

**Oneida County Board of Supervisors  
Regular Meeting February 17<sup>th</sup> 2009**

Chair Smith called the meeting to order at 9:30 a.m. in the County Board Meeting Room at the Oneida County Courthouse. There was a brief moment of silence, followed by the Pledge of Allegiance.

Members present: Supervisors Gary Baier, Ted Cushing, Paul Dean, Franklin H. Greb, Larry Greschner, John Hoffman, Scott Holewinski, Jack Martinson, Matt Matteson, David O'Melia, Sonny Paszak, Patricia L. Peters, Wilbur Petroskey, Tom Rudolph, Jim Sharon, Andrew Smith, Romelle Vandervest, Charles Wickman, Peter Wolk and John R. Young.

**Supervisors absent:** Denny Thompson – excused.

**Student Representatives:** 0

**Others present:** Robert Bruso, County Clerk, Mary Bartelt, Deputy County Clerk, Brian Desmond, Corporation Counsel and John Potters, County Coordinator.

Chairman Smith reminded Supervisors to use their microphones when addressing the floor and those addressing the Board to sign the attendance form at podium.

**Motion/second Cushing/Petroskey** to accept the minutes of the January 20<sup>th</sup>, 2009 regular meeting. Supervisor Rudolph noted a typo on the top of page three and to change the “200” to “2009”. All “ayes” on voice vote.

**Presentations-** Retirement Plaques and Service Awards – Those receiving retirement plaques or service awards were: Thomas Wiensch, Mary Boyer, Bonnie Wilcox, Dean Morris, David Brinkman, Stan Pecor, Sue Kuczarski, Linda Hermann, Lisa Charbarneau, Art Hilgendorf, Steve Osterman, Denise Hoppe, Nadine Wilson, Ann Ovsak, Kay Juel, Jim Wood, Dan Hess, Randy Keller, Phil Newcomb, Nate Quimette, Brian Erickson, Brad Fogerty, Mary Goeldner, Terri Ripp, Lindsey Berard, Scott Bornberg, Bob Hebein, Laura Tromp, Pam Winchell, Roger Prien, Tim Peter, Kris Ostermann, Jennie Huber, Dani Riesbeck, Peter Wolk, Wilbur Petroskey and Matt Matteson.

**Reports -** “Update on Phase 1 of the County Public Safety Communication System” – Ken Kortenhof, Emergency Management Director, presented a brief update to the Board. The County Public Safety Communication System consists of seven towers, of which three are privately owned, three are owned by the county and one is owned by the State of Wisconsin. Location of these towers are at the Law Enforcement Center (City of Rhineland), Nokomis Tower Site, Willow Tower site, Minocqua Tower site, Lake Tomahawk Tower site, Sugar Camp Tower site and Monico Tower site. An overall view and update regarding the costs and budget for these towers was presented by Dan Hess, Lieutenant of the Oneida County Sheriff’s Department.

Student Representative, Mary Benbenek arrived at approximately 10:06 a.m.

**Unfinished Business -** NONE

**Considerations of resolutions & ordinances**

**Postponed Amended Resolution #12-2009**– offered by Supervisors of the Labor Relations and Employee Services Committee regarding amending Section 4.32 – Filling Position Vacancies.

**Ordinance Amendment offered by Supervisors of the Labor Relations and Employee Services Committee**

**Whereas**, the Oneida County Board of Supervisors has been made aware of future budget constraints, and

**Whereas**, the Labor Relations and Employee Services Committee has reviewed the Vacancy Review Policy and recommends necessary changes due to the economy and budget constraints.

**NOW, THEREFORE, THE ONEIDA COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:**

Section 1. Any existing ordinances, codes, resolutions, or portions thereof in conflict with this ordinance shall be and hereby are repealed as far as any conflict exists.

Section 2. This ordinance shall take effect the day after passage and publication as required by law.

Section 3. If any claims, provisions or portions of this ordinance are adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

Section 4. Section 4.32 of the General Code of Oneida County, Wisconsin, is amended as follows [additions noted by underline, deletions noted by strikethrough]:

~~4.32 Filling Position Vacancies. When a permanent vacancy exists or is anticipated in an existing position or classification, the department head in conjunction with the committee of jurisdiction and Labor Relations and Employment Services Committee, shall review the position and determine whether to fill the position provided funding exists for the position. Any vacant position that is not authorized to be filled according to the rules and that remains vacant for a period of six consecutive months shall automatically be eliminated. Vacancies shall be filled as follows:~~

~~(1) Notification of Position Vacancy. All County departments shall notify their Committee of Jurisdiction Chairman and the Labor Relations and Employee Services Department of a position vacancy (the term vacancy used herein includes current or future vacancies). This notification shall occur within three working days of the department becoming aware of the vacancy or future vacancy. This notification shall also include whether or not the department head wishes to fill the vacancy or future vacancy.~~

~~(2) **Mandatory (DELETE)** Vacancy Period.~~

~~(A) Due to budget constraints, the LRES Committee/County Board has **mandated** s/b **recommended** that all positions remain vacant for six (6) months. An exception may only be made where public safety or welfare would be immediately placed in jeopardy. Under said exceptions, Department Heads must still follow the steps for filling the vacancy as outlined in this process/policy under (4) Deliberation of vacancy.~~

~~(B) Only those positions specifically identified below will be exempt from the six (6) month vacancy mandate:~~

- ~~1. Non-Tax Levy supported positions that are supported completely and directly by federal, state, or other external revenues.~~
- ~~2. The Chief Deputy, Lieutenants, Jail Administrator and Assistant Jail Administrator positions assigned to the Sheriff's Office are exempt from the moratorium.~~
- ~~3. Any Deputy Sheriff, Lead Corrections Officer, Lead Telecommunicator, Corrections Officer, Telecommunicator, Sergeant, or Detective Sergeant in the Sheriff's Office that becomes vacant must be held open for at least eight (8) weeks. Once the eight (8) weeks has elapsed, the Department may proceed with the recruitment process without appeal.~~
- ~~4. Child and Adult Protective Social Workers and Economic Support Specialists positions are exempt from the moratorium.~~
- ~~5. The Attorney and Paralegal assigned by Corporation Counsel to CHIPS and Adult Protective Services cases.~~
- ~~6. All other positions will be subject to the moratorium and will not be filled for six (6) months unless, an appeal is granted by the Labor Relations and Employee Services Committee.~~
- ~~7. Thirty Days prior to the end of the six (6) month period a Department Head may wish to pursue the steps outlined in this process for having the vacancy filled.~~

~~(3) Appeal Process. Department Heads may appeal to the County Coordinator to fill positions covered by the vacancy mandate. Appeals should be submitted per the guidelines set forth in (4) Deliberation of Vacancy below.~~

~~(4) Deliberation of Vacancy.~~

~~(A) Whenever the department head wishes to fill the vacancy, the Department Head and Employee Services Manager will review the job description and make any necessary changes.~~

~~(B) The Department Head shall present to the County Coordinator his/her rationale for filling the vacancy, the costs associated with filling the vacancy, funding sources, the job duties to be performed, alternatives to filling the vacancy, and any other pertinent information.~~

~~(C) The County Coordinator shall indicate in writing to the Department Head if he/she is in support of filling the vacancy.~~

~~(D) The Department Head shall present to the Committee of Jurisdiction his/her rationale for filling the~~

vacancy, the costs associated with filling the vacancy, funding sources, the job duties to be performed, alternatives to filling the vacancy, and any other pertinent information including whether or not the County Coordinator supports filling the vacancy.

(E) The Committee of Jurisdiction may decide not to fill the vacancy, in which case, no recruitment activity will commence. If the Committee of Jurisdiction wishes to have the vacancy filled, it will make and pass a motion to that effect, and will forward the recommendation on to the Labor Relations and Employee Services (LRES) Committee.

(F) The LRES Committee will review the position with the County Coordinator and the Department Head and any other interested person(s). If the LRES Committee agrees with the recommendation to fill the vacancy, it will make and pass a motion to that effect. Recruitment activity will then commence.

(5). Approval. Once approval has been obtained, recruitment procedures as detailed in the General Code of Oneida County shall commence.

(6). The County Coordinator and the chairpersons of the Committee of Jurisdiction and the Labor Relations and Employee Services Committee may authorize an emergency filling of a vacancy. This emergency authorization must be confirmed by a majority vote of the members of the committee of Jurisdiction and the Labor Relations and Employee Services Committee at their next meeting(s). An emergency authorization may only be made where public safety or welfare would be immediately placed in jeopardy.

(7) Elimination of Position.

(A) Thirty days prior to the end of the six (6) month vacancy period, a Department Head may ask that the position be reviewed and evaluated by the County Coordinator and a recommendation given to the LRES Committee regarding the need to continue the position. The position vacancy will be placed on the LRES Committee agenda where a final determination shall be made.

(B) Any vacant position that is not authorized to be filled according to the rules contained herein, and remains vacant for a period of more than six (6) consecutive months, shall automatically be eliminated.

(C) Any vacant position, funded by grant monies, where the grant monies are no longer available, in whole or in part, shall be eliminated.

(8). Approved vacancies shall be filled as follows:

(A) Whenever it is felt the local area could support filling a vacancy by advertising in the official County newspaper, such advertisements shall be made. Other forms or sources of public notice may be used at the discretion of the County Coordinator. Public announcements of vacancies shall include at least the following information:

1. Classification/Position title.
2. Department where the position vacancy exists.
3. Salary range.
4. Benefit summary.
5. Minimum qualifications and requirements of the position.
6. Address and phone number to request and submit application.
7. Application deadline.
8. EEO statement; drug free, alcohol free and smoke free workplace statement.

(B) In some positions, including new hires for regular and permanent part-time positions, a medical examination may be required. For those employees required to have a Commercial Drivers Licenses (CDL), a drug and alcohol test is required prior to employment and each applicant will provide any drug and alcohol testing information as required by the Department of Transportation mandated regulations. Each applicant will sign a waiver for release of information from their previous employers for the purpose of reference checks. Each applicant must also file a County application form with the office identified in the job ad.

(C) Applicant evaluation prior to oral evaluations may consist of one (1) or more of the following as deemed appropriate by the County Coordinator, department head, oversight Committee or Labor Relations and Employee Services Committee:

1. Written examinations.
2. Evaluation of education, qualifications and experience.
3. Performance of tasks required.
4. Other requirements allowed by law.

(D) A Selection Committee shall be appointed consisting of any two (2) or more members selected from the following:

1. Oversight Committee member(s).
2. Department Head or designee.
3. Labor Relations and Employee Services Committee member(s).
4. County Coordinator.
5. Employee Services Manager .

(E) Initial screening of applicants will be done by the Labor Relations and Employee Services Office. The Selection Committee shall participate in the screening and formal interview process of all non-elected department head positions and shall be responsible for the hiring decision, unless otherwise required by statute. If the Selection Committee so desires, it may screen the applications after the deadline for accepting applications has passed, using experience and qualifications criteria. In screening applications, the County Coordinator's Office shall certify to the departments those applicants who are eligible for final selection. The screeners may reduce the number of applicants interviewed to a number not less than five (5) provided five (5) or more qualified individuals have applied. When possible, the County Coordinator's Office shall certify only the top five (5) ranked applicants. If the selection process does not provide for the ranking of applicants, the County Coordinator's Office shall, if possible and under specific criteria, establish categories of "most qualified, second most qualified, third most qualified," and so on. The department shall first make employee selections based upon selections from the first category, then the second category, and so on. If neither of the above two methods is available, the County Coordinator's Office may certify all applicants or implement random selection methods to reduce the applicant pool to a more manageable number.

(F) Applicants will be notified at least five (5) working days prior to the date of the scheduled interview when possible. Applicants not selected for interview shall, if possible, be notified by mail on the same date as those who are selected for interview.

(G) The Selection Committee shall conduct oral evaluation interviews and shall certify the top three (3) applicants, provided three (3) qualified individuals have applied to fill possible vacancies in the ensuing year. Where a certified eligibility list exists, the department head shall fill the vacancy from the list.

1. The application forms, ratings and certified eligibility list shall be utilized for future vacancies in the same classification for a period not to exceed twelve (12) months. If less than three (3) qualified applicants remain available to fill a vacancy in the same classification during said period, the department head may request that the formal selection process be reinitiated.
2. At the request of the Department Head, the Selection Committee may certify more than three (3), provided that all certified applicants meet the minimum qualifications. The County Coordinator shall verify that all of the certified applicants meet the minimum qualifications.

(H.) No applicant shall be considered for a vacancy where appointment to such vacancy would result in members of an immediate family being employed in a direct supervisor-employee relationship.

(I.) No person shall serve as a member of the Selection Committee for a vacancy in which an applicant is a member of his/her immediate family. Any Selection Committee member named as a reference shall be disqualified from voting on the vacancy for that applicant. In the event an interviewer is uncomfortable with evaluating an applicant, the interviewer should identify the concern to the other interviewers and a decision should be made collectively whether the interviewer should or should not participate.

(J.) The County Coordinator will verify eligibility of interviewers when coordinating interviews.

(K.) Applicants selected to receive a formal job offer shall be notified in writing by the County Coordinator. This job offer shall include the pay rate, percentage of full-time employment, position title, appropriate department, shift if appropriate, and shall request a written acceptance letter which includes the individual's proposed start date.

(L.) Exceptions to this process are outlined in Sections 4.35 Promotions and 4.36 Transfers.

(M.) Upon request by the department head, as required by statute, and authorized by the County Coordinator, Oneida County may conduct background investigations and reference checks on applicants.

Approved by the Labor Relations and Employee Services Committee on January 14, 2009. Offered and passage moved by Supervisors John R. Young, Paul Dean, Ted Cushing, Scott Holewinski and Charles Wickman.

**Motion/second Young/Cushing** to table indefinitely.

**Roll call: 20 ayes 0 nay 1 absent (Thompson)**

**Student Representative: 1 aye**

**Resolution #13-2009** - offered by Supervisor Paul Dean regarding the state-aid formula for schools in Oneida County.

Resolved by the Board of Supervisors of Oneida County, Wisconsin:

**WHEREAS**, the school districts in Oneida County are currently suffering from budgetary shortfalls; and

**WHEREAS**, budgetary shortfalls by the State of Wisconsin are resulting in decreased state-aid to schools in Oneida County; and

**WHEREAS**, Oneida County school districts are receiving less state-aid than comparable school districts in Wisconsin based on the State's school aid formula; and

**WHEREAS**, the Oneida County Board of Supervisors recognize the need to support our local school districts; and

**WHEREAS**, the Oneida County Board of Supervisors recognizes that a change in the state-aid formula is necessary in order to re-allocate more funds to Oneida County School districts

**NOW, THEREFORE, BE IT RESOLVED**, the Oneida County Board of Supervisors supports legislative change to the state-aid formula to more fairly distribute state-aids throughout the State of Wisconsin; and

**BE IT FURTHER RESOLVED**, the Oneida County Board of Supervisors supports changes to the state-aid formula to allow property taxes collected in Oneida County be used to support Oneida County School Districts; and

**BE IT FURTHER RESOLVED**, that a copy of this resolution shall be mailed to Governor Jim Doyle; Jim Holperin, 12<sup>th</sup> District Senator; Rep Dan Meyer, 34<sup>th</sup> Assembly District and Rep. Don Friske, 35<sup>th</sup> Assembly District.

Submitted this 9th day of February 2009.

Offered and passage moved by Supervisor Paul Dean, seconded by Martinson.

**Motion/second Dean/Matteson** to delete the words on Line 21 and 22 – “to allow property taxes collected in Oneida County be used to support Oneida County School Districts; and”.

**Motion/second O'Melia/Baier** to amend the amended resolution to include on Line 25, Superintendent of Public Instruction and all Oneida County School Districts.

**Roll call on resolution amended twice: 20 ayes 0 nay 1 absent (Thompson) Student Representative: 1 aye.**

**Roll call on amended resolution: 20 aye 0 nay 1 absent (Thompson) Student Representative: 1 aye**

**Resolution #14-2009/General Code/OA** - offered by Supervisors of the Resolutions & Ordinances/Legislative Committee regarding amending the General Code of Oneida County, Section 2.16.

Resolved by the Board of Supervisors of Oneida County, Wisconsin:

**WHEREAS**, it is deemed expedient and necessary that the General Code of the County of Oneida, Wisconsin be brought up-to-date; and

**WHEREAS**, resolutions and ordinances adopted through November 12, 2008 and changes necessitated by changes in State law have been incorporated into the General Code by the Revisor, which has provided Oneida County with corrected printed revisions, pursuant to Statute 25.08 of the General Code of Oneida County, Wisconsin; and

**WHEREAS**, a copy of such amended General Code of Oneida County, Wisconsin, has been on file and open for public inspection in the office of the County clerk for not less than two weeks, as required by Statute 66.035, Wis. Stats., and notice thereof has been provided by publication on December 4, 2008 in the Rhinelander Daily News;

**NOW, THEREFORE, THE ONEIDA COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:**

Section 1. The Code of Ordinances in book form entitled: General Code of Oneida County, Wisconsin, as amended through November 12, 2008 shall be and hereby is adopted as the general ordinances in and for the County of Oneida, Wisconsin.

Section 2. Any ordinance in conflict with this ordinance shall be and hereby is repealed as far as any conflict exists.

Section 3. This ordinance shall take effect the day after passage and publication as provided by law.

Approved by the Resolutions & Ordinances/Legislative Committee this 15<sup>th</sup> day of January 2009.  
Offered and passage moved by Supervisors Andrew P. Smith, David O'Melia and John R. Young.

**Roll call: 20 ayes 0 nay 1 absent (Thompson)**  
**Student Representatives: 1 aye.**

**Resolution #15-2009** – offered by Supervisors of the Finance and Insurance Committee regarding petitioning the Secretary of Transportation for Airport Improvement Aid by the Rhinelander-Oneida County Airport.

**Resolved by the Board of Supervisors of Oneida County, Wisconsin:**

**WHEREAS**, Oneida County and the City of Rhinelander have established the Rhinelander/Oneida County Airport Commission (Commission) to run the Rhinelander/Oneida County Airport (Airport), and

**WHEREAS**, the Commission has deemed it prudent to make certain improvements to the Airport, and

**WHEREAS**, the Commission is petitioning for Federal and State Aid or State Aid only to assist in the airport development and improvement projects, and

**WHEREAS**, The Commission held a Public Hearing on January 29, 2009 to accept comments from airport users and the general public relating to the need for the proposed Airport projects, and

**WHEREAS**, after duly considering the comments received, the Commission wishes to proceed with the projects, and

**WHEREAS**, the Oneida County Board of Supervisors must approve the petition for Airport Improvement Aid.

**NOW, THEREFORE, BE IT RESOLVED**, that the Oneida County Board of Supervisors does hereby approve the "*Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid by the Rhinelander-Oneida County Airport, Oneida County, Wisconsin*" attached hereto and made a part hereof as Addendum I.

**BE IT FURTHER RESOLVED**, that the Board approves the listing of projects prepared by the Federal Aviation Administration-Airports District Office, the Wisconsin Bureau of Aeronautics and the Rhinelander/Oneida County Airport Administration as attached hereto and made a part hereof as Addendum II, and

**BE IT FURTHER RESOLVED**, that the County Clerk be instructed to certify the resolution as required. Approved by the Finance & Insurance Committee this 9<sup>th</sup> day of February, 2009.

Offered and passage moved by Supervisors Ted Cushing, John R. Young, John Hoffman and Andrew P. Smith.

**Roll call: 20 ayes 0 nay 1 absent (Thompson)**  
**Student Representatives: 1 aye.**

**Resolution #16-2009** – offered by Supervisors of the Land and Water Conservation Committee regarding submitting an application to the WDNR for an aquatic invasive species control grant.

**Resolved by the Board of Supervisors of Oneida County, Wisconsin:**

**WHEREAS**, Oneida County has over 1100 lakes, and one of the highest concentrations of natural lakes in the world, and

**WHEREAS**, the quality of these waters is being threatened by aquatic invasive species; and

**WHEREAS**, education is one of the keys to making the public aware of the adverse impact of aquatic invasive species on the quality of our waters; and

**WHEREAS**, Oneida County recognizes the need for a workable plan that will prevent the introduction of aquatic invasive species into a waterbody, and reduce or eliminate aquatic invasive species already present in some bodies of water; and

**WHEREAS**, the Oneida County Land & Water Conservation Department (Department) will continue to increase public awareness of the aquatic invasive species problem by implementing planning and prevention activities to control the spread of aquatic invasive species at an estimated cost of \$266,666.00, which includes Oneida County's 25% match and

**WHEREAS**, 75% percent of the cost of such planning and prevention activities may be paid by a grant from the Wisconsin Department of Natural Resources (WDNR).

**WHEREAS**, the Land & Water Conservation Department must apply for a grant through the "Aquatic Invasive Species" Grant Program through WDNR to receive funding.

**NOW, THEREFORE, BE IT RESOLVED**, that the Department is authorized to apply for 75% funding assistance for such programming under the "Aquatic Invasive Species" Grant Program from the WDNR.

**BE IT FURTHER RESOLVED**, that the Oneida County Board of Supervisors hereby authorizes the Chairman of the Oneida County Land & Water Conservation Committee, to submit an application for a three-year grant to the WDNR for \$200,000.00 in grant funds for an aquatic invasive species education, planning, and prevention program, to sign documents and take the necessary action to undertake, direct, and complete the approved aquatic invasive species control grant.

**BE IT FURTHER RESOLVED**, that the Department is authorized to meet the County's 25% share of the financial obligations of this aquatic invasive species grant, through the assignment of Department personnel to work on and complete the project, including timely publication of the results.

Approved by the Oneida County Land & Water Conservation Committee this 21<sup>st</sup> day of January 2009.  
Offered and passage moved by Supervisors Thomas d. Rudolph, Gary Baier, Wilbur Petroskey, Matt Matteson and Rep. Rod Kuczumski.

**Motion/second O'Melia/Vandervest** to waive the reading of Resolution #16-2009. All "aye" on voice vote.

**Motion/second Baier/O'Melia** to refer back to committee and look at Item #2 of the grant, "Early Detection and Rapid Response."

More discussion took place.

**Roll call: 6 ayes (Sharon, Martinson, Peters, Greschner, Wickman, Wolk) 14 nay 1 absent (Thompson)**  
**Student Representatives: 1 aye. Motion to refer back to committee is defeated.**

**Roll call on resolution as presented: 19 aye 1 nay (Martinson) 1 absent (Thompson)**

**Student Representatives: 1 aye**

**Resolution #17-2009/General Code/OA** – offered by Supervisors of the Labor Relations and Employee Services Committee regarding amending Section 4.32 – Filling Position Vacancies.

**Resolved by the Board of Supervisors of Oneida County, Wisconsin:**

**Ordinance Amendment offered by Supervisors of the Labor Relations and Employee Services Committee.**

**Whereas**, the Oneida County Board of Supervisors has been made aware of future budget constraints, and

**Whereas**, the Labor Relations and Employee Services Committee has reviewed the Vacancy Review Policy and recommends necessary changes due to the economy and budget constraints.

**NOW, THEREFORE, THE ONEIDA COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:**

Section 1. Any existing ordinances, codes, resolutions, or portions thereof in conflict with this ordinance shall be and hereby are repealed as far as any conflict exists.

Section 2. This ordinance shall take effect the day after passage and publication as required by law.

Section 3. If any claims, provisions or portions of this ordinance are adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

Section 4. Section 4.32 of the General Code of Oneida County, Wisconsin, is amended as follows [additions noted by underline, deletions noted by strikethrough]:

~~4.32 Filling Position Vacancies. When a permanent vacancy exists or is anticipated in an existing position or classification, the department head in conjunction with the committee of jurisdiction and Labor Relations and Employment Services Committee, shall review the position and determine whether to fill the position provided funding exists for the position. Any vacant position that is not authorized to be filled according to the rules and that remains vacant for a period of six consecutive months shall automatically be eliminated. Vacancies shall be filled as follows:~~

(1) Notification of Position Vacancy. All County departments shall notify their Committee of Jurisdiction Chairman and the Labor Relations and Employee Services Department of a position vacancy (the term vacancy used herein includes current or future vacancies). This notification shall occur within three working days of the department becoming aware of the vacancy or future vacancy. This notification shall also include whether or not the department head wishes to fill the vacancy or future vacancy.

(2) Mandatory Vacancy Period.

(C) Due to budget constraints, the LRES Committee/County Board has mandated that all positions remain vacant for six (6) months. An exception may only be made where public safety or welfare would be immediately placed in jeopardy. Under said exceptions, Department Heads must still follow the steps for filling the vacancy as outlined in this process/policy under (4) Deliberation of vacancy.

(D) Only those positions specifically identified below will be exempt from the six (6) month vacancy mandate:

3. Non-Tax Levy supported positions that are supported completely and directly by federal, state, or other external revenues.
4. The Chief Deputy, Lieutenants, Jail Administrator and Assistant Jail Administrator positions assigned to the Sheriff's Office are exempt from the moratorium.
3. Any Deputy Sheriff, Lead Corrections Officer, Lead Telecommunicator, Corrections Officer, Telecommunicator, Sergeant, or Detective Sergeant in the Sheriff's Office that becomes vacant must be held open for at least eight (8) weeks. Once the eight (8) weeks has elapsed, the Department may proceed with the recruitment process without appeal.
8. Child and Adult Protective Social Workers and Economic Support Specialists positions are exempt from the moratorium.
9. The Attorney and Paralegal assigned by Corporation Counsel to CHIPS and Adult Protective Services cases.
10. Emergency Management
11. All other positions will be subject to the moratorium and will not be filled for six (6) months unless, an appeal is granted by the Labor Relations and Employee Services Committee.
12. Thirty Days prior to the end of the six (6) month period a Department Head may wish to pursue the steps outlined in this process for having the vacancy filled.

(3) Appeal Process. Department Heads may appeal to the County Coordinator to fill positions covered by the vacancy mandate. Appeals should be submitted per the guidelines set forth in (4) Deliberation of Vacancy below.

(4) Deliberation of Vacancy.

- (G) Whenever the department head wishes to fill the vacancy, the Department Head and Employee Services Manager will review the job description and make any necessary changes.
- (H) The Department Head shall present to the County Coordinator his/her rationale for filling the vacancy, the costs associated with filling the vacancy, funding sources, the job duties to be performed, alternatives to filling the vacancy, and any other pertinent information.
- (I) The County Coordinator shall indicate in writing to the Department Head if he/she is in support of filling the vacancy.
- (J) The Department Head shall present to the Committee of Jurisdiction his/her rationale for filling the vacancy, the costs associated with filling the vacancy, funding sources, the job duties to be performed, alternatives to filling the vacancy, and any other pertinent information including whether or not the County Coordinator supports filling the vacancy.
- (K) The Committee of Jurisdiction may decide not to fill the vacancy, in which case, no recruitment activity will commence. If the Committee of Jurisdiction wishes to have the vacancy filled, it will make and pass a motion to that effect, and will forward the recommendation on to the Labor Relations and Employee Services (LRES) Committee.
- (L) The LRES Committee will review the position with the County Coordinator and the Department Head and any other interested person(s). If the LRES Committee agrees with the recommendation to fill the vacancy, it will make and pass a motion to that effect. Recruitment activity will then commence.

(5) Approval. Once approval has been obtained, recruitment procedures as detailed in the General Code of Oneida County shall commence.

(6) The County Coordinator and the chairpersons of the Committee of Jurisdiction and the Labor Relations and Employee Services Committee may authorize an emergency filling of a vacancy. This emergency authorization must be confirmed by a majority vote of the members of the committee of Jurisdiction and the Labor Relations and Employee Services Committee at their next meeting(s). An emergency authorization may only be made where public safety or welfare would be immediately placed in jeopardy.

(7) Elimination of Position.

- (D) Thirty days prior to the end of the six (6) month vacancy period, a Department Head may ask that the position be reviewed and evaluated by the County Coordinator and a recommendation given to the LRES Committee regarding the need to continue the position. The position vacancy will be placed on the LRES Committee agenda where a final determination shall be made.
- (E) Any vacant position that is not authorized to be filled according to the rules contained herein, and remains vacant for a period of more than six (6) consecutive months, shall automatically be eliminated.
- (F) Any vacant position, funded by grant monies, where the grant monies are no longer available, in whole or in part, shall be eliminated.

(8). Approved vacancies shall be filled as follows:

(A) Whenever it is felt the local area could support filling a vacancy by advertising in the official County newspaper, such advertisements shall be made. Other forms or sources of public notice may be used at the discretion of the County Coordinator. Public announcements of vacancies shall include at least the following information:

1. Classification/Position title.
2. Department where the position vacancy exists.
3. Salary range.
4. Benefit summary.
5. Minimum qualifications and requirements of the position.
6. Address and phone number to request and submit application.
7. Application deadline.
8. EEO statement; drug free, alcohol free and smoke free workplace statement.

(B) In some positions, including new hires for regular and permanent part-time positions, a medical examination may be required. For those employees required to have a Commercial Drivers Licenses (CDL), a drug and alcohol test is required prior to employment and each applicant will provide any drug and alcohol testing information as required by the Department of Transportation mandated regulations. Each applicant will sign a waiver for release of information from their previous employers for the purpose of reference checks. Each applicant must also file a County application form with the office identified in the job ad.

(C) Applicant evaluation prior to oral evaluations may consist of one (1) or more of the following as deemed appropriate by the County Coordinator, department head, oversight Committee or Labor Relations and Employee Services Committee:

1. Written examinations.
2. Evaluation of education, qualifications and experience.
3. Performance of tasks required.
4. Other requirements allowed by law.

(D) A Selection Committee shall be appointed consisting of any two (2) or more members selected from the following:

1. Oversight Committee member(s).
2. Department Head or designee.
3. Labor Relations and Employee Services Committee member(s).
4. County Coordinator.
5. Employee Services Manager .

(E) Initial screening of applicants will be done by the Labor Relations and Employee Services Office. The Selection Committee shall participate in the screening and formal interview process of all non-elected department head positions and shall be responsible for the hiring decision, unless otherwise required by statute. If the Selection Committee so desires, it may screen the applications after the deadline for accepting applications has passed, using experience and qualifications criteria. In screening applications, the County Coordinator's Office shall certify to the departments those applicants who are eligible for final selection. The screeners may reduce the number of applicants interviewed to a number not less than five (5) provided five (5) or more qualified individuals have applied. When possible, the County Coordinator's Office shall certify only the top five (5) ranked applicants. If the selection process does not provide for the ranking of applicants, the County Coordinator's Office shall, if possible and under specific criteria,

establish categories of “most qualified, second most qualified, third most qualified,” and so on. The department shall first make employee selections based upon selections from the first category, then the second category, and so on. If neither of the above two methods is available, the County Coordinator’s Office may certify all applicants or implement random selection methods to reduce the applicant pool to a more manageable number.

(F) Applicants will be notified at least five (5) working days prior to the date of the scheduled interview when possible. Applicants not selected for interview shall, if possible, be notified by mail on the same date as those who are selected for interview.

(G) The Selection Committee shall conduct oral evaluation interviews and shall certify the top three (3) applicants, provided three (3) qualified individuals have applied to fill possible vacancies in the ensuing year. Where a certified eligibility list exists, the department head shall fill the vacancy from the list.

1. The application forms, ratings and certified eligibility list shall be utilized for future vacancies in the same classification for a period not to exceed twelve (12) months. If less than three (3) qualified applicants remain available to fill a vacancy in the same classification during said period, the department head may request that the formal selection process be reinitiated.

2. At the request of the Department Head, the Selection Committee may certify more than three (3), provided that all certified applicants meet the minimum qualifications. The County Coordinator shall verify that all of the certified applicants meet the minimum qualifications.

(H.) No applicant shall be considered for a vacancy where appointment to such vacancy would result in members of an immediate family being employed in a direct supervisor-employee relationship.

(I.) No person shall serve as a member of the Selection Committee for a vacancy in which an applicant is a member of his/her immediate family. Any Selection Committee member named as a reference shall be disqualified from voting on the vacancy for that applicant. In the event an interviewer is uncomfortable with evaluating an applicant, the interviewer should identify the concern to the other interviewers and a decision should be made collectively whether the interviewer should or should not participate.

(J.) The County Coordinator will verify eligibility of interviewers when coordinating interviews.

(K.) Applicants selected to receive a formal job offer shall be notified in writing by the County Coordinator. This job offer shall include the pay rate, percentage of full-time employment, position title, appropriate department, shift if appropriate, and shall request a written acceptance letter which includes the individual’s proposed start date.

(L.) Exceptions to this process are outlined in Sections 4.35 Promotions and 4.36 Transfers.

(M.) Upon request by the department head, as required by statute, and authorized by the County Coordinator, Oneida County may conduct background investigations and reference checks on applicants.

Approved by the Labor Relations and Employee Services Committee on February 10, 2009.

Offered and passage moved by Supervisors John R. Young, Charles Wickman, Ted Cushing and Scott Holewinski.

**Motion/second Greschner/Vandervest** to waive the reading of Resolution #17-2009/General Code/OA. All “aye” on voice vote.

**Motion/second Greb/Martinson** to amend resolution and eliminate the word “mandatory” on Line 43 and change the word “mandated” to “recommend” on Line 45.

**Roll call on amended resolution: 4 aye (Martinson, Greb, Rudolph, Matteson) 16 nay 1 absent (Thompson) Student Representative: 1 nay.**

**Motion/second Rudolph/O’Melia** to remove the word “mandate” wherever it appears and change to “recommend” or “recommendation.”

**Roll call on resolution amended twice: 5 aye (Martinson, Greb, Rudolph, Matteson, Wolk) 15 nay 1 absent (Thompson)**

**Student Representative: 1 nay.**

**Motion to amend FAILS.**

**Roll call: 13 ayes 7 nay (Wolk, O’Melia, Greb, Peters, Rudolph, Matteson, Martinson) 1 absent (Thompson)**

**Student Representatives: 1 nay**

**Resolution #18-2009** – offered by Supervisors of the Land Records Committee regarding a quit claim deed – Parcel ID # WR 1421 – Town of Woodruff.

**Resolved by the Board of Supervisors of Oneida County, Wisconsin:**

**WHEREAS**, parcel identification number WR 1421 at 7545 Forest Trl Woodruff has been offered for public sale pursuant to the procedures in Chapter 18 of the General Code of Oneida County, WI; and

**WHEREAS**, the Land Records Committee has determined it would be in the best interest of Oneida County to convey this parcels by quit claim deed to the successful bidder listed below.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of Oneida County hereby approve the sale of parcel identification number WR 1421 to the successful bidder on the terms listed below; and

**BE IT FURTHER RESOLVED**, that the County Treasurer is authorized and instructed to assign to the successful bidder, at the time of issuance of the quit claim deed, all county certificates on the land sold; and

**BE IT FURTHER RESOLVED**, that upon receipt of the bid amount and recording fees from the successful bidder, listed below, the County Clerk is authorized to sign and place the county seal upon a quit claim deed for the following parcel:

**Parcel Identification Number: WR 1421.**

Address: 7545 Forest Trl. Description: Lot 31 of Indian Mounds, according to the recorded plat thereof located in the Town of Woodruff, Oneida County, WI.

Successful Bidder: Matthew Jahnke

605 Buwalda Dr

Waupun WI 53963

Bid amount: \$31,001.00 plus recording fee.

Approved by the Land Records Committee this 11th day of February 2009.

Offered and passage moved by Supervisors Gary Baier, David O'Melia, Denny Thompson and Peter Wolk.

**Motion/second Greschner/Cushing** to amend Resolution #18-2009 on Line 11 and change the work "parcels" to "parcel". All "ayes" on voice vote.

**Roll call: 20 ayes 0 nays 1 absent (Thompson) Student Representatives: 1 aye**

County Board took a ten minute break at 11:59 a.m. prior to continuing at 12:10 p.m.

Supervisor Training – Michele M. Ford, Crivello Carlson, S.C., briefly discussed "Harassment in the workplace". Discussion took place along with questions and answers.

**Adjournment - Motion/second Greb/Martinson** to adjourn at 12:59 p.m. All "ayes" on voice vote.