



Agenda
General Government Committee
Thursday, August 8, 2024 - 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 August 8, 2024 meeting.
4	Approve the minutes of the June 27, 2024 meeting.
5	Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken.
6	Update on Iowa County Fair.
7	Update on Tax Increment District Annual Meetings.
8	Discussion of WI Act 235 Judicial Officer Protection Law.
9	Consider Vehicle Use Policy 416.
10	Consider reclassification of one Highway Mechanic position to Highway Parts and Inventory Specialist Position.
11	Consider Revision to Policy 401 Employee Handbook. • Section 5.2 On-Call Policy
12	Consider Revision to Policy 401 Employee Handbook. • Section 5.4 Performance Evaluations
13	Consider Revision to Policy 401 Employee Handbook. • Section 5.8 Expense Reimbursement.

14	Consider and Discuss 2025 Health Insurance.
15	Consider and Discuss 2025 Wage Structure Adjustment.
16	Employment Activity Report.
17	Set date and time for next meeting. (September 5, 2024 at 5:00 p.m.)
18	Adjournment.
	Posting verified by the County Clerk's Office. Kris Spurley Date: 8-1-2024 @ 12:00 pm Initials: kks



Minutes
General Government Committee
Thursday, June 27, 2024 - 5:00 pm
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1	Call to order. Chair Peterson called meeting to order at 5:00 p.m.
2	Roll Call. Members present: Sups. Curt Peterson, Don Gander, Tim Lease and Mike Peterson. Excused: Joan Davis Remotely: ~ Others present: Larry Bierke, Allison Leitzinger and Kris Spurley.
3	Approve the agenda for this June 27, 2024 meeting. Motion by Sup. Lease, seconded by Sup. Gander to approve the agenda of this June 27, 2024 meeting. Motion carried unanimously.
4	Approve the minutes of the May 9, 2024 meeting. Motion by Sup. Lease, seconded by Sup. M. Peterson to approve the minutes of the May 9, 2024 meeting. Motion carried.
5	Report from committee members and an opportunity for members of the audience to address the committee. No action was taken
6	Consider Policy 701 "Safety Manual" and Policy 404 "Safety Inspections". Motion by Sup. M. Peterson, seconded by Sup. Lease to approve and to forward to County Board for consideration. Motion carried unanimously.
7	Consider reclassification of Sheriff's Office Department Assistant. Motion by Sup. Gander, seconded by Sup. M. Peterson to approve and to forward to the County Board for consideration. Motion carried unanimously.
8	Consider Revisions to Policy 401 Employee Handbook. • Section 5.2 On-Call Policy Motion by Sup. Lease, seconded by Sup. M. Peterson to approve and to forward to

	County Board for consideration. Motion carried unanimously. • Section 5.4 Performance Evaluations Motion by Sup. Gander, seconded by Sup. Lease to approve and to forward to County Board for consideration. Motion carried unanimously. • Section 5.8 Expense Reimbursement Motion by Sup. M. Peterson, seconded by Sup. Lease to approve and to forward to County Board for consideration. Motion carried unanimously.
9	Employment Activity Report.
10	Set date and time for next meeting. (August 8, 2024 at 5:00 p.m.)
11	Adjournment. Motion by Sup. M. Peterson, seconded by Sup. Lease to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 5:47 p.m.
	Minutes by Kris Spurley, County Clerk



IOWA COUNTY OFFICE OF PLANNING & DEVELOPMENT

222 N. Iowa Street, Suite 1223

Dodgeville, WI 53533

608-935-0333/608-553-7575/fax 608-935-0326

Scott.Godfrey@iowacounty.org

July 23, 2024

Memorandum to Iowa County General Government Committee

Subject: WI Act 235 – Judicial officer protection

Attached is a summary of WI Act 235 prepared by the Wisconsin Counties Association. This new law provides for certain individuals to request certain personal identification information from being available to the public either in written, printed or electronic form. This includes the ability to search for said information in any format.

It is applicable to all units of government across the state, effective April 1, 2025. Therefore, Iowa County will need to develop protocols and/or a policy on how to comply with this new law.

Please review the Wisconsin Counties document and I will provide additional summary information at the meeting.

Thank you.


Scott A. Godfrey
Director/LIO



LEGAL ISSUES
RELATING TO COUNTY GOVERNMENT

Daniel's Law

THE WISCONSIN VERSION

by Andy Phillips and Ben Conard, Attorneys, Attolles Law, s.c.

In the June 2023 issue of Wisconsin Counties, we wrote about the federal law, commonly known as "Daniel's Law," that enacts new protections intended to prevent violence against federal judges and their families.

Recently, Wisconsin, like many other states across the country, approved state regulations aimed at providing state judicial officers with the same privacy protections as those enjoyed at the federal level. 2023 Wisconsin Act 235, which goes into effect in April 2025, provides for specific privacy protections for certain judicial officers and their immediate family members, including exemptions from the Wisconsin Public Records Law,¹ publicly available records of the county register of deeds offices, and county land records websites. This article will explore some of the details surrounding Act 235 and its implementation.

► For whom does Act 235 create privacy protections?

The privacy protections created by Act 235 apply to "judicial officers," which are defined as current and former Supreme Court justices; court of appeals, circuit court, municipal and tribal judges; temporary and permanent reserve judges; and circuit, supplemental and municipal court commissioners.²

► Judicial officer nomination papers

Once Act 235 takes effect, judicial officers will no longer be required to indicate their address on nomination papers circulated on their behalf or on their declarations of candidacy.³ Judicial officers also will be exempt from providing their address when circulating nomination papers on behalf of another candidate seeking a nonpartisan office or signing nomination papers to support a candidate for a nonpartisan office.⁴ Instead, judicial officers will be required to certify on a form promulgated by the Wisconsin Elections Commission that they live in the appropriate geographic location required for holding office.

► Request to exempt from disclosure

Under the new law, records of judicial officers may be exempt from disclosure and availability under the Wisconsin Public Records Law, publicly available records of the county register of deeds offices, and county land records websites.

For a judicial officer's personal information to be exempt from disclosure and public availability under the Public Records Law, the judicial officer must submit a written request. Without such a written request, a judicial officer's

2023 Wisconsin Act 235, which goes into effect in April 2025, **provides for specific privacy protections for certain judicial officers and their immediate family members**, including exemptions from the Wisconsin Public Records Law, publicly available records of the county register of deeds offices, and county land records websites.

personal information must be made available to the public the same as for any other person under the Public Records Law (subject to any other applicable exemptions or conditions) and other publicly available records.

The written request must be submitted to the applicable government agency specifying what personal information is to be maintained as private, including the personal information of any immediate family members to also be excluded.⁵

A properly submitted request is valid for 10 years or until the judicial officer's death, whichever occurs first.⁶

Importantly, notwithstanding a judicial officer's submission of a written request, a government agency may release a judicial officer's personal information if required in response to a court order or if the judicial officer consents to the release of their personal information. An immediate family member may also consent to the release of their own personal information, but they are not allowed to consent to the release of the personal information of the judicial officer.⁷ A consent to release must be submitted on a form provided by the Wisconsin director of state courts.⁸

Further, a government agency is permitted to provide access to records containing personal information of a judicial officer to a third party if the third party possesses a signed consent document, as provided under Wis. Stat. § 757.07(4)(e); is subject to the federal financial institution requirements under 15 USC 6801, et seq.; or executes a confidentiality agreement with the government agency.⁹

► **Personal information exempt from disclosure**

Act 235 provides that two types of information can be made exempt from public disclosure upon the proper submission

of a written request by a judicial officer: a certification of residence as required under Wis. Stat. § 8.10(7) for nomination papers; and "personal information."

Under the new law, "personal information" means any of the following, but does not include information regarding employment with a government agency:¹⁰

1. Home address
2. Home or personal mobile telephone number
3. Personal email address
4. Social Security number, driver's license number, federal tax identification number, or state tax identification number
5. Bank account or credit or debit card information (except as required under Wis. Stat. Ch. 11)
6. License plate number or other unique identifiers of a vehicle owned, leased or regularly used by a judicial officer or an immediate family member
7. The identification of children under the age of 18 of a judicial officer or an immediate family member
8. Full date of birth
9. Marital status

After a government agency receives a properly submitted written request from a judicial officer, the government agency must remove any such publicly available content, including personal information of the judicial officer, within 10 business days and may not make any such information publicly available in the future except under the provisions stated above.¹¹

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LEGAL ISSUES

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► Requirements related to land records and register of deeds offices

Act 235 also places specific requirements on public-facing land records websites¹² (e.g., a GIS website) and each county register of deeds.

The law requires the register of deeds to “shield from disclosure and keep confidential documents containing information covered by a written request of a judicial officer.” However, a judicial officer must identify the document number of any documents to be shielded and the request may only apply to electronic images of documents. Importantly, the responsibility does not fall on the register of deeds to identify such documents.

Similarly, any provider of a public-facing land records website is required to establish a process for judicial officers and their immediate family members to opt out from the display and search functions of their names on the provider’s website.¹³ Again, a judicial official must affirmatively choose to opt out from their records (which contain personal information) being publicly available.

► Effective date

Act 235 becomes effective in April 2025, which gives counties and other government agencies time to implement processes and procedures for implementing its requirements.

The WCA is working diligently with other associations and stakeholders, including the director of state courts, to identify implementation concerns and address any areas of ambiguity under the new law. If you have questions about Act 235 or its requirements, contact the WCA or the authors. ▢

Attolles Law, s.c. works on behalf of Wisconsin counties, school districts and other public entities across the state of Wisconsin. Its president & CEO, Andy Phillips, has served as outside general counsel for the Wisconsin Counties Association for nearly 20 years.

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1. Wis. Stat. § 19.21, et. seq.
2. Wis. Stat. § 757.07(1)(e).
3. Wis. Stat. § 8.10(7)(a).
4. *Id.*
5. Wis. Stat. § 757.07(4)(b)-(d).
6. Wis. Stat. § 757.07(4)(e)1.
7. Wis. Stat. § 757.07(4)(e)2.
8. Note: If the director of state courts has a policy and procedure for a judicial officer to file the written request with the director of state court’s office to notify government agencies, the judicial officer may instead send the written request to the director of state courts. A representative from the judicial officer’s employer may submit a written request on the judicial officer’s behalf, provided that the judicial officer has given written consent to the representative and provided that the representative agrees to furnish a copy of that consent when the written request is made.
9. Wis. Stat. § 757.07(2)(b).
10. Wis. Stat. § 757.07(1)(g).
11. Wis. Stat. § 757.07(2)(a).
12. “Land records website” means a public website that allows users to search and retrieve a real estate property database or geographic records.
13. Wis. Stat. § 757.07(4m)(b).

State of Wisconsin



2023 Assembly Bill 966

Date of enactment: March 27, 2024
Date of publication*: March 28, 2024

2023 WISCONSIN ACT 235

AN ACT to amend 19.36 (11) and 19.55 (1); and to create 8.10 (7), 19.36 (14), 19.55 (2) (cm), 59.43 (1r) and 757.07 of the statutes; relating to: privacy protections for judicial officers, granting rule-making authority, and providing a penalty.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 8.10 (7) of the statutes is created to read:
8.10 (7) (a) Notwithstanding sub. (2) (b) and (c) and s. 8.21 (4) (b), a candidate for filling the office of a judicial officer, as defined in s. 757.07 (1) (e), who files a certification of residence with the commission before circulating nomination papers is not required to indicate his or her residential address on the nomination papers, including nomination papers circulated on behalf of the judicial officer, or on the declaration of candidacy. Notwithstanding sub. (3) (intro.), a judicial officer, as defined in s. 757.07 (1) (e), who intends to circulate nomination papers on behalf of a candidate for filling a nonpartisan office, or who intends to sign nomination papers to support such a candidate, is not required to indicate his or her residential address on the certification of a qualified circulator appended to the nomination papers or on the nomination papers as a signatory. The commission shall promulgate rules for the administration of this subsection and prescribe a certification of residence for a candidate or circulating judicial officer for use under this subsection.

(b) Certifications of residence submitted to the commission under par. (a) shall be kept confidential unless

the judicial officer consents to disclosure under s. 757.07 (4) (e), except that the commission shall provide such certifications to the appropriate filing officer for the office the candidate or judicial officer seeks. Filing officers shall also keep confidential the certifications received by the commission unless the judicial officer consents to disclosure.

SECTION 2. 19.36 (11) of the statutes is amended to read:

19.36 (11) RECORDS OF AN INDIVIDUAL HOLDING A LOCAL PUBLIC OFFICE OR A STATE PUBLIC OFFICE. Unless access is specifically authorized or required by statute, an authority shall not provide access under s. 19.35 (1) to records, except to an individual to the extent required under s. 103.13, containing information maintained, prepared, or provided by an employer concerning the home address, home electronic mail address, home telephone number, or social security number of an individual who holds a local public office or a state public office, unless the individual authorizes the authority to provide access to such information. This Except as provided in sub. (14), this subsection does not apply to the home address of an individual who holds an elective public office or to the home address of an individual who, as a condition of employment, is required to reside in a specified location.

* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

SECTION 3. 19.36 (14) of the statutes is created to read:

19.36 (14) **PRIVACY PROTECTIONS FOR JUDICIAL OFFICERS.** If a judicial officer, as defined in s. 757.07 (1) (e), submits a written request under s. 757.07 (4), an authority shall not provide access under s. 19.35 (1) to a certification of residence under s. 8.10 (7) or to the personal information, as defined in s. 757.07 (1) (g), of a judicial officer, except as provided under s. 8.10 (7) (b).

SECTION 4. 19.55 (1) of the statutes is amended to read:

19.55 (1) Except as provided in subs. (2) to (4) and s. 19.36 (14), all records under ch. 11, this subchapter, or subch. III of ch. 13 in the possession of the commission are open to public inspection at all reasonable times. The commission shall require an individual wishing to examine a statement of economic interests or the list of persons who inspect any statements which are in the commission's possession to provide his or her full name and address, and if the individual is representing another person, the full name and address of the person which he or she represents. Such identification may be provided in writing or in person. The commission shall record and retain for at least 3 years information obtained by it pursuant to this subsection. No individual may use a fictitious name or address or fail to identify a principal in making any request for inspection.

SECTION 5. 19.55 (2) (cm) of the statutes is created to read:

19.55 (2) (cm) If a judicial officer, as defined in s. 757.07 (1) (e), submits a written request under s. 757.07 (4), the personal information, as defined in s. 757.07 (1) (g), of a judicial officer contained in statements of economic interests, reports of economic transactions, and campaign finance reports that are filed with the commission by judicial officers or the candidate committees of judicial officers. The commission shall quarterly review the electronic campaign finance information system for the personal information of judicial officers and remove such information from the system. In addition, before providing, upon a request, a statement of economic interests of a judicial officer, the commission shall remove the personal information of the judicial officer.

SECTION 6. 59.43 (1r) of the statutes is created to read:

59.43 (1r) **PERSONAL INFORMATION OF JUDICIAL OFFICERS.** The register of deeds shall shield from disclosure and keep confidential documents containing information covered by a written request of a judicial officer under s. 757.07, if the judicial officer specifically identifies the document number of any document to be shielded under this subsection. This subsection applies only to electronic images of documents specifically identified by a judicial officer as covered by a written request under s. 757.07. The register of deeds may allow access to a document subject to protection under this subsection only if

the judicial officer consents to the access or access is otherwise permitted as provided under s. 757.07 (4) (e).

SECTION 7. 757.07 of the statutes is created to read:

757.07 Privacy protections for judicial officers.

(1) **DEFINITIONS.** In this section:

(a) "Data broker" means a commercial entity that collects, assembles, or maintains personal information concerning an individual who is not a customer or an employee of that entity in order to sell the information or provide 3rd-party access to the information. "Data broker" does not include any of the following:

1. A commercial entity using personal information internally, providing access to businesses under common ownership or affiliated by corporate control, or selling or providing data for a transaction or service requested by or concerning the individual whose personal information is being transferred.

2. A commercial entity providing publicly available information through real-time or near real-time alert services for health or safety purposes.

3. A commercial entity using information that is lawfully made available through federal, state, or local government records, or information that a business has a reasonable basis to believe is lawfully made available to the general public through widely distributed media, by the consumer, or by a person to whom the consumer has disclosed the information, unless the consumer has restricted the information to a specific audience.

4. A commercial entity engaged in the collection, maintenance, disclosure, sale, communication, or use of any personal information bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living by a consumer reporting agency, furnisher, or user that provides information for use in a consumer report, and by a user of a consumer report, but only to the extent that such activity is regulated by and authorized under the federal Fair Credit Reporting Act, 15 USC 1681, et seq.

5. A consumer reporting agency subject to the federal Fair Credit Reporting Act, 15 USC 1681, et seq.

6. A commercial entity using personal information collected, processed, sold, or disclosed in compliance with the federal Driver's Privacy Protection Act of 1994, 18 USC 2721, et seq.

7. A commercial entity using personal information to do any of the following:

a. Prevent, detect, protect against, or respond to security incidents, identity theft, fraud, harassment, malicious or deceptive activities, or any illegal activity.

b. Preserve the integrity or security of systems.

c. Investigate, report, or prosecute any person responsible for an action described under subd. 7. a. or b.

8. A financial institution, affiliate of a financial institution, or data subject to title V of the federal Gramm-Leach-Bliley Act, 15 USC 6801, et seq.

9. A covered entity for purposes of the federal privacy regulations promulgated under the federal Health Insurance Portability and Accountability Act of 1996, specifically 42 USC 1320d-2 note.

10. A commercial entity engaging in the collection and sale or licensing of personal information incidental to conducting the activities described in subds. 1. to 9.

11. Insurance and insurance support organizations.

12. Law enforcement agencies or law enforcement support organizations and vendors.

(b) "Government agency" includes any association, authority, board, department, commission, independent agency, institution, office, society, or other body corporate and politic in state or local government created or authorized to be created by the constitution or any law.

(c) "Home address" includes a judicial officer's permanent residence and any secondary residences affirmatively identified by the judicial officer. "Home address" does not include a judicial officer's work address.

(d) "Immediate family" includes any of the following:

1. A judicial officer's spouse.
2. A minor child of the judicial officer or of the judicial officer's spouse, including a foster child, or an adult child of the judicial officer or of the judicial officer's spouse whose permanent residence is with the judicial officer.

3. A parent of the judicial officer or the judicial officer's spouse.

4. Any other person who resides at the judicial officer's residence.

(e) "Judicial officer" means a person who currently is or who formerly was any of the following:

1. A supreme court justice.
2. A court of appeals judge.
3. A circuit court judge.
4. A municipal judge.
5. A tribal judge.
6. A temporary or permanent reserve judge.
7. A circuit, supplemental, or municipal court commissioner.

(f) "Permanent residence" means the place where a person's habitation is fixed, without any present intent to move, and to which, when absent, the person intends to return.

(g) "Personal information" means any of the following with regard to a judicial officer or any immediate family member of a judicial officer, but does not include information regarding employment with a government agency:

1. A home address.
2. A home or personal mobile telephone number.
3. A personal email address.
4. A social security number, driver's license number, federal tax identification number, or state tax identification number.

5. Except as required under ch. 11, a bank account or credit or debit card information.

6. A license plate number or other unique identifiers of a vehicle owned, leased, or regularly used by a judicial officer or an immediate family member of a judicial officer.

7. The identification of children under the age of 18 of a judicial officer or an immediate family member of a judicial officer.

8. The full date of birth.

9. Marital status.

(h) "Publicly available content" means any written, printed, or electronic document or record that provides information or that serves as a document or record maintained, controlled, or in the possession of a government agency that may be obtained by any person or entity, from the Internet, from the government agency upon request either free of charge or for a fee, or in response to a public records request under ch. 19.

(i) "Publicly post or display" means to intentionally communicate or otherwise make available to the general public.

(j) "Transfer" means to sell, license, trade, or exchange for consideration the personal information of a judicial officer or a judicial officer's immediate family member.

(k) "Written request" means written notice signed by a judicial officer or a representative of the judicial officer's employer requesting a government agency, business, association, or other person to refrain from publicly posting or displaying publicly available content that includes the personal information of the judicial officer or judicial officer's immediate family.

(2) PUBLICLY POSTING OR DISPLAYING A JUDICIAL OFFICER'S PERSONAL INFORMATION BY A GOVERNMENT AGENCY.

(a) A government agency may not publicly post or display publicly available content that includes a judicial officer's personal information, provided that the government agency has received a written request in accordance with sub. (4) that it refrain from disclosing the judicial officer's personal information. After a government agency has received a written request, that agency shall remove the judicial officer's personal information from publicly available content within 10 business days. After the government agency has removed the judicial officer's personal information from publicly available content, the agency may not publicly post or display the information, and the judicial officer's personal information shall be exempt from inspection and copying under s. 19.35 unless the government agency has received consent as provided under sub. (4) (e) to make the personal information available to the public.

(b) Nothing in this subsection prohibits a government agency from providing access to records containing the personal information of a judicial officer to a 3rd party if the 3rd party meets any of the following criteria:

1. Possesses a signed consent document, as provided under sub. (4) (e).
2. Is subject to the requirements of 15 USC 6801, et seq.
3. Executes a confidentiality agreement with the government agency.

(3) DATA BROKERS AND OTHER PERSONS AND BUSINESSES. (a) No data broker may knowingly sell, license, trade, purchase, or otherwise make available for consideration the personal information of a judicial officer or a judicial officer's immediate family, provided that the judicial officer has made a written request to the data broker. The data broker shall cease knowingly selling, licensing, trading, purchasing, or otherwise making available personal information for consideration pursuant to the written request within 10 business days of the written request.

(b) 1. No person, business, or association may publicly post or display on the Internet publicly available content that includes the personal information of a judicial officer or the judicial officer's immediate family, provided that the judicial officer has made a written request to the person, business, or association that it refrain from disclosing or acquiring the personal information.

2. Subdivision 1. does not apply to any of the following:

a. Personal information that the judicial officer or an immediate family member of the judicial officer voluntarily publishes on the Internet after the effective date of this subd. 2. a. [LRB inserts date].

b. Personal information lawfully received from a state or federal government source, including from an employee or agent of the state or federal government.

(c) 1. After a person, business, or association has received a written request from a judicial officer to protect the privacy of the personal information of the judicial officer and the judicial officer's immediate family, the person, business, or association shall remove, within 10 business days, the publicly posted or displayed personal information identified in the request; ensure that the information is not publicly posted or displayed on any website or subsidiary website controlled by that person, business, or association; and identify any other publicly posted or displayed instances of the identified information that should also be removed.

2. After receiving a judicial officer's written request, no person, business, or association may transfer the judicial officer's personal information to any other person, business, or association through any medium, except as follows:

a. The person, business, or association may transfer personal information that the judicial officer or an immediate family member of the judicial officer voluntarily publishes on the Internet after the effective date of this subd. 2. a. [LRB inserts date].

b. The person, business, or association may transfer the judicial officer's personal information at the request of the judicial officer if the transfer is necessary to effectuate a request to the person, business, or association from the judicial officer.

(4) PROCEDURE FOR COMPLETING A WRITTEN REQUEST FOR PROTECTION OF PERSONAL INFORMATION. (a) No government agency, person, data broker, business, or association may be found to have violated any provision of this section if the judicial officer fails to submit a written request calling for the protection of the personal information of the judicial officer or the judicial officer's immediate family.

(b) 1. A written request under this subsection is valid if the request meets the requirements of par. (d) and if the judicial officer does any of the following:

a. Sends the written request directly to a government agency, person, data broker, business, or association.

b. If the director of state courts has a policy and procedure for a judicial officer to file the written request with the director of state court's office to notify government agencies, the judicial officer sends the written request to the director of state courts.

2. In each quarter of a calendar year, the director of state courts shall provide to the appropriate officer with ultimate supervisory authority for a government agency a list of all judicial officers who have submitted a written request under subd. 1. b. The officer shall promptly provide a copy of the list to the government agencies under his or her supervision. Receipt of the written request list compiled by the director of state courts office by a government agency shall constitute a written request to that agency for purposes of this subsection.

(c) A representative from the judicial officer's employer may submit a written request on the judicial officer's behalf, provided that the judicial officer has given written consent to the representative and provided that the representative agrees to furnish a copy of that consent when the written request is made. The representative shall submit the written request as provided under par. (b).

(d) A judicial officer's written request shall be made on a form prescribed by the director of state courts and shall specify what personal information shall be maintained as private. If a judicial officer wishes to identify a secondary residence as a home address, the designation shall be made in the written request. A judicial officer's written request shall disclose the identity of the officer's immediate family and indicate that the personal information of these family members shall also be excluded to the extent that it could reasonably be expected to reveal personal information of the judicial officer. Any person receiving a written request form submitted by or on behalf of a judicial officer under this paragraph shall treat the submission as confidential.

(e) 1. A judicial officer's written request is valid for 10 years or until the judicial officer's death, whichever occurs first.

2. Notwithstanding a judicial officer's written request, a government agency, person, data broker, business, or association may release personal information otherwise subject to the written request under any of the following circumstances:

a. As required in response to a court order.

b. If a judicial officer or immediate family member of the judicial officer consents to the release of his or her own personal information as provided under subd. 3.

c. If the judicial officer provides the government agency, person, data broker, business, or association with consent to release the personal information as provided under subd. 3.

3. A judicial officer or immediate family member of the judicial officer may consent to release personal information otherwise protected by a judicial officer's written request if the consent is made in writing on a form prescribed by the director of state courts. An immediate family member of the judicial officer may only consent to the release of his or her own personal information.

4. A judicial officer under sub. (1) (c) 1. to 3., or 6. may designate the director of state courts as the judicial officer's agent for purposes of service of process, and if the director of state courts receives service of process, notice, or demand required or permitted by law to be served on a judicial officer who has designated the director of state courts as his or her agent for purposes of service of process under this subdivision, the director of state courts shall forward the process, notice, or demand to the judicial officer's home address.

(4m) (a) In this subsection, "land records website" means a public website that allows users to search and retrieve a real estate property database or geographic records.

(b) Any provider of a public-facing land records website shall establish a process for judicial officers and immediate family members of judicial officers to opt out from the display and search functions of their names on the provider's public-facing land records website.

(5) (a) A judicial officer whose personal information is made public as a result of a violation of this section may bring an action seeking injunctive or declaratory relief in any court of competent jurisdiction. Notwithstanding s. 814.04, if the court grants injunctive or declaratory relief, the governmental agency, business, association, data broker, or other person responsible for the violation shall be required to pay the judicial officer's costs and reasonable attorney fees.

(b) Provided that an employee of a government agency has complied with the conditions set forth in sub. (2), it is not a violation of this section if an employee of a government agency publishes personal information, in good faith, on the website of the government agency in the ordinary course of carrying out public functions.

(c) It is unlawful for any person to knowingly publicly post or display on the Internet the personal information of a judicial officer or of the judicial officer's immediate family if the person intends the public posting or display of the personal information to create or increase a threat to the health and safety of the judicial officer or the judicial officer's immediate family and, under the circumstances, bodily injury or death of the judicial officer or a member of the judicial officer's immediate family is a natural and probable consequence of the posting or display. A person who violates this paragraph is guilty of a Class G felony.

(6) This section shall be construed broadly to favor the protection of the personal information of judicial officers and the immediate family of judicial officers.

SECTION 8. Effective date.

(1) This act takes effect on the first day of the 13th month beginning after publication.

AGENDA ITEM COVER SHEET

Title: Vehicle Use Policy

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Iowa County has a Vehicle Use Policy that was adopted in 2018. This policy is proposed to be amended to remove the Sheriff's position from the policy. The Sheriff and Badger State Sheriff's Association have opined that the Sheriff's position (as a constitutional officer) includes an amount of management discretion that this policy could be infringing upon. The proposal removes the Sheriff from the Iowa County Vehicle Use policy.

RECOMMENDATIONS (IF ANY):

Please consider the revision as proposed.

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☐ No

If yes, please list below:

Attached is a revised Policy for consideration. Also attached is a department policy that governs how the Sheriff instructs his staff on vehicle use.

FISCAL IMPACT:

None.

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:



Vehicle Use Policy

Date Originated: -08/21/2018
Date of Modifications: 03/19/2024, 08/??/2024
Policy Number: 416

1. PURPOSE:

The purpose is to establish guidelines for the use of County owned and non-County owned vehicles on County business.

2. ORGANIZATIONS AFFECTED:

This policy applies to all non-represented Iowa County Employees and Elected Officials, except for the Iowa County Sheriff.

The Iowa County Board of Supervisors recommends that the Iowa County Sheriff have a department policy in place that applies to vehicles assigned to all sworn deputies under their command.

3. POLICY:

The vehicle use policy shall be directed as stated herein by various employees of the County. The general intent of this policy is to establish guidelines for employees, who are using county owned vehicles, personally assigned a county owned vehicles and use personal vehicles while on official county business.

All Iowa County owned vehicles shall be equipped with an Emergency Response/Safety Kit. Department Heads shall be responsible for making sure the vehicle is equipped with an Emergency Response/Safety Kit and that it is inspected annually.

All Iowa County owned vehicles shall have an Iowa County logo on the side of the driver's side door. Sheriff's Office shall have limited discretion for vehicles needing to remain unmarked.

Smoking, vaping, and tobacco use is prohibited in all county vehicles.

The following Management level positions have personally assigned vehicles:

- Highway Commissioner
- Highway Operation Manager
- ~~Sheriff~~
- Chief Deputy
- Operations Lieutenant

All personally, assigned vehicles shall be used for official county business only, with the exception of de minimis personal use. De Minimis personal use is minimal personal use, such as a stop at a convenience store on the way to or from county business.

4. REFERENCES:

Policy 401, Section 5.10 Expense Reimbursement
Internal Revenue Service
Policy 412 Tobacco and Smoking Use

Ordinance 600.26 Regulating Smoking

5. PROCEDURES:

A. Who May Drive a County Vehicle

Only county employees who sign a Vehicle Use Agreement (VUA) may drive a county vehicle for official business. They may only use a county vehicle if they are on official business, meet minimum driving standards and are authorized by the department head. VUA's will be documented and kept on file in the County's Employee Relations Office.

County employees may be allowed to drive a county vehicle if the following minimum standards are met:

- Must have a valid operator's license,
- Must have a minimum of two years licensed driving experience, and
- Must be eighteen (18) years of age

Drivers denied the use of a county vehicle based on an unsatisfactory driving record may appeal to the county's Employee Relations Director.

B. Use of a Personal Vehicle for County Business

This section applies to all employees who drive their personal vehicle for official county business.

If employee's department has fleet available, they are required to use county owned vehicles, before use of personal vehicle.

Employees authorized to use their personal vehicle for official county business must follow policy 401, Section 5.10 Expense Reimbursement of the Iowa County Employment Handbook.

In addition, a Vehicle Use Agreement (VUA) must be received in order for Iowa County to reimburse mileage.

C. Vehicle Use Agreement

All drivers must sign a Vehicle Use Agreement (VUA) and submit the completed VUA to their supervisor for approval prior to operating a county vehicle. The VUA shall be reviewed and forwarded to the county Employee Relations Office. If an employee refuses to sign their VUA, they will not be allowed to drive a county vehicle or receive reimbursement for mileage for use of their personal vehicle for official business. All drivers who use county vehicles are subject to annual review of their driving records. Frequent drivers will have their driver's licenses ran through the Department of Motor Vehicle Public Abstract Request System annually to verify they meet the County's driving requirements. It is the driver's responsibility to immediately notify their supervisor and the County's Employee Relations Director of any changes or updates in their driving record.

Commercial Drivers Licenses (CDL) employees will have theirs driver's licenses ran through the Department of Motor Vehicle Public Abstract Request system continuously.

Any failure to comply with the Vehicle Use Policy will be reviewed by the employee's Department Head and may be considered a violation of work rules resulting in a loss of county vehicle privileges and possible discipline, up to and including discharge or dismissal.

D. Drivers Disqualification

County employees may not drive a county vehicle or drive a private vehicle on official business if their driving record reflects any of the following conditions:

- Three or more moving violations and/or at-fault accidents in the past two years.
- An Operating While Intoxicated (OWI)/Driving under the Influence (DUI) citation within 12 months.
- Suspension or revocation of driver's license.

The violation occurs when the citation is issued, not when the final court decision is made. Exceptions to this policy are subject to a review. Drivers denied the use of a county vehicle based on an unsatisfactory driving record may appeal to the County Employee Relations Director.

Drivers must inform their supervisors and the County Employee Relations Director in writing whenever they become disqualified under these policies. Changes include, but are not limited to, OWI/DUI citation, license revocation, restriction or suspension. Any change in the status of a driver's record resulting in disqualification or the failure to report such changes may result in revocation of the privilege of driving a county vehicle and/or discipline up to and including discharge or dismissal.

E. Riding in a County Vehicle

Non-county employees may ride in a county vehicle if on official business. Drivers are responsible to ensure that the clients they are transporting adhere to the rules in this policy.

F. Personally Assigned Vehicles

All employees who are assigned a personal vehicle shall provide the Finance Department a monthly log to include daily usage and mileage. The monthly log needs to be submitted within one week of the end of the previous month.

The Highway Commissioner and Highway Operations Manager and any other non-emergency personnel shall be charged a minimum standard daily fee for each day of usage in accordance with the Internal Revenue Service standards. The amount shall be recorded as a quarterly imputed income amount and itemized on the employee payroll statements.

G. Accidents and Liability

Employees are responsible for immediately reporting all accidents or any damage to their Department Head for county owned vehicles.

Damages to the employee's personal vehicles or damage to another vehicle is covered by the employees' own auto insurance and the employee is responsible for the

insurance deductible. Under no circumstances, will the county's property program pay for the employee's vehicle repairs.

Vehicle Use

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure office vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of office vehicles and shall not be construed to create or imply any contractual obligation by the County of Iowa County to provide assigned take-home vehicles.

702.2 POLICY

The Iowa County Sheriff's Office provides vehicles for office-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Office, requirements for tactical deployments and other considerations.

702.3 USE OF VEHICLES

702.3.1 SHIFT ASSIGNED VEHICLES

The Shift Sergeant shall ensure a copy of the shift assignment roster, indicating member assignments and vehicle numbers, is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the roster.

702.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Shift Sergeant. A notation will be made on the shift assignment roster indicating the member's name and vehicle number.

This subsection does not apply to those who are assigned to transport vehicles to and from the maintenance yard or car wash.

702.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this office should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

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Vehicle Use

All office vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

702.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Deputies who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

702.3.5 MOBILE DATA TERMINAL

Members assigned to vehicles equipped with a Mobile Data Terminal (MDT) shall log onto the MDT with the required information when going on-duty. If the vehicle is not equipped with a working MDT, the member shall notify Iowa County Communications Center. Use of the MDT is governed by the Mobile Data Terminal Use Policy.

702.3.6 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Sheriff, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by personnel other than supervisors will require Chief Deputy approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

702.3.7 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

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702.3.8 AUTHORIZED PASSENGERS

Members operating office vehicles shall not permit persons other than County personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy.

702.3.9 ALCOHOL

Members who have consumed alcohol are prohibited from operating any office vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

702.3.10 PARKING

Except when responding to an emergency or when urgent office-related business requires otherwise, members driving office vehicles should obey all parking regulations at all times.

Office vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to office vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

702.3.11 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

702.3.12 NON-SWORN MEMBER USE

Non-sworn members using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Non-sworn members shall prominently display the "out of service" placards or light bar covers at all times. Non-sworn members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

702.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES

Office vehicles may be assigned to individual members at the discretion of the Sheriff. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

702.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other office members at the discretion of the Sheriff or the authorized designee.

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702.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where office vehicles must be used by members to commute to and from a work assignment. Members may take home office vehicles only with prior approval of a supervisor and shall meet the following criteria:

- (a) The circumstances are unplanned and were created by the needs of the Office.
- (b) Other reasonable transportation options are not available.
- (c) The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the Iowa County County limits.
- (d) Off-street parking will be available at the member's residence.
- (e) Vehicles will be locked when not attended.
- (f) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

702.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; and the member's employment or appointment status. Residence in the County of Iowa County is a prime consideration for assignment of a take-home vehicle. Members who reside outside the County of Iowa County may be required to secure the vehicle at a designated location or the Office at the discretion of the Sheriff.

Office members shall sign a take-home vehicle agreement that outlines certain standards, including, but not limited to, how the vehicle shall be used, where it shall be parked when the member is not on-duty, vehicle maintenance responsibilities and member enforcement actions.

Members are cautioned that under federal and local tax rules, personal use of a County vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home vehicles include the following:

- (a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Sheriff or a Chief Deputy gives authorization.
- (b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.
- (c) Vehicles will not be used when off-duty except:
 - 1. In circumstances when a member has been placed on call by the Sheriff or Chief Deputies and there is a high probability that the member will be called back to duty.

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2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.
 3. When the member has received permission from the Sheriff or Chief Deputies.
 4. When the vehicle is being used by the Sheriff, Chief Deputies or members who are in on-call administrative positions.
 5. When the vehicle is being used by on-call investigators.
- (d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.
- (e) The two-way communications radio, MDT and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.
- (f) Unattended vehicles are to be locked and secured at all times.
1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
 2. All weapons shall be secured while the vehicle is unattended.
 3. All office identification, portable radios and equipment should be secured.
- (g) Vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Sheriff or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).
- (h) Vehicles are to be secured at the member's residence or the appropriate office facility, at the discretion of the Office when a member will be away (e.g., on vacation) for periods exceeding one week.
1. If the vehicle remains at the residence of the member, the Office shall have access to the vehicle.
 2. If the member is unable to provide access to the vehicle, it shall be parked at the Office.
- (i) The member is responsible for the care and maintenance of the vehicle.

702.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Iowa County Sheriff's Office or while off-duty, a deputy shall not initiate enforcement actions except in those circumstances where a potential threat to life or of bodily harm exists (Wis. Stat. § 175.40(6m)(a)) (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Deputies may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

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Deputies driving take-home vehicles shall be armed, appropriately attired and carry their office-issued identification. Deputies should also ensure that office radio communication capabilities are maintained to the extent feasible.

702.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Office. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the office supervisor in charge of vehicle maintenance.
- (d) The Office shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- (e) When leaving the vehicle at the maintenance facility, the member will complete a vehicle repair card explaining the service or repair, and leave it on the seat or dash.
- (f) All weapons shall be removed from any vehicle left for maintenance.
- (g) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

702.5 UNMARKED VEHICLES

Unmarked vehicles are assigned to various divisions and their use is restricted to the respective division and the assigned member, unless otherwise approved by a supervisor. Any member operating an unmarked vehicle shall record vehicle usage on the sign-out log maintained in the division for that purpose. Any use of unmarked vehicles by those who are not assigned to the division to which the vehicle is assigned shall also be recorded with the Shift Sergeant on the shift assignment roster.

702.6 DAMAGE, ABUSE AND MISUSE

When any office vehicle is involved in a traffic crash or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic crash report shall be filed with the agency having jurisdiction (see the Traffic Crash Response and Reporting Policy).

Damage to any office vehicle that was not caused by a traffic crash shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Shift Sergeant. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

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702.7 ATTIRE AND APPEARANCE

When operating any office vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Office.

AGENDA ITEM COVER SHEET

Title: Consider reclassification of one Highway Mechanic position to Highway Pa

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Currently the Highway has one Shop Operations Lead and 3 Mechanics. When the Highway Shop Operations Lead became vacant this spring, County Administration and Highway Commissioner had some discussions on the organization chart and needs of the Shop Operations.

Within these discussions, the Highway Commissioner wanted to pursue adding a Parts and Inventory Specialist to the department. Included with this was some changes to the Shop Operations which would include some Mechanic work. With these changes, it was determined, that the Shop could then reduce the Mechanic position to 2 head count versus 3, which then could account for the addition of the Parts and Inventory Specialist.

This agenda item is looking to re class one of the Mechanic positions to the Parts and Inventory Specialist. Currently, Iowa County has two Mechanics hired and working.

RECOMMENDATIONS (IF ANY):

Approve the Reclassification

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Parts and Inventory Specialist

FISCAL IMPACT:

Savings

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Allison Leitzinger

DEPT: 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: Parts and Inventory Purchasing Specialist

DEPARTMENT / SECTION: Highway

DATE REVIEWED: 04/17/2024

TITLE OF IMMEDIATE SUPERVISOR: Highway Business Manager

GRADE:

JOB SUMMARY:

Under the general supervision of the Highway Business Manager ; order, arrange, catalogue, inventory, and track parts and materials for repair and maintenance of county owned infra-structure, vehicles, equipment, machinery, and tools.

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1.	Serves as Main Point of contact with answering of telephone, greeting visitors, and directing public within the shop. Operate radio transmitter and other department communication equipment as needed.	DAILY	
2.	Manage, track, and order shop supplies, equipment parts, and construction materials and supplies.	DAILY	
3.	Performs data entry bookkeeping, accounting, and financial recordkeeping into automated computer accounting systems (ACS-New Road, Tyler MUNIS, RTVision Timecard, CollectiveData, GIR Fueling System, Microsoft Office suite, and others) in accordance with the Uniform Cost Accounting Manual, accepted state and federal standards, and departmental policies, procedures, and practices.	DAILY	
4.	Performs daily computer data entry and processing of equipment, and machinery costing; materials and supplies usage for road maintenance, repair, and construction; and other transactions to appropriate computer database account software (Tyler MUNIS, ACS-New Roads, , CollectiveData, GIR Fueling System, Microsoft Office suite, and others) for Work and Purchase Order entries, project credits/debits/payments, and reconciliation of detail to summary with the Highway business Manager and Highway Accountant Specialist.	DAILY	
5.	Performs data entry to create, setup, maintain, and balance databases for inventory control and reconciliation of consumable items, parts inventory, small field tools, tires, batteries, lubes/oil, fuels, construction materials / supplies, and prepare reports with user specific software.	MONTHLY / ANNUAL	

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
	Assists with creation, setup, maintenance, and development of schedules, listings, triggers, notices, warnings, tasks, orders, and other forms for tracking and recording of all general maintenance for the departments' fleet of equipment, machinery, and vehicles into CollectiveData the tracking and management software in cooperation with the Shop Operations Lead and under the supervision of Business Manager.	MONTHLY	
6.	Performs purchase order processing, data entry, charging, balancing, and reconciliation through purchase orders, work orders, departmental adjustments, and interdepartmental charges in cooperation with the Business Office.	DAILY	
7.	Processes Purchase and Work Orders including; assigns, creates, prepares, performs, reconciles, and balances inventory entries, withdrawals, purchase orders, work orders, Packing/ Shipping Slips, Invoices, over-the-counter sales other adjustments, summaries, and reporting related to Shop Operations Lead, CollectiveData software, and the Business Office.	DAILY	
8.	Assigns Work Orders for shop tasks and work as directed by the Shop Operations Lead. Assists Mechanics and Crew Leads with Inventory withdrawals and charges against Work Orders or Projects for consumed Parts, Construction materials / supplies, and all other Inventory as directed by the Operations Manager.	DAILY/WEEKLY	
9.	Assists with creation, setup, maintenance, and development of schedules, listings, triggers, notices, warnings, tasks, orders, and other forms for tracking and recording of all general maintenance for the departments' fleet of equipment, machinery, and vehicles into CollectiveData the tracking and management software in cooperation with the Shop Operations Lead and under the supervision of Business Manager.	MONTHLY	
10.	Maintain and manage Hazardous Materials law compliance, which includes inventory, identification of, and management of Material Safety Data Sheets (MSDS) for parts, materials, and supplies in coordination with the Shop Lead.	AS NEEDED / MONTHLY	
11.	Assist the Quarry and Asphalt Plant Crew Lead with compliance with various state and federal operating permits and inspections such as: MSHA regulations, Air Emissions, Tier Two Submittals, Boiler / Tank Vessel Inspections, Quarry Scale Balancing, Inventory , NR135 and Reclamation Permits, Building permits, Stormwater System Inspections, and other requirements.	AS NEEDED	
12.	Assists Shop Operations Lead with departmental purchasing and work order processes and procedures; coordinates, provides, and reconciles cash register; Distributes Purchase Orders for inventory purchases, acquisitions, credit card charges, and other transactions with Shop Operations Lead or Operations Manager in accordance with departmental policies and procedures.	WEEKLY / MONTHLY	

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
13.	Creates, assigns, enters, and performs setup of CollectiveData Preventative Maintenance triggers, Maintenance Requests, Parts, Inventory, Construction materials / supplies, and other Consumables for the Shop or Outside Labor with the Operations Manager and Shop Operations Lead.	AS NEEDED	
14.	Performs, solicits, awards, and schedules periodic fuel orders through the bidding process and procedure in accordance with department policies and with assistance from the Business Manager.	AS NEEDED	
15.	Researches equipment information, makes Purchasing Decisions with the Shop Operations Lead and Operations Manager, places orders, receipts deliveries, balances invoice payments with shipping and packing lists, tracks parts and inventory orders and deliveries, files and handles inventory of highway construction materials / supplies, machinery and equipment parts, liquids, and fluids.	DAILY	
16.	Creates and prepares reports summarizing activity within the shop and parts inventory related to stock on hand, work order status, purchase order status, reconciliation, equipment in and out of service, and other reports as needed.	WEEKLY	
17.	Attendance at workshops, seminars, and other training; as approved by the Supervisor.	AS NEEDED	
18.	Performs other duties as assigned by the Shops Operations Lead, Business Manager or Operations Manager.	DAILY	
19.	Must have regular, timely, and dependable attendance.	DAILY	
20.	<u>Additional Task and Responsibilities</u> • Primary Shop Point of meet and Greet for the public. • Answer telephones; greet visitors, and direct public to appropriate person or department. • Operate radio transmitter and other department communication equipment. • Participates in on-going professional training and development. • Familiarity with departmental data entry clerical duties. • Assist with preparing other departmental reports. • Perform other duties as assigned.		
21.	<u>Demonstrated Experience and Skills Required.</u> • Knowledge of accounting principles, practices, and procedures. • Knowledge of appropriate safeguards for confidential information and ability to maintain confidentiality. • Must have demonstrated proficiency with Microsoft Office Suite (Word, Excel, Access, Outlook, and Powerpoint). • Must have demonstrated proficiency, speed and accuracy with operation of personal computer in a network environment, computer keyboard/typewriter, 10-key data entry, calculator, two-way radios, photocopier, multi-line telephone, fax machine, and bar code scanner • Ability to communicate effectively with peers and supervisors. • Ability to work independently in a team environment; to utilize resources, standards, guidelines, and procedures to draw conclusions using judgement. • Ability to compare, count, compile, differentiate, measure, and/or sort data and information. • Ability to assemble, copy, record, file, archive, and transcribe data.		

	• Ability to analyze, classify, compute, tabulate, and categorize data. • Ability to add, subtract, multiply and divide; calculate decimals/percentages; interpret graphs, compute discount, interest, profit and loss, ratio and proportion; and ability to perform calculations involving formulas. • Corrected vision and hearing to a functional level.		
	<u>Minimum Qualifications</u> • High school diploma/GED is required. • Experience in Commercial Fleet Operations, Parts Warehouse, Parts or Inventory Management and Reconciliation. • Minimum required working knowledge of bookkeeping, accounting and personal computer operation. • Preference for Public Works, Highway Department, Purchasing / Procurement, Finance, Accounting, or Construction industry related job experience. • Preference for experience with Accounts receivable, Accounts payable, purchasing and procurement, inventory management, governmental cost accounting, purchasing, and inventory balancing.		
	<u>Conditions of Employment</u> Working Environment: • Typical working environment is within a non-smoking mechanical shop and partsroom. Physical Requirements: • Ability to coordinate eyes, hands, fingers, feet and limbs in performing semi-skilled movements such as data entry. • Ability to exert light physical effort in sedentary to light work involving lifting, carrying, pushing and pulling. • For additional information on physical demands, refer to the Position Inventory. This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed for compliance with the Americans with Disabilities Act. It is not intended as a complete list of job duties, responsibilities, or essential functions, is not exhaustive and may be supplemented as necessary. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper Must possess a valid driver's license, or the ability to possess one within 6 weeks. Must treat all information with the utmost of confidentiality. The individual will be exposed to public contacts, travel, sitting, keyboarding and moderate lifting.		

DATE: _____ EMPLOYEE SIGNATURE: _____

DATE: _____ DEPARTMENT HEAD SIGNATURE: _____

DATE: _____ COUNTY ADMINISTRATOR APPROVAL: _____

AGENDA ITEM COVER SHEET

Title: Policy 401 Section 5.2 On-Call Pay

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Current policy applied only to Social Workers who are on-call.

The Department of Social Services has suggest a revision to allow all Social Workers who are called to help with an on-call event/situation to be paid one and half (1 1/2) times their hourly rate of pay or compensatory time no matter if they are on call or not.

RECOMMENDATIONS (IF ANY):

Review Section 5.2 On-Call Pay

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Policy 401 Section 5.2 On-Call Pay

FISCAL IMPACT:

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: AL _____

DEPT: Employee Relations _____

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

Policy 401, Section 5.2 On-Call Pay

Social Workers in the Social Services Department assigned “on call” duty will receive a daily stipend of \$24 during the week (Monday through Friday) and a daily stipend of \$40 on weekends (Saturday and Sunday) and holidays. ~~Employees~~ **Social Workers** who are called for work outside of their normal work hours ~~while in~~ **in response to an** on-call **situation** shall be compensated at one and a half (1 ½) times their hourly rate or compensatory time.

AGENDA ITEM COVER SHEET

Title: Policy 401 Section 5.4 Performance Evaluation Reviews and Pay for Performance

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Updating language to reflect current practice of County Administrator and Employee Relations meeting with Managers of employees with exceeds expectation reviews. Additionally, including language to make it clear that the meeting with County Administrator and Employee Relations needs to occur before the Manager sits down with the employee.

RECOMMENDATIONS (IF ANY):

Approve the revised recommended language

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Policy 401 Section 5.4 Performance Evaluation Reviews and Pay for Performance

FISCAL IMPACT:

No fiscal impact

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☐ Yes

☒ No

How much time is needed?

COMPLETED BY: AL _____

DEPT: Employee Relations _____

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

5.4 Performance Evaluation Reviews and Pay for Performance

Iowa County provides annual performance evaluations with all employees. Performance evaluations are designed to acknowledge employees' achievements and assist employees in improving their job performance.

Managers and Department Heads are responsible for conducting annual performance evaluations with employees whom they supervise.

Employee performance is evaluated annually on employee's date of hire. Management employees who were promoted into a management position prior to October 5, 2014 will use their status date instead of hire date. All employees are evaluated on the following core competencies:

- Attendance
- Job Knowledge
- Job Performance
- Communication and Customer Service
- Attitude, Professionalism, and Teamwork
- Safety and Following Policies and Procedures
- Goal Setting

In addition to the above core competencies, management employees are evaluated on the following leadership core competencies:

- Coaching and Delegation
- Team Leadership and Facilitating Change
- Budget Management

Employees shall complete a self-evaluation and submit to their manager no more than a month prior, but at least two weeks before evaluation date. Failure to complete self-evaluation is reflected in performance review. Managers complete and review a separate performance evaluation with the employee. The manager submits the completed evaluation and status change form to Employee Relations before the end of the payroll week in which the evaluation date occurred. Employee Relations provides the status change form to Finance/Payroll.

Status change forms are not processed until Employee Relations receives the completed performance evaluation review.

Performance Factor Rating

Step Process (Minimum- Step 1 up to Control Point-Step 6):

Non-Management Employees:

Employees within the step portion of the Iowa County Wage Structure receiving a rating of 20 points to 28 points get a "Meets Expectations" rating, which includes a pay increase to the next

step. Employees receiving a rating of 19 points or below get a “Does not Meet Expectation” rating, which provides no step increase. Employees receiving a rating of 29 points or more get an “Exceeds Expectation” rating, which results in a pay increase of two steps.

Managers that do not have Budget responsibilities:

Employees within the step portion of the Iowa County Wage Structure receiving a rating of 26 points to 37 points get a “Meets Expectations” rating, which includes a pay increase to the next step. Employees receiving a rating of 25 points or below get a “Does not Meet Expectation” rating, which provides no step increase. Employees receiving a rating of 38 points or more get an “Exceeds Expectation” rating, which result in a pay increase of two steps.

Management Employees:

Employees within the step portion of the Iowa County Wage Structure receiving a rating of 28 points to 41 points get a “Meets Expectations” rating, which includes a pay increase to the next step. Employees receiving a rating of 27 points or below get a “Does not Meet Expectation” rating, which provides no step increase. Employees receiving a rating of 42 points or more get an “Exceeds Expectation” rating, which result in a pay increase of two steps.

All performance evaluations including management and non-management reviews that get an “Exceeds Expectations” rating need to be discussed and approved by the County Administrator and Employee Relations Director before Manager goes over the review with the employee.

.

Pay for Performance (Control Point – Step 6 to Maximum):

Employees who receive a rating of “Exceeds Expectations” are eligible for Pay for Performance. An “Exceeds Expectations” rating is 29 points or more for non-management employees, 38 for management employees with no budget responsibilities and 42 points or more for management employees.

Employees will receive a two (2%) performance bonus of current base rate in a lump sum payment plus a two (2%) base wage increase.*

When an employee is on Step 5 and receives an “Exceeds Expectations”, employee will receive a one and a half (1.5%) performance bonus of current base rate in a lump sum payment plus a one (1%) base wage increase of Step 6.*

All pay including base wage and bonus pay cannot exceed the maximum step unless approved by County Board. If an employee is near maximum, they will earn the base wage increase before the performance bonus pay.

All performance evaluations including management and non-management reviews that get an “Exceeds Expectations” rating needs to be discussed and approved by the County Administrator.

*Lump Sum payment is not added to the base wage and is a one time payment

Market Adjustments:

Every year, the County Board will review recommendations from the Employee Relations Director on shifts in the market. County Board will decide if the Iowa County Pay Structure needs to be adjusted based on market.

If County Board adopts a market adjustment:

Employees within Step 1 – Step 6 will receive the new market adjustment to the Step they are currently being paid at.

Employees in the Pay for Performance section of the Pay Structure will remain at current rate of pay. Instances where an employees received an exceeds expectations review within the last fiscal year January – December and the market adjusts, exceeds expectations review employees will receive half of the market adjustment rate added to employee's base rate of pay.

AGENDA ITEM COVER SHEET

Title:Policy 401 Section 5.8 Expense Reimbursement

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Expense Reimbursement - Over the last year there have been many expense reimbursement questions.

Here is a list of revisions being proposed to the policy:

a. If expense reimbursements are submitted after 90 days, the County Administrator needs to sign off on the expense before it is paid. Currently, we do not pay any expenses after 90 days.

b. If employee does not provide a sales tax exempt certificate and sales tax is applied, the County Administrator has the authority to allow reimbursement of sales tax. Currently, Iowa County does not reimburse the employee sales tax.

c. Allowing employees who have appointments, meetings, or errands for County business where it is convenient to facilitate said appointment while traveling to or from work, Iowa County will reimburse for mileage to or from work, their job related appointment. Currently, Iowa County does not reimburse for any miles that is part of their commute, but would pay for miles excess of their commuting miles.

d. Non-exempt employees who are compensated to be on-call will receive mileage to come to work if called in - Sunset date to be December 31, 2025. Currently, Iowa County does not provide mileage reimbursement for any commuting miles.

e. Employees to use Iowa County fleet (that is available) before using own personal vehicle.

f. Iowa County will not provide meal reimbursement for employees who are within five (5) miles from their residence and within Iowa County. Currently, Iowa County does not allow meal reimbursements for meals within Iowa County.

g. Increasing Meal Reimbursement and removing out of County Meals and having one meal reimbursement price:

Breakfast: \$8.00 to \$10.00

Lunch: \$12.00 to \$15.00

Evening Meal: \$20.00 to \$25.00

h. If attending conferences or meetings that provide meals - employees can't submit for meal reimbursements for that specific meal.

i. Changing number of miles needed to be eligible for a lodging reimbursement to 50 miles. Currently, if you are within 60 miles, no lodging will be allowed: Wisconsin Dells - Dodgeville = 60(+)

RECOMMENDATIONS (IF ANY):

Review Policy 401 Section 5.8

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Policy 401, Section 5.8 Expense Reimbursement

FISCAL IMPACT:

LEGAL REVIEW PERFORMED: ☐ Yes ☒ No

PUBLICATION REQUIRED: ☐ Yes ☒ No

STAFF PRESENTATION?: ☐ Yes ☒ No

How much time is needed? _____

COMPLETED BY: AL

DEPT: Employee Relations

2/3 VOTE REQUIRED: ☐ Yes ☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

Policy 401, Section 5.8 Expense Reimbursement

All Iowa County employees may request reimbursement for travel expenses and other expenses as authorized by their respective Department Heads and provided herein. Employees shall be required to complete an Expense Reimbursement form and submit said form monthly to the Finance Department. **Any expense form submitted greater than 90 days after expense date must be signed by the County Administrator when submitted.**

Expense reimbursement claims need to be received by the Finance Office by 10:00 a.m. on the Monday after the pay period ends. Expense reimbursements claims submitted after 10:00 a.m. that are within the 90 days limit, will be delayed to the next pay period.

Sales Tax Exemption: Iowa County has no interest in paying unnecessary sales tax on items purchased. It is expected that employees making purchases for Iowa County will utilize a sales tax exemption certificate. **If an employee pays sales tax on any item, they must get their reimbursement form signed by the County Administrator, who has authority to make limited exceptions when an employee mistake occurs.** Sales Tax Exemption forms are available at the Iowa County Finance Department. When purchasing food for an individual with plans to submit receipt for reimbursement, it is not necessary to use a Sales Tax Exemption certificate.

Automobile/Vehicle Travel: To be eligible, an employee shall hold a valid driver's license and provide the Finance Department with proof of automobile insurance. The County will accept a certificate of insurance or a copy of the declaration page indicating the amount of coverage for liability and an expiration date as proof of insurance. The employee's proof of insurance must be filed with the Finance Department for each vehicle used while on County business. It is the responsibility of the employee to make sure current proof of insurance is on file with the Finance Department. Per Iowa County's Insurance Company, personal automobile insurance shall be in the amount of:

\$100,000 per person;
\$300,000 per accident bodily injury;
\$100,000 combined single limit.

Reimbursement for automobile/vehicle travel will be at the current year's IRS mileage rate for travel directly related to actual (necessary and reasonable) itemized travel costs incurred while on official authorized County business. Commuting mileage between an employee's residence and his/her normal place of employment are not reimbursable.

Commuting mileage is any mileage employee is driving from employee's home to work.

Should an employee have an appointment, meeting, or errand for County Business where it is convenient to facilitate said appointment while traveling to or from work, Iowa County will reimburse employee for mileage to or from their job related appointment; which ever happens while they are being compensated.

Non-Exempt employees who are compensated to be on-call will receive mileage for time traveled when called in to work during their on-call shift. This shall be the practice of Iowa County until December 31, 2025, at which point this model of compensation sunsets. After December 31, 2025, the on-call compensation stipend shall be sufficient and established in a way that includes expenses of travel time and mileage for any necessary commute to the workplace.

In the event that more than one eligible person is traveling to the same destination, staff shall make every attempt to carpool with mileage being paid to the eligible person providing the automobile/vehicle transportation. Iowa County wants employees to use county vehicles first, before a personal vehicle and seeking mileage reimbursement. Employees of the Highway Department are required to use Highway fleet. Employees are responsible for fines related to parking and moving violations while on county business with either personal vehicle or county owned vehicles.

Public transportation: Employees who have prior authorization shall receive full reimbursement for authorized travel by plane, train or bus. An employee should make every effort to locate the lowest and most reasonably priced transportation before authorization.

Meal: Actual and reasonable expense reimbursement will be allowed for meals outside Iowa County or more than 5 miles from employee's residence, whichever is greater; provided a detailed receipt is furnished. No reimbursement shall be made for the cost of alcohol beverages or for tips over fifteen percent (15%). Maximum amount allowed per meal, including tax and tip are:

Meal	Amount for In-State or Out of State Travel
Breakfast	\$10.00
Lunch	\$15.00
Evening Meal	\$25.00

Department Heads shall ensure that employees attending conferences and/or meetings that provide employees with a meal shall not be approved to receive reimbursement for the same meal.

Lodging: Employees shall be reimbursed for the expense of a reasonably priced hotel or motel at the single room rate. If an employee shares a room with other Iowa County employees, a higher room rate would be allowed. In the event that a significant other of an Iowa County employee shares a room, reimbursement shall be made only at the single room rate. Receipts shall be submitted for all lodging expenses. Lodging expenses for an eligible person attending meetings or conferences within a 50 mile radius of the county seat shall not be reimbursed without prior

written approval of the County Administrator. Please attach said approval to your expense reimbursement when submitting it to Finance Department. Consideration will be given for the previous night lodging for conferences/seminars/meetings/trainings that start prior to 8:00 a.m. or are further than 80 miles from the County Courthouse with Department Head approval.

AGENDA ITEM COVER SHEET

Title: 2025 Health Insurance Discussion

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

2025 Health Insurance Discussions:

Iowa County currently is on the State Plan: Local Deductible Plan (\$500 single/\$1000 family) without Dental. ETF offers four program options:

-Traditional Plan

-Local Deductible (\$500 single/\$1000 family) **CURRENT PROGRAM

-Local Health Plan (\$250 single/\$500 family Deductible, Co-pay and Co-insurance)

-Local High Deductible Plan (\$1,500 single/\$3,000 family Deductible, Co-pays and Co-insurance)

All four plans have the option to include dental insurance or without dental.

In 2024, Iowa County's qualified (Tier 1) plan for premiums was Medical Associates; in 2025 - we no longer have a defined Tier 1 qualified plan - so Iowa County, like many other local County's have to use the State Maintenance Plan for rate setting. For comparison, the increase from 2024 to 2025 is roughly 19% when looking at the numbers we need to use for setting our 2025 premiums.

Health Insurance Discussions:

1. Continue with the ETF State Plan - looking at health options and contribution percentage.

2. Discuss having our own fully insurance or self-funded Iowa County Health Insurance

3. Looking at Opt-Out-Incentive Health options.

Employee Relations is still reviewing all cost options at this time.

It's Your Choice Open Enrollment period is from September 30 - October 25. It is crucial to have rates set before Open Enrollment so employees are aware and can make an informed decisions during IYC Open Enrollment.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

Handouts will be set out at meeting

FISCAL IMPACT:

LEGAL REVIEW PERFORMED:

☐ Yes

☐ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☐ Yes

☒ No

How much time is needed? 10 minutes

COMPLETED BY: Allison Leitzinger

DEPT: Employee Relations

2/3 VOTE REQUIRED:

☐ Yes

☒ No

AGENDA ITEM COVER SHEET

Title:Discussions on Wage Structure Adjustments

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

With having a Pay Strucutre - it is important to maintain the structure to make sure accurate compensation is being provided.

Each year Cottingham and Butler Total Rewards Consulting, formerly known as Carlson Dettmann Consulting does a Upper Midwest Market Survey to gauge what private sector employers and public sector employers are projecting up the upcoming year. At this time, the Survey has not been received.

Iowa County Employee Relations Director did reach out to Cottingham and Butler Total Rewards Consulting on their recommendation for our new grid to maintain market and the 50-75% blend.

At this time, I thought it would be a good idea to start having some discussions on wage structure adjustments.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

FISCAL IMPACT:

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Allison Leitzinger _____

DEPT: Employee Relations _____

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: July 31, 2024
RE: Employment Activity Report

Outlined below is the employment activity:

- Sheriff's Office Correctional Officer – Internal hires started July 24 and July 28.
- Sheriff's Office Accountant – Internal hire started July 22.
- Sheriff's Office Patrol Deputy – New hire starting August 7.
- Highway Shop Operations Lead – First review scheduled for August 9.
- Social Services Social Worker – First review scheduled for August 16.
- Highway Summer LTE – 2 new hires started July 8 and July 10.
- Social Services/ADRC Department Assistant – Offer accepted, confirming start date.