



Kewaunee County  
EXECUTIVE COMMITTEE MEETING

**AGENDA**

August 8, 2022 6:30 p.m., Conference Room  
County Administration Building, 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approve August 8, 2022 Agenda
4. Approval of July 11, 2022 Minutes
5. Public Comment
6. Administrator's Report
  - a. Personnel Report
  - b. WERC December COLA number – 6.86%
7. Creation of Human Services Deputy Director Position
8. Next Meeting: September 12, 2022
9. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.



Kewaunee County  
EXECUTIVE COMMITTEE MEETING  
**MINUTES**

July 11, 2022 6:00 p.m., Conference Room  
County Administration Building, 810 Lincoln Street, Kewaunee

**Call to Order:** Chair Olson called the meeting to order at 6:00 p.m.

**Roll Call:** Members Present – Dan Olson, Gary Paape, Tom Romdenne, Virginia Haske, John Mastalir, Scott Jahnke, Joe Lukes, Aaron Augustian. Members Excused – Kim Kroll. Others Present – Jaime Annoye, Scott Feldt, David DePeau, Tracy Nollenberg.

**Approve July 11, 2022 Agenda:** Haske moved, Romdenne seconded to approve the agenda. Motion carried.

**Approval of June 13, 2022 Minutes:** Paape moved, Augustian seconded to approve the June 13, 2022, minutes. Motion carried.

**Public Comment:** None.

**Administrator's Report**

**Personnel Report:** Feldt reviewed the Personnel Report with the committee. Feldt reported that the administrative assistant position in the Sheriff's Department has been filled (Tara LaCrosse) and the Children's Long Term Support Case Manager position has also been filled (Zach Wery). No questions.

**Approval of Resolution – Private Funding of Election Administration:** Feldt reviewed the discussion from the previous meeting and concerns with the wording from the initial resolution. A resolution from Washington County was used as a template for the resolution before the committee. Annoye spoke of her concern as to refusing funds that could lower the cost of elections for the taxpayers. Feldt and DePeau discussed the impacts of whether the resolution could possibly include election recounts and how that could be in opposition to state and federal law. Olson explained that the purpose of the resolution is to prohibit any private funding to be used for election administration so as to ensure that no private party may influence how elections are conducted. Discussion followed to change the wording of the resolution. The committee agreed that resolution should change the wording from lines 11-13 to read: "Now Therefore Be It Resolved, by the Kewaunee County Board of Supervisors duly assembled this 19<sup>th</sup> day of July 2022, ~~that during the 2022-24 County Board term,~~ no donation or grants from any person or non-governmental entity shall be accepted by the County Board for the purpose of election administration." Lines 14-17 were deleted. Mastalir moved, Romdenne seconded to approve the resolution as worded. Motion carried.

**Broadband Update – Bug Tussel:** Feldt provided an update to the committee on our partnership with Bug Tussel. Feldt announced that Kewaunee received \$1.3 million in grant funds from the Public Service Commission (PSC) from our Broadband Expansion Grant submission. Feldt added that Kewaunee County has received \$3.7 million in grant funds since we first began our broadband initiative. Feldt continued that Bug Tussel received funding for 11 of its applications in this current



round. The Village of Casco also receive a grant award for its project with NSight (Cellcom). Feldt also provided a report from Bug Tussel giving a status report of its tower project; 8 towers/co-locations on-air, 1 tower to become active by September and 1 tower still looking for a site (Tisch Mills), and its fiber initiative; 22 miles under construction, 46.7 miles zoned and approved, and 62 miles being engineered and designed. General discussion followed regarding the grant funds and the fiber project. A question was asked about right of ways and if the fiber project would run into tile lines. Feldt indicated he will inquire with Bug Tussel.

**Preliminary Discussion – cost of living information:** Feldt provided the committee the latest cost of living (COLA) data provided by the Wisconsin Employment Relations Commission (WERC). These data are used in determining the annual cost of living increase budgeted into the upcoming budget. Feldt indicated that policy states that the December COLA number is used for the subsequent budget year. Feldt indicated that in 2022 the number has continued to increase and he forecasts that the number will over 6.0%. Feldt stated that he is not looking for a decision now. These numbers are to provide early indications of what the committee will be asked to consider regarding employee cost of living. General discussion followed as to cost and effects of inflation on county employees as well as the county itself.

**Motion to go into closed session pursuant to Wis. Stat. s. 19.85(1)(c) - Considering performance evaluation of the County Administrator:** Lukes moved, Augustian seconded to go into closed session. Motion carried unanimously.

**Motion to return to open session:** Paape moved, Mastalir seconded to return to open session. Motion carried. There was no action following closed session.

**Next Meeting:** August 8, 2022 at 6:30 p.m.

**Adjournment:** Augustian moved, Jahnke seconded to adjourn the meeting. Motion carried. Meeting adjourned at 7:12 p.m.



# KEWAUNEE COUNTY ADMINISTRATOR

*Scott Feldt*

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## INTEROFFICE MEMORANDUM

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DATE: August 8, 2022  
TO: Executive Committee Members  
FROM: Scott Feldt, County Administrator  
RE: Creation of Human Services Deputy Director Position

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### **REQUEST**

Approval of the creation of a Deputy Director position in the Human Services Department. The position would assist the interim Human Services Director in the daily oversight of the department. I would appoint Melissa Annoye to fill this position.

### **BACKGROUND**

In April 2022, the Human Services Director/Corporation Counsel Jeff Wisnicky was elected Circuit Court Judge for Kewaunee County. He was scheduled to take the bench in August of the same year. Shortly after the election, Governor Evers, appointed Mr. Wisnicky to fill the remaining term of the late Judge Mehn. Mr. Wisnicky took the bench in June and subsequently resigned his positions as Human Services Director and Corporation Counsel. I have decided to act as the interim Human Services Director, a post I had filled previously for a year in 2020. As Director, I was able to implement some changes I believed would benefit the department and its financial position. Mr. Wisnicky continued those changes.

### **PURPOSE**

It is my intent for the Deputy Director to succeed me to become the Human Services Director. Before handing those responsibilities over, I believe a transition period will be beneficial. The creation of the Deputy Director position will assist in the transition in a number of ways:

1. Allows for a clear discussion and understanding of objectives and expectations: Ms. Annoye and I can discuss in depth, my expectations of the position and what I want to see accomplished. Ms. Annoye can also provide her input as to how the department will move forward under her leadership.
2. Assists in the transition of the department to a new Human Services Director: the transition allows time for staff to be reassigned. When Ms. Annoye assumes the role of Director, a plan will already be in place as to how vacancies will be filled.
3. Identifies and issues and/or concerns prior to becoming Director: this allows Ms. Annoye sufficient time to identify any concerns she may have and discuss them with me prior to taking the Director position.

Ms. Annoye has demonstrated her ability to implement and monitor previous changes in policies and expectations. If things progress as planned, it is my intent transition out of the Director position in 2023 and have Ms. Annoye assume the Human Services Director position.

#### **DUTIES AND RESPONSIBILITIES**

Currently, Ms. Annoye is the Unit Manager for the Family and Community Services Unit which oversees the Childrens Long Term Support, Adult Protective Services, Birth to Three, and Transportation programs. During the interim, she would remain as the unit manager for this unit. In addition to these duties, I will be asking her to take on additional responsibilities to assist me in the oversight and management of the department. These duties include:

- A. General oversight of the Department
- B. Coordination of Unit Staff Meetings (including attendance)
- C. Project Coordination and Implementation
  - a. Service Delivery Prioritization Process to Clients
  - b. Creation and Implementation of Client Progress/Outcome Tool
  - c. Client Satisfaction Survey Tool
- D. Monitoring of Operational Policies
  - a. Billable Hours Policy – 100 billable hours per month per caseworker
  - b. Note Completion Policy – case notes completed within 5 business days of session

#### **COMPENSATION**

Ms. Annoye will remain as a Unit Manager, but will be responsible for duties that are above her position as Unit Manager. As Deputy Director, her duties will progress over time to include the day to day supervision of staff and programs. These duties warrant an increase in salary. I recommend a \$5.00 per hour increase from \$37.06 to \$42.06 per hour. The increase is justified as she will be assuming a department manager role. Please note that another wage increase will take place when Ms. Annoye assumes the role of Human Services Director in 2023 as I will set her salary at Step 3 of the Human Services Director wage scale.

#### **PROFESSIONAL DEVELOPMENT**

Ms. Annoye will be afforded any training and development opportunities that are available.

#### **PERFORMANCE REVIEWS**

I will be working closely with Ms. Annoye on a regular basis. Therefore, an official performance review process will not be necessary. Yet, we will work together to identify concerns and strategize on improving processes and client outcomes.

#### **TRANSITION TERMINATION**

If at any time during or at the end of the transition, Ms. Annoye or myself does not want to move forward, Ms. Annoye will remain as the Family and Community Services Unit Manager

with her current salary and benefits. The additional wage for the Deputy Director (\$5/hour) will be rescinded as Ms. Annoye would no longer be Deputy Director.

#### **OPTIONS**

The Executive Committee has a number of options it may consider:

1. Approve the creation of the Deputy Director position and the proposed wage adjustment.
2. Approve creation of the position, but modify the proposed wage adjustment.
3. Approve the wage adjustment, but deny creation of the position.
4. Deny both requests.

**KEWAUNEE COUNTY**  
**PERSONNEL REPORT**  
 August 8, 2022



*Scott Feldt*  
 County Administrator

Hire		
Zachary Wery	Children's Long Term Support Case Manager	July 18

Job Change			
NAME	FROM	TO	DATE
Tara LaCrosse	Claims Specialist	Administrative Assistant	July 21

**Recruitment**

Administrative Assistant, Veterans Service Office - advertising

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