



## Bayfield County Administrator

117 E 5<sup>th</sup> Street, PO Box 878, Washburn, WI 54891

Ph: 715-373-6181 Fx: 715-373-6153

Mark Abeles-Allison, *County Administrator*

Kristine Kavajecz, *Human Resources Director*

Paige Terry, *Clerk*

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### BAYFIELD COUNTY PERSONNEL COMMITTEE MEETING

**Brett Rondeau, Chair**                      **Fred Strand**  
**Mary Dougherty, Vice-Chair**              **Dennis Pocernich**                      **Marty Milanowski**

Dear County Board Members:

This letter is written to inform you of the Bayfield County Personnel Committee Meeting scheduled for **4:00pm Thursday, June 1, 2023**. This meeting will be held Remotely and In Person at the Bayfield County Board Room, Bayfield County Courthouse, Washburn, WI. Supervisors and the public will be able to participate in the Meeting via voice either by using the internet link or phone number below.

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Please contact Bayfield County at 715-373-6181 or 715-373-6100 if you have access questions prior to the meeting. During the meeting if you have connection issues please email [mark.abeles-allison@bayfieldcounty.wi.gov](mailto:mark.abeles-allison@bayfieldcounty.wi.gov)

*Notice is hereby given that a majority of the Bayfield County Board may be present at the meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Bayfield County Board pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494*

## AGENDA

1. Call to Order
2. Public Comment
3. Discussion and Possible Action Regarding Approval of Minutes of May 4, 2023
4. Discussion and Possible Action Regarding Volunteer Policy
5. Discussion and Possible Action Regarding Finance Manager Position
6. Discussion Regarding Policy Modification Considerations:
  - a. Meal Reimbursements
  - b. Carry-Over Vacation Clarification
7. Reports
  - a. Personnel Financial Report as of May 31, 2023
  - b. HR Report
8. The committee may enter in and out of closed session pursuant to Wisconsin Statutes §19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.  
Discussion and Possible action Regarding:
  - i. Approve Closed Session Minutes of April 6, 2023, and May 4, 2023
  - ii. Teamsters Wage
9. Discussion and Possible Action Regarding July 1, 2023 Wage Adjustments Recommendations to the County Board.

Should you have any questions in the meantime, please do not hesitate to contact the County Administrator's Office at 715 373-6181, mark.abeles-allison@bayfieldcounty.wi.gov

Sincerely,

**Mark Abeles-Allison**

Mark Abeles-Allison  
Bayfield County Administrator

MAA/kak  
Enc.

*Any person planning to attend a Bayfield County meeting that has a disability requiring special accommodations should contact 373-6100, 24-hours before the scheduled meeting, so appropriate arrangements can be made.*

cc: Ms. Lynn Divine, Bayfield County Clerk  
Bayfield County Board of Supervisors  
The Daily Press, via email

## Personnel Committee Narrative, May 4, 2023

Item 4: We have discussed a volunteer policy for the county for quite a while. The topic involves responsibility for volunteers, potential liability coverage if an incident were to occur, etc. In general, by law, a volunteer for the county is covered under the workers compensation in the event they are injured. The County also may have liability for the volunteer's actions. Attached is a second sample. We are working on a consolidated county volunteer policy and will have it midweek.

Item 5: Finance Manager Position, the County Clerk and Admin continue to discuss Finance operations and will have more information at the meeting.

Item 6: Two requests have been received for policy modifications or clarifications.

- A. Meal Reimbursements: Bayfield County's current meal reimbursement rates are: \$8 breakfast, \$10 lunch, \$16 dinner. Total is \$34 per day. Amounts may be combined for eligible meal periods. These do not apply if conference meals are provided.

A recent survey of counties, with 35 responding, reflects an average meal reimbursement of \$10.16 breakfast, \$12.72 lunch, \$21.55 dinner or \$44 a day. Several counties use the published GSA (US General Services Administration) rates, which are: \$13 breakfast, \$15 lunch, \$26 dinner, \$54 per day. Several counties provide a daily meal rate instead of a per meal rate. The recommendation is to further evaluate rates and modify the policy later this year to reflect new rates for the 2024 budget year.

- B. Carry-Over Vacation Clarification: The current Carry-Over vacation policy allows an employee to carry-over 5 **DAYS** of vacation. The issue is that not all employees work the same number of hours, or they may work varying shift lengths throughout the week or year.

- A jailer works 12-hour shifts. 5 days would be 60 hours.
- A highway employee works 8-hour days in the winter and 10 hour days in the summer.
- A DHS employee has an alternate work schedule and works two 8-hour days, two 10-hour days and one 4-hour day. (Many variations of this, including 4-day workweeks).

We would like to propose that vacation carryover be modified to specify a designated number of carry-over vacation HOURS (ie: 40) rather than DAYS? The employees in the scenario above all work the same number of hours per year (2080).

Item 7: Reports

- a. Personnel Financial Report as of May 31, 2023: The May report shows overall payroll expenses county wide at 36%. End of May is 41% through the year.
  - i. General Fund: 36%, up \$440k from last year
  - ii. Human Services: 33%, up \$180 k from last year
  - iii. Highway: 39%, up \$10k from last year.

Total Expenditures in 2023 are \$5.88 million in comparison with \$5.3 million in 2022, a \$500k difference.

- b. HR Report: attached.

Item 9: The committee has discussed a mid-year wage adjustment as a result of inflation and as a result of a request received from the Teamsters.

While the 2024 CPI is anticipated to be in the 3-4% range, the 2023 CPI levels, while dropping slightly over the past several months (see chart below), are still over 7% for November according to the WERC.

Beginning date of one-year collective bargaining agreement	Applicable CPI-U as determined by WI Department of Revenue
November 1, 2023	7.16%
October 1, 2023	7.45%
September 1, 2023	7.75%
August 1, 2023	7.91%
July 1, 2023	8.00%
June 1, 2023	8.06%
May 1, 2023	8.04%
April 1, 2023	7.92%
March 1, 2023	7.69%
February 1, 2023	7.44%
January 1, 2023	7.17%
December 1, 2022	6.86%
November 1, 2022	6.56%

In May, the committee asked that cost estimates be presented at the June meeting for a mid-year wage adjustment. Figures will be presented at the meeting.

**Minutes of the  
Bayfield County Personnel Committee Meeting  
4:00 PM, May 4, 2023  
Meeting was Held In Person in the County Board Room**

**Members Present:** Fred Strand, Marty Milanowski, Brett Rondeau, Mary Dougherty, Dennis Pocernich

**Excused:**

**Others Present:** Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Kim Mattson-Accountant, Bob Anderson-Highway Commissioner, Elizabeth Skulan-Human Services Director, Jake Benson-Highway Patrol Superintendent, Cheri Deragon-Highway Office Manager, Caloney Mesik-WIC Director, Dalton Collins, Sara Wartman-Health Director

Meeting called to order at 4:00pm by Chairman Rondeau

**Public Comment:** None Received

**Minutes of April 6, 2023:** *Motion Milanowski, Pocernich to approve minutes of the April 6, 2023 Personnel Committee meeting. Motion Carried (4-0) Dougherty was not present for this item.*

**Volunteer Policy:** Abeles-Allison introduced the topic of a volunteer policy and explained that the county has over a hundred volunteer opportunities each year. This policy is intended to provide some guidance and protections for volunteer opportunities. The committee will reviewed a draft policy that was included in the meeting packet and will continue discussions on this topic as the policy is finalized.

**Highway Supervisory Position:** This topic will be discussed in closed session because it is anticipated to be a bargaining topic.

**Personnel Policies:**

- a. Emergency Responder Leave: *Motion Strand, Milanowski to approve the policy language modifications as recommended. Motion Carried.*

**3.7.1 Responding to Emergencies Before Work Hours Begin**

Wisconsin Statute §103.88(2): An employer shall permit an employee who is a volunteer fire fighter, emergency medical services practitioner, emergency medical responder, or ambulance driver for a volunteer fire department, fire company, EMS Agency, a public agency, or a nonprofit corporation to be late for or absent from work if the lateness or absence is due to the employee responding to an emergency that begins before the employee is required to report to work and if the employee complies with sub. (3) (a). This subsection does not entitle an employee to receive

wages or salary for the time the employee is absent from work due to responding to an emergency as provided in this subsection.

### **3.7.2 Responding to Emergencies After Work Hours Begin**

Bayfield County employees who are volunteer emergency responders (e.g., active Emergency Medical Technicians, Emergency Medical Responders or firefighters) may respond to calls for emergency services during their work shift based on the following guidelines:

- a) Employees shall provide their supervisors with documented evidence of their current status as an emergency responder annually.
  - b) Employees may only be granted leave to respond to emergency calls subject to the approval of their supervisor. Supervisors are encouraged to dialog with and support employees who are emergency responders and their requests for time off to the maximum extent practicable.
  - c) While on such leave, employees are deemed not to be acting in their official capacity as an employee of the County and the County is not liable for any damages or injuries the employee may sustain or cause while taking such leave.
  - d) Emergency Responders shall not sign up for “on-call duty” during county work hours.
- b. Jury Duty (mileage): *Motion Pocernich, Dougherty to approve the policy modification as presented. Motion Carried.*

Regular full-time and regular part-time employees are eligible for paid jury leave. Paid jury leave will be paid based at an employee’s base hourly rate and scheduled hours. Employees serving on jury duty are not eligible for mileage reimbursement.

**Wage Compensation Update:** The committee discussed several options regarding wages including: Mid-year schedule indexing, stipend, or considering the inflation rate with the 2024 schedule indexing. CPI-U trend was reviewed. Payroll expenses are up about \$500,000 over this time last year due to wage increases and other staffing additions. Consensus of the committee is to look at a mid-year wage schedule index. The committee will review figures and make a recommendation at the June meeting. The County Board will be able to consider and act in June for a possible July implementation.

#### **2024 Position Consideration:**

- c. Finance Manager:
- d. HR Generalist: Review of request for Half-Time staff to be included in the 2024 budget.
- e. Grant Administrator: There are a large number of grants available and anticipated in the next few years. This is the beginning of a discussion to determine the best approach to maximize the county’s ability to secure and track this funding.

#### **Reports**

**Personnel Financial Report as of April 30, 2023:** Overall expenditures are at about 28%, within budget.

**Act 4, Jailer Protective Status:** Will be effective Jan 1, 2024. More details to come in the next few months. Kavajecz provided a basic overview of the Act, which automatically makes all Jailers protective service employees and requires the employee to pay the additional contributions for the protective service. Employers must provide a form allowing the employees to choose whether to remain protective service, or to choose to be general service employees for WRS purposes.

**Human Resources Report:** Reviewed the report that was provided in the meeting packet.

**Upcoming Training Plans, Sexual Harassment, Bullying:** Abeles-Allison explained that several refresher training opportunities will be presented in the near future.

*Motion Milanowski, Pocerlich to enter into closed session pursuant to Wisconsin Statutes §19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Approve Closed Session Minutes of April 6, 2023 and Teamster wages. Motion Carried (5-0) Entered closed session at 4:40pm. Bob Anderson and Jake Benson were permitted to remain in closed session.*

*Motion Milanowski, Dougherty to return to open session. Motion Carried (5-0). Returned to open session at 5:28pm.*

Meeting adjourned at 5:28pm.

*Minutes respectfully submitted by Kristine Kavajecz.*



# Volunteer Policy

## (Non-Disaster Service Worker)

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### 1.0 PURPOSE

Placer County's volunteer program is designed to encourage community participation and enhance County programs and services. The County and residents have a tradition of working together to enhance the quality of life of our community. The County's volunteer program provides a wide range of expertise, skills, and support for County programs as well as an opportunity for residents to participate in making a difference in the community. This Policy is intended to help provide an overview of the volunteer program and provide information necessary to help make volunteering for Placer County a positive experience.

### 2.0 SCOPE

This policy applies to all Placer County volunteers as defined in section 3.

### 3.0 DEFINITION OF VOLUNTEER

#### a. VOLUNTEERS IN GENERAL

The Board of Supervisors of Placer County for the purpose of Worker's Compensation, has passed a resolution defining a volunteer as an unpaid employee when that person renders services to Placer County where:

1. Placer County has control and supervisory responsibility over the manner and the result of the services rendered AND;
2. The volunteer receives no remuneration for such services other than meals, transportation, lodging, or reimbursement for incidental expenses AND;
3. The volunteer does not belong to any of the following categories:
  - i. The individual receives remuneration for services rendered from a non-Placer County payroll. Example: visitors or guests on a per diem travel allowance.
  - ii. The individual is sponsored by an outside agency and provides services through that sponsoring agency. Example: Red Cross volunteers.
  - iii. Guests of Placer County. Example: casual visitor
  - iv. The individual is acting as a registered Disaster Service Worker Volunteer (DSW). Example: Registered DSW filing sandbags in preparation for a flood.

For information on DSW Volunteer Policies, please follow this LINK:

<http://www.caloes.ca.gov/cal-oes-divisions/planning-preparedness/disaster-service-worker-volunteer-program> to the California DSWVP Guidance Document.

Individuals meeting this definition of "volunteer" are covered for Workers' Compensation benefits through the County for injuries incurred while providing volunteer services for Placer County.

#### b. SHORT-TERM VOLUNTEERS

Individuals who assist with special events/projects or for a short period of time. For example, a volunteer work-day to repair trails in a park.

- c. GENERAL VOLUNTEER  
An individual who helps on a regularly scheduled basis and may provide services for many months or years.
- d. YOUTH VOLUNTEER  
A volunteer who is under the age of 18. A consent form signed by a parent or legal guardian is required for a youth volunteer to participate. Minimum age requirements may vary depending upon assignment.

#### 4.0 ADMINISTRATION OF PROGRAM AND RESPONSIBILITIES OF VOLUNTEERS

##### a. RECRUITMENT

Volunteers will be recruited by Placer County on a pro-active basis, with the intent of broadening and expanding volunteer involvement in the community. Volunteers shall be recruited by Placer County consistent with County policies, and without regard to sex (including gender), race, religion, color, national origin, ancestry, medical condition, age, marital status, pregnancy, sexual orientation, and/or disability.

##### b. APPLICATION, BACKGROUND CHECK, AND SELECTION PROCESS

Potential volunteers will complete a written application form provided by Human Resources. All general volunteers or any volunteers who may interact unsupervised with children or who may have access to confidential information for which criminal clearance is needed will be subject to a criminal history fingerprint background check through the California Department of Justice before performing services for the County. The application, background check and interviews will comply with the County's Equal Employment Opportunity Policy and Background Check Policy.

##### c. ORIENTATION AND TRAINING

Volunteers will be provided on-the-job orientation and training by a supervisor, specific to the assignment and safety concerns. Orientation and training will include educating the volunteer about various County policies that apply to his or her position, in addition to this Policy, such as the County's Policy against Discrimination, Harassment, and Retaliation, the Policy against Workplace Violence, the Alcohol and Drug Policy, the Voicemail, E-Mail, Internet and Computer Use Policy, Mobile Communication Devices Policy, and the Vehicle Policy (if appropriate). Each volunteer is expected to adhere to the County's policies. As appropriate, training may also be provided pertaining to the Health Information Portability and Accountability Act (HIPPA) and similar laws.

##### d. SUPERVISION OF VOLUNTEERS

Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer.

##### e. DRIVING

1. Volunteers are only authorized to operate a County vehicle or drive a personal vehicle to perform County business if driving is necessary to perform an essential duty of the volunteer's position. Volunteers are required to comply with the California Vehicle Code and County Vehicle Policy at all times.
2. A volunteer assigned to operate a Placer County owned vehicle or perform volunteer services with their private vehicle must have a valid California driver's license with a classification consistent with the type of vehicle to be driven. No volunteer may operate a Placer County owned vehicle or perform volunteer services with their private vehicle with a revoked or suspended driver license.

3. Volunteers are responsible for any damage resulting from their use of personal vehicles to perform County business, to include any a deductibles from the volunteer's private automobile insurance policy and any third party damages. Therefore, volunteers who are authorized to use a personal vehicle for County business are required to provide proof of financial responsibility. The County's Vehicle Policy sets forth the proof of financial responsibility requirements related to the use of personal vehicles. Damages resulting from the use of County owned vehicles, while performing County business, will be covered by the County's insurance program.
- f. ASSIGNMENT  
To facilitate administration of the volunteer program, each Department will complete a Volunteer Assignment Description form and Volunteer Risk Assessment form.
  - g. SAFETY  
Each volunteer is included in Placer's County's Risk Management and Safety program. Before they begin service, the direct supervisor is responsible for informing the volunteer of safe work practices as required for employees.  
  
Any injury to the volunteer or loss to a third party must be reported and processed in accordance with existing County policies. Volunteers and supervisors must advise staff of any equipment or situation that may pose a safety hazard.
  - h. NON-DISCLOSURE AGREEMENT  
Placer County collects and maintains private and confidential information while carrying out its functions and operations. Volunteers are responsible for maintaining the confidentiality of information they obtain while serving as volunteers, and will be required to sign non-disclosure agreement to protect confidential information.
  - i. WAIVER OF LIABILITY  
Volunteers will sign a waiver of liability approved by County Counsel's office before performing any services.
  - j. REPORTING AND RECORD-KEEPING  
Departments utilizing volunteers shall provide the Workers' Compensation Division of the Department of Human Resources with their volunteer roster and volunteer service hours on an annual basis. All records regarding volunteer service shall be maintained for a duration that is in accordance with existing Placer County recordkeeping policies.
  - k. GIFTS  
As a general rule, volunteers are discouraged from accepting gifts from the public.
  - l. CONFLICT OF INTEREST  
Volunteers are required to disclose any business, commercial or financial interest they may have, where such interest might be construed by a reasonable person as being in real, potential, or apparent conflict with their services for the County.
  - m. RELEASE FROM SERVICE  
Volunteers serve at the pleasure of the County. Accordingly, a volunteer may be released from service without notice or cause. A Department's release of a volunteer from County service will comply with the County's Equal Opportunity Policy and Policy against Workplace Discrimination, Harassment, and Retaliation Policy.



## BAYFIELD AREA TRAILS AND PARKS 2023 Volunteer Release Form

**INFORMED CONSENT\*:** By signing this Volunteer Release Form for the 2023 calendar year, I understand that any activity has inherent risks, which could result in harm and/or losses to myself or my child (if appropriate) whether or not known or readily foreseeable at this time; and which might result not only from my own act or omission, but also from the actions, inactions, or negligence of others, or the condition of the premises or equipment used. By signing this form, I fully accept all such risks of any injury, damage or loss, regardless of severity that may be sustained and all responsibility for losses, costs, and damages incurred in any and all activities connected with volunteering.

I agree to indemnify and hold harmless the Bayfield Area Trails Committee member organizations listed below, including their officers, employees and agents from and against all claims, demands, loss of liability of any kind or nature for any possible injury or damage incurred during volunteer service.

**BAYFIELD AREA TRAILS ORGANIZATIONS FOR WHICH I AM VOLUNTEERING INCLUDE:**  
City of Bayfield, Town of Bayfield, Town of Bell, Bayfield County, Ashwabay Outdoor Education Foundation, Landmark Conservancy, Red Cliff Band of Lake Superior Chippewa, and National Park Service.

I grant or do not grant **(circle one)** permission for my photo to be used for official public information purposes associated with the volunteer activities.

I understand that my services are being offered on a voluntary basis without anticipation of financial remuneration. I am not an employee or independent contractor of any organization that I am volunteering for, and nothing in the work that I perform shall create any employer-employee relationship. I have read and accepted the “Top Tips for Field Safety” provided along with this form. I understand that these volunteer activities may require frequent bending, standing, walking, picking up objects with hands and tools, using a variety of tools, painting and conducting other minor maintenance type activities. I take responsibility for conducting myself within my physical and mental abilities; and I will refrain from tasks that may exceed those capabilities. The same applies for my child. No accident or other insurance is provided: it is my responsibility to obtain my own medical/health insurance coverage.

\_\_\_\_\_  
Print Name of Participant (Age, if a minor)

\_\_\_\_\_  
Print Name of Parent/Guardian (for a minor)

\_\_\_\_\_  
Signature of Participant or Parent/Guardian

\_\_\_\_\_  
Print Emergency Contact Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Emergency Contact Phone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date of signature

\_\_\_\_\_  
Remarks (if any)

\*This form must be completed prior to performing volunteer work. Before signing this informed consent, read this entire document carefully. If an accident were to occur, you may be giving up legal rights that you might otherwise have by signing this. If you do not understand this document, you should not sign it.

<p><b>Tools Volunteered</b> (volunteers are responsible for tools they bring to projects; label with name/I.D.) (check all that apply)</p> <p>___ Leaf Rake                      Other:</p> <p>___ Hard Rake</p> <p>___ Loppers, Clippers</p> <p>___ Pick</p> <p>___ Ax and/or Pulaski</p> <p>___ Rogue Hoe</p> <p>___ McCleod</p> <p>___ Hand Saw(s)</p> <p>___ Shovel(s)</p> <p>___ Broom (s)</p> <p>___ Hammer</p> <p>___ Drill</p> <p>___ Chainsaw and proper protective gear (ear, eye protection, chaps, boots)</p> <p>___ Heavy Equipment (tractor, skid steer, etc.)</p>	<p><b>Type of volunteer work:</b> (check all that apply)</p> <p>___ General Clean-Up, Trash Removal</p> <p>___ Gardening, Weeding</p> <p>___ Invasive Species Removal</p> <p>___ Brush Removal, Trail Clearing</p> <p>___ Pruning, Trimming</p> <p>___ Spreading gravel, Mulch, or Dirt</p> <p>___ Planting</p> <p>___ Trail maintenance/construction</p> <p>___ Sanding, Scraping, Painting</p> <p>___ Carpentry, Boardwalk Building/Repair</p> <p>___ Rock work (steps, retaining walls)</p> <p>___ Heavy Equipment Operator</p> <p>___ I am chainsaw certified (USFS, DNR, NPS, other)</p> <p>Other (including chainsaw certification organization):</p>
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### TOP TIPS for FIELD SAFETY

1. Come prepared:
  - a. Dress for the weather conditions. Layers are preferable. Have a hat
  - b. Proper personal protection: work gloves, supportive work/hiking boots, long pants and shirts, sunscreen, bug repellent, tick precautions (light colored clothing, high footwear, tape pant legs).
  - c. Bring ample water and food.
2. Put first aid first: Identify the 1<sup>st</sup> aid designee, along with location of 1<sup>st</sup> aid kit.
3. Know your limits:
  - a. Don't be afraid to say no. Rest when you need to, and communicate if not feeling well.
  - b. Maintain proper body mechanics while stooping, bending, lifting, carrying heavy objects.
  - c. Know and address the signs of heat exhaustion/stroke, and hypothermia.
  - d. Inform the crew leader and 1<sup>st</sup> aid person of medical conditions and allergies. Carry an EpiPen if required. If diabetic have a high carb snack and insulin if needed.
4. Practice proper tool safety:
  - a. Keep adequate spacing while walking, and carry tools with sharp points downward.
  - b. Maintain safe working distance between workers using tools.
  - c. Keep tools from underfoot, sharp edges/points facing downward.
  - d. Chainsaw and power tool operations require proper protective gear: eye and ear protection, gloves, boots, chaps (chainsaw), etc.
5. Maintain situational awareness:
  - a. Watch out for tripping hazards, slippery footing, low hanging branches, and other hazards.
  - b. Keep an eye on each other.
6. Stay in touch:
  - a. Cell phones and/or radio/walkie should be available.
  - b. Let the crew leader or someone else know if you have to leave the work group.

\*This form must be completed prior to performing volunteer work. Before signing this informed consent, read this entire document carefully. If an accident were to occur, you may be giving up legal rights that you might otherwise have by signing this. If you do not understand this document, you should not sign it.

## **VOLUNTEER POLICIES AND PROCEDURES**

Each crew shift should begin with a safety briefing

### **A. General Operating Procedures:**

- The vast majority of tasks performed by volunteers will not require power tools.
- Use of power tools, chainsaws, or heavy equipment will require demonstration/documentation of experience by the operator. Should not be operated alone – have at least one other person on site.
- Work on roofs or heights above 6 feet will be discouraged.
- Volunteers will not drive vehicles owned by the organization(s) for which they are working.
- Work will be led by an accepted representative of the organization for which the work is being performed.
- Volunteers will participate in an orientation that addresses 1) volunteer release form, 2) roles and responsibilities of volunteers, 3) safety practices and risk management.
- Volunteers are encouraged to consider umbrella insurance coverage.
- Volunteers are encouraged to maintain Red Cross First Aid and CPR certification.
- All volunteers will sign a volunteer release form (attached). This includes becoming familiar with top tips for safety and personal responsibility.

### **B. Safety First:**

- Every group project will begin with a safety briefing, including review of the top tips for safety and any special considerations associated with the project (e.g. ticks, steep terrain, slippery rocks).
- Every project will be equipped with a first aid kit.
- Comply with the “Top Tips for Safety.”
- Volunteers should inform the crew leader of allergies, medical conditions, or other possible physical limitations.

\*This form must be completed prior to performing volunteer work. Before signing this informed consent, read this entire document carefully. If an accident were to occur, you may be giving up legal rights that you might otherwise have by signing this. If you do not understand this document, you should not sign it.



# Personnel Financial Through May 31, 2023

Through 05/31/23  
 Prior Fiscal Year Activity Included  
 Summary Listing

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
<b>Fund 100 - General</b>									
<b>EXPENSE</b>									
Department 00 - General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 01 - County Board	55,100.00	.00	55,100.00	5,563.45	.00	21,105.35	33,994.65	38	21,116.08
Department 02 - Clerk of Courts	358,582.00	.00	358,582.00	31,307.39	.00	146,970.57	211,611.43	41	130,244.26
Department 04 - Criminal Justice	175,782.00	.00	175,782.00	15,393.56	.00	66,800.78	108,981.22	38	62,051.55
Department 06 - Coroner	16,894.00	.00	16,894.00	1,523.09	.00	5,994.76	10,899.24	35	5,058.71
Department 07 - Administrator	330,224.00	.00	330,224.00	25,519.41	.00	122,288.01	207,935.99	37	110,677.58
Department 08 - District Attorney	198,850.00	.00	198,850.00	15,440.75	.00	73,941.73	124,908.27	37	63,871.47
Department 09 - Child Support	259,540.00	.00	259,540.00	18,563.12	.00	89,027.61	170,512.39	34	75,498.68
Department 10 - County Clerk	393,580.00	.00	393,580.00	30,491.88	.00	148,286.97	245,293.03	38	135,717.59
Department 12 - Treasurer	144,768.00	.00	144,768.00	10,523.20	.00	51,625.02	93,142.98	36	47,116.06
Department 13 - Land Records	464,661.00	13,940.00	478,601.00	35,179.14	.00	158,957.06	319,643.94	33	147,767.43
Department 14 - Court House	292,051.00	.00	292,051.00	22,521.32	.00	108,219.64	183,831.36	37	102,370.83
Department 15 - Register of Deeds	169,378.00	.00	169,378.00	13,042.68	.00	63,865.56	105,512.44	38	61,163.99
Department 17 - Sheriff	4,029,571.00	97,107.00	4,126,678.00	303,707.74	.00	1,474,379.54	2,652,298.46	36	1,289,700.36
Department 18 - Emergency Management	122,657.00	.00	122,657.00	9,719.61	.00	46,626.42	76,030.58	38	41,646.38
Department 19 - Veteran's Services	153,546.00	.00	153,546.00	12,026.61	.00	57,720.46	95,825.54	38	38,352.02
Department 20 - Health	776,234.00	4,891.00	781,125.00	69,117.25	.00	314,726.32	466,398.68	40	311,194.83
Department 22 - Fair	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 23 - Tourism	212,889.00	8,134.00	221,023.00	16,463.84	.00	67,181.94	153,841.06	30	59,116.83
Department 25 - UW Extension	102,623.00	.00	102,623.00	6,421.48	.00	31,334.33	71,288.67	31	31,739.93
Department 26 - Zoning	519,257.00	.00	519,257.00	37,490.41	.00	184,728.94	334,528.06	36	141,366.63
Department 28 - Land Conservation	442,281.00	.00	442,281.00	31,625.32	.00	151,325.11	290,955.89	34	114,655.37
Department 29 - Land Use Planning	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 31 - Information Services	441,400.00	.00	441,400.00	34,189.69	.00	157,163.55	284,236.45	36	116,711.62
Department 34 - Forestry	1,053,325.00	.00	1,053,325.00	74,032.64	.00	348,773.65	704,551.35	33	348,474.83
<b>EXPENSE TOTALS</b>	<b>\$10,713,193.00</b>	<b>\$124,072.00</b>	<b>\$10,837,265.00</b>	<b>\$819,863.58</b>	<b>\$0.00</b>	<b>\$3,891,043.32</b>	<b>\$6,946,221.68</b>	<b>36%</b>	<b>\$3,455,613.03</b>
<b>Fund 100 - General Totals</b>									
<b>EXPENSE TOTALS</b>	<b>10,713,193.00</b>	<b>124,072.00</b>	<b>10,837,265.00</b>	<b>819,863.58</b>	<b>.00</b>	<b>3,891,043.32</b>	<b>6,946,221.68</b>	<b>36%</b>	<b>3,455,613.03</b>
<b>Fund 100 - General Totals</b>	<b>(\$10,713,193.00)</b>	<b>(\$124,072.00)</b>	<b>(\$10,837,265.00)</b>	<b>(\$819,863.58)</b>	<b>\$0.00</b>	<b>(\$3,891,043.32)</b>	<b>(\$6,946,221.68)</b>		<b>(\$3,455,613.03)</b>
<b>Fund 235 - Human Services</b>									
<b>EXPENSE</b>									
Department 00 - General Fund	.00	.00	.00	.00	.00	77.02	(77.02)	+++	.00
Department 47 - Behavioral Health & Community	362,369.00	.00	362,369.00	22,916.56	.00	119,324.71	243,044.29	33	84,603.46
Department 48 - Community Support Program (CSP)	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 51 - Regional Crisis Initiative	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 52 - AMSO	686,596.00	.00	686,596.00	52,068.27	.00	248,922.38	437,673.62	36	205,885.39
Department 53 - Family Services	588,212.00	.00	588,212.00	36,289.01	.00	169,247.92	418,964.08	29	206,550.10
Department 54 - Economic Support	413,921.00	.00	413,921.00	32,081.56	.00	153,413.81	260,507.19	37	120,071.76



# Personnel Financial Through May 31, 2023

Through 05/31/23  
 Prior Fiscal Year Activity Included  
 Summary Listing

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
<b>Fund 235 - Human Services</b>									
<b>EXPENSE</b>									
Department <b>55 - Aging and Disabilities</b>	529,585.00	.00	529,585.00	28,900.77	.00	144,911.36	384,673.64	27	109,643.36
Department <b>56 - GWAAR</b>	277,123.00	.00	277,123.00	21,115.27	.00	100,636.12	176,486.88	36	85,150.60
Department <b>58 - ADRC-Bayfield Co</b>	125,529.00	.00	125,529.00	9,895.51	.00	40,606.40	84,922.60	32	38,190.93
Department <b>59 - ADRC-North</b>	122,927.00	.00	122,927.00	9,605.17	.00	46,274.68	76,652.32	38	44,167.47
<b>EXPENSE TOTALS</b>	<b>\$3,106,262.00</b>	<b>\$0.00</b>	<b>\$3,106,262.00</b>	<b>\$212,872.12</b>	<b>\$0.00</b>	<b>\$1,023,414.40</b>	<b>\$2,082,847.60</b>	<b>33%</b>	<b>\$894,263.07</b>
Fund <b>235 - Human Services</b> Totals									
<b>EXPENSE TOTALS</b>	<b>3,106,262.00</b>	<b>.00</b>	<b>3,106,262.00</b>	<b>212,872.12</b>	<b>.00</b>	<b>1,023,414.40</b>	<b>2,082,847.60</b>	<b>33%</b>	<b>894,263.07</b>
Fund <b>235 - Human Services</b> Totals	<b>(\$3,106,262.00)</b>	<b>\$0.00</b>	<b>(\$3,106,262.00)</b>	<b>(\$212,872.12)</b>	<b>\$0.00</b>	<b>(\$1,023,414.40)</b>	<b>(\$2,082,847.60)</b>		<b>(\$894,263.07)</b>
<b>Fund 276 - American Rescue Plan 2021 Grant</b>									
<b>EXPENSE</b>									
Department <b>20 - Health</b>	.00	.00	.00	.00	.00	.00	.00	+++	2,671.87
Department <b>56 - GWAAR</b>	64,077.00	.00	64,077.00	4,919.01	.00	23,543.25	40,533.75	37	21,735.05
<b>EXPENSE TOTALS</b>	<b>\$64,077.00</b>	<b>\$0.00</b>	<b>\$64,077.00</b>	<b>\$4,919.01</b>	<b>\$0.00</b>	<b>\$23,543.25</b>	<b>\$40,533.75</b>	<b>37%</b>	<b>\$24,406.92</b>
Fund <b>276 - American Rescue Plan 2021 Grant</b> Totals									
<b>EXPENSE TOTALS</b>	<b>64,077.00</b>	<b>.00</b>	<b>64,077.00</b>	<b>4,919.01</b>	<b>.00</b>	<b>23,543.25</b>	<b>40,533.75</b>	<b>37%</b>	<b>24,406.92</b>
Fund <b>276 - American Rescue Plan 2021 Grant</b> Totals	<b>(\$64,077.00)</b>	<b>\$0.00</b>	<b>(\$64,077.00)</b>	<b>(\$4,919.01)</b>	<b>\$0.00</b>	<b>(\$23,543.25)</b>	<b>(\$40,533.75)</b>		<b>(\$24,406.92)</b>
<b>Fund 710 - Highway</b>									
<b>EXPENSE</b>									
Department <b>71 - Highway Dept</b>	2,444,155.00	.00	2,444,155.00	163,681.75	.00	945,201.26	1,498,953.74	39	936,663.66
<b>EXPENSE TOTALS</b>	<b>\$2,444,155.00</b>	<b>\$0.00</b>	<b>\$2,444,155.00</b>	<b>\$163,681.75</b>	<b>\$0.00</b>	<b>\$945,201.26</b>	<b>\$1,498,953.74</b>	<b>39%</b>	<b>\$936,663.66</b>
Fund <b>710 - Highway</b> Totals									
<b>EXPENSE TOTALS</b>	<b>2,444,155.00</b>	<b>.00</b>	<b>2,444,155.00</b>	<b>163,681.75</b>	<b>.00</b>	<b>945,201.26</b>	<b>1,498,953.74</b>	<b>39%</b>	<b>936,663.66</b>
Fund <b>710 - Highway</b> Totals	<b>(\$2,444,155.00)</b>	<b>\$0.00</b>	<b>(\$2,444,155.00)</b>	<b>(\$163,681.75)</b>	<b>\$0.00</b>	<b>(\$945,201.26)</b>	<b>(\$1,498,953.74)</b>		<b>(\$936,663.66)</b>
Grand Totals									
<b>EXPENSE TOTALS</b>	<b>16,327,687.00</b>	<b>124,072.00</b>	<b>16,451,759.00</b>	<b>1,201,336.46</b>	<b>.00</b>	<b>5,883,202.23</b>	<b>10,568,556.77</b>	<b>36%</b>	<b>5,310,946.68</b>
Grand Totals	<b>(\$16,327,687.00)</b>	<b>(\$124,072.00)</b>	<b>(\$16,451,759.00)</b>	<b>(\$1,201,336.46)</b>	<b>\$0.00</b>	<b>(\$5,883,202.23)</b>	<b>(\$10,568,556.77)</b>		<b>(\$5,310,946.68)</b>



## Human Resources Report / Kris Kavajecz

As of May 26, 2023

ACTIVITY	This Month	YEAR-TO-DATE
Retirements	0	4
Worker's Comp Claims	2	13
Resignations	2	8
Terminations	0	3
Other	0	2

HIRES	This Month	YEAR-TO-DATE
Full-Time	3	16
Part-Time	0	4
Temporary/Seasonal	2	5
Interviews	8	67
Exit Interviews	1	5

### Details:

#### Retirement:

Resignations: Ellie Jindra, Civilian Communications Operator  
Cassie Taylor, Forestry and Parks Office Manager

Other: Deanna Regan, Transfer from DHS Clerk to Forestry & Parks Office Manager  
Jenaye Pearson, Increase from PT to FT Civilian Communications Operator

Hires: Hunter Schierman, GIS/911 Database Specialist  
Missy Moravetz, Sheriff's Office Confidential Secretary  
Hailey BeBeau, Behavioral Health Case Manager  
Walter Gurske, Civilian Communications Operator  
Grace Poletti, Environmental Health Intern

### Other Activities:

- Met with an Americorps representative to learn about various Americorps programs that the county could consider.
- Participated in the final 3 Leadership Trainings. Feedback from participants was positive, which a couple of suggestions for improvement/modification next year. Overall, this was particularly helpful for newer supervisors and those aspiring to become supervisors. Session topics included: A General overview of Leadership -vs-Management, Communication Strategies, Conducting Difficult Conversations and Performance Evaluations, Generational Impacts on Leadership, Teamwork and Dysfunctions of a Team, and the DISC Assessment.
- Participated in Executive and Personnel Committee meetings.
- Listened to webinars: Resources for Worker Recruitment, ADA/Mental Health in the Workplace
- Over the recent few months there has been an increase in the frequency of "miscommunication situations". In the vast majority of these situations, the miscommunication is a result of electronic communications, where the tone, etc, is left to

the perception of the receiver. This is becoming more of a trend as less in-person communications take place. Grant funding is being used to facilitate a communications training for all staff. The training will be provided by our Employee Assistance Program and will facilitate a discussion on this topic. The training will also provide tips to reduce the opportunity for miscommunications. Training will take place at 12:30pm and 1:40pm on Thursday, June 15<sup>th</sup>.

- Met with Paul Houck and our Intranet designer to discuss content for the internal website.
- Participated in a Department Head Meeting. This is a great opportunity to review any policy modifications or to discuss possible policy modification ideas before distributing them to staff.
- Participated in a job fair at the Bretting Community Center. Unfortunately, it was not well attended. I spoke with each of the 25 vendors present and estimate that 300+ job vacancies were attempting to be filled. Three vendors alone had between 50-75 vacancies each.
- Updated and shared a revised COVID policy as a result of updated CDC guidelines and the end of the Public Health Emergency Declaration.
- Worked with DHS to address workload concerns in the A&D Section. A couple of recommendations will be presented at the Personnel Committee meeting.