



POLK COUNTY, WISCONSIN

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Dana Frey, County Administrator
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AGENDA AND NOTICE OF MEETING

GENERAL GOVERNMENT COMMITTEE

Government Center

County Board Room

Balsam Lake, WI 54810

Thursday October 9, 2014 1:00 p.m.

Purpose: Review and Action on selected items as listed below
Documents: Minutes of September 11, 2014 and Monthly/Quarterly Reports

ITEM	LEAD PERSON
Call to order	Committee Chair
Approval of agenda	
Approval of minutes for September 19, 2014 General Government	
Election of new chair	
Public comment	
New business	County Administrator
1. Questions on issues as contained in written monthly and quarterly reports	
2. 2015 budget issues	
3. Resolution to Authorize Application for 2015 Federal Reimbursements for Legal Services on Title IV-E Cases Involving Termination of Parental Rights and Children in Need of Protection or Services; and	
4. Recommendation on Transfer of CHIPS Cases from District Attorney to office of Corporation Counsel, Effective September 1, 2015.	
5. Consideration of Recommendations and Amendments to Submitted Proposal of the 2015 Operating and Capital Budget on functional assigned areas; review of recommendations advanced by other standing committees and recommendations on same; wages and benefits; and overall appropriations and expenditures.	

<p>6. Request of the Polk County Criminal Justice Collaborative Council (CCJC) for County Matching Appropriation to CCJC for Application for Bremer Grant</p> <p>7. ACT 150 Phase in approach handout from Polk County Library directors.</p>	
<p>8. Supervisor Sample changes to June 12th and August 18th, 2014 minutes</p>	<p>Supervisor Sample</p>
<p>9. County Board room project</p>	<p>IT Director, Todd Demers</p>
<p>Future agenda items</p>	<p>Committee members</p>
<p>Adjourn</p>	

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential

MINUTES
General Government Committee
County Board Room
Balsam Lake, WI 54810
1:00 p.m., Thursday, September 11th, 2014

Meeting called to order by Committee Chair Hallberg @ 1:00 PM.

Members present

Attendee Name	Title	Status
Josh Hallberg	Chair	Present
Russ Arcand	Supervisor	Present
Larry Jepsen	Supervisor	Absent
Ken Sample	Supervisor	Present
Pat Schmidt	Supervisor	Present

Also Present Tammy Peterson, Executive Secretary; Dana Frey, County Administrator; Deb Peterson, Director of Parks and Buildings and Jeff Fuge, Corporate Counsel

Approval of Agenda- Chairman Hallberg called for a motion to approve agenda. **Motion made by** (Schmidt/ Sampson) to approve agenda. Motion carried by unanimous voice vote.

Approval of Minutes- Chairman called for a motion to approve the minutes of the August 18th, 2014. **Motion made by** (Sampson/Schmidt) to approve minutes. Motion carried by unanimous voice vote.

Chairman called for a Motion to amend said minutes, as follows: "Corporation Counsel Jeff Fuge advised Chairmain Hallberg that it would be appropriate for the Committee to recess for a brief meeting with Administrator Frey at 2:23 p.m., Chairman Hallberg declares the Committee stands in recess at 2:28 p.m., Chairman Hallberg called the committee back to order at 2:28 p.m. Committee reconvened in open session at 2:28 p.m.

Motion made by (Arcand/ Sample) to amend the minutes. **Voting of the amendment** is unanimous and **Voting on the motion** to approve the minutes were (Schmidt/ Sample), as amended.

Chairman Hallberg and Corporation Counsel Mr. Fuge spoke on election of new chair. Mr. Fuge stated Mr. Hallberg's resignation has to go through County Clerk's office. **Motion made by** (Schmidt/ Sampson) to postpone until October meeting. Motion carried by unanimous voice vote.

Public Comment – None

New Business

Administrator Dana Frey addressed monthly reports and 2015 budget issues.

Supervisor Pat Schmidt inquired about the ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) program. Ms. Schmidt requested training should be available for all of County Board.

Mr. Frey discussed Resolution to Authorize Amendment to Wisconsin Department of Health Services to Polk County Consolidated Contract to Provide for Wisconsin Hospital Emergency Preparedness Program Services. **Motion made by** (Sample/ Schmidt) to forward with consideration amendment as presented by Mr. Frey and Mr. Fuge as state grant given by State of WI and HHS to County Board. Motion carried by unanimous voice vote.

Mr. Frey also discussed the Recommendation on Resolution to Authorize Space in Former County Library Building to Unity School District for Alternative Diploma Program. **Motion made by** (Arcand/Sample) to recommend to County Board. Motion carried by unanimous voice vote.

Administrator Frey and director of buildings Deb Peterson spoke on Contingency funds needed for emergency museum roof repairs that are necessary and appropriate in the amount of \$14,000. **Motion made by** (Sample/ Schmidt) to approve. Motion carried by unanimous voice vote.

Future agenda items- Next general government meeting, September 19th at 1:00 to discuss 2015 budget(s), Todd Demers, Director of IT Department to speak on County Board room project and ACT 150 Phase in approach handout from Polk County Library directors.

Adjourn - Motion made by (Sample/ Schmidt) to adjourn. Meeting adjourned 2:43 PM.

Issue: Revision of Minutes to June 12, 2014 and August 18, 2014 meetings:

Supervisor Sample has requested to change June 12th, 2014 minutes. The June 12th agenda, item #4 under committee business states; considering requesting Administration to submit OAG regarding violations if agenda and minutes are for affiliated organizations where no quorum exists, no meeting posted for county business and retention of records for internal informational purposes only.

The June 12, 2014 minutes states this was withdrawn by Supervisor Sample.

Mr. Sample would like the minutes to read as follows: **Item #4 was withdrawn based on Corporate Counsel would request clarifying information from WCA.**

Supervisor Sample also has requested a change to the August 18th, 2014 minutes. The August 18th agenda, item #9 reads; Discussion and Recommendation to County Board Concerning Increasing Act 150 Payments to 100%.

The August 18th, 2014 minutes states; Motion made by (Jepsen/ Sample) to withdraw. Motion carried by voice vote.

Mr. Sample would like the minutes to read as follows: **Motion made by (Jepsen/ Sample) to withdraw after an agreement that the resolution and "Follow-up on ACT 150" from Library Directors would be handled in the budgeting process.**



POLK COUNTY GOVERNMENT DEPARTMENT OF EMPLOYEE RELATIONS

Andrea Jerrick, Employee Relations Director
100 Polk County Plaza, Suite 229, Balsam Lake, WI 54810
Phone: 715-485-9123 Email: andrea.jerrick@co.polk.wi.us

Monthly Report, October 2014

Employee Wellness and Safety

Current

- Completed first round of wellness vendor evaluation and discussions with insurance broker
- Training in ALICE program for lock down procedures—drills and training for employees in September completed

Upcoming

- Training in ALICE program for lock down procedures—drills and training for employees set for October
- Wellness Fair—moved to November
- Employee Wellness Website—coordination with wellness vendor (November)

Compensation and Benefits

Current

- Implementation of lower starting wages for new hires to align with market (ongoing)
- Development of 2015 staffing budget projections (September completion)
- NeoGov site adapted to new County webpage set up (completed)
- Set up automatic carrier connection for purposes of electronically communicating enrollments through ADP to our insurance providers

Upcoming

- Development of 2015 compensation and benefits communications materials for 2014-5 benefit fair
- Set up of new/revised benefits in ADP for electronic open enrollment

Labor Relations

Current

- Coordination with Golden Age Manor to increase paperless staffing change process (paperwork related to new hires, status changes, separations)
- Collaboration between departments on training for defensive driving and workplace incident liability (workers compensation related)
- Phase one of upgrade to Kronos timekeeping system in process (October)

Upcoming

- 2015 Benefit enrollment meetings (November)

Employment, Recruitment/Retention, Position Development

Current

- Support and coordination of ongoing management training sessions—development of workgroup for next training modules and staff training opportunities (in progress)
- Revision of job descriptions to focus on knowledge, skills, abilities, organizational impact (KSAO) and behavioral competencies; and, interview process modified to evidence-based behavioral interviewing method. (ongoing)

Upcoming

- Participation/Resource for Employee Development workgroup (in progress)
- Phase two of management and employee training development program (October/November)



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DEPARTMENT OF ADMINISTRATION

Dana Frey, County Administrator

100 Polk Plaza, Suite 220, Balsam Lake, WI 54810

Phone (715) 485-9212 Email dana.frey@co.polk.wi.us

Monthly Report, September 2014

Public financial management

Current

- Submission of the 2015 budget recommendation and proposed 2015-19 Capital Improvement Plan

Upcoming

- Processing amendments to the 2015 budget and preparation of the 2015 budget resolution

Recruitment, selection and supervision of department heads

Current

- Regular monthly individual and all department head meetings to coordinate activities and disseminate information
- Completion of core training program for department heads and managers
- Development of position classification process

Upcoming

- Develop new performance appraisal process

Preparation of materials for Board review and action

Current

- Supporting materials for 2015 budget

Upcoming

- Boardroom technology upgrade

Policy implementation and oversight

Upcoming

- Work with Administrative Committee on general sections of Policy 10 (committee responsibilities)
- Work with individual committees on redrafting their sections of Policy 10 to facilitate better committee operations

Programs implemented by this department and related goals:

1. Public financial management: Maintain financial discipline and allocate funds as effectively as possible following priorities set by the County Board
2. Recruitment, selection, and supervision of department heads: To maintain the high standards of professionalism and competence of senior staff as well as to help staff improve overall efficiency and effectiveness.
3. Preparation of materials for Board review and action: The Board receives information to support its decision making in a timely and orderly manner.
4. Policy implementation and oversight: All Board policies, state and federal laws enforced.



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COUNTY CLERK

Carole T. Wondra, Polk County Clerk
100 Polk Plaza, Suite 1100, Balsam Lake, WI 54810
Phone (715) 485-9226 Email carole.wondr@co.polk.wi.us

Quarterly Report, Sept. 2014

Marriage and Domestic Partnership Licensing

Current

- This is a mandated program
- Numbers on a steady climb for Marriage Licenses

Administration of Elections

Current

- Have completed 3 of the 4 scheduled elections for 2014

Upcoming

- Work underway for the Fall General Election– November 4, 2014
- Offices on the ballot for State Level include: Governor, Lieutenant Governor, Attorney General, Secretary of State, State Treasurer, Congressional District 7, Assembly District 28 and Assembly District 75.
- County Level Offices include: Polk County Sheriff and Clerk of Court
- Yearly maintenance of all the voting equipment has been completed
- Municipalities will be billed for SVRS fees following the Nov. election

Support Services for the County Board

Current

- Changes still ongoing with the New County Board and Restructure of the Committees

Dog Licensing

Current

- This is a mandated program
- Collections coming in from local municipalities, getting 2015 ready for delivery

Passport Agent

Current

- This is a non-mandated program
- Numbers remain steady

Motor Vehicle Licensing

Current

- This is a non-mandated program
- Activity increasing with the coming of summer
- This service proving to be an asset to the services provided



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INFORMATION TECHNOLOGY DEPARTMENT

Todd Demers, Director of Information Technology
100 Polk Plaza, Suite 205, Balsam Lake, WI 54810
Phone (715) 485-9220 Email toddd@co.polk.wi.us

Monthly Report, September 2014

HIPPA / HITECH Compliance

Current

- Received covered entity information types documents used by their respective departments. We use this information to set up the risk analysis inventory repository worksheets.
- Meet with staff to discuss the NIST Publications for updates and additional requirements as we prepare for our security risk analysis of protected information with our covered entities. Add lookup tables to HRM database.
- Research NIST documentation to draw down updated lists for common and security controls. We will add this information to HRM database. Created an algorithm to score risk factors of our information and information systems.

Upcoming

- Complete the full scale risk analysis, assessment and implementation of security measures as prescribed by HHS and departmental feedback (October - November)
- Update the HRM documentation to reflect our findings, evaluations and mitigation test results (November - December)
- Distribute completed HRM to all county departments for review and feedback (December)

Technical Support

Current

- Received the final draft of the I.T. budget for 2015. This was forwarded to county board for review.
- The RFP for Register of Deeds (ROD) has been completed and submitted for publishing. This will begin the process of digitizing the service books in the ROD vault. These same documents will have social security numbers redacted.

- I.T. completes an average of 387 work order per month in a courteous and professional manner and to mitigate future problems with countywide equipment. The goal of I.T. is to protect the confidentiality, integrity and availability of all countywide information.
- Repaired SAN Server of defective disk drives. The drive failure had no effect on user functionality.
- Met with Law Enforcement and assisted in submitting the technology needs for 2015.

Upcoming

- Continue to support the county on all I.T. service requests, project planning, patch management and upgrades.
- Update the documentation for the board room modification project and prepare for the October 9th presentation to the general governance committee.

Network Administration

Current

- Reconfigured our network to include WiFi capabilities to supervisors and staff for board / committee meetings as well as web access through public access wireless technology. The back-ordered equipment finally arrived.
- Updated our SAN system with enhancements for managing and reporting on our virtual servers and computer storage environments.
- Upgraded McAfee EPO to version 5.1

Upcoming

- Continue replacing Windows XP with Windows 7 operating systems (October and November)
- Inventory and draft an enterprise architecture document for the implementation of a security analysis

Programming & Analysis

Current

- Complete the I.T. Monthly Activity report which is due September 26th.
- Received a site visit by Netsmart, in regards to finalizing the statement of work surrounding their AVATAR product. AVATAR is used by eleven other counties and will benefit our system management with / for human services
- Made revisions to budget reports that are implemented by department of administration
- Met with employee relations department to discuss moving forward with upgrading Kronos to version 7.

Upcoming

- Receive the final draft of the AVATAR statement of work and work with human services to schedule a contract signed with Netsmart. We will prepare to move forward with the implementation of AVATAR (October).

Programs implemented by this department and related goals:

5. HIPPA/HITECH Compliance: Ensure that protected health information of our clients and employees is managed consistent with federal guidelines.
6. Technical support: Provide professional technical support to all departments and work to reduce the cost of equipment and energy to operate.
7. Network administration: Provide a high-speed and secure network to meet new demands.
8. Programming and analysis: Improve efficiency and effectiveness of government through software solutions.



MINUTES

General Government Committee

County Board Room

Balsam Lake, WI 54810

1:00 p.m., Thursday, October 9th, 2014

Meeting called to order by Committee Chair Hallberg @ 1:00 PM.

Members present

Attendee Name	Title	Status
Josh Hallberg	Chair Acting	Present
Russ Arcand	Supervisor	Present
Larry Jepsen	Supervisor	Present
Ken Sample	Supervisor	Present
Pat Schmidt	Supervisor	Present

Also Present Tammy Peterson, Executive Secretary; Dana Frey, County Administrator; Maggie Wickre, Finance Manager, Jeff Fuge, Corporation Counsel, and Todd Demers, Director of IT

Approval of Agenda- Chairman Hallberg called for a motion to approve agenda. **Motion** (Jepsen/ Schmidt) to approve agenda. Motion carried.

Approval of Minutes- Chairman called for a motion to approve the minutes of the September 19th, 2014 and the changes to June 12th and August 18th, 2014 minutes requested by Supervisor Sample. **Motion** (Sample/Arcand) to approve minutes. Motion carried by unanimous voice vote.

Election of committee Chair

Acting Committee Chairman Josh Hallberg announced that he had tendered his resignation as chair. Acting Chair Hallberg called to the floor election of committee chair and handed out ballots for the election of a new committee chair. Tammy Peterson, Executive Secretary, collected the ballots. Results were 3 votes for Supervisor Sample and 2 votes for Supervisor Jepsen. Supervisor Sample elected as new chairman. Acting Chair Hallberg relinquished the chair to newly elected Chair Sample, who presided over the remainder of the meeting.

Public Comment – None

New Business

Administrator Dana Frey addressed monthly/quarterly reports and 2015 budget issues.

Mr. Frey also discussed the consideration of recommendations and amendments for the submitted proposal of the 2015 Operating and Capital Budget.

Corporate Counsel, Jeff Fuge spoke on the Resolution to Authorize Application for 2015 Federal Reimbursements for Legal Services on Title IV-E Cases Involving Termination of Parental Rights and Children in Need of Protection or Services.

Mr. Fuge also spoke on the recommendation on transfer of CHIPS cases from District Attorney's to office of Corporation Counsel. This is effective September 1, 2015. **Motion** (Jepsen/ Arcand) to recommend resolution to County Board. Motion carried by unanimous voice vote.

Librarians Chris Byerly and Sara Adams handed out and discussed resolution and a chart of ACT 150 showing levels at 100%, 80% and 70%. Supervisor Schmidt and Chair Sample requested data before the October 21st, 2014 County Board meeting.

1. What percent of contribution are the other counties in IFLS, nine in total, receiving under ACT 150? and
2. What is the minimum contribution that villages and cities are required to levy to opt out of ACT 150 levies and how many are at the minimum?

Motion (Jepsen/ Sample) to move forward to County Board as a recommendation that the funding level be increased to 80% with administration to conduct a financial analysis of this change. Motion adopted by a vote 4 to 1, with Supervisor Hallberg voting no.

Director of Information Technology, Todd Demers discussed the County Board room technology project. Mr. Demers spoke on two projects to consider. The project cost for presentations would be \$3,313.00 that would be speakers, 2 projectors, and 2 satin screens. The audio project cost would consist of a wireless microphone system at a cost of \$10,764.00.

Administrator Frey stated that the costs of the \$10,764 component could be significantly reduced if board room remodel eliminated portable aspects of desks.

Motion (Schmidt/ Hallberg) to move the \$3,313.00 project to County board for discussion. **Motion** (Schmidt/ Jepsen) to amend the previous motion and move forward with both projects in the amount of \$14,077.00 to County Board for discussion. Motion carried by unanimous voice vote.

Future Items: Next meeting October 21st, 2014 before County Board at 4:00PM.

Adjourn - Motion (Schmidt/ Hallberg) to adjourn. Meeting adjourned at 3:18 PM.