

PERSONNEL COMMITTEE MEETING MINUTES

July 13, 2020

8:47 A.M.

County Board Room

Present: Ray Zipperer, Mike Kelley, Jim Parrett at 9:05, Ed Wafle, Tim Cottingham, Jerry Niles, Roy Granger, Alan Peterson, Lynn Willard, John Wenum and Terry Kleifgen. Also Amanda Dederich, Dawn Buchholz, Sheriff Oleson, Capt. Beier, Tina Sullivan, Lori Chipman, Katie Steinke, Myron Oestreich. Jim Ryczek absent

1. Meeting called to order by Chair Zipperer and Chair Cottingham at 8:47 a.m. for joint meeting with Personnel and the Finance/Computer Committee.
2. Public Health Officer A. Dederich met with the committee's to request a new Public Health Supervisor Community Health/Prevention position (position description attached). The position would be funded by an increase in the tax levy and monies currently allocated to Public Health Nursing, the increase in the tax levy would be approximately \$8,862 for 2019 with a hire date of mid-August at a Grade 26. The Health Officer indicated that this position would also act as the Public Information Officer during emergencies. Motion by Granger, second by Niles to approve taking a resolution to County Board for the position. Cottingham-No, Granger-Yes, Niles-Yes, Zipperer-No, Kelley-No, Wafle-Yes, Parrett-Yes. Motion Carried 4,3 Ryczek absent
Public Health Officer also requested of the Committee hiring two (2) LTE's for contract tracing (position description attached). Motion by Granger, second by Kelley to approve hiring two Covid 19 Response Coordinators at maximum bachelor lever LTE rate. All Ayes, Motion carried. Ryczek absent.
3. Finance Director Lori Chipman met with both committees to request refilling the Data Entry Clerk position vacated in her department due to resignation. Motion by Niles, second by Wafle to approve taking the position to County Board to be refilled. Motion Carried, Ryczek absent

Present for Personnel: Zipperer, Kelley, Parrett, Wafle and Kleifgen. Also D. Buchholz, Sheriff Oleson, Capt. Beier, C. Moten, J. Pogantsch-Dean, A. Dederich, C. Levendoski, C. Norberg. Ryczek absent

4. Motion by Parrett, second by Kelley to approve June 8, 2020 minutes as written. Motion Carried. Wafle, Ryczek absent
5. Ad-Hoc Group Introduction did not take place as they were not in attendance.
6. J. Pogantsch-Dean met with the Committee to request an extension of her time off since her 12 week FMLA will be over as of the week ending July 17, 2020 and according to the Doctor she may need to be off until September 19, 2020. Motion by Parrett, second by Kelley to approve being off until September 19, 2020 if time needs to be extended past that she will need to meet with the Committee for further approval. Motion Carried. Wafle, Ryczek absent
7. C. Levendoski, WIC Director requested approval of updating the job description for the CPA/RD to add mandated language changes. Motion by Kelley, second by Parrett to approve the updated job description. Motion Carried. Wafle, Ryczek absent
8. D. Buchholz met with the Personnel Committee to request that she be able to refill the CCS Facilitator position due to termination. Motion by Kelley, second by Parrett to approve taking the position to County Board to be refilled. Motion Carried. Wafle, Ryczek absent

9. D. Buchholz met with the Committee to discuss hiring a Mental Health Technician instead of a Community Support Worker. The new position would not be a Masters level position so instead of being grades 20/24 they would be grades 9 or 17. Motion by Parrett, second by Kelley to take the resolution to County Board for approval. Motion Carried. Wafle, Ryczek absent.
10. D. Buchholz met with the Committee to request refilling the Receptionist position due to promotions. Motion by Kelley, second by Parrett to take the position to County Board for approval to refill. Wafle, Ryczek absent
11. C. Norberg met with the Committee to request refilling the Elder Benefit Specialist position due to resignation as well as approval to update job description to comply with the model job description recommended by the State. Motion by Kelley, second by Parrett to approve the updated job description and to take the position to County Board for approval to refill. Wafle, Ryczek absent
12. C. Moten met with the Committee to request refilling the Benefit Specialist position around March 15, 2021 due to retirement in April of 2021 in order to get the necessary training out of the way before the position is vacant since it's only a two person office. Motion by Parrett, second by Kelley to take the position to County Board for approval to refill. Wafle, Ryczek absent
13. Sheriff Oleson and Capt. Beier met with the Committee to request to be able to do an emergency hire due to a resignation in mid-September since they are currently short a Deputy off on FMLA. Motion by Parrett, second by Kelley to approve taking the position to County Board to be refilled. Motion Carried. Wafle, Ryczek absent
14. D.A. Hamm made a request at Executive for Personnel Committee to approve refilling the Legal Secretary position, the person in that position was promoted to Judicial Assistant. Motion by Kelley, second by Parrett to approve taking the position to County Board to be refilled. Motion Carried. Wafle, Ryczek absent
15. Updated language for the Personnel Policy for exempt employees was discussed. H.R. Director indicated sending the language to all Department Heads for their input. Language was changed slightly from input at this meeting. Motion by Kelley, second by Parrett to approve taking a resolution to County Board for approval of the updated language (attached). Motion Carried. Ryczek absent
16. Reopening the Work Place guide was discussed, no changes at this time were suggested.
17. The Committee was updated on unemployment claims
18. Next meeting will be August 10, 2020 after Executive Committee.
19. Motion to adjourn by Parrett, second by Zipperer. Adjourned

Respectfully submitted,
Terry Kleifgen, H. R. Director

Exempt Language to be added to the end of Chapter 5, section 5.3

Persons employed in exempt positions are compensated, not primarily on the basis of their specific hours of labor, but on the basis of the total duties and responsibilities assigned. Such employees are required to satisfactorily complete the full duties and responsibilities of their positions, whether working extra hours in the usual sense is required or not.

Exempt employees shall work a minimum of eighty (80) hours biweekly. When any such positions, because of special or unique circumstances, regularly or frequently require work in excess of eighty (80) hours biweekly, such circumstances and hours of work characteristics are considered as factors in establishing the classification and compensation of such positions. It shall be the policy of the County, however, to provide sufficient staffing to permit a normal eighty (80) hour biweekly schedule for such positions, in so far as may be practical and consistent with efficient operations.

Exempt Employees – Adjustment of Work Schedule

Exempt employees are normally expected to work beyond the standard eighty (80) hour biweekly pay period when required by their job responsibilities and work demands. These employees may occasionally adjust their normal work schedules due to working beyond the eighty (80) hour pay period.

An adjustment in an employee's work schedule may result in time off on another day in the pay period or later in the calendar year. When an employee's work schedule is adjusted, they are not required to use benefit time such as vacation or sick leave. The adjustment may include working less than eight (8) hours on a particular day and less than 80 hours in the pay period. It is preferred that adjustments occur within the pay period in which the additional hours are worked; however, if that is not possible, the adjustment may occur in other pay periods of the year.

This adjusted time off must be approved in advance by the employee's Department Head and must be recorded on the employee's timesheet/log. Adjustments in work schedules will not be approved on an hour for hour basis for all time worked beyond the eighty (80) hour pay period standard. Salaried exempt employees should have no expectation of an hour for hour adjustment.

Adjusted work schedules are intended to be an occasional occurrence and are not intended to replace other types of time off for such things as an extended or regularly scheduled vacation, extended illness, absence due to a worker's compensation illness or injury, FMLA leave, military leave, etc. Extra hours worked beyond the eighty (80) hour standard do not accumulate in any way, and do not entitle an employee to additional compensation, leave time, or other benefits.

Any exceptions to these rules must be approved by the Human Resources Director.

POSITION DESCRIPTION

JOB TITLE: Public Health COVID-19 Response Coordinator

DEPARTMENT: Juneau County Health Department

DIRECT REPORT TO: Public Health Supervisor, Juneau County Health Department

SALARY RANGE: Current Limited Term Employee Rate (\$18.5099/hour)

Full or Part-Time Hours, based on needed, limited term, no benefits provided

Essential Duties and Key Responsibilities

Performs difficult advanced human support work providing Public Health education to the general public and patients, coordination of testing and follow-up, providing patient advocacy, maintaining files and records, preparing reports, and related work as apparent or assigned related to the COVID-19 pandemic. Work is performed under the general direction of the Public Health Supervisor. Examples of essential responsibilities include:

- Provides general Public Health education services regarding communicable diseases, health promotion, and prevention; informs the public of resources, referrals, and collaboration with and to community and other professional services.
- Provides client coordination to address, refer, and educate on COVID-19 related issues while maintaining confidentiality, accurate records, and knowledge of program requirements.
- Serves as a point of contact for the Health Department regarding assigned external agencies, programs, and services and represents the Department at professional meetings and community events as needed or required related to COVID-19.
- Works closely with physicians in all specialty areas to coordinate patient care and communication; assists in the implementation of an appropriate care plan; provides patient advocacy.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties that an employee may be required to perform. The examples are merely indicative, not restrictive.

Qualifications and Experience

A candidate will qualify for this professional position with:

- Educational background or experience in nursing, community health or a closely related area preferred.
- Experience with the Wisconsin Electronic Disease Surveillance System (WEDSS) preferred.
- Bachelor's Degree required.
- Possess a valid driver's license.

Other Knowledge, Skills, and Abilities

Thorough knowledge of County and department policies and procedures to include emergency and inclement weather policies; ability to prioritize and manage multiple, concurrent projects; attention to detail

and ability to effectively organize time and anticipate, plan and successfully respond to changing circumstances; ability to maintain clinical skills necessary for assessments; thorough knowledge of communicable disease surveillance and follow-up, health promotion and prevention; thorough knowledge of program requirements; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to operate and use standard office equipment; knowledge and ability to use standard office and position-specific software; ability to effectively communicate both verbally and in writing; ability to establish and maintain effective working relationships with co-workers, supervisors, other departments and the general public.

Physical Demands and Working Conditions

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and lifting, frequently requires sitting and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires exposure to fumes or airborne particles, exposure to outdoor weather conditions and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Depending on job responsibilities, this position may have an increased risk of exposure to bloodborne pathogens.

EEOC/AA/ADA

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position description has been prepared to assist defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

JOB TITLE: Public Health Supervisor, Community Health & Prevention **GRADE:** 26

DEPARTMENT: Juneau County Health Department **REPORTS TO:** Health Officer

SALARY RANGE: *See Current Wage Scale* **FULL TIME, EXEMPT STATUS**

PURPOSE AND SUMMARY:

Develops and guides direct service personnel and/or personnel who support policy, systems, and environmental change in the community. Monitors individual and team efficiency and effectiveness and community needs; makes programmatic and organizational changes as needed. Works closely with staff, community partners, and other administrative team members to set and achieve programmatic and organizational goals. Provides support, training, coordination, alignment, consultation, and supervision to assigned staff, the broader department, and with community partners if any Juneau County Health Department staff are placed with them. As part of the Department leadership team, contributes to departmental planning, public health preparedness, communications, performance management, quality improvement, and assurance of the efficient use of resources for the delivery of the highest level of programs and services to advance the health of our communities.

ESSENTIAL FUNCTIONS:

1. Leads staff in establishing annual team goals and action plans; links staff and division work to departmental vision and values and identified community needs; meets individually with team members to link performance to team goals and action plans and support, guide, and align work across the division, the department, and the community; leads and facilitates staff meetings and work groups.
2. Assesses customer and community needs and designs systems to seek customer and community input and guidance; evaluates programs and strategies within context of community assessment and available resources and recommends changes; leads quality improvement efforts within program area.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.
4. Collaborates with leadership team to establish annual departmental priorities and goals, assuring departmental resources are used appropriately to achieve the priorities and goals, and to identify key program performance indicators, measure them over time, and analyze them for suggested changes.
5. Builds relationships with community agencies and members who are committed to improving the health of the community.
6. Prepares grant proposals and manages secured grants (data collection, written reports, program implementation, and fiscal planning/management). Searches for federal, state, and local funds to support new and ongoing initiatives.
7. Assures key data is collected within programmatic area; monitors and analyzes health data obtained from other sources (i.e. morbidity/mortality data, birth & death data, etc.); leads community assessments to help determine needs of population and work with governmental

- and community partners to help fill gaps; prepares data for annual report, state reports, grant reports, and outcome monitoring; maintains departmental databases as assigned.
8. Writes and updates internal policies and procedures; assists with policy development within the County government and the community.
 9. Presents public health information to the community and local, state, and national public health officials and groups; communicates public health stories to the media (print, digital, social) as assigned.
 10. Coordinates agency improvement and performance management processes, programs, and interventions through continuous quality improvement.
 11. Serves as Department Public Information Officer and performs public health emergency response duties as assigned and consistent with training provided.

WORK RELATIONSHIPS:

Reports to Health Officer and supervises staff that could include and are not limited to: Community Health Educators, WI Well Woman Program Coordinator, AmeriCorps Member, Student Learners, Public Health Nurse. Works collaboratively with all staff, community partners, and customers.

KNOWLEDGE, SKILLS, AND ABILITIES:

- o Ability to establish and maintain positive relationships with colleagues, healthcare providers, community members and partners.
- o Knowledge of health equity and trauma-informed care practices.
- o Knowledge of and ability to implement Foundational Public Health Services Model and Public Health 3.0.
- o Ability to develop and present effective written and oral reports.
- o Ability to develop health education media materials including letters to the editor, press releases, and social media.
- o Experience using relevant computer software programming such as Canva, Constant Contact, Microsoft Office Suite, Nightingale Notes, Zoom.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Required: Bachelor’s degree in Community Health Education, or another related field
 2 years of experience in health education, public health or closely related field

Licenses: Valid Wisconsin State Motor Vehicle Operator’s License

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