

Polk County Wisconsin

**DUTIES AND RESPONSIBILITIES OF
GOVERNING COMMITTEES**

Policy 0010

Effective Date: July 19, 2005

Revision Date: 6-20-06; 3-11-08

Policy:

Polk County Board of Supervisors is comprised of the following governing committees.

Chapter 1: Master Duties

Chapter 2: Executive

Chapter 3: Extension, Land & Water Resource and Lime Quarry

Chapter 4: Finance

Chapter 5: Golden Age Manor

Chapter 6: Health & Aging

Chapter 7: Highway

Chapter 8: Human Services

Chapter 9: Personnel

Chapter 10: Property, Forestry and Recreational

Chapter 11: Public Protection and Judicial

Chapter 12: Revolving Loan Fund, Land Records, Planning and Zoning

Chapter 1

Each of these governing committees has several duties that are the same as listed below.

POLK COUNTY GOVERNING COMMITTEE RULES AND RESPONSIBILITIES

FOR ALL GOVERNING COMMITTEES

The committee shall have the following duties and responsibilities which pertain to all governing committees:

1. Perform the annual review of all department heads who report to this elected committee.
2. Hold evidentiary hearing and administer discipline to any department head who reports to this committee in accordance with Employee Discipline Policy 716.
3. Review and act on purchases from each department that reports to this elected committee to determine the necessity and reasonableness of the requested purchase and if it is in accordance with Purchasing Policy 912.
4. Provide guidance and supervision with regard to the policy, functions and priorities of the department (s) reporting to this elected committee.
5. Review and act on the annual budget being proposed by each department for the next fiscal year by each department that reports to this elected committee.
6. Review and act on each department's budget for the departments that report to this elected committee at mid-year to assess the allocation of remaining funds and to review any unbudgeted departmental expenditures.
7. Review and act on annual reports for every department reporting to this elected committee before they go to County Board for receipt.
8. Review requests for transfer of funds within budget lines within individual accounts which pertain to transfers between salary, operational, or capital improvement lines and make recommendations for any department that reports to this elected committee. The recommendation for transfers between individual detailed budget accounts between salary, operational, capital improvement line items must obtain prior approval of the Finance Committee, as required under Wisconsin Statutes 65.90(5)(b).
9. Review and act on the travel requests of department heads that report to this elected committee prior to out of county travel.
10. The committee shall direct any department head who reports to this elected committee to supply any information requested by the committee concerning that department or answer any question(s) of the committee that pertains to that department.
11. Formulate policies and establish management practices necessary for the effective operation of each department under the direction of the committee.
12. Take action on any new position request for each department that reports to this elected committee in accordance with the budget process as outlined in Position Administration Policy 881.
13. Review and act on job descriptions for new position or for the reclassification within departments that report to this elected committee.
14. Review and re-authorize/disapprove any or all the positions requested in the annually staffing plan that must be submitted in accordance with Position Administration Policy 881 for each department that reports to this elected committee.

Chapter 2

POLK COUNTY EXECUTIVE COMMITTEE RULES AND RESPONSIBILITIES

DUTIES AND RESPONSIBILITIES SPECIFIC TO EXECUTIVE COMMITTEE

1. The Executive Committee shall facilitate disputes between elected governing committee's and be the final authority on those disputes.
2. The County Board Chair will be the Chairperson for the Executive Committee.
3. The Executive Committee shall approve travel for the County Board Chair.
4. The Executive Committee shall review county board rules of order and make recommended changes, additions and deletions to the full County Board for their consideration.
5. The Executive Committee shall meet monthly or as needed, at the discretion of the County Board Chair.
6. No later than April 20th, the Executive Committee shall issue staffing and programming guidance per Policy 881 Staffing, Budget Planning and Position Administration.

Chapter 3

Extension, Land & Water Resources, and Lime Quarry Committee

Duty Roster

The following department reports to this elected committee :

Polk County University Extension Office

The committee shall have the following duties and responsibilities:

1. Direct and supervise an educational program in cooperation with the University of Wisconsin - Extension as defined under Wisconsin State Statutes 59.87 and as provided for in an act of the United States Congress approved May 8, 1914 (38Stat. 372) and all acts supplementary thereto.
2. Keep informed of the purposes of University Extension work and encourage understanding and cooperation between county board members and the University Extension staff.
3. Work closely with the University Extension District Director to maintain a competent staff of Extension Agents in accordance with Wisconsin Statute 59.87.
4. Provide suitable office space, secretarial support, equipment and utilities to enable Extension Agents to conduct educational programs.
5. Develop an understanding of the provisions of both state and federal legislation pertaining to University Extension.
6. Assist staff in identifying major problems by informing them of needs and interests of county residents and encourage county staff to program toward the solution of those problems.
7. In cooperation with University Extension District Director, appoint Department Head representation on an annual basis.
8. Represent the interest and welfare of the University Extension Office at appropriate committee and county board deliberations.
9. Provide county representation at district and state meetings of county extension committees such as the Wisconsin Associated County Extension Committees (WACEC).
10. Consult with the University Extension District Director on matters concerning Extension personnel and programs.
11. Conduct an annual review of the University Extension Office department head/ faculty.
12. Review purchases in excess of \$2,000 that are made by the University Extension Office to make sure the department is following the county purchasing policy.
13. Review and approve/disapprove the annual University Extension budget being proposed for the next fiscal year.
14. Review and approve/disapprove the University Extension Office annual report before it goes to the County Board for approval.
15. Review and approve/disapprove the University Extension Office expense vouchers to determine the necessity and the reasonableness of the requested expenditures.
16. Review and approve/disapprove requests for new positions in the University Extension Office in accordance with the budget process outlined in the Polk County Position Administration Plan.
17. Direct the department head to supply any information requested by the committee concerning the department or to answer any questions of the committee that pertain to the department.
18. Formulate policies and establish management practices necessary for the effective operation of the University Extension Office.
19. Review and approve/disapprove job descriptions for new positions or for the reclassification of

- positions with the University Extension Office.
20. Review and re-authorize/disapprove all the position(s) in the University Extension Office in accordance with the Polk County Administration Staffing Plan
 21. Review and authorize Dog Claims

Chapter 3

Extension, Land & Water Resources and Lime Quarry Committee

Duty Roster

Land Conservation Committee

The following department reports to this elected committee: **Land and Water Resources**

Duties Specific to the Land Conservation Committee:

92.07 Land conservation committee; powers.

(1) Powers generally. Each land conservation committee may carry out the powers delegated to the committee subject to the approval of the county board.

(2) Standards. Each land conservation committee may develop and adopt standards and specifications for management practices to control erosion, sedimentation and nonpoint source water pollution. The standards and specifications for agricultural facilities and practices that are constructed or begun on or after October 14, 1997, and, if cost-sharing is available to the owner or operator under [s. 92.14](#) or [281.65](#) or from any other source, for agricultural facilities and practices that are constructed or begun before that date shall be consistent with the performance standards, prohibitions, conservation practices and technical standards under [s. 281.16 \(3\)](#). The land conservation committee shall use the rules promulgated under [s. 281.16 \(3\) \(e\)](#) to determine whether cost-sharing is available.

(3) Distribute funds. Each land conservation committee may distribute and allocate federal, state and county funds made available to the committee for cost-sharing programs or other incentive programs for improvements and practices relating to soil and water conservation on private or public lands, and within the limits permitted under these programs, to determine the methods of allocating these funds.

5) Educational and other programs. Each land conservation committee may encourage research and educational, informational and public service programs, advise the University of Wisconsin System on educational needs and assist the University of Wisconsin System and the department in implementing educational programs under [ss. 36.25 \(7\)](#), [59.56 \(3\)](#) and [92.05](#).

(6) Preventive and control measures and works of improvement. Each land conservation committee may carry out preventive and control measures and works of improvement for flood prevention and for conservation, development, utilization and control of water within the county. These preventive and control measures and works of improvement may include, but are not limited to, changes in the use of land and use of engineering operations such as terraces, terrace outlets, desilting basins, floodwater retarding structures, floodways, dikes and ponds, methods of cultivation and the growing of vegetation. These preventive and control measures and works of improvement may be carried out on lands owned or controlled by this state or any of its agencies, with the cooperation of the agency administering and having jurisdiction of the land, and on any other lands within the county upon obtaining the consent of the landowner or the necessary rights or interests in the land.

(7) Assistance. Each land conservation committee, in the name of the county, may cooperate with, enter into agreements with, or furnish financial, technical, planning or other assistance to any agency, governmental or otherwise, or any landowner or land user within the incorporated or unincorporated

parts of the county, in carrying out resource conservation operations and works of improvement for flood prevention or for the conservation, development, utilization and protection of soil and water resources within the county.

(7m) Assistance to the department of transportation. Each land conservation committee shall cooperate with the department of transportation as requested under [s. 85.195](#).

(8) Obtain property. Each land conservation committee, in the name of the county, may obtain options upon and acquire, by purchase, exchange, lease, gift, grant, bequest, devise or otherwise, any property or rights or interests in property or in water. A land conservation committee may maintain, administer and improve any properties acquired. A land conservation committee may receive income from these properties on behalf of the county and may expend this income in carrying out the purposes and provisions of this chapter. A land conservation committee may sell, lease or otherwise dispose of the property or interests in property in furtherance of the purposes and the provisions of this chapter.

(9) Machinery availability. Each land conservation committee may make available, on terms it may prescribe, to landowners and land users within the incorporated and unincorporated parts of the county, agricultural and engineering machinery and equipment, fertilizer, seeds and seedlings, and other material or equipment which will assist the landowners and land users in carrying on operations upon their lands for the conservation of soil resources, for the prevention and control of soil erosion, for flood prevention, for the conservation, development and utilization of water or for the prevention of nonpoint source water pollution.

(10) Structures. Each land conservation committee may construct, improve, operate and maintain structures necessary or convenient for the performance of any of the operations or activities authorized in this chapter.

(11) Administration of projects or programs. Each land conservation committee, in the name of the county, may acquire, by purchase, lease or otherwise, and administer, any soil conservation, flood prevention, water management or nonpoint source water pollution abatement project or combinations of these projects, and participate in programs concerned with the conservation of natural resources located within the county undertaken by the United States or any of its agencies, or by this state or any of its agencies. A land conservation committee may administer, as agent of the United States or any of its agencies, or of this state or any of its agencies, any soil conservation, flood prevention, water management, water quality improvement, nonpoint source water pollution abatement, erosion control, erosion prevention project or resource conservation program within the county. A land conservation committee may act as agent for the United States, or any of its agencies, or for this state or any of its agencies, in connection with the acquisition, construction, operation or administration of any resource conservation program within the county. A land conservation committee, on behalf of the county, may accept donations, gifts and contributions in money, services, materials or otherwise from any source and use or expend these moneys, services, materials or other contributions in carrying on its operations.

(12) Contracts; rules. Each land conservation committee, in the name of the county, may make and execute contracts and other instruments necessary or convenient to the exercise of its powers.

(13) Contributions; agreements. As a condition to extending any benefits under this chapter to, or the performance of work upon, any lands not owned or controlled by this state or any of its agencies, a land conservation committee may require contributions in money, services, materials or otherwise to any operations conferring the benefits, and may require landowners and land users to enter into and perform agreements or covenants respecting the use of land as will lead to conservation of soil and water resources.

(14) Enter upon lands. Each land conservation committee may enter upon any lands within the

county to examine the land and make surveys or plans for soil and water conservation without being liable for trespass in the reasonable performance of these duties. This authorization applies to the land conservation committee members and their agents.

(15) Administration and enforcement of ordinances. A land conservation committee may, if authorized by the county board, administer and enforce those provisions of an ordinance enacted under [s. 101.65 \(1\) \(a\)](#) related to construction site erosion, a zoning ordinance enacted under [s. 59.693](#) or an ordinance enacted under authority granted under [s. 101.1205](#).

(16) SET FEES The land conservation committee may set fees appropriate for programs and services provided. (Resolution 3-00 Manure and Water Quality Management Ordinance and Resolution 50-01 Non-Metallic Mining Reclamation Ordinance).

Chapter 3

Extension, Land & Water Resources and Lime Quarry Committee

DUTY ROSTER

MISSION STATEMENT: Serving the Farmers, Contractors, Municipalities, County Departments and Public by producing high quality lime products and selling at the lowest possible price.

The following department reports to this elected committee:

Polk County Lime Quarry

The Lime Quarry committee shall have the following duties and responsibilities:

1. Keep informed of the purpose of the Lime Quarry and encourage understanding and cooperation between county board members and Lime Quarry staff.
2. Represent the interest and welfare of the Lime Quarry at appropriate committee and county board deliberations.
3. Provide suitable equipment, manpower and machinery to produce lime products for sale to the public.
4. Conduct an annual review of the Lime Quarry department head.
5. Review and approve/disapprove the annual Lime Quarry budget being proposed for the next fiscal year.
6. Review and approve/disapprove the Lime Quarry annual report before it goes to the County Board for approval.
7. Review and approve/disapprove the Lime Quarry expense vouchers to determine the necessity and the reasonableness of the requested expenditures.
8. Review and approve/disapprove requests for new positions at the Lime Quarry in accordance with the budget process outlined in the Polk County Positions Administration Plan.
9. Direct the department head to supply any information requested by the committee concerning the quarry or to answer any questions of the committee that pertain to the quarry.
10. Formulate policies and establish management practices necessary for the effective operation of the Lime Quarry.
11. Review and approve/disapprove job descriptions for new positions or for the reclassification of positions with the Lime Quarry.
12. Lime Quarry manager shall submit Staffing Plan to the Personnel Committee of Polk County.
13. Review and discuss lime price rates, raise or lower product prices as set by Lime Committee.
14. Discuss and approve/disapprove all major repair expenses on equipment or machinery necessary to keep Lime Quarry operating. All purchases must be approved in accordance with the Polk County Purchasing Policy, with the exception of the memo signed by Administrative Coordinator on February 25, 2003.
15. Lime Committee with manager and auditor will review audit report yearly.

Chapter 4

POLK COUNTY FINANCE COMMITTEE DUTY ROSTER

The following departments report to this elected committee:

Administration
County Clerk
Treasurer
Information Technology

DUTIES SPECIFIC TO FINANCE COMMITTEE

1. The committee shall develop proper coordination and cooperation between the various agencies, departments and officers of the County to insure good business practices, financial management and efficiency.
2. The committee shall be responsible for all department budgets requiring a detailed budget from each department.
3. The committee shall conduct an initial review of all department budgets in the presence of the department head.
4. The committee shall prepare a proposed annual budget which shall include the recommended sums of money that will be necessary to be levied for the operation of Polk County and shall present that proposed budget to the full County Board according to law.
5. The department head may transfer funds within his/her budget lines. However, before the department head may transfer funds from salary, operational, or capital improvement lines into any other line outside of that general designation, they must obtain the prior approval of the Finance Committee, as required under Wisconsin statutes 65.90(5)(b). The committee can also transfer money from the contingency fund as allowed and limited by the same section of the Wisconsin statutes and as provided for in Polk County Resolution 19-92.
6. The committee may review or investigate any and all accounts or claims against the County. The Department of Administration or any other department will comply with such request as soon as possible.
7. The committee shall handle bonds required of each County Officer or employee, and shall have a general charge of all matter pertaining to County Bonds as provided in Sec. 59.21 of the Wisconsin Statutes.
8. The committee shall review all decisions made by the Finance Director, the County Treasurer, or the County Board Chairman relative to investments made to determine if they have complied with Investment Policy 913. The Finance Director, the County Treasurer, or the County Board Chairman shall report such investments or changes in investments to the Finance Committee in a timely fashion.
9. When required by Purchasing Policy 912, the committee shall not approve the payment of any invoice unless properly signed or initialed by the department head and /or governing committee.
10. The County Board Chair may examine and settle all current accounts against the County, which are deemed necessary for immediate payment by the Department of Administration, not in excess of \$5,000.00 on any one account as provided in Sec. 59.52(12)(a) of the Wisconsin Statutes.
11. Any invoice to be paid must be signed by the receiver and he/she shall see that the purchase covered by the invoice was completely received and in good condition.
12. All county owned office equipment shall be detailed and on file with the Department of Administration and the list shall be available for inspection by the Finance Committee, and the Finance Committee shall be

in charge of all such equipment. All excess or old equipment shall be turned over to the Director of Buildings. The equipment list shall be updated each January 31st.

13. Whenever Polk County contributes money or in-kind services to an organization not controlled by an elected committee or other committee created by the County Board, the Department of Administration shall demand a complete financial report, including all monies on deposit or donations by private or public funds. Such report shall be signed by the President and Financial Secretary of each organization and submitted to the Finance Committee.
14. The committee shall be responsible for the purchasing and control of all insurance except health insurance.

Chapter 5

GOVERNING COMMITTEE BY-LAWS OF GOLDEN AGE MANOR Amery, Wisconsin

Golden Age Manor has an effective Governing Committee and has designated persons to function with full legal authority and responsibility for the operation of the facility. The Governing Committee adopts and enforces rules and regulations relative to health care and safety of the residents and to the protection of their personal and property rights and to the general operation of the facility. The Governing Committee has adopted a written institutional plan that reflects the operating budget and capital expenditures plan. The members of the Governing Committee are listed in the beginning of this policy manual.

ARTICLE I

Offices

The principal office of Golden Age Manor in the State of Wisconsin shall be located in the City of Amery.

ARTICLE II

Board Structure

Section I: Biennial Meeting: The biennial meeting of the Governing Committee shall be held in the month of May during election year of the Polk County Board of Supervisors for the purpose of electing officers and for the transaction of such other business as may come before the Governing Committee. Governing Committee shall elect chair, vice chair, and secretary. If an elected officer vacates the office, the Governing Committee will elect a new officer to finish the term of the vacant office after the new member is appointed.

Section II: Special Meetings: the Governing Committee unless other wise prescribed by statute, may call Special meetings of the Governing Committee, for any purpose or purposes. There shall not be less than a 24 hour notice of said meeting and can be either written or personally delivered as to the place, day and hour of meeting and the purpose or purposes for which the meeting is called.

Section III: Place of Meetings: Any Governing Committee meeting may be held in the principal office or at any place as long as it be designated in the notice of said meeting.

Section IV: Notice of Meetings: Regular monthly meetings of the Governing Committee shall be written or printed notice stating the place, day and hour of the meetings, and shall be delivered not less than 7 and not more than fifteen days before the date of the meeting, either personally or by mail, by or at the direction of the Chairman of the Governing Committee.

Section V: Quorum: A majority of the Governing Committee represented in the meeting in person, shall constitute a quorum of the Governing Committee.

Section VI: Voting: Each Governing Committee member shall be entitled to one vote upon each matter submitted to a vote at a meeting of the Governing Committee.

Section VII: General Powers: The business and affairs of Golden Age Manor shall be managed by its Administrator and Governing Committee.

Section VIII: Vacancies: A vacancy on the Governing Committee because of death, resignation, removal, disqualification or otherwise, shall be filled by appointment by Chairman of Polk County Board of Supervisors with approval by the Polk County Board of Supervisors at any meeting of the Polk County Board of Supervisors.

Section IX: Compensation: The Governing Committee members shall be paid their travel expense of attendance at each meeting of the Governing Committee and shall be paid a fixed sum (per diem) for attendance at each meeting of the Governing Committee, this includes the days attending seminars or conventions. The per diem will coincide with the set per diem of the Polk County Board of Supervisors.

Section X: Removal: Any Governing Committee member elected by the Polk County Board of Supervisors or appointed by the Chairman of the Polk County Board of Supervisors may be removed by the Polk County Board of Supervisors whenever in its judgment the best interests of Golden Age Manor would be served thereby.

Section XI: Term of Office: Terms of office on the Governing Committee are as follows:

1. Terms of County Board Members will be established by appointment by the Chairman of Polk County Board of Supervisors.
2. Terms of the two (2) private sectors will be two (2) years with the terms offsetting the other. The private sector member's will not end at the same time. To initiate the offset of terms, one (1) private sector member will be appointed for two (2) years and the other will be appointed for one (1) year the first term and then two (2) years for the following terms of office. Term will end in April for one member each year.

Section XII: Membership: Three (3) members will be from Polk County Board of Supervisors. One (1) 2nd Vice-Chairman of Polk County Board of Supervisors, one (1) appointed by the Chairperson of the Polk County Board of Supervisors, and one (1) elected by the Polk County Board of Supervisors.

The Chairman of Polk County Board of Supervisors shall choose Two (2) members from the private sector with approval by the Polk County Board of Supervisors.

Article III

Fiscal Year

The fiscal year of Golden Age Manor shall be as fixed by the Governing Committee. The fiscal year for Golden Age Manor is January 1 through December 31.

Article IV

Amendment

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Governing Committee at any regular or special meeting of the Governing Committee by simple majority.

Golden Age Manor

Governing Committee and Administration

The members of the Governing Committee of Golden Age Manor are comprised of three Polk County Board members and two members at large.

Administration of Golden Age Manor is comprised of the Administrator, Director of Nursing and Office Manager.

GOLDEN AGE MANOR GOVERNING COMMITTEE AND MANAGEMENT

The Administrator has full authority to operate Golden Age Manor within the scope of the rules and regulations set forth by the State Department of Health and Family Services.

The Administrator of Golden Age Manor, as appointed by the Governing Committee is listed in the beginning of this policy manual.

POLICIES AND PROCEDURES ADMINISTRATION

Authority of Governing Committee and Administrator with Regard to Management:

Governing Committee

- a) Golden Age Manor (Polk County Home) shall, subject to regulations approved by the Polk County Board, be managed by a Governing Committee, which may consist of: electors of the county, elected by ballot by the County Board of Supervisors or appointed by the County Board of Supervisors or appointed by the County Board Chairman.
- b) The authority of the Governing Committee of Golden Age Manor shall be limited to management.
- c) Management of Golden Age Manor may be subject to regulation by the Polk County Board of Supervisors.
- d) Construction work including remodeling of Golden Age Manor shall be subject to the Polk County Board of Supervisors.
- e) The Polk County Board of Supervisors has the right to delegate some of its authority to the Governing Committee of Golden Age Manor.
- f) The Governing Committee has the right to purchase equipment and furnishings under the management clause.

Administrator:

- a) The Governing Committee shall notify the Department of Health & Family Services 30 days in advance before any change of administrator.
- b) The Governing Committee shall notify the Department of Health & Family Service the name of a replacement administrator.
- c) The Governing Committee shall appoint a licensed Administrator and may remove him/her for just cause.
- d) The Governing Committee shall prescribe the duties of the Administrator.
- e) The Administrator shall have good moral character, administrative capabilities and a primary interest in the health, safety and welfare of residents at Golden Age Manor.
- f) The Administrator of Golden Age Manor shall have a nursing home license under chapter 456 in the State of Wisconsin and preferably a minimum of two years of administrative experience.
- g) The Administrator shall be authorized to act on behalf of the Governing committee and execute official documents for Golden Age Manor within the confines of those limitations imposed by the

- Governing Committee.
- h) Perfect and submit to the Governing Committee for approval an outline of organization.
 - i) Develop and ensure implementation of Resident Care Policies, which have been approved by the Governing Committee.
 - j) Select, employ and discharge employees.
 - k) Develop personnel policies consistent with the operation of Golden Age Manor and maintain personnel records.
 - l) Prepare an annual budget for review and approval of the Governing Committee.
 - m) Develop a plan for orientation and on-going inservice training for all staff and ensure implementation.
 - n) Obtain, by written contracts, services of consultants.
 - o) Implement the recommendations of various committees.
 - p) Provide liaison between the physicians and the Governing Committee.
 - q) Designate in writing a responsible individual to act in his/her behalf in the Administrator's absence.
 - r) Perform other duties as indicated or required by the Governing Committee.

The Governing Committee and the Administrator shall not delegate their management responsibilities to others.

Specific Responsibilities of the Governing Committee:

Finances

- a) Meet monthly to approve vouchers (at least three Committee members shall sign). Administrator has the authority to pay bills between monthly meeting, that can't wait to be paid but will be approved at the next Governing Committee meeting.
- b) Pay all monthly receipts to the County Treasurer.
- c) Follow accounting system established by the State.
- d) Make budget requests if needed (instruct Administrator to do so.)

Personnel

- a) Approve staff duties set by Administrator.
- b) The Polk County Board of Supervisors will set salaries of Golden Age Manor non-union personnel. Salaries of Golden Age Manor union personnel will be negotiated by the Personnel Committee and approved by the Polk County Board of Supervisor.

Reports

- a) Make annual financial report (year end December 31) to the State of Wisconsin Medical Assistance Auditor (instruct Administrator to do so).
- b) Submit annual report of Governing Committee Chairman, Administrator and Medical Director to County Board of Supervisors once per fiscal year, usually in April.

Actions

- a) The Governing Committee of Golden Age Manor shall sue and defend actions involving the facility and may employ counsel for that purpose after consultation with Corporate Counsel.
- b) The Polk County Corporate Counsel will be consulted on incidental or operational matters relating to legal action.

Liability

- a) The Governing Committee and the Administrator shall enforce State Statute 940.29 with regard to abuse, neglect or mistreatment of any resident by an employee of Golden Age Manor.
- b) The Governing Committee, Administrator and any employee of Golden Age Manor shall not have a private interest in any contract by Golden Age Manor with any outside concern.

Indemnification of Governing Committee and Administrator

- a) Golden Age Manor administration shall pay judgments for cause arising from employment acts if the employee acted in good faith.
- b) Golden Age Manor shall purchase adequate malpractice, liability and other protective insurance coverage.

Chapter 6

BOARD OF HEALTH DUTIES

The Board of Health (BOH) is comprised of elected and appointed members with responsibilities identified in the WI Statute 251. This board provides governance to the Polk County Health Department. Its major function is to establish policy and program direction and oversee fulfillment of these statutory responsibilities.

Board of Health Responsibilities

- I. To fulfill responsibilities outlined in WI Statute 251 relevant to Board of Health members.
- II. To adhere to the guidelines outlined in the document, “Polk County Governing Committee Rules and Responsibilities”.
- III. To become well informed on all aspects of the Public Health System.
 - A. Become familiar with agency staff, system partners, programs and funding sources.
 - B. Become knowledgeable about basic public health principles.
 - C. Discuss with staff the public health needs of the community and the resources available.
 - D. Assess public health needs and advocate for the provision of public health services based on the identified health priorities of the citizens of Polk County.
 - E. Assure representation at Public Health legislative events, regional Board of Health trainings and agency Professional Advisory Committee meetings.
 - F. Discuss problems or issues with the administrative staff and assist in the solutions.
- IV. Interpret and promote Health Department programs and objectives to the community.
 - A. Promote and interpret agency programs through individual and group contacts.
 - B. Interpret department direction and needs to the Polk County Board of Supervisors.
 - C. Encourage volunteers to be active in public health programs.
- V. Provide budget oversight and assure resources allocated match agency strategic plan as well as the most current community health improvement plan.
 - A. Set fees for services rendered by the Department.
 - B. Consider needs of low-income residents in developing sliding fee scales.

Chapter 6

COUNCIL ON AGING DUTIES AND RESPONSIBILITIES

1. Assure that services and programs are effectively coordinated to meet the needs of the elderly.
2. Assure that the public is given information about matters concerning the elderly and about programs and services available to them.
3. Assure that the needs of the elderly are assessed, and that the information gathered is used to improve services and programs or to develop new services and programs when needed.
4. Assure that a transportation service for the elderly is provided which coordinates with Polk County Transportation for the Disabled & Elderly, Inc.
5. Assure that the elderly nutrition program is provided for Polk County.
6. Accept funds from all available sources to carry out the duties and responsibilities of the Council.
7. Provide vision for the department and help them perform their mission by being involved in strategic planning and developing their long and short-range goals.
8. Delegate the day-to-day operations to the department head and hold them accountable for implementing the decisions, plans and policies of the board.
9. Review department operations and finances to assure budget and service objectives are being met.
10. Recruit, hire and annually evaluate the Aging Department Director with the assistance of the Administration Department.
11. Review personnel requests for the Department.
12. Annually set the meal cost posted at the Senior Dining Sites and shown on the meals on wheels statements. Set suggested donation rate for volunteer transportation.

Adopted June 10, 2003

Chapter 7

POLK COUNTY HIGHWAY COMMITTEE & HIGHWAY COMMISSIONER DUTIES AND RESPONSIBILITIES Updated November 6, 2003

The Polk County Highway Committee and Highway Commissioner are elected as per State Statutes 83.015 and 83.01 respectively. This election grants the above positions all the responsibilities, authority, and privileges defined and practiced by the State of Wisconsin.

Duties specific to the Highway Committee

1. The Highway Committee shall comply with and implement all laws, rules, regulations, and accepted practices identified or implied in the State of Wisconsin Statutes pertinent to County Trunk Highways.
2. The Highway Committee directs the highway department to reference, implement, and/or comply with the applicable standards of our industry in the course of designing, constructing and maintaining the county roads, bridges, and Rights of Way and to utilize proven and accepted methodology in the course of our work.
3. The Highway Committee shall review and approve a road improvement plan for future years.
4. The Highway Committee shall review the annual budget prepared by the department and make adjustments as deemed necessary to meet the needs of the county.
5. The Highway Committee shall provide guidance and approve policies for the Highway Department.
6. The Highway Committee shall review and approve capital expenditures as needed and finances allow.
7. The Highway Committee shall participate in the Highway Commissioner's performance review as defined in the then current county policy manual.
8. The Highway Committee shall direct the department to comply with and implement all county policies not governed by the State of Wisconsin Statutes.
9. The Highway Committee shall review department expenditures, cash flow, and budget balances on a regular basis.
10. The Highway Committee shall review and approve department-staffing plans.
11. The Highway Committee authorizes the Highway Department to assess, collect, retain and account for any fees fines, and/or judgments set by the Committee in their policies.

Highway Commissioner Specific Duties

1. The Highway Commissioner is the manager of the Highway Department and shall comply with and implement all laws, rules, regulations, and accepted practices identified or implied in the State of Wisconsin Statutes pertinent to County Trunk Highways.
2. The Highway Commissioner shall manage the department utilizing best management practices and direct the operation of the department in the most efficient, and effective manner possible within the financial constraints set by the County Board of Supervisors.
3. The Highway Commissioner shall prepare an annual budget identifying financial, personnel, Capital improvement and equipment needs for an operating budget based upon the Highway Committee's direction.
4. The Highway Commissioner shall actively participate in the Wisconsin County Highway Association and their committees.
5. The Highway Commissioner may enter into contract service agreements with other agencies as prescribed in the statutes.
6. The Highway Commissioner may transfer funds within lines of their budget as per county policy.
7. The Highway Commissioner shall comply with all county policies not governed by the State of Wisconsin Statutes.
8. The Highway Commissioner shall insure that the department follows Standard Accounting Practices in all its handling of department funds.

Chapter 8

Polk County Human Services Board

1. The Human Services Board, established by Wisconsin Statutes to carry out specific duties, is to be composed of six county board members and three citizen members. Members shall be elected or appointed on the basis of their knowledge, interest in, and support of the public human services philosophy.
2. The Human Services Board has primary responsibility for oversight of the delivery of a comprehensive range of services provided by the Human Services Department and Veterans Service Office.
3. The Human Services Board Members will familiarize themselves with the mission and operation of the Human Services Department and Veteran's Service Office, in order to more effectively and with greater knowledge carry out their responsibilities as Board Members.
4. The Human Services Board interprets the needs and programs of the Departments and, through its communication, seeks to develop a positive community and County Board understanding of the mission and goals of the Human Services Department and Veterans Service Office.
5. The Human Services seeks community and staff comments leading to a determination of the range and level of services needed by county citizens, consistent with state statutes.
6. The Human Services Board provides an opportunity for an open, positive discussion and resolution of problems presented in the Human Services Board Meetings.
7. The Human Services Board provides an opportunity for monitoring and evaluation of program compliance with State Regulations, the Department's mission and goals, and community needs.
8. The Human Services Board supports the development and presentation of annual budgets to the Finance Committee sufficient enough to enable the Human Services and Veterans Service Departments to meet their established goals and State statutory requirements.
9. The Human Services Board authorizes monthly expenditures.
10. The Human Services Board appoints and annually conducts a performance evaluation of the Polk County Human Services Director to determine program needs, implement and evaluate programs, recommend the hiring of and evaluation of staff, develop an annual budget, maintain vendor contracts for purchase of client services, monitor fiscal operations, and otherwise oversee agency operations and inform the Human Services Board of the needs of the Department.
11. The Human Services Board is responsible for establishing/approving mental health service rates, rates for client studies performed within the Department, and fees charged for certification services; these rates/fees would not require approval from the Polk County Board of Supervisors.
12. The Human Services Board works with the Human Services Director and

Veterans Service Officer Director to establish annual goals.

13. The Human Services Board assures development of policies consistent with State Statutes, which, rather than hindering, foster efficient and effective operations of the Department.
14. The Human Services Board supports a recruitment process, hiring procedures, and compensation package, in accordance with county policy, sufficient to recruit and retain qualified staff.
15. The Human Services Board reviews personnel issues of the Human Service Department and Veterans Service Office, and makes recommendations to the Personnel Committee. The Human Services Board endeavors to recruit adequate numbers and caliber of staff to enable the Departments to meet their legal responsibility for the provision of services to the community.
16. The Human Services Board understands, respects and adheres to the federal regulations, state statutes and rules of confidentiality to which staff of the department and the board must adhere.

Chapter 9

POLK COUNTY PERSONNEL COMMITTEE DUTY ROSTER

The following departments report to this elected committee:

Corporation Counsel
Employee Relations

Duties Specific to the Personnel Committee

1. Responsible for developing and recommending all personnel policies to the Polk County Board of Supervisors
2. Negotiate all Labor Contracts for Polk County and recommend to the County Board the approval of these agreements
3. Represent Polk County at each department Labor Management Meeting
4. Have representation on the Polk County Safety Advisory Committee
5. Settle grievance disputes between the County and the respective labor unions
6. Hold formal hearings or appeals regarding the actions of County employees
7. Review and recommend annual staffing plans for all Polk County departments in accordance with Policy 881
8. Recommend to the County Board annual increases in accordance with Policy 390
9. Establish goals and objectives for the Corporation Counsel
10. Have the Corporation Counsel report to the Personnel Committee
11. Have the Employee Relations Director attend the Personnel Committee meetings and provide them with the necessary information to make informed decisions
12. Review and approve job descriptions that include, but are not limited to, pay status changes and other significant change of responsibilities
13. Develop and approve new job descriptions
14. Negotiate and manage the county's health insurance

Chapter 10:

Polk County Property, Forestry and Recreation

Oversees the operation of the Department of Parks, Buildings and Solid Waste, the County Forester, and the Register of Deeds.

Reviews, negotiates, and complies with the lease agreements between Polk County and the Fair Society, the Polk County Historical Society, the Special Education School, and any other parties having lease agreements to use Polk County property.

Manages the sale of County property including real estate, buildings, equipment, and furniture. Negotiates the purchase of real estate for County use.

Contributes to the development of criteria for department head evaluation.

Approves the space needs requests and major relocation requests of all County Departments.

Reviews and approves department expense vouchers.

Reviews and approves department grant applications.

Reviews the department's annual budget.

Reviews the department's annual staffing plan.

Updates and monitors the 5 Year Parks Plan.

Updates and monitors the 10 Year Forest Plan.

Submits resolutions to the County Board as required by statute, ordinance, or rules of order.

Reports to the County Board department operations.

Conducts special meetings such as investigations, evidentiary or appeals hearings as needed.

Disposes of land taken by the County for delinquent taxes.

Grants extensions or special consideration to past due tax accounts.

Serves as part of any larger committee dealing with building or space utilization needs of the County, unless by Committee agreement, the full Committee is not required.

Sets fees for recycling, parks use, land use, or other department fees.

Committee members will familiarize themselves with the purpose and operation of the departments they oversee.

Chapter 11

Polk County Public Protection and Judicial

Committee Responsibilities and Duties

I. MISSION

This list of duties and responsibilities is intended to provide guidance to members of the standing committee of the Polk County Board of Supervisors, known as the Public Protection and Judicial Committee.

The Responsibilities of the Public Protection and Judicial Committee are created pursuant to Wisconsin Statutes §59.13. This list of duties and responsibilities is intended to supplement the Rules and Responsibilities that are applicable to all standing committees of Polk County. In the event that these duties and responsibilities conflict with the County Board rules, the latter shall take precedence.

The Public Protection and Judicial Committee is not specifically required by statute, but it is authorized by Wisconsin Statute §59.13. The Public Protection and Judicial Committee is created and authorized under the direction of the Polk County Board of Supervisors.

II. ADVISORY ROLE FOR ELECTED OFFICES

The Public Protection and Judicial Committee is unique in the sense that the Committee is made up of members of the Polk County Board of Supervisors. The Committee serves as an advisory committee for the elected officials: Polk County Sheriff; Polk County District Attorney; and Polk County Clerk of Court. Accordingly, this list of duties and responsibilities is created in the spirit of cooperation, promoting quality, efficient and effective government in recognition of the existing conflict the often arises regarding specific constitutional authorities.

III. GOVERNING COMMITTEE TO CHILD SUPPORT AGENCY AND MEDICAL EXAMINER

The Public Protection and Judicial Committee oversees and governs the administration of services provided by the Polk County Child Support Agency and Polk County Medical Examiner. The Public Protection and Judicial Committee shall receive, on a monthly and yearly basis, a report from the Polk County Child Support Agency and Polk County Medical Examiner.

IV. COMMITTEE FUNCTIONS

The chairperson of the Public Protection and Judicial Committee may appoint short-term or ongoing committees that may be composed of members of the Polk County Board of Supervisors or citizen members. These committees are advisory in nature to the Public Protection and Judicial Committee and may make recommendations to the Public Protection and Judicial Committee regarding public safety matters. Typically these subcommittees will sunset or be dissolved once their assigned tasks are completed.

V. DUTIES

The Public Protection and Judicial Committee shall perform the following responsibilities:

1. Perform the County's business as an arm of the Polk County Board of Supervisors.
2. Make recommendations and referrals to the Polk County Board of Supervisors regarding matters of interest to public safety.
3. Perform the function of dispute resolution as identified in the Collective Bargaining Agreement.
4. Act upon all business properly brought before the Committee including resolutions.
5. Conduct an annual inspection of the Polk County Jail.
6. Make recommendations to the Polk County Board of Supervisors with respect to persons appointed as County Highway Traffic Safety coordinators.

The list of duties and responsibilities may be supplemented and/or amended from time to time pursuant to resolution of the Polk County Board of Supervisors.

Chapter 12

Polk County Revolving Loan Fund, Planning, Zoning, and Land Records Committee

Rules and Responsibilities

The Committee shall have the following duties and responsibilities particular to this committee:

1. Provide policy guidelines for staff to implement the following County Ordinances: Board of Adjustment Procedures, Comprehensive Land Use (Zoning), Floodplain, Lower St. Croix Riverway, Sanitary, Shoreland Protection Zoning, Subdivision, and Telecommunication Towers and Related Facilities.
2. Annually set fee schedules for the Land Information and Zoning Departments for products and services rendered as well as any ordinance administered by the Land Information Department, including schedules for fees for land use permits, district changes, Board of Adjustments applications and hearings (including Special Exception Permits and Conditional Use Permits), ordinance amendments, penalty fees, rural address signs, sanitary permits, sewer inspections, subdivision review (including land and water resources department review for subdivisions), subdivision variance hearing applications, temporary permits, applications for telecommunication towers and related facilities Conditional use Permits, and any other permit issued through the department.
3. Review and approve the Polk County 5-year Land Information Plan for submittal to the Wisconsin Land Information Board or State Department of Administration.
4. Hear and recommend to the County Board action on applications for District changes under the Polk County Zoning Ordinance.
5. Review and approve major subdivision plats as required under the Subdivision Ordinance.
6. Hear and rule on Subdivision Variance requests under the Subdivision Ordinance.
7. Hear and rule on Shoreland Ordinance Special Exception requests for subdivisions under the Shoreland Ordinance.
8. Review every 5 years and monitor implementation of the Polk County Comprehensive Plan.
9. Provide input to the County Board Chair regarding vacancies for membership on the Board of Adjustment.
10. Review applications and recommend action to the County Board for Revolving Loan Fund requests.
11. Hear and rule on Conditional Use Permit requests under the Telecommunication Towers Ordinance.