



**Kewaunee County**  
**EXECUTIVE COMMITTEE MEETING**  
**AGENDA**

November 7, 2022 6:00 p.m., Conference Room  
County Administration Building, 810 Lincoln Street, Kewaunee

1. Call to Order
2. Roll Call
3. Approve November 7, 2022 Agenda
4. Approval of October 4, 2022 Minutes
5. Public Comment
6. Administrator's Report
  - a. Personnel Report
  - b. Update on Jail Staffing
7. Approval to Fill Vacancies
  - a. Family & Community Services Unit Manager (and subsequent vacancies) – Human Services
  - b. Case Worker: Youth & Families Unit – Human Services
  - c. Highway Worker (2) – Highway
  - d. Help Desk/GIS Support - IT
  - e. Administrative Assistant – Veterans Services
  - f. Temporary Cross-Trained Union Positions (3) - Sheriff
8. Next Meeting: December 5, 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

**AGENDA**

October 4, 2022 5:00 p.m., Conference Room  
County Administration Building, 810 Lincoln Street, Kewaunee

**Call to Order:** Chair Olson called the meeting to order at 5:00 p.m.

**Roll Call:** Members Present – Dan Olson, Gary Paape, John Mastalir, Tom Romdenne, Joe Lukes, Aaron Augustian, Scott Jahnke. Members Excused – Virginia Haske, Kim Kroll. Others Present – Matt Joski, David DePeau, Scott Feldt, Ross Loining, Dave Myers, Tracy Nollenberg, Jason Veaser.

**Approve October 4, 2022 Agenda:** Augustian moved, Paape seconded to approve the agenda. Motion carried.

**Approval of September 12, 2022 Minutes:** Augustian moved, Lukes seconded to approve the September 12, 2022 minutes. Motion carried.

**Public Comment:** None.

**Administrator's Report**

**Personnel Report:** Feldt informed the committee that the jail cook is now vacant due to a resignation and that the item will be taken up later in the agenda. Feldt also informed the committee that Lieutenant Eric Pleschek has been placed on paid administrative leave. In the interim, the Sheriff will be appointing a temporary Patrol Lieutenant until the situation is resolved. Questions followed regarding administrative leave with pay and the need for potential overtime.

**Department Performance Measures:** Feldt provided examples of performance measures that could be collected by various departments for review. Feldt also suggested that departments return to submitting annual reports for review by committees and the board.

**Satisfaction Surveys:** Feldt provided a sample survey and survey questions for the Veterans Services office to review. Feldt indicated that he will move forward with creating a survey and reviewing the survey before sending it out.

**Personnel Policy Items - Remote Work Policy:** Discussion began with the draft of a Remote Work policy drafted by Corporation Counsel DePeau. Olson stated that the policy could state that employees are required to perform their regularly assigned duties during normal work hours from the employee's usual place of business. Discussion followed as to the policy suggestion by Olson. It was agreed by the committee that assigned work could require employees to work in locations outside of the office but is common for the employee (e.g. sheriff deputies and highway workers). Feldt asked for clarification for those instances where an employee would perform work outside of the office and not part of their normal duties. Olson responded that those instances can receive approval and/or clarification from the Executive Committee. A question was raised as to what was done in the past. Feldt indicated that unofficially performed work remotely as the situation warranted. Mastalir suggested the issue given the department heads and administrator to address. Paape responded this was not an issue until employees began working more time remotely and



not in the office. Olson reiterated that employees will be expected to perform their assigned duties from their usual place of business during normal business hours.

#### **Approval to Fill Vacancies**

**Human Services Director** – Feldt explained that while a succession plan is in place for 2023, the Human Services Director position is technically vacant and needs approval to be filled. Mastalir moved, Romdenne seconded to approve the filling of the Human Services Director position. Motion carried.

**Administrative Assistant – Veterans Services** – Feldt informed the committee that the position is still in the recruitment phase and technically vacant. Paape moved, Romdenne seconded to fill the position. Olson asked the committee if they want to consider whether the position should be filled as a full-time position. It was asked whether staff from the County Treasurer or County Clerk's office could be utilized to assist the Veterans Services office. Feldt responded that the Clerk and Treasurer could be invited to speak to the committee. In addition, Feldt indicated he is looking at the potential of using the ADRC or Human Services Department to assist but this would be part of a larger space planning study to hopefully be conducted in 2023. Paape and Romdenne rescinded their motion and second.

**Jailer/Dispatcher – Sheriff's Department** – Feldt indicated that the jailer/dispatcher position is currently in the recruitment process (initial interviews) it is still vacant and needs approval to be filled. Augustian moved Mastalir seconded to fill the jailer/dispatcher position. Motion carried.

**Jail Cook – Sheriff's Department** – Feldt explained that the jail cook position became vacant earlier in the month due to a resignation. The position is a part-time position and therefore needs approval from the committee to be filled. Mastalir moved, Romdenne seconded to fill the position. Motion carried.

#### **Staff Recruitment for New Jail Facility**

**Approval to begin position recruitment:** Joski gave a summary as to the need to begin the recruitment of positions for the staffing of the new jail facility. Joski, Veaser and Feldt explained the time required to recruit and train jailer/dispatcher positions. 5.0 FTE positions will be required when the jail facility opens in 2025. During the interim, the Sheriff's department expects that a minimum of three positions will retire during that period. In addition, history has indicated that candidates will drop off or resign shortly after being hired. Because of the fluidity of the hiring of candidates and the uncertainty of how many employees will retire and resign, the recruitment process should begin immediately. The committee reviewed and discussed a summary timeline provided. Joski expressed his concern that if the hiring schedule is not followed that the new jail facility will be completed but the county will be unable to open the facility as it does not have the needed bodies to adequately staff the jail.

Mastalir moved, Jahnke seconded to authorize the hiring of additional positions for a total of 18 positions to staff the jail. Discussion followed as to the number of positions to hire and when those positions should be filled. Motion failed 2 ayes and 3 nays (Mastalir and Jhanke voting aye and Romdenne, Lukes and Paape voting nay).

Romdenne moved, Lukes seconded to the recruitment and training process and schedule for new jailer/dispatcher positions as presented by administration. Any deviation must be presented to Executive Committee for approval. Motion carries.



**Authorization to add temporary transition (union) positions:** Joski and Veaser explained the request to creating a number of temporary union positions to assist in the transition of moving to a new facility. The county has a number of experienced jailer/dispatcher positions that will assist with the construction of the facility and with the creations of policies and the training of staff on those policies. Romdenne asked about the purpose of the transition team. Joski responded that the transition team assists in the creation of policies and the training of staff in those new policies, in addition to monitoring the construction of the facility to ensure that no operational issues result from a lack of oversight from operational staff. Joski indicated that when a patrol officer resigns or retires, the most experienced jail positions are often the next in line to be promoted to the patrol officer (union) position. Because of this, it would be to the detriment of jailer position to continue to assist the county in the transition, as the person would lose their place (and seniority) if they did not take the patrol position. The county would lose needed experience if the jailer were to accept the patrol position as they are an integral part of the transitions, especially from policy creation and training standpoint. Therefore, to keep the knowledge of experienced jailers and protect those staff from losing out on taking a patrol position, administration proposes the creation of temporary union positions to assist in this transition. Discussion followed regarding the request and the reason for the temporary union positions. A question was raised whether this is creating additional positions from what has already been approved. Joski explained these are not additional new positions. Up to three current positions would be modified as temporary union positions to assist the county and protect the staff person. Once the new jail has been opened the temporary positions would be returned back to their normal non-union positions. A letter will be drafted to be sent to the union explaining the request and seeking their approval. Paape requested that the draft letter to the union be brought to the committee from which action can be taken.

**Discussion Regarding Administrator's Hours of Work:** Olson explained that he has received concerns regarding whether the County Administrator could be working for another entity (Village of Luxemburg) during regular business hours. Discussion followed as to whether the administrator can adequately fulfill his duties and still assist another local government, or whether the Administrator should be working for another entity during normal business hours. The Committee agreed that the County Administrator shall be working for the county during regular business hours (8:00 a.m. - 4:40 p.m.) Monday through Friday.

**Next Meeting:** November 7, 2022 at 6:00 p.m.

**Adjournment:** Mastalir moved, Lukes seconded to adjourn. Motion carried. Meeting adjourned at 6:50 p.m.

# KEWAUNEE COUNTY

## PERSONNEL REPORT

November 7, 2022



*Scott Feldt*  
County Administrator

| <b>Job Change</b> |                       |                       |             |
|-------------------|-----------------------|-----------------------|-------------|
| <b>NAME</b>       | <b>FROM</b>           | <b>TO</b>             | <b>DATE</b> |
| Justin Neumann    | Radio Operator/Jailer | Cross -Trained Deputy | October 23  |

| <b>Retirement</b> |                |             |
|-------------------|----------------|-------------|
| Keith Paplham     | Highway Worker | December 30 |
| Rhonda Rummel     | Social Worker  | January 31  |

### **Recruitment**

Highway Worker Eligibility list - advertising

Jail Cook – advertising

Radio Operator/Jailer – background reviews

Temporary Highway Workers – scheduling interviews

Winter Park Assistants – advertising


Kewaunee County Is An Equal Opportunity Employer

Kewaunee County  
810 Lincoln Street  
Kewaunee, WI 54216

PHONE (920) 388-7164  
FAX (920) 388-7195  
[www.kewauneeeco.org](http://www.kewauneeeco.org)

 Delete  Archive  Report  Reply  Reply all  Forward   

## New Hire Interview Results

**MJ** Matt Joski   
To: Scott Feldt  
Cc: Peggy Jeanquart

    ...  
Thu 10/27/2022 7:26 AM

Good Morning,

From yesterday's interviews we have the following outcome:

Regina Augustian-Filling immediate opening  
Hope Markovic- Starting in January  
Mercedes Kudick- Starting in March  
Jensen Beyer- Starting in May  
Makayla Hall- Remain on Eligibility list, start date not established

Declination letters:

Devon Hirthe  
Hunter Stoller  
Jonathan Larsen

I have reached out to our top four and provided them with a verbal notification as to their status. Please advise if there are any questions on our list of successful candidates and their respective start dates.

Due to the limited males that were successful and the potential for further vacancies, we would ask that consideration be given to posting once again at the 1<sup>st</sup> of the year to re-constitute an eligibility list.

Thank you,  
Matt

**Sheriff Matt Joski,**  
CPM, SSG Wisconsin National Guard  
Kewaunee County Sheriff's Department  
620 Juneau St.  
Kewaunee, WI. 54216  
(920)388-7177 office  
(920)255-1100 cell  
(920)388-3998 FAX  
email: [joski.matt@kewauneeco.org](mailto:joski.matt@kewauneeco.org)  
website: [www.kewauneesherriff.com](http://www.kewauneesherriff.com)

 Please consider the environment before printing this message.



## KEWAUNEE COUNTY ADMINISTRATOR'S OFFICE

*Scott Feldt*  
*County Administrator*

---

To: Executive Committee Members  
From: Scott Feldt, Acting Human Services Director  
Re: Filling of Staff Vacancies  
Date: November 7, 2022

### **Background**

Earlier in 2022, Jeff Wisnicky (Corporation Counsel/Human Services Director) was elected to become the next Circuit Court Judge for Kewaunee County. Governor Evers appointed Mr. Wisnicky to take the bench early as the judgeship had been vacant due to the death of then Judge Keith Mehn. Mr. Wisnicky resigned his positions. As County Administrator, I assumed the position of Human Services Director in the interim. During the course of the year, I have shared with the Committee my intention to appoint Melissa Annoye as Human Services Director effective January 1, 2023.

With her appointment to Director, Ms. Annoye's position as Family and Community Services Unit Manager will become vacant. Corinne Konkol has expressed interest in filling that position. This will result in the Youth and Family Unit Manager position becoming vacant. Chad LaLuzerne has expressed interest in filling that position which will result in a social worker position in the same unit becoming vacant. There is interest internally for filling Mr. LaLuzerne's position as well that result in a different vacancy. Overall, the appointment of Ms. Annoye to the Human Services Director position will result in a series of position vacancies due to positions being filled internally.

### **Request**

***Administration requests approval from the Executive Committee to fill the vacant Family and Community Services Unit Manager position and all subsequent vacancies that result from the filling of the position.***

Due to the hiring freeze being reinstated, any staff vacancy (excluding temporary or seasonal employees) must receive approval from the Executive Committee prior to the filling of the position vacancy.

A similar situation occurred few years ago with the retirement of the Chief Deputy position in the Sheriff's Department. The filling of the Chief Deputy position created a series of vacancies that were filled internally until one position was then recruited externally. The Executive Committee approved the filling of the Chief Deputy position and all subsequent vacancies that would occur due to the initial vacancy. We foresee the same series of events taking place in the Human Services Department.

We submit the request to provide a smooth and expedited process in filling current budgeted staff positions within the department. This process does create additional positions.

VETERAN'S SERVICES OFFICE  
VETERAN SERVICES ADMINISTRATIVE ASSISTANT  
3.4.2010

Characteristic Work of the Position

Nature: Under the direction of the Veteran's Service Officer, independently assists, interviews, and counsels veterans, dependents, and surviving family members in completing and handling of applications for Federal and State assistance, as well as any County assistance which may be available.

Example of Duties:

1. Acts in behalf of the Veteran's Service Officer in his absence.
2. In conjunction with the CVSO, screens all veterans regarding injuries or illnesses that may have occurred while on active duty or during reserve training. Files for service connected disabilities when appropriate and any other applicable benefits, to include VA healthcare.
3. Checks military records for accuracy. Initiates corrective action if necessary. Arranges for military separation documents to be recorded by Register of Deeds.
4. Helps veteran establish eligibility for State and Federal benefits. Informs veteran of all programs he/she is eligible for and processes applications for these programs.
5. Interviews veterans, widows, or dependents and discusses claims for Federal, State, and other benefits. Processes applications for these programs.
6. Processes veterans' death claims and survivors' benefit claims, life insurance claims, orders burial headstones, processes burial records, orders burial flags, and keeps an accurate accounting of all veteran grave locations.
7. Answers telephone for Veteran's Service office and provides information about programs.
8. Enters, maintains, and updates VIMS (Veterans Information Management Systems) computer files on veterans, deceased veterans, widows, and dependents, including veterans' disability ratings and monetary awards.
9. Composes and types correspondence involving the activities and business of the office, including press releases when necessary.
10. Schedules office appointments, handles telephone calls, and other related matters.
11. Opens, sorts, and files daily mail. Keeps record of incoming and outgoing mail. Prepares outgoing mail.
12. Requests appropriate vital statistics documents from various agencies.
13. Schedules trips and transportation arrangements to VA hospitals and clinics.
14. Aids in providing health recuperation appliances.
15. Attends committee meetings as required and in behalf of the Veteran's Service Officer in his absence.

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

## Qualifications:

### Essential Knowledge and Abilities

1. Knowledge of proper office procedures.
2. Ability to establish and maintain satisfactory working relationships with other employees.
3. Ability to communicate effectively with the public both in person and on the telephone.
4. Ability to communicate on a regular basis with Federal and State Veterans Affairs employees.
5. Ability to make decisions and to work independently without supervision.
6. Ability to type 50 wpm with 95% accuracy.
7. Knowledge of basic computer operation, including data entry and word processing.
8. Ability to retain confidentiality of information, including veterans' personal conversations and that which is on record.
9. Ability to answer questions pertaining to veterans' benefits and to interview and counsel veterans.
10. Ability to complete Federal and State veterans' application forms.
11. Ability to adjust to constant changes, which have been frequent and major within the past several years, within the Federal and State veterans' programs and grants.
12. Establish and maintain a working relationship with all County veterans' organizations.
13. Ability to proficiently use office equipment, including fax, copier, calculator, and computer.
14. Ability to show respect and understanding of veterans who do not fit the "norm" due to emotional, mental, or physical disabilities and to express sincere interest, understanding and/or sympathy when dealing with the veteran or family members.

### Training and Experience

1. Graduation from High School, GED, or equivalency.
2. Experience in word processing, databases, and spreadsheets.
3. Three years clerical experience in an office environment.
4. Equivalent education and experience to meet the requirements of position.
5. WDVA training and accreditation, including VA TRIP (Training, Responsibility, Involvement, and Preparation of Claims) accreditation, to be obtained within one year of assuming the position.
6. Attend CVSO Staff Support training sessions when scheduled.

### Physical Demands:

The performance of tasks mainly involves inside, protected from weather conditions. Ability to perform most work from a sedentary position. Ability to function in situations encountered in a normal office setting.

| County/ Congressional District | FTE      | Veteran Population* | Total Expenditure   | dollars per veteran |
|--------------------------------|----------|---------------------|---------------------|---------------------|
| MONROE                         | 3        | 4562                | \$127,447,758       | \$27,938.29         |
| FLORENCE                       | 1        | 499                 | \$8,606,651         | \$17,238.47         |
| MARINETTE                      | 2        | 3669                | \$54,851,881        | \$14,948.39         |
| JUNEAU                         | 2        | 2171                | \$32,395,945        | \$14,922.87         |
| MILWAUKEE                      | 2        | 42010               | \$602,131,855       | \$14,333.21         |
| FOREST                         | 1        | 888                 | \$12,673,185        | \$14,265.10         |
| IRON                           | 1        | 542                 | \$7,539,860         | \$13,921.72         |
| JACKSON                        | 2        | 1589                | \$22,011,718        | \$13,853.61         |
| <b>KEWAUNEE</b>                | <b>2</b> | <b>1138</b>         | <b>\$15,720,353</b> | <b>\$13,809.45</b>  |
| WASHBURN                       | 2        | 1527                | \$20,313,198        | \$13,305.12         |
| WAUSHARA                       | 2        | 1999                | \$25,218,975        | \$12,614.42         |
| ADAMS                          | 2        | 1982                | \$24,741,139        | \$12,483.29         |
| OCONTO                         | 2        | 2748                | \$34,254,279        | \$12,465.56         |
| LANGLADE                       | 2        | 1707                | \$21,045,626        | \$12,327.30         |
| MARQUETTE                      | 2        | 1413                | \$17,350,227        | \$12,281.25         |
| ONEIDA                         | 2        | 3271                | \$39,418,345        | \$12,052.34         |
| SAUK                           | 5        | 4082                | \$49,089,433        | \$12,027.11         |
| DOUGLAS                        | 3        | 3549                | \$42,459,798        | \$11,964.85         |
| CLARK                          | 2        | 1835                | \$21,215,589        | \$11,558.64         |
| COLUMBIA                       | 3        | 3951                | \$45,471,754        | \$11,509.26         |
| WAUPACA                        | 3        | 4178                | \$47,869,491        | \$11,456.70         |
| LINCOLN                        | 2        | 2263                | \$25,912,259        | \$11,451.55         |
| BUFFALO                        | 2        | 934                 | \$10,608,697        | \$11,354.43         |
| TREMPEALEAU                    | 2        | 1731                | \$19,389,433        | \$11,201.14         |
| RUSK                           | 1        | 1141                | \$12,767,239        | \$11,185.64         |
| BURNETT                        | 2        | 1693                | \$18,864,022        | \$11,141.51         |
| VERNON                         | 2        | 1819                | \$20,057,908        | \$11,028.18         |
| GREEN                          | 2        | 2049                | \$22,357,663        | \$10,910.34         |
| POLK                           | 2        | 3259                | \$35,420,612        | \$10,870.01         |
| CRAWFORD                       | 2        | 1243                | \$13,468,183        | \$10,835.44         |
| VILAS                          | 2        | 2224                | \$23,725,250        | \$10,667.60         |
| SAWYER                         | 2        | 1504                | \$16,025,596        | \$10,655.47         |
| WOOD                           | 3        | 5382                | \$57,285,663        | \$10,643.84         |
| PEPIN                          | 1        | 490                 | \$5,210,769         | \$10,631.52         |
| KENOSHA                        | 3        | 9781                | \$103,849,045       | \$10,617.85         |
| MENOMINEE                      | 1        | 252                 | \$2,654,597         | \$10,543.03         |
| PIERCE                         | 2        | 2459                | \$25,482,651        | \$10,363.86         |
| RICHLAND                       | 1        | 1176                | \$12,096,076        | \$10,286.60         |
| PRICE                          | 1        | 1258                | \$12,883,510        | \$10,239.76         |
| JEFFERSON                      | 3        | 4626                | \$47,106,163        | \$10,183.54         |
| ST. CROIX                      | 3        | 4860                | \$48,828,074        | \$10,046.19         |
| BAYFIELD                       | 2        | 1349                | \$13,378,926        | \$9,920.24          |
| RACINE                         | 2        | 11726               | \$116,317,718       | \$9,919.61          |
| LAFAYETTE                      | 1        | 865                 | \$8,338,161         | \$9,635.01          |

|             |   |       |               |            |
|-------------|---|-------|---------------|------------|
| GREEN LAKE  | 2 | 1228  | \$11,830,171  | \$9,631.40 |
| DUNN        | 2 | 2607  | \$25,026,728  | \$9,601.07 |
| WALWORTH    | 4 | 5470  | \$51,585,584  | \$9,430.46 |
| DANE        | 6 | 24787 | \$233,683,028 | \$9,427.63 |
| GRANT       | 3 | 2772  | \$25,806,327  | \$9,310.24 |
| CHIPPEWA    | 2 | 4464  | \$41,299,596  | \$9,252.27 |
| BARRON      | 2 | 3380  | \$31,170,394  | \$9,221.99 |
| ASHLAND     | 2 | 1252  | \$11,492,086  | \$9,179.28 |
| BROWN       | 5 | 14946 | \$135,380,102 | \$9,058.04 |
| LA CROSSE   | 5 | 8135  | \$73,530,663  | \$9,038.64 |
| PORTAGE     | 2 | 4410  | \$39,360,257  | \$8,924.59 |
| SHAWANO     | 2 | 2941  | \$25,654,034  | \$8,723.83 |
| MARATHON    | 3 | 7798  | \$67,590,351  | \$8,667.46 |
| MANITOWOC   | 2 | 5544  | \$47,810,583  | \$8,623.38 |
| OUTAGAMIE   | 5 | 10156 | \$87,014,764  | \$8,567.74 |
| DODGE       | 2 | 5508  | \$46,005,977  | \$8,352.09 |
| TAYLOR      | 2 | 1307  | \$10,722,068  | \$8,204.75 |
| WASHINGTON  | 3 | 7641  | \$62,644,790  | \$8,198.91 |
| WAUKESHA    | 4 | 22099 | \$177,182,104 | \$8,017.74 |
| OZAUKEE     | 1 | 4414  | \$35,130,161  | \$7,958.82 |
| DOOR        | 2 | 2167  | \$17,168,489  | \$7,923.71 |
| ROCK        | 4 | 10943 | \$86,388,643  | \$7,894.30 |
| IOWA        | 1 | 1517  | \$11,558,709  | \$7,619.45 |
| WINNEBAGO   | 8 | 11217 | \$85,327,600  | \$7,606.76 |
| EAU CLAIRE  | 3 | 6570  | \$48,711,974  | \$7,414.10 |
| CALUMET     | 3 | 2420  | \$17,222,016  | \$7,115.76 |
| FOND DU LAC | 3 | 6613  | \$46,685,495  | \$7,059.63 |
| SHEBOYGAN   | 3 | 7124  | \$42,021,101  | \$5,898.84 |

**Administrative Assistant Duties**

| <b>Task</b>   | <b>Frequency</b>                             |
|---|--|
| Act as department receptionist, including receiving and answering inquiries, providing accurate information, opening mail, and scheduling appointments.   | daily  |
| Review Obituaries and send out condolences/benefits package   | daily  |
| Work with funeral homes in order to notify CVSO so they can coordinate military honors  | daily  |
| Input/update veteran information into WDVA Internet base database, including discharges; and maintain Vetraspec proprietary database for management reports.  | Daily  |
| Work and cooperate with various federal, state, and local agencies as necessary to assist veterans and dependents, such as Social Security Administration, Vet Center, Register of Deeds, Department of Health & Human Services, other County Veterans Service Offices, and medical facilities. | Daily  |
| Responsible for initiating, updating and maintaining confidential records, files, forms and data systems.   | Daily  |
| Complete Request for Vital Records/ or to place records on file   | daily/ as needed                             |
| Independently compiles data, analyzes and prepares various reports.   | weekly                                       |
| Screen and refer veterans to CVSO for eligibility for Veterans Service Commission emergency aid funds.  | weekly or as need arises                     |
| Maintain Veterans Service Office web page, as well as Veteran Service Facebook Page and prepare/update Veterans Service Office informational brochures and handouts to county veteran organizations.  | Weekly or as information is dictated by CVSO |
| Order, organize and maintain brochures, forms and supplies used by the department. Perform general clerical duties to include maintaining case files, filing, proof reading, mail distribution, and shredding   | monthly                                      |
| Assist the Veterans Service Officer with Veterans Service Commission meetings as requested.   | monthly                                      |
| Prepare invoices, bills and vouchers for processing by Finance Department in accordance with policies   | monthly                                      |
| Serve as the secretary of the Kewaunee County Veterans Service Committee.   | monthly                                      |
| Assist in the preparation of the annual department budget, program, planning and development and implementation of new procedures.  | annually                                     |
| Attend training conferences, area support staff training, and informative workshops/meetings to gain knowledge of veterans' benefits and new VA procedures.   | bi -annually or as needed                    |
| Provide notice of veteran deaths to Milwaukee VA Regional Office (VARO) and provide information regarding veteran burials to WDVA as required by statutes.  | as needed                                    |
| Provide work outreach programs, that may require work outside of normal hours when necessary and travel when necessary.   | as needed                                    |
| Assist veterans and/or dependents, or refer to the Veterans Service Officer, for benefit eligibility from the U.S. Department of Veterans Affairs (VA), Wisconsin Department of Veterans Affairs (WDVA), and County.  | as needed                                    |

**CVSO duties**

|  |
|--|
| <b>50%</b>   |
| Function as advocate for and advisor to veterans, their dependents and surveyors as claimants.   |
| Provide assistance and guidance in the identification of problems and possible solutions by assisting with application for entitlements from federal, state, and county agencies. Provide liaison and coordination with other agencies as appropriate for the relief of claimant's problems as identified.           |
| Determine eligibility by securing and examining the appropriate military and residency documentation, assist claimants with the completion of all necessary forms and in the procurement of other necessary documentation to obtain the appropriate entitlements.  |
| Counsel, advise, and aid claimants on a variety of issues or problems including, but not limited to, financial assistance, educational assistance, medical needs, alcohol, and other drug abuse, shelter, vocational adjustment and mortuary affairs   |
| Research and gather supporting evidence for various claims and follow-up and prepare appeals on behalf of claimants as requested.  |
| Assist claimants in receiving all appropriate assistance from federal, state and local agencies and other community resources.   |
| Provide counseling and assistance to claimants, directly or through referral, in adjusting to changes in their life situation. These situations may include, but are not limited to, unemployment, relocation, mental illness, death, alcohol and other drug abuse, developmental crises, and physical disabilities. |
| <b>25%</b>   |
| Establish and maintain an on-going relationship with all eight (8) veterans' organizations within Kewaunee County.   |
| Facilitate media information on a timely basis through radio and press outlets, as well as television. Ensure a wide dissemination of pertinent information to all veterans and the public by optimum use of all media on a timely basis: radio, press, and television as required.                                  |
| Conduct periodic information seminars, veterans' gatherings, and discussion groups for exchange of information relating to veteran issues.   |
| Establish and maintain a positive working relationship with County Board members, State Legislatures and members of the Wisconsin Congressional Delegation.  |
| Promote positive public awareness of veterans and veterans' issues to inform and educate.  |

Work to cultivate a positive working relationship with Wisconsin Dept. of Veteran Affairs, Veterans Administration Regional Office, and Veterans Administration Medical Center staffs to insure a strong advocacy position for represented veterans.

Maintain contact with and assist all outside agencies in working with veterans to receive assistance for whatever problems they may be facing, i.e. medical facilities, social services and other private and public service providers.

Plan, direct and/or implement a county-wide public information program which will articulate the rationale for veterans' programs, each particular program's eligibility requirements, and a realistic concept of veterans and veterans' issues through the use of print and electronic media, public presentations and speeches, and on a one-on-one basis.

20%

**Serve as the Department Head of the County Veterans Service Office and perform duties accordingly as prescribed by the county.**

**Establish and/or implement policies and procedures for the effective management of the office.**

**Plan, develop and administer the annual budget to ensure that effective services are provided to veterans.**

**Manage the office to include supervising and training staff.**

**Establish and maintain historical and departmental records in order to prepare reports as required by the county or other agencies.**

**Establish contacts and serve as liaison to other veterans' agencies, outside agencies and veterans' organizations to provide information and/or assistance as needed.**

**Participate in professional association(s) and/or activities such as the WI CVSO Association, etc. to promote an on-going awareness of veterans' needs and the identification resolution of problem areas within veteran programs.**

**Report on a timely basis to the County Board and/or the appropriate liaison committee, county executive, or county administrator regarding the functions, activities and productivity of the office.**

5%

**Serve as the executive secretary/treasurer of the County Veterans Service Commission.**

**Provide the necessary investigation to determine entitlement of needy claimants under Wisconsin Statutes 45.10-45.14.**

**Approve and provide aid as authorized.**













## **KEWAUNEE COUNTY SHERIFF'S DEPARTMENT**

620 JUNEAU STREET  
KEWAUNEE, WI 54216  
TELEPHONE: (920) 388 - 3100  
FAX: (920) 388 - 3998  
WWW.KEWAUNEE-SHERIFF.COM

**MATTHEW J. JOSKI  
SHERIFF**

**Date:**

**Re: 3 temporary cross trained union positions**

Kewaunee County is in the process of building a new jail and recognizes the fact that a transitional team will be needed to develop policies and procedures and to train all jailer/dispatchers during the construction of the jail to address and avoid potential issues during construction, and to ensure that the necessary and appropriate policies, procedures and training programs are ready to be implemented upon completion of the jail. We have been advised that a facility the size we are building will likely require a three-person transitional team. We recognize some of our most senior jail staff will be some of the best candidates for that transitional team.

The Kewaunee County Sheriff's Department intends to continue its practice of promoting from the jail to patrol, and some of our best candidates for the transitional team are also the best candidates to promote to patrol.

We currently have one cross trained union position in the jail. That position transitions from working in the jail to working on patrol depending on where we have a staff shortage. When new patrol positions come open that cross trained officer transfers to full time patrol. We then promote another cross trained person from the jail and train them so they can work both jail and patrol.

In order to encourage individuals to work on the transitional team and ensure that they are not penalized by passing up the cross trained union position to work on the team, we would like to create up to three cross trained (union positions) to staff the transitional team.

We do not plan on automatically making those 3 transitional officer positions union positions. They would only be used if transitional officers are selected to promote to the cross trained position and or to patrol.

In the event that a transitional team member is chosen for a cross trained union position they will be promoted to that position and that will hold their place with regards to union seniority. They will agree to stay on the transition team until the jail project is completed.

At that point an additional cross trained union position will be created and another officer from the jail will be promoted to the newly created cross trained position.

This will not create any new or additional staff to be hired, it will only create additional union positions within the jail.

This practice will allow us to keep transition team members intact for the entire jail construction project.

When the jail construction project is completed and the jail is fully functional, all cross trained officers will be allowed to bid for patrol positions in November when all other patrol officers bid for shifts. This could mean if



## **KEWAUNEE COUNTY SHERIFF'S DEPARTMENT**

620 JUNEAU STREET  
KEWAUNEE, WI 54216  
TELEPHONE: (920) 388 - 3100  
FAX: (920) 388 - 3998  
[WWW.KEWAUNEESHERIFF.COM](http://WWW.KEWAUNEESHERIFF.COM)

**MATTHEW J. JOSKI  
SHERIFF**

someone with less seniority is currently working on patrol they will likely have to return to work in the jail until there is an opening on patrol.

This plan will allow transition team members to join the union and continue to work on the transition team until the jail is completed and running without losing any advancement opportunities. After the completion of the jail they will be able to bid for patrol shifts/slots and keep their union seniority.

As openings occur on patrol after the jail is completed, cross trained officers will fill those positions and we will not refill the newly created cross trained union positions. We will fill those positions with non-union jail/dispatch positions.