



Agenda
General Government Committee
Thursday, January 6, 2022 - 5:00 pm
Conference Call 1-312-626-6799
Zoom Meeting ID: 89996258699
Passcode: 163823
<https://us02web.zoom.us/j/89996258699>
Community Room
303 W. Chapel St
Dodgeville, Wisconsin 53533

**Iowa
County
Wisconsin**

For information regarding access for the disabled, please call 935-0399.

Any subject on this agenda may become an action item.

1	Call to order.
2	Roll Call.
3	Approve the agenda for this January 6, 2022 meeting.
4	Approve the minutes of the October 28, 2021 meeting.
5	Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken.
6	Preliminary Financial Reports for the period ending 9-30-2021.
7	Consider Policy 210 Capital Improvement Plan.
8	Consider Policies 305 Payroll and 318 Debt Collection.
9	Consider Court Commissioner Salary.
10	Consider Deputy Treasurer Reclassification.
11	Anonymous Hotline Information and Reminder.
12	2020 Employee Engagement Update.
13	Employment Activity Report.
14	Consider Request to Create 2 Full time Hospitality Aide Positions.
15	Set date and time for next meeting. (February 3, 2022 at 5:00 p.m.)
16	Adjournment.

	Posting verified by the County Clerk's Office. Kris Spurley Date: 12-30-2021 @ 12:00 pm Initials: kks
--	---

	Minutes General Government Committee Thursday, October 28, 2021 - 5:00 pm Conference Call 1-312-626-6799 Zoom Meeting ID: 842 1312 0106 Community Room 303 W Chapel St Dodgeville, Wisconsin 53533	Iowa County Wisconsin
1	Chair Ronald Benish called the meeting to order at 5:00 p.m.	
2	- Roll Call. Members present: Sups. Ronald Benish, Britan Grimmer, Mike Peterson, and Curt Peterson. Judy Lindholm was excused. - Others present: Larry Bierke, Mel Masters, Kris Spurley, Katie Abbott, Scott Godfrey and Peter Vanderloo. - Others present remotely: John Meyers.	
3	Sup. M. Peterson to approve the agenda for this October 28, 2021 meeting. Sup. C. Peterson seconded. Motion carried. Aye-5 Nay-0	
4	Sup. Grimmer moved to approve the minutes of the October 7, 2021 meeting. Sup. M. Peterson seconded. Motion carried. Aye-5 Nay-0	
5	Public Comments: None.	
6	Public Hearing on the Proposed Bloomfield Prairie Ordinance. Peter Vanderloo questioned the committee on having access to the prairieland thru the pastureland. Sup. C. Peterson moved to restrict public use of the pastureland from May 1st thru November 1st effective January 1, 2022. Sup. M. Peterson seconded. Motion carried. Aye-5 Nay-0 Peter Vanderloo requested consistency with the use of the terms "prairie" or "farm" in the ordinance. Sup. M. Peterson moved to amend the ordinance to change all Bloomfield Farm/Bloomfield Prairie references to 'Iowa County Bloomfield Property' throughout the ordinance. Sup. C. Peterson seconded. Motion carried. Aye-5 Nay-0 Scott Godfrey asked the committee to consider the request from the WI Department of Natural Resources: Wardens Joseph Frost and Alan Erickson	

- Section IV, A., 16:

Trapping and hunting practices inconsistent with Wisconsin regulations and:

- a) Use of any traps other than enclosed trigger or cable restraint traps.
- b) Placement of traps within 50 feet of mowed areas.
- c) Setting, placing or checking traps between the hours of 11 pm and 5 am on the following day.
- d) Setting or placing traps within 100 yards of the pond.
- e) Setting or placing traps within 300 yards of the Bloomfield Health and Rehabilitation Center buildings.
- f) Allow trapping of muskrats within 100 yards of the pond using colony traps only.

Sup. C. Peterson moved to incorporate the DNR suggestions into the ordinance. Sup. Mike Peterson seconded. Motion carried.

Aye-5 Nay-0

Sup. Grimmer moved to approve the Bloomfield Prairie Ordinance with amendments and forward to the County Board for consideration. Sup. M. Peterson seconded. Motion carried.

Aye-5 Nay-0

10 The next meeting date December 9, 2021 at 5:00 p.m.

11 Sup. Grimmer moved to adjourn the meeting. Sup. C. Peterson seconded the motion. Motion carried.

Aye-5 Nay-0

Meeting adjourned at 5:21 p.m.

Minutes by Kris Spurley.

AGENDA ITEM COVER SHEET

Title: 9-30-2021 Financial Reports for the General Government Committee

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

9-30-2021 Preliminary financial report with a comparison of budget to actual year-do-date for the departments that report to the General Government Committee

RECOMMENDATIONS (IF ANY):

For informational purposes only

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Preliminary 9/30/2021 Financial Statements

FISCAL IMPACT:

None, status of the 2021 budgetary balances as of 9/30/2021 - preliminary

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed?

COMPLETED BY: Jamie Gould

DEPT: Finance Department

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

	A	B	C	D	E	F	G	H
1	Iowa County - Financial Statement - includes Departments that report to the General Government Committee							
2	Preliminary - For the Period Ending September 30, 2021 (prepared 11/21/2021)							
3	Department	2021 Tax Levy Amount - Adopted & Fund Balance Applied	Budget Adjustments / Transfers	Carryovers From Prior Year	2021 Tax Levy + Budget Adjustments / Transfers / Carryovers	Revenues - other than Tax Levy	Expenditures	Excess (Deficiency) of Revenues over Expenditures
4	General Fund							
5	County Board - Fire Suppression	2,000			2,000	-	-	2,000
6	Employee Relations Dept	143,352			143,352	11	113,381	29,982
7	Economic Development	36,442			36,442	-	35,663	779
8	Information Systems	606,292		24,679	630,971	-	322,034	308,937
9	County Treasurer - NOTE 1	(934,370)			(934,370)	848,418	151,079	(237,031)
10	Co Treasurer - Transfer from							
11	County Sales Tax Fund	(2,055,000)			(2,055,000)	-	-	(2,055,000)
12	County Clerk	203,568	31,578	839	235,985	19,718	168,259	87,444
13	Register of Deeds	27,644		13,330	40,974	235,900	112,392	164,482
14	Environmental Services	483,292			483,292	11,175	335,693	158,774
15	County Farm	(104,919)			(104,919)	11,645	7,312	(100,586)
16	County Insurance	60,595			60,595	205,860	229,026	37,429
17	Cultural-Aid to Libraries	347,576			347,576		334,208	13,368
18	Cultural-Library, Fair & Historical							
19	Society	32,932		4,661	37,593	-	32,932	4,661
20	Snowmobile/ATV	-			-	64,327	139,235	(74,909)
21								
22	Total General Fund including aids to Libraries	(1,150,596)	31,578.00	43,509	(1,075,509)	1,397,054	1,981,214	(1,659,669)
23	Special Revenue, Capital Funds & Internal Service Fund							
24	Revolving Loan Fund				-	4,500	-	4,500
25	Capital Projects - Information							
26	Technology	164,000			164,000	-	76,465	87,535
27	Capital Projects - Court Security							
28	Project				-	-	-	-
29	Capital Projects - Environmental							
30	Services	450,000			450,000	-	7,371	442,629
31	Self-Insured Workers Comp				-	181,076	348,859	(167,783)
32								
33	Special Rev, Capital Funds & Internal Service FundTotal	614,000	-	-	614,000	185,576	432,695	366,881
34	Total of All Funds	(536,596)	31,578	43,509	(461,509)	1,582,630	2,413,909	(1,292,788)
35	Note 1: County Treasurer 2021 Tax Levy Amount Adopted does not include general fund tax levy or levy for library aids							

	A	B	C	D	E	F	G	H	I
1	Departments that Report to the Iowa County General Government Committee								
2	Preliminary - For the period ending 9/30/2021 as of 11/21/2021								
3	Revenue - Compare Budget to Actual	2021 Adopted Annual Budget including Tax Levy & Fund Balance Applied	Budget Adjustments / Transfers	Carryovers From Prior Year	2021 REVISED BUDGET	Total Department YTD REVENUES	REMAINING BALANCE	% of Year completed	Actual YTD %
4	100 GENERAL FUND								
5	05 Employee Relations Department	143,352			143,352	11	143,341	69%	
6	14 ECONOMIC DEVELOPMENT	36,442			36,442	-	36,442	69%	
7	15 INFORMATION SYSTEMS	606,292			606,292	-	606,292	69%	
8	20 COUNTY TREASURER	530,500			530,500	653,598	(123,098)	69%	123%
9	20 COUNTY TREASURER - State Shared Rev & Exempt Computer Aid & Personal Property Aid	\$ 639,680			639,680	194,820	444,860	69%	30%
10	20 COUNTY TREASURER - Property Tax, and Library Aids	\$ 5,281,475			5,281,475	5,281,475	-	69%	100%
11	20 COUNTY TREASURER - Transfer from Sales Tax Fund	2,055,000			2,055,000	-	2,055,000	69%	0%
12	22 COUNTY CLERK	216,083			216,083	19,718	196,365	69%	9%
13	30 REGISTER OF DEEDS	215,644			215,644	235,900	(20,256)	69%	109%
14	34 ENVIRONMENTAL SERVICES	494,292			494,292	11,175	483,117	69%	2%
15	35 COUNTY FARM	110,144			110,144	11,645	98,499	69%	11%
16	36 COUNTY INSURANCE REVENUE	255,544			255,544	205,860	49,684	69%	81%
17	73 SNOWMOBILE/ATV PROGRAM	42,120			42,120	64,327	(22,207)	69%	153%
18									
19	TOTAL: GENERAL FUND	10,626,568	-	-	10,626,568	6,678,529	3,948,039	69%	63%
20	400 CAPITAL PROJECTS FUND								
21	32 Capital Projects - Information Technology	\$ 164,000			\$ 164,000	\$ 164,000	\$ -	69%	100%
22	32 Capital Projects - Environmental Services	\$ 450,000			\$ 450,000	\$ 450,000	\$ -	69%	100%
23									
24	TOTAL OF ALL FUNDS	11,240,568	-	-	11,240,568	7,292,529	3,948,039	69%	65%
25									
26	Other:								
27	250 REVOLVING LOAN FUND								
28	18 REVOLVING LOAN FUND	-	-		-	4,500	(4,500)	69%	100%
29	730 Self Insured Workers Comp								
30	37 SELF-INSURED WORKERS COMP				\$ -	\$ 181,076	\$ (181,076)	69%	
31									
32	Total Other:					185,576	(185,576)	69%	100%
33									
34	TOTAL - All Funds and Other:	11,240,568	-	-	11,240,568	7,478,105	3,762,463	69%	67%
35	Notes:								
36	YTD = Year-to-date								
37	Revenues: For all funds other than the general fund the tax levy is recorded in the departments at the beginning of the year.								

AGENDA ITEM COVER SHEET

Title: Policy 210 Update

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

Policy 210 Capital Improvement Plan was updated to remove all references to the General Government Committee and establish the Executive Committee as having oversight of the Long Range Planning Committee.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

A copy of the updated policy.

FISCAL IMPACT:

Modification does not impact Iowa County fiscally.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed?

COMPLETED BY: Larry Bierke

DEPT: County Administrator

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



CAPITAL IMPROVEMENT PLAN

Date Originated: 09/28/17
Date of Modifications: 08/21/18, 12/14/21
Policy Number: 210

1. PURPOSE:

The purpose of this policy is to establish the practice of compiling a five year capital improvement plan to help guide the budget and capital investment decisions of Iowa County.

2. ORGANIZATIONS AFFECTED:

All Iowa County Departments are expected to ensure that future Capital Items needed are included in the Capital Improvement Plan. The Long Range Planning Committee, Executive Committee and County Board are also tasked with review and oversight responsibilities.

3. POLICY:

It shall be the policy of Iowa County to construct and update the Iowa County Capital Improvement Plan annually to assist and guide the decisions of where capital investments are made.

It shall also be the policy of Iowa County to ensure that projects are planned and budgeted in a manner that best distributes spending on a level and consistent basis. This will aid Iowa County in keeping tax rates and the County Levy on an even trajectory, avoiding disruptive swings for our tax payers. [see Policy 301 (3)(e)]

Generally, staff shall assemble the draft Capital Improvement Plan during the first quarter of the year. Committees will review the draft proposal during the second quarter of the year. The Plan shall then be completed by the County Board each July, in time to be included in the next year's budget process during the third quarter of the year.

4. REFERENCES:

Iowa County Policy 209 Iowa County Budget Preparation
Iowa County Policy 301 Financial Management Plan

5. PROCEDURES:

The Iowa County Administrator shall be responsible for producing a five year capital improvement plan by soliciting County staff and inquiring about their capital needs. This plan shall initially be proposed to the Long Range Planning Committee in April of each year. It is preferred that this occur after newly elected County Supervisors take their seats in election years.

During the month of April and May it is expected that the Long Range Planning Committee will meet a sufficient number of times to consider and recommend approval of a Capital Improvement Plan.

The Long Range Planning Committee is a sub unit of the Executive Committee. As such, it is anticipated

that the Executive Committee would consider the Capital Improvement Plan in July of each year. The Executive Committee shall also consider revisions and make a recommendation to the County Board.

The Iowa County Board shall consider the proposed Capital Improvement Plan at their July or August County Board Meeting. Once the Capital Improvement Plan is adopted by the Iowa County Board, staff shall post the plan to the Iowa County website.

Staff shall also utilize the Capital Improvement Plan as a guide to complete the Capital Fund portion of the next fiscal year budget. At any time during the budget process, the expenses of the Capital Fund may be modified by staff or Committee. The Capital Improvement Plan is a plan or guide to help ensure great thought is put into planning efforts and that we are purposeful when making large capital expenditures.

AGENDA ITEM COVER SHEET

Title: Policies 305 and 318

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

Staff recently implemented a new time card software system and Policy 305 needed to be updated to reflect the change. Updates to both Policy 305 and 318 are in red and underlined.

RECOMMENDATIONS (IF ANY):

Consider proposed modifications to Policy 318 and Policy 305 and recommend to the County Board.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Copies of both policies are attached.

FISCAL IMPACT:

Automation of time cards will save staff time.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Larry Bierke

DEPT: County Administrator

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



Payroll

Date Originated: 08/21/18
Date of Modifications: 10/14/21
Policy Number: 305

1. PURPOSE:

To describe the procedures, obligations, requirements, and responsibilities by employees, supervisors, and department heads in the accurate reporting, recording, completion of, and review of ~~timesheets~~, timecards.

2. ORGANIZATIONS AFFECTED:

This policy applies to all hourly and salaried employees, ~~except for those Bloomfield Healthcare employees who utilize a time clock.~~

3. POLICY:

Timesheets Timecards as a legal source document: It is the policy of Iowa County that timesheets are the legal source of all payroll transactions. ~~Time sheets-Timecards~~ serve as the legal authority to pay an employee. ~~Time sheets-Timecards~~ also serve as verification of time off, and provide the legal basis to grant an employee benefits, including worker's compensation by the county insurance carrier.

4. REFERENCES:

Fair Labor Standards Act 29 CFR Part 516, ~~Employee Handbook Adopted 4/19/16~~ Policy 401.

5. PROCEDURES:

- A. Employees will use a timekeeping software/time clock to record and track their time. At the end of each pay period, those using a timekeeping software will approve of their electronic timecard. All timecards will be approved by each employee's supervisor. fill out their timesheets and approved by their Department Head. Timesheets for all departments are submitted to the Finance Department except for the departments whose All payroll information is interfaced into the County's payroll software by the Finance Department. (i.e., Highway Department and Bloomfield Healthcare employees that use a time clock).
- B. ~~Payroll entries are imported into the payroll system for the Highway Dept. and Bloomfield Healthcare.~~ Summary time sheets reports are provided given to the Finance Dept. by the Highway Dept. and Bloomfield Healthcare.
- C. In the Finance Department the ~~timesheets-timecards~~ are reviewed by the Accountant Specialist to ensure the payroll software is using and coded for the proper payroll codes if paid time off was taken (managed time off, sick, vacation, or personal holiday) during the pay period according to the Employee Handbook.
- D. MTO balances are reviewed for each employee on their anniversary date per the Employee Handbook.

E. Any changes to an employee's personal data, status, or rate of pay must go through Employee Relations per the Employee Handbook. Employee Relations will provide the Finance Department with any changes made and the paperwork is returned to the Employee Relations Department documenting that the changes were made for the employees file.

~~F. All time is entered into the payroll system by the Accountant Specialist.~~

G.F. The payroll is reviewed and balanced to the employee insurance databases provided by Employee Relations. When all payroll entries have been balanced, all direct deposit stubs and reports are printed.

G. Employees and County Board members are paid by direct deposit. Only County Board members will receive a direct deposit stub. When deemed necessary by the Finance Director, physical payroll checks will be issued. Payroll checks are printed by the Treasurer Department. The checks and direct deposit stubs and payroll checks are distributed or mailed on the payroll date by the Finance Department Accountant Specialist.

H. Direct deposit stubs are uploaded to Employee Self Service (ESS).

I. —Each department is given a copy of their payroll reports.

I. —The ACH transaction for the direct deposit is completed by the Accountant Specialist and confirmed by the County's working bank.

J. Payroll corrections will be paid on the next payroll.

K. Payroll is backed up and interfaced to the financial package. The Payroll Interface Report is approved by the County Administrator and posted by the Finance Director.

L. Summary information, tax deposits and voucher payments to payroll vendors (insurance, garnishments, child support, etc.) are compiled by information from the payroll printouts by the Accountant Specialist. The disbursement journal is given to the County Administrator for approval before any checks are mailed.

M. All journal entries created from payroll are approved by the County Administrator and posted by the Finance Director.

N. If the Accountant Specialist is absent during payroll week, the Finance Director will complete payroll with assistance from the ~~Chief~~ Deputy County Clerk.

6. Custody of ~~Time Sheets~~ Payroll Records:

~~All time sheets shall be kept by the finance department except for the Highway Department and Bloomfield Manor.~~ Payroll records are kept in the administrative office vault for the current and one prior year and information for additional years per the record retention ordinance is kept in a locked vault in the basement of the courthouse. Timecards are kept electronically.

7. Fraudulent Time ~~Sheets~~ Sheets and Violations of Policy:

Please refer to the Employee Handbook.



DEBT COLLECTION POLICY

Date Originated: 08/21/18
Date of Modifications: 10/14/21
Policy Number: 318

1. PURPOSE:

The purpose is to set forth guidelines for county-wide accounts receivable and collection efforts. It is the duty of public officials to collect revenue associated with the services provided by the County and maintain an accounts receivable and collections system.

2. ORGANIZATIONS AFFECTED:

This policy applies to all county departments.

3. POLICY:

The County's policy is to maximize revenue through timely and systematic collection efforts. Effective and efficient collection efforts are essential to proper accounts receivable management. Collection efforts of accounts receivable shall be billed timely and collected promptly. Generally, all accounts should be billed no less than monthly and accounts should be collected within 60 days of initial billing. Any account outstanding for more than 90 days shall be considered delinquent unless a payment agreement has been completed.

4. REFERENCES:

Wisconsin State Statute §59.25, ~~§71.93~~, §71.935

5. PROCEDURES:

Billing

All departments will invoice or provide a statement to customer accounts at least monthly, with exception of the Sheriff's Office who will provide monthly statements upon inmate release and the Clerk of Courts Office who will provide a Time to Pay Summary. At minimum, all invoices shall include the following information:

- an amount due
- the due date for payment
- amount past due and the number of days if applicable
- a brief description for the billing
- where to remit payment
- a contact for questions

For departments who do not have an accounts receivable system or process, a request must be submitted to the Finance Department to provide the Department with a billing template.

Timetable for Routine Collection Efforts

Each department will review on a monthly basis all accounts receivable by analysis of the aging of such receivables. For those accounts that become past due, proper delinquent notices shall be provided to the payee until such accounts are current. Continued service may be restricted unless continuation of service is required by law or policy. An accounts receivable aging report must be submitted to the Finance Department each year as of December 31, along with other times as requested.

Social Services

For Ongoing Services:

Monthly statements will be mailed to the parent(s) or guardian(s)

Once the amount due reaches \$300.00, or \$150.00 per parent if separated, and no effort has been made to pay, a warning letter will be mailed with the final billing to inform the responsible party that the account will be referred to collection.

If the balance hasn't been paid in full within 30 days of the warning letter, a Collection Referral letter will be mailed.

For one-time fees:
Send statement within 30 days of service.
30 days past statement date 1st Late Notice
60 days past statement date 2nd Late Notice
90 days past statement date Collection Referral

Formatted: Indent: Left: 0", First line: 0.25"

Sheriff

30 days past statement date 1st Late Notice
45 days past statement date Collection Referral

Bloomfield

30 days past statement date 1st Late Notice
60 days past statement date 2nd Late Notice with 30 day discharge notice
90 days past statement date Collection Referral

Clerk of Courts

Default Judgment Collection Referral

Other Departments

30 days past statement date 1st Late Notice
60 days past statement date 2nd Late Notice
90 days past statement date Collection Referral

Levels of Collection Efforts

The following collection activities will be utilized in collecting delinquent accounts receivable:

Collection Activity	Description	Dollar Thresholds
State Debt Collection	Obtain payment of delinquent debt owed through WI DOR Collection Authorities	Debt balance greater than \$50.00
Tax Refund Intercept Program (TRIP)/Refund Offset	Obtain payment of delinquent debt owed through WI DOR Refund Offset program by applying tax refunds and refundable credits	Any debt over \$20 Can't be used with State Debt Collection
Installment Agreements	Payment Plan created must be kept current	Department Head discretion
Court Judgment (Garnishment, small claims, liens, etc. – case dependent)	Seeking a money judgment where collection is resolved through garnishment, liens, etc. based on the case.	Any debt over \$5,000 - Consultation with Corporation Counsel

Departments will utilize the State Debt Collection program for eligible debt collection first. If the debt is not eligible for the State Debt Collection program or TRIP then each Department will be responsible for contacting the collection agency who the County has contracted with.

All accrued accounts receivable shall use a method for recognition of an allowance for uncollectible accounts. This allowance shall be based on the aging of receivables, percentage of total accounts receivable, and recent history of collections and write-offs. This estimate shall be adjusted annually at year end by debiting the department's revenue account with a corresponding credit to the allowance for uncollectible accounts account. (Assistance is available from the Finance Department)

After collection efforts are exhausted, the account is deemed to be uncollectible. This determination is made when:

- The collection agency, Finance Director or Corporation Counsel determines the debt is uncollectible, or

Formatted: Indent: Left: 0"

- The statute of limitations is exhausted, or
- The County receives an unfavorable or unenforceable judgment rendered in small claims court, or
- The County receives notification of bankruptcy, based on legal consultation with Corporation Counsel, agrees to discontinue collection efforts, or
- The amount due to the County is under \$100 and 180 days past due, or
- The Finance Department determines that the department originating the charges has documentation insufficient for pursuing legal remedies.

The uncollectible account may be submitted to the Finance Department for write-off in accordance with the following schedule based on the debt amount.

Amounts of \$500 or less Executive	Write-off authorized by Finance Director with a report to the Committee
Amounts of more than \$500	Write-off authorized by Executive Committee with the review of County Administrator and Corporation Counsel.

All write-offs will be adjusted in the accounting records as a bad debt. Any write-off must include adequate supporting documentation to justify the transaction. The department must report to its' standing committee write-off amounts at least on an annual basis.

Installment/Payment Plans

A repayment plan may be established provided it is in writing and signed by the debtor and the department director or business manager. Repayment plans should be for a reasonable amount and installment plans must be for a reasonable period of time. The customer must also remain current on any subsequent amounts due.

If payments are not received within 10 days of the payment plan due date or failure to meet the terms of the payment plan is demonstrated, the account shall be immediately referred for other collection activities by the department director.

Unknown Addresses

Each department is responsible for using reasonable available resources to trace address changes if the receivable balance is greater than \$20. If the available information does not yield a valid address, referral to the state debt collection agency or a collection agency as outlined above.

Disputed Amounts

Each department is responsible for having a documented process for disputed amounts in accordance with law and/or policy.

Interest and Late Payment Charges

Interest and late payment charges are encouraged by the Finance Department to be assessed by each county department in accordance with applicable law and/or policy. The County Board shall determine the interest or late payment charges to be assessed to all past due accounts annually, during the budgeting process. All interest and late payment charges should be clearly disclosed to the customer on all billing statements, whether due or past due.

Recordkeeping

Debt collection requires adequate recordkeeping to demonstrate that thorough and concerted collection efforts were done and to provide an audit trail. Most importantly, any legal action requires

complete documentation of all facts relating to the receivable, including documentation of the invoice, any disputed amounts and their resolution, and all collection activities. The department creating the charges shall be responsible for the recordkeeping necessary for tracking down and collecting past due accounts.

AGENDA ITEM COVER SHEET

Title: Reclassification of the Deputy Treasurer Position

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

With the Retirement of Laura Jean Blotz, Tax Description Specialist, the Treasurers office has modified the responsibilities of the position of Deputy Treasurer. The new position of Deputy Treasurer/Real Property Lister will come with added workload and responsibilities. We are requesting the Grade level change from Grade G to H, which is the same level as the current position of Tax Description Specialist. The consolidating of the position within our office has created a savings of \$35,898 that was recorded in the 2022 budget.

RECOMMENDATIONS (IF ANY):

Grade Level change from G to H

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☐ No

If yes, please list below:

FISCAL IMPACT:

\$ 4,983.80

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 5 minutes

COMPLETED BY: Allison or Connie

DEPT: Personnel or Treasurer

2/3 VOTE REQUIRED:

☒ Yes

☐ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



Iowa County Employee Relations

222 N Iowa Street - Dodgeville, WI 53533 - 608.935.0374 – Fax: 608.935.0325

Allison.leitzinger@iowacounty.org

TO: General Government Committee
FROM: Allison Leitzinger, Employee Relations Director
DATE: December 30, 2021
RE: Employment Activity Report

Outlined below is the employment activity for December 2021:

- ADRC Benefit Specialist – New hire starts January 3, 2022.
- Sheriff's Office Dispatchers (3 positions) – New hires started November 23 and December 1 & 30.
- County Sanitarian/Assistant Zoning Administrator: New hire starts January 10, 2022.
- Highway GIS/Engineering Technician: Interviews will be scheduled week of January 10, 2022.
- Highway Accountant Specialist: Interviews will be scheduled first couple of weeks in January 2022.
- Highway Equipment Operator: New hire started December 13, 2021.
- Highway Equipment Operator: Ongoing
- Highway Crew Lead: Interview will be held week of January 3, 2022.
- Highway Auxiliary Maintenance Patrol: Internal candidates started December 13, 2022.
- Highway Section Maintenance Patrol – Ongoing
- Highway Mechanic – New hire started December 20, 2021.
- Sheriff's Office Patrol Deputy – New hire in background check process.
- Bloomfield Healthcare Cook – Internal candidates started November 7, 2021.
- Bloomfield Healthcare Nurse Manager – ongoing recruitment
- Bloomfield Healthcare Hospitality Service Aide – ongoing recruitment.
- Bloomfield Healthcare Certified Nursing Assistants – 2 new hires starting in January 2022.
- Bloomfield Healthcare Registered Nurse/LPN –ongoing recruitment

AGENDA ITEM COVER SHEET

Title: Request to Create 2 Full time Hospitality Aide Positions

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

To address the CNA shortage we are trying to look at options that would alleviate some of the stress on our CNA's. We would like to consider the option of having a hospitality aide to replace 1 CNA on a shift. We would like to maintain the flexibility of this position and have the option to replace with a CNA in the future (if there is one available to us).

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

FISCAL IMPACT:

This would result in a positive impact to our budget - a hospitality aide makes \$12.37 at entry level and a CNA makes \$15.53 at entry level. We would replace a CNA that was already calculated into the budget with a hospitality aide at the lower rate of pay.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 5 min

COMPLETED BY: Echo Bristol

DEPT: Bloomfield

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION: