



Kewaunee County
EXECUTIVE COMMITTEE MEETING

AGENDA

July 10, 2023 6:00 p.m., Conference Room
County Administration Building, 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. July 10, 2023 Agenda
4. Approval of June 12, 2023 Minutes
5. Public Comment
6. Administrator's Report
 - a. Personnel Report
7. Approval to Fill Vacancies
 - a. County Administrator
8. Approval of Position Reclassification – Program Assistant – Public Health
9. Next Meeting: August 7, 2023
10. 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

June 12, 2023 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, Virginia Haske, Aaron Augustian, John Mastalir, Scott Jahnke, Joe Lukes, Tom Romdenne. Members Excused – Kim Kroll. Others Present – Milt Swagel, Matt Joski, Dave Myers, Paul Kunesh, Peggy Seidl, Scott Feldt, Jason Veaser, Jesse Brinkman.

June 12, 2023 Agenda: Paape moved, Augustian seconded to approve the agenda. Motion carried.

Approval of May 1, 2023 Minutes: Augustian moved, Jahnke seconded to approve the May 1, 2023 minutes. Motion carried.

Public Comment: None.

Administrator's Report

Personnel Report: Feldt reviewed the report to the committee. No questions.

School Liaison Officer Contract – Algoma School District: Joski explained the request for a school liaison officer for the Algoma School District. Joski notified the committee that he has entered into a contract with the school district for one year and following that year, a review and determination will follow as to the continuation of the contract.

Approval to Fill Vacancies

County Veterans Services Officer: Feldt provided a summary regarding the county veterans services officer (CVSO) position and options available in moving forward. Feldt provided various options to the committee for consideration. General discussion followed regarding the options. The committee indicated they would like to have a recommendation from the Veterans Services Committee. Feldt indicated that the veterans committee will meet on Thursday (6/15/23). The general consensus of the committee was to approve the filling of the CVSO position. Paape moved, Haske seconded to fill the CVSO position pending support from the Veterans Services Committee recommendation to do the same. Motion carried.

Payroll Specialist: Kunesh notified the committee that Bev Dolski will be retiring after 47 years of service in September. Kunesh explained that he is exploring whether to fill the vacancy internally or to conduct an external recruitment. Kunesh is proposing that the committee approve the filling of the vacancy and if the position is filled internally, administration have authority to fill the account clerk position as it would become open due to the internal filling of the payroll specialist position. Haske moved, Lukes seconded to approve the filling of the payroll specialist position and the subsequent account clerk position if the payroll position is filled internally. Motion carried.



Highway Worker: Feldt notified to the committee that a vacancy may be taking place in the Highway Department prior to the next meeting. To help expedite the recruitment process, administration is looking for approval to fill the vacancy if it occurs. With the summer. It is important to have a full staff available for summer projects. Paape moved, Augustian seconded to approve filling the position if it becomes vacant prior to the next meeting. Motion carried.

Compensation Request – Register in Probate Office: Feldt summarized the request for additional compensation for the staff in the Register in Probate’s office. No motion was brought forward.

Approval of Position – Parks Caretaker – Promo & Rec Dept: Myers provided a summary of the workload of the Parks Department. Myers explained that the need for staff was especially acute during the winter season at Winter Park. Myers provided a position description to summarize the job duties. Myers provided an annual report to summarize work load and revenues. A question was raised as to funding. It was indicated that the department has received and will continue to receive a significant increase in revenues from Winter Park operations as well as a significant increase in state shared revenues. Jahnke moved, Paape seconded to approve the Parks Caretaker position. Motion carried. Romdenne moved, Lukes seconded to approve the position description. Motion carried.

Next Meeting: July 10, 2023 at 6:00 p.m.

Adjournment: Paape moved, Haske seconded to adjourn. Motion carried. Meeting adjourned at 6:53 p.m.

KEWAUNEE COUNTY
PERSONNEL REPORT
 July 10, 2023



Scott Feldt
 County Administrator

Hire		
Theresa Denil	Jail Cook	June 23

Retirement		
Brenda Vandermause	Accounting Specialist	July 14
Scott Feldt	County Administrator	July 21
Bev Dolski	Payroll Technician	September 29

Recruitment

- Economic Support Specialist – advertising
- Payroll Technician - advertising
- Radio Operator/Jailer – testing scheduled
- Register in Probate/Family Court Commissioner – reviewing backgrounds

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Kewaunee County Public Health Department

Date: April 18, 2023

To: Scott Feldt
Kewaunee County Administrator

From: Cindy Kinnard, RN, BSN
Kewaunee County Public Health Director

Re: Reclassification for Deanne Schultz

Dear Scott,

I am writing you this letter with a request for reclassification for Deanne Schultz. Deanne began her employment with Kewaunee County Public Health Department as a part-time employee in 2011. She began full-time employment with us in 2016. Since this time, Deanne has taken on several additional job responsibilities, many of which are not listed within her current job description. She has been integral in expanding the services that our agency has to offer.

In 2016, Deanne assisted in re-instating the adult influenza vaccination program. She has worked with the necessary insurance companies to receive authorization to bill for the vaccine and has assumed all responsibilities of billing. This has allowed us to increase our revenue yearly.

Deanne manages all financial records for our agency. She is outstanding at monitoring grant funding and spending down each of these grants. She does all monthly CARS billing to the State of Wisconsin for the grant allocations we receive and assists in all quarterly, mid-year, and end-of-year documentation/ filing. She has received full training on the use of the county ACS system to assist in managing these accounts.

When Deanne accepted the full-time position in 2016, she agreed to serve as the immunization aide for our agency. She is fully trained in the storage and handling of all vaccines, immunization entry using the Wisconsin Immunization Registry, and serves as our manager for the Vaccine for Children Program. She travels to all vaccine clinics, orders all vaccines and supplies, and oversees the vaccine storage logs / digital data loggers. Since the emergence of COVID-19, these responsibilities have increased dramatically. She has been a team leader in the COVID-19 vaccination efforts and has assisted at all clinics and business site vaccination clinics.

Recently, Deanne has assumed an active role within our Public Health Emergency Preparedness grant. She assists in writing emergency plans, attends drills at the reception center, and serves as a support in the EOC.

Deanne has been instrumental in the planning and execution of agency events. She serves as the lead for our annual Back to School Program, as well as our annual skin cancer screening. She manages the Health Choices Farmers Market. In addition, she is a representative for our agency in community service organizations including United Funds of Kewaunee County and the Optimists. Deanne has also been trained as a car seat technician. She now oversees all car seat installations and car seat information distributed by our agency. This requires 12 CEU's per two-year recertification cycle as well as five on-site car seat events with in-person testing.

Finally, Deanne has created and maintains our website, all social media outlets, our agency resource guide, and the Kewaunee County Human Services Mental Health Guide.

As you can see, Deanne is a vital member of our team. She has assumed many new responsibilities over the past years and is always willing to help in any way possible. She is currently in one of the lowest-paid secretarial positions in the county. I am asking that you consider reclassifying Deanne to a program assistant placing her appropriately on the wage scale based on her years served.

Thank you for your consideration.