like TPR cases, sexual offender population or sexual assault victims (CAC/stepwise) Demonstrates advanced understanding of person centered approach and evidenced based practices by offering ideas and feedback to other staff as well as utilizing these principles in daily practice Provides informal consultation to peers related to skillful consumer contact

	current issues and new evidence-based practice research	when management staff is not available
ORGANIZATIONAL KNOWLEDGE AND TEAM-BUILDING		
Operating effectively within own organizational frameworks and contribute to the development of services and organizations. Operate effectively within multi-agency and inter-professional partnerships and settings.		
Social Worker / Human Services Professional I	Social Worker / Human Services Professional II	Social Worker / Human Services Professional III
<ul style="list-style-type: none"> Familiar with organizational structure, adapts to changes and takes responsibility for own role and impact within the team. Has a clear understanding of organizational mission, vision and values Learning the basics of behavioral health programs including CCS, CRS and Mobile Crisis and able to operate within each context Learning the basics of family services structure and how each service line interacts and supports clients (initial response, ongoing, family resources and juvenile justice) Learning the basics of Wood County computerized documentation systems; learning the basics of billing and associated requirements Completes accurate documentation of all contacts, writes basic assessments and service plans May have a smaller caseload, or a caseload that is described as being less complex or intensive than others Awareness of personal stress in self and is developing positive coping mechanisms 	<ul style="list-style-type: none"> Familiar with the organizational structure of the agency, across divisions, and collaborates to support clients Familiar with the organizational structure of the agency, across divisions, and able to help connect less experienced worker to available resources throughout the agency Willing to take on new responsibilities as the service environment of the agency evolves Takes an active role in inter-professional and interagency work, promoting Human Services mission, vision and values; may include representing agency in community committees Experience in navigating Wood County computerized documentation, billing and other state required reporting systems. Occasionally can offer suggestions for improvement in processes Able to handle a more diverse caseload, that includes cases of moderate to high intensity and complexity Awareness of stress in self and others and able to recommend appropriate resources 	<ul style="list-style-type: none"> Sets a strong example of organizational commitment and inspires feeling of loyalty and commitment in others Encourages and models positive working relationships, leads and promotes strategies for collaboration and encourages a supportive team culture in alignment with the mission, vision and values of the organization Consistently demonstrates a high level of concern for the organization and or other employees Displays a strong sense of pride in the organization Familiar with quality improvement process and willing to serve as change leader or champion to support idea that will enhance value of services provided, foster positive client outcomes and boost customer or staff satisfaction Awareness of signs and characteristics of secondary stress, compassion fatigue or burnout in self and peers and ensures appropriate follow-up; at this level, may serve as crisis debriefer
PROFESSIONAL LEADERSHIP		
Taking responsibility for the professional learning and development of self and others through supervision, mentoring, assessing, research, teaching, leadership, and management.		
Social Worker / Human Services Professional I	Social Worker / Human Services Professional II	Social Worker / Human Services Professional III
<ul style="list-style-type: none"> May feel challenged by work, but readily accepts responsibilities Accepts accountability for actions Willing to serve on project teams; willing to take an active role and learn basics of project management, quality improvement and leadership behaviors Lead or teach activities for clients or 	<ul style="list-style-type: none"> Can be assigned the role of Peer Mentor to new employees or student interns with guidance and planning with Program Manager Able to role-model and assist less experienced peers in creating assessments and services plans using a person centered approach 	<ul style="list-style-type: none"> Contributes to, plays a leading role and/or promotes both peer and organizational development Excellent problem solving skills Generates multiple alternative solutions to reach the best resolution in complex situations Proactively anticipates and prevents

<p>consumers</p> <ul style="list-style-type: none"> — Recognize and identify own role in regards to others — Actively participates in team meetings — Shows ability to solve problems and generate alternative solutions — Often takes a proactive approach to recognize the potential for problems and prevent when possible — Will look for new and more efficient processes and solutions 	<ul style="list-style-type: none"> — Documentation consistently includes, without supervisory reminders: description of intervention, client progress toward goals, plan or assessment (case management note), plan and clinical rationale for plan (crisis note) — Co-facilitates treatment groups — Attends continuing education and shares information and new practices with peers and agency — Willing to take a lead role within committees or task forces — Willing to serve as facilitator for specific initiatives — Shows the capacity for leadership, shows initiative and encourages others — Very good problem solving skills — Generates alternative solutions to reach the best solution — Able to anticipate and often prevent problems from arising — Proactively looks for new and more efficient process and solutions. Has recommended new approaches that have improved efficiency — Actively applies principles of project management and quality improvement; may act as change team leader — May assist with planning and facilitating agency or division training or meetings 	<p>problems from arising</p> <ul style="list-style-type: none"> — Regularly evaluates current processes and procedures seeking new and more efficient ways to work. Has implemented new approaches that have measurably improved efficiency, eliminated waste and/or resulted in improved outcomes — Routinely accepts and seeks out leadership responsibilities such as peer mentoring and supervision of student interns — May serve in leadership roles, or independently seeks out opportunities for involvement, in community task forces and interdisciplinary activities — Able to coach others in identification of problems and facilitate finding solutions — Volunteers for specific leadership responsibilities such as: MH/AODA Screen Lead, Healthy People Wood County, coordinate Clubhouse efforts, training services providers on CCS/CRS program documentation — Able to "tell the story of the agency" in presentations to the community, board members or other employees
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WOOD COUNTY HUMAN SERVICES

Self-Evaluation and Application for Professional Ladder Advancement



Employee Name		Review Period		
Division/Unit		Manager		
Job Title		Current Classification	SW/HSP I	SW/HSP II
Application Date				

To which job description are you requesting reclassification?

SW/HSP II

SW/HSP III

Directions:

- Applications must be in a computer generated format and submitted to your supervisor as a Word *.docx document.
- Please provide specific examples of performance during a minimum of the last full year of employment activity, or since the last time you applied for reclassification (if you have previously applied) that support each of the 12 performance items below.
- Please refer to the Professional Ladder Core Competencies and Behavioral Expectations performance document for additional guidance on behaviors and skills that should be evident and demonstrated at each job level.
- Points required for job level rating:

	Points Required	Qualifier
Social Worker/Human Services Professional I	A basic satisfactory evaluation requires at least 12 points. Any evaluations not achieving 12 points are considered unsatisfactory and will result in the employee not being eligible for any step increases until performance is improved.	
Social Worker/Human Services Professional II	24 – 32 points	All performance items must be rated at Level II or above.
Social Worker/Human Services Professional III	33 – 36 points	May not be ranked at Level I for any performance item. May not have more than three ratings at Level II.

Please include with this application documentation of attendance at or completion of professional education that may help support your request for reclassification. Please include a copy of your degree, if a degree has been conferred to you since your last application for reclassification.

As you complete this self-evaluation, please consider the following questions as you tell the story of your work with the agency and evaluate your own performance against the core competencies.

- What is it about your job or position that you find rewarding?
- Are you sufficiently challenged by your present responsibilities?
- Is there anything about your job that you would like to see changed?
- What are your long term career aspirations?

Consider the following areas in providing detail and description for your performance:

- Accomplishments that you are proud of or are of significance to you.

WOOD COUNTY HUMAN SERVICES

Self-Evaluation and Application for Professional Ladder Advancement



- Internal unit or agency teams or committees on which you have served in the previous 12 months, or any changes since your last application for reclassification if longer than 12 months ago.
- Community based activities (committees, task forces, teams, groups, etc.) related to your professional position that could help provide evidence of ongoing professional growth and responsibility related to your request for reclassification.
- Trainings, in-services or education that you have offered to colleagues. This may include group or individual; formal or informal trainings. You may include, electronically or via hard copy, any job aids, handouts, presentations, or other items that you created or for which you provided content (please cite as appropriate) related to the training.

SELF-EVALUATION

- This area will eventually contain directions for completion of this evaluation. This form format may change to utilize embedded technologies like forms or self- tabulation.

Professionalism

The habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served.

SW / HSP I	SW / HSP II	SW / HSP III
1. Demonstrates professionalism in terms of boundaries, presentation, demeanor, reliability, honesty and respectfulness.	2. Maintains professionalism in the face of more challenging circumstances.	3. Models and help others to demonstrate professionalism.
1. Demonstrates workload management skills and develop the ability to prioritize.	2. Manages workload independently, seeking support and suggesting solutions for workload difficulties.	3. Models and help others with effective workload management skills. This can include ways to increase efficiencies within the unit, division, and/or department.

Please provide specific examples for each item under Professionalism of how you believe your work aligns with the level for which you are requesting reclassification. Refer to the Professional Ladder Core Competencies and Behavioral Expectations performance document for guidance.

Supervisor Rating and Comments:

Administrator Comments:

Values and Ethics

Application of social work/human services ethical principles and values to guide professional practice and decision making, and uphold the rights of the clients we serve.

WOOD COUNTY HUMAN SERVICES

Self-Evaluation and Application for Professional Ladder Advancement



SW / HSP I	SW / HSP II	SW / HSP III
1. Recognize and manage the impact of personal values on professional practice. Manage conflicting values and ethical dilemmas to arrive at decisions.	2. Critically reflect on and manage the influence and impact of personal values on professional practice using supervision and team discussion, questioning others, including those from other professions.	3. Model and support others by giving and accepting critical feedback in order to reflect on and manage the influence and impact of personal values on professional practice. Provide guidance and support to analyze, reflect on and work with ethical dilemmas.
1. Understand and protect the privacy of individuals within and outside their families and networks, recognizing the requirements of professional accountability and information sharing.	2. Recognize and act when the right to privacy is over-ridden by professional or legal requirements.	3. Demonstrate skills in issues of privacy and information-sharing in complex or risky situations. Offer support and guidance to colleagues in managing these dilemmas.
1. Identifies and respects the impact of the authority of the worker's role on relationships and interventions.	2. Critically reflect, adapt and manage the authority of the worker's role in the relationship with clients/consumers.	3. Demonstrate and model the effective and positive use of authority, providing guidance to clients/consumers.
Please provide specific examples for each item under Values and Ethics of how you believe your work aligns with the level for which you are requesting reclassification. Refer to the Professional Ladder Core Competencies and Behavioral Expectations performance document for guidance.		
Supervisor Comments:		
Administrator Comments:		

Knowledge, Intervention and Skills

The use of judgment and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse.

SW / HSP I	SW / HSP II	SW / HSP III
1. Identify and explain professional reasoning, judgments and decisions through clear communication.	2. Demonstrate clear communication of evidence-based professional judgments and decisions to professional and non-professionals.	3. Communicate skillfully and confidently in complex or high risk situations. Model and help others to develop communication skills.
1. Build and use effective relationships with a wide range of people, networks, communities	2. Engage effectively with people in complex situations, both short-time and building relationships over	3. Sustain and model engagement with people in fluctuating circumstances and capacities,



WOOD COUNTY HUMAN SERVICES

Self-Evaluation and Application for Professional Ladder Advancement

and professionals to improve outcomes, showing an ability to manage resistance.	time.	including where there is hostility and risk.
1. Use appropriate assessment and intervention frameworks, applying information gathering skills to make and contribute to assessments and intervention.	2. Gather information for assessment and intervention in more complex situations.	3. Gather information efficiently to inform judgment for assessment and intervention in complex situations or in the absence of complete information.
1. Record information in a timely, respectful and accurate manner. Write records and reports for a variety of purposes with language suited to function, using information management skills.	2. Clearly report and record analysis and judgments. Distinguish fact from opinion and record conflicting views and perspectives.	3. Models efficient verbal and written communication through use of technology systems. Contribute to the development of the organization's information strategy and systems.
1. Demonstrate a basic understanding and application of the worker's position.	2. Demonstrate a comprehensive understanding and use of knowledge related to the worker's area of practice, including critical awareness of current issues and new evidence based practice research.	3. Demonstrates and puts into practice knowledge in one or more specialty areas of worker's practice through experience and/or ongoing training and education.
Please provide specific examples for each item under Knowledge, Intervention and Skills of how you believe your work aligns with the level for which you are requesting reclassification. Refer to the Professional Ladder Core Competencies and Behavioral Expectations performance document for guidance.		
Supervisor Comments:		
Administrator Comments:		

Organizational Knowledge and Team Building

Operating effectively within own organizational frameworks and contribute to the development of services and organizations. Operate effectively within multi-agency and inter-professional partnerships and settings.

SW / HSP I	SW / HSP II	SW / HSP III
1. Learns organizational structure, adapts to changes and takes responsibility for the worker's role and impact within the team.	2. Educates and promotes changes, acts confidently within the team, works positively with others, contributes to team working and collaborative support. Takes an active role in inter-professional and interagency work.	3. Model and encourage positive working relationships, leads and promotes strategies for collaboration and encourages a supportive team culture.