

CHIPPEWA COUNTY

EXECUTIVE COMMITTEE

REGULAR MEETING

AUGUST 2, 2022

CHIPPEWA COUNTY COURTHOUSE, RM 302

4:00 PM

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 5 (Chair)	Present	
Ken Schmitt	Chippewa County	District 3 (Vice-Chair)	Excused	
Harold Steele	Chippewa County	District 2	Present	
Glen Sikorski	Chippewa County	District 6	Present	
Jason Bergeron	Chippewa County	District 7	Present	

Others Present: Randy Scholz, Traci Bremness, Tim Easker, Angela Weideman, Lori Zwiefelhofer, Toni Hohlfelder, Andy Bauer, Jackie Sadler, Patty Schimmel, Melanie McManus, Peter Johnston, Kyra Secraw, Carla Halvorson, Tom Diel, Jim Sherman, Leslie Fijalkiewicz

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

4. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jason Bergeron, District 7
SECONDER:	Harold Steele, District 2
AYES:	Gullickson, Steele, Sikorski, Bergeron
EXCUSED:	Schmitt

1. Approve the Agenda

2. Approve the Minutes

Executive Committee - Regular Meeting - Jul 19, 2022 4:00 PM

3. Schedule Next Meeting Date - August 16, 2022

5. REPORTS

6. BUSINESS ITEMS

1. Ordinance to Amend Sec. 2-2 of the Chippewa County Code of Ordinances Regarding Hours of Operation - Randy Scholz

Executive Committee

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4:00 PM

Scholz explained this change is an effort to compete with the private sector who is giving large wage increases to their employees, which is something that we can't do. This will hopefully help with recruitment and retention of our employees. This ordinance would only change the hours the courthouse is open to the public. Employees still have the ability to flex their time as long as they work their 40 hours per week and there is office coverage to assist the public when the courthouse is open.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/9/2022 6:00 PM
MOVER:	Jason Bergeron, District 7	
SECONDER:	Harold Steele, District 2	
AYES:	Gullickson, Steele, Sikorski, Bergeron	
EXCUSED:	Schmitt	

2. Resolution to Approve Levy for Salary Adjustments in 2023 – Randy Scholz

Scholz stated this proposal is the same as last year. We're also planning to stay approximately \$60,000 under our levy limits to help pay for the market analysis implementation.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/9/2022 6:00 PM
MOVER:	Glen Sikorski, District 6	
SECONDER:	Harold Steele, District 2	
AYES:	Gullickson, Steele, Sikorski, Bergeron	
EXCUSED:	Schmitt	

3. Resolution to Establish Health Insurance Funding for the 2023 Budget – Randy Scholz

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/9/2022 6:00 PM
MOVER:	Harold Steele, District 2	
SECONDER:	Glen Sikorski, District 6	
AYES:	Gullickson, Steele, Sikorski, Bergeron	
EXCUSED:	Schmitt	

4. Resolution to Create a Part-Time Options Counselor Position in the Aging & Disability Resource Center – Randy Scholz/Leslie Fijalkiewicz

Fijalkiewicz explained this position is fully funded through the ADRC grants. They currently have an LTE position they want to transition to a part-time position. Steele stated he is uncomfortable with the word "may" and not "shall" with regards to the position being eliminated if the funding goes away.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/9/2022 6:00 PM
MOVER:	Jason Bergeron, District 7	
SECONDER:	Dean Gullickson, District 5 (Chair)	
AYES:	Gullickson, Steele, Sikorski, Bergeron	
EXCUSED:	Schmitt	

5. Resolution to Create an Environmental Health Specialist Position in the Department of Public Health – Randy Scholz/Angela Weideman

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Steele asked if this would allow us to start testing our lakes, etc. Weideman commented that hopefully within a year they could do that. They would need to set up a water testing lab.

Sikorski asked if this would help with the nitrate tracking. Weideman explained that will require more staff than just this person if we want to focus on individual wells.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/9/2022 6:00 PM
MOVER:	Harold Steele, District 2	
SECONDER:	Glen Sikorski, District 6	
AYES:	Gullickson, Steele, Sikorski, Bergeron	
EXCUSED:	Schmitt	

6. Resolution to Create a Clinician Position in the Recovery and Wellness Consortium Division of the Department of Human Services to Provide Comprehensive Community Services – Randy Scholz/Tim Easker

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/9/2022 6:00 PM
MOVER:	Jason Bergeron, District 7	
SECONDER:	Glen Sikorski, District 6	
AYES:	Gullickson, Steele, Sikorski, Bergeron	
EXCUSED:	Schmitt	

7. Resolution to Create 3 Social Worker Positions in the Department of Human Services to Provide Comprehensive Community Services – Randy Scholz/Tim Easker

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/9/2022 6:00 PM
MOVER:	Glen Sikorski, District 6	
SECONDER:	Jason Bergeron, District 7	
AYES:	Gullickson, Steele, Sikorski, Bergeron	
EXCUSED:	Schmitt	

8. Resolution to Create a Children's Long Term Services Social Worker Position in the Department of Human Services – Randy Scholz/Tim Easker

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/9/2022 6:00 PM
MOVER:	Jason Bergeron, District 7	
SECONDER:	Harold Steele, District 2	
AYES:	Gullickson, Steele, Sikorski, Bergeron	
EXCUSED:	Schmitt	

9. County Board 2023 Budget Review - Randy Scholz

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RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Harold Steele, District 2
SECONDER:	Glen Sikorski, District 6
AYES:	Gullickson, Steele, Sikorski, Bergeron
EXCUSED:	Schmitt

10. County Administrator 2023 Budget Preview - Randy Scholz

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Glen Sikorski, District 6
SECONDER:	Jason Bergeron, District 7
AYES:	Gullickson, Steele, Sikorski, Bergeron
EXCUSED:	Schmitt

11. Criminal Justice Services Division 2023 Budget Review - Rose Baier

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Jason Bergeron, District 7
SECONDER:	Harold Steele, District 2
AYES:	Gullickson, Steele, Sikorski, Bergeron
EXCUSED:	Schmitt

12. Finance Division 2023 Budget Review - Lori Zwiefelhofer

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Harold Steele, District 2
SECONDER:	Glen Sikorski, District 6
AYES:	Gullickson, Steele, Sikorski, Bergeron
EXCUSED:	Schmitt

13. Human Resources Division 2023 Budget Review - Toni Hohlfelder

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Jason Bergeron, District 7
SECONDER:	Glen Sikorski, District 6
AYES:	Gullickson, Steele, Sikorski, Bergeron
EXCUSED:	Schmitt

14. Information Technology Division 2023 Budget Review - Andy Bauer

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RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Harold Steele, District 2
SECONDER:	Jason Bergeron, District 7
AYES:	Gullickson, Steele, Sikorski, Bergeron
EXCUSED:	Schmitt

15. County Clerk 2023 Budget Review - Jackie Sadler

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Glen Sikorski, District 6
SECONDER:	Harold Steele, District 2
AYES:	Gullickson, Steele, Sikorski, Bergeron
EXCUSED:	Schmitt

16. Register of Deeds 2023 Budget Review - Melanie McManus

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Jason Bergeron, District 7
SECONDER:	Glen Sikorski, District 6
AYES:	Gullickson, Steele, Sikorski, Bergeron
EXCUSED:	Schmitt

17. Treasurer 2023 Budget Review - Patty Schimmel

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Harold Steele, District 2
SECONDER:	Glen Sikorski, District 6
AYES:	Gullickson, Steele, Sikorski, Bergeron
EXCUSED:	Schmitt

18. Veterans Service 2023 Budget Review - Peter Johnston

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Jason Bergeron, District 7
SECONDER:	Glen Sikorski, District 6
AYES:	Gullickson, Steele, Sikorski, Bergeron
EXCUSED:	Schmitt

7. UPDATES, ANNOUNCEMENTS, AND CORRESPONDENCE

Executive Committee

Minutes

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Regular Meeting

Chippewa County Courthouse, Rm 302

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A. County Board Chair Report

B. County Administrator Operation Report

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

Sikorski would like to discuss possibly adjusting the County Board agenda order so they can do business items before reports.

Steele would like to discuss the length of meetings and possibly having two County Board meetings per month if needed to address urgent items.

9. ADJOURN

The meeting adjourned at 5:15 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Glen Sikorski, District 6
SECONDER:	Harold Steele, District 2
AYES:	Gullickson, Steele, Sikorski, Bergeron
EXCUSED:	Schmitt

CHIPPEWA COUNTY

EXECUTIVE COMMITTEE

REGULAR MEETING

JULY 19, 2022

CHIPPEWA COUNTY COURTHOUSE, RM 302

4:00 PM

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 5 (Chair)	Present	
Ken Schmitt	Chippewa County	District 3 (Vice-Chair)	Present	
Harold Steele	Chippewa County	District 2	Present	
Glen Sikorski	Chippewa County	District 6	Present	
Jason Bergeron	Chippewa County	District 7	Present	

Others Present: Randy Scholz, Traci Bremness, Patty Schimmel, Peter Johnston, Todd Pauls, Toni Hohlfelder, Deb Blevins, Lori Zwiefelhofer, Jackie Sadler, Doug Clary

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

4. CONSENT AGENDA

RESULT: APPROVED [UNANIMOUS]
MOVER: Harold Steele, District 2
SECONDER: Ken Schmitt, District 3 (Vice-Chair)
AYES: Gullickson, Schmitt, Steele, Sikorski, Bergeron

1. Approve the Agenda

2. Approve the Minutes

Executive Committee - Regular Meeting - Jul 5, 2022 4:00 PM

3. Schedule Next Meeting Date - August 2, 2022

5. REPORTS

1. County Treasurer Department Orientation - Patty Schimmel
Schimmel gave an overview of the County Treasurer Department.

RESULT: DISCUSSED

2. Veterans Service Department Orientation - Peter Johnston
Johnston gave an overview of the Veterans Service Department.

Minutes Acceptance: Minutes of Jul 19, 2022 4:00 PM (Consent Agenda)

Executive Committee

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RESULT: DISCUSSED

6. UPDATES, ANNOUNCEMENTS, AND CORRESPONDENCE

- A. County Board Chair Report
- B. County Administrator Operation Report

7. BUSINESS ITEMS

1. Resolution to Rescind Resolution 21-22 Regarding Approval of a Lease Agreement with US Cellular - Randy Scholz

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/9/2022 6:00 PM
MOVER:	Harold Steele, District 2	
SECONDER:	Jason Bergeron, District 7	
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron	

2. Corporation Counsel Division 2023 Fees - Todd Pauls
Pauls proposed increasing Chapter 54 Guardianship fees for 2023. The fees have not increased since 2012. His goal is to review the fees every five years. The new increase will be effective January 1, 2023.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Glen Sikorski, District 6
SECONDER:	Harold Steele, District 2
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron

3. Corporation Counsel 2023 Budget - Todd Pauls
Pauls reviewed the 2023 proposed budget for the Corporation Counsel Division. He explained the cyber liability insurance is increasing rapidly.

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Jason Bergeron, District 7
SECONDER:	Ken Schmitt, District 3 (Vice-Chair)
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron

4. Review Revisions to the Human Resources Policy Manual Chapters 1-8 - Toni Hohlfelder
Hohlfelder reviewed proposed revisions to the HR Policy Manual.

Minutes Acceptance: Minutes of Jul 19, 2022 4:00 PM (Consent Agenda)

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RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/9/2022 6:00 PM
MOVER:	Ken Schmitt, District 3 (Vice-Chair)	
SECONDER:	Jason Bergeron, District 7	
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron	

5. New Logevity Bonus Policy for Human Resources Policy Manual - Toni Hohlfelder

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/9/2022 6:00 PM
MOVER:	Harold Steele, District 2	
SECONDER:	Glen Sikorski, District 6	
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron	

6. New Employee Referral Reward Policy for Human Resources Policy Manual - Toni Hohlfelder
Steele commented that we should limit the number of referrals an employee can receive in a certain period of time and we should look at nepotism. He's worried about public perception if someone receives multiple rewards.

Schmitt also had concerns about the policy and sees too many pitfalls with it.

Scholz explained they looked at other creative issues and are excited to implement this and recruit more employees. He also thinks this will help employees mentor each other more.

Bergeron stated this is common in the private sector.

Gullickson supports this and commented it is fiscally responsible.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/9/2022 6:00 PM
MOVER:	Harold Steele, District 2	
SECONDER:	Jason Bergeron, District 7	
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron	

7. New Funeral Leave Policy for Human Resource Policy Manual - Toni Hohlfelder

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/9/2022 6:00 PM
MOVER:	Harold Steele, District 2	
SECONDER:	Jason Bergeron, District 7	
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron	

8. The Committee will convene in Closed Session pursuant to Wisconsin State Statutes Sec. 19.85(1)(e) "Deliberating or negotiating the purchase of public properties . . . or conducting other specified business, whenever competitive or bargaining reasons require a closed session" (Report on potential site location(s) for future business park).

The committee convened to closed session at 5:48 p.m.

Minutes Acceptance: Minutes of Jul 19, 2022 4:00 PM (Consent Agenda)

Executive Committee

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4:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jason Bergeron, District 7
SECONDER:	Ken Schmitt, District 3 (Vice-Chair)
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron

The Committee will reconvene to open session to continue with the agenda.
The committee convened to open session at 7:05 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jason Bergeron, District 7
SECONDER:	Ken Schmitt, District 3 (Vice-Chair)
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

Sikorski would like to discuss County Board boundaries for debate.

9. ADJOURN

The meeting adjourned at 7:07 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jason Bergeron, District 7
SECONDER:	Ken Schmitt, District 3 (Vice-Chair)
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron

Minutes Acceptance: Minutes of Jul 19, 2022 4:00 PM (Consent Agenda)

**STATEMENT OF EXPLANATION**

Ordinance No. 05 - 22

**ORDINANCE TO AMEND SEC. 2-2 OF THE CHIPPEWA COUNTY CODE OF
ORDINANCES REGARDING HOURS OF OPERATION - FIRST READING**

1 Passage of these ordinance amendments would change Courthouse Hours from 8:00
2 a.m. to 4:30 p.m. Monday through Friday to 7:30 a.m. to 4:30 p.m. Monday through Thursday
3 and 7:30 a.m. to 11:30 a.m. on Friday.

4 Passage of these ordinance amendments would also add Law Enforcement Center Hours
5 of 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday.

6 Finally, passage of these ordinance amendments would add the current Highway
7 Department Hours of 6:00 a.m. to 4:00 p.m. Monday through Thursday from May to November
8 and 6:30 a.m. to 4:30 p.m. Monday through Thursday from November to May.

9 The Courts will remain open on the existing schedule of 8:00 a.m. to 4:30 p.m. Monday
10 through Friday. All three judges are in support of the new schedule and will work to make the
11 new schedule work for the rest of the departments in the Courthouse. The Chief Judge of the
12 District was not in favor of the change and has the last word on the Court's schedule.

13 The hours of operation changes will not take place until January 1, 2023. This will give
14 everyone the ability to plan for the change and to communicate the change to the public.

15

Ordinance No. 05 - 22

**ORDINANCE TO AMEND SEC. 2-2 OF THE CHIPPEWA COUNTY CODE OF ORDINANCES
REGARDING HOURS OF OPERATION - FIRST READING**

SEE ATTACHMENT

FINANCIAL IMPACT:

There is no financial impact to the County by passage of these Ordinance Amendments

08/2/2022	Executive Committee	
RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/9/2022 6:00 PM
MOVER:	Jason Bergeron, District 7	
SECONDER:	Harold Steele, District 2	
AYES:	Dean Gullickson, Harold Steele, Glen Sikorski, Jason Bergeron	
EXCUSED:	Ken Schmitt	

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel

7/19/2022

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director

7/19/2022

Randy B. Scholz
Randy B. Scholz, County Administrator

7/19/2022

Ordinance to Amend Sec. 2-2 of the Chippewa County Code of Ordinances Regarding Hours of Operation

1. That Section 2-2 of the Chippewa County Code of Ordinances is hereby amended as follows:

Article I. In General

- Sec. 2-1. Open meetings.
- Sec. 2-2. ~~Courthouse hours~~ Hours of Operation.
- Sec. 2-3. Official newspaper designated.
- Sec. 2-4. Jury commissioners per diem compensation.
- Sec. 2-5. Self-organized status.
- Sec. 2-6. Department of Administration.
- 2-7--2-30. Reserved.

ARTICLE I. IN GENERAL

Sec. 2-2. ~~Courthouse hours~~ Hours of Operation.

(a) Courthouse Hours.

All offices in the county courthouse ~~and annex shall~~ are generally ~~be~~ staffed and open to the public from ~~8:00~~ 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday of each day that the courthouse is open.

(b) Law Enforcement Center Hours.

All offices in the Law Enforcement Center are generally staffed and open to the public from 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday.

(c) Highway Department Hours.

All offices at the Highway Department are generally staffed and open to the public from 6:00 a.m. to 4:00 p.m. Monday through Thursday from May to November and from 6:30 a.m. to 4:30 p.m. Monday through Thursday from November to May.

2. That the amendment to create Section 2-2(c) shall take effect upon passage and publication.
3. That the amendments to Section 2-2(a) and to create Section 2-2(b) shall take effect on January 1, 2023, following passage and publication.

Forwarded to the County Board by the Executive Committee.

CHAMBERS OF CIRCUIT COURT
HONORABLE JAMES M. ISAACSON
Branch II - Chippewa County

711 North Bridge Street
Chippewa Falls, WI 54729-1876
(715)726-7783

Jennifer Lee
Judicial Assistant

Jessica Case
Rheanna Fauske
Court Reporter

July 14, 2022

Randy Scholz
Chippewa County Administrator
711 N. Bridge St.,
Chippewa Falls, WI 54729

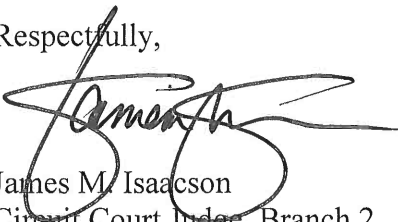
RE: Courthouse Hours

Dear Randy:

As Judge Gibbs, Judge Lane and I have said we will be mindful of the new proposed courthouse hours and try to schedule Friday afternoons accordingly. We still need to also insure that we are meeting the needs of the public.

Our plan is to schedule as lightly as we can Friday afternoons, however speedy trial requests, time limits for preliminary hearings, juvenile matters, mental commitments, and general case load management will mean there will be some courtroom activity on Friday afternoons.

Respectfully,



James M. Isaacson
Circuit Court Judge, Branch 2
Chippewa County, Wisconsin
JMI:jll

cc: Chief Judge Maureen Boyle
Judge Gibbs
Judge Lane

**STATEMENT OF EXPLANATION**

Resolution No. 44 - 22

RESOLUTION TO APPROVE LEVY FOR SALARY ADJUSTMENTS IN 2023

1 Passage of this resolution will establish the amount of levy funding to be included in the
2 2023 Chippewa County Operating Budget to be used for across-the-board wage adjustments,
3 market analysis and salary schedule adjustments for Chippewa County employees, excluding
4 those employees covered by the Wisconsin Professional Police Association collective bargaining
5 agreement, elected officials and the County Administrator. Across-the-board (ATB) wage
6 adjustments would occur on July 1, 2023. Market analysis would occur in 2023 and salary
7 schedule adjustments would occur on January 1, 2024.

8 Pursuant to the Compensation System policy located in the Human Resources Policy
9 Manual, the County Administrator is required to make a recommendation to the County Board
10 as to the appropriate funding level for ATB wage adjustments, market analysis adjustments and
11 salary schedule adjustments as part of the annual budget process. If this resolution is approved,
12 the County Administrator will have the ability to offer a 0-3% ATB wage adjustment, not to
13 exceed \$175,000 in levy funding in the 2023 Proposed Chippewa County Budget.

14 The County Administrator will include a final recommendation for ATB wage
15 adjustments as part of the County Administrator's recommended budget that is presented
16 annually in October to the Executive Committee for review and consideration. As shown on
17 page 10 of the adopted 2022 budget presentation document, the amount of available levy due
18 to the state-imposed levy limits is \$31,095. In an effort to effectively implement the
19 recommendations by the consultant for the 2024 market analysis adjustments, the County
20 Administrator is recommending a minimum of \$60,000 of levy be available to help fund the
21 implementation of the market analysis.

22 The County Administrator will present the final recommended budget, including wage
23 adjustments, to the County Board for review and approval during the public budget hearing in
24 November.

Resolution No. 44 - 22

RESOLUTION TO APPROVE LEVY FOR SALARY ADJUSTMENTS IN 2023

WHEREAS, the Compensation Plan was adopted by the County Board on August 13, 2013; and

WHEREAS, the across-the-board component was adopted by the County Board on November 12, 2019; and

WHEREAS, the approved Compensation System policy has a "Market Analysis" requirement built into the system that states, "The County shall evaluate each position against the market conditions and internal comparable data at least once every four (4) years"; and

WHEREAS, the Compensation System policy states that the across-the-board recommendation will be made via resolution and will include the appropriate funding level for salary schedule adjustments, market analysis adjustments and across-the-board increases; and

WHEREAS, the County Administrator will recommend a funding level that is sustainable under the current levy limit structure; and

WHEREAS, to remain competitive in the labor market, the salary schedule should be reviewed and adjustments made if necessary, based on market data; and

WHEREAS, the County Administrator plans to recommend that Chippewa County hire a consultant to complete a full market analysis and compensation study to develop new salary schedule recommendations in 2023 to be effective January 1, 2024; and

WHEREAS, the County Administrator has considered the overall financial state of the county and recommends a 0-3% across-the-board wage increase for employees effective July 1, 2023; and

WHEREAS, the across-the-board wage adjustments will exclude those employees covered by the Wisconsin Professional Police Association collective bargaining agreement, elected officials and the County Administrator; and

WHEREAS, the County Administrator's is recommending that \$175,000 in levy to be allocated for 2023, which would be equivalent to a maximum 3% across the board wage increase in 2023; and

WHEREAS, the County Administrator is recommending that across-the-board wage adjustments be effective July 1, 2023; and

WHEREAS, as shown on page 10 of the adopted 2022 budget presentation document, the amount of levy available due to the state-imposed levy limits is \$31,095; and

WHEREAS, in an effort to effectively implement the recommendations by the consultant for the 2024 market analysis adjustments, the County Administrator is recommending a minimum of \$60,000 of levy be available to help fund the implementation of the market analysis; and

WHEREAS, the County Administrator will include a final recommendation for across-the-board wage adjustments as part of the County Administrator recommended budget that is presented annually in October to the Executive Committee for review and consideration; and

WHEREAS, the County Administrator will present the final recommended budget, including wage adjustments, to the County Board for review and approval during the public budget hearing in November;

NOW, THEREFORE BE IT RESOLVED, that \$175,000 of levy funding is hereby approved to be included in the 2023 Proposed County Budget to be used to cover the costs of across-the-board wage adjustments commencing on July 1, 2023.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Estimated 2023 Across-the-Board Wage Adjustment Costs:

\$350,000 Total Wages and Fringe Benefit Costs

(\$175,000) Funded by other sources (i.e. grants, fees, etc.)

\$175,000 Estimated 2023 levy needed for across-the-board wage adjustments

08/2/2022 Executive Committee

RESULT: FORWARD TO COUNTY BOARD [UNANIMOUS] Next: 8/9/2022 6:00 PM

MOVER: Glen Sikorski, District 6

SECONDER: Harold Steele, District 2

AYES: Dean Gullickson, Harold Steele, Glen Sikorski, Jason Bergeron

EXCUSED: Ken Schmitt

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel

7/19/2022

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director

7/19/2022

Randy B. Scholz

Randy B. Scholz, County Administrator 7/19/2022

**STATEMENT OF EXPLANATION**

Resolution No. 43 - 22

**RESOLUTION TO ESTABLISH HEALTH INSURANCE PLAN FUNDING FOR
2023**

1 This resolution provides background on the current health insurance plan and
2 establishes the maximum 2023 health insurance costs and anticipated 2023 health insurance
3 plan design for Chippewa County. Chippewa County's self-funded health insurance plan is
4 administered by AmeriBen. The current plan design for January - December 2022 consists of a
5 \$5,000/\$10,000 out of pocket health plan with a Health Reimbursement Account (HRA). The
6 current 2022 monthly cost includes the total costs for the medical, ancillary, administrative
7 costs, and HRA funding. Plan participants have one network through Anthem Blue Preferred,
8 which includes providers such as Marshfield Clinic, Mayo Clinic Health Systems, Prevea, Oak
9 Leaf, Sacred Heart Hospital, St. Joseph's Hospital and more.

10 In May 2022, after a recommendation by Chippewa County's benefit broker, Brown &
11 Brown (formerly Hays Companies, Inc.) we anticipated a 0% plan cost increase and department
12 budgets were set with no increase in health insurance cost from 2022 to 2023. In July 2022,
13 after receiving additional claims data from AmeriBen for 2022, Brown & Brown recommended
14 once again setting the 2023 health insurance costs with no increase over the 2022 rates.

15 The County Administrator and the Department of Administration health insurance team
16 support the recommendation of Brown & Brown to set rates with a 0% increase. In addition,
17 the County Administrator's recommendation is to maintain the same 2022 plan design with a
18 \$5,000/\$10,000 out of pocket health plan with a Health Reimbursement Account (HRA) while
19 maintaining the same plan administrator and network. The financial impact detailed in this
20 resolution reflects a 0% increase to the 2022 health insurance plan cost.

21

Resolution No. 43 - 22

RESOLUTION TO ESTABLISH HEALTH INSURANCE PLAN FUNDING FOR 2023

WHEREAS, in May 2022, after reviewing claims data through April of 2022, Chippewa County's health insurance broker, Brown & Brown, recommended that a 0% health plan cost increase from the 2022 plan year rates be built into our 2023 budget process; and

WHEREAS, Benefit Estimate Reports were sent to all Chippewa County Department Heads in June 2022 and included a 0% increase on the 2022 health plan costs to be built into the 2023 department budgets; and

WHEREAS, in July 2022, Chippewa County received additional claims data through June of 2022 from AmeriBen and after review of that data, Brown & Brown again recommended that the County maintain a 0% increase to the 2023 health plan cost; and

WHEREAS, beginning January 1, 2022 and through December 31, 2022, the monthly cost and contribution amounts for the County's Health Insurance Plans for all full-time employees, excluding public safety employees represented by the WPPA collective bargaining agreement, is as follows in Graph #1:

GRAPH #1 - 2022 ACTIVE EMPLOYEE HEALTH PLAN - Non WPPA employees					
Anthem Blue Preferred Network	\$2,000/\$4,000 Deductible		Out of Network	\$4,000/\$8,000 Deductible	
	\$5,000/\$10,000 OOP			\$10,000/\$20,000 OOP	
	Single	Family		Single	Family
Total Cost	\$884	\$1,999	Total Cost	\$884	\$1,999
Employee Contribution	\$0	\$0	Employee Contribution	\$0	\$0
Employer Contribution	\$884	\$1,999	Employer Contribution	\$884	\$1,999

WHEREAS, the 2022 monthly health insurance plan rates include the total costs for the medical claims, ancillary and administrative costs, and Health Reimbursement Account (HRA) funding for the plan Options; and

WHEREAS, as required by the Federal Affordable Care Act, all Health Reimbursement Account funding will continue to be funded by the County and not employees; and

WHEREAS, Brown & Brown sent out a benefit survey in May 2020 to all Chippewa County employees with a 70% response rate; and

WHEREAS, a majority (71%) of the survey respondents ranked health benefits as number 1 or 2 being the most important benefit and a majority (72%) of the survey respondents rated Chippewa County's current medical plan as very or somewhat satisfied; and

WHEREAS, Chippewa County's health insurance plan design and premiums contribute to the continued success in retention and recruitment and allows the County to compete with higher starting wages in the surrounding Counties; and

WHEREAS, Brown & Brown predicts that the County will have final Captive/stop loss insurance premiums to add to the total costs for the health insurance plan by November 15, 2022;

NOW, THEREFORE BE IT RESOLVED, that commencing January 1, 2023, the total cost and employer contribution amounts for the County's Health Insurance Plans for all full-time employees and COBRA qualified beneficiaries shall be equal to a 0% increase to the 2023 budget compared to the health plan cost in the 2022 budget, based on the currently approved staffing detailed on the Benefit Estimate Reports provided to the Department Heads in June 2022; and

BE IT FURTHER RESOLVED, that the County Administrator recommends the plan design and estimated total costs illustrated below in Graph #2 for the 2023 health insurance plan; and

GRAPH #2 - 2023 ACTIVE EMPLOYEE HEALTH PLAN - Non WPPA employees					
Anthem Blue Preferred Network	\$2,000/\$4,000 Deductible		Out of Network	\$4,000/\$8,000 Deductible	
	\$5,000/\$10,000 OOP			\$10,000/\$20,000 OOP	
	Single	Family		Single	Family
Total Cost	\$884	\$1,999	Total Cost	\$884	\$1,999
Employee Contribution	\$0	\$0	Employee Contribution	\$0	\$0
Employer Contribution	\$884	\$1,999	Employer Contribution	\$884	\$1,999

BE IT FURTHER RESOLVED, that by no later than December 13, 2022, the County Administrator will provide a report to the County Board that provides the actual total cost for the County's Health Insurance Plan beginning January 1, 2023, for all full-time employees and COBRA qualified beneficiaries; and

BE IT FURTHER RESOLVED, that all full-time employees and COBRA qualified beneficiaries will receive an HRA in the amount of \$600 per person up to 4 maximum per family (\$2,400); and

BE IT FURTHER RESOLVED, that all full-time public safety employees represented by the WPPA collective bargaining agreement will receive the same plan design as all full-time employees and COBRA qualified beneficiaries and will receive an HRA in the amount of \$600 per person up to 4 maximum per family (\$2,400) and the premium rates are defined in the most up to date WPPA collective bargaining agreement; and

BE IT FURTHER RESOLVED, that HRA funds shall be prorated due to mid-year elections, qualifying events, or termination without COBRA continuation with distributions on a quarterly basis; and

BE IT FURTHER RESOLVED, that the monthly retiree contribution amounts for the County's Health Program Plan for retirees new to the plan on and after January 1, 2015 and through December 31, 2023 are illustrated below in Graph #3:

GRAPH #3 - 2023 RETIREE HEALTH PLAN					
Anthem Blue Preferred Network	\$2,000/\$4,000 Deductible		Out of Network	\$4,000/\$8,000 Deductible	
	\$5,000/\$10,000 OOP			\$10,000/\$20,000 OOP	
	Single	Family		Single	Family
Total Cost	\$884	\$1,999	Total Cost	\$884	\$1,999
Employee Contribution	\$884	\$1,999	Employee Contribution	\$884	\$1,999
Employer Contribution	\$0	\$0	Employer Contribution	\$0	\$0

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

2023 Budget per June 2022 Benefit Estimate Report - \$7,491,227.00

2023 Estimated Employee Contributions - \$35,949.00

2023 Estimated COBRA/Retiree Contributions - \$42,432.00

08/2/2022	Executive Committee	
RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/9/2022 6:00 PM
MOVER:	Harold Steele, District 2	
SECONDER:	Glen Sikorski, District 6	
AYES:	Dean Gullickson, Harold Steele, Glen Sikorski, Jason Bergeron	
EXCUSED:	Ken Schmitt	

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

7/19/2022

Lori Zwiefelhofer

Lori Zwiefelhofer, Finance Director

7/19/2022

Randy B. Scholz

Randy B. Scholz, County Administrator

7/19/2022

**STATEMENT OF EXPLANATION**

Resolution No. 36 - 22

**RESOLUTION TO CREATE A PART-TIME OPTIONS COUNSELOR POSITION
IN THE AGING & DISABILITY RESOURCE CENTER**

1 Passage of this resolution will create a part-time Options Counselor position in the Aging
2 & Disability Resource Center Division of the Department of Human Services (ADRC). This
3 position will primarily administer the Long-Term Functional Screen to persons wishing to be
4 screened that meet one of the eligible target groups as identified by the State of Wisconsin. In
5 addition, this position will be filled immediately and is fully funded with the current ADRC grant.

6 The Wisconsin Department of Health Services, which oversees the Home and
7 Community Based Long Term Care Program, requires that a Long-Term Care Functional Screen
8 be completed within 30 days of the request. Currently, the ADRC is unable to meet this
9 requirement for more than half of the screens administered. Creating a part-time Options
10 Counselor position that will work almost exclusively on these screens will provide Chippewa
11 County residents with more timely service.

12 Changes were made by the State to existing funding which allows for greater flexibility
13 in spending. This means that funds that were previously unable to be spent can now be fully
14 expended in a way that benefits Chippewa County residents seeking assistance from the ADRC.
15 The consequences of not creating this position are that eligible persons will wait longer to be
16 served, thereby increasing the risk of adverse events. These adverse events increase taxpayer
17 liability in the form of State and Federal Medicaid spending as well as potential Adult Protective
18 Services involvement, which has an impact on County resources.

19 Without the addition of the requested position to address the wait times for the Long-
20 Term Care Functional Screen administration, the ADRC will remain out of compliance. This
21 resolution will authorize the use of ADRC funds to improve customer service in the form of
22 additional Options Counseling hours in 2022 and in future fiscal years.

Resolution No. 36 - 22

RESOLUTION TO CREATE A PART-TIME OPTIONS COUNSELOR POSITION IN THE AGING & DISABILITY RESOURCE CENTER

WHEREAS, the Aging & Disability Resource Center Division of the Department of Human Services (ADRC) strives to provide older adults and people with physical and intellectual disabilities the resources needed to live with dignity and security and achieve maximum independence and quality of life; and

WHEREAS, the ADRC is designated by the State of Wisconsin as the agency responsible for administering the Long-Term Care Functional Screen that determines eligibility for the Family Care and IRIS programs; and

WHEREAS, Chippewa County has experienced a 35% increase in older people in the last 12 years, with an anticipated growth rate of 12% over the next 5 years and by the year 2040 it is expected that nearly 30% of Chippewa County residents will be over the age of 60; and

WHEREAS, there has also been a 50% increase in the number of persons with dementia, and over a 60% increase in the number of persons with intellectual disabilities served by the ADRC over the past four years; and

WHEREAS, the State of Wisconsin requires that the Long-Term Care Functional Screen be completed within 30 days of the time the request is made; and

WHEREAS, the creation of a part-time Options Counselor position in the ADRC would provide more timely service to Chippewa County residents requesting administration of the Long-Term Care Functional Screen; and

WHEREAS, funding has become available through the existing ADRC grant, which provides more flexibility in how that grant funding is used; and

WHEREAS, it is the recommendation of the Manager of the ADRC, the Director of Human Services and the County Administrator that the ADRC be provided with a Part-Time Options Counselor to provide services to older persons and adults with disabilities; and

WHEREAS, this request to create one (1) part-time Options Counselor position within the ADRC is being made as a 2022 mid-year request and would be funded within the current operating budget; and

WHEREAS, the ADRC Board and the Health and Human Services Board have reviewed and approve the creation of one (1) part-time Options Counselor position within the ADRC;

NOW, THEREFORE BE IT RESOLVED, that effective upon passage of this resolution, one (1) part-time Options Counselor position is hereby created in the Aging & Disability Resource Center Division of the Department of Human Services to improve customer service by reducing wait times for the Long-Term Care Functional Screen; and

BE IT FURTHER RESOLVED, that this position shall be funded through ADRC grants/allocations; and

BE IT FURTHER RESOLVED, that should State and Federal funding necessary to fund this position no longer be available or be reduced significantly, this position may be eliminated by the County Administrator.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Funded by Aging & Disability Resource Center State Aid allocation

Wages & Benefits	\$48,952
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Other Costs	2,000
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Total 2022 Estimated Cost	\$50,952
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08/2/2022 **Executive Committee**

RESULT: **FORWARD TO COUNTY BOARD [UNANIMOUS]** **Next: 8/9/2022 6:00 PM**

MOVER: Jason Bergeron, District 7

SECONDER: Dean Gullickson, District 5 (Chair)

AYES: Dean Gullickson, Harold Steele, Glen Sikorski, Jason Bergeron

EXCUSED: Ken Schmitt

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

6/27/2022

Lori Zwiefelhofer

Lori Zwiefelhofer, Finance Director

6/27/2022

Randy B. Scholz

Randy B. Scholz, County Administrator

6/27/2022



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change Form

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

Department: DHS Division: ADRC

Current Job Description Title: Options Counselor LTE Anticipated Start Date: September 2022

Proposed Job Description Title: (if different) Options Counselor PT

Direct Supervisor: Leslie Fijalkiewicz

Current/Past Employee Name (blank if new position): Jessica Gibson No. of Years Served in Position: 3

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):

Aging population and increased demand for services from the ADRC along with an increase in funding for the position from the state.

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?):

Position has been LTE but we have been unable to keep up with demand as population of persons age 60+ continues to rise. This position will continue to specialize in performing the Long Term Care Functional Screen (LTCFS) which is a lengthy process. This means the other Options Counselors will have fewer of these to do, thereby freeing them up to provide improved customer service in other areas.

Most of our LTCFS are not completed within the required 30 day time frame.

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

Chippewa county performance evaluation. Timely/accurate completion of functional screens.

Attachment: PAC for ADRC Options Counselor 06-15-2022 (36 - 22 : Resolution to Create a PT Options Counselor Position in the ADRC)

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:

The position was LTE but more hours are needed to accommodate the overall agency workload

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: ☐ 2080 ☒ 1500 ☐ 1040 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule 7 hours/ 4 days per week though could vary due to customer needs
(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 will continue to be non-compliant with timelines for completing LTCFS; As population continues to age, timelines for phone call returns, home visits, and other activities will continue to get longer and longer. This position can improve these issues though admittedly not solve completely. However, this is all our budget can afford at this time.

What is the impact of not filling the position in:

3 months: By not increasing to PT we will continue to remain non-compliant with timelines and fall further behind due to demand.

6 months: Same as above

12 months: Same as above

Not at all: Same as above

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:

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

Effectively communicate information about programs, services, and resources to all residents and county employees.

*ADRC services are available to residents age 60+, those with a disability or the family/friends that care about their well-being. Currently 1 out of every 4 residents is age 60+. This position would serve adults of all ages who have medical conditions that significantly increase their need for long term care.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2022 BUDGETED AMOUNT FOR POSITION (From 2022 PCR and BER)

24,423.75 + 4,420.70 = 28,844.45 *OK lry*
 Per Personnel Cost Report (PCR) Per Benefit Estimate Report (BER) **Total Budgeted for Position**

Number of Hours Budgeted for Position per 2022 Personnel Cost Report: 975General Ledger Account Number to Charge Salary to: 205-70-54600

(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) \$25.50/hr of Pay Grade P

\$25.50 X 1500 = \$ 38,250
 Starting Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Minimum Impact

\$ 38,250 + \$ 7,076.25 + 0 = \$ 45,326.25 *OK lry*
 Total Wages Minimum Impact Fringe Benefits* Health Insurance ** **Total Minimum Fiscal Impact 2022**
 (Use percentage below)

Position Point Fiscal ImpactPosition Point Wage/Max Step (WPPA) \$27.54/hr of Pay Grade P

\$27.54 X 1500 = \$ 41,310
 Position Point Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Maximum Impact

\$ 41,310 + \$ 7,642.35 + 0 = \$ 48,952.35 *OK lry*
 Total Wages Position Point Impact Fringe Benefits* Health Insurance ** **Total Maximum Fiscal Impact 2022**
 (Use percentage below)

* 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

*AS of 6/17 PR***2022 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION** (To be completed by Finance Division)

10,671.44 + 1,189.87 = 11,861.31
 Wage Less Overtime Fringe Benefits Less Overtime **Total YTD Expended for Position**

Retirement/Resignation Pay out Amount: - 0 - Budgeted Amount: NA**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)	\$	<u>0</u>
Mileage and meals	\$	<u>2000</u>
Training expenses (including memberships)	\$	<u>0</u>
Computer equipment	\$	<u>0</u>
Office furniture and supplies	\$	<u>0</u>
Other operating expenses	\$	<u>0</u>
Renovation/relocation costs	\$	<u>0</u>
Total Other Costs	\$	<u>0</u>

2022 FUNDING SOURCES

☒ Federal/State (Specify) <u>ADRC grant</u>	<u>100</u> %	\$ <u>50,952.25</u>
☐ County Tax Levy _____	_____ %	\$ _____
☐ County Other (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Other (Specify) _____	_____ %	\$ _____

TOTAL

100%

\$ 50,952.25 *

*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:

Confirmed with state office that there is no consideration to end this funding.

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. Tim Easker 6/14/22
Department Head Recommendation Date

2. Sharon 6/14/22
Human Resources Division Review Date
☒ Recommend ☐ Not Recommend

3. Geri Zwietschefer 6/14/22
Finance Division Review Date
☒ Recommend ☐ Not Recommend

4. M. Shif 6-15-22
County Administrator Approval Date
☐ Approved ☐ Denied

5. _____
County Board Approval Date
☐ Approved ☐ Denied
Resolution No. _____
** New Positions Only **

Comments: _____

**CHIPPEWA COUNTY
JOB DESCRIPTION**

Job Title: Options Counselor I, II, III

FLSA: Exempt

**Salary Range: Options Counselor I - O
Options Counselor II – P
Options Counselor III - Q**

Reports To: ADRC Manager

Department: Human Services

Date: January 2022

JOB SUMMARY

The job duties of the Options Counselor I, II, and III include but are not limited to providing the following types of services to older adults, persons with disabilities, and their families, friends, caregivers and advocates: information and assistance, options counseling, access to public and private programs and benefits, access to publicly funded long-term care programs and services, enrollment and disenrollment counseling, access to emergency and adult protective services, transitional services for students, consumer and ADRC advocacy, and outreach activities.

DUTIES AND RESPONSIBILITIES

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

Administrative Functions:

- Work to achieve involvement and participation of the consumer, consumer's family, and consumer's natural support system in resolving problems.
- Evaluate consumer's immediate situation and provide information about options available to meet current needs.
- Refer consumers to appropriate resources in crisis situations.
- Educate consumers about available community resources and how to independently gain access to needed services.
- Advise consumers when services are neither available nor appropriate. Advocate on behalf of the consumer when barriers exist.
- Complete written documentation in a timely manner as required by state contract.
- Develop professional knowledge and skills by attending training events, conferences, workshops and staff meetings.
- Speak to the community and other organizations to provide public education about ADRC related programs and services.
- Develop and maintain the ability to problem-solve and to perform duties in an independent manner while exercising good judgment.
- Provide Options Counselor using Wisconsin Department of Health Services (DHS) required model
- Administer Long Term Care Functional Screen for those requesting, using Wisconsin DHS required process

- Provide Enrollment Counseling for individuals wishing to enroll into the Medicaid Family Care or IRIS program.
- Provide Fiscal Employer Agent (FEA) Enrollment Counseling for those enrolling in IRIS
- Use discretion with consumers; observe rules of confidentiality and maintain non-judgmental attitude.
- Other duties as assigned or indicated in the state contract's Scope of Services.

Customers:

- Persons age 60+, persons age 17 ½ + with disabilities, and families, friends, caregivers, advocates and others who ask for assistance on their behalf

Team Members:

- Co-workers
- Community partners
- Potential community partners

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:

Options Counselor I

- Bachelor degree in a Health or Human Services related field required.
- State of Wisconsin Long Term Care Functional Screen Certification within one (1) year of date of hire required.
- Social Work Certification within two (2) years of hire preferred.
- Certified Memory Screener within one (1) year of hire required.
- Certified Options Counselor within one (1) year of hire required.
- A valid driver's license required.
- A cell phone is recommended.

Options Counselor II

- Bachelor degree in a Health or Human Services related field required.
- State of Wisconsin Long Term Care Functional Screen Certification within one (1) year of date of hire required.
- Social Work Certification within two (2) years of hire preferred.
- Certified Memory Screener within one (1) year of hire required.
- Certified Options Counselor within one (1) year of hire required.
- Minimum of three (3) years related experience required.
- A valid driver's license required.
- A cell phone is recommended.

Options Counselor III

- Master's degree in a Health or Human Services related field required.
- State of Wisconsin Long Term Care Functional Screen Certification within one (1) year of date of hire required.
- Social Work Certification within two (2) years of hire preferred.
- Certified Memory Screener within one (1) year of hire required.
- Certified Options Counselor within one (1) year of hire required.
- Minimum of three (3) years related experience required.
- A valid driver's license required.
- A cell phone is recommended.

Note: Placement at Option Counselor I, II or III upon hire will be determined based on qualification requirements listed under Education and/or Experience. Current employees requesting a change shall refer to Procedure for Requesting a Pay Grade Adjustment on the Employee Portal.

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to establish customer relationships and have strong interpersonal skills.
- Ability to relate effectively with consumers, coworkers and the public.
- Ability to work with consumers who have hearing, vision and cognitive impairments.
- Knowledge of laws and regulations of the State of Wisconsin that affect the delivery of services by the Department of Human Services.
- Working knowledge of Chapter 51, 54 and/or 55.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.
- Working knowledge of the Scope of Services for the Contract between WI DHS and the ADRC of Chippewa County.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software, etc.
- Ability to use GPS and GIS data relating to county landmarks, roads, and businesses.
- 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 effectively communicate to small and large groups about the ADRC and other topics consistent with the state contract Scope of Services.
- Ability to 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 basic 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.

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.

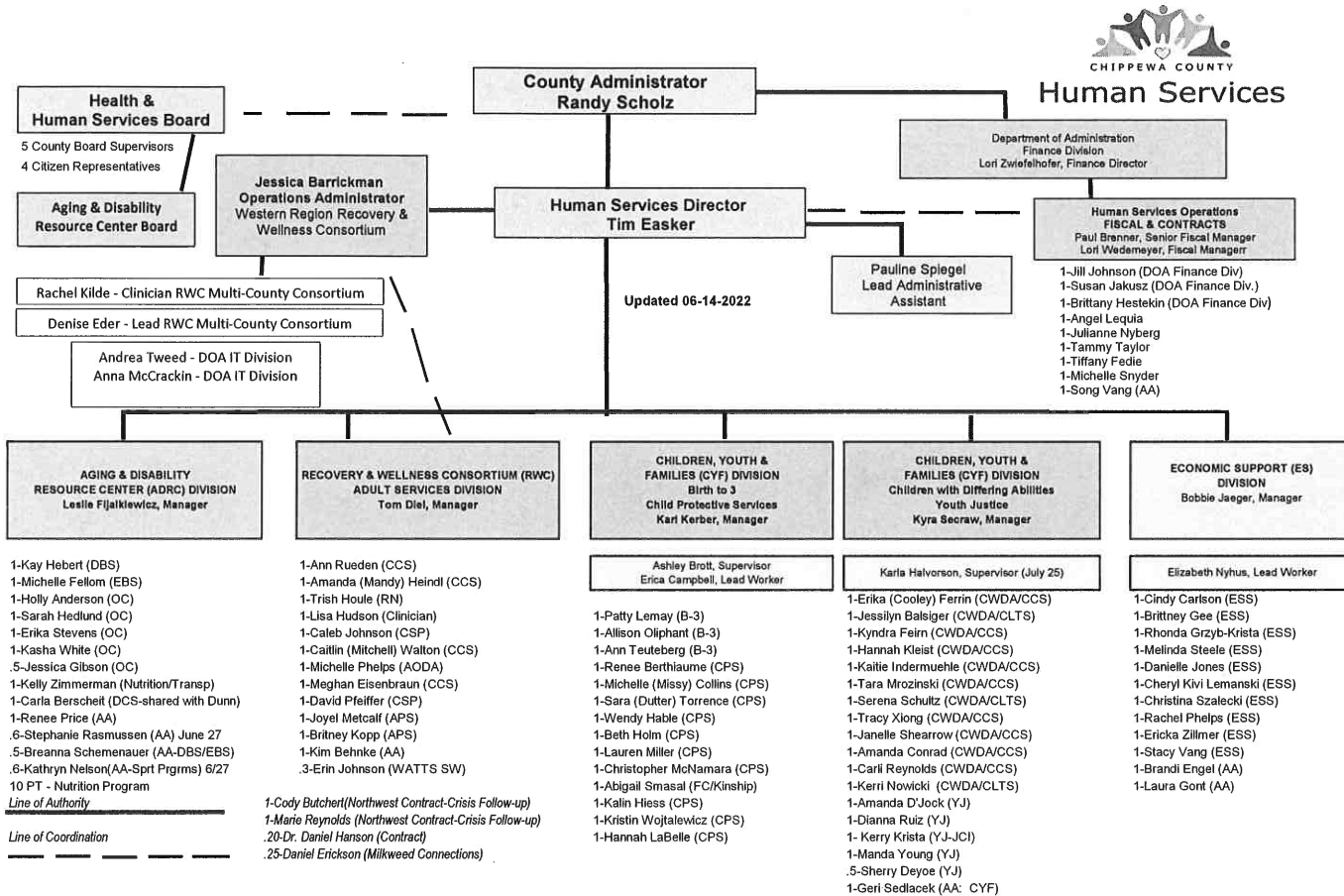
Physical Environment:

- 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 in an office setting as well as working with consumers in their homes or other environments that are both suitable and safe.
- Dangerous or intense situations can develop that require exercising good judgment, removing yourself when warranted and/or recognizing when assistance is needed.
- May require travel in all types of weather conditions and changing temperatures.

Chippewa County Department of Human Services Organizational Chart - Employees



**STATEMENT OF EXPLANATION**

Resolution No. 37 - 22

**RESOLUTION TO CREATE AN ENVIRONMENTAL HEALTH SPECIALIST
POSITION IN THE DEPARTMENT OF PUBLIC HEALTH**

1 Passage of this resolution will create a full-time Environmental Health Specialist position
2 in the Chippewa County Department of Public Health (CCDPH). The position would be created
3 effective January 1, 2023.

4 CCDPH licenses and inspects over 600 facilities on a yearly basis. In 2022 the
5 Department of Agriculture Trade and Consumer Protection (DATCP) audit for the Food Safety
6 and Recreational Licensing (FSRL) program the state auditors highly recommended that the
7 CCDPH increase staffing. DATCP reported the average sanitarian in the state, who only focuses
8 on FSRL inspections, conducts between 280-320 inspections per year. Chippewa County
9 currently has two sanitarians who conducted over 600 routine inspections (this does not
10 include temporary events), many mobile and temporary inspections at special events, follow up
11 with Human Health Hazards, and conduct Lead Risk Assessments.

12 Chippewa County is home to numerous festivals including Spring Fest, Country Fest,
13 Northern Wisconsin State Fair, Rock Fest, One Fest, Blues Festival, Game Fest, Oktoberfest,
14 Lienies Special Events, Pure Water Days, Big Rig Truck Show, Stanley Rodeo, and local
15 community fairs. CCDPH has seen an increase in the number of temporary food events due to
16 the increase in the number of festivals. Chippewa Falls is home to the Northern Wisconsin
17 State Fairgrounds, which in recent years has seen an increase in the number and size of
18 scheduled events.

19 The Department of Natural Resources (DNR) has asked CCDPH to take over the
20 Transient Non-Community Public Drinking Water County Contract commencing on January 1,
21 2023. This contract was previously held by the Department of Planning and Zoning in Chippewa
22 County.

23 The new Environmental Health Specialist position would conduct DATCP-FSRL
24 inspections and administer DNR Transient Non-Community Well sampling and inspections. This
25 new position would be paid for by the DNR contract and fees charged for the FSRL program,
26 and no tax levy will be required to fund the position.

CCDPH collected information about other counties in Wisconsin who have two sanitarians and their population size. Chippewa County has 64,175 people, many more temporary events, more licensed facilities to inspect, and more wells to inspect. The comparable county numbers are set out below:

Counties with 2 Inspectors

- Barron - 46,711
- Dunn - 45,449
- Polk - 44,977
- Douglas - 44,295
- Clark - 34,659
- Trempealeau - 30,760
- Jackson - 21,145
- Sawyer - 18,074

Resolution No. 37 - 22

**RESOLUTION TO CREATE AN ENVIRONMENTAL HEALTH SPECIALIST POSITION IN THE
DEPARTMENT OF PUBLIC HEALTH**

WHEREAS, the Chippewa County Department of Public Health (CCDPH) conducts over 600 annual inspections for the Food Safety and Recreational Licensing (FSRL) program under the Department of Agriculture Trade and Consumer Protection (DATCP).

WHEREAS, the average sanitarian in the state, who only focuses on DATCP inspections, conducts between 280-320 inspections per year, however the current sanitarians for Chippewa County conducted over 600 inspections, completed follow up with human health hazard cases, and conducted lead risk assessments; and

WHEREAS, DATCP advised CCDPH during the 2022 audit of the FSRL program, that CCDPH needed additional sanitarian staff to ensure the safety of the public; and

WHEREAS, DATCP specifically stated that more staff were needed for regular inspections and temporary event inspections due to the number and size of temporary events in Chippewa County, and other workload completed by Environmental Health staff; and

WHEREAS, the Department of Natural Resources (DNR) has asked CCDPH to take over the Transient Non-Community Public Drinking Water county contract starting January 1, 2023; a contract that was previously held by the Department of Planning and Zoning in Chippewa County; and

WHEREAS, throughout the State of Wisconsin, over 50 Public Health Departments hold the Transient Non-Community Public Drinking Water county contract with the DNR and in counties where Public Health does not hold the contract, the DNR conducts the program; and

WHEREAS, the estimated contract amount for Chippewa County from the DNR is \$39,129.00 to complete the DNR inspections and samplings; and

WHEREAS the creation of an Environmental Health Specialist in the Chippewa County Department of Public Health would assist the CCDPH with the inspection workload that was cited by DATCP; and

WHEREAS, this new position would conduct DATCP-FSRL inspections and administer DNR Transient Non-Community Well sampling and inspections; and

WHEREAS, funding this new Environmental Health Specialist position would not require additional tax levy CCDPH as the position would be funded with fees from the FSRL program and the DNR Transient Non-Community Public Drinking Water county contract; and

WHEREAS, the County Administrator and Public Health Director recommend that a full-time Environmental Health Specialist position be created in the Chippewa County Department of Public Health, effective January 1, 2023;

NOW, THEREFORE BE IT RESOLVED, that effective January 1, 2023, a full-time Environment Health Specialist position is hereby created in the Department of Public Health to conduct DATCP-FSRL inspections and administer DNR Transient Non-Community Well sampling and inspections; and

BE IT FURTHER RESOLVED, that this position will be funded with fees from the FSRL program and the DNR Transient Non-Community Public Drinking Water county contract, but should the state and federal funding necessary to fund this position no longer be available or be reduced significantly, this position may be eliminated by the County Administrator.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Funded with State Aid 39.5% and Food Safety Recreational Licenses 60.5%

Wages and Benefits \$97,291

Other Costs 1,761

Total 2023 Estimated Cost \$99,052

08/2/2022 Executive Committee

RESULT: FORWARD TO COUNTY BOARD [UNANIMOUS] Next: 8/9/2022 6:00 PM

MOVER: Harold Steele, District 2

SECONDER: Glen Sikorski, District 6

AYES: Dean Gullickson, Harold Steele, Glen Sikorski, Jason Bergeron

EXCUSED: Ken Schmitt

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel

6/28/2022

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director

6/28/2022

Randy B. Scholz
Randy B. Scholz, County Administrator

6/28/2022



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change Form

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

Department: Public Health Division: Environmental Health

Current Job Description Title: Environmental Health Specialist Anticipated Start Date: 1-1-2023

Proposed Job Description Title: (if different) same

Direct Supervisor: Sam Flatland

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):

The person would conduct DATCP inspections and help run the Transient Non-Community Well Program through the DNR grant.

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.

NA

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

Additional staff would be necessary to take on the DNR program. Also our DATCP audit showed that we are understaffed for the number of facilities we inspect and the number of temporary events that happen in Chippewa County. In addition, we are seeing a large increase in tourist rooming houses.

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

We would look at number of well inspections and DATCP inspections completed, follow up needed, and quality of interaction with peers and facilities.

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:

We would fund the Environmental Health Specialist positions with the DNR grant and fees from DATCP facility fees.

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:

NA

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: ☒ 2080 ☐ 1500 ☐ 1040 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule 8/5 or 4/10 (making sure we have 8-4:30 coverage each day).

(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 would not be able to keep up on DATCP inspections and we would not be able to take the DNR contract.

What is the impact of not filling the position in:

3 months: We would not be able to keep up on DATCP inspections and we would not be able to take the DNR contract.

6 months: We would not be able to keep up on DATCP inspections and we would not be able to take the DNR contract.

12 months: We would not be able to keep up on DATCP inspections and we would not be able to take the DNR contract.

Not at all: We would not be able to keep up on DATCP inspections and we would not be able to take the DNR contract.

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:

Person would share an office with Kyle or use a flex station.

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

Water quality was identified as a huge goal and need for the county strategic plan. We would eventually set up a water lab if we get the DNR contract. This would provide water testing for regular citizens and it would save some funds for the Transient Well Program through the DNR.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2022 BUDGETED AMOUNT FOR POSITION (From 2022 PCR and BER)

_____ + _____ = _____
 Per Personnel Cost Report (PCR) Per Benefit Estimate Report (BER) Total Budgeted for Position

Number of Hours Budgeted for Position per 2022 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) \$27.54 of Pay Grade Q

\$27.54 X 2080 = \$57,283.20
 Starting Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Minimum Impact

\$57,283.20 + \$10,597.39 + \$23,988.00 = \$91,868.59
 Total Wages Minimum Impact Fringe Benefits* (Use percentage below) Health Insurance ** Total Minimum Fiscal Impact 2022

Position Point Fiscal Impact Position Point Wage/Max Step (WPPA) \$29.74 of Pay Grade Q

\$29.74 X 2080 = \$61,859.20
 Position Point Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Maximum Impact

\$61,859.20 + \$11,443.95 + \$23,988.00 = \$97,291.15
 Total Wages Position Point Impact Fringe Benefits* (Use percentage below) Health Insurance ** Total Maximum Fiscal Impact 2022

* 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

2022 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION (To be completed by Finance Division)

_____ + _____ = _____
 Wage Less Overtime Fringe Benefits Less Overtime Total YTD Expended for Position

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	\$ 1155.00
Training expenses (including memberships)	\$ _____
Computer equipment	\$ _____
Office furniture and supplies	\$ _____
Other operating expenses	\$ 606.00
Renovation/relocation costs	\$ _____
Total Other Costs	\$ 1761.00

2022 FUNDING SOURCES

☐ Federal/State (Specify) _____	_____ %	\$ _____
☐ County Tax Levy _____	_____ %	\$ _____
☐ County Other (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☒ Grant (Specify) TNC Program	39.5 %	\$ 39,129.00
☒ Other (Specify) FSRL Fees	60.5 %	\$ 59,923.15
TOTAL	100%	\$ 99,052.15 *

*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>Angela Mirdeman</u> <u>6-6-22</u> Department Head Recommendation Date	4. <u>R. S. S.</u> <u>6-7-22</u> County Administrator Approval Date ☒ Approved ☐ Denied
2. <u>Lori M. Hefner</u> <u>6/7/2022</u> Human Resources Division Review Date ☒ Recommend ☐ Not Recommend	5. _____ Date County Board Approval ☐ Approved ☐ Denied Resolution No. _____ ** New Positions Only **
3. <u>Lori Zwiefelhofer</u> <u>6/7/22</u> Finance Division Review Date ☒ Recommend ☐ Not Recommend	

Comments: _____

**CHIPPEWA COUNTY
JOB DESCRIPTION**

Job Title: Environmental Health Specialist

FLSA: Exempt

Salary Range: Q

Reports To: County Health Officer/Public Health Director

Department: Public Health

Date: January 2020

JOB SUMMARY

The job duties of the Environmental Health Specialist include but are not limited to: conducting environmental health inspections in the areas of food safety, lodging, swimming pools, tattoo parlors, and recreational facilities; providing consultation and education in the areas of lead, rabies, radon, and water testing; and providing responsive, courteous and efficient service to County residents and the general public.

DUTIES AND RESPONSIBILITIES

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

Administrative Functions:

- Work under the direction of the Environmental Health Coordinator.
- Conduct environmental health inspections to achieve compliance with applicable laws and promote good sanitation practices in public facilities such as food service establishments, body art facilities, schools, swimming pools and other recreational facilities. Follow the WI food code standardization and become standardized in other environmental inspection programs.
- Perform monitoring or sampling for suspected hazardous elements in a scientific manner utilizing instruments that require applying the laws of chemistry and physical sciences to identify human health hazards.
- Perform inspections and provide consultation on a variety of environmental health issues including, but not limited to: lead, radon, water testing at county-owned beaches, rabies control and vector control.
- Assist in development of policies and procedures for all environmental health services of the Department of Public Health.
- Write and share with vendors corrective action plans, environmental enforcement orders and citations. Prepare for court action and appear as a witness for court cases, when required.
- Access and manage computerized inspection information from data bases for DATCP inspections (Health Space).
- Conduct epidemiological investigations of food borne illness and other disease outbreaks suspected of being caused by environmental factors, as well as illnesses suspected to have been caused by toxic substance exposure.
- Respond to environmental health emergencies on a twenty-four hour basis in conjunction with local emergency response team and appropriate state agencies.
- Prepare reports, forms, correspondence and memos for the County Health Officer/Public Health Director as assigned or required.

- Assist the County Health Officer/Public Health Director in administering and enforcing other county ordinances, including but not limited to: human health hazard ordinance.
- Participate in department-wide performance management/quality improvement and strategic planning activities as assigned.
- Participate in department-wide preparedness activities to include National Incident Management System (NIMS)/Incident Command System (ICS) training and exercises.

Community Relations Functions:

- Maintain effective working relations with local government officials, other governmental agencies including but not limited to the WI Department of Health Services, DNR, local zoning, Department of Safety and Professional Services, DATCP, local law enforcement, Corporation Counsel, local emergency management, industry, business and the general public.
- Conduct educational activities within area of expertise and participate in civic meetings to answer questions concerning environmental health problems and to promote acceptance of sanitary regulations.
- Represent the Public Health Department by serving on various committees and advisory groups.

Customers:

- Public Consumers
- Facilities licensed establishments
- Regional State and local partners
- Department of Public Health Staff
- Drug Endangered Children team
- Courthouse staff
- Board of Health and Human Services

Team Members:

- Public Consumers
- Facilities licensed establishments
- Regional State and local partners
- Department of Public Health Staff
- Drug Endangered Children team
- Courthouse staff
- Board of Health and Human Services

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:

- Bachelor's degree in Biology, Environmental/Public Health, Microbiology or related science field required.
- Two (2) years environmental health experience preferred.
- Knowledge of sanitary codes, epidemiology, communicable and environmental-related diseases required.
- Wisconsin Sanitarian registration required within 12 months of hire.
- HACCP (Hazard Analysis Critical Control Point) Certification preferred
- A valid driver's license required.
- A cell phone is required.

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to establish priorities.
- Ability to utilize a variety of advisory data and information such as the Wisconsin Food Code, a variety of Department and State forms, sanitation citations, maps, Wisconsin Statutes and Administrative Codes, and County Ordinances.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software and GIS, GPS, etc.
- 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 basic 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 in an office setting as well as in outdoor conditions during inspections.
- Must be able to respond to environmental health emergencies on a 24 hour basis in conjunction with local emergency response teams and state agencies.

**CHIPPEWA COUNTY
JOB DESCRIPTION**

Job Title: Environmental Health Specialist

FLSA: Exempt

Salary Range: Q

Reports To: County Health Officer/Public Health Director

Department: Public Health

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- Perform monitoring or sampling for suspected hazardous elements in a scientific manner utilizing instruments that require applying the laws of chemistry and physical sciences to identify human health hazards.
- Perform inspections and provide consultation on a variety of environmental health issues including, but not limited to: lead, radon, water testing at county-owned beaches, rabies control and vector control.
- Assist in development of policies and procedures for all environmental health services of the Department of Public Health.
- Write and share with vendors corrective action plans, environmental enforcement orders and citations. Prepare for court action and appear as a witness for court cases, when required.
- Access and manage computerized inspection information from data bases for DATCP inspections (Health Space).
- Conduct epidemiological investigations of food borne illness and other disease outbreaks suspected of being caused by environmental factors, as well as illnesses suspected to have been caused by toxic substance exposure.
- Respond to environmental health emergencies on a twenty-four hour basis in conjunction with local emergency response team and appropriate state agencies.
- Prepare reports, forms, correspondence and memos for the County Health Officer/Public Health Director as assigned or required.

- Assist the County Health Officer/Public Health Director in administering and enforcing other county ordinances, including but not limited to: human health hazard ordinance.
- Participate in department-wide performance management/quality improvement and strategic planning activities as assigned.
- Participate in department-wide preparedness activities to include National Incident Management System (NIMS)/Incident Command System (ICS) training and exercises.

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- Maintain effective working relations with local government officials, other governmental agencies including but not limited to the WI Department of Health Services, DNR, local zoning, Department of Safety and Professional Services, DATCP, local law enforcement, Corporation Counsel, local emergency management, industry, business and the general public.
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- A cell phone is required.

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to establish priorities.
- Ability to utilize a variety of advisory data and information such as the Wisconsin Food Code, a variety of Department and State forms, sanitation citations, maps, Wisconsin Statutes and Administrative Codes, and County Ordinances.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software and GIS, GPS, etc.
- Other equipment could be required.

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- Ability to communicate effectively with other members of the staff, supervisor, and the public.
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- Ability to perform basic mathematical calculations.

REASONING ABILITY

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- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Works in an office setting as well as in outdoor conditions during inspections.
- Must be able to respond to environmental health emergencies on a 24 hour basis in conjunction with local emergency response teams and state agencies.



STATEMENT OF EXPLANATION

Resolution No. 35 - 22

RESOLUTION TO CREATE A CLINICIAN POSITION IN THE RECOVERY AND WELLNESS CONSORTIUM DIVISION OF THE DEPARTMENT OF HUMAN SERVICES TO PROVIDE COMPREHENSIVE COMMUNITY SERVICES

Passage of this resolution will create one (1) full-time clinician position in the Recovery and Wellness Consortium (RWC) Division, of the Department of Human Services. This position will provide clinical support to the Comprehensive Community Services (CCS) program. The position would become effective January 1, 2023. The CCS program is a fully funded/reimbursed Medicaid program and requires no additional funding from Chippewa County.

This position falls under WI Chapter DHS 36 - Comprehensive Community Services. Chippewa County is certified to provide services under DHS 36. Clinical support services are a required component of a certified DHS 36 program. CCS is a psychosocial rehabilitation program for children and adults experiencing a mental illness and/or substance use disorder.

The Wisconsin Department of Health Services, which administers the program, does not allow for county waitlists of consumers for CCS services to exist. In June of 2019 the RWC was cited for having such a CCS consumer waitlist.

Chippewa County currently has one CCS Clinician position, which has been in place since the beginning of the program in 2015. At that time, Chippewa County had 4.5 CCS service facilitators and 37 consumers. Through March of 2022, the current RWC clinician is responsible for the clinical oversight of 13.5 service facilitators and 175 consumers. Based on data from September 2021 and extrapolated through the end of 2023, Chippewa County is expected to add 85 more consumers and 3 more service facilitators. This would mean the current clinician would be responsible for 16.5 service facilitators and about 260 consumers.

A review of other counties in the Western Region indicates the average clinician to service facilitator is 1:8. According to Substance Abuse and Mental Health Services Administration (SAMHSA), the clinician to service facilitator ratio should not exceed 1:12 in an intensive coordination of mental health wraparound services.

The current clinician is able to perform the minimum required of this position, including ensuring that admission criteria is met, which includes the completion of a functional screen, reviewing applications, annual reviews of all cases and also the provision of one hour of clinical

28 supervision to each service facilitator for every 30 hours of billable service. Best practice in CCS
29 would have the clinician attending consumers' team meetings as required as well as providing
30 1:1 consultation on an as needed basis; however, this is not currently possible due to the
31 workload.

32 While CCS is an intervention, it is also a prevention program in that it prevents and or
33 delays the placement of children and adults in costly group home, residential (including out-of-
34 state) and hospitalizations, which may include Winnebago Mental Health Institute. Placements
35 in these types of facilities can range from \$6,000 to \$26,000 per month. Winnebago can cost
36 upwards of \$1,450 per day. A mix of state and local funding (levy) often pays for these "deep
37 end" placements. Creation of this clinician position would also assist the Department of
38 Human Services to remain in compliance with the State Department of Health Services' no
39 consumer waitlist requirement.

40

Resolution No. 35 - 22

**RESOLUTION TO CREATE A CLINICIAN POSITION IN THE RECOVERY AND WELLNESS
CONSORTIUM DIVISION OF THE DEPARTMENT OF HUMAN SERVICES TO PROVIDE
COMPREHENSIVE COMMUNITY SERVICES**

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/or substance abuse issues; and

WHEREAS, CCS are provided to individuals across their lifespan, however the consumer must meet certain functional and financial eligibility requirements, including a determination that the consumer will benefit from CCS; and

WHEREAS, a certified CCS program under Wisconsin Administrative Code DHS 36 is required to provide clinical oversight via a clinician; and

WHEREAS, the CCS program is a fully funded/reimbursed Medicaid program and requires no additional funding from Chippewa County; and

WHEREAS, the Wisconsin Department of Health Services does not allow for a consumer waitlist in the CCS program and in June of 2019 the Recovery and Wellness Consortium (RWC) was cited for having such a waitlist; and

WHEREAS, the Chippewa County Department of Human Services currently has one clinician, which position has been in place since the beginning of the program in 2015; and

WHEREAS, through March of 2022, the CCS Clinician was responsible for the clinical oversight of 13.5 service facilitators and 175 consumers; and

WHEREAS, based on data from September 2021 and extrapolated through the end of 2023, Chippewa County is expected to add 85 more consumers and 3 more service facilitators, which would require the current clinician to oversee 16.5 service facilitators and 260 consumers; and

WHEREAS, a recent review of other counties in the Western Region indicates that the average clinician to service facilitator is 1:8.2 and according to the Substance Abuse and Mental Health Services Administration (SAMHSA), the clinician to service facilitator ratio should not exceed 1:12; and

WHEREAS, CCS is an intervention program, but it is also a prevention program in that it prevents and or delays the placement of children in costly group home, residential (including

out-of-state) and hospitalizations and placements in these types of facilities can range from \$6,000 to \$26,000 per month; and

WHEREAS, the creation of an additional CCS Clinician position in the Recovery and Wellness Consortium Division of the Department of Human Services would help to reduce costly out-of-home placements and would assist the Department of Human Services to remain in compliance with the State Department of Health Services' no consumer waitlist requirement; and

WHEREAS, it is the recommendation of the Director of the Department of Human Services and the County Administrator that, effective January 1, 2023, one (1) new full-time CCS Clinician position be created in the Recovery and Wellness Consortium Division of the Department of Human Services to provide clinical services to individuals who have are enrolled in the CCS program; and

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

WHEREAS, the Health and Human Services Board has reviewed and does approve the creation of one (1) full-time CCS Clinician position in the Recovery and Wellness Consortium Division of the Department of Human Services;

NOW, THEREFORE BE IT RESOLVED, that effective January 1, 2023, one (1) full-time CCS Clinician position is hereby created in the Recovery and Wellness Consortium Division of the Department of Human Services; and

BE IT FURTHER RESOLVED, that this position shall be funded by using the Medicaid revenue generated by this position as well as the CCS reconciliation process; and

BE IT FURTHER RESOLVED, that should the state and federal funding necessary to fund this position no longer be available or be reduced significantly, this position may be eliminated by the County Administrator.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Funded with Medicaid CCS

Wages and Benefits	\$104,809
Other Costs	2,500
Total 2023 Estimated Cost	\$107,309

126 **08/2/2022 Executive Committee**
 127 **RESULT: FORWARD TO COUNTY BOARD [UNANIMOUS] Next: 8/9/2022 6:00 PM**
 128 **MOVER:** Jason Bergeron, District 7
 129 **SECONDER:** Glen Sikorski, District 6
 130 **AYES:** Dean Gullickson, Harold Steele, Glen Sikorski, Jason Bergeron
 131 **EXCUSED:** Ken Schmitt

132
133

Approved as to Form:

Todd A. Pauls
 Todd A. Pauls, Corporation Counsel

6/15/2022

Lori Zwiefelhofer
 Lori Zwiefelhofer, Finance Director

6/16/2022

Randy B. Scholz
 Randy B. Scholz, County Administrator

6/16/2022

134



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change Form

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

Department: Human Services

Division: Recovery Wellness Consortium

Current Job Description Title: Clinician

Anticipated Start Date: 1/9/2023

Proposed Job Description Title: (if different) _____

Direct Supervisor: Tom Diel

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):

DHS 36 Comprehensive Community Services (CCS) requires all service facilitators (SF) receive clinical supervision by a license clinical social worker (LCSW) at least one hour for every 30 hours of direct service to consumers. On average a SF provides 90 hours of direct service every month. Supervision is provided to 13.5 FTE. LCSW is responsible to screen all applicants requesting CCS services. Functional screen, mental status examine and clinical review of the file for all new admissions (approximately 2 hours for each admission). On average 18 new admission per year. LCSW is also required to complete annual reviews of each consumer (approximately 1.5 hrs each). 175 reviews based on 3/31/22 census.

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 CCS program grown from from it's inception in 2015 with 5 FTE to the current 13.5 FTE staff. Presently the program serves 175 consumers. The CCS service coordination high quality wraparound approach to care has shown promising outcomes to children with complex needs. LCSW have responsibility of monitoring the progress of the consumer, engagement, plan development and implementation and transition to natural supports. Best practices is for the LCSW is to be embedded into the recovery team of the consumer providing the clinical oversight, teach and support recovery team members on specific steps to move the consumer on their path of recovery. Lower clinical supervisor to SF ratio has shown better outcomes for high complex cases. Models through out the country show ratios from 1 to 2 to as high as 1 to 12 of supervisor to service facilitator. Individuals served in CCS are typically involved with one or more public systems such as child welfare, juvenile justice, and criminal treatment courts,

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

This position will have the expectation of providing billable service hours for 55% of their regular scheduled work hours (1144 hours annually).

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:

CCS program growth has been consistent currently there is 16 consumers on the wait list to be serve.

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: ☒ 2080 ☐ 1500 ☐ 1040 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule Monday- Friday 8am to 4:30pm

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

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

At some point in near future there will need to be put into place a cap on how many consumers can be served in CCS, resulting in citation to the program certification.

What is the impact of not filling the position in:

3 months: Sustainability of program, increase in residential placement cost, individuals at risk to self-harm, safety of community.

6 months: Sustainability of program, increase in residential placement cost, individuals at risk to self-harm, safety of community.

12 months: Sustainability of program, increase in residential placement cost, individuals at risk to self-harm, safety of community.

Not at all: Sustainability of program, increase in residential placement cost, individuals at risk to self-harm, safety of community.

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:

This position as part of the CCS program will be eligible for medicaid reimbursement.

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

This position creates opportunity for our citizens to participate in self directed recovery program to address holistic approach to their mental health and/or substance use needs. Ultimately reaching their full human potential, keep families intact.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2022 BUDGETED AMOUNT FOR POSITION (From 2022 PCR and BER)

2023 new position request _____ + _____ = _____
 Per Personnel Cost Report (PCR) Per Benefit Estimate Report (BER) **Total Budgeted for Position**

Number of Hours Budgeted for Position per 2022 Personnel Cost Report: _____

General Ledger Account Number to Charge Salary to: 209-85-54312-53300
 (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) 30.36 of Pay Grade S

30.36 X 2080 = 63,148.80
 Starting Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Minimum Impact

63,148.80 + 11,682.53 + 23,988 = 98,819.33
 Total Wages Minimum Impact Fringe Benefits* Health Insurance ** **Total Minimum Fiscal Impact 2022**
 (Use percentage below)

Position Point Fiscal Impact Position Point Wage/Max Step (WPPA) 32.79 of Pay Grade S

32.79 X 2080 = 68,203.20
 Position Point Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Maximum Impact

68,203.20 + 12,617.59 + 23,988 = 104,808.79
 Total Wages Position Point Impact Fringe Benefits* Health Insurance ** **Total Maximum Fiscal Impact 2022**
 (Use percentage below)

* 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

2022 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION (To be completed by Finance Division)

_____ + _____ = _____
 Wage Less Overtime Fringe Benefits Less Overtime **Total YTD Expended for Position**

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	\$ _____ 2,500
Office furniture and supplies	\$ _____
Other operating expenses	\$ _____
Renovation/relocation costs	\$ _____
Total Other Costs	\$ _____ 2,500

2022 FUNDING SOURCES

☒ Federal/State (Specify) <u>Medicaid Comp. Community Services</u>	<u>100</u> %	\$ <u>107,308.79</u>
☐ County Tax Levy _____	_____ %	\$ _____
☐ County Other (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Other (Specify) _____	_____ %	\$ _____
TOTAL	100%	\$ <u>107,308.79</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>Tom Easker</u> <u>7/1/22</u> Department Head Recommendation Date	4. <u>R. Schaf</u> County Administrator Approval Date ☒ Approved ☐ Denied
2. <u>Jon M. [Signature]</u> <u>7/1/22</u> Human Resources Division Review Date ☒ Recommend ☐ Not Recommend	5. _____ County Board Approval Date ☐ Approved ☐ Denied Resolution No. _____ ** New Positions Only **
3. <u>Bru. Zurefshofer</u> <u>7/5/22</u> Finance Division Review Date ☒ Recommend ☐ Not Recommend	

Comments: _____

**CHIPPEWA COUNTY
JOB DESCRIPTION**

Job Title: Clinician

FLSA: Exempt

Salary Range: S

Reports To: RWC Manager

Department: Human Services

Date: January 2020

JOB SUMMARY

The job duties of the Clinician include but are not limited to provide effective mental health services to consumers of Chippewa County; to provide clinical supervision for certified programs and to ensure that certified programs are meeting all requirements of federal, state and county regulations; to provide community leadership in the areas of understanding and supporting persons with mental illness; 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 Clinician might be asked to perform. This job description is to incorporate any county ordinances created for the position of Clinician. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Conduct intake interviews and/or assessments with consumers to determine present problems, explain available treatment options, and obtain appropriate information. Make appropriate AODA referrals as assessed to be appropriate.
- Facilitate multi-disciplinary/staff meetings that may include CSP, CCS and or Emergency Mental Health.
- Conduct court-ordered and/or in depth evaluations, including social intake, and arranges psychological testing and/or psychiatric evaluations.
- Handle crisis intervention, including one-to-one or telephone,, suicidal clients, etc. and emergency hospitalization, etc.
- Evaluate individual consumers, develop treatment plans, crisis plans, and make recommendations to the RWC Manager and psychiatrist, on individual clients as part of a treatment team.
- Maintain appropriate records, including letters, progress notes, social intakes, initial and in-depth assessments, reviews, treatment plans, terminations, court-ordered evaluations, etc.
- Assure compliance to Medicaid billing codes and other standards.
- Authorize services to be provided by internal and/or external parties.
 - Authorize payments to be made to providers.
 - Work within budgetary guidelines.
 - Process billing for accuracy.
- Contribute to the development of annual report, strategic plan, healthy work environment and agency score card.
- Participate in community events and attend collaborative workgroups to advocate for consumers.

- Participate in television and newspaper interviews as directed.
- Upon request, provide mental health education and community awareness to students, community groups, treatment agencies, and the public at large.
- Provide clinical consultation/supervision to other county mental health agencies as required.
- Evaluate own needs for professional development and plan to meet those needs.

Customers:

- All prospective, current or past DHS consumers.

Team Members:

- Any professional or paraprofessional we work with in the serving of consumers.

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:

- Masters Degree from an accredited school of social work, or other related clinical mental health program.
- At least 3,000 hours of supervised clinical experience in a psychiatric or clinical setting.
- Must be able to bill Medical Assistance and other third party payers.
- Licensure as a Licensed Clinical Social Worker (LCSW) or licensure in a related mental health field such as Marriage and Family Counseling, Guidance and Counseling, (LPC, LMFT), etc. required.
- A valid driver's license required.
- A cell phone is required.

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to participate in community events and attend collaborative workgroups to advocate for consumers.
- Ability to participate in television and newspaper interviews as directed.
- Ability to work in a non-judgmental fashion and be effective with all ages, socioeconomic and cultural backgrounds.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation (e.g., local ordinances, procedure manuals, codes, etc.)
- Ability to take control of situations, dictating subordinate activities in a responsible manner.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software, etc.
- 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 basic 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.

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.

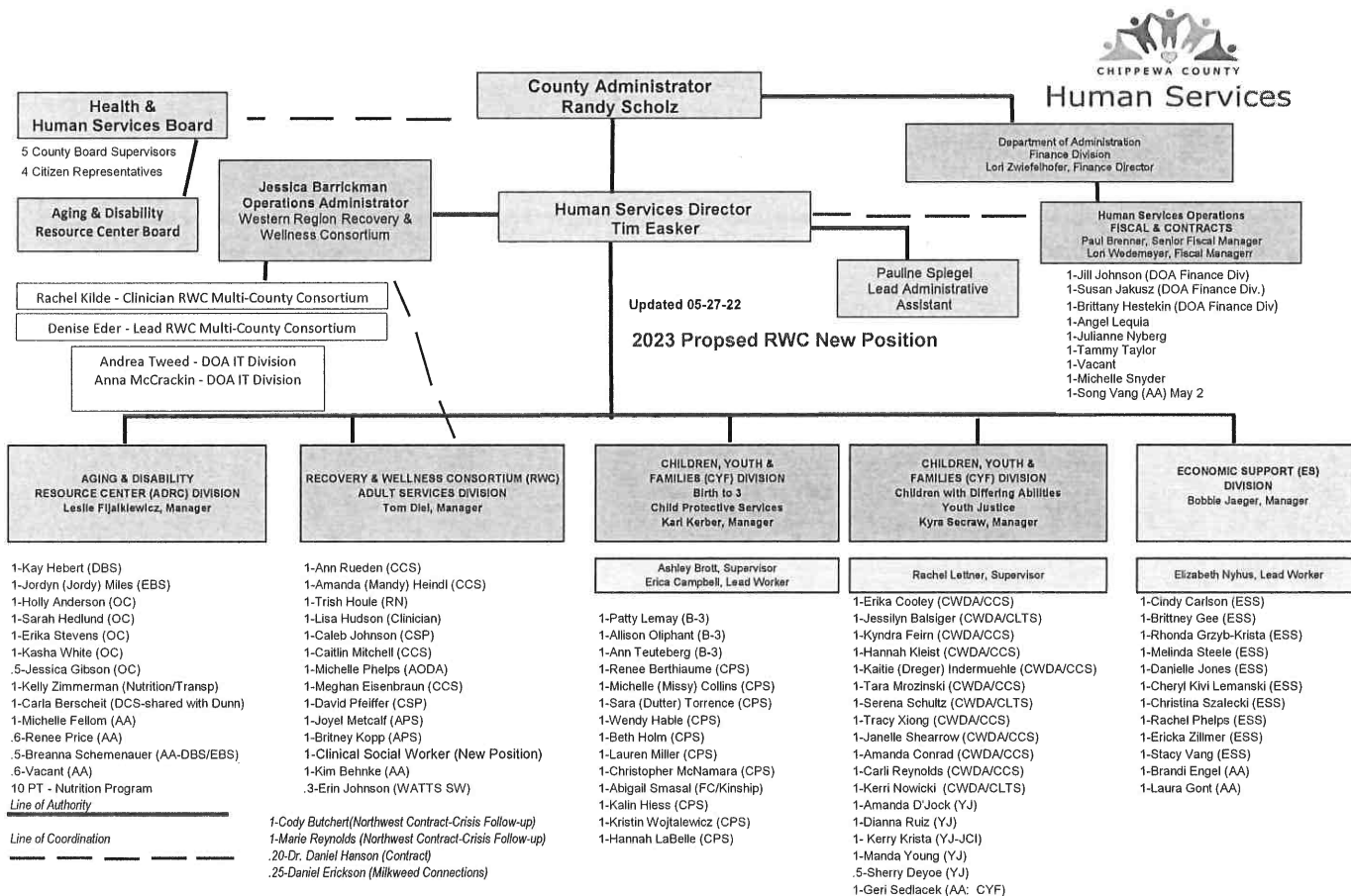
Physical Environment:

- 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:

- May require travel in all types of weather conditions and changing temperatures.

Chippewa County Department of Human Services Organizational Chart - Employees



**STATEMENT OF EXPLANATION**

Resolution No. 39 - 22

**RESOLUTION TO CREATE 3 SOCIAL WORKER POSITIONS IN THE
DEPARTMENT OF HUMAN SERVICES TO PROVIDE COMPREHENSIVE
COMMUNITY SERVICES**

1 Passage of this resolution will create three (3) full-time social worker positions in the
2 Children with Differing Abilities Division of the Department of Human Services, which is a part
3 of the larger Recovery and Wellness Consortium (RWC). These positions will provide
4 intervention services for children with mental health and or substance use disorders through
5 the Comprehensive Community Services (CCS) program. These positions will be filled after
6 January 1, 2023 and when consumer numbers dictate additional positions are needed. The CCS
7 program is a fully funded/reimbursed Medicaid program and requires no additional funding
8 from Chippewa County. Both the federal and state governments continue to add funding to the
9 CCS program in an effort to address mental health and substance abuse issues.

10 The Wisconsin Department of Health Services, which administers the CCS program, does
11 not allow for waitlists to exist. In June of 2019 the RWC was cited for having a waitlist.

12 Based on data from September of 2021 and extrapolated through the end of 2023, the
13 Department of Human Services predicts that there will be about 87 more children enrolled into
14 the CCS program. The Department has the capacity to absorb 20 additional cases based on the
15 current staffing pattern. This leaves about 67 children whose needs will need to be addressed.
16 A full caseload for a CCS worker is approximately 20 children.

17 While CCS is an intervention, it is also a prevention program in that it prevents and or
18 delays the placement of children in costly group home, residential (including out-of-state) and
19 hospitalizations, which may include Winnebago Mental Health Institute. Placements in these
20 types of facilities can range from \$6,000 to \$26,000 per month. A mix of state and local funding
21 (levy) often pays for these "deep end" placements.

22 Without the addition of these requested positions to address the additional referrals,
23 the Department will not remain in compliance with the State's no waitlist mandate. This
24 resolution will authorize the Department of Human Services to use the federal and state funds
25 already allocated to the CCS program in 2023 and to continue into future fiscal years to fund
26 the positions.

27

Resolution No. 39 - 22

RESOLUTION TO CREATE 3 SOCIAL WORKER POSITIONS IN THE DEPARTMENT OF HUMAN SERVICES TO PROVIDE COMPREHENSIVE COMMUNITY SERVICES

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; and

WHEREAS, CCS services are provided to individuals across the lifespan, however the consumer must meet certain functional and financial eligibility requirements, including a determination that the consumer will benefit from CCS services; and

WHEREAS, the Wisconsin Department of Health Services does not allow for a waitlist in the CCS program, however in June of 2019 the Recovery and Wellness Consortium was cited for having such a waitlist; and

WHEREAS, the CCS program is expected to enroll 87 more children through the end of 2023 considering attrition; and

WHEREAS, the current staffing pattern will allow for an additional 20 cases to be absorbed by existing staff, which leaves about 67 children whose service needs must be addressed; and

WHEREAS, a full caseload for a CCS worker is about 20 children; and

WHEREAS, without the addition of CCS social worker positions to address the additional consumers, the Department of Human Services will not remain in compliance with the State's no-waitlist mandate; and

WHEREAS, the CCS program is a fully funded/reimbursed Medicaid program and requires no additional funding from Chippewa County to fund CCS social worker positions; and

WHEREAS, the use of CCS prevents and or delays the placement of children in often costly out of home placements which can average from \$6,000 to \$26,000 per month; and

WHEREAS, it is the recommendation of the Director of the Department of Human Services and the County Administrator that the Recovery and Wellness Consortium (RWC) Division be provided with three (3) new positions to provide CCS services to address the increase in services needs for children with mental health and/or substance use disorders; and

WHEREAS, it is also recommended that these positions be filled after January 1, 2023

and when consumer numbers dictate additional CCS social workers are needed; and

WHEREAS, these CCS positions will be fully funded through CCS funding from the state and federal governments; and

WHEREAS, the Health and Human Services Board has reviewed and does approve the creation of three (3) full-time social worker positions in the Recovery and Wellness Consortium Division of the Department of Human Services to provide CCS services to children;

NOW, THEREFORE BE IT RESOLVED, that effective January 1, 2023, three (3) full-time Social Worker positions are hereby created in the Recovery and Wellness Consortium of the Department of Human Services to provide CCS services to children to eliminate the waitlist and serve consumers as they become eligible; and

BE IT FURTHER RESOLVED, that these positions be filled after January 1, 2023 and when consumer numbers dictate additional CCS social workers are needed; and

BE IT FURTHER RESOLVED, that these positions shall be funded by using the Medicaid revenue generated by these positions as well as the CCS reconciliation process; and

BE IT FURTHER RESOLVED, that commencing in 2023, the Department of Human Services shall utilize the Medicaid revenue from state and federal funding sources to permanently fund these positions; 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 by the County Administrator.

Forwarded to the Executive Committee by the Health and Human Service Committee.

FINANCIAL IMPACT:

Funded with Medicaid Fee for Service (3 - CCS Social Worker Positions)

Wages and Benefits \$291,873

Computer Equipment 7,500

Total 2023 Estimated Costs \$299,373

08/2/2022 Executive Committee

RESULT: FORWARD TO COUNTY BOARD [UNANIMOUS] Next: 8/9/2022 6:00 PM

MOVER: Glen Sikorski, District 6

SECONDER: Jason Bergeron, District 7

AYES: Dean Gullickson, Harold Steele, Glen Sikorski, Jason Bergeron

EXCUSED: Ken Schmitt

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel

6/27/2022

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director

6/27/2022

Randy B. Scholz
Randy B. Scholz, County Administrator

6/27/2022



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change Form

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

Department: Human Services Division: CYFS-CWDA

Current Job Description Title: Social Worker (CCS) 3 positions Anticipated Start Date: 2023-when numbers require it

Proposed Job Description Title: (if different) NA

Direct Supervisor: Karla Halverson

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):

Forecasting of referrals in Children's Comprehensive Community Services (CCS) indicates a need for 3 FTE positions in calendar year 2023 to stay on top of wait list needs. Attrition of cases and capacity have been calculated. These positions are fully funded; no levy dollars are needed.

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.

CCS--WI DHS Chapter 36

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

These positions are needed to maintain the programs and stay in compliance with no wait list mandates.

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

55% productivity per month and Chippewa County Performance Eval.

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

☐ Yes ☒ No

Please explain:

Due to the complexities and fiscal responsibilities of the programs it is best administered in-house.

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:

CCS is a highly technical program that needs skilled, trained staff. Training takes several months. Specific credentials are required.

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: ☒ 2080 ☐ 1500 ☐ 1040 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule 8 hrs/5days 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?

large wait list, possibly another citation for having a wait list again, staff burn out, staff turn over, lack of access to mental health services in the county for our youth, increased high end out of home placements.

What is the impact of not filling the position in:

3 months:	<u>increased wait list</u>
6 months:	<u>increased wait list, staff burn out</u>
12 months:	<u>increased wait list, possible citation(s), likely staff turnover, increase in out of home placements</u>
Not at all:	<u>large wait list, likely citation(s), staff turnover, increased high end out of home placements</u>

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:

No lower priority functions identified.

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

Improve mental health for children.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2022 BUDGETED AMOUNT FOR POSITION (From 2022 PCR and BER)

N/A - new position + _____ = _____
 Per Personnel Cost Report (PCR) Per Benefit Estimate Report (BER) **Total Budgeted for Position**

Number of Hours Budgeted for Position per 2022 Personnel Cost Report: _____

General Ledger Account Number to Charge Salary to: see attachment
 (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) 23.61 of Pay Grade O

<u>23.61</u>	X	<u>2080 x 3 positions</u>	<u>6,240 total hours</u>	=	<u>147,326.40</u>
Starting Hourly Rate		Maximum Hours (2080, 1500, 1040 or 975)			Total Wages Minimum Impact
<u>147,326.40</u>	+	<u>27,255.38</u>	+	<u>71,964</u>	= <u>246,545.78</u>
Total Wages Minimum Impact		Fringe Benefits* (Use percentage below)		Health Insurance **	Total Minimum Fiscal Impact 2022

Position Point Fiscal Impact Position Point Wage/Max Step (WPPA) 29.74 of Pay Grade Q

<u>29.74</u>	X	<u>2080 x 3 positions</u>	<u>6,240 total hours</u>	=	<u>185,577.60</u>
Position Point Hourly Rate		Maximum Hours (2080, 1500, 1040 or 975)			Total Wages Maximum Impact
<u>185,577.60</u>	+	<u>34,331.86</u>	+	<u>71,964</u>	= <u>291,873.46</u>
Total Wages Position Point Impact		Fringe Benefits* (Use percentage below)		Health Insurance **	Total Maximum Fiscal Impact 2022

* 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

2022 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION (To be completed by Finance Division)

_____ + _____ = _____
 Wage Less Overtime Fringe Benefits Less Overtime **Total YTD Expended for Position**

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	\$ _____ 7,500
Office furniture and supplies	\$ _____
Other operating expenses	\$ _____
Renovation/relocation costs	\$ _____
Total Other Costs	\$ _____ 7,500

2022 FUNDING SOURCES

☒ Federal/State (Specify) <u>Medicaid case management billing</u>	<u>100</u> %	\$ <u>299,373.46</u>
☐ County Tax Levy _____	_____ %	\$ _____
☐ County Other (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Other (Specify) _____	_____ %	\$ _____
TOTAL	100%	\$ <u>299,373.46</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>6/16/22</u> Department Head Recommendation Date	4. <u>[Signature]</u> <u>6/20/22</u> County Administrator Approval Date ☒ Approved ☐ Denied
2. <u>[Signature]</u> <u>6/16/22</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>6/20/22</u> Finance Division Review Date ☒ Recommend ☐ Not Recommend	

Comments: _____

Attachment to 2023 new position request for 3 CCS social workers

Payroll distribution:

CCS Positions	209-85-54539-511100	90%
	208-80-54533-511100	10%

**CHIPPEWA COUNTY
JOB DESCRIPTION**

Job Title: Social Worker I, II, III

FLSA: Exempt

Salary Range: Social Worker I - O
Social Worker II – P
Social Worker III - Q

**Reports To: Human Services Division Manager/Supervisor
(Divisions – ADRC, CYFS or RWC)**

Department: Human Services

Date: August 2019

JOB SUMMARY

The job duties of the Social Worker I, II, and III include but are not limited to provide the following types of services: needs assessment, crisis intervention, case planning, advocacy and development of community resources; to provide services to both children and adults with varying disabilities and functioning levels; 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 Social Worker I, II might be asked to perform. This job description is to incorporate any county ordinances created for the position of Social Worker I, II, and III. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Work to achieve involvement and participation of the client, client's family, and client's natural support system in resolving problems.
- Work with consumers to assess and develop goal oriented, time limited service plans to address identified needs.
- Work to protect children, elderly and at-risk adults; preserve families and individuals in the community; or to help prevent out-of-home placement.
- Assess and evaluate prospective consumer's immediate situation, determine appropriate response, and assure that response is made. Assess and intervene as necessary in crisis situations. Refer to and involve and other community resources as needed.
- Work to achieve active involvement and participation of schools, court, health care providers, and other appropriate community resources in resolving problems.
- Advise consumers when services are either not available or inappropriate.
- Explain the consequences of non-compliance with court orders to clients who are involuntarily referred, monitor client utilization of services, and inform the court of consumer's adherence to court orders.
- Coordinate access to services, monitor cases to ensure that services are provided in an appropriate and timely manner, review progress, and terminate services when goals are attained.
- Teach consumers about available community resources and how to independently gain access to needed services.
- Work to achieve services and treatment objectives without duplication of effort and with maximum effective use of staff time and available resources.

- Maintain a complete record for all assigned cases; complete required written assessments, reports, and other related paperwork as necessary, including use of the computer.
- Attend and participate in staff meetings, supervision times, and other scheduled meetings.
- Develop professional knowledge and skills by attending training events, conferences, and workshops.
- When assigned, speak to the community and other organizations to provide public education.
- Develop and maintain the ability to problem-solve and to perform duties in an independent manner while exercising good judgment.
- Use discretion with consumers; observe rules of confidentiality and maintain non-judgmental attitude.

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- All prospective, current or past DHS consumers.

Team Members:

- Any professional or paraprofessional we work with in the serving of consumers.

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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:

Social Worker I

- Bachelor degree in Social Work or a related field (e.g. psychology, sociology, etc.) and must possess or be able to obtain Social Work Certification within two (2) years of hire.
- A valid driver's license required.
- A cell phone is recommended.

Social Worker II

- Bachelor degree in Social Work or a related field (e.g. psychology, sociology, etc.) and must possess or be able to obtain Social Work Certification within two (2) years of hire.
- Minimum of three (3) years related full time experience (program specific training may be an additional requirement where relevant). Part time experience may be considered if eight (8) years or more.
- A valid driver's license required.
- A cell phone is recommended.

Social Worker III

- Master's degree in Social Work or a related field (e.g. professional counseling, psychology, sociology, etc.) and possess, or will be able to obtain a Social Work Certification or a Professional Counselor License within two years of hire, meeting the criteria per Wis. Stats. MPSW 14.01 or MPSW 11 or another license from a human service related field.
- Minimum of three (3) years related full time experience (program specific training may be an additional requirement where relevant). Part time experience may be considered if eight (8) years or more.
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- Knowledge of laws and regulations of the State of Wisconsin that affect the delivery of services by the Department of Human Services.
- Working knowledge of Chapters 48 and 938 of the Wisconsin statutes.
- Working knowledge of Chapter 51, 54 and/or 55.
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EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software, etc.
- Ability to use GPS and GIS data relating to county landmarks, roads, and businesses.
- 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 basic 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.

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.

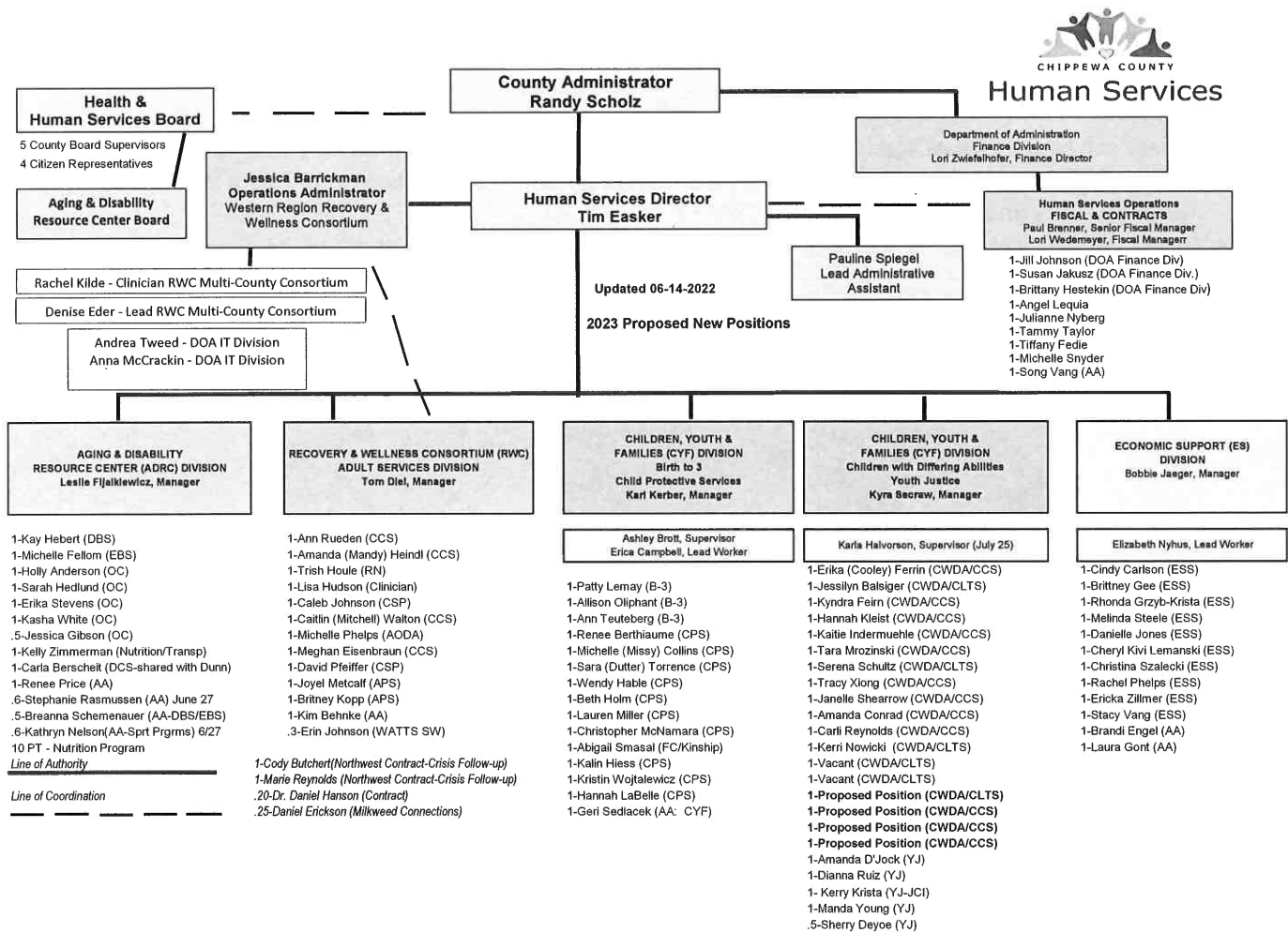
Physical Environment:

- 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 in an office setting as well as working with clients in their homes.
- There can be dangerous and intense situations requiring law enforcement back up such as mental health crisis situations, drug endangered homes and entering homes where there could be a possible risk of physical injury and unpredictability.
- Must be available on a 24 hour basis flexible time schedule. Schedule to be worked out with Department.
- May require travel in all types of weather conditions and changing temperatures.

Chippewa County Department of Human Services Organizational Chart - Employees



**STATEMENT OF EXPLANATION**

Resolution No. 38 - 22

RESOLUTION TO CREATE A CHILDREN'S LONG TERM SERVICES SOCIAL WORKER POSITION IN THE DEPARTMENT OF HUMAN SERVICES

1 Passage of this resolution will create one (1) full-time social worker position in the
2 Children Youth and Families Division, Children with Differing Abilities Unit of the Department of
3 Human Services, effective January 1, 2023. This position will provide early intervention services
4 for children with physical and developmental disabilities through the Children's Long Term
5 Support (CLTS or "waiver") program. This position would be filled after January 1, 2023 and
6 when consumer numbers dictate another position is needed. The CLTS program is a fully
7 funded/reimbursed Medicaid program and requires no additional funding from Chippewa
8 County. The federal and state governments continue to add funding for CLTS in an effort to
9 have services provided early in a child's life.

10 The Wisconsin Department of Health Services (WIDHS), which administers this program,
11 does not allow for waitlists to exist. This mandate was effective as of July of 2020. Chippewa
12 County received a written warning for having a waitlist in the spring of 2022 and was directed
13 to develop a plan to ensure children receive services as they are enrolled into the program.

14 Based on data from September of 2021 and extrapolated through the end of 2023, the
15 Department of Human Services anticipates that there will be about 106 more children enrolled
16 into the CLTS program. This estimate includes children who will be discharged due to turning
17 18. The Department has one new CLTS position authorized in 2022, which will be filled when
18 needed and which will provide services for 45 children, which will leave approximately 61
19 children whose needs must be addressed.

20 The consequences of not having services available to children when needed include
21 families being unable to stay together because functional skills must be learned at an early age
22 and funding for deep end services will be required at a much higher cost to taxpayers e.g.
23 hospitalization, crisis intervention, and out-of-home placements. Without the addition of this
24 position to address the additional referrals, the Department will not remain in compliance with
25 the State's no waitlist mandate. This resolution will authorize the Department of Human
26 Services to use the federal and state funds already allocated to the CLTS program in 2023 and
27 continue into future fiscal years.

Resolution No. 38 - 22

**RESOLUTION TO CREATE A CHILDREN'S LONG TERM SERVICES SOCIAL WORKER POSITION IN
THE DEPARTMENT OF HUMAN SERVICES**

WHEREAS, the Department of Human Services is the service facilitator for federal and state funding through the Children's Long Term Support (CLTS) Program, which provides early intervention services for children with physical and developmental disabilities; and

WHEREAS, CLTS services are provided to children who meet certain functional and financial eligibility requirements; and

WHEREAS, the Wisconsin Department of Health Services has mandated that no county agency shall have a wait list for their CLTS program, effective July 1, 2020; and

WHEREAS, the CLTS program is expected to enroll 106 more children into the program through the end of 2023, considering attrition; and

WHEREAS, the Department has been authorized an additional CLTS social worker position in 2022, which has yet to be filled and will be able to provide services for 45 of the 106 additional referrals, leaving an estimated 61 children who will require services; and

WHEREAS, without the addition of another CLTS social worker position to address the additional referrals, the Department will not remain in compliance with the State's no waitlist mandate; and

WHEREAS, the CLTS program is a fully funded/reimbursed Medicaid program and requires no additional funding from Chippewa County; and

WHEREAS, the federal and state governments continue to add funding for the CLTS program in an effort to have services provided early in a child's life; and

WHEREAS, the consequences of not having services available to children when needed include families being unable to stay together because functional skills must be learned at an early age and costlier out-of-home, deep end services at a cost to county taxpayers, e.g. hospitalizations, institutional out of state placements; and

WHEREAS, it is the recommendation of the Director of the Department of Human Services and the County Administrator that the Children Youth and Family Services Division, Children with Differing Abilities Unit, be provided with one (1) new position to provide CLTS services to provide early intervention services to children with special needs; and

WHEREAS, it is also recommended that this position be filled after January 1, 2023 and

when consumer numbers dictate additional social worker staffing is needed: and

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

WHEREAS, the Health and Human Services Board has reviewed and does approve the creation of one (1) full-time social worker position in the Children Youth and Families Division, Children with Differing Abilities Unit of the Department of Human Services to provide CLTS services to children;

NOW, THEREFORE BE IT RESOLVED, that effective January 1, 2023, one (1) full-time Social Worker position is hereby created in the Children Youth and Families Division, Children with Differing Abilities Unit of the Department of Human Services to ensure consumers are enrolled as they become eligible; and

BE IT FURTHER RESOLVED, that this position be filled after January 1, 2023 and when consumer numbers dictate additional social worker staffing is needed; and

BE IT FURTHER RESOLVED, that this position shall be funded by Medicaid revenue generated by this position; and

BE IT FURTHER RESOLVED, that should the state and federal funding necessary to fund this position no longer be available or be reduced significantly, this position may be eliminated by the County Administrator.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Funded with Medicaid Fee for Service (1- CLTS Social Worker)

Wages and Benefits \$97,291

Computer Equipment 2,500

Total 2023 Estimated Cost \$99,791

08/2/2022 Executive Committee

RESULT: FORWARD TO COUNTY BOARD [UNANIMOUS] Next: 8/9/2022 6:00 PM

MOVER: Jason Bergeron, District 7

SECONDER: Harold Steele, District 2

AYES: Dean Gullickson, Harold Steele, Glen Sikorski, Jason Bergeron

EXCUSED: Ken Schmitt

Approved as to Form:



Todd A. Pauls, Corporation Counsel

6/27/2022



Lori Zwiefelhofer, Finance Director

6/27/2022



Randy B. Scholz, County Administrator

6/27/2022



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change Form

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

Department: Human Services Division: CYFS-CWDA

Current Job Description Title: Social Worker- CLTS 1 position Anticipated Start Date: 2023-when numbers require it

Proposed Job Description Title: (if different) NA

Direct Supervisor: Kyra Secraw

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):

Forecasting of referrals in Children's Long Term Support (CLTS) indicates the need for 1 FTE position in calendar year 2023 to stay on top of wait list needs. Attrition of cases and capacity have been calculated. This position is fully funded; no levy dollars are needed.

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.

CLTS Program--federal assurances under the § 1915(b)(4)

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

These positions are needed to maintain the programs and stay in compliance with no wait list mandates.

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

55% productivity per month and Chippewa County Performance Eval.

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

☐ Yes ☒ No

Please explain:

Due to the complexities and fiscal responsibilities of the programs it is best administered in-house.

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:

CLTS is a highly technical program that needs skilled, trained staff. Training takes several months. Specific credentials are required.

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: ☒ 2080 ☐ 1500 ☐ 1040 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule 8 hrs/5days 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?

large wait list, possibly another citation for having a wait list again, staff burn out, staff turn over, lack of access to mental health services in the county for our youth, increased high end out of home placements.

What is the impact of not filling the position in:

3 months: increased wait list

6 months: increased wait list, staff burn out

12 months: increased wait list, possible citation(s), likely staff turnover, increase in out of home placements

Not at all: large wait list, likely citation(s), staff turnover, increased high end out of home placements

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:

No lower priority functions identified.

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

Provide support to children with disabilities.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2022 BUDGETED AMOUNT FOR POSITION (From 2022 PCR and BER)

N/A - new position + _____ = _____
 Per Personnel Cost Report (PCR) Per Benefit Estimate Report (BER) **Total Budgeted for Position**

Number of Hours Budgeted for Position per 2022 Personnel Cost Report: _____

General Ledger Account Number to Charge Salary to: see attachment
 (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) 23.61 of Pay Grade O

23.61 X 2080 = 49,108.80
 Starting Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Minimum Impact

49,108.80 + 9,085.13 + 23,988 = 82,181.93
 Total Wages Minimum Impact Fringe Benefits* (Use percentage below) Health Insurance ** **Total Minimum Fiscal Impact 2022**

Position Point Fiscal Impact Position Point Wage/Max Step (WPPA) 29.74 of Pay Grade Q

29.74 X 2080 = 61,859.20
 Position Point Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Maximum Impact

61,859.20 + 11,443.95 + 23,988 = 97,291.15
 Total Wages Position Point Impact Fringe Benefits* (Use percentage below) Health Insurance ** **Total Maximum Fiscal Impact 2022**

* 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

2022 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION (To be completed by Finance Division)

_____ + _____ = _____
 Wage Less Overtime Fringe Benefits Less Overtime **Total YTD Expended for Position**

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

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3. <u>[Signature]</u> <u>6/20/22</u> Finance Division Review Date ☒ Recommend ☐ Not Recommend	

Comments: _____

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**CHIPPEWA COUNTY
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- A valid driver's license required.
- A cell phone is recommended.

Social Worker III

- Master's degree in Social Work or a related field (e.g. professional counseling, psychology, sociology, etc.) and possess, or will be able to obtain a Social Work Certification or a Professional Counselor License within two years of hire, meeting the criteria per Wis: Stats. MPSW 14.01 or MPSW 11 or another license from a human service related field.
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MATHEMATICAL SKILLS

- Ability to perform basic 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.

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 in an office setting as well as working with clients in their homes.
- There can be dangerous and intense situations requiring law enforcement back up such as mental health crisis situations, drug endangered homes and entering homes where there could be a possible risk of physical injury and unpredictability.
- Must be available on a 24 hour basis flexible time schedule. Schedule to be worked out with Department.
- May require travel in all types of weather conditions and changing temperatures.

County Administrator
Randy Scholz

Health & Human Services Board
5 County Board Supervisors
4 Citizen Representatives

Aging & Disability Resource Center Board

Jessica Barrickman
Operations Administrator
Western Region Recovery & Wellness Consortium

Human Services Director
Tim Easker

Department of Administration
Finance Division
Lori Zwiefelhofer, Finance Director

Human Services Operations
FISCAL & CONTRACTS
Paul Brenner, Senior Fiscal Manager
Lori Wedemeyer, Fiscal Manager

Pauline Spiegel
Lead Administrative Assistant

Updated 06-14-2022

2023 Proposed New Positions

AGING & DISABILITY RESOURCE CENTER (ADRC) DIVISION
Leslie Fijalkiewicz, Manager

RECOVERY & WELLNESS CONSORTIUM (RWC) ADULT SERVICES DIVISION
Tom Diehl, Manager

CHILDREN, YOUTH & FAMILIES (CYF) DIVISION
Birth to 3
Child Protective Services
Karl Kerber, Manager

CHILDREN, YOUTH & FAMILIES (CYF) DIVISION
Children with Diverse Abilities
Youth Justice
Kyra Secrew, Manager

ECONOMIC SUPPORT (ES) DIVISION
Bobbie Jaeger, Manager

1-Kay Hebert (DBS)
1-Michelle Fellom (EBS)
1-Holly Anderson (OC)
1-Sarah Hedlund (OC)
1-Erika Stevens (OC)
1-Kasha White (OC)
1-Jessica Gibson (OC)
1-Kelly Zimmerman (Nutrition/Transp)
1-Carla Berscheit (DCS-shared with Dunn)
1-Renee Price (AA)
6-Stephanie Rasmussen (AA) June 27
5-Breanna Schemenauer (AA-DBS/EBS)
6-Kathryn Nelson(AA-Sprt Prgrms) 6/27
10 PT - Nutrition Program
Line of Authority

1-Ann Rueden (CCS)
1-Amanda (Mandy) Heindl (CCS)
1-Trish Houle (RN)
1-Lisa Hudson (Clinician)
1-Caleb Johnson (CSP)
1-Caitlin (Mitchell) Walton (CCS)
1-Michelle Phelps (AODA)
1-Meghan Eisenbraun (CCS)
1-David Pfeiffer (CSP)
1-Joyel Metcalf (APS)
1-Britney Kopp (APS)
1-Kim Behnke (AA)
3-Erin Johnson (WATTS SW)
1-Cody Butcher(Northwest Contract-Crisis Follow-up)
1-Marie Reynolds (Northwest Contract-Crisis Follow-up)
20-Dr. Daniel Hanson (Contract)
25-Daniel Erickson (Milwaukee Connections)

Ashley Brott, Supervisor
Erica Campbell, Lead Worker

Karla Halvorson, Supervisor (July 25)

Elizabeth Nyhus, Lead Worker

1-Erika (Cooley) Ferrin (CWDA/CCS)
1-Jessilyn Baisiger (CWDA/CLTS)
1-Kyndra Fein (CWDA/CCS)
1-Hannah Kleist (CWDA/CCS)
1-Kaitie Indermuehle (CWDA/CCS)
1-Tara Mrozinski (CWDA/CCS)
1-Serena Schultz (CWDA/CLTS)
1-Tracy Xiong (CWDA/CCS)
1-Janelle Shearow (CWDA/CCS)
1-Amanda Conrad (CWDA/CCS)
1-Carl Reynolds (CWDA/CCS)
1-Kerri Nowicki (CWDA/CLTS)
1-Vacant (CWDA/CLTS)
1-Vacant (CWDA/CLTS)
1-Proposed Position (CWDA/CLTS)
1-Proposed Position (CWDA/CLTS)

1-Cindy Carlson (ESS)
1-Brittney Gee (ESS)
1-Rhonda Grzyb-Krista (ESS)
1-Melinda Steele (ESS)
1-Danielle Jones (ESS)
1-Cheryl Kivi Lemanski (ESS)
1-Christina Szalectki (ESS)
1-Rachel Phelps (ESS)
1-Erika Zillmer (ESS)
1-Stacy Yang (ESS)
1-Brandi Engel (AA)
1-Laura Gort (AA)

Extended Budgeting

6.9.a

Budget Summary Justification

User: tbremness
 Printed: 6/22/2022 - 2:27 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

CHIPPEWA COUNTY

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 100-02-51110 County Board							
411100	General Property Taxes	181,680.00	181,680.00	181,680.00	181,680.00	181,680.00	181,680.00
Total revenue with property tax:		181,680.00	181,680.00	181,680.00	181,680.00	181,680.00	181,680.00
511100	Salaries and Wages	16,940.00	16,850.00	16,940.00	7,330.00	16,940.00	16,940.00
514100	Per Diem/Mileage - Committee	36,500.00	30,748.01	36,500.00	11,083.57	36,500.00	36,500.00
515000	Fringe Benefits	5,000.00	4,408.28	5,000.00	1,695.63	5,000.00	5,000.00
521200	Contracted Services	91,002.00	93,459.37	91,002.00	58,111.88	91,002.00	91,002.00
522500	Telephone	200.00	180.34	200.00	72.86	200.00	200.00
531000	Office Supplies	1,000.00	689.99	1,000.00	228.35	1,000.00	1,000.00
531100	Postage	1,000.00	592.68	1,000.00	592.77	1,000.00	1,000.00
531200	Copies/Printing	1,000.00	0.00	1,000.00	0.00	1,000.00	1,000.00
531400	Equipment < \$5,000	0.00	136.32	0.00	48.32	0.00	0.00
532400	Memberships & Dues	20,538.00	17,599.00	20,538.00	17,681.34	20,538.00	20,538.00
532601	Publication of Legal Notices	3,500.00	2,775.97	3,500.00	536.14	3,500.00	3,500.00
533500	Conventions & Meetings	5,000.00	1,934.11	5,000.00	1,451.32	5,000.00	5,000.00
Total expense:		181,680.00	169,374.07	181,680.00	98,832.18	181,680.00	181,680.00
Revenue - Expense:		0.00	12,305.93	0.00	82,847.82	0.00	0.00

Submitted by: _____ Date _____
 Department/Division Head

Attachment: CB Budget Justification 06-22-2022 (7146 : County Board 2023 Budget Review)

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes		
	Property Tax	181,680.00	
	Total 411100 General Property Taxes:		181,68
	Total revenue:		181,68
511100	Salaries and Wages		
	Salaries	16,940.00	
	Total 511100 Salaries and Wages:		16,94
514100	Per Diem/Mileage - Committee		
	Per Diem and Mileage Expenses	36,500.00	
	Total 514100 Per Diem/Mileage - Committee:		36,50
515000	Fringe Benefits		
	FICA (7.65%) and Worker's Compensation (3.5%) for salaries and per diems	5,000.00	
	Total 515000 Fringe Benefits:		5,00
521200	Contracted Services		
	West Cap	4,500.00	
	Meridia Electronic Voting Software	1,000.00	
	Polycom Replacement (used for CB meeting overflow)	15,000.00	
	West Wisconsin Regional Planning	43,000.00	
	IQM2 Agenda Management Software - Minute Traq Module (agendas & minutes)	17,000.00	
	Other	2,802.00	
	iPad Internet Access for 21 CB Supervisors (all iPads will be replaced in 2024)	7,700.00	
	Total 521200 Contracted Services:		91,00
522500	Telephone		
		200.00	
	Total 522500 Telephone:		20
531000	Office Supplies		
	Envelopes, paper, binders, name plates, etc.	1,000.00	
	Total 531000 Office Supplies:		1,00
531100	Postage		

Account Number	Description	Amount	Total
PRELIMINARY			
	Postage expenses for County Board related correspondence	1,000.00	
		Total 531100 Postage:	1,00
531200	Copies/Printing		
	CB books, agendas, minutes, proceedings of the CB, etc.	1,000.00	
		Total 531200 Copies/Printing:	1,00
532400	Memberships & Dues		
	Chippewa Herald Telegram	500.00	
	NaCO Dues	1,500.00	
	Chippewa Falls Chamber of Commerce	2,000.00	
	WI Counties Utility Tax Association	3,000.00	
	Northwest ITBEC	3,000.00	
	WCA Dues	10,000.00	
	Other	538.00	
		Total 532400 Memberships & Dues:	20,53
532601	Publication of Legal Notices		
	Publishing minutes in the Chippewa Herald Telegram	3,500.00	
	Legal notices including actions of the CB, ordinances, resolutions, amendatory zoning ordinances, etc.	0.00	
		Total 532601 Publication of Legal Notices:	3,50
533500	Conventions & Meetings		
	Mileage and other training and education	5,000.00	
	WCA Conference - 21 County Board Supervisors	0.00	
		Total 533500 Conventions & Meetings:	5,00
		Total expense:	181,68
	Total Account # 100-02-51110 County Board Detail:		

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	6.9.a
PRELIMINARY								
	Grand total revenue without property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total property tax:	181,680.00	181,680.00	181,680.00	181,680.00	181,680.00	181,680.00	
	Grand total revenue with property tax:	181,680.00	181,680.00	181,680.00	181,680.00	181,680.00	181,680.00	
	Grand total expense:	181,680.00	169,374.07	181,680.00	98,832.18	181,680.00	181,680.00	
	Grand total revenue - expense:	0.00	12,305.93	0.00	82,847.82	0.00	0.00	

Extended Budgeting

Budget Summary Justification

CHIPPEWA COUNTY

User: tbremness
 Printed: 6/21/2022 - 1:52 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 100-04-51412 County Administrator							
473500	Revenue from RWC	2,000.00	1,865.59	0.00	1,089.54	0.00	2,000.00
493000	Fund Balance Applied	0.00	0.00	0.00	0.00	0.00	75,000.00
	Total revenue without property tax:	2,000.00	1,865.59	0.00	1,089.54	0.00	77,000.00
411100	General Property Taxes	332,962.00	332,962.00	343,647.00	343,647.00	343,647.00	352,875.00
	Total revenue with property tax:	334,962.00	334,827.59	343,647.00	344,736.54	343,647.00	429,875.00
511100	Salaries and Wages	200,028.00	201,135.40	205,336.00	89,805.82	205,336.00	215,942.00
515000	Fringe Benefits	37,021.00	36,597.45	38,146.00	16,205.00	38,146.00	40,088.00
515400	Health Insurance Benefit	47,044.00	45,969.82	49,296.00	21,996.18	49,296.00	47,976.00
521200	Contracted Services	60,000.00	22,325.00	60,000.00	8,623.50	60,000.00	135,000.00
522300	Cell Phone Costs	474.00	474.00	474.00	197.50	474.00	474.00
522500	Telephone	200.00	211.92	200.00	149.76	200.00	200.00
531000	Office Supplies	1,000.00	764.95	1,000.00	475.09	1,000.00	1,000.00
531019	COVID-19 Expense	0.00	320.25	0.00	186.20	0.00	0.00
531100	Postage	120.00	7.81	120.00	0.49	120.00	120.00
531200	Copies/Printing	1,000.00	491.44	1,000.00	181.09	1,000.00	1,000.00
531900	Sundry/Miscellaneous	850.00	0.00	850.00	0.00	850.00	850.00
532400	Memberships & Dues	2,100.00	1,287.66	2,100.00	1,401.49	2,100.00	2,100.00
532900	Subscriptions	1,500.00	1,242.93	1,500.00	712.50	1,500.00	1,500.00
533000	Mileage/Travel	500.00	284.64	500.00	0.00	500.00	500.00
533500	Conventions & Meetings	2,500.00	1,326.00	2,500.00	200.00	2,500.00	2,500.00
595000	Expenditure Transfer	-19,375.00	-11,875.00	-19,375.00	8,969.67	-19,375.00	-19,375.00
	Total expense:	334,962.00	300,564.27	343,647.00	149,104.29	343,647.00	429,875.00
	Revenue - Expense:	0.00	34,263.32	0.00	195,632.25	0.00	0.00

Attachment: CA Budget Justification 06-21-2022 (7145 : County Administrator 2023 Budget Preview)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	6.10.a
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PRELIMINARY

Submitted by: _____
Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes Property Tax	352,875.00	
		Total 411100 General Property Taxes:	352,87
473500	Revenue from RWC	2,000.00	
		Total 473500 Revenue from RWC:	2,00
493000	Fund Balance Applied Fund Balance Applied for Market Analysis	75,000.00	
		Total 493000 Fund Balance Applied:	75,00
		Total revenue:	429,87
511100	Salaries and Wages Per Personnel Cost Report	215,942.00	
		Total 511100 Salaries and Wages:	215,94
515000	Fringe Benefits Per Fringe Benefit Report	40,088.00	
		Total 515000 Fringe Benefits:	40,08
515400	Health Insurance Benefit Per Fringe Benefit Report	47,976.00	
		Total 515400 Health Insurance Benefit:	47,97
521200	Contracted Services Fund balance applied for 2023 market analysis effective 1-1-2024 Legal fees for outside legal counsel (labor negotiations, investigations, etc.) General contracted services, efficiency studies, etc. HR related services (employee engagement, etc)	75,000.00 10,000.00 30,000.00 20,000.00	
		Total 521200 Contracted Services:	135,00
522300	Cell Phone Costs CA monthly allowance \$35 CA priority cell \$4.50/month	420.00 54.00	

Account Number	Description	Amount	Total
PRELIMINARY			
		Total 522300 Cell Phone Costs:	47
522500	Telephone		
	2 telephones X \$54 per extension, plus long distance	200.00	
		Total 522500 Telephone:	200.00
531000	Office Supplies		
	Pens, pencils, binders, certificates, etc.	1,000.00	
		Total 531000 Office Supplies:	1,000.00
531100	Postage		
		120.00	
		Total 531100 Postage:	120.00
531200	Copies/Printing		
	Print management and copy paper	1,000.00	
		Total 531200 Copies/Printing:	1,000.00
531900	Sundry/Miscellaneous		
	One time fees, books, notary bond fee, etc.	850.00	
		Total 531900 Sundry/Miscellaneous:	850.00
532400	Memberships & Dues		
	Other	250.00	
	WCMA - WI City/County Management Association (per CA employment agreement)	300.00	
	WCEA - WI Counties Executives & Administrators (per CA employment agreement)	150.00	
	Chamber of Commerce - Annual Meeting	40.00	
	NACA - National Association of County Administrators (per CA employment agreement)	125.00	
	ICMA - Internationals City/County Management Association (per CA employment agreement)	1,200.00	
	Chamber of Commerce - Business After Hours	35.00	
		Total 532400 Memberships & Dues:	2,100.00
532900	Subscriptions		
	Other	350.00	
	Eau Claire Leader Telegram	350.00	
	Chipewa Herald Telegram	400.00	
	Survey Monkey	400.00	

Attachment: CA Budget Justification 06-21-2022 (7145 : County Administrator 2023 Budget Preview)

Account Number Description

Amount

PRELIMINARY

Total 532900 Subscriptions: 1,50

533000 Mileage/Travel

Mileage/travel expenses 500.00

Total 533000 Mileage/Travel: 50

533500 Conventions & Meetings

Education and training for admin staff 0.00

1 State, 1 National Conference (per CA employment agreement) 2,500.00

WCA conference, WCMA conference, etc. 0.00

Total 533500 Conventions & Meetings: 2,50

595000 Expenditure Transfer

Reallocation for health insurance administration -19,375.00

Total 595000 Expenditure Transfer: -19,37

Total expense: 429,87

Total Account # 100-04-51412 County Administrator Detail:

Attachment: CA Budget Justification 06-21-2022 (7145 : County Administrator 2023 Budget Preview)

		2021	2021	2022	06/30/22	2022	2023	6.10.a
Account Number	Description	Budget	Actual	Budget	Actual	Est. Actual	Request	
PRELIMINARY								
	Grand total revenue without property tax:	2,000.00	1,865.59	0.00	1,089.54	0.00	77,000.00	
	Grand total property tax:	332,962.00	332,962.00	343,647.00	343,647.00	343,647.00	352,875.00	
	Grand total revenue with property tax:	334,962.00	334,827.59	343,647.00	344,736.54	343,647.00	429,875.00	
	Grand total expense:	334,962.00	300,564.27	343,647.00	149,104.29	343,647.00	429,875.00	
	Grand total revenue - expense:	0.00	34,263.32	0.00	195,632.25	0.00	0.00	

Extended Budgeting

Budget Summary Justification

CHIPPEWA COUNTY

User: lwedemeyer
 Printed: 7/7/2022 - 2:23 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 100-04-51250 CJS Division							
435106	State Aid - CJS	201,327.00	387,044.87	201,327.00	52,986.67	201,327.00	312,800.00
435110	Medicaid Revenue - CJS	38,000.00	6,341.06	38,000.00	-10,872.43	25,000.00	33,000.00
461450	First Time Offender Fees	30,000.00	22,670.00	30,000.00	15,833.92	35,000.00	30,000.00
485000	Donations & Contributions	0.00	1,419.00	0.00	0.00	0.00	0.00
Total revenue without property tax:		269,327.00	417,474.93	269,327.00	57,948.16	261,327.00	375,800.00
411100	General Property Taxes	295,606.00	295,606.00	341,553.00	341,553.00	341,553.00	352,517.00
Total revenue with property tax:		564,933.00	713,080.93	610,880.00	399,501.16	602,880.00	728,317.00
511100	Salaries and Wages	259,775.00	254,747.47	319,848.00	128,607.95	319,848.00	324,287.00
514100	Per Diem/Mileage - Committee	200.00	101.62	200.00	0.00	200.00	200.00
515000	Fringe Benefits	47,134.00	45,459.89	59,255.00	21,301.53	59,255.00	56,640.00
515400	Health Insurance Benefit	80,610.00	79,634.34	109,452.00	45,338.66	109,452.00	106,560.00
521200	Contracted Services	2,000.00	180,594.94	2,000.00	15,700.16	2,000.00	2,000.00
521252	Pretrial Grant Expenditures	24,587.00	11,845.59	17,784.00	12,077.18	17,784.00	21,641.00
521260	Contracted Services - TAD	64,405.00	61,872.76	5,315.00	1,170.39	5,315.00	30,000.00
521270	Contracted Services - Drug Ct	45,000.00	24,134.53	45,000.00	19,378.84	40,000.00	130,302.00
522300	Cell Phone Costs	240.00	110.00	240.00	50.00	240.00	240.00
522500	Telephone	500.00	0.00	500.00	0.00	500.00	500.00
531000	Office Supplies	700.00	1,267.50	700.00	611.43	700.00	1,000.00
531019	COVID-19 Expense	0.00	570.15	0.00	0.00	0.00	0.00
531060	Office Supplies - TAD	18,255.00	14,356.85	25,059.00	6,491.02	25,059.00	27,348.00
531070	Office Supplies - Drug Court	2,393.00	2,018.36	2,393.00	527.31	2,393.00	3,000.00
531100	Postage	100.00	291.94	100.00	584.07	100.00	100.00
531200	Copies/Printing	500.00	331.18	500.00	510.74	500.00	500.00
531400	Equipment > \$5,000	0.00	0.00	2,500.00	0.00	2,500.00	2,500.00
533000	Mileage/Travel	2,000.00	774.81	2,000.00	171.39	2,000.00	2,000.00
533060	Mileage/Travel - TAD	3,534.00	2,656.91	3,534.00	475.00	3,534.00	4,999.00
533070	Mileage/Travel - Drug Court	8,000.00	1,924.69	8,000.00	16,366.89	8,000.00	8,000.00
533500	Conventions & Meetings	5,000.00	5,272.70	6,500.00	920.71	6,500.00	6,500.00

Attachment: CJS 2023 Budget (7203 : Criminal Justice Services Division 2023 Budget)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 100-04-51250 CJS Division								
595000	Expenditure Transfer	0.00	-2,000.00	0.00	0.00	0.00	0.00	
Total expense:		564,933.00	685,966.23	610,880.00	270,283.27	605,880.00	728,317.00	
Revenue - Expense:		0.00	27,114.70	0.00	129,217.89	-3,000.00	0.00	

Attachment: CJS 2023 Budget (7203 : Criminal Justice Services Division 2023 Budget)

Submitted by: _____
Department/Division Head

Date

Account Number Description

Amount

PRELIMINARY

Account # 100-04-51250 CJS Division

411100 General Property Taxes

General Property Taxes

352,517.00

Total 411100 General Property Taxes:

352,51

435106 State Aid - CJS

TAD

115,327.00

Federal

104,000.00

Pretrial

93,473.00

Total 435106 State Aid - CJS:

312,80

435110 Medicaid Revenue - CJS

CCS Medicaid Revenue

33,000.00

Total 435110 Medicaid Revenue - CJS:

33,00

461450 First Time Offender Fees

First Time Offender and Check & THC Diversion Fees

30,000.00

Total 461450 First Time Offender Fees:

30,00

Total revenue:

728,31

511100 Salaries and Wages

Per Personnel Cost Report

324,287.00

Total 511100 Salaries and Wages:

324,28

514100 Per Diem/Mileage - Committee

Per Diem/Mileage-Committee

200.00

Total 514100 Per Diem/Mileage - Committee:

200

515000 Fringe Benefits

Per Benefit Estimate Report

56,640.00

Total 515000 Fringe Benefits:

56,64

515400 Health Insurance Benefit

Per Benefit Estimate Report

106,560.00

Total 515400 Health Insurance Benefit:

106,56

Attachment: CJS 2023 Budget (7203 : Criminal Justice Services Division 2023 Budget)

Account Number Description

Amount

PRELIMINARY

Account # 100-04-51250 CJS Division

521200

Contracted Services

Contracted Services - CJCC/CJS

2,000.00

Total 521200 Contracted Services:

2,00

521252

Pretrial Grant Expenditures

Training

2,500.00

Pretrial Drug Testing Supplies

15,141.00

Supplies, Cell Phone, Incentives

4,000.00

Total 521252 Pretrial Grant Expenditures:

21,64

521260

Contracted Services - TAD

Treatment/Residential Placement FIT Participants

30,000.00

Total 521260 Contracted Services - TAD:

30,00

521270

Contracted Services - Drug Ct

Treatment (FED Grant)

26,104.00

Sober Living House

17,904.00

Residential Services (FED Grant)

42,900.00

Peer Support (FED Grant)

15,660.00

Drug Testing Supplies

14,263.00

Training (FED Grant)

3,378.00

Ride Share Coupons (FED Grant)

5,000.00

Education, Work and DL Reinstatement Support

5,093.00

Total 521270 Contracted Services - Drug Ct:

130,30

522300

Cell Phone Costs

Cell Phone

240.00

Total 522300 Cell Phone Costs:

24

522500

Telephone

Telephone Cost

500.00

Total 522500 Telephone:

500

531000

Office Supplies

Office Supplies

1,000.00

Total 531000 Office Supplies:

1,000

Attachment: CJS 2023 Budget (7203 : Criminal Justice Services Division 2023 Budget)

Account Number

Description

Amount

PRELIMINARY

Account # 100-04-51250 CJS Division

531060

Office Supplies - TAD

EB Group Materials

2,250.00

Rewards & Incentives (TAD)

1,289.00

Drug Testing Supplies Pretrial

10,759.00

Drug Testing Supplies TAD

11,550.00

Paper & Stationary

1,500.00

Total 531060 Office Supplies - TAD:

27,34

531070

Office Supplies - Drug Court

Rewards, Certificates and Graduation Supplies

3,000.00

Total 531070 Office Supplies - Drug Court:

3,00

531100

Postage

Postage

100.00

Total 531100 Postage:

100

531200

Copies/Printing

Printing Costs

500.00

Total 531200 Copies/Printing:

500

531400

Equipment > \$5,000

Equipment

2,500.00

Total 531400 Equipment > \$5,000:

2,500

533000

Mileage/Travel

CJS Travel

2,000.00

Total 533000 Mileage/Travel:

2,000

533060

Mileage/Travel - TAD

Diversion/Pretrial Training Mileage

4,999.00

Total 533060 Mileage/Travel - TAD:

4,999

533070

Mileage/Travel - Drug Court

Recovery Team Mileage

8,000.00

Total 533070 Mileage/Travel - Drug Court:

8,000

Attachment: CJS 2023 Budget (7203 : Criminal Justice Services Division 2023 Budget)

Account Number

Description

Amount

PRELIMINARY

Account # 100-04-51250 CJS Division

533500

Conventions & Meetings

Conventions - CJCC and CJS

6,500.00

Total 533500 Conventions & Meetings:

6,500

Total expense:

728,31

Total Account # 100-04-51250 CJS Division Detail:

Attachment: CJS 2023 Budget (7203 : Criminal Justice Services Division 2023 Budget)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 100-04-51251 CJS Division Spec Funds								
485100	Meth Campaign Donations	0.00	25.00	0.00	0.00	0.00	0.00	
Total revenue without property tax:		0.00	25.00	0.00	0.00	0.00	0.00	
521275	Meth Campaign Expenses	0.00	807.26	0.00	2,759.40	0.00	0.00	
595000	Expenditure Transfer	0.00	2,000.00	0.00	0.00	0.00	0.00	
Total expense:		0.00	2,807.26	0.00	2,759.40	0.00	0.00	
Revenue - Expense:		0.00	-2,782.26	0.00	-2,759.40	0.00	0.00	

Attachment: CJS 2023 Budget (7203 : Criminal Justice Services Division 2023 Budget)

Submitted by: _____
Department/Division Head

Date

		2021	2021	2022	06/30/22	2022	2023	6.11.a
Account Number	Description	Budget	Actual	Budget	Actual	Est. Actual	Request	
PRELIMINARY								
	Grand total revenue without property tax:	269,327.00	417,499.93	269,327.00	57,948.16	261,327.00	375,800.00	
	Grand total property tax:	295,606.00	295,606.00	341,553.00	341,553.00	341,553.00	352,517.00	
	Grand total revenue with property tax:	564,933.00	713,105.93	610,880.00	399,501.16	602,880.00	728,317.00	
	Grand total expense:	564,933.00	688,773.49	610,880.00	273,042.67	605,880.00	728,317.00	
	Grand total revenue - expense:	0.00	24,332.44	0.00	126,458.49	-3,000.00	0.00	

Attachment: CJS 2023 Budget (7203 : Criminal Justice Services Division 2023 Budget)

Extended Budgeting

6.12.a

Budget Summary Justification

User: LZwiefelhofer
 Printed: 7/18/2022 - 10:03 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

CHIPPEWA COUNTY

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 100-03-51405 General Revenues							
411110	Payments In Lieu Of Taxes	27,000.00	31,628.64	28,000.00	29,470.55	28,000.00	29,000.00
411500	Forest Crop Taxes	25,000.00	32,731.16	25,000.00	32,935.09	34,000.00	30,000.00
412200	County Sales Tax Revenue	130.00	164.94	140.00	93.40	165.00	140.00
434100	State Shared Taxes	2,525,353.00	2,601,810.16	2,573,780.00	0.00	2,573,780.00	2,601,810.00
436400	State Aid - Personal Property	101,632.00	101,632.49	131,721.00	131,929.93	131,930.00	101,632.00
436500	State Aid-Computer Prsnl Prope	110,379.00	105,885.61	105,886.00	0.00	105,886.00	105,886.00
481000	P-Card Rebate	57,190.00	103,005.46	75,000.00	16,414.44	75,000.00	75,000.00
483010	Sale of County Property	100.00	226.49	500.00	158.30	500.00	500.00
483030	Tax Deed Sale Proceeds-Type B	500.00	240.00	0.00	0.00	0.00	0.00
489000	Sundry Department Revenues	0.00	94.38	500.00	6,271.13	6,300.00	500.00
489100	Refund of Prior Year Exp	0.00	-443.00	0.00	0.00	0.00	0.00
492999	Transfer in - Other Funds	0.00	277,807.32	0.00	0.00	0.00	0.00
Total revenue without property tax:		2,847,284.00	3,254,783.65	2,940,527.00	217,272.84	2,955,561.00	2,944,468.00
411100	General Property Taxes	-2,846,784.00	-2,846,784.00	-2,940,027.00	-2,940,027.00	-2,940,027.00	-2,943,968.00
Total revenue with property tax:		500.00	407,999.65	500.00	-2,722,754.16	15,534.00	500.00
531900	Sundry/Miscellaneous	500.00	293.14	500.00	0.56	500.00	500.00
592999	Transfer Out	0.00	1,400,000.00	0.00	0.00	0.00	0.00
Total expense:		500.00	1,400,293.14	500.00	0.56	500.00	500.00
Revenue - Expense:		0.00	-992,293.49	0.00	-2,722,754.72	15,034.00	0.00

Submitted by: _____ Date: _____
 Department/Division Head

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes		
	Net Offset for Property Taxes	-2,943,968.00	
		Total 411100 General Property Taxes:	-2,943,968.00
411110	Payments In Lieu Of Taxes		
	Payments made instead of Property Taxes	29,000.00	
		Total 411110 Payments In Lieu Of Taxes:	29,000.00
411500	Forest Crop Taxes		
	Counties Share of the Managed Forest Crop	30,000.00	
		Total 411500 Forest Crop Taxes:	30,000.00
412200	County Sales Tax Revenue		
	Discount received for monthly submission of Sales Taxes collected by county	140.00	
		Total 412200 County Sales Tax Revenue:	140.00
434100	State Shared Taxes		
	Estimated waiting for confirmation from state	2,601,810.00	
		Total 434100 State Shared Taxes:	2,601,810.00
436400	State Aid - Personal Property		
	Estimated waiting for confirmation from state	101,632.00	
		Total 436400 State Aid - Personal Property:	101,632.00
436500	State Aid-Computer Prsnl Prope		
	Estimated waiting for confirmation from state	105,886.00	
		Total 436500 State Aid-Computer Prsnl Prope:	105,886.00
481000	P-Card Rebate		
	Rebate with US Bank PCard program	75,000.00	
		Total 481000 P-Card Rebate:	75,000.00
483010	Sale of County Property		
	Estimated sale of county property	500.00	
		Total 483010 Sale of County Property:	500.00
489000	Sundry Department Revenues		

Attachment: Finance 2023 Budgets (7234 : Finance Division 2023 Budget Review - Lori Zwiefelhofer)

Account NumberDescription

AmountTotal

PRELIMINARY	Miscellaneous Revenues	500.00	
	Total 489000 Sundry Department Revenues:		50
	Total revenue:		50
531900	Sundry/Miscellaneous Miscellaneous Expenses	500.00	
	Total 531900 Sundry/Miscellaneous:		50
	Total expense:		50
	Total Account # 100-03-51405 General Revenues Detail:		

		2021	2021	2022	06/30/22	2022	2023	6.12.a
Account Number	Description	Budget	Actual	Budget	Actual	Est. Actual	Request	
PRELIMINARY								
	Grand total revenue without property tax:	2,847,284.00	3,254,783.65	2,940,527.00	217,272.84	2,955,561.00	2,944,468.00	
	Grand total property tax:	-2,846,784.00	-2,846,784.00	-2,940,027.00	-2,940,027.00	-2,940,027.00	-2,943,968.00	
	Grand total revenue with property tax:	500.00	407,999.65	500.00	-2,722,754.16	15,534.00	500.00	
	Grand total expense:	500.00	1,400,293.14	500.00	0.56	500.00	500.00	
	Grand total revenue - expense:	0.00	-992,293.49	0.00	-2,722,754.72	15,034.00	0.00	

Extended Budgeting

6.12.a

Budget Summary Justification

User: LZwiefelhofer
 Printed: 7/18/2022 - 10:03 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

CHIPPEWA COUNTY

Attachment: Finance 2023 Budgets (7234 : Finance Division 2023 Budget Review - Lori Zwiefelhofer)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 100-04-51510 Finance							
473500	Revenue from RWC	2,600.00	3,128.34	2,600.00	638.10	2,600.00	2,500.00
	Total revenue without property tax:	2,600.00	3,128.34	2,600.00	638.10	2,600.00	2,500.00
411100	General Property Taxes	347,500.00	347,500.00	369,368.00	369,368.00	369,368.00	396,009.00
	Total revenue with property tax:	350,100.00	350,628.34	371,968.00	370,006.10	371,968.00	398,509.00
511100	Salaries and Wages	232,151.00	225,778.10	228,768.00	96,078.95	228,768.00	232,031.00
515000	Fringe Benefits	42,960.00	39,838.75	42,437.00	17,102.04	42,437.00	43,148.00
515400	Health Insurance Benefit	23,522.00	45,985.85	49,296.00	21,980.15	49,296.00	71,964.00
521200	Contracted Services	37,000.00	480.00	37,000.00	42,735.86	37,000.00	37,000.00
521218	Contracted Services-Direct Dep	1,150.00	1,275.80	1,200.00	592.40	1,200.00	1,300.00
522300	Cell Phone Costs	420.00	315.00	420.00	175.00	420.00	350.00
522500	Telephone	350.00	316.06	400.00	231.62	400.00	400.00
531000	Office Supplies	3,522.00	2,664.72	3,750.00	235.93	2,750.00	3,750.00
531200	Copies/Printing	2,500.00	2,838.94	3,100.00	1,403.78	3,400.00	3,000.00
531500	Maintenance/Service Agreements	14,500.00	14,508.15	15,500.00	16,260.91	16,275.00	16,500.00
532400	Memberships & Dues	800.00	892.00	950.00	1,145.00	1,000.00	950.00
532900	Subscriptions	600.00	0.00	400.00	0.00	400.00	394.00
533000	Mileage/Travel	3,000.00	0.00	2,000.00	0.00	500.00	2,000.00
533500	Conventions & Meetings	7,000.00	2,310.00	6,122.00	169.00	2,622.00	5,097.00
595000	Expenditure Transfer	-19,375.00	-19,375.00	-19,375.00	0.00	-19,375.00	-19,375.00
	Total expense:	350,100.00	317,828.37	371,968.00	198,110.64	367,093.00	398,509.00
	Revenue - Expense:	0.00	32,799.97	0.00	171,895.46	4,875.00	0.00

Submitted by: _____
 Department/Division Head

 Date

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes		
	Property Tax Levy	396,009.00	
	Total 411100 General Property Taxes:		396,00
473500	Revenue from RWC		
	Revenue for RWC for Payroll, Accounts Payable, PCard, Audit and Meetings	2,500.00	
	Total 473500 Revenue from RWC:		2,50
	Total revenue:		398,50
511100	Salaries and Wages		
	Per Personnel Cost Report	232,031.00	
	Total 511100 Salaries and Wages:		232,03
515000	Fringe Benefits		
	Per Benefits Estimate Report	43,148.00	
	Total 515000 Fringe Benefits:		43,14
515400	Health Insurance Benefit		
	Per Benefits Estimate Report	71,964.00	
	Total 515400 Health Insurance Benefit:		71,96
521200	Contracted Services		
	Springbrook Server Upgrade and Other Financial Software Services	23,000.00	
	Laserfiche and other purchasing from Risk Management	9,500.00	
	Other Public Employee Benefits (OPEB) Audit with Key Benefits Concepts	4,500.00	
	Total 521200 Contracted Services:		37,00
521218	Contracted Services-Direct Dep		
	Positive Pay Bank Fees	300.00	
	Direct Deposit Fees for Payroll ACH Files	1,000.00	
	Total 521218 Contracted Services-Direct Dep:		1,30
522300	Cell Phone Costs		
	Cell Allowance	350.00	
	Total 522300 Cell Phone Costs:		35

Attachment: Finance 2023 Budgets (7234 : Finance Division 2023 Budget Review - Lori Zwiefelhofer)

Account Number	Description	Amount	Total
PRELIMINARY			
522500	Telephone		
	Department Telephones (5 lines)	400.00	
		Total 522500 Telephone:	400.00
531000	Office Supplies		
	Pens, pencils, file folders, binders, paper, etc	3,750.00	
		Total 531000 Office Supplies:	3,750.00
531200	Copies/Printing		
	Estimated Print Management Costs	3,000.00	
		Total 531200 Copies/Printing:	3,000.00
531500	Maintenance/Service Agreements		
	Highway Share of Springbrook Maintenance	-16,500.00	
	Human Services Share of Springbrook Maintenance	-15,726.00	
	Springbrook Annual Maintenance	51,560.00	
	LCFM Share of Springbrook Maintenance	-2,834.00	
		Total 531500 Maintenance/Service Agreements:	16,500.00
532400	Memberships & Dues		
	SNUG (Springbrook National User Group)	250.00	
	GFOA	410.00	
	American Payroll Association	260.00	
	WGFOA	30.00	
		Total 532400 Memberships & Dues:	950.00
532900	Subscriptions		
	GASB & Payroll Updates	394.00	
		Total 532900 Subscriptions:	394.00
533000	Mileage/Travel		
	Meetings, Trainings and Conferences Mileage	2,000.00	
		Total 533000 Mileage/Travel:	2,000.00
533500	Conventions & Meetings		
	CLA Annual Conference	500.00	
	Payroll APA Year End Meeting	1,000.00	
	Springbrook Annual Conference & User Group Meetings	3,597.00	

Account Number	Description	Amount	Total
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PRELIMINARY			
		Total 533500 Conventions & Meetings:	5,09
595000	Expenditure Transfer		
	Health Insurance Administration Transfer	-19,375.00	
		Total 595000 Expenditure Transfer:	-19,37
		Total expense:	398,50
		Total Account # 100-04-51510 Finance Detail:	

Attachment: Finance 2023 Budgets (7234 : Finance Division 2023 Budget Review - Lori Zwiefelhofer)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
	Grand total revenue without property tax:	2,600.00	3,128.34	2,600.00	638.10	2,600.00	2,500.00	
	Grand total property tax:	347,500.00	347,500.00	369,368.00	369,368.00	369,368.00	396,009.00	
	Grand total revenue with property tax:	350,100.00	350,628.34	371,968.00	370,006.10	371,968.00	398,509.00	
	Grand total expense:	350,100.00	317,828.37	371,968.00	198,110.64	367,093.00	398,509.00	
	Grand total revenue - expense:	0.00	32,799.97	0.00	171,895.46	4,875.00	0.00	

Budget Summary Justification

CHIPPEWA COUNTY

User: LZwiefelhofer
Printed: 7/18/2022 - 10:02 AM
Budget Type: DH Requested
Revision: 1
Current Actual YTD: 06/30/22

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 100-04-51512 Independent Auditing								
411100	General Property Taxes	29,061.00	29,061.00	29,061.00	29,061.00	29,061.00	29,061.00	
Total revenue with property tax:		29,061.00	29,061.00	29,061.00	29,061.00	29,061.00	29,061.00	
521300	Accounting & Auditing Services	29,061.00	33,110.01	29,061.00	9,787.49	29,061.00	29,061.00	
Total expense:		29,061.00	33,110.01	29,061.00	9,787.49	29,061.00	29,061.00	
Revenue - Expense:		0.00	-4,049.01	0.00	19,273.51	0.00	0.00	

Submitted by: _____
Department/Division Head

Date

Account Number

Description

Amount

PRELIMINARY

411100

General Property Taxes

Property Tax Levy

29,061.00

Total 411100 General Property Taxes:

29,06

Total revenue:

29,06

521300

Accounting & Auditing Services

District Attorney Audit Allocation

-400.00

Public Health Audit Allocation

-2,131.00

Highway Audit Allocation

-7,749.00

Child Support Audit Allocation

-1,550.00

ADRC Audit Allocation

-2,422.00

Zoning Audit Allocation

-242.00

Emergency Audit Allocation

-953.00

Financial Statements & Audit Allocation

64,580.00

Forest & Trails Audit Allocation

-859.00

Human Services Audit Allocation

-19,213.00

Total 521300 Accounting & Auditing Services:

29,06

Total expense:

29,06

Total Account # 100-04-51512 Independent Auditing Detail:

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
	Grand total revenue without property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total property tax:	29,061.00	29,061.00	29,061.00	29,061.00	29,061.00	29,061.00	
	Grand total revenue with property tax:	29,061.00	29,061.00	29,061.00	29,061.00	29,061.00	29,061.00	
	Grand total expense:	29,061.00	33,110.01	29,061.00	9,787.49	29,061.00	29,061.00	
	Grand total revenue - expense:	0.00	-4,049.01	0.00	19,273.51	0.00	0.00	

Budget Summary Justification

CHIPPEWA COUNTY

User: LZwiefelhofer
Printed: 7/18/2022 - 10:02 AM
Budget Type: DH Requested
Revision: 1
Current Actual YTD: 06/30/22

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 100-04-51513 Special Accounting								
411100	General Property Taxes	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	
Total revenue with property tax:		8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	
521301	Indirect Costs	8,000.00	7,750.00	8,000.00	0.00	8,000.00	8,000.00	
Total expense:		8,000.00	7,750.00	8,000.00	0.00	8,000.00	8,000.00	
Revenue - Expense:		0.00	250.00	0.00	8,000.00	0.00	0.00	

Submitted by: _____
Department/Division Head

Date

Account Number

Description

Amount

PRELIMINARY

411100

General Property Taxes

Property Tax Levy

8,000.00

Total 411100 General Property Taxes:

8,00

Total revenue:

8,00

521301

Indirect Costs

Divisified Services Network Indirect Cost Audit Agreement (2019-2023)

8,000.00

Total 521301 Indirect Costs:

8,00

Total expense:

8,00

Total Account # 100-04-51513 Special Accounting Detail:

Attachment: Finance 2023 Budgets (7234 : Finance Division 2023 Budget Review - Lori Zwiefelhofer)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
	Grand total revenue without property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total property tax:	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	
	Grand total revenue with property tax:	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	
	Grand total expense:	8,000.00	7,750.00	8,000.00	0.00	8,000.00	8,000.00	
	Grand total revenue - expense:	0.00	250.00	0.00	8,000.00	0.00	0.00	

Budget Summary Justification

CHIPPEWA COUNTY

User: LZwiefelhofer
Printed: 7/18/2022 - 10:08 AM
Budget Type: DH Requested
Revision: 1
Current Actual YTD: 06/30/22

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 100-04-59810 Budget Adjustments To General								
411100	General Property Taxes	165,000.00	165,000.00	175,000.00	175,000.00	175,000.00	242,500.00	
Total revenue with property tax:		165,000.00	165,000.00	175,000.00	175,000.00	175,000.00	242,500.00	
511100	Salaries and Wages	165,000.00	0.00	175,000.00	0.00	175,000.00	242,500.00	
Total expense:		165,000.00	0.00	175,000.00	0.00	175,000.00	242,500.00	
Revenue - Expense:		0.00	165,000.00	0.00	175,000.00	0.00	0.00	

Submitted by: _____
Department/Division Head

Date

Account Number

Description

Amount

PRELIMINARY

411100

General Property Taxes

Property Tax Levy

242,500.00

Total 411100 General Property Taxes:

242,500

Total revenue:

242,500

511100

Salaries and Wages

7/1/23 Increases & Market Analysis Preparation

175,000.00

WPPA Contract

37,500.00

New Longevity Program

30,000.00

Total 511100 Salaries and Wages:

242,500

Total expense:

242,500

Total Account # 100-04-59810 Budget Adjustments To General Detail:

Attachment: Finance 2023 Budgets (7234 : Finance Division 2023 Budget Review - Lori Zwiefelhofer)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
	Grand total revenue without property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total property tax:	165,000.00	165,000.00	175,000.00	175,000.00	175,000.00	242,500.00	
	Grand total revenue with property tax:	165,000.00	165,000.00	175,000.00	175,000.00	175,000.00	242,500.00	
	Grand total expense:	165,000.00	0.00	175,000.00	0.00	175,000.00	242,500.00	
	Grand total revenue - expense:	0.00	165,000.00	0.00	175,000.00	0.00	0.00	

Extended Budgeting

Budget Summary Justification

CHIPPEWA COUNTY

User: LZwiefelhofer
Printed: 7/18/2022 - 10:03 AM
Budget Type: DH Requested
Revision: 1
Current Actual YTD: 06/30/22

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 100-42-56510 Housing Authority								
411100	General Property Taxes	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	
Total revenue with property tax:		1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	
530000	Program Expenditures	1,150.00	769.08	1,150.00	0.00	1,150.00	1,150.00	
Total expense:		1,150.00	769.08	1,150.00	0.00	1,150.00	1,150.00	
Revenue - Expense:		0.00	380.92	0.00	1,150.00	0.00	0.00	

Submitted by: _____
Department/Division Head

Date

Account Number

Description

Amount

PRELIMINARY

411100

General Property Taxes

Property Tax Levy

1,150.00

Total 411100 General Property Taxes:

1,15

Total revenue:

1,15

530000

Program Expenditures

Housing Authority Commission Reimbursement

1,150.00

Total 530000 Program Expenditures:

1,15

Total expense:

1,15

Total Account # 100-42-56510 Housing Authority Detail:

Attachment: Finance 2023 Budgets (7234 : Finance Division 2023 Budget Review - Lori Zwiefelhofer)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
	Grand total revenue without property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total property tax:	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	
	Grand total revenue with property tax:	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	
	Grand total expense:	1,150.00	769.08	1,150.00	0.00	1,150.00	1,150.00	
	Grand total revenue - expense:	0.00	380.92	0.00	1,150.00	0.00	0.00	

Extended Budgeting

6.12.a

Budget Summary Justification

User: LZwiefelhofer
 Printed: 7/18/2022 - 10:03 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

CHIPPEWA COUNTY

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 213-42-56511 Housing CDBG - Chippewa Co							
481000	Interest Income	4,500.00	21.01	1,200.00	0.00	0.00	500.00
486010	Loan Principal Payment-CDBG-Co	125,000.00	159,765.82	125,000.00	85,872.57	151,925.00	173,000.00
486020	Loan Interest Inc-Housing-Co	1,000.00	1,307.65	1,000.00	0.00	250.00	1,500.00
Total revenue without property tax:		130,500.00	161,094.48	127,200.00	85,872.57	152,175.00	175,000.00
521249	Administration Exp of CDBG	15,000.00	28,395.49	25,000.00	0.00	5,000.00	25,000.00
530000	Program Expenditures	115,500.00	164,289.00	102,200.00	5,755.00	52,200.00	150,000.00
Total expense:		130,500.00	192,684.49	127,200.00	5,755.00	57,200.00	175,000.00
Revenue - Expense:		0.00	-31,590.01	0.00	80,117.57	94,975.00	0.00

Submitted by: _____
 Department/Division Head

Date

Account Number Description

Amount

PRELIMINARY

Account # 213-42-56511 Housing CDBG - Chippewa Co

481000

Interest Income

Interest Income from chekcing account - Chippewa County CDBG

500.00

Total 481000 Interest Income:

500

486010

Loan Principal Payment-CDBG-Co

Loan principal payments from individuals

173,000.00

Total 486010 Loan Principal Payment-CDBG-Co:

173,000

486020

Loan Interest Inc-Housing-Co

Loan interest payments on Installment Loans from individuals

1,500.00

Total 486020 Loan Interest Inc-Housing-Co:

1,500

Total revenue:

175,000

521249

Administration Exp of CDBG

Housing Authority administration of RLF program

25,000.00

Total 521249 Administration Exp of CDBG:

25,000

530000

Program Expenditures

Payments to contracts, etc for individuals for remodeling, improvements, etc.

150,000.00

Total 530000 Program Expenditures:

150,000

Total expense:

175,000

Total Account # 213-42-56511 Housing CDBG - Chippewa Co Detail:

Attachment: Finance 2023 Budgets (7234 : Finance Division 2023 Budget Review - Lori Zwiefelhofer)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 213-42-56512 Housing CDBG - Regional 2013								
435115	State Aid - Housing Authority	1,000,000.00	1,400,233.92	1,000,000.00	414,163.57	900,000.00	1,500,000.00	
486010	Loan Principal Pay-Housing-Reg	264,750.00	381,616.00	250,000.00	149,496.00	235,000.00	310,000.00	
486020	Loan Interest Inc-Housing-Reg	250.00	188.79	250.00	46.03	100.00	200.00	
	Total revenue without property tax:	1,265,000.00	1,782,038.71	1,250,250.00	563,705.60	1,135,100.00	1,810,200.00	
521249	Administration Exp of CDBG	165,000.00	272,728.86	225,000.00	51,759.73	125,000.00	250,000.00	
530000	Program Expenditures	1,100,000.00	1,728,012.81	1,025,250.00	353,373.31	725,250.00	1,560,200.00	
571200	CDBG-Reg Granted Relief	0.00	0.00	0.00	151,851.18	385,000.00	0.00	
	Total expense:	1,265,000.00	2,000,741.67	1,250,250.00	556,984.22	1,235,250.00	1,810,200.00	
	Revenue - Expense:	0.00	-218,702.96	0.00	6,721.38	-100,150.00	0.00	

Submitted by:

Department/Division Head

Date

Account Number Description

Amount

PRELIMINARY

Account # 213-42-56512 Housing CDBG - Regional 2013

435115

State Aid - Housing Authority

State Grants for Regional CDBG expires 12/31/2024

1,500,000.00

Total 435115 State Aid - Housing Authority:

1,500,00

486010

Loan Principal Pay-Housing-Reg

Loan principal payments from individuals

310,000.00

Total 486010 Loan Principal Pay-Housing-Reg:

310,00

486020

Loan Interest Inc-Housing-Reg

Interest income from working checking account - Regions CDBG

200.00

Total 486020 Loan Interest Inc-Housing-Reg:

20

Total revenue:

1,810,20

521249

Administration Exp of CDBG

Housing Authority administration of RLF program

250,000.00

Total 521249 Administration Exp of CDBG:

250,00

530000

Program Expenditures

Payments to contracts, etc for individuals remodeling, improvements, etc.

1,560,200.00

Total 530000 Program Expenditures:

1,560,20

Total expense:

1,810,20

Total Account # 213-42-56512 Housing CDBG - Regional 2013 Detail:

Attachment: Finance 2023 Budgets (7234 : Finance Division 2023 Budget Review - Lori Zwiefelhofer)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 213-42-56513 CDBG Grant								
435115	CDBG Grant Revenue	0.00	946,115.99	0.00	-74,628.87	0.00	0.00	
	Total revenue without property tax:	0.00	946,115.99	0.00	-74,628.87	0.00	0.00	
530000	Program Expenditures-CDBG	0.00	946,115.99	0.00	-74,628.87	0.00	0.00	
	Total expense:	0.00	946,115.99	0.00	-74,628.87	0.00	0.00	
	Revenue - Expense:	0.00	0.00	0.00	0.00	0.00	0.00	

Submitted by:

Department/Division Head

Date

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 213-42-56514 Housing-Emerg Assistance Prog								
435115	State Aid - Emerg Asst Program	0.00	35,842.95	0.00	1,462.50	1,475.00	0.00	
Total revenue without property tax:		0.00	35,842.95	0.00	1,462.50	1,475.00	0.00	
521249	Administration Exp of CDBG	0.00	5,207.95	0.00	212.50	225.00	0.00	
530000	Program Expenditures-EAP	0.00	30,635.00	0.00	1,250.00	1,250.00	0.00	
Total expense:		0.00	35,842.95	0.00	1,462.50	1,475.00	0.00	
Revenue - Expense:		0.00	0.00	0.00	0.00	0.00	0.00	

Submitted by: _____

Department/Division Head

Date

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
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PRELIMINARY

Grand total revenue without property tax:	1,395,500.00	2,925,092.13	1,377,450.00	576,411.80	1,288,750.00	1,985,200.00	
Grand total property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
Grand total revenue with property tax:	1,395,500.00	2,925,092.13	1,377,450.00	576,411.80	1,288,750.00	1,985,200.00	
Grand total expense:	1,395,500.00	3,175,385.10	1,377,450.00	489,572.85	1,293,925.00	1,985,200.00	
Grand total revenue - expense:	0.00	-250,292.97	0.00	86,838.95	-5,175.00	0.00	

Extended Budgeting

6.12.a

Budget Summary Justification

User: LZwiefelhofer
 Printed: 7/18/2022 - 10:03 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

CHIPPEWA COUNTY

Attachment: Finance 2023 Budgets (7234 : Finance Division 2023 Budget Review - Lori Zwiefelhofer)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 230-03-59305 Sales Tax Property Tax Relief							
412200	County Sales Tax Revenue	5,563,625.00	7,772,417.09	6,221,526.00	2,487,604.81	6,221,526.00	7,772,417.00
481000	Interest Income	20,605.00	2,964.33	15,500.00	8,943.97	15,500.00	2,964.00
492999	Transfer in - Other Funds	0.00	86,168.81	0.00	0.00	0.00	0.00
493000	Fund Balance Applied	1,220,236.00	0.00	344,001.00	0.00	344,001.00	-1,073,992.00
Total revenue without property tax:		6,804,466.00	7,861,550.23	6,581,027.00	2,496,548.78	6,581,027.00	6,701,389.00
592900	Transfer Out-Property Tax	1,548,967.00	1,548,967.00	1,570,653.00	1,570,653.00	1,570,653.00	1,680,599.00
592901	Transfer Out-Highway Fund	2,300,000.00	2,300,000.00	1,600,000.00	1,600,000.00	1,600,000.00	1,600,000.00
592902	Transfer Out-Facilities Proj	303,900.00	303,900.00	615,000.00	615,000.00	615,000.00	785,000.00
592904	Transfer Out-L/C Stewardship F	0.00	0.00	15,000.00	15,000.00	15,000.00	50,000.00
592906	Transfer Out-Sheriff Capital I	225,000.00	225,000.00	75,000.00	75,000.00	75,000.00	350,000.00
592910	Transfer Out-Debt Service Fund	1,800,025.00	1,800,025.00	1,853,800.00	1,853,800.00	1,853,800.00	1,552,900.00
592912	Transfer Out-Computer Pool Fun	245,000.00	245,000.00	265,000.00	265,000.00	265,000.00	225,000.00
592913	Transfer Out-Vehicle Pool Fund	200,000.00	200,000.00	275,000.00	275,000.00	275,000.00	250,000.00
592914	Transfer Out-Airport Debt/Co	131,574.00	131,574.00	131,574.00	131,574.00	131,574.00	132,890.00
592934	Transfer Out-Sound & Video Equ	0.00	0.00	80,000.00	80,000.00	80,000.00	75,000.00
592936	Transfer Out-LCFM	50,000.00	50,000.00	100,000.00	100,000.00	100,000.00	0.00
Total expense:		6,804,466.00	6,804,466.00	6,581,027.00	6,581,027.00	6,581,027.00	6,701,389.00
Revenue - Expense:		0.00	1,057,084.23	0.00	-4,084,478.22	0.00	0.00

Submitted by: _____
 Department/Division Head

_____ Date

Account Number	Description	Amount	Total
PRELIMINARY			
412200	County Sales Tax Revenue		
	Actual 2021 Sales Tax Revenues	7,772,417.00	
	Total 412200 County Sales Tax Revenue:		7,772,41
481000	Interest Income		
	Estimated Interest Revenues	2,964.00	
	Total 481000 Interest Income:		2,96
493000	Fund Balance Applied		
	Unallocated Funds for Future Projects	-1,073,992.00	
	Total 493000 Fund Balance Applied:		-1,073,99
	Total revenue:		6,701,38
592900	Transfer Out-Property Tax		
	Transfer Out for Property Tax Relief (CPI Index 7.0) (\$1,570,653 x 107% = \$1,680,599)	1,680,599.00	
	Total 592900 Transfer Out-Property Tax:		1,680,59
592901	Transfer Out-Highway Fund		
	Highway & Bridges Construction per 2023-2027 CIP Plan (Res 26-22)	1,600,000.00	
	Total 592901 Transfer Out-Highway Fund:		1,600,00
592902	Transfer Out-Facilities Proj		
	LCFM Department Remodel per 2023-2027 CIP Plan (Res 28-22)	475,000.00	
	LED Lighting Upgrade per 2023-2027 CIP Plan (Res 28-22)	135,000.00	
	Roof Replacement (Roofs #1, 2, 6, 7, 8, 11 & Annex) per 2023-2027 CIP Plan (Res 28-22)	175,000.00	
	Total 592902 Transfer Out-Facilities Proj:		785,00
592904	Transfer Out-L/C Stewardship F		
	County Stewardship Fund per 2023-2027 CIP Plan (Res 25-22)	50,000.00	
	Total 592904 Transfer Out-L/C Stewardship F:		50,00
592906	Transfer Out-Sheriff Capital I		
	911 Phone System Replacement per 2023-2027 CIP Plan (Res 27-22)	350,000.00	
	Total 592906 Transfer Out-Sheriff Capital I:		350,00
592910	Transfer Out-Debt Service Fund		

Attachment: Finance 2023 Budgets (7234 : Finance Division 2023 Budget Review - Lori Zwiefelhofer)

Account Number Description

Amount

PRELIMINARY

Debt Service & Interest Payments for 2018 CIP Bonding (Res 22-22) 941,300.00
Debt Service & Interest Payments for 2020 CIP Bonding (Res 22-22) 611,600.00

Total 592910 Transfer Out-Debt Service Fund: 1,552,900

592912 Transfer Out-Computer Pool Fun
Replacement Equipment for End Users & Data Center per 2023-2027 CIP Plan (Res 24-22)

225,000.00

Total 592912 Transfer Out-Computer Pool Fun: 225,000

592913 Transfer Out-Vehicle Pool Fund
Non-Highway Fleet Vehicle Purchases per 2023-2027 CIP Plan (Res 26-22)

250,000.00

Total 592913 Transfer Out-Vehicle Pool Fund: 250,000

592914 Transfer Out-Airport Debt/Co
Airport Contract with Eau Claire County (Res 23-22) Current contract ends 2023

132,890.00

Total 592914 Transfer Out-Airport Debt/Co: 132,890

592934 Transfer Out-Sound & Video Equ
Courtroom Audio/Video Control System

75,000.00

Total 592934 Transfer Out-Sound & Video Equ: 75,000

Total expense: 6,701,380

Total Account # 230-03-59305 Sales Tax Property Tax Relief Detail:

Attachment: Finance 2023 Budgets (7234 : Finance Division 2023 Budget Review - Lori Zwiefelhofer)

		2021	2021	2022	06/30/22	2022	2023	6.12.a
Account Number	Description	Budget	Actual	Budget	Actual	Est. Actual	Request	
PRELIMINARY								
	Grand total revenue without property tax:	6,804,466.00	7,861,550.23	6,581,027.00	2,496,548.78	6,581,027.00	6,701,389.00	
	Grand total property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total revenue with property tax:	6,804,466.00	7,861,550.23	6,581,027.00	2,496,548.78	6,581,027.00	6,701,389.00	
	Grand total expense:	6,804,466.00	6,804,466.00	6,581,027.00	6,581,027.00	6,581,027.00	6,701,389.00	
	Grand total revenue - expense:	0.00	1,057,084.23	0.00	-4,084,478.22	0.00	0.00	

Budget Summary Justification

CHIPPEWA COUNTY

User: LZwiefelhofer
Printed: 7/18/2022 - 10:04 AM
Budget Type: DH Requested
Revision: 1
Current Actual YTD: 06/30/22

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 233-03-56731 Opioid Abatement Account								
484010	Opioid Abatement Revenues	0.00	0.00	0.00	0.00	0.00	93,194.00	
Total revenue without property tax:		0.00	0.00	0.00	0.00	0.00	93,194.00	
530000	Program Expenditures	0.00	0.00	0.00	0.00	0.00	93,194.00	
Total expense:		0.00	0.00	0.00	0.00	0.00	93,194.00	
Revenue - Expense:		0.00	0.00	0.00	0.00	0.00	0.00	

Submitted by: _____
Department/Division Head

Date

Account Number

Description

Amount

PRELIMINARY

484010

Opioid Abatement Revenues

Estimated 2023 payment from Janssen

36,109.00

Estimated 2023 payments from Distributors

57,085.00

Total 484010 Opioid Abatement Revenues:

93,19

Total revenue:**93,19**

530000

Program Expenditures

Opioid Mitigation expenses as approved by Exhibit E of List of of Opioid Remediation Uses in agreement

93,194.00

Total 530000 Program Expenditures:

93,19

Total expense:**93,19****Total Account # 233-03-56731 Opioid Abatement Account Detail:**

Attachment: Finance 2023 Budgets (7234 : Finance Division 2023 Budget Review - Lori Zwiefelhofer)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
	Grand total revenue without property tax:	0.00	0.00	0.00	0.00	0.00	93,194.00	
	Grand total property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total revenue with property tax:	0.00	0.00	0.00	0.00	0.00	93,194.00	
	Grand total expense:	0.00	0.00	0.00	0.00	0.00	93,194.00	
	Grand total revenue - expense:	0.00	0.00	0.00	0.00	0.00	0.00	

Extended Budgeting

Budget Summary Justification

CHIPPEWA COUNTY

User: LZwiefelhofer
Printed: 7/18/2022 - 10:04 AM
Budget Type: DH Requested
Revision: 1
Current Actual YTD: 06/30/22

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 235-03-56730 American Rescue Plan							
433000	Federal Grants	0.00	1,200.00	6,279,529.00	6,279,529.50	6,279,529.00	0.00
481000	Interest Income	0.00	2,092.16	0.00	15,227.77	20,000.00	0.00
493000	Fund Balance Applied	0.00	0.00	0.00	0.00	0.00	3,600,000.00
Total revenue without property tax:		0.00	3,292.16	6,279,529.00	6,294,757.27	6,299,529.00	3,600,000.00
521200	Contracted Services	0.00	1,200.00	25,000.00	5,001.50	25,000.00	0.00
530000	Program Expenditures	0.00	0.00	6,254,529.00	0.00	6,104,529.00	0.00
530021	Contaminate Mitigation Wells	0.00	0.00	0.00	0.00	0.00	250,000.00
571400	BB Contr-24/7 Res 20-21	0.00	0.00	0.00	169,774.50	170,000.00	0.00
599993	Road Improvements	0.00	0.00	0.00	0.00	0.00	3,350,000.00
Total expense:		0.00	1,200.00	6,279,529.00	174,776.00	6,299,529.00	3,600,000.00
Revenue - Expense:		0.00	2,092.16	0.00	6,119,981.27	0.00	0.00

Submitted by: _____
Department/Division Head

Date

Account Number

Description

Amount

PRELIMINARY			
493000	Fund Balance Applied		
	2023 Planned ARPA Projects	3,600,000.00	
	Total 493000 Fund Balance Applied:		3,600,00
	Total revenue:		3,600,00
530021	Contaminate Mitigation Wells		
	2023 ARPA for Contaminate Mitigation in Residential Wells	250,000.00	
	Total 530021 Contaminate Mitigation Wells:		250,00
599993	Road Improvements		
	2023 ARPA for Road Improvements	3,350,000.00	
	Total 599993 Road Improvements:		3,350,00
	Total expense:		3,600,00
	Total Account # 235-03-56730 American Rescue Plan Detail:		

Attachment: Finance 2023 Budgets (7234 : Finance Division 2023 Budget Review - Lori Zwiefelhofer)

		2021	2021	2022	06/30/22	2022	2023	6.12.a
Account Number	Description	Budget	Actual	Budget	Actual	Est. Actual	Request	
PRELIMINARY								
	Grand total revenue without property tax:	0.00	3,292.16	6,279,529.00	6,294,757.27	6,299,529.00	3,600,000.00	
	Grand total property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total revenue with property tax:	0.00	3,292.16	6,279,529.00	6,294,757.27	6,299,529.00	3,600,000.00	
	Grand total expense:	0.00	1,200.00	6,279,529.00	174,776.00	6,299,529.00	3,600,000.00	
	Grand total revenue - expense:	0.00	2,092.16	0.00	6,119,981.27	0.00	0.00	

Extended Budgeting

6.12.a

Budget Summary Justification

User: LZwiefelhofer
 Printed: 7/18/2022 - 10:07 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

CHIPPEWA COUNTY

Attachment: Finance 2023 Budgets (7234 : Finance Division 2023 Budget Review - Lori Zwiefelhofer)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 705-05-51939 Section 125 Payroll Deduction								
474020	Revenue from Employees	265,000.00	349,951.34	279,958.00	152,683.91	279,958.00	350,000.00	
	Total revenue without property tax:	265,000.00	349,951.34	279,958.00	152,683.91	279,958.00	350,000.00	
411100	General Property Taxes	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	
	Total revenue with property tax:	271,000.00	355,951.34	285,958.00	158,683.91	285,958.00	356,000.00	
521102	Section 125 Claims Paid	265,000.00	341,419.67	279,958.00	126,478.22	279,958.00	350,000.00	
521900	Administration Expense	6,000.00	7,409.89	6,000.00	4,043.19	6,000.00	6,000.00	
	Total expense:	271,000.00	348,829.56	285,958.00	130,521.41	285,958.00	356,000.00	
	Revenue - Expense:	0.00	7,121.78	0.00	28,162.50	0.00	0.00	

Submitted by: _____
 Department/Division Head

Date

Account Number

Description

Amount

PRELIMINARY

411100

General Property Taxes

Tax levy for administration expenses with Diversified Benefit Services (DBS)

6,000.00

Total 411100 General Property Taxes:

6,00

474020

Revenue from Employees

Contributions from employees to Flexible Spending Plans

350,000.00

Total 474020 Revenue from Employees:

350,00

Total revenue:**356,00**

521102

Section 125 Claims Paid

Estimated Claims to be paid by Diversified Benefit Services (DBS) for employee claims

350,000.00

Total 521102 Section 125 Claims Paid:

350,00

521900

Administration Expense

Administration expenses for Diversified Benefit Services (DBS) as Third Party Administrator (TPA)

6,000.00

Total 521900 Administration Expense:

6,00

Total expense:**356,00****Total Account # 705-05-51939 Section 125 Payroll Deduction Detail:**

Attachment: Finance 2023 Budgets (7234 : Finance Division 2023 Budget Review - Lori Zwiefelhofer)

		2021	2021	2022	06/30/22	2022	2023	6.12.a
Account Number	Description	Budget	Actual	Budget	Actual	Est. Actual	Request	
PRELIMINARY								
	Grand total revenue without property tax:	265,000.00	349,951.34	279,958.00	152,683.91	279,958.00	350,000.00	
	Grand total property tax:	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	
	Grand total revenue with property tax:	271,000.00	355,951.34	285,958.00	158,683.91	285,958.00	356,000.00	
	Grand total expense:	271,000.00	348,829.56	285,958.00	130,521.41	285,958.00	356,000.00	
	Grand total revenue - expense:	0.00	7,121.78	0.00	28,162.50	0.00	0.00	

Extended Budgeting

6.13.a

Budget Summary Justification

User: thohlfelder
 Printed: 6/27/2022 - 12:32 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

CHIPPEWA COUNTY

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 100-04-51430 Human Resources							
473500	Revenue from RWC	0.00	0.00	0.00	224.13	0.00	0.00
	Total revenue without property tax:	0.00	0.00	0.00	224.13	0.00	0.00
411100	General Property Taxes	348,793.00	348,793.00	358,123.00	358,123.00	358,123.00	351,786.00
	Total revenue with property tax:	348,793.00	348,793.00	358,123.00	358,347.13	358,123.00	351,786.00
511100	Salaries and Wages	243,045.00	244,939.89	249,460.00	112,403.92	254,000.00	263,705.00
511200	Overtime	0.00	54.50	0.00	0.00	0.00	0.00
515000	Fringe Benefits	43,605.00	42,343.44	43,142.00	20,213.78	44,000.00	48,930.00
515400	Health Insurance Benefit	70,566.00	62,303.61	73,944.00	34,838.91	84,042.00	77,070.00
521200	Contracted Services	11,500.00	8,833.10	26,996.00	70.00	11,500.00	12,500.00
522300	Cell Phone Costs	550.00	436.30	550.00	195.00	550.00	550.00
522500	Telephone	500.00	428.54	500.00	280.85	500.00	500.00
525700	Testing	5,000.00	298.50	5,000.00	178.00	5,000.00	5,000.00
531000	Office Supplies	1,500.00	795.43	1,500.00	91.31	1,500.00	1,500.00
531100	Postage	500.00	434.78	500.00	183.33	500.00	500.00
531200	Copies/Printing	2,079.00	2,031.66	2,079.00	783.50	2,079.00	2,079.00
531500	Maintenance/Service Agreements	0.00	-63.03	0.00	0.00	0.00	0.00
532400	Memberships & Dues	800.00	105.00	800.00	757.00	800.00	800.00
532600	Advertising	17,500.00	11,115.84	17,500.00	5,321.18	15,000.00	17,500.00
533000	Mileage/Travel	1,000.00	0.00	1,000.00	0.00	1,000.00	1,000.00
533500	Conventions & Meetings	5,420.00	1,054.31	5,420.00	134.00	5,420.00	5,420.00
573100	Employee Assistance/Appreciati	15,200.00	1,000.00	15,200.00	0.00	15,200.00	15,200.00
595000	Expenditure Transfer	-69,972.00	-69,972.00	-85,468.00	0.00	-85,468.00	-100,468.00
	Total expense:	348,793.00	306,139.87	358,123.00	175,450.78	355,623.00	351,786.00
	Revenue - Expense:	0.00	42,653.13	0.00	182,896.35	2,500.00	0.00

Attachment: HR 2023 Budget Justification (7208 : Human Resources Division 2023 Budget)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	6.13.a
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PRELIMINARY

Submitted by: _____
Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes	351,786.00	
		Total 411100 General Property Taxes:	351,786.00
		Total revenue:	351,786.00
511100	Salaries and Wages per Personnel Cost Report	263,705.00	
		Total 511100 Salaries and Wages:	263,705.00
515000	Fringe Benefits per Benefit Estimate Report	48,930.00	
		Total 515000 Fringe Benefits:	48,930.00
515400	Health Insurance Benefit per Benefit Estimate Report	77,070.00	
		Total 515400 Health Insurance Benefit:	77,070.00
521200	Contracted Services NeoGov Applicant Tracking Annual Fee (increase of \$1,000) Von Briesen Annual Fee Grievance or Arbitration Contracted Svs Compensation System (Consulting, Survey Fees, Etc)	8,000.00 500.00 1,000.00 3,000.00	
		Total 521200 Contracted Services:	12,500.00
522300	Cell Phone Costs	550.00	
		Total 522300 Cell Phone Costs:	550.00
522500	Telephone 6 lines X 54 = 324, plus long distance and other phone charges	500.00	
		Total 522500 Telephone:	500.00
525700	Testing Pre-employment testing (clerical, state and other dept testing) and Drug & Alcohol Clearing House fees	5,000.00	
		Total 525700 Testing:	5,000.00

Attachment: HR 2023 Budget Justification (7208 : Human Resources Division 2023 Budget)

Account Number	Description	Amount	Total
PRELIMINARY			
531000	Office Supplies	1,500.00	
		Total 531000 Office Supplies:	1,500.00
531100	Postage	500.00	
		Total 531100 Postage:	500.00
531200	Copies/Printing	2,079.00	
		Total 531200 Copies/Printing:	2,079.00
532400	Memberships & Dues WACPD, Chamber, HRCI, SHRM, CVSHRM, WPELRA	800.00	
		Total 532400 Memberships & Dues:	800.00
532600	Advertising	17,500.00	
		Total 532600 Advertising:	17,500.00
533000	Mileage/Travel	1,000.00	
		Total 533000 Mileage/Travel:	1,000.00
533500	Conventions & Meetings	5,420.00	
		Total 533500 Conventions & Meetings:	5,420.00
573100	Employee Assistance/Appreciation Employee Engagement Survey Fee and Associated Expenses	15,200.00	
		Total 573100 Employee Assistance/Appreciation:	15,200.00
595000	Expenditure Transfer Health Insurance Program Staff Time from 703-05-51935-595000 Workers Compensation Program Staff Time from 702-05-51933-595000	-53,750.00 -46,718.00	
		Total 595000 Expenditure Transfer:	-100,468.00

Attachment: HR 2023 Budget Justification (7208 : Human Resources Division 2023 Budget)

Account Number	Description	Amount	Total
PRELIMINARY			
		Total expense:	351,78
	Total Account # 100-04-51430 Human Resources Detail:		

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
	Grand total revenue without property tax:	0.00	0.00	0.00	224.13	0.00	0.00	
	Grand total property tax:	348,793.00	348,793.00	358,123.00	358,123.00	358,123.00	351,786.00	
	Grand total revenue with property tax:	348,793.00	348,793.00	358,123.00	358,347.13	358,123.00	351,786.00	
	Grand total expense:	348,793.00	306,139.87	358,123.00	175,450.78	355,623.00	351,786.00	
	Grand total revenue - expense:	0.00	42,653.13	0.00	182,896.35	2,500.00	0.00	

Attachment: HR 2023 Budget Justification (7208 : Human Resources Division 2023 Budget)

Extended Budgeting

6.13.a

Budget Summary Justification

User: thohlfelder
 Printed: 6/27/2022 - 12:32 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

CHIPPEWA COUNTY

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 703-05-51935 Self-Funded Health Insurance							
474000	Revenues from Departments	0.00	0.00	7,527,696.00	2,950,771.76	7,527,696.00	7,452,227.00
474020	Revenues from Employees	0.00	0.00	36,000.00	27,477.72	36,000.00	36,000.00
474040	Health Insurance Rebates	0.00	0.00	325,230.00	0.00	325,230.00	75,000.00
481000	Interest Income	0.00	39.42	0.00	1,969.53	1,000.00	0.00
492109	Transfer In - General Fund	0.00	1,550,000.00	0.00	0.00	0.00	0.00
Total revenue without property tax:		0.00	1,550,039.42	7,888,926.00	2,980,219.01	7,889,926.00	7,563,227.00
411100	General Property Taxes	0.00	0.00	75,000.00	75,000.00	75,000.00	65,000.00
Total revenue with property tax:		0.00	1,550,039.42	7,963,926.00	3,055,219.01	7,964,926.00	7,628,227.00
521100	Insurance Claims Paid	0.00	0.00	4,904,236.00	664,659.99	4,904,236.00	4,699,227.00
521106	Prescription Claims Paid	0.00	0.00	1,174,030.00	414,606.13	1,174,030.00	1,174,000.00
521900	Administration Expense	0.00	126.20	138,720.00	2,938.43	138,720.00	8,500.00
551000	Insurance Premiums	0.00	103,640.00	1,093,440.00	462,441.03	1,093,440.00	1,093,000.00
551010	HDHP-HRA	0.00	0.00	561,000.00	268,521.71	561,000.00	561,000.00
595000	Expenditure Transfer	0.00	0.00	92,500.00	0.00	92,500.00	92,500.00
Total expense:		0.00	103,766.20	7,963,926.00	1,813,167.29	7,963,926.00	7,628,227.00
Revenue - Expense:		0.00	1,446,273.22	0.00	1,242,051.72	1,000.00	0.00

Submitted by: _____ Date: _____
 Department/Division Head

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes	65,000.00	
		Total 411100 General Property Taxes:	65,000.00
474000	Revenues from Departments		
	Benefit Estimate Report Premiums (minus \$39,000 for Wellness budget)	7,452,227.00	
		Total 474000 Revenues from Departments:	7,452,227.00
474020	Revenues from Employees		
	WPPA Employee Premiums	36,000.00	
		Total 474020 Revenues from Employees:	36,000.00
474040	Health Insurance Rebates		
	Estimated for Rx Rebates above AmeriBen TPA Costs	75,000.00	
		Total 474040 Health Insurance Rebates:	75,000.00
		Total revenue:	7,628,227.00
521100	Insurance Claims Paid		
	Estimated claims for all medical services minus Rx	4,699,227.00	
		Total 521100 Insurance Claims Paid:	4,699,227.00
521106	Prescription Claims Paid		
	Estimated Rx claims (Ingenio Rx)	1,174,000.00	
		Total 521106 Prescription Claims Paid:	1,174,000.00
521900	Administration Expense		
	Other Admin Fees	2,500.00	
	Checking Account Reconciliation (AmeriBen)	6,000.00	
		Total 521900 Administration Expense:	8,500.00
551000	Insurance Premiums		
	Estimated Stop Loss / Captive fee (Sun Life)	1,093,000.00	
		Total 551000 Insurance Premiums:	1,093,000.00
551010	HDHP-HRA		
		561,000.00	

Attachment: HR 2023 Budget Justification (7208 : Human Resources Division 2023 Budget)

Account Number

Description

Amount

PRELIMINARY

595000

Expenditure Transfer

- Expenditure Transfer to HR to 100-04-51430-595000
- Expenditure Transfer to County Administrator
- Expenditure Transfer to Finance

Total 551010 HDHP-HRA:

561,00

53,750.00
19,375.00
19,375.00

Total 595000 Expenditure Transfer:

92,50

Total expense:

7,628,22

Total Account # 703-05-51935 Self-Funded Health Insurance Detail:

Attachment: HR 2023 Budget Justification (7208 : Human Resources Division 2023 Budget)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
	Grand total revenue without property tax:	0.00	1,550,039.42	7,888,926.00	2,980,219.01	7,889,926.00	7,563,227.00	
	Grand total property tax:	0.00	0.00	75,000.00	75,000.00	75,000.00	65,000.00	
	Grand total revenue with property tax:	0.00	1,550,039.42	7,963,926.00	3,055,219.01	7,964,926.00	7,628,227.00	
	Grand total expense:	0.00	103,766.20	7,963,926.00	1,813,167.29	7,963,926.00	7,628,227.00	
	Grand total revenue - expense:	0.00	1,446,273.22	0.00	1,242,051.72	1,000.00	0.00	

Extended Budgeting

Budget Summary Justification

CHIPPEWA COUNTY

User: thohlfelder
 Printed: 6/27/2022 - 12:31 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 702-05-51933 Workmens Compensation Insurance							
474000	Revenues from Local Department	788,493.00	806,031.79	807,722.00	347,962.55	807,722.00	830,473.54
481000	Interest Income	1,500.00	312.46	1,500.00	555.96	1,500.00	1,500.00
484000	Insurance Recoveries	0.00	11.34	0.00	1,001.01	1,001.00	0.00
Total revenue without property tax:		789,993.00	806,355.59	809,222.00	349,519.52	810,223.00	831,973.54
511100	Salaries and Wages	10,000.00	5,259.58	10,000.00	0.00	5,000.00	10,000.00
514020	Safety Program Expenditures	50,000.00	21,258.00	50,000.00	3,615.29	40,000.00	53,000.00
514030	All Employee Training/Safety	16,500.00	765.85	16,500.00	1,557.87	16,500.00	16,500.00
515000	Fringe Benefits	2,000.00	586.45	2,000.00	0.00	1,000.00	2,000.00
515610	Payment to Individuals	554,071.00	238,293.89	550,104.00	274,463.90	750,000.00	564,555.54
521107	Adjustment for YE IBNR	0.00	369,918.00	0.00	0.00	0.00	0.00
521200	Contracted Services	57,300.00	44,710.19	65,000.00	22,155.63	65,000.00	65,300.00
521230	Legal Services	13,000.00	5,804.50	13,000.00	5,433.75	13,000.00	13,000.00
531000	Office Supplies	2,000.00	1,546.06	2,000.00	337.03	2,000.00	2,000.00
531200	Copies/Printing	150.00	265.37	150.00	67.49	150.00	150.00
531400	Equipment < \$5,000	5,000.00	1,579.16	5,000.00	328.48	2,500.00	5,000.00
532400	Memberships & Dues	750.00	0.00	750.00	0.00	750.00	750.00
533000	Mileage/Travel	700.00	0.00	700.00	0.00	700.00	700.00
533500	Conventions & Meetings	2,300.00	1,455.00	2,300.00	267.00	2,300.00	2,300.00
551000	Insurance Premiums	45,000.00	42,086.71	45,000.00	44,556.91	45,000.00	50,000.00
592999	Transfer Out	0.00	41,604.83	0.00	0.00	0.00	0.00
595000	Expenditure Transfer	31,222.00	31,222.00	46,718.00	0.00	46,718.00	46,718.00
Total expense:		789,993.00	806,355.59	809,222.00	352,783.35	990,618.00	831,973.54
Revenue - Expense:		0.00	0.00	0.00	-3,263.83	-180,395.00	0.00

Attachment: HR 2023 Budget Justification (7208 : Human Resources Division 2023 Budget)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	6.13.a
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PRELIMINARY

Submitted by: _____
Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
474000	Revenues from Local Department		
	Per Benefit Estimate Report (3.5% WC rate assessed to Depts)	830,473.54	
	Total 474000 Revenues from Local Department:		830,47
481000	Interest Income		
		1,500.00	
	Total 481000 Interest Income:		1,50
	Total revenue:		831,97
511100	Salaries and Wages		
	Estimated wages for employees on light duty working outside of their dept	10,000.00	
	Total 511100 Salaries and Wages:		10,00
514020	Safety Program Expenditures		
	Misc safety program starter fees	15,000.00	
	Leaning Management System (LMS) - Local Gov U annual fee	12,000.00	
	MSDS Online annual Fee	4,000.00	
	Health Assessments and Flu Shots not covered by insurance	20,000.00	
	Fit for Duty Assessments	2,000.00	
	Total 514020 Safety Program Expenditures:		53,00
514030	All Employee Training/Safety		
	Leadership Training	10,000.00	
	Safety Workgroup or CVTC Safety Training	1,500.00	
	MLK Day Training Inservice	5,000.00	
	Total 514030 All Employee Training/Safety:		16,50
515000	Fringe Benefits		
	Fringe benefits for employees on light duty outside their dept.	2,000.00	
	Total 515000 Fringe Benefits:		2,00
515610	Payment to Individuals		
	Estimated Workers' Compensation claims to be paid	564,555.54	
	Total 515610 Payment to Individuals:		564,55
521200	Contracted Services		

Account Number

Description

Amount

PRELIMINARY

Trifecta 1st report of Injury Report (REALiving)

13,000.00

Safety Consultant printing fee

300.00

Keeping Safety Simple (Safety Consultant) Annual Fee / HR pays 55% of total bill

52,000.00

Total 521200 Contracted Services:

65,300

521230

Legal Services

WC Legal / Consulting Fees

13,000.00

Total 521230 Legal Services:

13,000

531000

Office Supplies

2,000.00

Total 531000 Office Supplies:

2,000

531200

Copies/Printing

150.00

Total 531200 Copies/Printing:

150

531400

Equipment < \$5,000

Ergonomic and ADA Accommodation supplies (foot rests, document trays, keyboard rests, etc.)

5,000.00

Total 531400 Equipment < \$5,000:

5,000

532400

Memberships & Dues

PRIMA, Chamber, SHRM and CVSHRM

750.00

Total 532400 Memberships & Dues:

750

533000

Mileage/Travel

700.00

Total 533000 Mileage/Travel:

700

533500

Conventions & Meetings

2,300.00

Total 533500 Conventions & Meetings:

2,300

551000

Insurance Premiums

WC Self Funded / Stop Loss Insurance Premium

50,000.00

Total 551000 Insurance Premiums:

50,000

Attachment: HR 2023 Budget Justification (7208 : Human Resources Division 2023 Budget)

Account Number

Description

Amount

PRELIMINARY
595000

Expenditure Transfer
Expenditure transfer allocated costs to HR 100-04-51430-595000 (50% staff time)

46,718.00

Total 595000 Expenditure Transfer:

46,71

Total expense:

831,97

Total Account # 702-05-51933 Workmens Compensation Insuranc Detail:

Attachment: HR 2023 Budget Justification (7208 : Human Resources Division 2023 Budget)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
	Grand total revenue without property tax:	789,993.00	806,355.59	809,222.00	349,519.52	810,223.00	831,973.54	
	Grand total property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total revenue with property tax:	789,993.00	806,355.59	809,222.00	349,519.52	810,223.00	831,973.54	
	Grand total expense:	789,993.00	806,355.59	809,222.00	352,783.35	990,618.00	831,973.54	
	Grand total revenue - expense:	0.00	0.00	0.00	-3,263.83	-180,395.00	0.00	

Attachment: HR 2023 Budget Justification (7208 : Human Resources Division 2023 Budget)

Extended Budgeting

Budget Summary Justification

CHIPPEWA COUNTY

User: thohlfelder
Printed: 6/27/2022 - 12:31 PM
Budget Type: DH Requested
Revision: 1
Current Actual YTD: 06/30/22

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 100-04-51434 HRA Administration								
411100	General Property Taxes	1,000.00	1,000.00	800.00	800.00	800.00	1,000.00	
Total revenue with property tax:		1,000.00	1,000.00	800.00	800.00	800.00	1,000.00	
551025	PTO Conversion HRA Admin Fees	1,000.00	715.00	800.00	430.00	800.00	1,000.00	
Total expense:		1,000.00	715.00	800.00	430.00	800.00	1,000.00	
Revenue - Expense:		0.00	285.00	0.00	370.00	0.00	0.00	

Submitted by: _____
Department/Division Head

Date

Account Number

Description

Amount

PRELIMINARY

411100

General Property Taxes

1,000.00

Total 411100 General Property Taxes:

1,00

Total revenue:

1,00

551025

PTO Conversion HRA Admin Fees

1,000.00

Total 551025 PTO Conversion HRA Admin Fees:

1,00

Total expense:

1,00

Total Account # 100-04-51434 HRA Administration Detail:

Attachment: HR 2023 Budget Justification (7208 : Human Resources Division 2023 Budget)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
	Grand total revenue without property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total property tax:	1,000.00	1,000.00	800.00	800.00	800.00	1,000.00	
	Grand total revenue with property tax:	1,000.00	1,000.00	800.00	800.00	800.00	1,000.00	
	Grand total expense:	1,000.00	715.00	800.00	430.00	800.00	1,000.00	
	Grand total revenue - expense:	0.00	285.00	0.00	370.00	0.00	0.00	

Extended Budgeting

6.13.a

Budget Summary Justification

User: thohlfelder
 Printed: 6/27/2022 - 12:33 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

CHIPPEWA COUNTY

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 100-05-51934 Employee Health Program							
474010	Premium Revenues	499,000.00	567,884.44	39,000.00	18,435.02	39,000.00	39,000.00
	Total revenue without property tax:	499,000.00	567,884.44	39,000.00	18,435.02	39,000.00	39,000.00
411100	General Property Taxes	75,000.00	75,000.00	0.00	0.00	0.00	10,000.00
	Total revenue with property tax:	574,000.00	642,884.44	39,000.00	18,435.02	39,000.00	49,000.00
521200	Contracted Services	24,000.00	16,746.61	24,000.00	8,789.84	28,000.00	23,000.00
551010	HDHP-HRA	460,000.00	564,879.16	0.00	8,550.00	0.00	11,000.00
551020	Health Program Expenses	4,000.00	6,343.11	4,000.00	1,317.50	4,000.00	4,000.00
551030	Wellness Initiatives	8,500.00	4,736.24	11,000.00	959.46	7,000.00	11,000.00
592999	Transfer Out	0.00	1,550,000.00	0.00	0.00	0.00	0.00
595000	Expenditure Transfer	77,500.00	77,500.00	0.00	0.00	0.00	0.00
	Total expense:	574,000.00	2,220,205.12	39,000.00	19,616.80	39,000.00	49,000.00
	Revenue - Expense:	0.00	-1,577,320.68	0.00	-1,181.78	0.00	0.00

Submitted by: _____
 Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes	10,000.00	
		Total 411100 General Property Taxes:	10,00
474010	Premium Revenues		
	Per Benefit Estimate Report	39,000.00	
		Total 474010 Premium Revenues:	39,00
		Total revenue:	49,00
521200	Contracted Services		
	EAP (REALiving)	20,000.00	
	PH MOU (Nutrition Division)	3,000.00	
		Total 521200 Contracted Services:	23,00
551010	HDHP-HRA		
	HRA TPA Fees (Pelion)	11,000.00	
		Total 551010 HDHP-HRA:	11,00
551020	Health Program Expenses		
	COBRA TPA fees (Flyte), Annual PCORI Fee and Ancillary Employee Benefit Fees	4,000.00	
		Total 551020 Health Program Expenses:	4,00
551030	Wellness Initiatives		
	Holiday Luncheon	2,000.00	
	Wellness Training (Lunch and Learns or Training/Speaker Fees)	2,000.00	
	Other Annual Wellness Supplies and/or Events	7,000.00	
		Total 551030 Wellness Initiatives:	11,00
		Total expense:	49,00
		Total Account # 100-05-51934 Employee Health Program Detail:	

Attachment: HR 2023 Budget Justification (7208 : Human Resources Division 2023 Budget)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
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PRELIMINARY

Grand total revenue without property tax:	499,000.00	567,884.44	39,000.00	18,435.02	39,000.00	39,000.00	
Grand total property tax:	75,000.00	75,000.00	0.00	0.00	0.00	10,000.00	
Grand total revenue with property tax:	574,000.00	642,884.44	39,000.00	18,435.02	39,000.00	49,000.00	
Grand total expense:	574,000.00	2,220,205.12	39,000.00	19,616.80	39,000.00	49,000.00	
Grand total revenue - expense:	0.00	-1,577,320.68	0.00	-1,181.78	0.00	0.00	

Attachment: HR 2023 Budget Justification (7208 : Human Resources Division 2023 Budget)

Department of Administration Information Technology Division

Andrew Bauer, Information Technology Director

Information Technology Division 2023 Budget Summary

Expenses:

Maintenance contracts continue to make up the majority of the IT Division budget excluding wages and benefits. Each year it is a challenge to keep these costs from increasing as typically most maintenance contracts increase a set percentage year after year. During 2022 we were able to make changes to the systems that we use to help reduce some of the maintenance costs that we have. Below is a listing of systems that have had significant increases/decreases in maintenance from 2022 to 2023. We continue to look at ways to improve our cyber security defenses with funds from any cost savings or additional revenue that is generated.

<u>Description</u>	<u>2022</u>	<u>2023</u>	<u>Difference</u>
Cisco Maintenance	\$17,800	\$12,000	-\$5,800
City of Chippewa Falls maintenance	-\$8,068	-\$9,892	-\$1,824
Fortinet VPN	\$4,000	\$3,500	-\$500
Mitel Phone System Dept. reimbursement	-\$16,500	-\$19,875	-\$3,375
Mitel Phone System	\$16,500	\$19,875	\$3,375
Fortinet Firewall	\$0	\$9,200	\$9,200
EDR security application	\$0	\$5,215	\$5,215

Revenue:

- City of Chippewa Falls revenue will increase by 5% each year from 2023-2025
- Revenue for RWC will increase from \$2,000 to \$2,500
- Revenue for County/Rock Fest will remain the same

Tax Levy impact:

This budget maintains a 0% increase to tax levy excluding increases from the Personnel Cost Report(PCR) and Benefit Cost Report(BCR). The estimated increase to tax levy from 2022 to 2023 is \$11,859.

Extended Budgeting

Budget Summary Justification

CHIPPEWA COUNTY

User: ABauer
 Printed: 6/29/2022 - 1:35 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 100-04-51460 Information Technology							
461014	Information Systems Revenues	43,043.00	56,303.12	45,170.00	28,850.01	45,170.00	47,404.00
473500	Revenue from RWC	1,500.00	5,468.58	2,000.00	1,574.75	4,700.00	2,500.00
	Total revenue without property tax:	44,543.00	61,771.70	47,170.00	30,424.76	49,870.00	49,904.00
411100	General Property Taxes	824,703.00	824,703.00	895,304.00	895,304.00	895,304.00	907,163.00
	Total revenue with property tax:	869,246.00	886,474.70	942,474.00	925,728.76	945,174.00	957,067.00
511100	Salaries and Wages	456,117.00	500,438.20	525,254.00	229,023.87	525,254.00	538,234.00
515000	Fringe Benefits	84,299.00	88,607.40	97,315.00	41,286.64	97,315.00	99,746.00
515400	Health Insurance Benefit	127,654.00	125,062.38	158,088.00	67,876.62	154,000.00	154,536.00
521200	Contracted Services	58,786.00	21,403.04	18,000.00	606.75	15,000.00	18,000.00
521402	Computer Expense	1,000.00	485.23	3,500.00	19.99	3,500.00	1,000.00
522300	Cell Phone Costs	2,664.00	8,988.41	2,712.00	-318.69	2,712.00	2,856.00
522500	Telephone	1,000.00	-1,837.31	1,000.00	-9,732.41	1,000.00	1,000.00
531000	Office Supplies	200.00	3,141.74	2,200.00	62.44	2,200.00	400.00
531100	Postage	100.00	6.40	100.00	0.00	75.00	100.00
531200	Copies/Printing	200.00	208.51	300.00	36.49	300.00	500.00
531500	Maintenance/Service Agreements	134,876.00	88,342.65	131,655.00	106,278.71	134,000.00	138,345.00
532400	Memberships & Dues	50.00	50.00	50.00	50.00	50.00	50.00
533000	Mileage/Travel	1,500.00	502.88	1,500.00	437.04	1,000.00	1,500.00
533500	Conventions & Meetings	8,000.00	3,120.00	8,000.00	203.00	8,000.00	8,000.00
595000	Expenditure Transfer	-7,200.00	-7,200.00	-7,200.00	0.00	-7,200.00	-7,200.00
	Total expense:	869,246.00	831,319.53	942,474.00	435,830.45	937,206.00	957,067.00
	Revenue - Expense:	0.00	55,155.17	0.00	489,898.31	7,968.00	0.00

Attachment: IT 2023 Budget Justification (7204 : Information Technology Division 2023 Budget)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	6.14.a
PRELIMINARY								
Account # 100-04-51460 Information Technology								

Account Number Description

Amount

PRELIMINARY

Account # 100-04-51460 Information Technology

411100 General Property Taxes

2023 Levy

907,163.00

Total 411100 General Property Taxes:

907,163.00

461014 Information Systems Revenues

City of Chippewa Falls Technical Support

46,904.00

Country/Rock Fest Technical Support

500.00

Total 461014 Information Systems Revenues:

47,404.00

473500 Revenue from RWC

RWC Revenue

2,500.00

Total 473500 Revenue from RWC:

2,500.00

Total revenue:

957,067.00

511100 Salaries and Wages

On-Call Pay Per Personnel Cost Report

11,140.00

Per Personnel Cost Report

527,094.00

Total 511100 Salaries and Wages:

538,234.00

515000 Fringe Benefits

FICA Per Benefit Estiamte Report

40,323.00

Retirement Per Benefit Estiamte Report

36,633.00

Other Costs Per Benefit Estiamte Report

2,326.00

Workmans Comp Per Benefit Estiamte Report

18,448.00

On-Call Per Benefit Estimate Report

2,016.00

Total 515000 Fringe Benefits:

99,740.00

515400 Health Insurance Benefit

Health Insurance Per Benefit Estiamte Report

154,536.00

Total 515400 Health Insurance Benefit:

154,536.00

521200 Contracted Services

NetTel

2,000.00

Heartland Business Systems

10,000.00

Access Security

2,000.00

Audio Architects

1,000.00

Attachment: IT 2023 Budget Justification (7204 : Information Technology Division 2023 Budget)

Account Number

Description

Amount

PRELIMINARY

Account # 100-04-51460 Information Technology

OPG-3

3,000.00

Total 521200 Contracted Services:

18,00

521402

Computer Expense

Repairs for equipment

1,000.00

Total 521402 Computer Expense:

1,00

522300

Cell Phone Costs

Staff Stipend for receiving alerts, notifications, calls, etc..

2,400.00

Firstnet MiFi device for on-call, external testing and remote connectivity

456.00

Total 522300 Cell Phone Costs:

2,85

522500

Telephone

IT Phone line expense

1,000.00

Total 522500 Telephone:

1,00

531000

Office Supplies

Office Supplies

400.00

Total 531000 Office Supplies:

40

531100

Postage

Postage

100.00

Total 531100 Postage:

10

531200

Copies/Printing

Copies and print expense

500.00

Total 531200 Copies/Printing:

50

531500

Maintenance/Service Agreements

Fortinet Firewall and webfilter

9,200.00

ESET Antivirus

3,000.00

Fortinet VPN

3,500.00

Multifactor authentication solution

14,000.00

Warranty Master

1,440.00

WebEx

400.00

Laserfiche

26,600.00

VMWare - vSphere and vCenter

6,300.00

Attachment: IT 2023 Budget Justification (7204 : Information Technology Division 2023 Budget)

Account Number Description

Amount

PRELIMINARY

Account # 100-04-51460 Information Technology

Info Sec Institute cyber security training	1,500.00
Cisco network equipment smartnet - switches, wireless controllers, MPLS nodes	12,000.00
City of Chippewa Falls maintenance	-9,892.00
Mitel phone system Department reimbursement	-19,875.00
Zix email encryption	3,200.00
Mitel phone system	19,875.00
SSL wildcard certificates	700.00
CINC maintenance and fiber locates	12,982.00
Veeam backup	2,500.00
Milestone camera	13,150.00
Microsoft user CALs and data center licensing	22,500.00
WIN/Chippewa County grant fiber locates	4,000.00
Visix	1,200.00
Vision Internet (County website and Employee Portal)	10,200.00
Barracuda Spam 300	1,750.00
MS Teams	500.00
Open Text Dynamic Solutions (fax server)	400.00
Transfer CINC maintenance from Tower budget	-8,000.00
EDR security application	5,215.00

Total 531500 Maintenance/Service Agreements: 138,34

532400 Memberships & Dues

GIPAW membership	50.00
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Total 532400 Memberships & Dues: 5

533000 Mileage/Travel

Travel for offsite support, meetings and conferences	1,500.00
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Total 533000 Mileage/Travel: 1,50

533500 Conventions & Meetings

Wisnet	500.00
GIPAW	1,500.00
Staff training	6,000.00

Total 533500 Conventions & Meetings: 8,00

595000 Expenditure Transfer

Salaries charged to tower budget (Division 51607)	-7,200.00
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Total 595000 Expenditure Transfer: -7,20

Attachment: IT 2023 Budget Justification (7204 : Information Technology Division 2023 Budget)

Account Number	Description	Amount	Total
PRELIMINARY			6.14.a
Account # 100-04-51460 Information Technology			
		Total expense:	957,06
	Total Account # 100-04-51460 Information Technology Detail:		

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 100-04-51461 Computer Outlay							
461014	Information Systems Revenues	11,476.00	14,120.16	12,735.00	6,367.82	12,735.00	15,363.00
483010	Sale of County Property	0.00	592.42	0.00	0.00	0.00	0.00
492109	Transfer in - General Fund	0.00	5,000.00	0.00	0.00	0.00	0.00
492909	Transfer in - Sales Tax Fund	245,000.00	245,000.00	345,000.00	345,000.00	345,000.00	300,000.00
Total revenue without property tax:		256,476.00	264,712.58	357,735.00	351,367.82	357,735.00	315,363.00
531400	Equipment < \$5,000	115,000.00	100,854.19	144,035.00	185,502.79	144,035.00	104,343.00
531500	Maintenance/Service Agreements	8,700.00	8,700.00	8,700.00	0.00	8,700.00	11,020.00
581000	Capital Equipment > \$5,000	132,776.00	14,036.51	125,000.00	0.00	125,000.00	125,000.00
581038	Courtroom Audio/Visual Updates	0.00	0.00	80,000.00	0.00	80,000.00	75,000.00
Total expense:		256,476.00	123,590.70	357,735.00	185,502.79	357,735.00	315,363.00
Revenue - Expense:		0.00	141,121.88	0.00	165,865.03	0.00	0.00

Submitted by:

Department/Division Head

Date

Account Number

Description

Amount

PRELIMINARY

461014

Information Systems Revenues

Outlay Revenue City of Chippewa Falls

15,363.00

Total 461014 Information Systems Revenues:

15,363.00

492909

Transfer in - Sales Tax Fund

Computer equipment replacement CIP Res 24-22

300,000.00

Total 492909 Transfer in - Sales Tax Fund:

300,000.00

Total revenue:

315,363.00

531400

Equipment < \$5,000

End User Equipment Replacement (desktop, laptops, monitors, projectors)

90,000.00

Automatic Adjustment

14,343.00

Total 531400 Equipment < \$5,000:

104,343.00

531500

Maintenance/Service Agreements

Wiscnet

11,020.00

Total 531500 Maintenance/Service Agreements:

11,020.00

581000

Capital Equipment > \$5,000

Data Center Equipment

135,000.00

Automatic Adjustment

-10,000.00

Total 581000 Capital Equipment > \$5,000:

125,000.00

581038

Courtroom Audio/Visual Updates

Courtroom Audio/Video control systems

75,000.00

Total 581038 Courtroom Audio/Visual Updates:

75,000.00

Total expense:

315,363.00

Total Account # 100-04-51461 Computer Outlay Detail:

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	6.14.a
PRELIMINARY								Technology Division 2023 Budget)
	Grand total revenue without property tax:	301,019.00	326,484.28	404,905.00	381,792.58	407,605.00	365,267.00	
	Grand total property tax:	824,703.00	824,703.00	895,304.00	895,304.00	895,304.00	907,163.00	
	Grand total revenue with property tax:	1,125,722.00	1,151,187.28	1,300,209.00	1,277,096.58	1,302,909.00	1,272,430.00	
	Grand total expense:	1,125,722.00	954,910.23	1,300,209.00	621,333.24	1,294,941.00	1,272,430.00	
	Grand total revenue - expense:	0.00	196,277.05	0.00	655,763.34	7,968.00	0.00	

County Clerk**Jaclyn J. Sadler**

711 N. Bridge Street, Room 109

Chippewa Falls, WI 54729

Phone 715.726.7985

FAX 715.726.7987

**Deputy Clerks****Amanda Richardson**

715.726.7980

Lisa Merrell

715.726.7982

Friday, July 15, 2022

TO: Randy Scholz

FR: Jaclyn J. Sadler

RE: 2023 Preliminary Budgets Submission

Greetings,

Please find attached a copy of the 2023 Preliminary Budgets for the County Clerk Department. Below I have highlighted significant changes or points of consideration:

County Clerk Budget

No significant changes.

Election Budget

Due to ClearBallot (election equipment vendor) billing Chippewa County, instead of the municipalities for the maintenance fees the revenues and expenses needed to be adjusted. The Revenue from Municipalities increased by \$18,000 to show the municipalities reimbursing the county for their share of the maintenance fees. The Ballot costs were adjusted due to the increase in the cost of paper. *Reference for ballots: Wis. Stats. 7.10* The Election Expense was adjusted for the maintenance fees Chippewa County pays out for all the equipment.

Library Budget

Grants to Public Libraries – the amount to be paid out increased by \$99,758.00. The library funding plan has a 2% increase each year and Library circulation increased by 37,620 items. *Reference: Library Funding Plan; see resolution 11-19 and Wis. Stats. 43-12.*

Extended Budgeting

6.15.a

Budget Summary Justification

User: jsadler
 Printed: 7/15/2022 - 3:37 PM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

CHIPPEWA COUNTY

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 100-06-51422 County Clerk							
442032	Conservation License Fees	350.00	205.25	350.00	76.85	300.00	350.00
442034	Marriage License Fees	18,000.00	17,725.00	18,000.00	7,735.00	15,500.00	18,000.00
461101	County Clerks Fees	12,720.00	12,632.84	13,000.00	11,982.49	12,270.00	13,000.00
461102	Large Assembly Licenses	1,000.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00
461103	Passports Revenues	54,500.00	32,725.00	54,500.00	21,140.00	50,000.00	54,500.00
461104	Passport Photo Revenues	17,500.00	9,880.75	17,500.00	6,242.93	14,000.00	17,500.00
Total revenue without property tax:		104,070.00	73,168.84	104,350.00	48,177.27	93,070.00	104,350.00
411100	General Property Taxes	142,837.00	142,837.00	149,601.00	149,601.00	149,601.00	152,919.00
Total revenue with property tax:		246,907.00	216,005.84	253,951.00	197,778.27	242,671.00	257,269.00
511100	Salaries and Wages	149,541.00	149,974.85	153,112.00	68,287.68	153,112.00	156,954.00
511200	Overtime	1,000.00	175.66	1,000.00	506.52	1,000.00	1,000.00
515000	Fringe Benefits	27,669.00	27,321.24	28,414.00	12,352.72	28,414.00	29,210.00
515400	Health Insurance Benefit	61,157.00	58,745.61	64,085.00	29,585.20	64,085.00	62,765.00
522500	Telephone	500.00	239.32	300.00	131.50	275.00	300.00
531000	Office Supplies	1,800.00	1,611.90	1,800.00	548.02	1,000.00	1,800.00
531100	Postage	2,000.00	1,996.27	2,000.00	1,100.31	2,000.00	2,000.00
531200	Copies/Printing	1,000.00	1,424.47	1,000.00	1,156.48	1,200.00	1,000.00
531400	Equipment < \$5,000	500.00	0.00	500.00	0.00	0.00	500.00
531900	Sundry/Miscellaneous	250.00	0.00	250.00	0.00	250.00	250.00
532400	Memberships & Dues	190.00	125.00	190.00	125.00	125.00	190.00
533000	Mileage/Travel	600.00	796.93	600.00	1,069.68	600.00	600.00
533500	Conventions & Meetings	700.00	323.00	700.00	225.95	700.00	700.00
Total expense:		246,907.00	242,734.25	253,951.00	115,089.06	252,761.00	257,269.00
Revenue - Expense:		0.00	-26,728.41	0.00	82,689.21	-10,090.00	0.00

Attachment: County Clerk 2023 Budget Justification (7213 : County Clerk 2023 Budget Review - Jackie

PRELIMINARY

Submitted by: _____
Department/Division Head Date

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes general property taxes	152,919.00	
		Total 411100 General Property Taxes:	152,91
442032	Conservation License Fees Hunting license, atv and boat renewal	350.00	
		Total 442032 Conservation License Fees:	35
442034	Marriage License Fees marriage license and waiver revenues	18,000.00	
		Total 442034 Marriage License Fees:	18,00
461101	County Clerks Fees WisVote Fees	13,000.00	
		Total 461101 County Clerks Fees:	13,00
461102	Large Assembly Licenses Country Fest and Rock Fest applications	1,000.00	
		Total 461102 Large Assembly Licenses:	1,00
461103	Passports Revenues passport revenues	54,500.00	
		Total 461103 Passports Revenues:	54,50
461104	Passport Photo Revenues passport photo revenue	17,500.00	
		Total 461104 Passport Photo Revenues:	17,50
		Total revenue:	257,26
511100	Salaries and Wages Per Personnel Cost Report	156,954.00	
		Total 511100 Salaries and Wages:	156,95
511200	Overtime Per Personnel Cost Report	1,000.00	

Attachment: County Clerk 2023 Budget Justification (7213 : County Clerk 2023 Budget Review - Jackie

Account Number	Description	Amount	Total
PRELIMINARY			
		Total 511200 Overtime:	1,00
515000	Fringe Benefits		
	Per Personnel Cost Report	29,210.00	
		Total 515000 Fringe Benefits:	29,21
515400	Health Insurance Benefit		
	Per Personnel Cost Report	62,765.00	
		Total 515400 Health Insurance Benefit:	62,76
522500	Telephone		
	phone costs	300.00	
		Total 522500 Telephone:	30
531000	Office Supplies		
	envelopes, pens, post-its, etc	1,800.00	
		Total 531000 Office Supplies:	1,80
531100	Postage		
	postage	2,000.00	
		Total 531100 Postage:	2,00
531200	Copies/Printing		
	copies	1,000.00	
		Total 531200 Copies/Printing:	1,00
531400	Equipment < \$5,000		
	equipment maintenance	500.00	
		Total 531400 Equipment < \$5,000:	50
531900	Sundry/Miscellaneous		
	sundry	250.00	
		Total 531900 Sundry/Miscellaneous:	25
532400	Memberships & Dues		
	WMCA Dues	65.00	
	WCCA Dues	125.00	

Attachment: County Clerk 2023 Budget Justification (7213 : County Clerk 2023 Budget Review - Jackie

Account Number	Description	Amount	Total
PRELIMINARY			
		Total 532400 Memberships & Dues:	19
533000	Mileage/Travel		
	mileage for training, meetings and conferences	600.00	
		Total 533000 Mileage/Travel:	60
533500	Conventions & Meetings		
	WCCA Annual Conference (June)	125.00	
	WCCA March Meeting	100.00	
	Chamber Annual Meeting	25.00	
	Hotels for Conferences	300.00	
	Misc. Meetings (Chamber, WCCA, Education)	125.00	
	CCEDC Annual Meeting	25.00	
		Total 533500 Conventions & Meetings:	70
		Total expense:	257,26
		Total Account # 100-06-51422 County Clerk Detail:	

Attachment: County Clerk 2023 Budget Justification (7213 : County Clerk 2023 Budget Review - Jackie

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 100-06-51424 Sundry Department Expenses								
411100	General Property Taxes	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	
	Total revenue with property tax:	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	
530043	Tax Refund	2,500.00	0.00	2,500.00	0.00	2,500.00	2,500.00	
531101	Postage Meter	0.00	405.17	0.00	0.00	0.00	0.00	
531900	Sundry/Miscellaneous	200.00	0.00	200.00	0.00	200.00	200.00	
532201	County Directories	600.00	234.06	600.00	158.06	400.00	600.00	
	Total expense:	3,300.00	639.23	3,300.00	158.06	3,100.00	3,300.00	
	Revenue - Expense:	0.00	2,660.77	0.00	3,141.94	200.00	0.00	
Submitted by: _____								
Department/Division Head			Date					

Attachment: County Clerk 2023 Budget Justification (7213 : County Clerk 2023 Budget Review - Jackie

Account Number

Description

Amount

PRELIMINARY

411100

General Property Taxes

general property taxes

3,300.00

Total 411100 General Property Taxes:

3,30

Total revenue:

3,30

530043

Tax Refund

tax refund

2,500.00

Total 530043 Tax Refund:

2,50

531900

Sundry/Miscellaneous

sundry

200.00

Total 531900 Sundry/Miscellaneous:

20

532201

County Directories

Supplies for County Directories

600.00

Total 532201 County Directories:

60

Total expense:

3,30

Total Account # 100-06-51424 Sundry Department Expenses Detail:

Attachment: County Clerk 2023 Budget Justification (7213 : County Clerk 2023 Budget Review - Jackie

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 100-06-51441 Elections							
435121	State Aid-Elections	0.00	47,700.00	0.00	0.00	0.00	0.00
473100	Revenue from Municipalities	10,000.00	30,654.06	10,000.00	25,986.03	30,000.00	28,000.00
	Total revenue without property tax:	10,000.00	78,354.06	10,000.00	25,986.03	30,000.00	28,000.00
411100	General Property Taxes	38,098.00	38,098.00	38,098.00	38,098.00	38,098.00	38,098.00
	Total revenue with property tax:	48,098.00	116,452.06	48,098.00	64,084.03	68,098.00	66,098.00
514300	Board of Canvass	280.00	70.00	280.00	140.00	280.00	280.00
522500	Telephone	68.00	45.22	68.00	36.81	75.00	68.00
526000	Ballots	21,000.00	11,066.66	21,000.00	11,477.85	32,400.00	24,000.00
531000	Office Supplies	3,000.00	11.37	3,000.00	385.84	1,000.00	3,000.00
531100	Postage	150.00	0.92	150.00	0.00	100.00	150.00
531200	Copies/Printing	600.00	0.40	600.00	0.50	300.00	600.00
531600	Election Expense	19,000.00	29,666.93	19,000.00	31,339.71	31,092.00	34,000.00
531601	Election Equipment	0.00	47,700.00	0.00	0.00	20,000.00	0.00
532601	Publication of Legal Notices	4,000.00	4,635.62	4,000.00	2,785.00	4,000.00	4,000.00
595000	Expenditure Transfer	0.00	0.00	0.00	-20,000.00	-20,000.00	0.00
	Total expense:	48,098.00	93,197.12	48,098.00	26,165.71	69,247.00	66,098.00
	Revenue - Expense:	0.00	23,254.94	0.00	37,918.32	-1,149.00	0.00
Submitted by: _____							
	Department/Division Head	Date					

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes general property taxes	38,098.00	
		Total 411100 General Property Taxes:	38,098.00
473100	Revenue from Municipalities election reimbursement ClearBallot maintenance reimbursement	10,000.00 18,000.00	
		Total 473100 Revenue from Municipalities:	28,000.00
		Total revenue:	66,098.00
514300	Board of Canvas Board of Canvas	280.00	
		Total 514300 Board of Canvas:	280.00
522500	Telephone telephone cost	68.00	
		Total 522500 Telephone:	68.00
526000	Ballots printing and shipping of ballots, paper for ballots	24,000.00	
		Total 526000 Ballots:	24,000.00
531000	Office Supplies envelopes, labels, misc office supplies	3,000.00	
		Total 531000 Office Supplies:	3,000.00
531100	Postage postage	150.00	
		Total 531100 Postage:	150.00
531200	Copies/Printing copies	600.00	
		Total 531200 Copies/Printing:	600.00
531600	Election Expense security tabs, thermal paper, flash drives, etc	2,000.00	

Attachment: County Clerk 2023 Budget Justification (7213 : County Clerk 2023 Budget Review - Jackie

Account NumberDescription

AmountTotal

PRELIMINARY			
	ClearBallot Maintenance	32,000.00	
		Total 531600 Election Expense:	34,00
532601	Publication of Legal Notices		
	election notices	4,000.00	
		Total 532601 Publication of Legal Notices:	4,00
		Total expense:	66,09
		Total Account # 100-06-51441 Elections Detail:	

Attachment: County Clerk 2023 Budget Justification (7213 : County Clerk 2023 Budget Review - Jackie

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 100-06-51490 Copy Machine/Offset/Mail								
474100	Copy Machine Revenues	3,000.00	19.73	3,000.00	38.16	3,000.00	3,000.00	
474110	Offset Machine Revenues	6,600.00	6,003.96	6,600.00	4,783.05	6,600.00	6,600.00	
492109	Transfer In - General Fund	0.00	20,000.00	0.00	0.00	0.00	0.00	
Total revenue without property tax:		9,600.00	26,023.69	9,600.00	4,821.21	9,600.00	9,600.00	
531002	Copy/Supply/Offset Paper	2,000.00	4,488.90	2,000.00	216.56	2,000.00	2,000.00	
531201	Copy Machine - Maintenance & S	1,200.00	99.49	1,200.00	13.65	1,200.00	1,200.00	
531202	Offset - Maintenance & Supply	2,500.00	3,203.94	2,500.00	2,801.04	2,500.00	2,500.00	
553201	Box Rent/Presort Mail	900.00	-744.18	900.00	-487.05	900.00	900.00	
553202	Postage Meter Rent/Maintenance	3,000.00	3,137.84	3,000.00	405.17	3,000.00	3,000.00	
595000	Expenditure Transfer	0.00	0.00	0.00	20,000.00	0.00	0.00	
Total expense:		9,600.00	10,185.99	9,600.00	22,949.37	9,600.00	9,600.00	
Revenue - Expense:		0.00	15,837.70	0.00	-18,128.16	0.00	0.00	

Submitted by:

Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
474100	Copy Machine Revenues copy revenues	3,000.00	
		Total 474100 Copy Machine Revenues:	3,00
474110	Offset Machine Revenues offset revenues	6,600.00	
		Total 474110 Offset Machine Revenues:	6,60
		Total revenue:	9,60
531002	Copy/Supply/Offset Paper copy, supply, offset	2,000.00	
		Total 531002 Copy/Supply/Offset Paper:	2,00
531201	Copy Machine - Maintenance & S maintenance	1,200.00	
		Total 531201 Copy Machine - Maintenance & S:	1,20
531202	Offset - Maintenance & Supply maintenance	2,500.00	
		Total 531202 Offset - Maintenance & Supply:	2,50
553201	Box Rent/Presort Mail box rent/presort mail	900.00	
		Total 553201 Box Rent/Presort Mail:	90
553202	Postage Meter Rent/Maintenance postage meter	3,000.00	
		Total 553202 Postage Meter Rent/Maintenance:	3,00
		Total expense:	9,60
		Total Account # 100-06-51490 Copy Machine/Offset/Mail Detail:	

Attachment: County Clerk 2023 Budget Justification (7213 : County Clerk 2023 Budget Review - Jackie

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 100-06-51530 Assessments								
411100	General Property Taxes	425.00	425.00	425.00	425.00	425.00	425.00	
Total revenue with property tax:		425.00	425.00	425.00	425.00	425.00	425.00	
514100	Per Diem/Mileage - Committee	250.00	0.00	250.00	0.00	250.00	250.00	
531100	Postage	50.00	0.00	50.00	0.00	50.00	50.00	
531200	Copies/Printing	125.00	0.00	125.00	0.00	125.00	125.00	
Total expense:		425.00	0.00	425.00	0.00	425.00	425.00	
Revenue - Expense:		0.00	425.00	0.00	425.00	0.00	0.00	
Submitted by: _____								
Department/Division Head			Date					

Attachment: County Clerk 2023 Budget Justification (7213 : County Clerk 2023 Budget Review - Jackie

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes		
	Automatic Adjustment	425.00	
	Total 411100 General Property Taxes:		42
	Total revenue:		42
514100	Per Diem/Mileage - Committee		
	assessor school	250.00	
	Total 514100 Per Diem/Mileage - Committee:		25
531100	Postage		
	postage	50.00	
	Total 531100 Postage:		5
531200	Copies/Printing		
	copies of folders	125.00	
	Total 531200 Copies/Printing:		12
	Total expense:		42
	Total Account # 100-06-51530 Assessments Detail:		

Attachment: County Clerk 2023 Budget Justification (7213 : County Clerk 2023 Budget Review - Jackie

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 100-06-52220 Fire Suppression								
411100	General Property Taxes	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
	Total revenue with property tax:	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
529300	Fire Fighting	5,000.00	244.00	5,000.00	2,602.62	5,000.00	5,000.00	
	Total expense:	5,000.00	244.00	5,000.00	2,602.62	5,000.00	5,000.00	
	Revenue - Expense:	0.00	4,756.00	0.00	2,397.38	0.00	0.00	

Submitted by:

Department/Division Head

Date

411100	General Property Taxes						5,000.00	
	general property taxes							
						Total 411100 General Property Taxes:		5,00
						Total revenue:		5,00
529300	Fire Fighting						5,000.00	
	WI Statute 60.557							
						Total 529300 Fire Fighting:		5,00
						Total expense:		5,00
						Total Account # 100-06-52220 Fire Suppression Detail:		

Attachment: County Clerk 2023 Budget Justification (7213 : County Clerk 2023 Budget Review - Jackie

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 100-06-55110 Grants To Public Libraries								
411100	General Property Taxes	786,290.00	786,290.00	902,109.00	902,109.00	902,109.00	1,001,868.00	
	Total revenue with property tax:	786,290.00	786,290.00	902,109.00	902,109.00	902,109.00	1,001,868.00	
579300	Grants To Public Libraries	786,290.00	786,289.29	902,109.00	902,109.35	902,109.00	1,001,868.00	
	Total expense:	786,290.00	786,289.29	902,109.00	902,109.35	902,109.00	1,001,868.00	
	Revenue - Expense:	0.00	0.71	0.00	-0.35	0.00	0.00	

Submitted by:

Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes		
	general property taxes	1,001,868.00	
	Total 411100 General Property Taxes:		1,001,86
	Total revenue:		1,001,86
579300	Grants To Public Libraries		
	Bloomer	95,005.00	
	Eau Claire	198,821.00	
	Colfax	4,542.00	
	Altoona	11,361.00	
	Cornell	44,220.00	
	Bruce	74.00	
	Western Taylor (Gilman)	3,831.00	
	Chippewa Falls	514,914.00	
	Cumberland	50.00	
	Fall Creek	1,634.00	
	Cadott	43,024.00	
	Thorp	4,029.00	
	Calhoun (Chetek)	3,467.00	
	C.H. Johnson (Sand Creek)	1,084.00	
	Stanley	57,888.00	
	Rice Lake	2,144.00	
	Augusta	203.00	
	Abbotsford	243.00	
	Rusk City/County	7,197.00	
	Menomonie	8,137.00	
	Total 579300 Grants To Public Libraries:		1,001,86
	Total expense:		1,001,86
	Total Account # 100-06-55110 Grants To Public Libraries Detail:		

Attachment: County Clerk 2023 Budget Justification (7213 : County Clerk 2023 Budget Review - Jackie

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 804-06-56230 Dog License Fund							
442011	Dog Licenses	56,300.00	45,863.85	56,300.00	538.65	56,300.00	56,300.00
Total revenue without property tax:		56,300.00	45,863.85	56,300.00	538.65	56,300.00	56,300.00
521105	Veterinary Services	500.00	70.00	500.00	552.14	500.00	500.00
521204	Contracted Services-Assessors	500.00	0.00	500.00	0.00	500.00	500.00
531000	Office Supplies	800.00	763.34	800.00	0.00	800.00	800.00
532601	Publication of Legal Notices	0.00	85.98	50.00	28.66	100.00	50.00
573201	Dog Damage Claims	3,500.00	0.00	3,450.00	0.00	3,450.00	3,450.00
579010	Paid To Municipalities	51,000.00	45,045.99	51,000.00	0.00	51,000.00	51,000.00
Total expense:		56,300.00	45,965.31	56,300.00	580.80	56,350.00	56,300.00
Revenue - Expense:		0.00	-101.46	0.00	-42.15	-50.00	0.00

Submitted by:

Department/Division Head

Date

Attachment: County Clerk 2023 Budget Justification (7213 : County Clerk 2023 Budget Review - Jackie

Account Number	Description	Amount	Total
PRELIMINARY 442011	Dog Licenses dog licenses	56,300.00	
	Total 442011 Dog Licenses:		56,300.00
	Total revenue:		56,300.00
521105	Veterinary Services veterinary services	500.00	
	Total 521105 Veterinary Services:		500.00
521204	Contracted Services-Assessors contracted services	500.00	
	Total 521204 Contracted Services-Assessors:		500.00
531000	Office Supplies dog tags	800.00	
	Total 531000 Office Supplies:		800.00
532601	Publication of Legal Notices publication of legal notices	50.00	
	Total 532601 Publication of Legal Notices:		50.00
573201	Dog Damage Claims dog damage claims	3,450.00	
	Total 573201 Dog Damage Claims:		3,450.00
579010	Paid To Municipalities paid to municipalities	51,000.00	
	Total 579010 Paid To Municipalities:		51,000.00
	Total expense:		56,300.00
Total Account # 804-06-56230 Dog License Fund Detail:			

Attachment: County Clerk 2023 Budget Justification (7213 : County Clerk 2023 Budget Review - Jackie

		2021	2021	2022	06/30/22	2022	2023	6.15.a
Account Number	Description	Budget	Actual	Budget	Actual	Est. Actual	Request	
PRELIMINARY								
	Grand total revenue without property tax:	179,970.00	223,410.44	180,250.00	79,523.16	188,970.00	198,250.00	
	Grand total property tax:	975,950.00	975,950.00	1,098,533.00	1,098,533.00	1,098,533.00	1,201,610.00	
	Grand total revenue with property tax:	1,155,920.00	1,199,360.44	1,278,783.00	1,178,056.16	1,287,503.00	1,399,860.00	
	Grand total expense:	1,155,920.00	1,179,255.19	1,278,783.00	1,069,654.97	1,298,592.00	1,399,860.00	
	Grand total revenue - expense:	0.00	20,105.25	0.00	108,401.19	-11,089.00	0.00	

CHIPPEWA COUNTY REGISTER OF DEEDS
MELANIE K. MCMANUS

711 N. Bridge Street
Chippewa Falls, WI 54729
715-726-7994



June 30, 2022

To: Randy Scholz

From: Melanie K. McManus

RE: 2023 Preliminary Budget Submission

Randy,

Please find attached a copy of the 2023 Preliminary Budget for the Register of Deeds which I will present to the Executive Committee on August 2, 2022. Please note the following:

Revenues:

100-11-51710-412300 Real Estate Transfer Fees for County and 100-11-51710-461302 Fidlar Online Fees: I increased these two revenue accounts to cover increased expenses. The real estate market will settle down, but the property values are expected to hold for a while yet. These increases are substantiated based on 5 year averages and the 2019 actuals for these accounts.

Expenses:

There are slight changes to a couple expense accounts; however, the most significant change is with 100-11-51710-531500 Maintenance/Service Agreements. Our LifeCycle contract is up for renewal at the end of 2022. The next three-year renewal is expected to increase from \$45,500 to \$49,595 each year.

Please let me know if you have any questions.

Attachment: ROD 2023 Proposed Budget 06-30-2022 (7205 : Register of Deeds 2023 Budget Review)

Extended Budgeting

6.16.a

Budget Summary Justification

User: mmcmamus
 Printed: 6/30/2022 - 11:35 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

CHIPPEWA COUNTY

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 100-11-51710 Register Of Deeds							
412300	Real Estate Trans. Fees for Co	170,000.00	294,600.00	183,479.00	101,794.20	234,658.80	187,000.00
461301	Register of Deeds Fees	210,000.00	279,369.45	223,000.00	98,552.01	235,004.28	223,000.00
461302	Fidlar Online Fees	95,000.00	151,942.10	105,000.00	50,238.62	123,961.89	110,057.00
	Total revenue without property tax:	475,000.00	725,911.55	511,479.00	250,584.83	593,624.97	520,057.00
411100	General Property Taxes	-100,733.00	-100,733.00	-130,733.00	-130,733.00	-130,733.00	-130,733.00
	Total revenue with property tax:	374,267.00	625,178.55	380,746.00	119,851.83	462,891.97	389,324.00
511100	Salaries and Wages	217,567.00	213,396.99	213,990.00	94,757.76	203,651.76	220,155.00
515000	Fringe Benefits	39,284.00	36,093.74	39,748.00	16,783.71	36,170.22	40,778.00
515400	Health Insurance Benefit	33,566.00	21,602.50	35,508.00	16,298.50	32,197.20	34,596.00
521401	Software	22,000.00	25,175.14	25,000.00	8,462.03	25,466.60	25,000.00
522500	Telephone	500.00	453.25	500.00	326.48	476.48	500.00
524008	Book Repair	3,000.00	3,731.20	4,000.00	0.00	4,000.00	3,700.00
531000	Office Supplies	5,000.00	3,902.07	5,000.00	1,437.89	3,036.00	4,000.00
531100	Postage	4,000.00	2,988.87	4,000.00	1,017.05	2,497.11	3,500.00
531200	Copies/Printing	1,550.00	2,003.22	2,200.00	551.18	2,204.72	2,200.00
531500	Maintenance/Service Agreements	45,500.00	53,909.98	48,500.00	45,500.00	45,500.00	52,595.00
532400	Memberships & Dues	300.00	185.00	300.00	125.00	300.00	300.00
533000	Mileage/Travel	1,000.00	345.29	1,000.00	245.41	750.00	1,000.00
533500	Conventions & Meetings	1,000.00	50.00	1,000.00	878.98	1,250.00	1,000.00
595000	Expenditure Transfer	0.00	19,783.42	0.00	0.00	0.00	0.00
	Total expense:	374,267.00	383,620.67	380,746.00	186,383.99	357,500.09	389,324.00
	Revenue - Expense:	0.00	241,557.88	0.00	-66,532.16	105,391.88	0.00

Attachment: ROD 2023 Proposed Budget 06-30-2022 (7205 : Register of Deeds 2023 Budget Review)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	6.16.a
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PRELIMINARY

Submitted by: _____
Department/Division Head

Date

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes 2023 Property Tax Distribution for General Fund	-130,733.00	
		Total 411100 General Property Taxes:	-130,73
412300	Real Estate Trans. Fees for Co DOR Real Estate Transfer Fees collected for County	187,000.00	
		Total 412300 Real Estate Trans. Fees for Co:	187,00
461301	Register of Deeds Fees Fees Collected from Real Estate Recordings and Vital Records	223,000.00	
		Total 461301 Register of Deeds Fees:	223,00
461302	Fidlar Online Fees Access Fees Generated from Online Real Estate	110,057.00	
		Total 461302 Fidlar Online Fees:	110,05
		Total revenue:	389,32
511100	Salaries and Wages Per Personnel Cost Report	220,155.00	
		Total 511100 Salaries and Wages:	220,15
515000	Fringe Benefits Per Benefit Estimate Report	40,778.00	
		Total 515000 Fringe Benefits:	40,77
515400	Health Insurance Benefit Per Benefit Estimate Report	34,596.00	
		Total 515400 Health Insurance Benefit:	34,59
521401	Software Revenue Split of Laredo per Fidlar Contract	25,000.00	
		Total 521401 Software:	25,00
522500	Telephone Department Phone Usage per IT	500.00	

Attachment: ROD 2023 Proposed Budget 06-30-2022 (7205 : Register of Deeds 2023 Budget Review)

Account Number

Description

Amount

PRELIMINARY

Total 522500 Telephone:

50

524008

Book Repair

Repair of Damaged Vital Record Books

3,700.00

Total 524008 Book Repair:

3,70

531000

Office Supplies

Record Books, Paper, Envelopes & General Office Supplies

4,000.00

Total 531000 Office Supplies:

4,00

531100

Postage

Return Documents and Vital Records Certificates

3,500.00

Total 531100 Postage:

3,50

531200

Copies/Printing

Supplies and Toner, Copies and Printing

2,200.00

Total 531200 Copies/Printing:

2,20

531500

Maintenance/Service Agreements

Adobe Pro License Upgrades (\$300)

0.00

Fidlar Software Real Estate Contract (LifeCycle)

49,595.00

Microsoft Sequel Licensing

3,000.00

Total 531500 Maintenance/Service Agreements:

52,59

532400

Memberships & Dues

Association Dues and Memberships

300.00

Total 532400 Memberships & Dues:

30

533000

Mileage/Travel

Mileage/Travel

1,000.00

Total 533000 Mileage/Travel:

1,00

533500

Conventions & Meetings

WRDA Annual Conference, ROD District Meeting, WCCO Conference & Software Training

1,000.00

Total 533500 Conventions & Meetings:

1,00

Attachment: ROD 2023 Proposed Budget 06-30-2022 (7205 : Register of Deeds 2023 Budget Review)

Account Number	Description	Amount	Total
PRELIMINARY			
		Total expense:	389,32
	Total Account # 100-11-51710 Register Of Deeds Detail:		

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 100-11-51711 Register Of Deeds Carryover							
489100	Refund of Prior Year Exp	0.00	0.00	0.00	5,000.00	5,000.00	0.00
493000	Fund Balance Applied	43,013.00	0.00	45,702.00	0.00	45,702.00	44,597.00
	Total revenue without property tax:	43,013.00	0.00	45,702.00	5,000.00	50,702.00	44,597.00
511100	Salaries and Wages	38,698.00	3,809.33	38,698.00	0.00	38,698.00	37,762.00
515000	Fringe Benefits	4,315.00	424.74	7,004.00	0.00	7,004.00	6,835.00
581014	Digital Record Conversion Proj	0.00	98,888.21	0.00	0.00	0.00	0.00
595000	Expenditure Transfer	0.00	-19,783.42	0.00	0.00	0.00	0.00
	Total expense:	43,013.00	83,338.86	45,702.00	0.00	45,702.00	44,597.00
	Revenue - Expense:	0.00	-83,338.86	0.00	5,000.00	5,000.00	0.00

Submitted by:

Department/Division Head

Date

493000 Fund Balance Applied

44,597.00

Total 493000 Fund Balance Applied:

44,597.00

Total revenue:

44,597.00

511100 Salaries and Wages

Per Personnel Cost Report (LTE Project)

37,762.00

Total 511100 Salaries and Wages:

37,762.00

515000 Fringe Benefits

Per Benefit Estimate Report (LTE Project)

6,835.00

Total 515000 Fringe Benefits:

6,835.00

Total expense:

44,597.00

Total Account # 100-11-51711 Register Of Deeds Carryover Detail:

Attachment: ROD 2023 Proposed Budget 06-30-2022 (7205 : Register of Deeds 2023 Budget Review)

		2021	2021	2022	06/30/22	2022	2023	6.16.a
Account Number	Description	Budget	Actual	Budget	Actual	Est. Actual	Request	
PRELIMINARY								
	Grand total revenue without property tax:	518,013.00	725,911.55	557,181.00	255,584.83	644,326.97	564,654.00	
	Grand total property tax:	-100,733.00	-100,733.00	-130,733.00	-130,733.00	-130,733.00	-130,733.00	
	Grand total revenue with property tax:	417,280.00	625,178.55	426,448.00	124,851.83	513,593.97	433,921.00	
	Grand total expense:	417,280.00	466,959.53	426,448.00	186,383.99	403,202.09	433,921.00	
	Grand total revenue - expense:	0.00	158,219.02	0.00	-61,532.16	110,391.88	0.00	

Attachment: ROD 2023 Proposed Budget 06-30-2022 (7205 : Register of Deeds 2023 Budget Review)

CHIPPEWA COUNTY TREASURER

711 N. Bridge Street, Room 105
 Chippewa Falls, WI 54729
 (715) 726-7960
 (715) 720-2504 Fax



PATRICIA SCHIMMEL
 County Treasurer

BECKY WESTER
 Deputy Treasurer

PAMELA NEWELL
 Account Assistant

Tracy Bronstad
 Real Property Lister

Date: July 14, 2022

To: Randy Scholz, County Administrator

From: Patty Schimmel

RE: 2023 Preliminary Budget Submission

Please find attached a copy of the 2023 Preliminary Budget for the County Treasurer's Office, which I will present to the Executive Committee on August 2, 2022. My budget has a negative levy impact and this year that negative amount is down by \$13,489. There were no changes to the revenue accounts and I have highlighted the major changes to the expense accounts:

1. 100-10-51520-521200 – Contracted Services

- a. Tax software will be migrating from a desk top version to a web hosted version, which results in an increase of \$33,500

2. 100-10-51520-511100 & 515000 & 515400 – Salaries & Benefits

- a. Decreased by \$20,490 because of a retirement.

Extended Budgeting

Budget Summary Justification

User: pschimmel
 Printed: 7/14/2022 - 8:22 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

CHIPPEWA COUNTY

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 100-10-51520 County Treasurer							
418010	Interest on Taxes	210,000.00	237,040.64	210,000.00	94,216.61	210,000.00	210,000.00
451000	Convert Ag Land Penalty	5,000.00	3,214.74	5,000.00	0.00	5,000.00	5,000.00
461201	Treasurer's Fees	2,500.00	2,878.16	3,000.00	2,441.54	3,000.00	3,000.00
461202	Returned Check Fees	200.00	50.00	200.00	50.00	150.00	200.00
462100	Miscellaneous Revenues	0.00	1,983.27	0.00	1,565.82	0.00	0.00
481000	Interest Income	200,000.00	44,779.26	150,000.00	47,034.27	150,000.00	150,000.00
481001	Long Term Portfolio Interest	200,000.00	111,274.67	200,000.00	47,804.61	200,000.00	200,000.00
481100	Change in Investment Value	0.00	-396,503.01	0.00	0.00	0.00	0.00
483102	Recovery Of Tax Deed Expenditu	6,000.00	0.00	6,000.00	0.00	6,000.00	6,000.00
Total revenue without property tax:		623,700.00	4,717.73	574,200.00	193,112.85	574,150.00	574,200.00
411100	General Property Taxes	-219,418.00	-219,418.00	-159,055.00	-159,055.00	-159,055.00	-145,566.00
Total revenue with property tax:		404,282.00	-214,700.27	415,145.00	34,057.85	415,095.00	428,634.00
511100	Salaries and Wages	225,000.00	223,325.95	228,600.00	89,864.18	225,000.00	224,697.00
515000	Fringe Benefits	41,242.00	39,822.15	42,720.00	16,212.01	41,000.00	41,742.00
515400	Health Insurance Benefit	80,610.00	77,132.50	84,804.00	30,502.50	82,000.00	69,192.00
521200	Contracted Services	25,000.00	22,030.00	23,500.00	22,286.50	23,500.00	57,000.00
522500	Telephone	700.00	362.72	500.00	271.39	500.00	600.00
530041	Illegal Taxes Written Off	0.00	0.00	41.00	0.00	41.00	23.00
530042	Personal Property Chargeback E	500.00	11.60	500.00	233.12	234.00	500.00
531000	Office Supplies	9,700.00	10,715.29	9,800.00	1,807.59	9,800.00	11,000.00
531100	Postage	10,000.00	10,815.34	11,000.00	5,905.38	11,000.00	11,000.00
531200	Copies/Printing	5,000.00	6,423.24	7,300.00	3,208.60	6,800.00	6,500.00
531500	Maintenance/Service Agreements	2,450.00	2,450.00	2,500.00	2,500.00	2,500.00	2,500.00
532400	Memberships & Dues	180.00	180.00	180.00	180.00	180.00	180.00
532601	Publication of Legal Notices	2,800.00	249.26	2,500.00	0.00	2,000.00	2,500.00
533000	Mileage/Travel	300.00	186.56	400.00	81.66	400.00	400.00
533500	Conventions & Meetings	800.00	386.00	800.00	89.00	800.00	800.00

Attachment: Treasurer 2023 Budget (7207 : Treasurer 2023 Budget Review - Patty Schimmel)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
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PRELIMINARY

Total expense:	404,282.00	394,090.61	415,145.00	173,141.93	405,755.00	428,634.00
Revenue - Expense:	0.00	-608,790.88	0.00	-139,084.08	9,340.00	0.00

Submitted by:

Department/Division Head

Date

Attachment: Treasurer 2023 Budget (7207 : Treasurer 2023 Budget Review - Patty Schimmel)

Account Number	Description	Amount	
PRELIMINARY			
411100	General Property Taxes	-145,566.00	
		Total 411100 General Property Taxes:	-145,566.00
418010	Interest on Taxes		
	Interest from Delinquent Taxes	210,000.00	
		Total 418010 Interest on Taxes:	210,000.00
451000	Convert Ag Land Penalty		
	Charge for changing ag land use to residential or commercial	5,000.00	
		Total 451000 Convert Ag Land Penalty:	5,000.00
461201	Treasurer's Fees		
	Tax report/files, copies	3,000.00	
		Total 461201 Treasurer's Fees:	3,000.00
461202	Returned Check Fees		
	Fee for returned checks	200.00	
		Total 461202 Returned Check Fees:	200.00
481000	Interest Income		
	Interest on short term investments	150,000.00	
		Total 481000 Interest Income:	150,000.00
481001	Long Term Portfolio Interest		
	Interest on long term investments	200,000.00	
		Total 481001 Long Term Portfolio Interest:	200,000.00
483102	Recovery Of Tax Deed Expenditure		
	Tax deed legal costs	6,000.00	
		Total 483102 Recovery Of Tax Deed Expenditure:	6,000.00
		Total revenue:	428,636.00
511100	Salaries and Wages		
	Per Personell Cost Report	224,697.00	

Attachment: Treasurer 2023 Budget (7207 : Treasurer 2023 Budget Review - Patty Schimmel)

Account Number	Description	Amount	Total
PRELIMINARY			
		Total 511100 Salaries and Wages:	224,69
515000	Fringe Benefits		
	Per Benefit Estimate Report	41,742.00	
		Total 515000 Fringe Benefits:	41,74
515400	Health Insurance Benefit		
	Per Benefit Estimate Report	69,192.00	
		Total 515400 Health Insurance Benefit:	69,19
521200	Contracted Services		
	GCS/LandNav Annual support	28,000.00	
	Title searches on tax deed parcels	5,000.00	
	Implement Web based LandNav & Training	24,000.00	
		Total 521200 Contracted Services:	57,00
522500	Telephone		
	7 Extensions @ \$54 each plus long distance	600.00	
		Total 522500 Telephone:	600.00
530041	Illegal Taxes Written Off		
	Cancel Tax Certificate over 11 years old	23.00	
		Total 530041 Illegal Taxes Written Off:	23.00
530042	Personal Property Chargeback E		
	Chargeback of uncollected PP by municipality	500.00	
		Total 530042 Personal Property Chargeback E:	500.00
531000	Office Supplies		
	Tax & assessment roll binders	600.00	
	Self-seal tax bill forms	3,200.00	
	A/P check stock	700.00	
	Envelopes	4,000.00	
	Copy paper	500.00	
	Mailing labels	1,500.00	
	Miscellaneous office supplies	500.00	

Account Number	Description	Amount	Total
PRELIMINARY			
		Total 531000 Office Supplies:	11,00
531100	Postage		
	A/P Checks & correspondence	3,500.00	
	Certified Mail	600.00	
	Tax receipts	2,900.00	
	Postponed & Delinquent tax notices	4,000.00	
		Total 531100 Postage:	11,00
531200	Copies/Printing		
	EO Johnson Print Management	6,500.00	
		Total 531200 Copies/Printing:	6,50
531500	Maintenance/Service Agreements		
	Tax bill folder/sealer	2,500.00	
		Total 531500 Maintenance/Service Agreements:	2,50
532400	Memberships & Dues		
	WCTA Annual dues	100.00	
	WRPLA Annual dues	80.00	
		Total 532400 Memberships & Dues:	180
532601	Publication of Legal Notices		
	Unclaimed Funds publication	300.00	
	Tax Deed In Rem publication	2,200.00	
		Total 532601 Publication of Legal Notices:	2,50
533000	Mileage/Travel		
	WCTA & WRPLA Meetings	400.00	
		Total 533000 Mileage/Travel:	400
533500	Conventions & Meetings		
	WCTA & WRPLA Meetings	800.00	
		Total 533500 Conventions & Meetings:	800
		Total expense:	428,637.00

Attachment: Treasurer 2023 Budget (7207 : Treasurer 2023 Budget Review - Patty Schimmel)

Account Number	Description	Amount	Total
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PRELIMINARY

Total Account # 100-10-51520 County Treasurer Detail:

Attachment: Treasurer 2023 Budget (7207 : Treasurer 2023 Budget Review - Patty Schimmel)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
	Grand total revenue without property tax:	623,700.00	4,717.73	574,200.00	193,112.85	574,150.00	574,200.00	
	Grand total property tax:	-219,418.00	-219,418.00	-159,055.00	-159,055.00	-159,055.00	-145,566.00	
	Grand total revenue with property tax:	404,282.00	-214,700.27	415,145.00	34,057.85	415,095.00	428,634.00	
	Grand total expense:	404,282.00	394,090.61	415,145.00	173,141.93	405,755.00	428,634.00	
	Grand total revenue - expense:	0.00	-608,790.88	0.00	-139,084.08	9,340.00	0.00	



VETERANS SERVICE OFFICE

711 N Bridge St, Room 113

Chippewa Falls WI 54729

P: 715-726-7990

F: 715-726-7821

Email: veterans@co.chippewa.wi.us

Peter Johnston ~ Service Officer

Rainy Foiles ~ Veteran Services Specialist

Amanda Richardson ~ Administrative Assistant

2023 Budget Synopsis

Veteran Service Office has four budgets, line items changed from last year:

- Main budget [#100-60-54700]
 - Salaries, Wages, Fringe and health insurance benefits. Changed Per Personnel Cost Report.
 - Cell Phone Costs [522300] **\$0.00**, taken off due to non-use
 - Conventions & Meetings [533500] **\$2,579**, decreased because only two employees will be going to National Training
- Veterans Relief [#100-60-54701]
 - Maintenance/Service Agreements [531500] **\$2,096**, increased to add social media archive \$300 and increase cost of Veteran Database system VetraSpec from \$1,347 to \$1,796.
 - Veterans Relief [581200] **\$2,000**, decreased from \$4,000 to \$2,000 due to low usage over the last two years.
- Care of Veterans Graves [#100-60-54702]
 - Same amount used as last year
- Veteran's Service Grant [#100-60-54703]
 - Same amount used as last year

Extended Budgeting

6.18.a

Budget Summary Justification

User: pjohnston
 Printed: 7/5/2022 - 11:03 AM
 Budget Type: DH Requested
 Revision: 1
 Current Actual YTD: 06/30/22

CHIPPEWA COUNTY

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 100-60-54700 Veterans Service Officer							
411100	General Property Taxes	206,267.00	206,267.00	206,843.00	206,843.00	206,843.00	208,094.00
Total revenue with property tax:		206,267.00	206,267.00	206,843.00	206,843.00	206,843.00	208,094.00
511100	Salaries and Wages	122,732.00	119,011.10	121,201.00	52,006.80	121,201.00	125,026.00
515000	Fringe Benefits	24,408.00	23,746.20	22,514.00	9,126.09	22,514.00	23,225.58
515400	Health Insurance Benefit	51,362.00	51,749.04	55,363.00	24,741.62	55,363.00	54,043.20
522300	Cell Phone Costs	10.00	11.47	10.00	0.92	10.00	0.00
522500	Telephone	420.00	326.04	420.00	230.28	400.00	420.00
531000	Office Supplies	900.00	1,988.24	900.00	17.38	900.00	900.00
531100	Postage	800.00	579.75	800.00	239.02	800.00	800.00
531200	Copies/Printing	400.00	6.00	400.00	0.00	350.00	400.00
531400	Equipment < \$5,000	0.00	0.00	0.00	1,003.91	1,003.91	0.00
533000	Mileage/Travel	700.00	205.43	700.00	156.36	600.00	700.00
533500	Conventions & Meetings	4,535.00	1,728.55	4,535.00	735.00	2,800.00	2,579.22
Total expense:		206,267.00	199,351.82	206,843.00	88,257.38	205,941.91	208,094.00
Revenue - Expense:		0.00	6,915.18	0.00	118,585.62	901.09	0.00

Submitted by: _____ Date: _____
 Department/Division Head

Attachment: Veterans 2023 Proposed Budget 07-05-2022 (7206 : Veterans Service 2023 Budget Review)

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes		
	Cost Associated with Veterans Office	208,094.00	
	Total 411100 General Property Taxes:		208,09
	Total revenue:		208,09
511100	Salaries and Wages		
	Per Personnel Cost Report minus WDVA Grant wages	125,026.00	
	Total 511100 Salaries and Wages:		125,02
515000	Fringe Benefits		
	Per Personnel Cost Report minus WDVA Grant	23,225.58	
	Total 515000 Fringe Benefits:		23,22
515400	Health Insurance Benefit		
	Per Personnel Cost Report minus WDVA Grant	54,043.20	
	Total 515400 Health Insurance Benefit:		54,04
522500	Telephone		
	Land line to make/receive calls from veterans, state and federal offices	420.00	
	Total 522500 Telephone:		42
531000	Office Supplies		
	Envelopes, sticky notes, pens, hand sanitizer, batteries colorered paper, tape, business cards, file folders	900.00	
	Total 531000 Office Supplies:		90
531100	Postage		
	Claims sent to veterans, dependent, funeral, cemeteries in finalizing claims	800.00	
	Total 531100 Postage:		80
531200	Copies/Printing		
	Needed for filing claims for veterans and dependents	400.00	
	Total 531200 Copies/Printing:		40
533000	Mileage/Travel		
	Homes visits to veterans and dependents for fact gathering to file claims	700.00	

Attachment: Veterans 2023 Proposed Budget 07-05-2022 (7206 : Veterans Service 2023 Budget Review)

Account Number	Description	Amount	Total
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PRELIMINARY			
		Total 533000 Mileage/Travel:	70
533500	Conventions & Meetings		
	Spring & Fall Conference provided by the State, National Convention all are required to maintain certification in order to file	2,579.22	
		Total 533500 Conventions & Meetings:	2,57
		Total expense:	208,09
	Total Account # 100-60-54700 Veterans Service Officer Detail:		

Attachment: Veterans 2023 Proposed Budget 07-05-2022 (7206 : Veterans Service 2023 Budget Review)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 100-60-54701 Veterans' Relief								
411100	General Property Taxes	8,137.00	8,137.00	8,137.00	8,137.00	8,137.00	6,886.00	
Total revenue with property tax:		8,137.00	8,137.00	8,137.00	8,137.00	8,137.00	6,886.00	
514100	Per Diem/Mileage - Committee	800.00	440.15	800.00	0.00	400.00	800.00	
515000	Fringe Benefits	50.00	35.19	50.00	0.00	50.00	50.00	
521206	Contracted Services-Drivers	300.00	169.63	300.00	0.00	300.00	300.00	
531500	Maintenance/Service Agreements	1,347.00	2,096.00	1,347.00	0.00	2,096.00	2,096.00	
533000	Mileage/Travel	1,240.00	620.00	1,240.00	210.00	900.00	1,240.00	
535201	Vehicle Expenses	400.00	0.00	400.00	0.00	200.00	400.00	
570100	Veterans Relief	4,000.00	0.00	4,000.00	0.00	4,000.00	2,000.00	
Total expense:		8,137.00	3,360.97	8,137.00	210.00	7,946.00	6,886.00	
Revenue - Expense:		0.00	4,776.03	0.00	7,927.00	191.00	0.00	

Submitted by:

Department/Division Head

Date

Attachment: Veterans 2023 Proposed Budget 07-05-2022 (7206 : Veterans Service 2023 Budget Review)

Account Number	Description	Amount	Total
PRELIMINARY			
411100	General Property Taxes		
	Cost Associated with Veteran Office	6,886.00	
	Total 411100 General Property Taxes:		6,886.00
	Total revenue:		6,886.00
514100	Per Diem/Mileage - Committee		
	Commission members per diem	800.00	
	Total 514100 Per Diem/Mileage - Committee:		800.00
515000	Fringe Benefits		
	Veterans Commission members	50.00	
	Total 515000 Fringe Benefits:		50.00
521206	Contracted Services-Drivers		
	Twice a year the office provides training and up to date information for the volunteer van drivers	300.00	
	Total 521206 Contracted Services-Drivers:		300.00
531500	Maintenance/Service Agreements		
	VetraSpec cost for the online program used to file claims for Veterans and Dependents and Social Media Account	2,096.00	
	Total 531500 Maintenance/Service Agreements:		2,096.00
533000	Mileage/Travel		
	Volunteer Van Drivers receive \$10 each trip to purchase lunch at the VAMC	1,240.00	
	Total 533000 Mileage/Travel:		1,240.00
535201	Vehicle Expenses		
	Used to take care of arising issues the cannot wait to get to the VAMC garbage. By waiting may cause a hazered	400.00	
	Total 535201 Vehicle Expenses:		400.00
570100	Veterans Relief		
	For veterans and dependents that are in need who request assistance for rent to avoid eviction, electric to avoid shut off, gas	2,000.00	
	Total 570100 Veterans Relief:		2,000.00
	Total expense:		6,886.00

Attachment: Veterans 2023 Proposed Budget 07-05-2022 (7206 : Veterans Service 2023 Budget Review)

PRELIMINARY

Total Account # 100-60-54701 Veterans' Relief Detail:

Attachment: Veterans 2023 Proposed Budget 07-05-2022 (7206 : Veterans Service 2023 Budget Review)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request
PRELIMINARY							
Account # 100-60-54702 Care Of Veterans Graves							
411100	General Property Taxes	650.00	650.00	650.00	650.00	650.00	650.00
	Total revenue with property tax:	650.00	650.00	650.00	650.00	650.00	650.00
570201	Grave Markers	650.00	-125.00	650.00	-385.00	650.00	650.00
	Total expense:	650.00	-125.00	650.00	-385.00	650.00	650.00
	Revenue - Expense:	0.00	775.00	0.00	1,035.00	0.00	0.00

Submitted by:

Department/Division Head

Date

411100**General Property Taxes**

Cost Associated with Veteran Office

650.00

Total 411100 General Property Taxes:

65

Total revenue:

65

570201**Grave Markers**

This is an aluminum holder that sits a flag to memorialize veterans in local cemeteries

650.00

Total 570201 Grave Markers:

65

Total expense:

65

Total Account # 100-60-54702 Care Of Veterans Graves Detail:

Attachment: Veterans 2023 Proposed Budget 07-05-2022 (7206 : Veterans Service 2023 Budget Review)

Account Number	Description	2021 Budget	2021 Actual	2022 Budget	06/30/22 Actual	2022 Est. Actual	2023 Request	
PRELIMINARY								
Account # 100-60-54703 Veteran's Service Grant								
435501	State Aid - Veterans	11,500.00	11,500.00	12,650.00	12,650.00	12,650.00	12,650.00	
Total revenue without property tax:		11,500.00	11,500.00	12,650.00	12,650.00	12,650.00	12,650.00	
511100	Salaries and Wages	6,542.00	6,966.62	7,196.00	3,114.60	7,196.00	7,196.00	
515000	Fringe Benefits	1,212.00	1,241.05	1,333.00	547.55	1,333.00	1,333.00	
515400	Health Insurance Benefit	3,447.00	3,448.34	3,792.00	1,645.19	3,792.00	3,792.00	
531200	Copies/Printing	299.00	721.22	329.00	245.44	329.00	329.00	
Total expense:		11,500.00	12,377.23	12,650.00	5,552.78	12,650.00	12,650.00	
Revenue - Expense:		0.00	-877.23	0.00	7,097.22	0.00	0.00	
Submitted by: _____								
Department/Division Head			Date					

Attachment: Veterans 2023 Proposed Budget 07-05-2022 (7206 : Veterans Service 2023 Budget Review)

Account Number	Description	Amount	Total
PRELIMINARY			
435501	State Aid - Veterans State Grant	12,650.00	
	Total 435501 State Aid - Veterans:		12,65
	Total revenue:		12,65
511100	Salaries and Wages Salaries/Wages for part time staff, funds from grant	7,196.00	
	Total 511100 Salaries and Wages:		7,19
515000	Fringe Benefits Fringe Benefits for part time staff, funds from grant	1,333.00	
	Total 515000 Fringe Benefits:		1,33
515400	Health Insurance Benefit Health Benefits for part time staff, funds from grant	3,792.00	
	Total 515400 Health Insurance Benefit:		3,79
531200	Copies/Printing Used in aiding the veteran and dependent to file claims	329.00	
	Total 531200 Copies/Printing:		32
	Total expense:		12,65
	Total Account # 100-60-54703 Veteran's Service Grant Detail:		

Attachment: Veterans 2023 Proposed Budget 07-05-2022 (7206 : Veterans Service 2023 Budget Review)

		2021	2021	2022	06/30/22	2022	2023	6.18.a
Account Number	Description	Budget	Actual	Budget	Actual	Est. Actual	Request	
PRELIMINARY								
	Grand total revenue without property tax:	11,500.00	11,500.00	12,650.00	12,650.00	12,650.00	12,650.00	
	Grand total property tax:	215,054.00	215,054.00	215,630.00	215,630.00	215,630.00	215,630.00	
	Grand total revenue with property tax:	226,554.00	226,554.00	228,280.00	228,280.00	228,280.00	228,280.00	
	Grand total expense:	226,554.00	214,965.02	228,280.00	93,635.16	227,187.91	228,280.00	
	Grand total revenue - expense:	0.00	11,588.98	0.00	134,644.84	1,092.09	0.00	