



**\*Agenda\***

**General Government Committee**  
**Thursday, June 9, 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 June 9, 2022 meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4  | Approve the minutes of the May 5, 2022 meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5  | Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 6  | Resolution to Increase the Part-time Grant Funded Project Position (Community Coordinator/Educator) with the Health Department to Full-time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7  | Resolution to Continue Public Health Nurse Project Grant Funded Position(s) with the Health Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 8  | Creation of Public Health Nurse Lead Position.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 9  | Compliance Maintenance Annual Report (Bloomfield Sewer Plant).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 10 | Motion to convene in closed session pursuant to section 19.85(1) (c) and 19.85(1) (f). Wisconsin Statutes, to consider employment, promotion, compensation or preference evaluation data of any employee over which the government body has jurisdiction or exercises responsibility. And (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of an person referred to in such histories or data, or involved in such problems or investigations. (Discussion and possible action related to items in the Collective Bargaining Agreement between WPPA and Iowa County Sheriff's Office. |
| 11 | Return to open session.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|    |                                                                                                    |
|----|----------------------------------------------------------------------------------------------------|
| 12 | Possible action on closed session item.                                                            |
| 13 | Employment Activity Report.                                                                        |
| 14 | Reconsider Resolution No. 9-0921 Creation of a Condemnation Commission.                            |
| 15 | Set date and time for next meeting. (July 7, 2022 at 5:00 p.m.)                                    |
| 16 | Adjournment.                                                                                       |
|    | Posting verified by the County Clerk's Office: Kris Spurley Date: 06-02-2022@1:00 pm Initials: kks |



**Minutes**  
**General Government Committee**  
**Thursday, May 5, 2022 - 5:00 pm**  
**Conference Call 1-312-626-6799**  
**Zoom Meeting ID: 899 9625 8699**  
**Community Room**  
**303 W Chapel St**  
**Dodgeville, Wisconsin 53533**

**Iowa  
County  
Wisconsin**

|   |                                                                                                                                                                                                                                                                                                                                               |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Chair Deal called the meeting to order at 5:00 p.m.                                                                                                                                                                                                                                                                                           |
| 2 | <ul style="list-style-type: none"> <li>- Roll Call. Members present: Sups. Steve Deal, Curt Peterson, Don Gander, Roger Geisking (5:12 pm), John Meyers and Mike Peterson.</li> <li>- Others present: Mel Masters, Larry Bierke, Kris Spurley, Allison Leitzinger.</li> <li>- Others present remotely: Tammy Fitzsimmons, Kim Alan</li> </ul> |
| 3 | <p>Nomination by Sup. M. Peterson to appoint Sup. C. Peterson as <i>General Government Vice-Chairperson</i>, close nominations and cast a unanimous ballot appointing Sup. C. Peterson as the Vice-Chairperson. Sup. Meyers seconded. Motion carried.</p> <p style="text-align: center;">Aye-3    Nay-0    Abstain-1 C. Peterson</p>          |
| 4 | <p>Nomination by Sup. Meyers to appoint Sup. M. Peterson as <i>Secretary</i>, close nominations and cast a unanimous ballot for Sup. M. Peterson as <i>General Government Secretary</i>. Sup. C. Peterson seconded. Motion carried.</p> <p style="text-align: center;">Aye-4    Nay-0    Abstain-1 M. Peterson</p>                            |
| 5 | <p>Sup. C. Peterson moved to approve the amended agenda of this May 5, 2022 meeting. Sup. Gander seconded. Motion carried.                      Aye-4    Nay-0</p>                                                                                                                                                                            |
| 6 | <p>Sup. M. Peterson moved to approve the minutes of the April 7, 2022 meeting. Sup. C. Peterson seconded. Motion carried.                      Aye-5    Nay-0</p>                                                                                                                                                                             |
| 7 | Public Comments: Highway Department employees: Mike Gordon, Bryan Quinn, Paul Schaaf and Eric Hanson.                                                                                                                                                                                                                                         |
| 8 | <p>Discussion of Policy: Internal Sheriff's Office Patrol Academy Certification. Sup. C. Peterson moved to approve and to forward to the County Board for consideration. Sup. Gander seconded. Motion carried.                      Aye-5    Nay-0</p>                                                                                        |
| 9 | Discussion of the 2022 Wage Structure. Allison provided the committee with a breakdown from exit interview information. Discussion on financing wage increases for employees, present and future. Sup. M. Peterson moved to increase wages by 3% & have a full study by Carlson Dettman completed in 2022 and to forward to the Executive     |

|                         |                                                                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | Committee for consideration. Sup. C. Peterson seconded.<br>Aye-5      Nay-0                                                                                     |
| 10                      | Allison reviewed the Employment Activity Report.                                                                                                                |
| 11                      | The next meeting date is June 9, 2022 at 5:00 p.m.                                                                                                              |
| 12                      | Sup. C. Peterson moved to adjourn the meeting. Sup. M. Peterson seconded the motion.<br>Motion carried.      Aye-5      Nay-0<br>Meeting adjourned at 6:05 p.m. |
| Minutes by Kris Spurley |                                                                                                                                                                 |

# AGENDA ITEM COVER SHEET

**Title:** Community Coordinator/Health Educator Position (FT)

☐ Original

☒ Update

## TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

The purpose of this resolution is to to increase the 32 hr week grant funded Community Coordinator/Educator position in the Iowa County Health Department to FT: 40 hrs per week. The increase in hours will be paid as a result of additional COVID-19 funding received by the Iowa County Health Department through the State of Wisconsin Department of Health Services, titled American Rescue Plan Coronavirus Recovery (ARPA) funding through December 31, 2024 to assess and address issues to promote recovery. This includes activities of public health surveillance, enhancement of public health data, public health communication efforts, activities of community assessment and community health improvement, addressing health disparities and program evaluation and quality improvement in Iowa County and ICHD programs.

### RECOMMENDATIONS (IF ANY):

Approve the recommendation to increase position to 40 hrs per week through December 31 2024.

### ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Resolution

### FISCAL IMPACT:

Funded by Federal and State grants.

### LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

### PUBLICATION REQUIRED:

☐ Yes

☒ No

### STAFF PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 10 minutes

**COMPLETED BY:** DS

**DEPT:** Health Dept/Board of Health

### **2/3 VOTE REQUIRED:**

☒ Yes

☐ No

## TO BE COMPLETED BY COMMITTEE CHAIR

**MEETING DATE:**

**AGENDA ITEM #**

### COMMITTEE ACTION:

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO INCREASE THE PART-TIME PROJECT GRANT FUNDED POSITION WITHIN THE HEALTH DEPARTMENT TO FULL-TIME**

**THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS:**

**WHEREAS**, the Iowa County Health Department award of \$80,640 under the Healthy Aging in Rural Towns (HeART) grant sponsored by the Margaret A. Cargill Foundation and coordinated by the University of Wisconsin Madison School of Nursing ended September 30, 2021 which funded a part-time Community Coordinator/Educator position in the Iowa County Health Department; and

**WHEREAS**, the County Board of Supervisors approved in September 2021, extending the position of Community Coordinator/Educator and increasing it to 32 hrs per week with funding available from the federal government and the State of Wisconsin, Department of Health Services. Funding included the Public Health Emergency Preparedness Public Health Workforce Development to expand and sustain the public health workforce and the Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) to continue COVID-19 pandemic response activities including testing, coordination, planning, contacting tracing, vaccination and recovery); and

**WHEREAS**, the Iowa County Health Department has received additional COVID-19 related funding through the State of Wisconsin, Department of Health Services titled American Rescue Plan Coronavirus Recovery (ARPA) funding through December 31, 2024 to assess and address issues to promote recovery. This includes activities of public health surveillance, enhancement of public health data, public health communication efforts, activities of community assessment and community health improvement, addressing health disparities and program evaluation and quality improvement in Iowa County and ICHD programs; and

**WHEREAS**, the Board of Health recommends and supports increasing the position of Community Coordinator/Educator to full-time due to available funding from DHS to include; Public Health Emergency Preparedness Public Health Workforce Development, Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) and American Rescue Plan Coronavirus Recovery (ARPA); and

**WHEREAS**, the funding for this position and all associated costs will be covered under grant dollars received by the Iowa County Health Department from the federal government and the State of Wisconsin, Department of Health Services. Funding includes the Public Health Emergency Preparedness Public Health Workforce Development; the Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC); and the American Rescue Plan Coronavirus Recovery (ARPA); and

**WHEREAS**, the Iowa County Health Department requests one full-time (40 hrs/wk) Community Coordinator/Educator (project) position; and

**WHEREAS**, the position is considered a project funded position from July 2, 2022 through December 31, 2024.

**NOW THEREFORE, BE IT RESOLVED**, by the Iowa County Board of Supervisors approves the full-time Community Coordinator/Educator project position at the Iowa County Department of Public Health effective July 2, 2022 through December 31, 2024.

**BE IT FURTHER RESOLVED**, that the funding for this full-time project position will be paid by funding from the federal government and the State of Wisconsin, Department of Health Services (Public Health Emergency Preparedness Public Health Workforce Development funding awarded to expand and sustain the public health workforce; the Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) to continue COVID-19 pandemic response activities, and the American Rescue Plan Coronavirus Recovery (ARPA) to assess and address issues to promote recovery including activities of public health surveillance, enhancement of public health data, public health communication efforts, activities of community assessment and community health improvement, addressing health disparities and program evaluation and quality improvement in Iowa County and ICHD programs inequities as approved and appropriated in the Iowa County Health Department Budget.

Respectfully submitted by the Iowa County Board of Health:

# AGENDA ITEM COVER SHEET

**Title:**Public Health Nurse Project Positions

☐ Original

☒ Update

## TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

As the COVID-19 pandemic response and recovery continues the Iowa County Health Department requires continued capacity and wishes to extend the two project based Public Health Nurse positions (up to 40 hrs/wk) within the Health Department. Position(s) paid by federal and state grant as appropriated in the Health Department Budget. Funding includes the Public Health Emergency Preparedness Public Health Workforce Development; the Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC); and the American Rescue Plan Coronavirus Recovery (ARPA).

### RECOMMENDATIONS (IF ANY):

Continue up to two project based Public Health Nurse positions (up to 40 hrs/wk) through December 31 2024.

### ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Resolution

### FISCAL IMPACT:

Funded by Federal and State grants.

### LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

### PUBLICATION REQUIRED:

☐ Yes

☒ No

### STAFF PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 10 minutes

COMPLETED BY: DS

DEPT: Health Dept/Board of Health

### 2/3 VOTE REQUIRED:

☒ Yes

☐ No

## TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

### COMMITTEE ACTION:

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO CONTINUE UP TO TWO PROJECT BASED PUBLIC HEALTH NURSE POSITIONS.**

**THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS:**

**WHEREAS**, local and tribal health departments in Wisconsin received federal funding under the Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) to continue Coronavirus pandemic response activities including testing, coordination, planning, contacting tracing, vaccination and recovery; and

**WHEREAS**, the Iowa County Health Department has received additional COVID-19 related funding through the State of Wisconsin, Department of Health Services titled American Rescue Plan Coronavirus Recovery (ARPA) funding through December 31, 2024 to assess and address issues to promote recovery. This includes activities of public health response and recovery, public health surveillance, communicable disease response infrastructure, facilitation of community access to resources that improve health outcomes, enhancement of public health data, public health communication efforts, activities of community assessment and community health improvement, addressing health disparities and program evaluation and quality improvement in Iowa County and ICHD programs; and

**WHEREAS**, the Iowa County Health Department requests up to two Public Health Nurse Project positions (up to full-time or 40 hours per week) be renewed to assist with the ongoing Coronavirus pandemic response and recovery efforts; and

**WHEREAS**, position(s) is considered a project funded position from July 2, 2022 through December 31, 2024 and will be evaluated for extension in November 2023.

**NOW THEREFORE, BE IT RESOLVED**, by the Iowa County Board of Supervisors that up to two Public Health Nurse Project positions (up to full-time) be continued to the Iowa County Health Department effective July 2, 2022.

**BE IT FURTHER RESOLVED**, that the funding for these project position will be paid by federal and state grant as approved and appropriated in the Iowa County Health Department Budget. Funding includes the Public Health Emergency Preparedness Public Health Workforce Development; the Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC); and the American Rescue Plan Coronavirus Recovery (ARPA).

Respectfully submitted by the Iowa County Board of Health

# AGENDA ITEM COVER SHEET

**Title:** Public Health Nurse Lead Position

☒ Original

☐ Update

## TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

The pandemic identified several definitive gaps and needs in the health department to include:

- i. need to have explicitly identified position in the Health Department that is back-up to the Health Officer; added responsibility compensated at one grade higher (M) than public health nurse (L).
- ii. the span of supervision in the pandemic was too large as Health Officer was supervising 20 plus at times under her license (liability concern/vulnerability).
- iii. opportunity to define lead and supervisory roles that this PHN Lead can and should assume especially with a move towards accreditation.

NOTE: Health Department organizational chart will remain with two FT PHNs, with one changing to this Lead PHN position.

### RECOMMENDATIONS (IF ANY):

Approve the recommendation to approve one of the 2 FT PNS positions as Public Health Nurse Lead position (grade M).

### ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Draft Resolution; job description (reviewed by Carlson/Detmin)

### FISCAL IMPACT:

Funded by tax levy and Federal and State grants. Due to the additional responsibility and duties, position at grade M (regular PHN position at grade L. Approximate expense \$4100

### LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

### PUBLICATION REQUIRED:

☐ Yes

☒ No

### STAFF PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 10 minutes

**COMPLETED BY:** Debbie Siegenthaler/Allison Leitzinger

**DEPT:** Health Department/Employee Relations

### **2/3 VOTE REQUIRED:**

☒ Yes

☐ No

## TO BE COMPLETED BY COMMITTEE CHAIR

**MEETING DATE:**

**AGENDA ITEM #**

### COMMITTEE ACTION:



## IOWA COUNTY POSITION DESCRIPTION

**JOB TITLE:** Public Health Nurse Lead

**DEPARTMENT / SECTION:** Health Department

**DATE REVIEWED:** 03/2022

**TITLE OF IMMEDIATE SUPERVISOR:** Director/Health Officer

**GRADE:** M

### JOB SUMMARY:

Under the direction of the Director/Health Officer, the Public Health Nurse Lead assists in the management of the overall day-to-day operations and personnel management of the Health Department to assure the successful achievement of the Department's vision, mission and programmatic objectives. The PHN Lead shall provide mentoring, and technical assistance to all staff, students, volunteers and direct supervision to all LTE staff and volunteers. Position assumes all duties of the Director/Health Officer in her/his absence. Work is performed under the general direction of the Director/Health Officer.

The Public Health Nurse Lead also carries out the requirements and job duties of a Public Health Nurse for a Level II Health Department, including the core functions and services of public health. Public Health services include: 1) monitoring health status to identify community needs and strengths, 2) preventing epidemics and the spread of disease, 3) protecting against environmental hazards and injury, 4) promoting and encouraging healthy behaviors, 5) link people to health services, 6) actively participate in emergency preparedness, response and recovery, and 7) promote community partnerships.

| TASK | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                      | FREQUENCY | BAND/<br>GRADE |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------|
|      | <b>Supervisory/Leadership/Systems Thinking</b>                                                                                                                                                                                                                                                                                                                                                                                                   |           |                |
| 1    | Directly supervises LTE staff, volunteers, student nurses and independent contractors in health department activities.                                                                                                                                                                                                                                                                                                                           |           |                |
| 2    | Position assumes all duties of the Director/Health Officer in her/his absence including supervision of staff members.                                                                                                                                                                                                                                                                                                                            |           |                |
| 3    | Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Assists the Director/Health Officer in interviewing, hiring, and orienting/training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.                                                                                 |           |                |
| 4    | Provides leadership and assists Director/Health Officer with implementation of community assessment including the Community Health Needs Assessment and the Community Health Improvement Plan. Includes: collection, analysis of quantitative and qualitative data to identify trends, priority issues, programming needs, social and economic conditions and issues of health equity. Includes evidenced based interventions and consideration. |           |                |
| 5    | Grant management activities including objective development and negotiation, development of performance management systems/databases to track statistics and outcomes, prepare and submit required reports                                                                                                                                                                                                                                       |           |                |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 6  | Fosters and assists strategic planning and program/process improvement, and accreditation activities using quality improvement (QI) and performance management (PM) processes or techniques to improve the effectiveness of programs. Includes but is not limited to creating, implementing and evaluating performance standards and identifying, implementing, and assessing program QI processes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |
| 7  | Assists Director/Health Officer in monitoring and overseeing budget activity. Assists with supervision of purchases, training and professional development, arrangement and repair of equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |
| 8  | Assists with review and development of program policies/procedures, standing orders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |
| 9  | Assists with preparation of proposals for funding from external sources and/or funding requests of the County Board.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |
| 10 | Completes timecard and payroll in Director's absence; signs vouchers in Director's absence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |
| 11 | Assists with assuring that services are centered in equity and are culturally appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |
|    | <b>Public Health Nurse</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |
| 1  | Provides appropriate prevention and control of communicable diseases through education and intervention using epidemiological principles.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |
| 2  | Plans, organizes, implements, and evaluates immunization program. Lead role in coordination and oversight of policies, vaccine storage/inventory/ordering, data management, Vaccines for Children (VFC) program requirements, assuring preparation for state and federal site visits/audits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |
| 4  | Participates in emergency preparedness planning, response and recovery. Includes active participation in the Incident Command System.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
| 5  | Provides general public health nursing assessments and care for individuals and families through home, office or telephone visits. Case management activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |
| 6  | Participates in professional development programs and ongoing education to maintain current knowledge of public health issues and current nursing practices                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |
| 7  | Assists in the collection of data for statistical information/analysis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |
| 8  | Participates in health-related community partnerships and networks locally and statewide. Represents the Iowa County Health Department at public events and meetings as requested                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |
| 9  | Provides screening, referral and follow up for the purpose of identifying health needs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |
| 10 | Collaborates on investigation and follow-up on environmental health and human health hazard situations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |
| 11 | Provides health counseling and education in a variety of community settings in person, over the phone and/or electronically.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |
| 12 | Promotes Public Health prevention programs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |
| 13 | Performs other duties as assigned                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |
|    | <u><b>Demonstrated Experience and Skills Required</b></u> <ul style="list-style-type: none"> <li>• Knowledge and ability in principles of supervision and project management</li> <li>• Knowledge and ability in human relations, critical and analytical thinking, problem solving, conflict resolution, negotiation, decision making</li> <li>• Knowledge and ability in team building and group facilitation</li> <li>• Knowledge and ability in mentoring, peer advising and coaching</li> <li>• Knowledge of the theory, techniques, practices and standards of professional nursing.</li> <li>• Knowledge of public health programs including nursing, environmental health, and communicable disease. Knowledge of professional standards and competencies in the field of public health</li> <li>• Knowledge and certification in ICS class (100/300/400/700).</li> </ul> |  |  |

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|  | <ul style="list-style-type: none"> <li>• Knowledge of State Statutes, administrative rule associated with the provision of public health services.</li> <li>• Ability to work independently and lead/facilitate meeting a variety of public health regulations and requirements.</li> <li>• Proficiency in use of intermediate computer skills: email, word processing, excel</li> <li>• Ability to maintain records and to prepare reports. Knowledge and ability in use of applicable databases and platforms, presentation and publisher software, spreadsheets</li> <li>• Ability to lead and facilitate assessment, evaluation, process improvement</li> <li>• Ability to express ideas clearly, both orally and in writing. Includes effectively presenting information to large public groups and/or county board of supervisors.</li> <li>• Ability to establish and maintain effective working relationships with the public, community groups, school personnel, and state and regional public health agencies.</li> <li>• Ability to prioritize projects and time.</li> <li>• Skill in the administration of immunizations. Knowledge in the use of various health-related screening tools.</li> <li>• Present self to public in a professional manner utilizing excellent communication skills.</li> <li>• Ability to respond to complaints and grievances posed by the public and staff with diplomacy. Ability to think quickly, maintain self-control and adapt to stressful situations.</li> <li>• Knowledge of HIPAA/Confidentiality laws for Public Health.</li> </ul> |  |  |
|  | <p><u>Minimum Qualifications</u></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Nursing from a National League for Nursing accredited program.</li> <li>• One-two years of experience performing nursing duties related to the position preferred.</li> <li>• Current license to practice professional nursing in Wisconsin during employment.</li> <li>• Completion of a Tuberculosis (TB) screening at time of appointment and a TB risk assessment annually during employment.</li> <li>• Proof of current immunizations at time of appointment.</li> <li>• Current CPR/AED certification desirable or will attain within six months of employment.</li> <li>• Must have a valid driver's license and access to a private vehicle for work related duties that meets county insurance requirements.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |
|  | <p><b>Conditions of Employment</b></p> <p><u>Working Environment:</u></p> <ul style="list-style-type: none"> <li>• Typical working environment is within a non-smoking temperature-controlled office, or similar setting.</li> <li>• Emergency or community settings; may be subjected to extreme temperatures, weather conditions, communicable disease, and chemical or safety hazards.</li> </ul> <p><u>Physical Requirements:</u></p> <ul style="list-style-type: none"> <li>• Ability to operate office equipment, e.g., multi-line telephones, copiers facsimile machines, typewriters, personal computers, network access, calculators, etc.</li> <li>• Ability to exert very moderate physical effort in sedentary to light work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling, and stair climbing.</li> <li>• Must be able to be fitted and wear and N95 mask, and other PPE as required to complete job duties</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                       |  |  |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|                                                  | <b><u>Additional Requirements:</u></b> <ul style="list-style-type: none"><li>• May need to work after hours and some weekends. Must demonstrate regular and dependable attendance.</li><li>• Must treat all information with the utmost of confidentiality.</li><li>• The individual will be exposed to public contacts, travel, sitting, keyboarding and moderate lifting.</li></ul> |  |  |
| DATE: _____ EMPLOYEE SIGNATURE: _____            |                                                                                                                                                                                                                                                                                                                                                                                       |  |  |
| DATE: _____ DEPARTMENT HEAD SIGNATURE: _____     |                                                                                                                                                                                                                                                                                                                                                                                       |  |  |
| DATE: _____ COUNTY ADMINISTRATOR APPROVAL: _____ |                                                                                                                                                                                                                                                                                                                                                                                       |  |  |

# AGENDA ITEM COVER SHEET

**Title:** Compliance Maintenance Annual Report (Bloomfield Sewer Plant)

☒ Original

☐ Update

## **TO BE COMPLETED BY COUNTY DEPARTMENT HEAD**

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

Compliance Maintenance Annual Report needs committee approval before submitting to DNR. Deadline June 30, 2022

### **RECOMMENDATIONS (IF ANY):**

Recommendation is to approve the yearly report.

### **ANY ATTACHMENTS? (Only 1 copy is needed)**

☒ Yes

☐ No

If yes, please list below:

No attachments. I will hand out a copy and go over the report at the meeting.

### **FISCAL IMPACT:**

No impact

### **LEGAL REVIEW PERFORMED:**

☐ Yes

☒ No

### **PUBLICATION REQUIRED:**

☐ Yes

☒ No

### **PRESENTATION?:**

☒ Yes

☐ No

How much time is needed? 10minutes

**COMPLETED BY:** Jake Tarrell

**DEPT:** Environmental Services

### **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](mailto:Allison.leitzinger@iowacounty.org)

TO: General Government Committee  
FROM: Allison Leitzinger, Employee Relations Director  
DATE: June 2, 2022  
RE: Employment Activity Report

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Outlined below is the employment activity for May 2022:

- Sheriff's Office Dispatcher (1 vacancies): Candidate in background process.
- Highway Section Maintenance Patrol (1 vacancies) – Candidate in pre-employment background screens.
- Highway Auxiliary Maintenance Patrol (1 Vacancies) – open recruitment
- Sheriff's Office Patrol Deputy (3 vacancies) – 1 new hire started June 1, 1 candidate in Sheriff's Office background process; 1 candidate interviewed on May 27.
- Sheriff's Office Correctional Office (2 vacancies): 1 new hire starting July 5, 1 candidate in background process.
- HWY LTE: 1 new hire started on May 9, 3 new hires started on May 23 and 1 new hire starting June 6.
- ADRC Transportation Coordinator: Internal hire started on May 3.
- Conservation Specialist: Interview scheduled for June 3.
- Social Worker: Second round of interviews scheduled for June 21.
- Highway Mechanic: New hire starting June 13, 2022
- ADRC Public Transportation Driver: Interviews scheduled for June 14.
- ADRC Specialist Lead: Interviews scheduled for June 20.
- Public Health Department Assistant: Internal hire starting on June 27.
- Sheriff's Office Part-time Bailiff: First review of applications is scheduled for Friday, June 17.
- Sheriff's Office Part-time Special Deputy: First review of applications is scheduled for Friday, June 17.

RESOLUTION NO. 9-0921

**WHEREAS**, the Iowa County Circuit Court Judge is required to create a Condemnation Commission under Wisconsin Statutes 32.08; and

**WHEREAS**, Wisconsin Statute 32.08(4) denotes that Commissioners shall receive no salary but shall be compensated for actual service at an hourly rate to be fixed by the County Board of the county; and

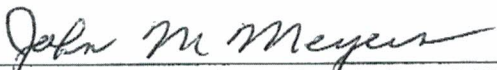
**WHEREAS**, Wisconsin Statute 32.08(4) denotes that all Commissioners shall receive mileage at a rate fixed by the County Board for necessary and direct round trip travel from their homes to the place where the Condemnation Commission conducts its hearings.

**NOW THEREFORE, BE IT RESOLVED** by the Iowa County Board of Supervisors that Iowa County's hereby establishes a Condemnation Commission of six commissioners to be appointed on staggered terms by the Circuit Court Judge as described in Wisconsin Statute 32.08.

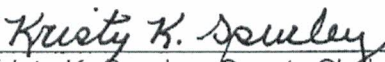
**BE IT FURTHER RESOLVED**, that said Condemnation Commission shall be compensated at a rate of twelve dollars (\$12) per hour, receive mileage to and from their home, and shall be reimbursed for costs, including meals, associated with Commission meetings.

Adopted this 21<sup>st</sup> day of September, 2021

The above and foregoing Resolution was duly adopted by the Iowa County Board of Supervisors this 21<sup>st</sup> day of September, 2021.

  
John M. Meyers, Iowa County Board Chair

ATTEST:

  
Kristy K. Spurley, County Clerk

property subject to the petition and to automatically discharge any lis pendens filed in relation to the condemnation of the property.

(c) An order issued under par. (b) shall direct that:

1. The public utility return the petitioner's ownership interest in the property.

2. The public utility remove any lien or other encumbrance that may have accrued or been assessed since acquisition by the public utility.

3. The petitioner pay to the public utility the fair market value of the property returned to the petitioner under the order, which fair market value shall be determined under a method prescribed by the court.

4. The public utility pay its prorated share of any real estate or ad valorem taxes due on the date of the order.

5. If requested by the petitioner, the public utility pay for all costs for return of property to a reasonable topographic configuration or the condition the property was in at the time the public utility first acquired the property, as established by the court and subject to applicable land use restrictions.

6. The public utility remove from the property, at the option of the petitioner but at no expense or inconvenience to the petitioner, all buildings, equipment and other materials placed on the property by the public utility.

(d) In an order issued under par. (b), the court may award the petitioner court costs and reasonable attorney fees and may include in the order any other terms that it deems just and reasonable.

**History:** 1979 c. 110; 1983 a. 236 s. 12; 1983 a. 338, 538; 1993 a. 496; 1997 a. 204; 2005 a. 387.

**32.08 Commissioner of condemnation.** (1) The office of commissioner of condemnation is created. In counties having a population of less than 100,000 there shall be 6 commissioners; in counties having a population of 100,000 or more and less than 500,000 there shall be 9 commissioners; in counties having a population of 500,000 or more there shall be 12 commissioners. Each such commissioner must be a resident of the county or of an adjoining county in the same judicial circuit prior to appointment and remain so during the term of office. Not more than one-third of such commissioners shall be attorneys at law, licensed for active practice in this state.

(2) Such commissioners shall be appointed by the circuit judge or judges of the circuit court for such county and may be removed by said judge or judges at their pleasure. Where any county has more than one circuit judge, the affirmative vote of a majority of such judges shall be necessary to an appointment or a removal. All appointments and removals shall be filed with the clerk of the circuit court for the county. Each commissioner shall take and file the official oath. The first appointments after April 6, 1960 shall be made for staggered terms of 1, 2 and 3 years as fixed by the circuit judge. Thereafter all appointments shall be made for 3-year terms. Vacancies shall be filled for the remainder of the unexpired term.

(3) The commissioners in each county shall annually elect one of their number as chairperson, and the chairperson shall select and notify the commissioners to serve on each commission of 3 required to sit in condemnation.

(4) Commissioners shall receive no salary but shall be compensated for actual service at an hourly rate to be fixed by the county board of the county. Commissioners shall also receive mileage at a rate fixed by the county board for necessary and direct round trip travel from their homes to the place where the condemnation commission conducts its hearings. The chairperson of the county commission shall receive such reasonable sum, computed at the hourly rate as fixed by the county board, as shall be allowed by the circuit judge having jurisdiction over the hearing, for his or her administrative work in selecting and notifying the commissioners to serve in the condemnation hearing and his or her necessary out-of-pocket expenses in connection with the

hearing. All such compensation and expenses shall be paid by the condemnor on order approved by the circuit judge.

(5) If the petitioner under s. 32.06 is entitled to condemn property or any portion of it or interest therein, the circuit judge having jurisdiction of the petition, or to whom an application to the county commissioner of condemnation review is taken from highway taking award, shall assign the matter to the chairperson of the county condemnation commissioners who shall within 10 days select 3 of the commissioners to serve as a commission to ascertain the compensation to be made for the taking of the property or rights in property sought to be condemned, fix the time and place of the hearing before the commission, which time shall not be less than 20 nor more than 30 days after the assignment date and notify the parties in interest thereof. The judge's order of assignment shall be accompanied by a copy of the petition for condemnation. Notice shall be given to each interested person or where the persons have appeared in the proceeding by an attorney then to the attorney, by certified mail with return receipt requested postmarked at least 10 days prior to the date of hearing. If a party cannot be found and has not appeared in the proceedings, class 3 notice shall be published, under ch. 985, in the community which the chairperson of the condemnation commission directs. Costs of notification shall be paid by the petitioner upon certification by the commission chairperson.

(6) (a) At the hearing the commissioners shall first view the property sought to be condemned and then hear all evidence desired to be produced. The condemnee shall present his or her testimony first and have the right to close. Except as provided in s. 901.05, in conducting the hearing the commission shall not be bound by common law or statutory rules of evidence. The commission shall admit all testimony having reasonable probative value, but shall exclude immaterial, irrelevant and unduly repetitious testimony. The amount of a prior jurisdictional offer of award shall not be disclosed to the commission. The commission shall give effect to the rules of privilege recognized by law. Basic principles of relevancy, materiality and probative force, as recognized in equitable proceedings, shall govern the proof of all questions of fact. The commission may on its own motion adjourn the hearing once for not more than 7 days, but may by stipulation of all parties grant other adjournments. A majority of the commissioners, being present, may determine all matters.

(b) If either party desires that the proceedings by the commission be transcribed, the commission may order the same and the applicant shall pay the cost thereof. Within 10 days after the conclusion of such hearing the commission shall make a written award specifying therein the property taken and the compensation, and file such award with the clerk of the circuit court, who shall cause a copy thereof to be mailed to each party in interest and record the original in the judgment record of such court. The commission shall file with the clerk of the court a sworn voucher for the compensation due each member, which sum, upon approval by the circuit judge, shall be paid by the condemnor.

**History:** 1977 c. 449; 1983 a. 302 s. 8; 1991 a. 269, 316; 1993 a. 184.

The failure of a condemnation commission to file its award within 10 days did not deprive it of jurisdiction. *Herro v. Natural Resources Board*, 53 Wis. 2d 157, 192 N.W.2d 104 (1971).

The 60-day period under s. 32.05 (10) (a) for appealing a condemnation commission award begins to run when the commission has filed its award with the circuit court clerk and the clerk has mailed and recorded the award under sub. (6) (b). *Dairyland Fuels, Inc. v. State*, 2000 WI App 129, 237 Wis. 2d 467, 614 N.W.2d 829, 99-1296.

**32.09 Rules governing determination of just compensation.** In all matters involving the determination of just compensation in eminent domain proceedings, the following rules shall be followed:

(1) The compensation so determined and the status of the property under condemnation for the purpose of determining whether severance damages exist shall be as of the date of evaluation as fixed by s. 32.05 (7) (c) or 32.06 (7).

(1m) As a basis for determining value, a commission in condemnation or a court may consider the price and other terms and