



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 July 10, 2014 1:00 p.m.

Purpose: *Review and Action on selected items as listed below*

Documents: *Minutes of June 12 and Monthly/ Quarterly Reports*

ITEM	LEAD PERSON
Call to order	Committee Chair
Approval of agenda	
Approval of minutes for June 12, 2014 General Government Committee	
Public comment	
New business	Brock Geyen, CliftonLarsonAllen
1. Questions on written monthly/quarterly reports	
2. Presentation on 2013 audit and comprehensive annual financial report	Darlene Kusmirek/ Employee Relations Manager
3. New hiring process presentation	
4. Resolution to Create a Record of Participation with Affiliated Organizations by County Board Supervisors	Jeff Fuge, Corporation Counsel
5. 2014 budget execution	County Administrator
6. 2015 budget process	
7. General Government committee role in budget process	
8. Revisions to Policy 10 (Roles and responsibilities of governing committees)	Jeff Fuge, Corporation Counsel
Future agenda items	
Adjourn	

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. The committee may consider matters noticed herein in any order regardless of the placement of such items on this notice.



MINUTES
General Government Committee
County Board Room
Balsam Lake, WI 54810
1:00 p.m., Thursday June 12, 2014

Meeting called to order by Committee Chair Hallberg.

Members present

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

Also Present Carole Wondra, County Clerk; Dana Frey, County Administrator; Corporation Counsel, Jeff Fuge; and Todd Demers, IT Director.

Approval of Agenda- Chairman Hallberg called for a motion to approve agenda. Motion (Sample/Schmidt) to approve agenda. Motion carried without negative vote.

Approval of Minutes- Chairman called for a motion to approve the minutes of the May 21, 2014 General Government Committee meeting. Motion carried without negative vote.

Public Comment – None offered

New Business

County Administrator Dana Frey reviewed the importance and use of the monthly reports.

Administrator Frey addressed Resolution 16-14, Resolution to Designate Functions to Standing Committees Established in Resolution No. 15-14. This is a clean-up resolution. Motion (Jepsen/Schmidt) to recommend and advance said resolution to full county board for approval. Motion to recommend carried without negative vote.

IT Director, Todd Demers gave a presentation on the progress of the “New Website”.

Administrator Frey gave a presentation on roles and responsibilities of the General Government Committee as it pertains to the Budget process and personnel management.

Corporation Counsel, Jeff Fuge addressed the development and work involved in the functions and responsibilities in the matter of revisions to Policy 10.

Committee Business – items addressed by Corporation Counsel, Jeff Fuge at the request of Supr. Sample.

1. Brief review of resolution drafted by Supr. Sample regarding committee records of affiliated committees, to be on future agenda for General Government.
2. Supr. Sample requested clarification of particular articles of the Rules of Order: Article 7.3; and Article 2.2., a process for getting items on an agenda and public comment at start and end. Per clarification by Corporation Counsel, Chairman Hallberg declared that the matter be referred to the Administrative committee.
3. Upon clarification of Supr. Sample and input from Corporation Counsel, Chairman Hallberg declared that the committee direct Corporation Counsel to issue an opinion concerning the authority of the County administrator to appoint members to Lake district boards, with respect to those established by Towns. Said item to be noticed on the next agenda for discussion.
4. Was withdrawn by Supr. Sample.

Future Agenda Items –Future agenda items to include Supr. Sample’s resolution on record of participation with affiliated organizations, update from Corp. Counsel on lake district appointments, Budget update from Admin. Frey and presentation on new hiring process from ER Director, Andrea Jerrick.

Adjourn - Motion (Jepsen/Sample) to adjourn. Meeting adjourned 4:00 p.m.



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COUNTY CLERK

Carole T. Wondra, Polk County Clerk
100 Polk Plaza, Suite 1100, Balsam Lake, WI 54810
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Quarterly Report, June 2014

Marriage and Domestic Partnership Licensing

Current

- This is a mandated program
- Numbers starting to pick up after a slow start to 2014

Administration of Elections

Current

- Have completed 2 of the 4 scheduled elections for 2014

Upcoming

- Work underway for the Fall Primary Election – August 12, 2014 and 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

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

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



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DEPARTMENT OF ADMINISTRATION

Dana Frey, County Administrator
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Monthly Report, June 2014

Public financial management

Current

- 2013 audit generally and Comprehensive Annual Financial Report submitted to GFOA for evaluation
- Initial budget ceilings set and distributed to departments
- Quarterly expenditure reports prepared for departments

Upcoming

- Department budget meetings and development of budget issues, including justifications for additional levy
- Preparation of 2015 fee schedule
- Distribution of 2015-2019 Capital Improvement Plan guidelines

Recruitment, selection and supervision of department heads

Current

- Fourth (of five) training programs for department heads and managers to improve core competencies and enable implementation of new performance appraisal process
- Regular monthly individual and all department head meetings to coordinate activities and disseminate information

Upcoming

- Completion of core training program for department heads
- Develop new performance appraisal process

Preparation of materials for Board review and action

Current

- Reviewed drafts of resolutions and accompanying materials on an ongoing basis for readability and effectiveness
- Ongoing work on boardroom technology upgrade to improve the quality of presentations to the County Board and committees

Upcoming

- Condition of the County report to be presented at July 15 Committee of the Whole meeting
- Boardroom technology upgrade implementation with projection monitors

Policy implementation and oversight

Current

- Work with individual committees on redrafting their sections of Policy 10 to facilitate better committee operations
- Implementation of property management policy to identify and better manage all County-owned property

Upcoming

- Preparation of property inventory and recommendations (July)

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.



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.j@co.polk.wi.us

Monthly Report, July 2014

Employee Wellness and Safety

Current

- 2014-2015 plan renewal completed for workers compensation
- Launched summer wellness activities including physical challenges and nutrition guidance

Upcoming

- Wellness vendor evaluation (July/August)
- Wellness Fair (September)
- Evaluation of worker's compensation carrier insurance (July/August)
- Employee Wellness Website (September)
- Safety Assessment by WC Provider's Risk Control Services (August)

Compensation and Benefits

Current

- Enhancing information available to employees about their benefits through the ADP portal
- Revised communications about benefits on NeoGov site to support recruitment efforts
- Implementation of lower starting wages for new hires to align with market
- Development of 2015 staffing budget projections (June/July)

Upcoming

- NeoGov site adapted to new County webpage set up (July/August)

Labor Relations

Current

- Coordination with Golden Age Manor to increase paperless staffing change process (paperwork related to new hires, status changes, separations)
- Establishing ADP system parameters to allow all benefit/payroll related changes to occur in a paperless process and initiated by employee

Upcoming

- Paperless 2015 online benefit enrollment with enrollment data fed directly to carriers (August-November)
- Upgrade to Kronos timekeeping system (August)

Employment, Recruitment/Retention, Position Development

Current

- Support and coordination of ongoing management training sessions
- 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.

Upcoming

- Participation/Resource for Employee Development workgroup
- Expansion of recruitment efforts to include recruitment through social media (August/September)
- Development of management toolkit for on-boarding and managing employees (June – December)
- Ongoing revision of job descriptions

Policy Development and Legal Compliance

Current

- Update employee handbook to reflect required mandates under the Affordable Care Act

Upcoming

- Communication handbook modifications through ADP employee portal, obtain electronic signature



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INFORMATION TECHNOLOGY DEPARTMENT

Todd Demers, Director of Information Technology

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Monthly Report, June 2014

HIPPA / HITECH Compliance

Current

- Downloaded the Security Risk Analysis (SRA) toolkit from the federal HHS. The SRA toolkit is a comprehensive piece of software that allows I.T. to compile all required ePHI information and methodically test our compliance.
- Began collecting current data on our ePHI repositories throughout the departments that are considered covered entities. We will update our evaluation of each entity and inject the new test methods as outlined in the SRA toolkit.

Upcoming

- Update the HRM to reflect the additional analysis language from HHS (July)
- Complete the full scale risk analysis, assessment and implementation of security measures as prescribed by HHS and departmental feedback (August - October)
- 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

- Submitted first draft of the new Repair / Replacement fees to all departments. This will include the costs incurred by annual services agreements for global software, such as Kronos, ADP, Financial Edge, the Internet services, and Employee Relations software. The new fees schedule is based on user count, versus computer counts. This new process will distribute the costs of services equally across all departments
- Requesting pricing to replace two MFPs in Public Health (PH). PH pays nearly \$700 per month in lease fees and maintenance which will offset the purchase of county owned MFPs. It is anticipated that the change from leasing to owning the MFP will have a payback in approximately 1½ years
- I.T. completes an average of 392 work order per month in a courteous and professional manner and to mitigate future problems with countywide equipment

- I.T. replaced fifteen (15) computers in the month of June – from WinXP to Windows 7. We are reducing our vulnerabilities by removing the Windows XP operating systems.

Upcoming

- Completing 2015 draft of I.T. Budget (July)

Network Administration

Current

- Inventoried all server room switches to identify 8+ year old switches that are adversely affecting network performance. Drafted a list of switches that need replacing in 2015.
- Provided draft one of the boardroom upgrade to include overhead projection and tablet PCs for supervisors. Submitted a questionnaire regarding how to manage boardroom equipment.
- Working with Buildings and Sheriff's office to inventory all equipment that was damaged by the lightning storm over the weekend of June 14th. The insurance claim will be completed once we determine the amount and complexity of the damage equipment.
- Completed the shovel-ready plan to duplicate our telephone communication infrastructure. Submit plan to Buildings for review, approval and budgeting. The cost is approximately \$9000 and I.T. is working with Buildings on project. The duplicated network would eliminate disruption to the current hardware phone system.

Upcoming

- Reconfigure our network to include a WiFi capabilities to supervisor tablet PCs for board / committee meetings as well as web access through public access wireless technology (July)
- Re-commission the T1 circuit between Highway as part of the new hardware –to-virtual replica ring for telecommunications and fail-over redundancy between Highway, Justice Center and Government Center (Contingent on Buildings approving the project – August)

Programming & Analysis

Current

- Complete the second I.T. Monthly Activity report which is due June 27th.
- Reviewing the alternative proposals, as offered by Netsmart in luau of the Defran Evolv-CS program in human services. Completed several edits of the Netsmart statement of work (S.O.W.) and have prepared to discuss the final draft with Netsmart.
- Completed the design/build of the new Polk County Website and have prepared to go LIVE on June 27th. This is a result of restructuring our focus from how we provide services to accentuate the needs of the citizens we serve. Our vision is to make the website Polk County first tool supporting the concept of a “one-stop shop” for citizens.

Upcoming

- Completing the budget reports for administration as currently prescribed (July)
- Work with Administration on Financial Edge invoicing automation & reporting (July / August)
- Completing the review and required changes in the Netsmart statement of work (S.O.W.) and upcoming contract with and for human services (July)
- Working on upgrading Kronos to the new version 7 for better data collection and reporting (August)

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.

POLK COUNTY, WISCONSIN

POLK COUNTY TREASURERS OFFICE

Amanda Nissen, Treasurer

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Balsam Lake, WI 54810

Telephone 715-485-9255, Email: amandan@co.polk.wi.us

Quarterly Report, July 2014

Tax Calculation, Collection, and Settlement

Current

- Collection continues for current and back taxes
- Mailed out reminder notices for 19,608 parcels
- Setting staffing levels for July collections

Upcoming

- Collection of second half notices, due July 31 (July, August)
- Hire temp worker for July-August
- Discuss with County Clerk staff sharing for July collections

Cash Management

Current

- Work with Departments with accounts to open/close accounts as needed ○ Jail close old account with stale dated checks
- Prepared and implementing Reconciliation Program with Financial Edge

Tax Deed

Current

- 2010 tax foreclosure process finished ○ 90 day redemption period (County Ordinance) in process ▪ 3 parcels have been redeemed
- The property for sale in August/September has been set and photographed

Upcoming

- Continuing to work with Buildings Department to oversee properties during 90 day period, including evictions if needed. (July-Sept)
- Working with newspapers, committee's and auction service to get next Auction ready to go (July-Sept)

Other Programs/Duties

Current:

- Worked with IT to personalize new web site for Treasurer's Office
- Elected Vice-President of the Wisconsin County Treasurer's Association (WCTA) in June

Upcoming

- Next Conference is in October in Wisconsin Rapids for the Wisconsin County Treasurer's Association (WCTA)

Programs implemented by this department and related goals:

1. Tax Calculation, Collection, and Settlement: Determining property tax, collection of taxes and the disbursement of taxes collected.
2. Cash Management: Management of inflow and outflow of cash for the County, including: cash receipting, bank reconciliations, and investments
3. Tax Deed: Process of foreclosing and processing properties with 3 or more year's delinquent real estate taxes.
4. Other Duties: publish unclaimed funds, tax searches, department web site