

CHIPPEWA COUNTY

EXECUTIVE COMMITTEE

REGULAR MEETING

MARCH 2, 2021

WEBEX CONFERENCE CALL

4:00 PM

DUE TO THE COVID-19 PANDEMIC THIS MEETING WAS HELD VIA CONFERENCE CALL TO COMPLY WITH THE SOCIAL DISTANCING GUIDELINES.

1. CALL TO ORDER

Chair Gullickson called the meeting to order at 4:00 p.m.

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Dean Gullickson	Chippewa County	District 7 (Chair)	Present	
Glen Sikorski	Chippewa County	District 2 (Vice-Chair)	Present	
Chuck Hull	Chippewa County	District 14	Present	
Mechele Shipman	Chippewa County	District 9	Present	
Annette Hunt	Chippewa County	District 13	Late	4:11 PM

Others Present: Randy Scholz, Traci Bremness, Lori Zwiefelhofer, Tim Easker, Andy Bauer, Paul Brenner, Buck Steele, Todd Pauls, Jackie Sadler

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

4. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Glen Sikorski, Mechele Shipman
AYES:	Gullickson, Sikorski, Hull, Shipman
ABSENT:	Hunt

1. Approve the Agenda

2. Approve the Minutes

Executive Committee - Regular Meeting - Feb 2, 2021 4:00 PM

3. Schedule Next Meeting Date - March 16, 2021

5. REPORTS

6. BUSINESS ITEMS

1. Resolution to Create Two Full-Time Account Assistant Positions in the Department of Human Services in 2021 to Support the Recovery and Wellness Consortium – Randy Scholz/Tim Easker

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Easker and Brenner gave an explanation on why the positions are needed. These are for the CCS program, which serves birth-death. We are the lead for the consortium. Currently there are 616 consumers in the program as of December 31, 2020. The fiscal staff at the time consisted of 5.55 full-time employees to support the program. Each FTE supported an average of 88 consumers. Now there are 111 consumers per FTE.

Scholz stated that we pay the people providing the service for us. So that pulls from our General Fund until we get the Medicare reimbursement. That's why we need to shrink the time period and get the reimbursements quicker. Easker explained the working capital that we get from the other counties helps to cover the lag until we get the Medicare reimbursement. Brenner stated that we pay the providers right away and then bill the state later.

Sikorski questioned the language in lines 63-64 and wondered if it should be the County Administrator that eliminates the position or if it should be changed to the County Board.

Scholz explained this is the same language that has been used for new position resolutions for years. If the position is eliminated due to lack of funding, then he will include it in the budget process and presentation to the County Board. His recommendation is to leave the language as is so it is consistent with prior resolutions.

Gullickson commented that the resolution talks about the funding mechanism and if the funding goes away then he believes that a new resolution will need to be drafted. He recommends changing the language from "...this position may be eliminated by the County Administrator" to "...this position may be eliminated by the County Board."

Shipman disagreed with that interpretation of the language. The way it currently reads, it is the County Administrator's responsibility to inform the County Board that the funding is no longer available and the County Board would approve that change.

Scholz commented that if the funding mechanism changes or is eliminated then it would be handled during the budget process. His recommendation is to keep the language as is indicating that it is the County Administrator's recommendation because that is his job and then it's consistent with all prior resolutions. He also clarified that the County Board approves the budget so the County Board ultimately approves the elimination of the position.

Hunt would like the language left as is because that is the role of the County Administrator.

Pauls' interpretation of the language is that the County Administrator has to bring it to the County Board for confirmation if the position is eliminated.

Motion (Hull/Sikorski) to amend and change lines 63-64 from "...this position may be eliminated by the County Administrator" to "...these positions may be eliminated". Carried 3-1 with Hunt voting no and Shipman abstained.

Motion (Hull/Sikorski) to approve as amended and forward to the County Board. Carried 3-1 with Hunt voting no and Shipman abstained.

Executive Committee

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March 2, 2021
4:00 PM

RESULT:	FORWARD TO COUNTY BOARD [3 TO 1]	Next: 3/9/2021 6:00 PM
MOVER:	Chuck Hull, District 14	
SECONDER:	Glen Sikorski, District 2 (Vice-Chair)	
AYES:	Gullickson, Sikorski, Hull	
NAYS:	Hunt	
ABSTAIN:	Shipman	

2. IT Division 2022-2026 Capital Improvement Projects - Andy Bauer
Bauer reviewed his proposed CIP projects for 2022-2026 with the recommended priority ranking for the 2022 projects.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mechele Shipman, District 9
SECONDER:	Annette Hunt, District 13
AYES:	Gullickson, Sikorski, Hull, Shipman, Hunt

7. UPDATES, ANNOUNCEMENTS, AND CORRESPONDENCE

A. County Board Chair Report

B. County Administrator Operation Report

1. Update on Redistricting Process and Recommendation for County Board Size - Randy Scholz
Scholz gave an update on the redistricting process (see attached memo). Last week the WCA held a second webinar and introduced a proposed timeline (copy on file) in an effort to get feedback from the counties. The process would involve redistricting in 2022 with the new county districts effective with the 2024 spring election. The WCA planned to meet with the Governor's office last week as this will require a statutory change in order to proceed with the proposed timeline.

RESULT:	REVIEWED	Next: 3/9/2021 6:00 PM
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8. AGENDA ITEMS FOR FUTURE CONSIDERATION

9. ADJOURN

The meeting adjourned at 4:55 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chuck Hull, District 14
SECONDER:	Glen Sikorski, District 2 (Vice-Chair)
AYES:	Gullickson, Sikorski, Hull, Shipman, Hunt

CHIPPEWA COUNTY

EXECUTIVE COMMITTEE

REGULAR MEETING

FEBRUARY 2, 2021

WEBEX CONFERENCE CALL

4:00 PM

DUE TO THE COVID-19 PANDEMIC THIS MEETING WAS HELD VIA CONFERENCE CALL TO COMPLY WITH THE SOCIAL DISTANCING GUIDELINES.

1. CALL TO ORDER

Chair Gullickson called the meeting to order at 4:00 p.m.

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Dean Gullickson	Chippewa County	District 7 (Chair)	Present	
Glen Sikorski	Chippewa County	District 2 (Vice-Chair)	Present	
Chuck Hull	Chippewa County	District 14	Remote	
Mechele Shipman	Chippewa County	District 9	Remote	
Annette Hunt	Chippewa County	District 13	Late	4:11 PM

Others Present: Randy Scholz, Traci Bremness, Lori Zwiefelhofer, Melanie McManus, Toni Hohlfelder, Jessica Oleson Bue, Todd Pauls, Jackie Sadler, Andy Bauer, Buck Steele, Lee McMenamin, Doug Clary, Dan Masterpole, Mike Cohoon

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

4. CONSENT AGENDA

RESULT: APPROVED [UNANIMOUS]
MOVER: Mechele Shipman, District 9
SECONDER: Chuck Hull, District 14
AYES: Gullickson, Sikorski, Hull, Shipman
ABSENT: Hunt

1. Approve the Agenda

2. Approve the Minutes

Executive Committee - Regular Meeting - Jan 5, 2021 4:00 PM

3. Schedule Next Meeting Date - February 16, 2021

5. REPORTS

1. Introduction of New Register of Deeds Melanie McManus - Randy Scholz

Minutes Acceptance: Minutes of Feb 2, 2021 4:00 PM (Consent Agenda)

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Scholz introduced Melanie McManus. Melanie started with Chippewa County on January 4, 2021 as the new Register of Deeds.

RESULT: **DISCUSSED**

6. BUSINESS ITEMS

1. Resolution to Support an Application for a Community Development Block Grant for the Development of a Tiny House Community in Chippewa Falls to Provide Housing for the Homeless in Chippewa County
Oleson Bue explained the City of Chippewa Falls is sponsoring a CDBG block grant in partnership with Hope Village. Hope Village is a local non-profit organization that helps the homeless in the community by providing tiny homes.

Hope Village has purchased two lots. This funding would provide for the conversion of a dental facility into a community center with bathrooms, showers, a shared kitchen, laundry, meeting room, office, etc. The funding will also support infrastructure for 10 tiny houses to be located on the property. The final part of the funding would provide 85 motel vouchers for homeless households who cannot be housed in the Tiny House. They are asking that Chippewa County signs a letter of support since the program will provide support for homeless throughout the county and not just Chippewa Falls.

The City has approved submission of the grant application. The City has also approved a planned development agreement and rezoning. There is a second public hearing tonight for a special use permit.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 2/9/2021 6:00 PM
MOVER:	Mechele Shipman, District 9	
SECONDER:	Chuck Hull, District 14	
AYES:	Gullickson, Sikorski, Hull, Shipman	
ABSENT:	Hunt	

2. Resolution to Authorize Continuation of the Self-Funded Workers Compensation Insurance Program - Randy Scholz
Scholz explained that we are required to pass this every three years since we are self-funded.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 2/9/2021 6:00 PM
MOVER:	Chuck Hull, District 14	
SECONDER:	Glen Sikorski, District 2 (Vice-Chair)	
AYES:	Gullickson, Sikorski, Hull, Shipman	
ABSENT:	Hunt	

3. Discuss the Process and Timeline for the County Administrator's Annual Performance Review – Toni Hohlfelder
Supervisor Hunt joined the meeting at 4:11 p.m.

Hohlfelder gave an overview of the process used to conduct the County Administrator's performance review. The only change this year based on the pandemic is the language in red that provides two options

Minutes Acceptance: Minutes of Feb 2, 2021 4:00 PM (Consent Agenda)

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for timelines to complete this. The timing will depend on when the committee feels comfortable meeting in person for the closed session.

Sikorski and Shipman expressed concerns with pushing this out too far as it won't leave much time for the County Administrator to address the 2021 goals. Hunt would prefer to push the timeline out a little so she can receive a vaccine before meeting in person.

Gullickson clarified the committee is comfortable with meeting in person on March 16th for the closed session and allow Hunt the option of attending remotely.

Motion (Shipman/Sikorski) to follow the option 1 timeline as presented with the first closed session on March 16, 2021. Carried 5-0.

Motion (Hull/Sikorski to approve the process as presented. Carried 5-0.

Hohlfelder reviewed the questions that will be used for the performance review and explained that the survey feedback will be compiled in separate groups to identify the feedback from the County Board, Department Heads and public.

Shipman questioned the competency rating scale. She finds them confusing and would like them to be changed so they are clearer and possibly use either a 5 or 10 point scale. She would also like to change NA to NO (not observed).

Hull clarified the ratings that we are using are the same ones that have been used for years. He would prefer to leave the ratings as they currently are.

Shipman will submit some options for rating changes to consider for the next evaluation cycle.

Motion (Shipman/Hull) to change "Not Applicable" to "Not Observed". Carried 5-0

Motion (Glen/Hunt) to approve the questions as presented. Carried 5-0.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chuck Hull, District 14
SECONDER:	Glen Sikorski, District 2 (Vice-Chair)
AYES:	Gullickson, Sikorski, Hull, Shipman, Hunt

7. UPDATES, ANNOUNCEMENTS, AND CORRESPONDENCE

A. County Board Chair Report

1. Update on District 15 County Board Supervisor Vacancy - Dean Gullickson
Gullickson reported that we received four applications. One candidate withdrew their name for consideration. He interviewed the other three candidates this week and plans to bring a recommendation to the County Board next week for confirmation.

Minutes Acceptance: Minutes of Feb 2, 2021 4:00 PM (Consent Agenda)

Executive Committee

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4:00 PM

RESULT: DISCUSSED

2. Ad Hoc Committee on Chippewa County Groundwater Quality – Dean Gullickson
Gullickson stated that he wanted to bring everyone up to speed with this item. The LCFM Committee has been reviewing the water quality report and the increase in nitrates. There are multiple agencies within the county that will have interest in this. They are discussing whether to form an Ad Hoc Committee to review this issue. If that is the decision then it will come back to the Executive Committee and County Board for approval to create the committee and appoint the members.

B. County Administrator Operation Report

1. Update on Operational Efforts Related to the COVID-19 Pandemic – Randy Scholz
Scholz gave a financial update on COVID-19. The outside doors of the courthouse will be unlocked February 15th for the public. Scholz thanked the staff for all their hard work and being so flexible and understanding during the pandemic. Shipman commended Scholz and staff for all of the hard work and the different contingency plans that everyone has put in place in order to continue providing services to the public.

RESULT: REVIEWED

Next: 2/9/2021 6:00 PM

2. Update on 2018-2021 Capital Improvement Projects – Randy Scholz
Zwiefelhofer gave an update on the status of 2018-2021 Capital Improvement Projects. The County Administrator will bring the 2022-2026 CIP Plan to the Executive Committee and County Board in June for consideration. Scholz explained he plans to reduce the number of projects for Facilities & Parks in 2022 so they can get caught up on some of the projects that have already been approved.

RESULT: REVIEWED

Next: 2/9/2021 6:00 PM

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

Hunt requested an update on redistricting.

9. ADJOURN

The meeting adjourned at 5:18 p.m.

RESULT: APPROVED [UNANIMOUS]
MOVER: Chuck Hull, District 14
SECONDER: Mechele Shipman, District 9
AYES: Gullickson, Sikorski, Hull, Shipman, Hunt

Minutes Acceptance: Minutes of Feb 2, 2021 4:00 PM (Consent Agenda)



STATEMENT OF EXPLANATION

Resolution No. 14 - 21

RESOLUTION TO CREATE TWO FULL-TIME ACCOUNT ASSISTANT POSITIONS IN THE DEPARTMENT OF HUMAN SERVICES IN 2021 TO SUPPORT THE RECOVERY AND WELLNESS CONSORTIUM - TIM EASKER

1 Passage of this resolution will create two (2) full-time Account Assistant-DHS positions in
 2 the Department of Human Services, commencing in 2021. These positions will provide fiscal
 3 support to the Recovery and Wellness Consortium (RWC) Division, specifically for
 4 Comprehensive Community Services (CCS). CCS activities include Medicaid billing, electronic
 5 health record filing, accounts payable processing, and other fiscal activities as required. The
 6 target consumers for the RWC are children and adults with mental health and substance abuse
 7 issues who receive those services through the CCS program.

8 The CCS census was 616 program consumers as of December 31, 2020 and the fiscal
 9 staff at that time consisted of 5.55 full-time employees (FTE) to support the program.
 10 Historically, each FTE supported an average of 88 consumers. Currently, however, there are 111
 11 consumers per FTE. The CCS program is growing in Chippewa and the CCS-RWC partner county
 12 members. Based on internal estimates and those of our county partners, the CCS census may
 13 grow by 34 consumers in 2021. It is imperative that the fiscal staff grow along with the
 14 consumer count to ensure that billing, documentation, provider payment, and reporting
 15 requirements are met. Failure to timely and accurately complete these requirements can
 16 adversely affect the timing of the funding from the federal government. The CCS program is a
 17 fullyfunded/reimbursed Medicaid program and therefore no additional funding would be
 18 required from Chippewa County to fund these proposed positions.

Resolution No. 14 - 21

**RESOLUTION TO CREATE TWO FULL-TIME ACCOUNT ASSISTANT POSITIONS IN THE
DEPARTMENT OF HUMAN SERVICES IN 2021 TO SUPPORT THE RECOVERY AND WELLNESS
CONSORTIUM - TIM EASKER**

WHEREAS, the Department of Human Services is the service facilitator for federal and state funding through the Comprehensive Community Services (CCS) Program, which provides intervention services for children and adults with mental health and substance abuse issues through the Recovery and Wellness Consortium (RWC); and

WHEREAS, CCS activities include Medicaid billing, electronic health record filing, accounts payable processing, and other fiscal activities as required; and

WHEREAS, the Fiscal and Contracts Division within DHS is responsible for providing fiscal support for the RWC; and

WHEREAS, the CCS program is growing in Chippewa County as well as in the CCS partner county members of the RWC; and

WHEREAS, it is expected that the CCS consumer census will increase by 34 consumers in 2021, and not increasing the fiscal capacity by a proportional amount may result in loss of revenue, non-compliance with mandatory documentation and reporting requirements, and not paying providers in a timely fashion; and

WHEREAS, it is the recommendation of the Director of the Department of Human Services and the County Administrator that the DHS Fiscal and Contracts Division be provided with two (2) new Account Assistant-DHS positions, commencing in 2021, to provide fiscal services to the RWC for the provision of services through the CCS program; and

WHEREAS, this position would be fully funded through CCS funding from the state and federal governments;

NOW, THEREFORE BE IT RESOLVED, that effective upon passage of this resolution, two (2) Account Assistant-DHS positions are hereby created in the Fiscal Division of the Department of Human Services to support the growth in the CCS program; and

BE IT FURTHER RESOLVED, that these positions will provide direct support to CCS social workers and will therefore be funded by using the Medicaid revenue generated by those positions as well as the CCS reconciliation process; and

BE IT FURTHER RESOLVED, that should the state and federal funding necessary to fund these positions no longer be available or be reduced significantly, these positions may be

eliminated.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

The fiscal impact of these proposed positions is spelled out in the attached PAC Form.

03/2/2021 Executive Committee

RESULT: FORWARD TO COUNTY BOARD [3 TO 1] Next: 3/9/2021 6:00 PM

MOVER: Chuck Hull, District 14

SECONDER: Glen Sikorski, District 2 (Vice-Chair)

AYES: Dean Gullickson, Glen Sikorski, Chuck Hull

NAYS: Annette Hunt

ABSTAIN: Mechele Shipman

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

2/8/2021

Lori Zwiefelhofer

Lori Zwiefelhofer, Finance Director

2/8/2021

Randy B. Scholz

Randy B. Scholz, County Administrator

2/8/2021



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change Form

Action Requested: ☒ New Position ☐ Fill Vacancy ☐ Other (ex: increased hours)

Department: Department of Human Services

Division: Fiscal

Current Job Description Title: Account Assistant (2) Anticipated Start Date: pending board approval

Proposed Job Description Title: (if different) _____

Direct Supervisor: Ashley Bailey

Current/Past Employee Name (blank if new position): _____ No. of Years Served in Position: _____

Current Status: ☒ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Proposed Status: ☐ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Reason for vacancy or new position (if due to vacancy - please indicate the last day of work for the employee in the position):

This PAC is for 2 Account Associate positions to support the RWC multi-county consortium

Bargaining Unit: ☐ LAW-Nurses ☐ WPPA-Patrol Officers/Investigators ☒ Non-Represented

FLSA Status: ☐ Exempt ☒ Non-Exempt

Is the position mandated? ☐ Yes ☒ No

If yes, provide statute, regulation, etc.

Position Justification Description (Why is the position needed?):

The number of consumers served is the primary driver of fiscal division activity. Each consumer increases the quantity of Medicaid billing, electronic health record (EHR) document filing, and accounts payable activity (for contracted services rendered). Additional consumers also increase the informational reporting (mandatory Program Participation System (PPS) reporting). Due to growth in our Comprehensive Community Services (CCS) program addition fiscal staff is required.

Measurement of Job Performance (e.g. clients, caseload, work output, etc.)

The primary functions of these will be Medicaid billing and electronic health record (EHR) document filing. In both cases the quantity of billing records created and electronic records filed can be measured.

Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities?

☐ Yes ☒ No

Please explain:

Is this a new position? ☒ Yes ☐ No

Would its creation cause the future elimination of another position? ☐ Yes ☒ No

If yes, please explain:

For new positions, are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other county departments, use of overtime, eliminating unnecessary work)? ☐ Yes ☒ No

Please explain:

Growth in the CCS program requires the addition of Fiscal staff

PLEASE ANSWER BOTH QUESTIONS (for WRS & ACA purposes)

In the first twelve months from the new position or refill position start date:

Do you intend to work this position 600 or more hours? ☒ Yes ☐ No

Do you intend to work this position 1200 or more hours? ☒ Yes ☐ No

Requested Annual Hours: ☒ 2088 ☐ 1500 ☐ 1044 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule 8 hrs/5 days per week

(i.e. 8 hrs/5 days per week, 8 hrs/4 days per week)

What are the consequences of **not** taking this personnel action?

We are currently behind on Medicaid billing and EHR filing for our CCS program. This is delaying the receipt of funds and ultimately could lead to lost revenue (claims to Medicaid have a one year filing limit). We are currently 3-4 months in arrears in billing.

What is the impact of not filling the position in:

3 months: Untimely receipt of funds

6 months: Untimely receipt of funds

12 months: Services become unbillable

Not at all: Services remain unbillable

For new positions, is there office space available for this position? ☒ Yes ☐ No

Will this require an office move/relocation? ☐ Yes ☒ No

Can the position costs be offset by eliminating or reducing a lower priority function? ☐ Yes ☒ No

Please explain:

The fiscal staff in DHS is not performing any discretionary tasks. Everything we do either brings in revenue or is done to meet a reporting requirement.

How does this position fit into the long-range and strategic plans of the Department and/or the County?

These positions support the activities of the RWC multi-county consortium. The RWC provides access to mental health and drug treatment options to children and adults through the Comprehensive Community Services program.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2021 BUDGETED AMOUNT FOR POSITION

new positions - not budgeted + = **Total Budgeted for Position**

Per Personnel Cost Report Per Benefit Estimate Report

Number of Hours Budgeted for Position per 2021 Personnel Cost Report: _____

General Ledger Account Number to Charge Salary to: _____
(If more than 1 account number please attach a separate document with the associated percentages)

ANNUAL FISCAL IMPACT

Minimum Fiscal Impact Starting Wage/Hire (WPPA) 19.07 of Pay Grade K

<u>19.07</u>	X	<u>2088 x 2 positions = 4176</u>	=	<u>\$79,636.32</u>
Starting Hourly Rate		Maximum Hours (2088, 1500, 1044 or 975)		Total Wages Minimum Impact
<u>\$79,636.32</u>	+	<u>14,732.72</u>	+	<u>47,996</u>
Total Wages Minimum Impact		Fringe Benefits* (Use percentage below)		Total Minimum Fiscal Impact 2021
				<u>142,365.04</u>

Position Point Fiscal Impact Position Point Wage/Max Step (WPPA) 20.98 of Pay Grade K

<u>20.98</u>	X	<u>2088 x 2 positions = 4176</u>	=	<u>87,612.48</u>
Position Point Hourly Rate		Maximum Hours (2088, 1500, 1044 or 975)		Total Wages Maximum Impact
<u>\$87,612.48</u>	+	<u>16,208.31</u>	+	<u>47,996</u>
Total Wages Position Point Impact		Fringe Benefits* (Use percentage below)		Total Maximum Fiscal Impact 2021
				<u>151,816.79</u>

* Percentages to Use: General WRS Position: 18.5% Current LTE: 17.9%
Protective WRS Position: 24% New LTE: 11.5%

**Health Insurance Annual Premium: Full Time = \$23,988 WPPA = \$21,589

2021 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION (To be completed by Finance Division)

0 + 0 = **Total YTD Expended for Position**

Wage Less Overtime Fringe Benefits Less Overtime

Retirement/Resignation Pay out Amount: _____ Budgeted Amount: _____

OTHER COSTS

Please define and breakdown "other" costs here:

***"Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay etc.

Personal equipment (tools, uniforms, safety equipment)	\$ _____
Mileage and meals	\$ _____
Training expenses (including memberships)	\$ _____
Computer equipment	\$ _____
Office furniture and supplies	\$ _____
Other operating expenses	\$ _____
Renovation/relocation costs	\$ _____
Total Other Costs	\$ _____

2021 FUNDING SOURCES

☒ Federal/State (Specify) <u>CCS Medicaid fee-for-services revenue</u>	<u>100</u> %	\$ <u>151,816.79</u>
☐ County Tax Levy _____	_____ %	\$ _____
☐ County Other (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Other (Specify) _____	_____ %	\$ _____
TOTAL	100%	\$ <u>151,816.79</u> *

*Must match above total maximum fiscal impact and other costs

Will any of the listed funding sources expire during the duration of the position? ☐ Yes ☒ No
 If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

NOTE: Attach an updated organizational chart and the approved job description located on the K:drive/Human Resources. All recommended changes for consideration should be indicated with highlights and strikeouts. Positions will not be considered absent job descriptions.

1. <u>Tim Easker</u> <u>1/27/2021</u> Department Head Recommendation Date	4. <u>[Signature]</u> <u>1-27-21</u> County Administrator Approval Date ☒ Approved ☐ Denied
2. <u>[Signature]</u> <u>1-27-21</u> Human Resources Division Review Date ☒ Recommend ☐ Not Recommend	5. _____ County Board Approval Date ☐ Approved ☐ Denied Resolution No. _____ ** New Positions Only **
3. <u>[Signature]</u> <u>1/27/21</u> Finance Division Review Date ☒ Recommend ☐ Not Recommend	

Comments: _____

**CHIPPEWA COUNTY
JOB DESCRIPTION**

Job Title: Account Assistant

FLSA: Non-Exempt

Salary Range: K

Reports To: Fiscal Manager – DHS

Department: Human Services

Date: January 2020

JOB SUMMARY

The job duties of the Account Assistant include but are not limited to support the fiscal functions for the Human Services Department under the direction of the Fiscal Manager – DHS; and to provide responsive, courteous and efficient service to County residents and the general public.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Account Assistant might be asked to perform. This job description is to incorporate any county ordinances created for the position of Account Assistant. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Manage and administer all functions of the State Program Participation system (PPS) and in-house software for the coordination of County to State reporting of Protected Health Information (PHI) along with services received and associated costs.
- Fiscal lead for the children's Long Term Support Waiver Program and the State Third Party Administrator (WPS).
- Support the maintenance of the DHS County accounting, auditing and financial reporting needs as required under the supervision of the Fiscal Manager – DHS.
- Create, prepare, post and maintain financial, client, or other information into the various County financial software and related reporting systems utilized by DHS such as Springbrook and Netsmart Avatar.
- Work with disbursement, revenue/receipting, and fixed asset financial cycles of the county as required in support of County and DHS financial reporting requirements.
- Support, monitor and maintain the DHS accounts receivable and insurance billing systems as well as related client information reporting systems in support of the community Mental Health and Recovery Services and Targeted Case Management program functions.
- Coordinate State/County information collection and exchange through use of state reporting systems and stay informed on the implementation of new reporting modules sponsored by the state. Advise providers and staff of any necessary reporting changes.
- Verify accurate data entry for timesheets and process biweekly payrolls in accordance with direction from the Human Resource Division. Provide training and support to DHS staff for time entry.

- Perform fiscal data entry, various reconciliations, and prepare State and internal reports to meet both external and internal fiscal reporting requirements.
- Perform other fiscal duties that may be assigned by the Fiscal Manager – DHS.
- Perform similar duties in other departments of the County as determined by the Finance Director and the Sr. Fiscal Manager.
- Provide backup to Consumer Financial Services.

Customers:

- Internal employees and managers
- Partner County employees and managers
- Consumers we see on a daily basis

Team Members:

- Members of DHS Fiscal Division

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Associate Degree in accounting, business, finance or closely related field required.
- Four (4) years recent experience required.
- At least two (2) years' work experience accounting, Accounts Payable, Accounts Receivable and statistical reporting required.
- A valid driver's license required.

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations in a responsible manner.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software.
- Ability to use Springbrook and other internal software systems.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to perform complex mathematical calculations.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to use good judgement and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

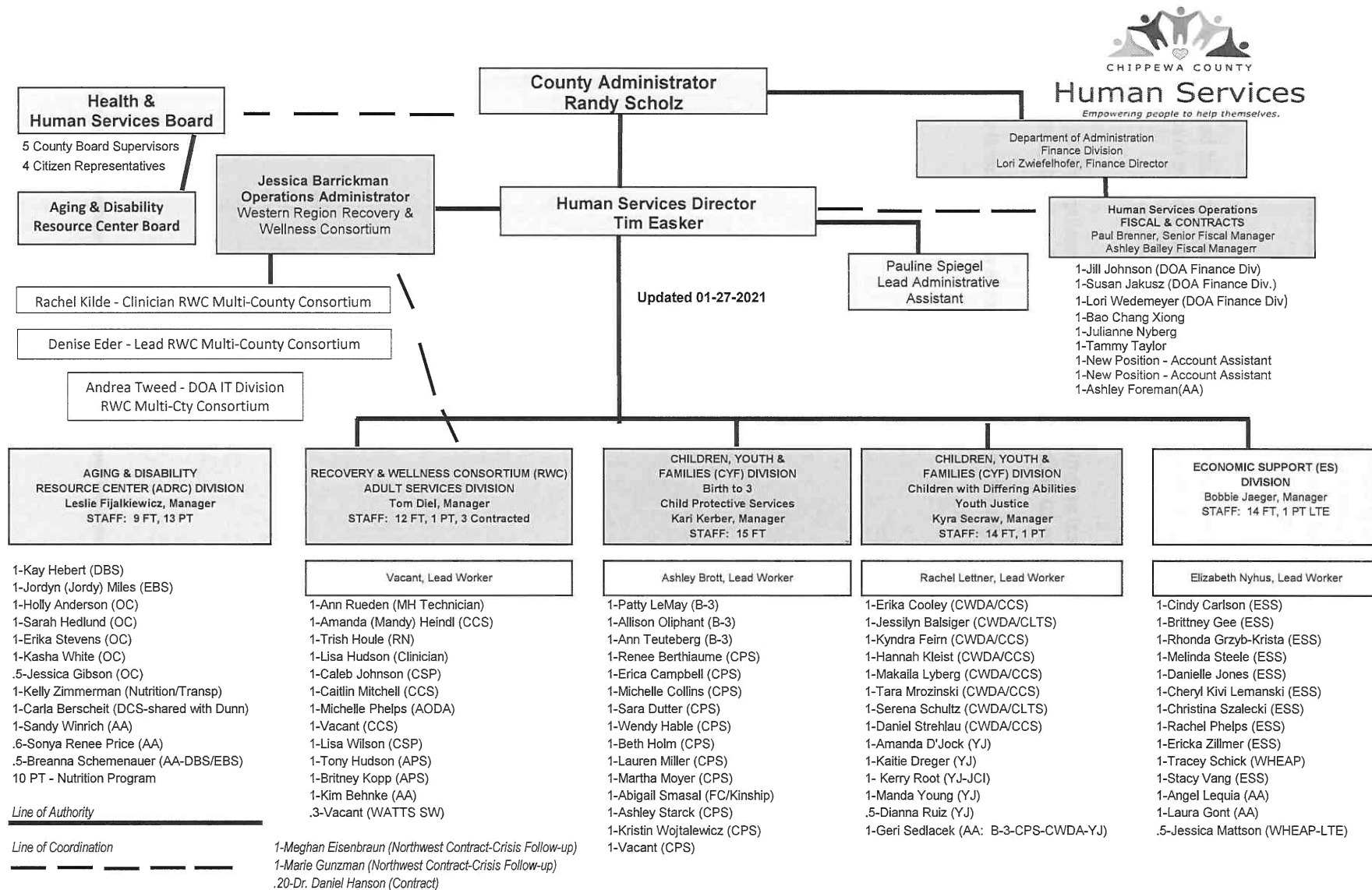
- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Works primarily in an office setting.

Chippewa County Department of Human Services

Organizational Chart - Employees





Capital Improvement Program (CIP) Justification Form

Budget Year	Department Name	Project Name			
2022	Information Technology	Replacement end user devices & data center equipment			
Priority	Total Expenditure	Source of Funding			
		Fund Balance / Non-Lapsing	Sales Tax	Borrowing	Grants
Necessary	\$265,000		\$265,000		
Projects should be ranked for the next fiscal year only. Projects for years 2-5 are placeholders.					
Department Head Recommended Ranking		Committee Approved Ranking			
1					
Project Description and Justification					
This funding will be used for: • Equipment in the data center to replace security camera servers, top of rack switches, wireless AP's, add paging system speakers and VMWare Server Cluster server. • End user devices for employees consisting of personal computers, laptops and LCD panels The above funding will ensure that Chippewa County continues to sustain technology needed by refreshing equipment on a regular basis using industry replacement standards to insure proper resources/tools are provided for the employees to accomplish their daily tasks. Replacing data center equipment provides secure, high availability and redundant county-wide systems. \$125,000 Data Center equipment consists of: Top of rack and core switches Security camera servers Wireless AP's VMWare Server Cluster server \$140,000 End User devices consist of: Personal computers or Laptops – replaced on a 5 yr plan LCD panels & accessories replaced as needed End user desk phones					
Additional Action and/or Comments from Committee					
Submitted by: <u>Andrew Bauer</u> Date: <u>2/18/2021</u>					

Completed forms should be reviewed with the policy committees and then submitted to the County Administrator's office.



Appendix DOA-304-A

Capital Improvement Program (CIP) Justification Form

Budget Year	Department Name	Project Name			
2022	Information Technology	Courtroom audio/video updates			
Priority	Total Expenditure	Source of Funding			
		Fund Balance / Non-Lapsing	Sales Tax	Borrowing	Grants
Necessary	80,000		80,000		
Projects should be ranked for the next fiscal year only. Projects for years 2-5 are placeholders.					
Department Head Recommended Ranking		Committee Approved Ranking			
2					
Project Description and Justification					
This funding will be used for: Replacement of all 3 courtroom polycom units as well the Jail Polycom unit that are used for video court appearances Component replacement of audio/video systems The above funding will ensure that Chippewa County continues to sustain technology needed by refreshing equipment on a regular basis using industry replacement standards to insure that proper resources/tools are provided for the employees to accomplish their daily tasks. The Current Polycom units will be end of support in October 2021.					
Additional Action and/or Comments from Committee					
Submitted by: <u>Andrew Bauer</u> Date: <u>2/18/2021</u>					

Attachment: IT Division 2022-2026 CIP Justification Forms (6242 : IT Division 2022-2026 Capital Improvement Projects - Andy Bauer)

Completed forms should be reviewed with the policy committees and then submitted to the County Administrator's office.



Capital Improvement Program (CIP) Justification Form

Budget Year	Department Name	Project Name			
2023	Information Technology	Replacement end user devices & data center equipment			
Priority	Total Expenditure	Source of Funding			
		Fund Balance / Non-Lapsing	Sales Tax	Borrowing	Grants
Necessary	\$275,000		\$275,000		
Projects should be ranked for the next fiscal year only. Projects for years 2-5 are placeholders.					
Department Head Recommended Ranking		Committee Approved Ranking			
Project Description and Justification					
This funding will be used for: • Equipment in the data center to replace camera storage, backup storage, phone system upgrade, email archive and wireless APs • End user devices for employees consisting of personal computers, laptops and LCD panels The above funding will ensure that Chippewa County continues to sustain technology needed by refreshing equipment on a regular basis using industry replacement standards to insure proper resources/tools are provided for the employees to accomplish their daily tasks. Replacing data center equipment provides secure, high availability and redundant county-wide systems. \$135,000 Data Center equipment consists of: Backup Storage Phone System Upgrade Intradyn Email Archive Wireless APs \$140,000 End User devices consist of: Personal computers or Laptops – replaced on a 5 yr plan LCD panels & accessories replaced as needed End user desk phones					
Additional Action and/or Comments from Committee					
Submitted by: <u>Andrew Bauer</u> Date: <u>2/18/2021</u>					

Completed forms should be reviewed with the policy committees and then submitted to the County Administrator's office.



Capital Improvement Program (CIP) Justification Form

Budget Year	Department Name	Project Name			
2023	Information Technology	Courtroom audio system updates			
Priority	Total Expenditure	Source of Funding			
		Fund Balance / Non-Lapsing	Sales Tax	Borrowing	Grants
Necessary	\$75,000		\$75,000		
Projects should be ranked for the next fiscal year only. Projects for years 2-5 are placeholders.					
Department Head Recommended Ranking		Committee Approved Ranking			
Project Description and Justification					
This funding will be used for: Updating all 3 courtroom sound systems. The current sound systems were last updated around 2012. These updates would replace components with plans to get another 7+ years out of the new systems. The above funding will ensure that Chippewa County continues to sustain technology needed by refreshing equipment on a regular basis using industry replacement standards to insure that proper resources/tools are provided for the employees to accomplish their daily tasks. The Court systems rely on these sound systems on a daily basis to accomplish their tasks. If these systems aren't updated, the potential for outages increases and this would cause major disruptions to Court proceedings and schedules.					
Additional Action and/or Comments from Committee					
Submitted by: <u>Andrew Bauer</u> Date: <u>2/18/2021</u>					

Completed forms should be reviewed with the policy committees and then submitted to the County Administrator's office.



Appendix DOA-304-A

Capital Improvement Program (CIP) Justification Form

Budget Year	Department Name	Project Name			
2024	Information Technology	Replacement end user devices & data center equipment			
Priority	Total Expenditure	Source of Funding			
		Fund Balance / Non-Lapsing	Sales Tax	Borrowing	Grants
Necessary	\$275,000		\$275,000		
Projects should be ranked for the next fiscal year only. Projects for years 2-5 are placeholders.					
Department Head Recommended Ranking		Committee Approved Ranking			
Project Description and Justification					
This funding will be used for: • Equipment in the data center to replace storage area networks (SAN), cisco router and wireless APs • End user devices for employees consisting of personal computers, laptops, LCD panels, conference room projectors and phones The above funding will ensure that Chippewa County continues to sustain technology needed by refreshing equipment on a regular basis using industry replacement standards to insure that proper resources/tools are provided for the employees to accomplish their daily tasks. Replacing data center equipment provides secure, high availability and redundant countywide systems. Replacement is based on useful life of equipment. \$135,000 Data Center equipment consists of: Storage Area Networks (SAN) Cisco DMVPN routers Wireless APs \$140,000 End User devices consist of: Personal computers or Laptops – replaced on a 5 yr plan LCD panels & accessories replaced as needed End user desk phones					
Additional Action and/or Comments from Committee					
Submitted by: <u>Andrew Bauer</u> Date: <u>2/18/2021</u>					

Attachment: IT Division 2022-2026 CIP Justification Forms (6242 : IT Division 2022-2026 Capital Improvement Projects - Andy Bauer)

Completed forms should be reviewed with the policy committees and then submitted to the County Administrator's office.



Capital Improvement Program (CIP) Justification Form

Budget Year	Department Name	Project Name			
2025	Information Technology	Replacement end user devices & data center equipment			
Priority	Total Expenditure	Source of Funding			
		Fund Balance / Non-Lapsing	Sales Tax	Borrowing	Grants
Necessary	\$250,000		\$250,000		
Projects should be ranked for the next fiscal year only. Projects for years 2-5 are placeholders.					
Department Head Recommended Ranking		Committee Approved Ranking			
Project Description and Justification					
This funding will be used for: • Equipment in the data center to replace storage area networks (SAN), Cisco switches, wireless APs, VMWare cluster server and firewalls • End user devices for employees consisting of personal computers, laptops, tablet, projectors and LCD panels The above funding will ensure that Chippewa County continues to sustain technology needed by refreshing equipment on a regular basis using industry replacement standards to insure that proper resources/tools are provided for the employees to accomplish their daily tasks. Replacing data center equipment provides secure, high availability and redundant countywide systems. Replacement is based on useful life of equipment. \$150,000 Data Center equipment consists of: Storage Area Networks (SAN) VMWare cluster servers Firewalls Wireless APs Top of rack switches \$100,000 End User devices consist of: Personal computers, laptops, tablets, projectors - replaced on a 5 year plan LCD panels & accessories replaced as needed					
Additional Action and/or Comments from Committee					
Submitted by: <u>Andrew Bauer</u> Date: <u>2/18/2021</u>					

Attachment: IT Division 2022-2026 CIP Justification Forms (6242 : IT Division 2022-2026 Capital Improvement Projects - Andy Bauer)

Completed forms should be reviewed with the policy committees and then submitted to the County Administrator's office.



Capital Improvement Program (CIP) Justification Form

Budget Year	Department Name	Project Name			
2026	Information Technology	Replacement end user devices & data center equipment			
Priority	Total Expenditure	Source of Funding			
		Fund Balance / Non-Lapsing	Sales Tax	Borrowing	Grants
Necessary	\$245,000		\$245,000		
Projects should be ranked for the next fiscal year only. Projects for years 2-5 are placeholders.					
Department Head Recommended Ranking		Committee Approved Ranking			
Project Description and Justification					
This funding will be used for: • Equipment in the data center to replace storage area networks (SAN), VMWare servers • End user devices for employees consisting of personal computers, laptops, tablet, projectors and LCD panels The above funding will ensure that Chippewa County continues to sustain technology needed by refreshing equipment on a regular basis using industry replacement standards to insure that proper resources/tools are provided for the employees to accomplish their daily tasks. Replacing data center equipment provides secure, high availability and redundant countywide systems. Replacement is based on useful life of equipment. \$145,000 Data Center equipment consists of: VMWare Server Cluster server Storage Area Networks (SAN) \$100,000 End User devices consist of: Personal computers, laptops, tablets, projectors - replaced on a 5 year plan LCD panels & accessories replaced as needed					
Additional Action and/or Comments from Committee					
Submitted by: <u>Andrew Bauer</u> Date: <u>2/18/2021</u>					

Completed forms should be reviewed with the policy committees and then submitted to the County Administrator's office.



Department of Administration

Randy B. Scholz, County Administrator

February 23, 2021

TO: County Board Supervisors

FR: Randy Scholz

RE: Update on Redistricting Process and Recommendation for County Board Size

We have recently been informed that there will be a delay in the counties receiving data from the US Census Bureau. This delay will significantly impact the redistricting process so I wanted to get an update to the County Board right away so you are aware of this, even though we have limited information at this time.

We would normally receive information from the US Census Bureau by March 31st. Once that happens, per Wis. Stats. § 59.10(3) the County has 60 days to hold a public hearing and adopt a tentative county supervisory district plan. Then the municipalities have the next 60 days to create wards/adjustment of lines. Finally, the County must hold a public hearing and adopt a final plan within the next 60 days.

Issue – On February 3, 2021, we were notified that we would not receive data from the US Census Bureau until sometime after July 31, 2021. Then on February 12, 2021, we received notification that the US Census Bureau pushed the date back again to September 30, 2021. Due to these delays, counties will not be able to commence the redistricting process within the timeframe required by statute, and, depending on the extent of the delay, completion of the redistricting process prior to the December 1, 2021 deadline for filing nomination papers for the 2022 spring election may be impossible.

The WCA held an initial webinar to discuss the issues related to this delay, get feedback from the counties, and tried to initially identify some possible solutions. The WCA took that feedback and met with the legislature several times to discuss this issue. The WCA also had the attorneys at vonBriesen & Roper, s.c. prepare a memo that outlines all of the issues, concerns, and possible solutions. We included a copy of that in the agenda packet. The WCA is recommending that whatever solution is decided on should apply to all 72 counties so there is consistency. The WCA is holding another webinar on February 24, 2021, so we hope to get more direction at that time.

Issue – On September 8, 2020, the County Board approved Resolution 31-20 that authorized staff to prepare a tentative supervisory redistricting plan based on a tentative County Board size consisting of 21 County Board Supervisors.

With the delay in receiving the census data and the compressed timeline, it will be almost impossible to move forward with increasing the size of the County Board for the April 2022 election. Although the redistricting process this time will still be incredibly challenging, under the current circumstances it will be much easier for us to meet the statutory obligations and timelines if we stay with the current County Board size of 15 supervisors.

I realize the topic of the County Board size is something that many of you have discussed for some time now, which is why I wanted to get this information out to you as soon as possible. I hope this gives you some time to think about the issue. As soon as we get more information from the WCA, we will share that with the Executive Committee and County Board and discuss how to move forward.

Let me know if you have any questions or concerns at this time.

Randy Scholz
County Administrator

February 12, 2021



U.S. CENSUS BUREAU ANNOUNCES TIMELINE FOR RELEASING REDISTRICTING DATA

Delivery to States and Public Now Expected by September 30, 2021

U.S. Census Report Update February 12, 2021 – If the pandemic hadn't occurred, the U.S. Census Bureau would be on the verge of delivering the first round of redistricting data from the 2020 Census. The original plan was to deliver the data in state groupings starting February 18, 2021 and finishing by March 31, 2021.

However, COVID-19 delayed census operations significantly. Consistent with previous census, the U.S. Census is focusing first on the constitutional obligation to deliver the state population counts for apportionment to the President.

As was recently announced, the deadline for this work is **April 30, 2021**. This focus on meeting our constitutional obligation has delayed some of the processing activities necessary to generate the redistricting counts. **We expect to deliver the redistricting data to the states and the public by September 30, 2021.**

Now that we have finalized the schedule for completing the apportionment counts (by April 30, 2021), we have been able to finalize a schedule for the redistricting data. Note that this data delivery will be a single national delivery, rather than our originally-planned staggered delivery of redistricting data.

- Read the full U.S. Census Bureau update, including delivery schedule for the redistricting data, [by clicking here](#).



JOIN WCA FOR A FOLLOW-UP WEBINAR: COUNTY REDISTRICTING IN THE FACE OF U.S. CENSUS REPORTING DELAYS

WEDNESDAY, FEBRUARY 24, 2021 • 1:00 P.M

On February 9, 2021, WCA and WCA General Counsel von Briesen & Roper, s.c. held an initial webinar on the topic. (In the event you missed the February 9, 2021 webinar, you can see it [here](#).)

A second webinar is being held February 24, 2021 at 1:00 p.m. to update counties as to the Legislature's ideas on potential fixes and otherwise understand the practicalities surrounding implementation of a fix.

ADDITIONAL RESOURCES — A legal memo on this topic, [2021 Redistricting Process and Census Delay](#), was issued on February 11, 2021 by von Briesen & Roper, s.c. This document will be discussed in detail at the February 24, 2021 meeting.

WHO SHOULD ATTEND — County board chairs, executives, administrators, administrative coordinators, county clerks, county supervisors, corporation counsels, as well as all other interested parties. **PLEASE PASS ALONG TO ANYONE IN YOUR COUNTY INVOLVED IN THE REDISTRICTING PROCESS.**

JOIN ZOOM ON WEDNESDAY, FEBRUARY 24, 2021 • 1:00 P.M

THERE IS NO REGISTRATION FOR THIS WEBINAR, SIMPLY JOIN ON WEDNESDAY, FEBRUARY 24 AT 1:00 P.M.

Please note that this webinar is for informational purposes and is not individualized legal advice. County officials should always consult with their corporation counsels.

QUESTIONS?

For any questions, please contact WCA Government Affairs Associate Marcie Rainbolt at 608.663.7188 or [via email](#).



LEGAL MEMORDANDUM

TO: Mark D. O’Connell, Executive Director
 Kyle Christianson, Director of Government Affairs
 Marcie Rainbolt, Government Affairs Associate
 Wisconsin Counties Association

FROM: Andrew T. Phillips and Bennett J. Conard
 von Briesen & Roper, s.c.

RE: 2021 Redistricting Process and Census Delay

DATE: February 11, 2020

BACKGROUND

The U.S. Census Bureau (the “Bureau”) adjusted its 2020 operations due to the COVID-19 pandemic resulting in delays to the Bureau’s reporting and publishing of data (“P.L. data”) necessary to redistrict at the county and municipal levels of government. The P.L. data is typically received no later than April 1, but now is not expected until at least July 30, 2021. Because of these delays, counties will not be able to commence the redistricting process within the timeframe required by statute, and, depending on the extent of the delay, counties may be unable to complete the redistricting process prior to the December 1 deadline for filing nomination papers for the 2022 spring election.

This memorandum provides a brief overview of the statutory deadlines in the county redistricting process, the difficulties faced by counties due to the delayed release of the P.L. data, and potential options to address these issues.

ANALYSIS

A. Key Federal Deadlines

In the typical redistricting process, the Bureau must provide states with the P.L. data no later than March 31 of the year following the census (*i.e.*, March 31, 2021 for the 2020 census). 13 U.S.C. 141(c). However, the Bureau has announced it will not be able to provide the P.L. data until at least July 30, 2021.¹ Importantly, the Bureau has indicated July 30 is the earliest the P.L.

¹ <https://www.npr.org/2021/01/27/961247853/census-numbers-for-dividing-up-house-seats-delayed-until-april-30-bureau-says>

data would be released and has not provided any indication of when counties may actually expect receipt of the P.L. data.

B. State Statutory Deadlines for Counties

1. Step 1 – County Tentative Plan (60 days, but no later than July 1)

The county and municipal redistricting process commences once the state receives the P.L. data and the data is made available to counties. Wis. Stat. § 59.10(3)(b)1. When the P.L. data becomes available, every county has 60 days to create a tentative redistricting plan,² hold a public hearing³ on the tentative plan, and adopt the tentative plan (collectively, “Step 1”). Wis. Stat. § 59.10(3)(b)1. However, Wis. Stat. § 59.10(3)(b)1. also contains a hard deadline of July 1 to complete Step 1 in its entirety (*i.e.*, not simply commence Step 1 by the July 1 deadline). Obviously, the July 1 deadline is impossible for counties to meet given the P.L. data will not be released until sometime after July 30, 2021.

2. Step 2 – Creation of Municipal Wards (60 days)

Counties must then transmit the tentative plan and also a written statement regarding the proposed location of wards to each municipality within the county. Wis. Stat. § 59.10(3)(b)1. Each municipality must then create wards or adjust its ward lines in accordance with the tentative county plan⁴ within 60 days of receipt of the tentative plan (“Step 2”). Wis. Stat. § 59.10(3)(b)2.

3. Step 3 – Adoption of Final County Plan (60 days)

Finally, every county board must hold a public hearing⁵ and adopt a final supervisory district plan within 60 days after every municipality in the county completes Step 2 (“Step 3”). Wis. Stat. § 59.10(3)(b)3. During a typical redistricting process, Step 3 would be completed no later than the end of October. This then gives county clerks sufficient opportunity to prepare for the nomination paper circulation period for the next spring election (the first election utilizing the new districts). The nomination paper circulation period commences on December 1. Wis. Stat. § 8.02.

² The tentative plan must set forth the number of supervisory districts proposed by the board and tentative boundaries or a description of boundary requirements. Wis. Stat. § 59.10(3)(b)1.

³ The public hearing is subject to the Class 3 notice requirements in Wis. Stat. § 985.07, which would require three insertions in the county’s official newspaper.

⁴ Municipalities are not required to strictly comply with the county’s tentative plan, but must (1) make a good faith effort to accommodate the tentative plan for the county or counties in which it is located; and (2) to divide itself into wards in a way that permits the creation of supervisory districts that conform to the population requirements of the tentative plan.

⁵ Like the public hearing on the tentative plan, the public hearing on the final plan is subject to the Class 3 notice requirements in Wis. Stat. § 985.07, which would require three insertions in the county’s official newspaper

C. Consequences for Failure to Adhere to Statutory Deadlines

While there are no direct penalties associated with missing the July 1 statutory deadline discussed above, there are a multitude of consequences and downstream effects that will result from not completing the redistricting process in time.

As mentioned above, the nomination paper circulation period for the 2022 Spring election commences on December 1. The existing county redistricting plan will remain in effect if the redistricting process is not completed prior to this date. See Wis. Stat. § 59.10(3)(b)4. (providing that a final redistricting plan remains in effect until the plan is superseded by a subsequent plan enacted pursuant to statute and filed with the Secretary of State). This scenario would be problematic for several reasons, including:

1. County supervisors are required to be qualified electors and residents of their respective districts. If redistricting is completed after the nomination paper deadline for the 2022 spring election, there could be situations in which candidates for certain districts are no longer residents of their district based on the new redistricting plan. Likewise, if the process is completed after the spring election, county supervisors may be deemed to have vacated their office if they are no longer a resident of their district under the new redistricting plan. Wis. Stat. § 17.03(4)(c).
2. Possible legal challenges for failure to comply with the statutory deadlines for redistricting.
3. Possible legal challenges under constitutional redistricting principles (*i.e.*, “one person, one vote” principles) if existing supervisory districts no longer satisfy constitutional tests based on new P.L. data.

D. Potential Solutions.

There are potential solutions to the problems identified above, but implementation would require amendments to existing statutes. While there are additional avenues to explore, in light of the Bureau’s inability to provide a definitive deadline for delivery of the P.L. data, it seems the best solution may be to postpone the redistricting process.

CONCLUSION

Due to delays in the 2020 U.S. census process, counties will not be able to commence the redistricting process within the timeframe required by statute, and, depending on the extent of the delay, completion of the redistricting process prior to the December 1 deadline for filing nomination papers for the 2022 spring election may be impossible. A statutory change is required to address this issue so that counties and municipalities do not run afoul of their statutory duties and also to avoid downstream consequences resulting from the failure to redistrict in the time provided under current law.

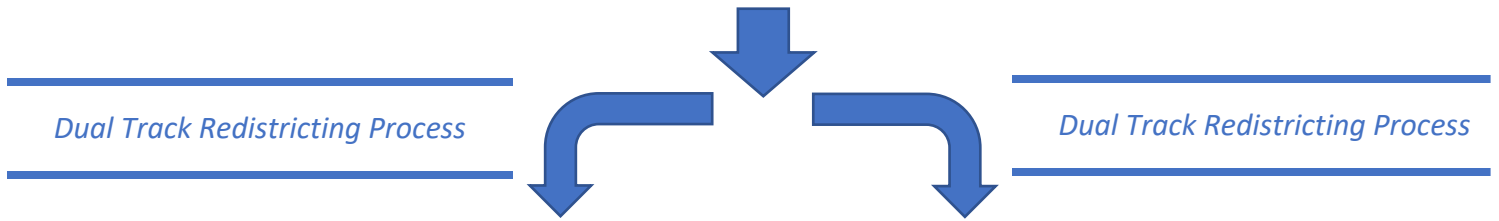
If you have any questions surrounding this memorandum, please do not hesitate to contact us. We appreciate the opportunity to be of service to the Association and its member counties.

35954308_1

Redistricting Changes

Key Dates and Proposed Timeline

Release of P.L. Data expected by September 30



Counties and Municipalities

Legislature

09/30/2021	Counties may begin Phase 1 (tentative plan)	Legislature begins state redistricting process
11/23/2021	Publication of Type A Notice for 2022 Spring Elections (using current districts and wards)	
12/01/2021	2022 Spring Election Nomination Papers	
02/28/2022	Deadline for Counties to complete Phase 1	
03/01/2022	Municipalities begin Phase 2 (adjustment of wards)	
04/01/2022	Deadline for completion of Legislative Redistricting	
04/05/2022	Spring Election (using current (2010) districts and wards)	
04/11/2022	Publication of Type A Notice for 2022 Fall General Elections (using new state districts)	
04/15/2022	2022 Fall General Election Nomination Papers	
05/15/2022	Deadline for Municipalities to complete Phase 2 New wards effective Spring 2023 for municipal elections	New wards take effect for state elections in fall 2022
06/01/2022	Counties begin Phase 3 (adoption of final county redistricting plan)	
06/12/2022	Ballots printed and mailed for fall primary (using new wards)	
08/01/2022	Deadline for Counties to complete Phase 3. New county districts take effect in Spring 2024	