



**Kewaunee County
Executive Committee Meeting
AGENDA**

**March 3, 2025 6:00 p.m.
Conference Room
County Administration Building, 810 Lincoln Street, Kewaunee**

1. Call to Order
2. Roll Call
3. Approval of March 3, 2025 Agenda
4. Approval of February 3, 2024 Minutes
5. Public Comment (3 minutes per person – 20 minute maximum)
6. Consideration of Cybersecurity Enhancement
7. Policy on Use of Artificial Intelligence
8. Proposed new Position Description and Wage Scale for positions in Human Services Department-Finance Unit (Advanced from Human Services Committee)
9. County Administrator's Report
 - a. Employee Assistance Program (EAP) Update
 - b. Personnel Report, Recruiting Enhancements
 - c. Approve Filling Vacancies
10. Next Meeting Date
11. 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.

For Item #8 Proposed new Position Description and Wage Scale for positions in Human Services Department-Finance Unit (Advanced from Human Services Committee):

Excerpts from DRAFT Human Services Committee minutes from the 2/20/25 meeting:

“The next agenda item discussed was the review of the proposed Financial Specialist job description. Melissa shared a proposal for having one job description with shared responsibilities for the three positions in the Finance area. Administrator Kral gave a brief review on the background of the current situation, and the considerations involved in the decision to propose a restructuring of the position. A proposed plan to adjust the wage scale for that department was also discussed.

A motion was made by Milt Swagel to accept the proposed revised job description for the Financial Specialist position as presented. The motion was seconded by Julie Janicsek. Motion carried.

Wendy Shelton made a motion to have the proposal to revise the job description for the Financial Specialist position advanced to the Executive Committee for approval. This was seconded by Milt Swagel. Motion carried.

A motion to approve the proposed change to the wage scale for the three Financial Specialist positions was made by Wendy Shelton and seconded by Tom Romdenne. Motion carried.

A motion to advance the wage scale change for the three Financial Specialist positions to the Executive Committee for approval was made by Paul Ravet and seconded by Wendy Shelton. Motion carried.”

Proposed Job Description and Pay Scale are included in the Executive Committee packet.

KEWAUNEE COUNTY
PERSONNEL REPORT
 March 3, 2025



Jeremy Kral
 County Administrator

Job Change			
<i>NAME</i>	<i>FROM</i>	<i>TO</i>	<i>DATE</i>
Riley Dalebroux	Temporary Help Highway	Highway Worker II	February 7

Recruitment

- Children’s Long-Term Support Case Manager – checking references
- Court Security Officer – advertising/reviewing applications
- Economic Support Specialist – under review
- Financial Assistant/Transportation Coordinator – under review
- Highway Worker II Mechanic – advertising until 3/3
- Public Health Educator – advertising until 2/27
- Radio Operator/Jailer – advertising/interviewing

as of report date 2/24/2025

Kewaunee County Responsible Artificial Intelligence (AI) Use Policy

Technological progress has brought us to the point of widely available Artificial Intelligence (AI). For purposes of this policy, AI means “a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations or decisions” (Definition by US State Department). Kewaunee County and its employees have a responsibility to judiciously determine when the use of this powerful technology is acceptable, and to establish the necessary policy to promote responsible use and minimize potential negative outcomes.

This policy serves to establish guidelines for the ethical and transparent use of artificial intelligence (AI) within Kewaunee County government. It aims to ensure that AI technologies are deployed in a manner that respects citizens’ rights, maintains confidentiality, and promotes accountability. This policy serves to govern our use of AI technology; any use of AI that is not compliant with this policy may result in disciplinary action.

Vision: AI is used as an efficient tool to support some functions of county government by assisting employees in certain tasks. We envision Kewaunee County government applying the power of AI to appropriate tasks and duties in order to save time and energy of team members that then becomes available for other assignments and provides greater benefit to the public.

Ethical Enclosure: It is understood that AI must be deployed with appropriate boundaries and oversight. As the human operators of systems that begin to incorporate AI work product, we realize that clear ethical boundaries are essential for AI utilization to maintain the quality of work and to keep our work free of bias, prejudice, and frivolity.

1. Notification Requirements

Each department must submit an Artificial Intelligence Use Plan and have it approved by the IT Director and County Administrator prior to the department or any staff utilizing AI for work purposes. The department will provide typical use cases and a description of expected oversight as part of the proposed plan. The plan will be maintained within the files of the County Administrator.

AI may only be used for research and in development of written materials in compliance with this policy. Use of AI for production of non-written content (such as visual, audible, and other uses) is prohibited for county functions.

When the plan is approved for use, departments shall subsequently provide clear and accessible information to employees as appropriate about the deployment of AI for certain duties. Documents or materials produced for the public using AI will be labeled with the following:

- The name of the AI source or system used
- An assurance that the materials generated by AI have been reviewed and approved by the employee responsible for the work

Example: Products of AI VENDOR ZZZ were used in the creation of this document. The information has been reviewed and edited by department staff to ensure accuracy and completeness.

2. Parameters for AI Use

Data Privacy and Confidentiality:

- Departments and personnel shall ensure that AI systems do not compromise confidential information. It is a violation of this policy to enter personally identifying information into any AI system. This includes data that is protected by law (such as HIPAA protected PHI). This also includes personally identifying data that may already be publicly available, for example land records, unless for good cause and expressly permitted in writing by the IT Director and County Administrator.
- In the event that AI technology is applied to enhance workflow models, automate tasks, or support other similar uses, there will be no sensitive personal data provided to AI tools.
- Employee-related data including personnel records will not be entered into AI systems by any Administration or Finance Department staff, nor any other personnel.

Human Oversight:

- All AI work product should be viewed as recommendations and must be reviewed by Kewaunee County staff before utilization. The work product remains the responsibility of the employee; ensuring any AI utilization yields quality work is essential. Errors or otherwise substandard work generated by AI may result in disciplinary action consistent with other instances of substandard work.

Accuracy and Bias Mitigation:

- Departments must review AI-produced outputs for accuracy and bias. If any are identified, the department must immediately take corrective action. Actions could include manually modifying output to maintain accuracy as well as steps such as ceasing use of that AI model or use of AI for that task.

Fairness and Equal Protection:

- As with other business of the county, appropriate steps must be taken to avoid discrimination and unlawful actions. It is the responsibility of the employee utilizing AI to address and/or correct any content that may be harmful to groups or individuals who are members of various legally-protected classes or vulnerable populations.
- Any instances of AI producing discriminatory, disproportionately impactful, or legally-prohibited content must be reported to the County Administrator immediately. The County Administrator, IT Director, and Department Head will subsequently review the incident and adjust the AI plan accordingly.

3. Accountability

Documentation:

- A plan and of AI system utilization will be maintained in the County Administrator's records. At a minimum, documentation must include AI model name(s) and intended use case. In the event of any AI output not consistent with this policy, the date, time, user, and AI product in need of

correction for the purpose of mitigating bias or being compliant with county policy, or state or federal law/regulation will be logged on this plan as well.

Review and Oversight:

- Department Heads overseeing use of AI shall review the documentation of Section 3 of this policy with the County Administrator at least annually, and when use case or AI vendor/products are added or subtracted, and whenever there is AI product that was non-compliant with policy or law.
- The County Administrator or IT Director may unilaterally act to suspend or prohibit AI use immediately at any time, for any rational basis, including prohibited use by individual users, for designated departments, and blocking access to AI tools from county systems.

DRAFT

02/17/25

REQUESTED Adjustments

STEP	Salary Range											FTE			
	MIN	2	3	4	5	6	7	8	9	10	11		12	13	14
START	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%

CURRENT

HUMAN SERVICES DEPARTMENT		Salary Range															
		MIN	2	3	4	5	6	7	8	9	10	11	12	13	14	MAX	
ACCOUNTING/CONTRACT SPECIALIST		26.45	26.85	27.25	27.66	28.07	28.49	28.92	29.35	29.64	29.94	30.24	30.54	30.85	31.16	31.47	1
TRANSP COORD / FINANCIAL ASST		22.98	23.32	23.67	24.03	24.39	24.76	25.13	25.51	25.77	26.03	26.29	26.55	26.82	27.09	27.36	1
MEDICAL RECORDS / ADMIN ASSISTANT		20.99	21.30	21.62	21.94	22.27	22.60	22.94	23.28	23.51	23.75	23.99	24.23	24.47	24.71	24.96	2

PROPOSED

HUMAN SERVICES DEPARTMENT		Salary Range															
		MIN	2	3	4	5	6	7	8	9	10	11	12	13	14	MAX	
FINANCIAL SPECIALIST		22.79	23.13	23.48	23.83	24.19	24.55	24.92	25.29	25.54	25.80	26.06	26.32	26.58	26.85	27.12	3
ADMIN ASSISTANT		20.99	21.30	21.62	21.94	22.27	22.60	22.94	23.28	23.51	23.75	23.99	24.23	24.47	24.71	24.96	1

	(4 positions Combined)			
	MIN	Midpoint	MAX	
Rate-CURRENT	91.41	101.42	108.75	
Rate-PROPOSED	89.36	99.15	106.32	
Difference	(2.05)	(2.27)	(2.43)	
2080 Annual wage increase	(4,264.00)	(4,721.60)	(5,054.40)	
0.0765 FICA	(326.20)	(361.20)	(386.66)	
0.0695 WRS	(296.35)	(328.15)	(351.28)	
0.0019 WC (8810)	(8.10)	(8.97)	(9.60)	
Total PROPOSED annual increase(decrease)	(4,894.65)	(5,419.92)	(5,801.95)	

From (current title):
ACCOUNTING/CONTRACT SPECIALIST
TRANSP COORD / FINANCIAL ASST
MEDICAL RECORDS
ADMIN ASSISTANT

To (new title):
FINANCIAL SPECIALIST
FINANCIAL SPECIALIST
FINANCIAL SPECIALIST
ADMIN ASSISTANT

Other similar 2025 Rates

FINANCE DEPARTMENT	MIN	2	3	4	5	6	7	8	9	10	11	12	13	14	MAX
FINANCE ASSOCIATE (updated for 2024)	22.79	23.13	23.48	23.83	24.19	24.55	24.92	25.29	25.54	25.80	26.06	26.32	26.58	26.85	27.12
Associate degree required for this position(s)															
HIGHWAY DEPARTMENT (Updated for 2025)	MIN	2	3	4	5	6	7	8	9	10	11	12	13	14	MAX
OFFICE MANAGER	28.00	28.42	28.85	29.28	29.72	30.17	30.62	31.08	31.39	31.70	32.02	32.34	32.66	32.99	33.32
ACCOUNT CLERK II	20.00	20.30	20.60	20.91	21.22	21.54	21.86	22.19	22.41	22.63	22.86	23.09	23.32	23.55	23.79
ACCOUNT CLERK I / SECRETARY	17.97	18.24	18.51	18.79	19.07	19.36	19.65	19.94	20.14	20.34	20.54	20.75	20.96	21.17	21.38

Existing HSD rate ranges:

	start	mid	max
Med Records	20.99	23.28	24.96
Contract	26.45	29.35	31.47
Transp/Fin	22.98	25.51	27.36
Average	23.47	26.05	27.93
Ave w/o Contr	21.99	24.40	26.16