



Agenda
General Government Committee
Thursday, March 5, 2020 – 5:00 p.m.
Health & Human Services Center – Community Room
303 W. Chapel Street
Dodgeville, Wisconsin

**Iowa
County
Wisconsin**

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

Any subject on this agenda may become an action item.

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|----|---|
| 1 | Call to order. |
| 2 | Roll Call. |
| 3 | Approve the agenda for this March 5, 2020 meeting. |
| 4 | Approve the minutes of the February 6, 2020 meeting. |
| 5 | Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken. |
| 6 | Pay Grade reclassification of the Public Health Community Coordinator/Educator. |
| 7 | Employment Activity Report. |
| 8 | Update on the prairie next to Bloomfield Healthcare – Pete Vanderloo. |
| 9 | Consider draft Drone Policy 1309. |
| 10 | Preliminary Financial Reports ending December 31, 2019. |
| 11 | Set date and time for next meeting. (April 9, 2020 at 5:00 p.m.) |
| 12 | Adjournment. |

Posting verified by the County Clerk's Office: Date: 2/27/20 Initials: GK



**Unapproved Minutes
General Government Committee
Thursday, February 6, 2020 – 5:00 pm
Health & Human Services Center – Community Room
303 W. Chapel Street
Dodgeville, Wisconsin**

**Iowa
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| 1 | Chair Ronald Benish called the meeting to order at 5:00 p.m. |
| 2 | <p>- Roll Call. Members present: Supervisors Ronald Benish, Judy Lindholm, Stephen Deal, Curt Peterson and James Griffiths.</p> <p>- Others Present: Allison Leitzinger, Connie Anderson, Dixie Edge, Sue Storti, Mark Storti, John Meyers, Mel Masters, Justin O'Brien, Larry Bierke and Greg Klusendorf.</p> |
| 3 | Sup. Griffiths moved to approve the agenda for this February 6, 2020 meeting. Sup. Peterson seconded the motion. Carried. Aye-5 Nay-0 |
| 4 | Sup. Deal moved to approve the minutes of the January 16, 2020 meeting. Sup. Peterson seconded the motion. Carried. Aye-5 Nay-0 |
| 5 | Public Comments: None. |
| 6 | <p>Committee Considered the Resolution Establishing the 2021-2024 Compensation for the Register of Deeds, County Treasurer and County Clerk.</p> <p>Sup Deal moved to amend the resolution by changing the salary bump for the Register of Deeds to \$5,000, the Treasurer to \$5,000 and the Clerk to \$3,500 and to forward it to the County Board for consideration. Sup. Lindholm seconded the motion. Carried. Aye-5 Nay-0</p> |
| 7 | Allison reviewed the Employment Activity Report and gave an update to the committee. |
| 8 | <p>Considered Iowa County draft Policies 110, 422, 425, 426, 427, 427.1 and 1309.</p> <p>As the committee reviewed the policies, there were grammatical and spelling changes made to some of the them. The changes did not affect the intent of the policy.</p> <p>Sup. Lindholm moved to approve policies 110, 422, 426, 427 and 427.1 with the changes and to forward them to the County Board for consideration. Sup. Griffiths seconded the motion. Carried. Aye-5 Nay-0</p> <p>Sup. Griffiths moved to postpone action on Policy 1309 and to bring it back to the next meeting for consideration. Sup. Deal seconded the motion. Carried. Aye-5 Nay-0</p> |
| 9 | The next meeting date is March 5, 2020 at 5:00 p.m. |
| 10 | <p>Sup. Lindholm moved to adjourn the meeting. Sup. Deal seconded the motion. Carried. Aye-5 Nay-0</p> <p>Meeting adjourned at 5:15 p.m.</p> |

Minutes by Greg Klusendorf

AGENDA ITEM COVER SHEET

Title: Reclassification Community Coordinator/Educator Position

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Job description and minimum qualifications for the Community Coordinator/Educator Position have been updated. This has resulted in a J grade recommendation. The position is currently in grade G.

RECOMMENDATIONS (IF ANY):

Grade recommendation J for the position

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Community Coordinator/Educator Job Description with highlighted changes

FISCAL IMPACT:

Increase to budget will be \$3,469 if implemented March 18, 2020.

LEGAL REVIEW PERFORMED:

☐ Yes

☐ No

PUBLICATION REQUIRED:

☐ Yes

☐ No

PRESENTATION?:

☐ Yes

☐ No

How much time is needed? _____

COMPLETED BY: Sue Matye

DEPT: Health

2/3 VOTE REQUIRED:

☐ Yes

☐ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: Community Coordinator/Educator

DEPARTMENT / SECTION: Public Health

DATE REVIEWED: 05/2019 01/2020

TITLE OF IMMEDIATE SUPERVISOR: Public Health Director

GRADE: G *needs to be adjusted

JOB SUMMARY: THE HeART PROJECT

The goal of the Healthy Aging in Rural Towns “HeART” project is to strengthen community supports for older adults so they can live independently and well for as long as possible. This will include increasing awareness of existing supports and services for older adults and their caregivers and developing additional supports and services where needed.

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1	Establish systematic, sustainable connections across agencies and service providers that have a need to network with each other.		
2	Develop and/or maintain a sustainable online directory of local resources for aging in place.		
3	Promote the online directory and other efforts through presentations, advertisements, publicity.		
4	Design, evaluate, present, recommend, and disseminate appropriate healthy aging information and materials.		
5	Coordinate trainings and network opportunities for older adults, caregiver groups, volunteers, and other stakeholders.		
6	Conduct a community awareness campaign about local needs and assets related to aging-in-place and caregiver issues. Promote the benefits of becoming an age-friendly community. Replicate successful models for increasing awareness, such as those in the World Health Organization’s Global strategy and action plan on aging and health.		
7	Plan and implement programs and strategies specifically designed to address community needs.		
8	Build relationships with people, organizations and businesses that have a stake in the wellbeing of older adults and caregivers in the community.		
9	Develop training partnerships with local libraries, hospital, faith-based organizations, UW Extension, technical colleges, UW, Aging and Disability Resources Centers (ADRC), emergency responders, etc.		
10	Work with project staff at UW-Madison to track project activities and evaluate whether efforts are attaining goals.		
11	Requires regular and dependable attendance.		

	<u>Additional Duties and Responsibilities:</u>		
	Performs other duties as requested by the Director for this position.		

	<u>Demonstrated Experience and Skills Required.</u> - Ability to maintain a web site using WordPress or similar web site development program - Ability to create and maintain a database using Excel - Experience and/or training developing and executing promotional and informational campaigns, including writing media releases, advertisements and newsletters; working with news media, serving as a media spokesperson; tailoring and delivering presentations to various audiences - Experience using MS Word to write reports, correspondence - Experience using MS Word, Publisher, and/or Adobe Creative Suite to design promotional flyers - Experience using MS PowerPoint to prepare and deliver presentations - Ability to give clear and engaging presentations to diverse audiences - Confidence engaging people and organizations that may be able to provide support toward the implementation of HeART strategies - Excellent communication skills, with an emphasis on patience, empathy, respect and clarity - Ability to build and maintain positive working relationships - Ability to prioritize and manage e-mail, phone and written correspondence with project beneficiaries, partners, stakeholders, various community audiences, and funders - Experience planning, promoting and executing events: Ability to convene a planning committee; meet deadlines; stay within a budget; schedule space, technology, speakers and catering; keep people informed; accommodate attendees' needs; track outcomes. - Ability to prioritize tasks and manage multiple short- and long-term projects according to a timeline and to keep them on track to meet objectives. - Experience assembling a collaborative planning committee in which each member contributes to the success of the project		
	<u>Minimum Qualifications</u> - High School Diploma or equivalent required. - Bachelor's Degree in health education or health related field preferred. Closely related degrees are acceptable. Masters level training in related field is a plus - Minimum of three (3) years work experience in healthcare, social work, education or community outreach required. - Preference for an Associates or Bachelor's degree in health education or closely related field.		
	<u>Conditions of Employment</u> - Valid driver's license and access to a private vehicle for work related duties that meets county insurance requirements. - Applicants must pass background checks, and pre-placement drug		

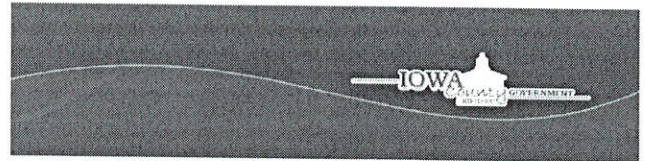
	and alcohol testing. This position description has been prepared to assist in defining job responsibilities and skills needed for compliance with the Americans with Disabilities Act. It is not intended as a complete list of job duties, responsibilities, or essential functions, is not exhaustive and may 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 judgement, to be proper.		
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DATE: _____	EMPLOYEE SIGNATURE: _____
DATE: _____	DEPARTMENT HEAD SIGNATURE: _____
DATE: _____	COUNTY ADMINISTRATOR APPROVAL: _____

EMPLOYEE RELATIONS

The Courthouse
222 North Iowa Street
Dodgeville, WI 53533-1564

Phone: (608) 935-0374
Fax: (608) 935-0325
allison.leitzinger@iowacounty.org



www.iowacounty.org

TO: General Government Committee
FROM: Allison Leitzinger, Employee Relations Director
DATE: February 27, 2020
RE: Employment Activity Report

Outlined below is the employment activity for February 2020:

- Highway Section Maintenance Patrol – New recruitment. First review schedule for Thursday, March 19.
- Highway LTE – First review scheduled for Monday, March 30.
- Highway GIS Internship – First review scheduled for Monday, March 30.
- 4H Internship – Interviews schedule for March 6.
- Dispatcher/Correctional Officer (2 vacancies) – New hire started February 26;
- Environmental Services – Maintenance: Interviews were held on January 17; ongoing recruitment.
- Corporation Counsel – New hire starting June 1.
- Patrol Deputy – Interviews were conducted week of February 24.
- Economic Support Specialist – New hire starts on March 23.
- Public Health Director – New hire starts on March 18.
- Bloomfield Healthcare Director of Nursing – Initial interviews were held February 19 and 20.
- Bloomfield Healthcare Cook – ongoing recruitment.
- Bloomfield Healthcare Certified Nursing Assistants — 1 new hire started February 11; ongoing recruitment.
- Bloomfield Healthcare Registered Nurse/LPN – ongoing recruitment.
- Bloomfield Healthcare Laundry/Housekeeping – New recruitment.



Drone Policy

Date Originated: 2/??/2020
Date of Modifications:
Policy Number: 1309

1. PURPOSE:

The purpose of this Drone Policy is intended to guide employees of participating departments with pre-approved drone programs. This Policy applies to all departments participating in the County's drone program, including boards and commissions, employees, contractors, and volunteers. Elected officials, employees, consultants, volunteers, and vendors while working on behalf of the County are required to comply with this Policy.

2. ORGANIZATIONS AFFECTED:

This policy will impact all departments, agencies and divisions of Iowa County.

3. POLICY:

Iowa County is dedicated to embracing technologies that help improve its services while protecting the privacy and safety of its residents. The use of drones in the public interest is expected to benefit residents and visitors to the County through the more efficient use of County resources.

The term "drone" means an unmanned aircraft flown by a pilot via a ground control system, or autonomously through use of an on-board computer, communication links or other any additional equipment.

They can also be referred to as:

Unmanned Aerial System (UAS)

Unmanned Aerial Vehicle (UAV)

4. REFERENCES:

FAA – Federal Aviation Administration

5. PROCEDURES:

Departments may add requirements to the policy, but may not remove any requirements in this document, or use drones for any reason outside the "use cases" identified below. Any additional requirements need to be approved by the County Administrator.

The county drone policy must be reviewed by all drone operators and any individuals with access to drone data that may contain Personal Identifiable Information. Engaging in the unauthorized use of drones or activities that are inconsistent with this Policy may subject an employee to discipline.

- A. The purchase and ownership of all drones will be limited to the Sheriff and I.T. Departments.
- B. The operation of any drone will be performed by employees must have Federal Aviation Administration UAS certification and completed all department required training in order to operate the drone.
- C. Required information will be provided to County Clerk to make sure it is insured properly.
- D. All drones must be registered with the Federal Aviation Administration.
- E. All use of drones must follow the rules and regulations put forth by the Department of Transportation as well as the Federal Aviation Administration.
- F. All accidents must be reported in accordance to the rules and regulations of the National Transportation Safety Board and the Federal Aviation Administration.
- G. Departments that wish to have drone footage taken for specific uses may submit a request with either the Sheriff or I.T. department.
- H. The authorized use of a drone is allowed for the following use cases.
 - 1. Aerial review of areas affected by disasters or emergencies.
 - 2. Disaster Response: Assessment and District Surveys.
 - 3. Emergency Response: Building Fire Reconnaissance.
 - 4. Search & Rescue: Aerial or water borne drones.
 - 5. Training: Assessment and evaluation of emergency response operations.
 - 6. Construction Management: Inspection of project sites for contract and environmental compliance.
 - 7. Environmental Monitoring & Documentation: Vegetation type and health, wildlife, streams/reservoirs.
 - 8. Inspections: Surveys and assessments of properties and assets.
 - 9. Marketing: Capture video and still photographs.
 - 10. Construction Management: Inspection of project sites for contract and environmental compliance.
 - 11. Environmental Monitoring: Flora and fauna type and health, spills and leaks, erosion.

12. Mapping: Digital elevation models, land use maps, 3D models and contours.
13. Search & Rescue: Reconnaissance and assist during an emergency, both for water and land operations.

AGENDA ITEM COVER SHEET

Title: 12-31-19 Financial Reports for the General Government Committee

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

12-31-19 Preliminary financial report with a comparison of budget to actual year-to-date for the departments that report to the General Government Committee

RECOMMENDATIONS (IF ANY):

For informational purposes only

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Preliminary 12/31/19 Financial Statements

FISCAL IMPACT:

None, status of the 2019 budgetary balances for 12/31/19 - preliminary (as of 2/26/2020)

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Roxie Hamilton

DEPT: Finance Department

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

