



**WALWORTH COUNTY BOARD OF SUPERVISORS
MEETING**

TUESDAY, OCTOBER 8, 2013 AT 6:00 P.M.

County Board Room

Walworth County Government Center

100 W. WALWORTH STREET

ELKHORN, WI

Board of Supervisors

Nancy Russell – Chair

Jerry A. Grant – Vice-Chair

A G E N D A – AMENDED OCTOBER 1, 2013

Call to Order

Pledge of Allegiance

Invocation

- Jerry A. Grant, Walworth County Board Supervisor, District #4

Roll Call

Withdrawals from Agenda, if any

Approval of the Agenda

Approval of the Minutes

- September 5, 2013 Committee of the Whole Minutes
- September 5, 2013 County Board Meeting Minutes

Comment Period by Members of the Public Concerning Items on the Agenda

Appointments/Elections

1. Williams Bay Barrett Memorial Library Board
 - Edgar “Skip” Mosshamer – Three-year term to begin upon County Board confirmation and end on October 8, 2016 (Recommended by the Executive Committee 5-0)
2. Housing Authority Board of Commissioners
 - Richard Kuchenbecker – Five-year term to begin upon County Board confirmation and end on June 30, 2018 (Recommended by the Executive Committee 5-0)
3. Southeastern Wisconsin Regional Planning Commission (SEWRPC)
 - Nancy Russell – Six-year term to begin upon County Board confirmation and extend through September 15, 2018 (Recommended by the Executive Committee 4-0)

4. Walworth County Transportation Coordinating Committee
 - Jeni Hallatt – Three-year term to begin upon County Board confirmation and end on October 8, 2016 (Recommended by the Executive Committee 5-0)
5. Walworth County Workforce Development Board
 - Joe Cardiff
 - Grace Eckland
 - Lisa Furseth
 - Brianna Fox
 - Michael O'Donnell
 - Nancy Russell
 - Cindy Simonsen
 - Mike Van Den Bosch
 - Eric Wentz
 - Michelle Blanchard
 - Jason Kelly
 - Toni White
 (Recommended by the Executive Committee 5-0)
6. Public Health Officer
 - Janis Ellefsen (Recommended by the Health & Human Services Board 8-0)

Communications and Matters to Be Referred

1. Claims Received After Agenda Mailing
2. Claims: None.
3. Communication received from the Town of Lafayette in regard to reviewing descriptions and issues for A-5 zoning – To be referred to the County Zoning Agency
4. Correspondence received from Tamara Brodnicki, Executive Director of Downtown Whitewater, Inc., requesting to be placed on the October 14, 2013 Executive Committee Agenda to present information regarding the Main Street program – To be referred to the Executive Committee
5. Correspondence from the Wisconsin Historical Society in regard to the Downtown Darien Historic District being entered in the National Register of Historic Places and the State Register of Historic Places (To be placed on file)
6. Communications received from the Town and Village of Bloomfield and the Town of LaGrange in regard to settlement of special assessments and charges (To be placed on file)
7. Report of the County Clerk Regarding Communications Received by the Board and Recommended to be Placed on File
8. Report of the County Clerk Regarding Communications Received by the Board After the Agenda Mailing
9. Report of the County Clerk Regarding Zoning Petitions (To be referred to the County Zoning Agency)

Unfinished Business

New Business

Reports of Standing Committees

County Zoning Agency Report of Proposed Zoning Amendments

1. Zoning Ordinance for Town of Bloomfield. Town of Bloomfield proposed Ordinance change concerning rezone of portion of MB2600002, Town of Bloomfield, per petition filed with the Town of Bloomfield by Daniel and Alexander Gifford (Recommended by the County Zoning Agency 7-0) (September 19, 2013 County Zoning Agency Public Hearing)

2. Citizens Bank of Mukwonago – Douglas R. Bruins/President, Section 1, Lafayette Township. Rezone 3.07 acres of B-5 to A-5 – Approved: 7-0 (September 19, 2013 County Zoning Agency Public Hearing)

Executive Committee

1. Ord. No. 800-10/13 – Amending Section 2-454 of the Walworth County Code of Ordinances Relating to Record Retention – *Vote Required: Two-thirds* (Recommended by the Executive Committee 4-0)
2. Ord. No. 801-10/13 – Amending Section 2-235 of the Walworth County Code of Ordinances Relating to Transportation Coordinating Committee Appointment Terms – *Vote Required: Two-thirds* (Recommended by the Executive Committee 4-0 and by the Health & Human Services Board 8-0)
3. Res. No. 47-10/13 – Recognizing Virginia Hall for Her Contribution to the History of Walworth County Departments Volume II – *Vote Required: Majority* (Recommended by the Executive Committee 5-0)

Finance Committee

1. Ord. No. 802-10/13 – Amending Section 62-104 and Creating Sections 62-105 and 62-106 of the Walworth County Code of Ordinances Relating to Tax Incremental Financing Districts – *Vote Required: Majority* (Recommended by the Finance Committee 5-0)
2. Ord. No. 803-10/13 – Amending Sections 30-457 Through 30-464 of the Walworth County Code of Ordinances Relating to Volunteer Meal and Mileage Expense Reimbursement – *Vote Required: Majority* (Recommended by the Health & Human Services Board 8-0 and by the Finance Committee 5-0)
3. Ord. No. 804-10/13 – Creating Section 30-315 of the Walworth County Code of Ordinances Relating to Grant Report Requirements – *Vote Required: Majority* (Recommended by the Finance Committee 5-0)
4. Ord. No. 805-10/13 – Creating Section 30-157 of the Walworth County Code of Ordinances Relating to Purchase and Use of Gift Cards – *Vote Required: Majority* (Recommended by the Finance Committee 5-0)
5. Res. No. 50-10/13 – Committing to Settle Special Assessments with Local Taxation Units in 2014 – *Vote Required: Two-thirds* (Recommended by the Finance Committee 4-1)

Human Resources Committee

1. Ord. No. 807-10/13 – Amending Section 15-808 of the Walworth County Code of Ordinances Relating to Personal Liability – *Vote Required: Majority* (Recommended by the Human Resources Committee 5-0)
2. Ord. No. 808-10/13 – Amending Section 15-17 of the Walworth County Code of Ordinances Relating to a Reorganization in Public Works and Administration – *Vote Required: Two-thirds* (Recommended by the Human Resources Committee 5-0)
3. Ord. No. 809-10/13 – Amending Chapter 15 of the Walworth County Code of Ordinances Relating to the Position of Human Resources Director – *Vote Required: Majority* (Recommended by the Human Resources Committee 5-0)
4. Res. No. 49-10/13 – Approving an Affirmative Action Plan for Walworth County for Plan Year July 1, 2013 to June 30, 2015 – *Vote Required: Majority* (Recommended by the Human Resources Committee 5-0)

Park Committee

- 1. Ord. No. 810-10/13 – Amending Section 42-1 of the Walworth County Code of Ordinances Relating to Hunting, Trapping and Fishing in County Parks – *Vote Required: Majority* ~~(The Park Committee will consider this item at their meeting on September 30, 2013)~~ (Recommended by the Park Committee 5-0)
- 2. Res. No. 51-10/13 – Accepting the Wisconsin Knowles-Nelson Stewardship Program Grants for the White River Park Acquisition and Development – *Vote Required: Majority* ~~(The Park Committee will consider this item at their meeting on September 30, 2013)~~ (Recommended by the Park Committee 5-0)
- 3. Res. No. 52-10/13 – Authorizing the County Board Chair to Sign a Letter of Support for a Multi-Use Trail in Connection with American Transmission Company’s Spring Valley-North Lake Geneva Project – *Vote Required: Majority* ~~(The Park Committee will consider this item at their meeting on September 30, 2013)~~ (Recommended by the Park Committee 5-0)

Public Works Committee

- 1. Ord. No. 806-10/13 – Amending Section 17-35 of the Walworth County Code of Ordinances Relating to Sole Source Procurements – *Vote Required: Majority* (Recommended by the Public Works Committee 4-0)
- 2. Res. No. 48-10/13 – Adopting the Revised Parking Lot Map for the Sheriff’s Office Created by Section 66-156(2) of the Walworth County Code of Ordinances – *Vote Required: Majority* (Recommended by the Public Works Committee 4-0)

Reports of Standing Committees

Reports of Special Committees

Comment Period by Members of the Public Concerning Items Not on the Agenda

Chairperson’s Report

Adjournment

**Kimberly S. Bushey
Walworth County Clerk**

*Supervisors and Committees: Please submit titles for the Tuesday, November 12, 2013 agenda on or before Wednesday, October 30, 2013.

**Reminder: The Public Budget Hearing is scheduled for Tuesday, October 29, 2013 at 6:00 p.m.

***Please note: Additions underlined; deletions ~~struck through~~.

**SEPTEMBER 5, 2013 SESSION
OF THE
WALWORTH COUNTY BOARD OF SUPERVISORS
COMMITTEE OF THE WHOLE**

The Walworth County Board Committee of the Whole meeting was called to order by Chair Russell at 5:02 p.m. at the Government Center, 100 W. Walworth Street, Elkhorn, Wisconsin.

Roll Call

Roll Call was conducted and the following Supervisors were present: Richard Brandl, Tim Brellenthin, Vice-Chair Jerry A. Grant, Daniel G. Kilkenny, Kenneth H. Monroe, Carl Redenius, Joe Schaefer, Tim Schiefelbein, Rick Stacey, David A. Weber, and Chair Nancy Russell.

- **The purpose of the meeting will be for the Administrator to present his proposed 2014 budget and to hold a budget workshop**

David Bretl, County Administrator, presented an overview of the 2014 Administrator's Budget. A copy of the 2014 Administrator's Budget book was distributed to those present.

Bretl stated this budget freezes the overall county levy for the third consecutive year. He stated this budget is levying slightly less than what was levied for the 2013 budget. He said there is a slight increase in the county's operating expenses and a decrease in the Children with Disabilities Education Board (CDEB) budget. He referred to Figure 3 of the budget book, which shows a large decrease in debt service. He said this decrease has allowed for flexibility in the budget. He explained the important dates in the budget process as outlined in the budget book.

Bretl explained each of the **2014 Budget Themes. Economic Realities:** Bretl stated the county has seen another year of negative equalized value. He said the county has seen a 16% decrease in equalized value since 2009, which equates to \$2.5 billion erased from the county's tax rolls. He also said there were only two other counties in Wisconsin that had a larger decrease in equalized value.

Security Through Conservative Budget Practices: Bretl discussed the county's Other Post-Employment Benefits (OPEB), which is a commitment the county had made over the years to provide a retiree health benefit for certain classes of employees for different lengths of time. He said in 2005, when the Board examined this, it was a \$23 million liability. He also said the Board ended this benefit for new hires in 2005. He stated that through the Board's due diligence, it is predicted that at the end of 2014, the fund will have a balance of \$22 million. He referred to Figure 9 of the budget book, which outlines the OPEB fund balance and he stated the figure shows that it is funded over the required scheduled. He stated it is his recommendation to skip a contribution in 2014. He also stated this obligation is reassessed every two years and the net present value of the obligation is recalculated. He said the next reassessment will occur at the end of 2013 to determine the net present value and the county can adjust accordingly.

Bretl stated the Board recently adopted health plan design changes, which will result in a savings of nearly \$1 million per year. He referred to Figure 10, which shows the current status of the county's health fund reserve.

Bretl stated an important component of the county's conservative budget practices is maintaining the infrastructure of our highways and facilities. He said last year's budget returned the highway roads program to the tax levy, which was achieved through establishing a highway fund. He stated in the five year plan, the county has the ability to fund over \$17 million in road projects with no plans for borrowing. He also stated there has been discussion to establish a fund for the county's facilities with the goal of being able to provide any major building projects with dollars on hand rather than borrowing. He said the county can maintain its infrastructure in two ways. The first is to enact ordinances and procedures to save and designate a fund for maintenance and replacement of our infrastructure. The second is the need to have a facilities organization that can maintain the integrity of the county's buildings. He stated this budget proposes establishing job descriptions that are similar to the format of Lakeland Health Care Center (LHCC) building maintenance. He said this will require employees to retain new skill sets and/or certifications.

Bretl stated controlling the debt is also a critical component of the county's conservative budget practices. He referred to Figure 13, which outlines the projection of debt service payments. He said the county is at a unique point as no more debt can be called. He stated CDEB has the next set of bonds, which can be called in 2017, and they are setting money aside for this. He said there are no plans for borrowing for the next five years.

Sustainable Staffing: Bretl stated for the first time in a number of years, the county will be adding FTE's. The county has gone from a high of 1047 to 796 FTE's over the years. Bretl also stated he feels confident the proposed staffing changes make sense as past FTE cuts have brought staffing to unsustainable levels. He gave an overview of the staffing changes he is proposing and he referred to Appendix A of the budget book, which details a listing of all of the personnel changes being proposed. He said one of the changes he is proposing is making Human Resources a stand-alone department and creating the position of Human Resources Director. He stated he is also asking for the Board's consideration of funds to renovate the County Board Chair's office suite in order to provide Human Resources with a functional space. Another position he is proposing is an additional Agricultural Agent in UW-Extension, which would be a fully-funded county position. He stated this Agricultural Agent would provide additional assistance for the upcoming Farm Technology Days as well as provide a succession plan for when the current Agricultural Agent retires. He said he is also proposing to take a step back from the Community, Natural Resources, and Economic Development (CNRED) area of the UW-Extension department. He stated they need to determine the direction the county wants to go in and re-evaluate the needs of the community. He said he is also proposing the creation of two administrative positions to provide more consistent minute taking and committee packet preparation for the County Board. He stated he anticipates these positions could be moved from within the county.

Major Budget Initiatives: Bretl gave an overview of the major budget initiatives he is proposing for the 2014 budget. He stated he is including funds in the budget for the acquisition of the Clark property for the purposes of a county park. Other initiatives include the installation of a second elevator at the Judicial Center, purchasing a vacuum truck for the Public Works department, purchasing new software for Land Use and Resource Management, proposing a 10% decrease in the CDEB levy, purchasing an additional chiller unit for LHCC, and proposing possible building projects at Health and Human Services. He stated another major budget initiative he is recommending is to consider LHCC a separate stand-alone department. LHCC has been under the direction of the Health and Human Services Director.

Commitment to Public Safety: Bretl stated he is proposing to earmark \$220,000 to continue the security upgrade program at the Judicial Center. He also stated he is proposing to fund a prosecutor

position in the District Attorney's office for an 18-month period. He said that District Attorney Dan Necci has made it a priority to obtain state funding for an additional prosecutor. He stated District Attorney Necci had obtained funding for a position through a grant; however, after reviewing the conditions of the grant, the Criminal Justice Coordinating Committee did not feel comfortable using the funds to hire a full-time prosecutor. He said Necci also sought help from the State Legislature to obtain a new position and unfortunately, the state denied his request. Bretl stated he is proposing funding this position for an 18-month period as it will get District Attorney Necci to the next biennium budget where he can approach the state legislature for funding.

Community Initiatives: Bretl referred to page 19 of the budget book, which outlines the funds the county has given to area organizations over the years, and gave an overview of his 2014 recommendations. He stated he was not able to accommodate the requests for increases in this budget.

Planning for the Future: Bretl stated he updated the SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis. He encouraged Supervisors to review the analysis and make any suggestions. He stated the county recently established a Transportation Coordinating Committee in an effort to deal with the increasing demand for transportation. He said it is expected that there will be requests for proposals issued; therefore, money may be moved around to ensure the county can have a transportation program.

Bretl gave an overview of the options available to the Board as it pertains to levy limits and the implications on future Walworth County budgets as explained in the Administrator's Budget book. He stated there have been a number of reasons why the county has been able to freeze its tax levy for the past three years; they include: significantly reducing the county's debt service, the CDEB transition plan, reduction in OPEB contributions, decrease in duty disability charges from the state, and employees have been contributing to their pension and are paying more for their health insurance. He stated there are going to be challenges in the future as these factors will not represent decreases much longer.

Bretl concluded his presentation by acknowledging department heads and Finance staff for their work during the budget process. He also thanked Tammy Werblow for her work on the sidebar articles, and Suzanne Harrington and Kate Willett for their assistance in putting together the Administrator's Budget book.

Adjournment

On motion by Supervisor Kilkenny, seconded by Supervisor Brandl, the meeting was adjourned at 6:05 p.m.

STATE OF WISCONSIN)
) SS
COUNTY OF WALWORTH)

I, Kimberly S. Bushey, County Clerk in and for the County aforesaid, do hereby certify that the foregoing is a true and correct copy of the proceedings of the County Board of Supervisors for the September 5, 2013 Committee of the Whole Meeting.

(These minutes are not final until approved by the County Board at the next regularly scheduled County Board meeting.)

**SEPTEMBER 5, 2013
WALWORTH COUNTY BOARD OF SUPERVISORS
MEETING**

The Walworth County Board of Supervisors meeting was called to order by Chair Russell at 6:12 p.m. in the County Board Room at the Walworth County Government Center, 100 W. Walworth Street, Elkhorn, Wisconsin.

Roll call was conducted and the following Supervisors were present: Richard Brandl, Tim Brellenthin, Vice-Chair Jerry A. Grant, Daniel G. Kilkenny, Kenneth H. Monroe, Carl Redenius, Joe Schaefer, Tim Schiefelbein, Rick Stacey, David A. Weber, and Chair Nancy Russell. A quorum was established.

Rick Stacey, Walworth County Board Supervisor, District #1, delivered the invocation.

Amendments, Withdrawals, and Approval of Agenda

On motion by Supervisor Brandl, seconded by Supervisor Weber, the agenda was approved by voice vote with no withdrawals.

Approval of the Minutes

On motion by Supervisor Weber, seconded by Supervisor Stacey, the July 9, 2013 Committee of the Whole minutes were approved by voice vote.

On motion by Vice-Chair Grant, seconded by Supervisor Schaefer, the July 9, 2013 County Board Meeting minutes were approved by voice vote.

On motion by Supervisor Brandl, seconded by Supervisor Weber, the August 15, 2013 Special County Board Meeting minutes were approved by voice vote.

Comment Period by Members of the Public Concerning Items on the Agenda

Kenneth Micheloni, N8457 Hwy 12, Elkhorn, addressed the board in regard to his interest in implementing bus service in Walworth County.

Special Order of Business

- Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for Fiscal Year 2013

Chair Russell introduced David Ehlinger, CPA, Wisconsin GFOA Secretary. Mr. Ehlinger gave an overview of GFOA's awards programs. He stated Walworth County was one of 121 local government units to receive the budget award and that this was the ninth consecutive year for Walworth County to receive this recognition. Nicki Andersen, Deputy County Administrator – Finance, acknowledged Jessica Lanser, Comptroller, and Stacie Johnson, Budget Analyst for their work on the budget. She also thanked county departments and the County Board for their input into the budget process.

Appointments/Elections

1. Walworth County Land Information Advisory Council (LIAC)

- John Murphy – Four-year term to begin upon County Board confirmation and end on September 5, 2017 (Recommended by the Executive Committee 4-0)
- 2. Walworth County Transportation Coordinating Committee
 - Cynthia Simonsen – Three-year term to begin upon County Board confirmation and end September 5, 2016 (Recommended by the Executive Committee 4-0)
 - James Davis – Three-year term to begin upon County Board confirmation and end on September 5, 2016 (Recommended by the Executive Committee)
 - Susan Leffelman – Two-year term to begin upon County Board confirmation and end on September 5, 2015 (The Executive Committee considered this item at a special meeting immediately prior to the September 5, 2013 County Board meeting and it was recommended 4-0)
 - Andrew C. Kerwin – Two-year term to begin upon County Board confirmation and end on September 5, 2015 (The Executive Committee considered this item at a special meeting immediately prior to the September 5, 2013 County Board meeting and it was recommended 4-0)

On motion by Supervisor Schaefer, seconded by Supervisor Weber, the appointments to the Land Information Advisory Council and the Transportation Coordinating Committee were approved by voice vote.

Communications and Matters to Be Referred

Chair Russell announced that unless there was a request for an individual communication to be discussed, the Clerk would dispense with the reading of each title and the Chair would direct that all communications be referred or placed on file as indicated on the agenda.

1. Claims Received After Agenda Mailing
2. Claims: a) Notice of Claim received from Geoffrey “Scott” Davel (To be referred to the Executive Committee)
3. Town of Bloomfield Application for Rezone of MB 2600002 Submitted by Daniel and Alexander Gifford (To be referred to the County Zoning Agency)
4. Outagamie County Resolution No. 21—2013-14 – Supporting legislation requiring a county to make a library service payment to each public library in an adjacent county (To be referred to the Executive Committee)
5. Wisconsin Department of Administration Preliminary Estimate of January 1, 2013 Walworth County Population (To be referred to the Executive Committee)
6. Correspondence from the Town of Richmond regarding special assessments and charges (To be referred to the Finance Committee)
7. Correspondence from Kenneth J. Micheloni in regard to approval of a wheelchair accessible van and possible public transportation in Walworth County (To be referred to the Health & Human Services Board)
8. Correspondence from Senator Tim Cullen acknowledging receipt of Walworth County resolutions (To be placed on file)
9. Correspondence from Representative Andy Jorgensen acknowledging receipt of Walworth County resolutions (To be placed on file)
10. Report of the County Clerk Regarding Communications Received by the Board and Recommended to be Placed on File
 - There were none.
11. Report of the County Clerk Regarding Communications Received by the Board After the Agenda Mailing
 - Summons and Complaint – Katelyn Armes, Plaintiff, v. Walworth County Health and Human Services, Defendant – To be referred to the Executive Committee

- Communication received from Wisconsin Department of Administration in regard to Community Development Block Grant Emergency Assistance Program – To be referred to the Executive Committee
 - Communication received from Village of Williams Bay in regard to Settlement of Special Charges and Assessments – To be referred to the Finance Committee
 - Communication received from Wisconsin Department of Health Services in regard to federal Community Mental Health and Substance Abuse Prevention Treatment Block grant – To be referred to the Health & Human Services Board
 - *Walworth County Aging & Disability Resource Center News*, September 2013
12. Report of the County Clerk Regarding Zoning Petitions (To be referred to the County Zoning Agency)
- There were none.

Unfinished Business

New Business

Reports of Standing Committees

County Zoning Agency Report of Proposed Zoning Amendments

1. Jodi A. Buckett/Van Wormer, Section 21, Lafayette Township. Rezone 35 acres of A-1 to 22 acres of A-2 and 13 acres of A-5 – Failed: 3-3 (August 15, 2013 County Zoning Agency Public Hearing)

Supervisor Kilkenny offered a motion, seconded by Supervisor Weber, to concur with the findings of the County Zoning Agency. Motion carried.

Finance Committee

1. Res. No. 46-09/13 – Adopting the Walworth County Library Plan for the Period January 1, 2013 Through December 31, 2014 – *Vote Required: Majority* (Recommended by the Finance Committee 4-0)

On motion by Supervisor Schaefer, seconded by Vice-Chair Grant, **Resolution No. 46-09/13** was approved by voice vote.

Human Resources Committee

1. Ord. No. 799-09/13 – Amending Section 15-810 of the Walworth County Code of Ordinances Relating to Updates to Job Titles – *Vote Required: Majority* (Recommended by the Human Resources Committee 5-0)

On motion by Vice-Chair Grant, seconded by Supervisor Brandl, **Ordinance No. 799-09/13** was approved by voice vote.

Public Works Committee

1. Ord. No. 798-09/13 – Amending Section 16-11 of the Walworth County Code of Ordinances Relating to Alcohol on County-Owned Property – *Vote Required: Majority* (Recommended by the Public Works Committee 5-0)

On motion by Supervisor Stacey, seconded by Supervisor Monroe, **Ordinance No. 798-09/13** was approved by voice vote. Vice-Chair Grant expressed concern of having alcohol on county-owned property. Supervisor Brandl and Vice-Chair Grant requested that their votes be recorded as “No”.

Report of Special Committees

There was none.

Comment Period by Members of the Public Concerning Items Not on the Agenda

There was none.

Chairperson’s Report

Chair Russell announced the dates and times of the upcoming Clean Sweep Program.

Adjournment

On motion by Supervisor Weber, seconded by Supervisor Brandl, the meeting was adjourned at 6:30 p.m.

STATE OF WISCONSIN)
) SS
COUNTY OF WALWORTH)

I, Kimberly S. Bushey, County Clerk in and for the County aforesaid, do hereby certify that the foregoing is a true and correct copy of the proceedings of the County Board of Supervisors for the September 5, 2013 meeting.

(These minutes are not final until approved by the County Board at the next regularly scheduled County Board meeting.)

WILLIAMS BAY BARRETT MEMORIAL LIBRARY BOARD

STATE OF WISCONSIN)
) SS
COUNTY OF WALWORTH)

I, the undersigned Chair of the Walworth County Board of Supervisors, do hereby appoint Edgar "Skip" Mosshamer to the Williams Bay Barrett Memorial Library Board for a three-year term to begin upon County Board confirmation and end on October 8, 2016, or until a successor is named. .

Dated this 8th day of October 2013.

Nancy Russell, Chair
Walworth County Board of Supervisors

Nomination for Committee/Board/Commission Appointment

Committee: Williams Bay Barrett Memorial Library Board

Nominee: Edgar "Skip" Mosshamer

Address: 27 Constance Boulevard

Williams Bay, WI 53191

Submitted by: David Bretl, County Administrator

Authority: Section 59.18, Wisconsin Statutes

Who will the nominee replace? nobody

When did/does the incumbent's current term expire? _____

Was this vacancy advertised? yes

Comment The term will be for three years to begin upon County Board appointment.

Mr. Mosshamer will serve as a County representative pursuant to Section 43.60 of the

Wisconsin Statutes.

Names of individuals who have expressed interest in serving in this position:

For incumbents, committee attendance, if known:

WALWORTH COUNTY
NOTICE OF INTEREST TO SERVE AS A CITIZEN REPRESENTATIVE

Name: Edgar Mossamer

Date: 3/27/13

Mailing Address: 27 Constance Blvd
Williams Bay

Phone: 630.802.1436

I reside in: the Town of _____
 the Village of Williams Bay
 the City of _____

Please consider me for appointment to: Williams Bay Library Board

I am interested in serving as a citizen representative because: Civic institutions
deserve choices of candidates for boards and officers, and
I want to bring my knowledge & experience to local
libraries

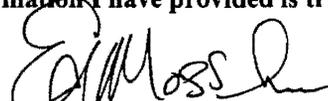
Special skills, experience or qualifications I possess related to this appointment are:

Broad experience with libraries at the local, regional &
state levels (policies, budget, collections, technology, e-books,
Check one of the following: purchased resources, etc.)

I am a resident of Walworth County and reside in the appropriate jurisdiction to serve on the board or commission for which I am applying.

I am not a resident of Walworth County.

I certify that the information I have provided is truthful to the best of my knowledge.


Signature of Applicant

3/27/
Date

RECEIVED

Feel free to attach any additional documentation to this form.

MAR 26 2013

WALWORTH COUNTY ADMINISTRATION

Nomination for Committee/Board/Commission Appointment

Committee: Housing Authority Board of Commissioners

Nominee: Richard Kuchenbecker

Address: N8740 Wilmers Point Lane

East Troy, WI 53120

Submitted by: David Bretl, County Administrator

Authority: Section 59.18, Wisconsin Statutes

Who will the nominee replace? The nominee is the incumbent.

When did/does the incumbent's current term expire? June 30, 2013

Was this vacancy advertised? _____

Comment Housing Authority Board appointments are for five-year terms of service.

The appointment would begin upon County Board confirmation and end on

June 30, 2018. The term will be retroactive to June 30, 2013, the date that

Mr. Kuchenbecker's current term expired.

Names of individuals who have expressed interest in serving in this position:

For incumbents, committee attendance, if known:

WALWORTH COUNTY
NOTICE OF INTEREST TO SERVE AS A CITIZEN REPRESENTATIVE

Name: RICHARD A. KUCHENBECKER Date: 6-25-2013
Mailing Address: N 8740 WILMERS P. LN. Phone: 262-642-5112
EAST TROY, WI. 53120

I reside in: the Town of EAST TROY
 the Village of _____
 the City of _____

Please consider me for appointment to: Walworth County
Housing Authority, Board of Commissioners

I am interested in serving as a citizen representative because: IT IS A POSITION
THAT I HAVE THANKFULLY SERVED FOR OVER 30 YRS.
AND HAVE HELPED GROW TO ASSIST THE NEEDY
RESIDENCES IN OUR COUNTY.

Special skills, experience or qualifications I possess related to this appointment are:

30+ years AS A Commissioner has given me the History
+ Knowledge of The Programs + needs of our Co. Residences.

Check one of the following:

- I am a resident of Walworth County and reside in the appropriate jurisdiction to serve on the board or commission for which I am applying.
 I am not a resident of Walworth County.

I certify that the information I have provided is truthful to the best of my knowledge.

Richard A. Kuchenbecker 6-25-2013
Signature of Applicant Date

Feel free to attach any additional documentation to this form.

Nomination for Committee/Board/Commission Appointment

Committee: Southeastern Wisconsin Regional Planning Commission (SEWRPC)

Nominee: Nancy Russell

Address: 1720 Fairview Drive
Lake Geneva, WI 53147

Submitted by: David Bretl, County Administrator

Authority: Section 59.18, Wisconsin Statutes

Who will the nominee replace? Ms. Russell currently serves on SEWRPC

When did/does the incumbent's current term expire? 9/15/2012

Was this vacancy advertised? _____

Comment Appointment by the County Board would be for an additional six-year term.

Names of individuals who have expressed interest in serving in this position:

For incumbents, committee attendance, if known:

WALWORTH COUNTY
TRANSPORTATION COORDINATING COMMITTEE

STATE OF WISCONSIN)
) SS
COUNTY OF WALWORTH)

I, the undersigned Chair of the Walworth County Board of Supervisors, do hereby appoint Jeni Hallatt to the Transportation Coordinating Committee to serve a three-year term to begin upon County Board confirmation and end on October 8, 2016, or until a successor is named.

Dated this 8th day of October 2013.

Nancy Russell, Chair
Walworth County Board of Supervisors

Nomination for Committee/Board/Commission Appointment

Committee: Walworth County Transportation Coordinating Committee (TCC)

Nominee: Jeni Hallatt

Address: W3211 Lake Forest Ln.
Lake Geneva, WI 53147

Submitted by: David Bretl, County Administrator

Authority: Section 59.18, Wisconsin Statutes

Who will the nominee replace? Nobody. This is a new appointment to the new TCC.

When did/does the incumbent's current term expire? _____

Was this vacancy advertised? yes

Comment Ms, Hallatt's term of appointment would be for three years to begin upon
County Board confirmation. She will be one of two members who represent health care
providers in Walworth County.

Names of individuals who have expressed interest in serving in this position:

For incumbents, committee attendance, if known:

**WALWORTH COUNTY
NOTICE OF INTEREST TO SERVE AS A CITIZEN REPRESENTATIVE**

Name: Jeni Hallatt

Date: 9/6/13

Mailing Address: W3211 Lake Forest Ln

Phone: 262-903-0256

Lake Geneva, WI 5317

I reside in: the Town of Geneva

the Village of _____

the City of _____

Please consider me for appointment to: _____

Walworth County Transportation Coordinating Committee

I am interested in serving as a citizen representative because:

I had the opportunity to participate on the CHIP Steering Committee in 2011 (Walworth Co Community Health Improvement Plan). As we identified that access to medical and dental care was our top two strategic priorities, we determined that transportation in the rural communities could be a great barrier.

Special skills, experience or qualifications I possess related to this appointment are:

Aside from the above, I am the Vice President for Mercy Health System with oversight for Mercy Walworth Hospital and Medical Center and the Mercy Clinics in Walworth County, and have a Master's in Healthcare Administration. I am also an active member of Lake Geneva United Methodist Church.

Check one of the following:

I am a resident of Walworth County and reside in the appropriate jurisdiction to serve on the board or commission for which I am applying.

I am not a resident of Walworth County.

I certify that the information I have provided is truthful to the best of my knowledge.


Signature of Applicant 9-6-13
Date

Nomination for Committee/Board/Commission Appointment

Committee: Walworth County Workforce Development Board (WDB)

Nominees: (see separate attached list)

Address: _____

Submitted by: David Bretl, County Administrator

Authority: Section 59.18, Wisconsin Statutes

Who will the nominee replace? _____

When did/does the incumbent's current term expire? _____

Was this vacancy advertised? _____

Comment Several current WDB members are being recommended for reappointment. In
addition, three new members will be added. Please see the attached letter and member
appointment list from the Workforce Development Board.

Names of individuals who have expressed interest in serving in this position:

For incumbents, committee attendance, if known:

WALWORTH COUNTY WORKFORCE DEVELOPMENT BOARD

WALWORTH COUNTY JOB CENTER
1000 E. CENTRALIA STREET
ELKHORN, WI 53121

1-262-741-5274
FAX 1-262-741-5285
e-mail mblanchard@dwfs.us

7/9/2013

Dear Executive Committee:

Please appoint the attached list to the Walworth County Workforce Development Board. There are no term limits to the appointments. I have attached the appointment forms for the three new Board Members.

Please let me know if you need any further information.

Thank you,

Michelle Blanchard

Walworth County Workforce Development Board

WALWORTH COUNTY WORKFORCE DEVELOPMENT BOARD

WALWORTH COUNTY JOB CENTER
1000 E. CENTRALIA STREET
ELKHORN, WI 53121

1-262-741-5274
FAX 1-262-741-5285
e-mail mblanchard@dwfs.us

Walworth County Workforce Board as of 7/15/2013

Continuing Appointments:

Joe Cardiff

Geneva Lake Development Corporation

725 Pine Tree Lane, Lake Geneva, WI 53147

Grace Eckland

G3, LLC

N2315 Chapin Rd., Lake Geneva, WI 53147

Lisa Furseth

Community Action Rock & Walworth, Inc.

200 W. Milwaukee St. Janesville, WI 53548

Brianna Fox

SER Jobs for Progress

611 W. National Ave., Suite 310, Milwaukee, WI 53204

Michael O'Donnell

Gateway Technical College – Dean

400 County Road H, Elkhorn, WI 53121

Nancy Russell

Walworth County Board Chair, Walworth Government Center

P O Box 1001, Elkhorn, WI 53121

Cindy Simonsen

VIP Services, Inc.

811 E. Geneva St., Elkhorn, WI 53121

Mike Van Den Bosch

Walworth County Economic Development Alliance

1000 E. Centralia St., Elkhorn, WI 53121

Eric Wentz

better by design, LLC

1631 Hobbs Drive, Delavan, WI 53115

New Appointments:

Michelle Blanchard

Dynamic Workforce Solutions (DWFS), f/k/a Kaiser Group, Inc.

1000 E. Centralia St., Elkhorn, WI 53121

Jason Kelly

Exacto, Inc.

200 Old Factory Road, Sharon, WI 53585

Toni White

ResCare, Inc.

8600 Sheridan Road, Kenosha, WI 53143

PUBLIC HEALTH OFFICER
COUNTY OF WALWORTH

STATE OF WISCONSIN)
) SS
COUNTY OF WALWORTH)

I, the undersigned Chair of the Walworth County Board of Supervisors, do hereby
appoint Janis Ellefsen, R.N. as the Public Health Officer.

Dated this 8th day of October 2013.

Nancy Russell, Chair
Walworth County Board of Supervisors

County of Walworth

TOWN OF LAFAYETTE

Office of the Clerk-Treasurer
N6221 Tamarack Court
Elkhorn WI 53121-4009
262.723.4321 F: 262.723.4334
townoflafayette@gmail.com

RECEIVED
WALWORTH COUNTY CLERK
2013 SEP 27 PM 2:00

September 23, 2013

County Zoning Agency
c/o Walworth County Land Use and Resource Management Department
PO Box 1001
Elkhorn, WI 53121

Dear Chair Rick Stacey and committee members:

The Town of LaFayette would like the Committee to consider reviewing descriptions and issues for A-5 zoning. The current description of A-5 is described as small agricultural parcels. What is your definition of a small parcel? Currently, the only size restriction is a minimum of 40,000 sq ft with no maximum.

The Town believes the original intent of A-5 zoning was for rural lots less than 80,000 sq ft. A-5 zoning is now being recommended and approved on parcels much larger. In past history, parcels with acreage that could be further divided were approved only with a conditional use Planned Residential Development (PRD) to control any further division. Most recently, two (2) larger parcels were approved at the County level for A-5 zoning within the Town of LaFayette, but did not include a conditional use PRD; at least one more like application was approved in another town. The Town also has a third such parcel coming to the County soon. Instead...deed restrictions were part of the approval. The issue with granting a deed restriction is that they may control division of the parcel under the current owner, but a deed restriction doesn't follow the property, thereby, opening up the property to future division by new owners.

The Town Board of the Town of LaFayette with the support of the Plan Commission would like the County Zoning Agency to review and reconsider the definition of A-5 lots. The Town recommends that A-5 parcels of more than 5 acres *require a conditional use PRD* to protect against further division. The Town would like to see A-5 parcels of up to 5 acres be approved without this extra requirement; anything within the City of Elkhorn's ETZ/ETP jurisdiction doesn't allow parcels of less than 5 acres, thereby controlling further division.

The Town is aware that should the Agency pursue in-depth discussions of this issue, the other towns in the County would also be a part of the discussion.

The Town Board appreciates your consideration in this matter.

Sincerely,



Daniel D Cooper, Chair
Town of LaFayette Town Board

SEP 26 2013

Daniel Cooper
Chair

Joseph J Pappa
Supervisor I

Judy O'Donell
Supervisor II

Barbara A Fischer
Clerk-Treasurer



RECEIVED
WALWORTH COUNTY CLERK

2013 SEP 27 AM 8: 28

P.O. Box 688
Whitewater, Wisconsin 53190
Phone: 262-473-2200
Mobile: 920-723-3375
director@downtownwhitewater.com
www.downtownwhitewater.com

Executive Director
Tamara Brodnicki

Board President
Dave Saalsaa

Board of Directors
Rob Boostorm
Cameron Clapper
Glenn Gebauer
Joe Jaquess
Nate Parrish
Tyler Sailsbery
Kim Scharine
Roni Telfer
Kristine Zaballos

September 26, 2013

County Clerk
Walworth County
100 West Walworth Street
P.O. Box 1001
Elkhorn, WI 53121

Dear Kimberly,

I would like to request that Downtown Whitewater, Inc. be put on the Monday, October 14, 2013 Executive Committee Agenda to present the success, importance and growth of the Main Street program.

The return of investment with this program has been incredible. The job growth, new businesses, private investment, additional housing and increased property value to name a few.

Having the County help with the continued growth can only add to the success. With the Community Connects program I am hopeful other communities will want to work towards the same goals.

Volunteers spend hundreds and hundreds of hours each year making this program successful. With the cutbacks at the local level we are reaching out to the County so we don't lose this fundamentally sound return on investment to Whitewater and the County.

Thank you in advance for your consideration. If you have any questions or need more information please contact me.

Respectfully,

Tamara Brodnicki
Executive Director
Downtown Whitewater, Inc.



RECEIVED
WALWORTH COUNTY CLERK

2013 SEP 23 AM 9:46

NOTICE OF ENTRY IN THE NATIONAL REGISTER AND/OR STATE REGISTER OF HISTORIC PLACES

Name of property: Downtown Darien Historic District

Location: Bounded by Wisconsin Street and W. Beloit to Fremont Streets,
Darien, Walworth County, Wisconsin

Date of Entry: September 4, 2013

Designation: State Register of Historic Places
 National Register of Historic Places

The property listed above has been entered in the National Register of Historic Places by the Secretary of the Interior, and listed in the State Register of Historic Places by the State Historic Preservation Office.

Accordingly, this property is entitled to the benefits and protections of the National Historic Preservation Act of 1966, as amended and under Chapter 44, Wisconsin Statutes. It will receive limited protection from encroachment by federal or state assisted or licensed projects or state facilities development projects, and may be eligible to apply for matching grants for research, restoration, acquisition, or stabilization. Certain tax incentives are available to depreciable properties listed in the State Register or National Register.

The State Register and National Register programs are administered by the Division of Historic Preservation-Public History of the Wisconsin Historical Society, Michael Stevens, State Historic Preservation Officer. Questions about the State Register and National Register programs in Wisconsin should be addressed to:

Division of Historic Preservation-Public History
Wisconsin Historical Society
816 State Street
Madison, WI 53706
Telephone: 608/264-6501

Collecting, Preserving and Sharing Stories Since 1846

816 State Street Madison, Wisconsin 53706

wisconsinhistory.org

General Government
(262) 279-6039
(262) 279-3545 FAX

W&S Utility Department
(262) 279-5020
(262) 279-0196 FAX



Police Department
(Non-emergency)
(262) 279-3454

Municipal Court
(262) 279-3556

Highway Department
(262) 279-5783

VILLAGE OF BLOOMFIELD
TOWN OF BLOOMFIELD
PO BOX 609, N1100 TOWN HALL ROAD
PELL LAKE, WI 53157
www.bloomfield-wi.us

(262) 279-6039 phone
(262) 279-3545 fax

September 19, 2013

Walworth County Board of Supervisors
c/o Walworth County Clerk
PO Box 1001
Elkhorn, WI 53121

RE: Objection to non-collection of Special Assessments

To whom it may concern:

Please be advised that the Village of Bloomfield and Town of Bloomfield strongly object to the proposal by Walworth County to eliminate collection of delinquent municipal special assessments.

Inasmuch as the lack of state funding and prohibitions from raising the tax levy are already crippling our local municipal budgets, withdrawing special assessment collections by the county may substantially decrease our revenues and increase our costs for collection.

Local municipalities count on the county for these services. We do not have the staff or software to handle mass collections of delinquent special assessments. We cannot foreclose on property to collect. We count on these tax dollars to balance our budgets. Furthermore, we do not nor will we consider a developer agreement that would put the burden on taxpayers via special assessments.

Therefore, the Village of Bloomfield AND Town of Bloomfield strongly urges Walworth County to vote against the county's proposal for non-collection of special assessments.

Please contact me if you should have any further questions.

Sincerely,

Cynthia L. Howard
Village Clerk-Treasurer
Town Clerk, Deputy Town Treasurer

Cc: Village President & Board of Trustees
Town Chairman & Board of Supervisors
Town Treasurer

TOWN of LaGRANGE
Walworth County - State of Wisconsin
P.O. Box 359
Whitewater, Wisconsin 53190

September 19, 2013

Walworth County Board of Supervisors
c/o Walworth County Clerk
P.O.Box 1001
Elkhorn, WI 53121

RE: Special assessments

The Town of LaGrange understands the concerns regarding special assessments for development agreements and other larger special assessments. However, the Town of LaGrange is a rural community and other than the garbage/recycling charges has only two very small, special assessments, the Board respectfully requests that Walworth County continues to allow our special assessments, and that those charges delinquent after January 31 continue to be collected by Walworth County Treasurer and paid in full to the Town with the August settlement.

For the Town Board,

Crystal Hoffmann
Clerk/Treasurer



County Clerk

Kimberly S. Bushey
County Clerk

October 8, 2013 – Walworth County Board Meeting

**Report of the County Clerk Regarding Communications Received by the
Board and Recommended to be Placed on File**

- There were none.

100 W. Walworth
PO Box 1001
Elkhorn, WI 53121
262.741.4241 tel
262.741.4287 fax

REFERRAL AND NOTICE OF PETITION TO
WALWORTH COUNTY ZONING AGENCY, COUNTY SUPERVISORS OF AFFECTED
DISTRICTS AND COUNTY BOARD

WHEREAS the following petitions have been filed with the County Clerk requesting that the County Zoning Ordinance and Shoreland Zoning Ordinance be amended as specified:

REPORT OF PETITIONS REFERRED TO
WALWORTH COUNTY ZONING AGENCY

The undersigned County Clerk hereby reports that the following petitions for rezone of lands in Walworth County as specified were referred to the County Zoning Agency for public hearing:

NAME	TOWN	CHANGE REQUESTED	DATE REFERRED
Mevin Helms & Constance Glatz-Helms	LaGrange Township Tax Parcel H LG-23-4A	Rezone approx. 10.27 acres of A-2 Agricultural District to A-5 Agricultural-Rural Residential District.	October 8 th , 2013
Walter F. (Rick) & Lynn C. Lottig	Linn Township Part of Tax Parcel I L-27-5B	Rezone approx. 4.35 acres of A-1 Prime Agricultural District to A-5 Agricultural-Rural Residential District.	October 8 th , 2013
Reek Elementary School Ryan Southwick, Treasurer of School Board (Applicant)	Linn Township Part of Tax Parcel I L-16-11	Rezone approx. 8.21 acres of C-2 Upland Resource Conservation District to P-1 Park District.	October 8 th , 2013
Justin and Jodi Ehrhardt	Sugar Creek Township Part of Tax Parcel G SC 3400012	Amend the 2035 Land Use Plan Map (approximately 16.05 acres) from (AP) Prime Agricultural Land to 14.73 acres (AG1) Other Agricultural, Rural Residential and 1.32 acres (INRA) Isolated Natural Resource Area land use categories.	October 8 th , 2013
Walworth County Zoning Agency (CZA)	All Townships	Amend Section 74-59/74-186, Section 74-63 / 74-190, Section 74-74/ 74-203 and Section 74-131/ 74-263 of the County Zoning and Shoreland Zoning Ordinances. Amendments will allow conditional use approved modification parking standards in the planned residential and planned mixed commercial residential districts. The amendments would allow modification of the separation distance between parking and through right of ways that include replacement separation by landscape islands and or striping.	October 8 th , 2013

Said petition/s is hereby referred to the County Zoning Agency as the Zoning Agency of this County, which is hereby directed to hold one or more public hearings on the changes proposed in said petition/s, pursuant to Section 59.69(5) (e) Wisconsin Statutes. Copies of said petitions are available for review on the Walworth County Website at (www.co.walworth.wi.us).

Dated this _____ day of _____, 2013.

County Clerk

Cc: County Supervisor Tim Brellenthin
County Supervisor Richard Brandl
County Supervisor Nancy Russell
County Supervisor Tim Schiefelbein

September 19, 2013
September 19, 2013 - expanded

Please include the following County Zoning Agency items on the October 8, 2013, County Board agenda:

Discussion Item:

1. **Zoning Ordinance for Town of Bloomfield.** Town of Bloomfield proposed Ordinance change concerning rezone of portion of MB2600002, Town of Bloomfield, per petition filed with the Town of Bloomfield by Daniel and Alexander Gifford.

Vote 7 – 0 at the September 19, 2013 Zoning Agency Public Hearing to forward the Town of Bloomfield rezone to the Walworth County Board.

Rezoning:

1. **Citizens Bank of Mukwonago** – Douglas R. Bruins/President, Section 1, Lafayette Township. Rezone 3.07 acres of land from the B-5 Planned Commercial-Recreational Business District to the A-5 Agricultural Rural Residential District to bring an existing residence into compliance with the County Zoning Code. Tax Parcel KA2300-1.

Approved 7 – 0 at the September 19, 2013, Zoning Agency public hearing.

Conformance with County Land Use Plan: The Walworth County 2035 Land Use Plan identifies this area as the Urban Density Residential District (less than five acres per dwelling). The rezone area is in the Urban Density Residential Land Use Category which would make the rezone to the A-5 zone district consistent with the Land Use Plan.

ORDINANCE NO. 800 – 10/13

AMENDING SECTION 2-454 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO RECORD RETENTION

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

1 **PART I: That Section 2-454 of the Walworth County Code of Ordinances is hereby**
 2 **amended to read as follows (additions shown by underline; deletions shown by strike-**
 3 **through):**
 4

5 **“Sec. 2-454. Retention schedule.**
 6

Type of record	Retention time	Authority	Wisconsin Historical Society Notification
<i>County clerk:</i>			
(33) Registration and poll lists	Registration and poll lists created at a nonpartisan primary or for any election may be destroyed 2 years <u>22 months</u> after the primary or election at which they were created and registration and poll lists created at a partisan primary or election may be destroyed 4 years after the primary or election at which they were created	Wis. Stats. § 7.23(1)(e)	Waived

7
 8 **PART II: This Ordinance shall become effective upon passage.**
 9

10 **PASSED and ADOPTED** by the Walworth County Board of Supervisors this 8th day of October
 11 2013.
 12
 13

14 _____
 15 Nancy Russell
 16 County Board Chair

 Kimberly S. Bushey
 Attest: County Clerk

17
 18 **County Board Meeting Date:** October 8, 2013
 19

20 Action Required: _____ Majority Vote X 2/3 Vote _____ Other

Policy and Fiscal Note is attached.
 Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

David A. Bretl 9/18/13
 David A. Bretl Date
 County Administrator/Corporation Counsel

Nicole Andersen 9/19/13
 Nicole Andersen Date
 Deputy County Administrator - Finance

If unsigned, exceptions shall be so noted by the County Administrator.

Ordinance No. 800 – 10/13
Fiscal Note and Policy Impact Statement

- I. Title:** Amending Section 2-454 of the Walworth County Code of Ordinances Relating to Record Retention
- II. Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to update the retention schedule with respect to the length of time that registration and poll lists are retained. This updates the Code to reflect changes in State law.
- III. Is this a budgeted item and what is its fiscal impact:** Passage of this ordinance will have no fiscal impact on the County budget.
- IV. Referred to the following standing committee(s) for consideration and date of referral:**

Committee: Executive

Date: September 16, 2013

Vote: 4 - 0

County Board Meeting Date: October 8, 2013

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

 9/18/13

Date
David A. Bretl
County Administrator/Corporation Counsel

 9/19/13

Date
Nicole Andersen
Deputy County Administrator - Finance

ORDINANCE NO. 801 – 10/13

AMENDING SECTION 2-235 OF THE WALWORTH COUNTY CODE OF ORDINANCES
RELATING TO TRANSPORTATION COORDINATING COMMITTEE APPOINTMENT
TERMS

1 **PART I: Section 2-235 of the Walworth County Code of Ordinances is hereby amended to**
2 **read as follows:**

3
4 **“Sec. 2-235. Transportation coordinating committee.**

- 5
6 (a) *Creation.* There is hereby created a transportation coordinating committee for the
7 coordination of the county’s specialized transportation.
8
9 (b) *Membership.* The transportation coordinating committee members shall be
10 nominated by the county administrator and confirmed by the county board. Members
11 shall represent the following:
12
13 (1) County board chairperson and chairperson of the County Health and Human Services
14 Board.
15
16 (2) One member from the County Aging and Disability Resource Center Board.
17
18 (3) One member from the Department of Health and Human Services.
19
20 (4) Two members who represent transportation providers – public, proprietary and non-
21 profit.
22
23 (5) One advocate for elderly and disabled citizens.
24
25 (6) One advocate for consumers.
26
27 (7) Two members who represent health care providers in Walworth County.
28
29 (c) *Duties.* The duties of the transportation coordinating committee are as follows:
30
31 (1) Monitor the expenditures of transportation funds being expended on transportation
32 services for the elderly and disabled in the service area;
33
34 (2) Review passenger transportation plans for the service area;
35
36 (3) Review and comment on county aid applications under Wis. Stats. § 85.21;
37
38 (4) Review and comment on capital assistance applications under Wis. Stats. § 85.22;
39
40 (5) Act as an informational resource for local transportation providers regarding the
41 requirements of the Americans with Disabilities Act of 1990, 42 USC 12101 et seq.; and,
42

1 (6) Act on requests by local public bodies to be designated as coordinators of
2 transportation services for elderly and disabled persons for the purpose of becoming eligible for
3 assistance under the federal sec. 5310 program.”

4
5 (d) Appointment terms. Members listed in (b) (2) through (7) shall serve three-year
6 terms.

7
8 **PART II:** That this ordinance shall become effective upon passage and publication.”

9
10 **PASSED and ADOPTED** by the Walworth County Board of Supervisors this 8th day of October
11 2013.

12
13
14
15 _____
16 Nancy Russell
17 County Board Chair

15 _____
16 Kimberly S. Bushey
17 Attest: County Clerk

18 County Board Meeting Date: October 8, 2013

19 Action Required: Majority Vote _____ Two-thirds Vote X Other _____

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

David A. Bretl 9-19-13
Date
County Administrator/Corporation Counsel

Nicole Andersen 9/19/13
Date
Deputy County Administrator - Finance

If unsigned, exceptions shall be so noted by the County Administrator.

Resolution No. 47 - 10/13
Recognizing Virginia Hall for Her Contribution to the History of
Walworth County Departments Volume II

1 Moved/Sponsored by: Executive Committee

2

3 **WHEREAS**, Virginia Hall assisted the County Clerk's office in researching the history of the
4 county's offices, buildings and locations for the History of Walworth County Departments
5 Volume II; and,

6

7 **WHEREAS**, Ms. Hall spent numerous hours in the conference room of the County Clerk's
8 office wearing white gloves to protect rare County records while scouring over proceedings
9 books from the 1800s; and,

10

11 **WHEREAS**, over a period of several weeks, Ms. Hall generously volunteered her time,
12 researching the County Board proceedings; and,

13

14 **WHEREAS**, from her research, Ms. Hall provided a detailed history of County offices,
15 buildings and locations, spanning from 1839 to 1962.

16

17 **NOW, THEREFORE, BE IT RESOLVED** that the Walworth County Board of Supervisors
18 does hereby recognize and commend Virginia Hall for the many hours she volunteered in
19 researching the history of Walworth County offices, buildings and locations.

20

21 **BE IT FURTHER RESOLVED** that the Board thanks Virginia Hall for her contribution to the
22 History of Walworth County Departments Volume II.

23

24

25

26

27 _____
Nancy Russell
28 County Board Chair

Kimberly S. Bushey
County Clerk

29

30 County Board Meeting Date: October 8, 2013

31

32 Action Required: Majority Vote X Two-thirds Vote _____ Other _____

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

	
9-19-13	9/19/13
_____ Date	_____ Date
David A. Bretl County Administrator/Corporation Counsel	Nicole Andersen Deputy County Administrator - Finance

If unsigned, exceptions shall be so noted by the County Administrator.

Policy and Fiscal Note
Resolution No. 47 - 10/13

- I. **Title:** Recognizing Virginia Hall for Her Contribution to the History of Walworth County Departments Volume II

- II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to recognize Virginia Hall for her research and generous contribution to the History of Walworth County Departments Volume II.

- III. **Budget and Fiscal Impact:** Adoption of this resolution will not have any fiscal impact on the County budget.

- IV. **Referred to the following standing committees for consideration and date of referral:**

Committee: Executive

Meeting Date: September 16, 2013

Vote: 5 - 0

County Board Meeting Date: October 8, 2013

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

David A. Bretl 9-19-13
Date
County Administrator/Corporation Counsel

Nicole Andersen 9/19/13
Date
Deputy County Administrator – Finance

If unsigned, exceptions shall be so noted by the County Administrator.

ORDINANCE NO. 802 – 10/13

AMENDING SECTION 62-104 AND CREATING SECTIONS 62-105 AND 62-106 OF
THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO TAX
INCREMENTAL FINANCING DISTRICTS

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS
FOLLOWS:

1 **PART I: That Section 62-104 of the Walworth County Code of Ordinances is hereby**
2 **amended to read as follows (additions shown by underline; deletions shown by strike-**
3 **through):**

4
5 **“Sec. 62-104. Considerations in approving TIDs or amendment thereto.**

6
7 The county representative shall consider the following criteria before voting to create or
8 amend any TID or to approve project costs for any area that is outside of a TID's boundaries.

- 9
10 (1) Does the TID effectuate the purposes set forth in state law, to wit:
- 11 a. Whether the development expected in the TID would occur without the
 - 12 use of tax incremental financing.
 - 13
 - 14 b. Whether the expected economic benefits of the TID, as measured by
 - 15 increased employment, business and personal income and property value,
 - 16 are insufficient to compensate for the cost of the improvements.
 - 17
 - 18 c. Whether the expected benefits of the proposal outweigh the anticipated tax
 - 19 increments to be paid by the owners of the property in the overlying taxing
 - 20 districts.
 - 21
 - 22
- 23 (2) Has the entity creating or amending the TID kept the county and state apprised of
- 24 activities of the proposed TID or TIDs? ~~by timely filing~~
- 25
 - 26 a. Have all relevant reports and statements as well as an annual report in the
 - 27 format set forth in the state TIF Manual been provided to the county?
 - 28
 - 29 b. Have required audit reports, including the 30% audit report, been provided
 - 30 to the county?
 - 31
 - 32 c. Have current project and will future project updates be shared upon
 - 33 request of any joint review board member or overlying district
 - 34 representative throughout the life of the TID?
 - 35
- 36 (3) Does the TID project plan contain enough information to permit an informed
- 37 decision to be made, and does the plan describe projects, costs, and timetables

1 with sufficient specificity to allow the county to reasonably evaluate future
2 implementation of the plan for consistency and conformity to the plan. The
3 county's representative shall ensure he or she has been provided with the
4 following information:
5

- 6 a. The specific items that constitute the project costs: the total dollar amount,
7 and the total amount of tax increments.
- 8
- 9 b. The total value increment and the date to be terminated.
- 10
- 11 c. The reasons why the project costs may not or should not be paid solely by
12 the TID taxpayers.
- 13
- 14 d. The share of projected tax increments from each overlying taxing district.
- 15
- 16 e. The benefits that the overlying jurisdictions will receive.
- 17
- 18 f. A copy of the plan commission and board/council TID resolutions.
- 19
- 20 g. Copies of planning documents and public record.

21
22 (4) Does the project plan adhere to all of Section 66.1105 of the Wisconsin Statutes
23 related to appropriate use of TIDs?
24

25 (5) Does the project plan include a provision of assessing significant special
26 assessments and:
27

- 28 a. Whether special assessments will be assessed prior to completion of said
29 project or construction and do not contain a provision to collect contingent
30 upon a later event or goal.
- 31
- 32 b. Whether the entities involved in receiving special assessments are
33 financially capable and agreeable to project terms and special assessments
34 prior to the start of the project.
- 35

36 (6) Does the TID project plan clearly state all projects and cost estimates that intend
37 to be included as part of the TID expenditures at the time of creation or
38 amendment?
39

40 (7) Has the county been provided with meeting notices in a manner timely enough to
41 allow sufficient time, as that term is defined in 62-103(c)(4), to permit the
42 county's representative to make an informed decision? Has the creating entity
43 provided requested information in advance of JRB meetings? Is sufficient time
44 available for the JRB to meet between the JRB organizational meeting and the
45 Plan Commission meeting scheduled for approval of the project plan? The JRB

1 should be provided with additional meeting opportunities to indicate any concerns
2 they may want to have addressed in the project plan.

- 3
- 4 (8) Is the project plan, amended project plan or proposal to expand funds outside of
5 the district boundaries limited in scope to specific projects and specific project
6 costs, and does it provide for further amendment and reconvening of the joint
7 review board in the event there is a significant change in projects or costs?
8 Projects' estimated costs, including contingency, shall not be exceeded in total
9 without additional approval of the Joint Review Board.
- 10
- 11 (9) Are administrative costs attributable to the TID reasonable? Are proposed
12 administrative costs provided with sufficient detail and justification within the
13 project plan rather than a lump sum amount? Overstating such costs has the effect
14 of requiring taxpayers outside of the TID to support general governmental
15 operations of the creating municipality.
- 16
- 17 (10) Does the TID depend upon the success of a single business?
- 18
- 19 (11) Does the TID include projects that should properly be paid for by local taxpayers,
20 such as construction of a municipal building?
- 21
- 22 (12) Have developer agreements been shared with all overlying districts? Have
23 overlying districts specifically affected been given an opportunity for feedback
24 prior to final approval?
- 25
- 26 (13) If special assessments or changes are contemplated, is there a lawful basis for
27 them? Do special assessments and charges inequitably shift risks of the project to
28 taxpayers outside of the TID?"
- 29

30 **PART II: That Section 62-105 of the Walworth County Code of Ordinances is hereby**
31 **created to read as follows:**

32

33 **"Sec. 62-105. Prohibited TID Provisions.**

34

35 (a) The County's appointee is empowered to exercise discretion in voting on TID
36 matters. The County's appointee, however, may not approve any TID provision that would
37 require the County to forfeit or delegate its oversight responsibility. Such provisions include, but
38 are not limited to, delegating to the creating entity the following powers, absent additional
39 approvals by the JRB:

- 40
- 41 (1) Exceeding or allocating estimated project costs by greater than 15% on
42 any one project line;
- 43
- 44 (2) Exceeding total estimated project costs;
- 45

1 (3) Undertaking projects that are not specifically described in the project plan
2 or the costs of which are not specifically described.
3

4 (b) Receiving accurate information and having the ability to vote on changes to the
5 plan during the life of the TID is integral to the County's responsibility to its taxpayers. The
6 County's appointee, therefore, may not approve any TID or amendment thereto that:
7

8 (1) Fails to maintain the JRB as a standing board during the life of the TID;
9

10 (2) Does not explicitly require that an annual financial report be provided to
11 JRB members describing detailed expenditures by individual project line
12 item for the year ended and from the date of creation, including a
13 comparison to the project plan's estimated cost."
14

15 **PART III: That Section 62-106 of the Walworth County Code of Ordinances is hereby**
16 **created to read as follows:**
17

18 **"Sec. 62-106. Communication to other joint review board members.**
19

20 (1) Provided there is sufficient time, the county's appointee to the JRB shall analyze a
21 proposed new or amended TID according to the factors set forth in Section 62-
22 104 and Section 62-102(5) and communicate to the municipality, which has
23 proposed to create or amend said TID, the results of that analysis. The
24 correspondence shall contain the statement contained in (2) and a copy of said
25 analysis shall be provided to each taxing district that is or will be a member of the
26 JRB.
27

28 (2) The analysis prepared in (1) shall contain the following statement: "When used
29 appropriately, tax incremental financing can create valuable development that
30 would not otherwise take place. When used inappropriately, tax incremental
31 financing can cause the needless expenditure of tax dollars and require taxpayers
32 outside of the TID to support costs that should properly be paid by the
33 municipality creating the TID. In (year), the equalized value of TIDs throughout
34 the County was (amount). Because taxes generated by property in TIDs are not
35 available to support the costs of other taxing jurisdictions, such as schools, the
36 technical college system and the County, it is imperative that all partners to the
37 TID carefully scrutinize the creation of, and amendments to, TIDs.
38

39 The Walworth County Board of Supervisors has directed that its appointee to the
40 JRB analyze the proposed TID or amendment in accordance with County
41 ordinances and furnish you with a report of that analysis."
42

43 **PART IV: The ordinance shall be effective upon passage and publication.**
44

45 **PASSED and ADOPTED** by the Walworth County Board of Supervisors this 8th day of October
46 2013.

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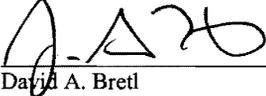
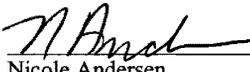
Nancy Russell
County Board Chair

Kimberly S. Bushey
Attest: County Clerk

County Board Meeting Date: October 8, 2013

Action Required: Majority Vote X Two-thirds Vote _____ Other _____

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

 _____ David A. Bretl County Administrator/Corporation Counsel	<u>9/24/13</u> Date	 _____ Nicole Andersen Deputy County Administrator - Finance	<u>9/25/13</u> Date
--	------------------------	---	------------------------

If unsigned, exceptions shall be so noted by the County Administrator.

Ordinance No. 802 - 10/13
Fiscal Note and Policy Impact Statement

- I. **Title:** Amending Section 62-104 and Creating Sections 62-105 and 62-106 of the Walworth County Code of Ordinances Relating to Tax Incremental Financing Districts
- II. **Purpose and Policy Impact Statement:** The purpose of this ordinance is to provide direction to the County's joint review board representative to review TID information. This ordinance also provides formal written expectations for municipalities to review and understand the County's expectations when creating or amending a project plan.
- III. **Is this a budgeted item and what is its fiscal impact:** Passage of this ordinance will have no fiscal impact on the county budget.
- IV. **Referred to the following standing committee(s) for consideration and date of referral:**

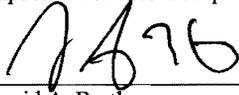
Committee: Finance

Date: September 19, 2013

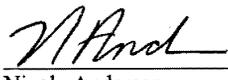
Vote: 5 – 0

County Board Meeting Date: October 8, 2013

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.

 9/24/13

Date
David A. Bretl
County Administrator/Corporation Counsel

 9/25/13

Date
Nicole Andersen
Deputy County Administrator - Finance

ORDINANCE NO. 803 – 10/13

AMENDING SECTIONS 30-457 THROUGH 30-464 OF THE WALWORTH COUNTY
CODE OF ORDINANCES RELATING TO VOLUNTEER MEAL AND MILEAGE
EXPENSE REIMBURSEMENT

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

1 PART I: That the title of Section 30-457 of the Walworth County Code of Ordinances is
2 hereby amended to read as follows:

3
4 “Sec. 30-457. Employee and elected official meal expense reimbursement.”

5
6 PART II: That a new Section 30-458 of the Walworth County Code of Ordinances is
7 hereby created and existing Sections 30-458 through 30-464 are renumbered to read as
8 follows:

9
10 “Sec. 30-458. Volunteer expense reimbursement.

- 11
12 (a) *Meals.* Individuals actively volunteering on behalf of the Health and Human Services
13 Transportation Program may be reimbursed for meal expenses and gratuities (not to
14 exceed 20% of the bill), at the flat rate as specified in the chart below or the receipt
15 amount, whichever is less. Receipts will be required for all meals for which
16 reimbursement is requested. Reimbursements shall be effective for both in county and
17 out-of-county work. Meal reimbursements shall be considered taxable income, pursuant
18 to the Internal Revenue Service (IRS) standards.
19

Meal	Criteria	Rate
Breakfast	Begin work before 7:00 a.m., with a minimum of 4 work hours	\$7.00
Lunch	Begin work before 10:00 a.m. & conclude work after 2:00 p.m., with a minimum of 4 work hours	\$11.00
Dinner	Begin work before 4:00 p.m. & conclude work after 8:00 p.m., with a minimum of 4 work hours	\$16.00

- 20
21 (b) *Mileage.* All volunteers shall be reimbursed for mileage at the existing IRS mileage
22 reimbursement rate. Of that rate, 14 cents will be considered tax exempt for volunteer
23 purposes and the remaining amount will be will be considered taxable, pursuant to IRS
24 rates established for miles driven in service of charitable organizations.
25

26 **Sec. 30-458459. Lodging expense.**

27
28 **Sec. 30-459460. Registration fees.**

29
30 **Sec. 30-460461. Miscellaneous expenses.**
31

1 **Sec. 30-461462. Requests for prepayment.**

2

3 **Sec. 30-462463. Claims for reimbursement.**

4

5 **Sec. 30-463464. Appeals.**

6

7 **Secs. 30-464465–30-470. Reserved.”**

8

9 **BE IT ORDAINED** by the Walworth County Board of Supervisors that this Ordinance shall
10 become effective upon passage and publication.

11

12 **PASSED and ADOPTED** by the Walworth County Board of Supervisors this 8th day of October,
13 2013.

14

15

16

17

18 _____
19 Nancy Russell
20 County Board Chair

Kimberly S. Bushey
Attest: County Clerk

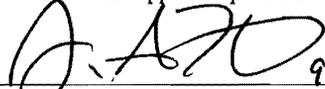
21

County Board Meeting Date: October 8, 2013

Action Required: Majority Vote X Two-thirds Vote _____ Other _____

Policy and Fiscal Note is attached.

Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

 9/27/13
Date
David A. Bretl
County Administrator/Corporation Counsel

 9/30/13
Date
Nicole Andersen
Deputy County Administrator - Finance

If unsigned, exceptions shall be so noted by the County Administrator.

ORDINANCE NO. 805 – 10/13

CREATING SECTION 30-157 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO PURCHASE AND USE OF GIFT CARDS

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

1 **PART I: That Section 30-157 of the Walworth County Code of Ordinances is hereby**
2 **created to read as follows:**

3
4 **“Sec. 30-157. Purchase and Use of Gift Cards.**

5
6 (a) County staff may purchase gift cards for the following purposes:

7
8 (1) Incentives for various programs which are not funded by County levy and are
9 specifically allowable by the funding source, such as a grant or reimbursement
10 from fees collected for the program. This would include programs such as
11 Independent Living, Get Moving! Program, 4-H recognition events, and Ignition
12 Interlock Device (IID) surcharge fees for Operating While Intoxicated (OWI)
13 Court.

14
15 (2) Donations, awards, and fundraiser related activities when supported by these
16 funding sources.

17
18 (3) The following levy funded programs:

- 19
20 a) Functional Family Therapy as incentives to attend programs;
21 b) Health and Human Services crisis intervention related issues for
22 immediate medical/food/fuel cost needs to avert a crisis;
23 c) Veterans Services for vehicle fuel costs for veterans in financial distress;
24 d) Health and Human Services children and family services division related
25 to issues for immediate medical/food/clothing/diaper/fuel needs to ensure
26 child and family safety or to help families with reunification efforts.

27
28 (b) Gift cards shall be purchased for Walworth County purposes only and should not be
29 purchased on behalf of other organizations.

30
31 (c) The deputy county administrator-finance shall create and maintain procedures and
32 controls for the safeguarding of gift cards.”

33
34 **BE IT ORDAINED** by the Walworth County Board of Supervisors that this Ordinance shall
35 become effective upon passage and publication.
36

1 **PASSED and ADOPTED** by the Walworth County Board of Supervisors this 8th day of October
2 2013.

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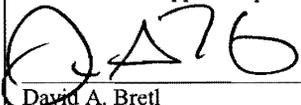
Nancy Russell
County Board Chair

Kimberly S. Bushey
Attest: County Clerk

County Board Meeting Date: October 8, 2013

Action Required: Majority Vote X Two-thirds Vote _____ Other _____

Policy and Fiscal Note is attached.
 Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

 _____ David A. Bretl County Administrator/Corporation Counsel	9/24/13 _____ Date	 _____ Nicole Andersen Deputy County Administrator - Finance	9/25/13 _____ Date
--	--------------------------	---	--------------------------

If unsigned, exceptions shall be so noted by the County Administrator.

Ordinance No. 805 - 10/13
Fiscal Note and Policy Impact Statement

I. **Title:** Creating Section 30-157 of the Walworth County Code of Ordinances Relating to Purchase and Use of Gift Cards

II. **Purpose and Policy Impact Statement:** Departments currently distribute gift cards as part of various programs. This ordinance creates a list of the allowable purposes for which gift cards may be distributed for program needs.

Gift cards have similar properties to cash and therefore need to have a higher level of controls placed upon their purchase and distribution. The ordinance authorizes the deputy county administrator-finance to create policies to safeguard gift cards and the distribution process.

III. **Is this a budgeted item and what is its fiscal impact:** There is no fiscal impact change. Gift cards will continue to be purchased out of current program budgets as authorized in this ordinance.

IV. **Referred to the following standing committee(s) for consideration and date of referral:**

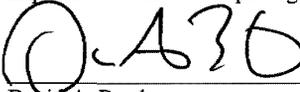
Committee: Finance

Date: September 19, 2013

Vote: 5 – 0

County Board Meeting Date: October 8, 2013

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.

 9/24/13
David A. Bretl Date
County Administrator/Corporation Counsel

 9/25/13
Nicole Andersen Date
Deputy County Administrator - Finance

ORDINANCE NO. 807 – 10/13

AMENDING SECTION 15-808 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO PERSONAL LIABILITY

1 THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS
2 FOLLOWS:

3
4 PART I: That Section 15-808 of the Walworth County Code of Ordinances is hereby
5 amended to read as follows (additions shown by underline; deletions shown by strike-
6 through):

7
8 “Sec. 15-808. Personal liability; scope of employment; certain defense costs.

9
10 (a) ~~Employees acting within the scope of their employment shall be protected by the~~
11 ~~county and be free of any personal liability in carrying out the duties of their position.~~ If the
12 defendant in any action or special proceeding is a public officer who is proceeded against in an
13 official capacity or is proceeded against as an individual because of any acts committed while
14 carrying out duties as an officer or employee, and the jury or the court finds that the defendant
15 was acting within the scope of employment, the county shall follow provisions set forth in
16 895.46 Wis. Stats.

17
18 (b) ~~Subject to the rules of the county board, the county administrator may authorize~~
19 ~~the payment of all reasonable expenses which an officer or employee necessarily expends to~~
20 ~~defend himself or herself as to a personal liability growing out of the performance of official~~
21 ~~duties. This authorization does not extend to criminal charges filed against the employee.~~ If any
22 protected services officer incurs attorney fees in connection with a criminal proceeding under
23 Chapters 967 to 979 of the Wisconsin Statutes, the county shall follow provisions set forth in
24 Sec. 895.35(2) Wis. Stats.

25
26 (c) The county administrator shall promulgate administrative procedures consistent
27 with state law, which procedures shall be followed by employees in order to receive protections
28 set forth in Secs. 895.46 and 895.32(2) Wis. Stats.”

29
30 PART II: This ordinance shall become effective upon passage and publication.

31
32 PASSED and ADOPTED by the Walworth County Board of Supervisors this 8th day of
33 October, 2013.

34
35
36
37
38 _____
39 Nancy Russell
County Board Chair

38 _____
Kimberly S. Bushey
Attest: County Clerk

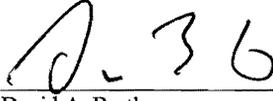
1 **County Board Meeting Date:** October 8, 2013

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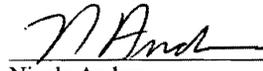
3 Action Required: Majority Vote X Two-thirds Vote _____ Other _____

Policy and Fiscal Note is attached.

Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

 9/27/13
Date

David A. Bretl
County Administrator/Corporation Counsel

 9/30/13
Date

Nicole Andersen
Deputy County Administrator-Finance

If unsigned, exceptions shall be so noted by the County Administrator.

Ordinance No. 807-10/13
Fiscal Note and Policy Impact Statement

- I. Title:** Amending Section 15-808 of the Walworth County Code of Ordinances Relating to Personal Liability
- II. Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to revise current ordinances pertaining to indemnification and defense of county employees.
- III. Is this a budgeted item and what is its fiscal impact:** Passage of this ordinance imposes no additional fiscal responsibility upon the county beyond the obligations it currently has under state law.
- IV. Referred to the following standing committee(s) for consideration and date of referral:**

Committee: Human Resources Committee

Date: September 18, 2013

Vote: 5 – 0

County Board Meeting Date: October 8, 2013

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.


Date 9/27/13
David A. Bretl
County Administrator/Corporation Counsel


Date 9/30/13
Nicole Andersen
Deputy County Administrator-Finance

Resolution No. 49 - 10/13
Approving an Affirmative Action Plan for Walworth County for Plan Year July 1, 2013 to June 30, 2015

1 Moved/Sponsored by: Human Resources Committee

2

3 **BE IT RESOLVED** by the Walworth County Board of Supervisors that the affirmative action
4 plan attached hereto be and the same is hereby approved.

5

6

7

8

9

10 _____
11 Nancy Russell
12 County Board Chair

Kimberly S. Bushey
County Clerk

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14

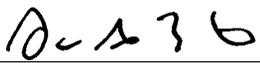
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Action Required: Majority X Two-thirds _____ Other _____

County Board Meeting Date: October 8, 2013

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

 _____ David A. Bretl County Administrator/Corporation Counsel	Date <u>9/30/13</u>	 _____ Nicole Andersen Deputy County Administrator - Finance	Date <u>9/30/13</u>
--	------------------------	---	------------------------

If unsigned, exceptions shall be so noted by the County Administrator.

Policy and Fiscal Note
Resolution No. 49 - 10/13

I. Title: Approving an Affirmative Action Plan for Walworth County for Plan Year July 1, 2013 to June 30, 2015

II. Purpose and Policy Impact Statement: The purpose of this resolution is to approve the attached affirmative action plan. Adoption of a plan is required for many grants used by the County.

III. Budget and Fiscal Impact: Funds are included in the budget to implement the provisions of this plan.

IV. Referred to the following standing committees for consideration and date of referral:

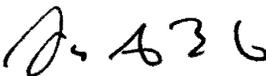
Committee: Human Resources

Meeting Date: September 18, 2013

Vote: 5 – 0

County Board Meeting Date: October 8, 2013

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.



David A. Bretl
County Administrator/Corporation Counsel

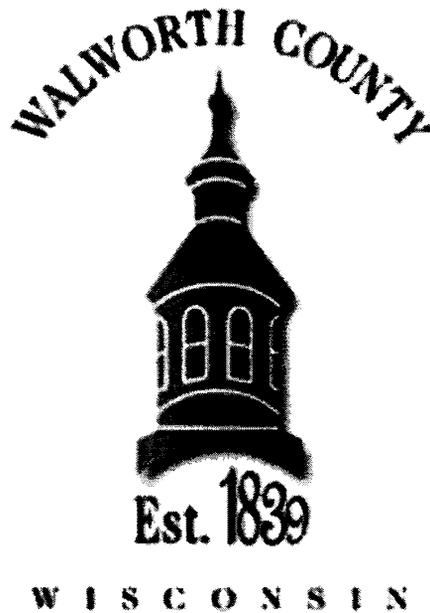
9/30/13
Date



Nicole Andersen
Deputy County Administrator - Finance

9/30/13
Date

Affirmative Action Plan



of

Walworth County, Wisconsin

For Plan Year

July 1, 2013 to June 30, 2015

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Introduction

Walworth County, located in southeastern Wisconsin, was created in 1838. The County Board is comprised of 11 members, serving two-year terms. In addition to monthly meetings of the full board, there are monthly meetings of the committees responsible for oversight of 18 departments.

The County Administrator is responsible for coordinating the administrative and management functions of county government, acts as the chief administrative officer of the county, and ensures the observance and enforcement of all county ordinances and policies by all county officials and department heads.

Each department head is responsible for the day-to-day management of their department. Department leadership includes seven elected positions.

Walworth County employs over 1000 employees in regular and casual positions. Regular full-time and part-time employees are regularly scheduled to work each week. Casual or limited term employees are scheduled to work on an intermittent basis for special projects or to replace regular employees who are absent from work. Approximately 24% of regular employees are represented by labor unions.

Unions that represent County employees are:

- Deputy Sheriffs Association
- Health & Human Service Professional Employees Association
- Lakeland Education Association (affiliated with WEA - Wisconsin Education Association)

Policy Statements

General Statement

It is the policy of the Walworth County Board of Supervisors to be fair and equitable in all its relations with its employees and applicants for employment without regard to age (40 and over), race, creed, color, handicap/disability, marital status, sex/gender, national origin, ancestry, sexual orientation, arrest/conviction record, military service/veteran status, genetic information, religion, use or nonuse of lawful products off the employer's premises during nonworking hours or other protected status.

The Walworth County Board of Supervisors continues to be committed to the concept of equal employment opportunity as a necessary element of basic merit system principles that all persons shall be afforded equal access to positions in the public service limited only by their ability to do the job. Equal opportunity can best be affected through definitive programmed affirmative action. If progress towards achieving equal employment opportunity is to be made, every County citizen and employee must realize that policies to remove inequalities cannot be merely passive. Positive steps must be taken to remove conditions that could result in unlawful employment discrimination.

The major emphasis of this affirmative action plan is to continue to remove artificial employment practices that could operate disadvantageously for an identifiable protected group of persons and to apply good faith efforts to seek out, employ, train and promote under-represented protected group members within and into the County's workforce. The County Board of Supervisors believes that an effective affirmative action program not only benefits those who could have been denied equal employment opportunity, but also will benefit Walworth County.

The Walworth County Board of Supervisors, through adoption of this affirmative action plan, commits the County and all its operating departments to a results-oriented personnel program aimed at achieving equal employment opportunity in all occupational levels of the County service.

Affirmative Action Dissemination

Walworth County has established various channels of communication to ensure that employees and the community are aware of the company's positive posture relative to equal employment opportunity and affirmative action.

Internal Dissemination

The affirmative action policy is stated as part of Walworth County's Code of Ordinances and is covered in the Equal Employment Opportunity division of the Human Resources Chapter. (Chapter 15, Article II, Division I, Sections 15-31 to 15-36).

- A. Department Heads and first line supervisors will be periodically informed by:
 - Written communication from the County Administrator and Equal Employment Opportunity (EEO) Coordinator.
 - Discussion of processes and strategies to encourage the diversity of the applicant pool during each recruitment.
 - Discussion of the program at Department Head meetings keying in on individual responsibilities and review progress when appropriate.
 - Orientation sessions for new Department Heads and supervisory personnel to explain intent of policy and individual responsibility for effective implementation of the plan, including the requirements of State and Federal regulations concerning affirmative action, equal employment opportunity and non-discrimination in service delivery.
- B. All Department Heads and supervisory personnel will be informed that their performance on affirmative action goals and will be reviewed along with other criteria in evaluation for overall performance, including promotions and merit increases. Inadequate cooperation or obstruction of the program will be considered a serious matter. Such continuing conduct may be grounds for disciplinary action.
- C. All employees will be informed of the County's policy on Equal Employment Opportunity and the affirmative action program through such means as:
 - Presentation and discussion of the program for all new hires during initial orientation and at training programs dealing with County employment practices such as

performance evaluation workshops, supervisory skills training and cross-cultural awareness seminars.

- Such sessions will serve to: communicate to employees the seriousness of the County's commitment; to explain program goals; and clarify any misunderstandings by employees who may fear loss of employment or opportunities. Employees will be informed of their responsibility to adhere strictly to non-discriminatory practices in relation to other employees, recipients of services and the public.
- D. Discrimination clauses will be addressed through county-wide ordinances.
- E. Equal employment opportunity and the affirmative action policy will be posted on County job postings and website. All job postings are emailed to employees with county email.
- F. Elements of the affirmative action program that will enable employees to know of and avail themselves of the benefits of the program will be communicated to them.
- G. The Affirmative Action Plan is available online for review by any employee.

External Dissemination

- A. All recruitment advertisements and the county website will carry the notice "Equal Opportunity Employer".
- B. State job service and appropriate recruiting sources will be informed in writing that we are an Equal Employment Opportunity Employer.
- C. Applicants for employment and recipients of county services shall be advised of their right to file discrimination complaints of reasonable accommodation.
- D. The Equal Employment Opportunity (EEO) Coordinator and Human Resources will disseminate employment information, seek and counsel prospects, provide information on the affirmative action program and in general ensure that every possible contact is made which can be judged to assist the affirmative action effort.
- E. The County shall not enter into any contract in the knowledge or belief that the contractor will discriminate on prohibited grounds in employment.
- F. The Affirmative Action Plan is available online for review by any member of the public.

Implementation of Policy

The Walworth County Board of Supervisors has the ultimate responsibility for ensuring that equal employment opportunity and affirmative action receive the high level of priority that is due this activity.

Donna M. McIntyre, HR Specialist, has been designated the Equal Employment Opportunity (EEO) Coordinator of the County and has the full support of the board in carrying out these duties.

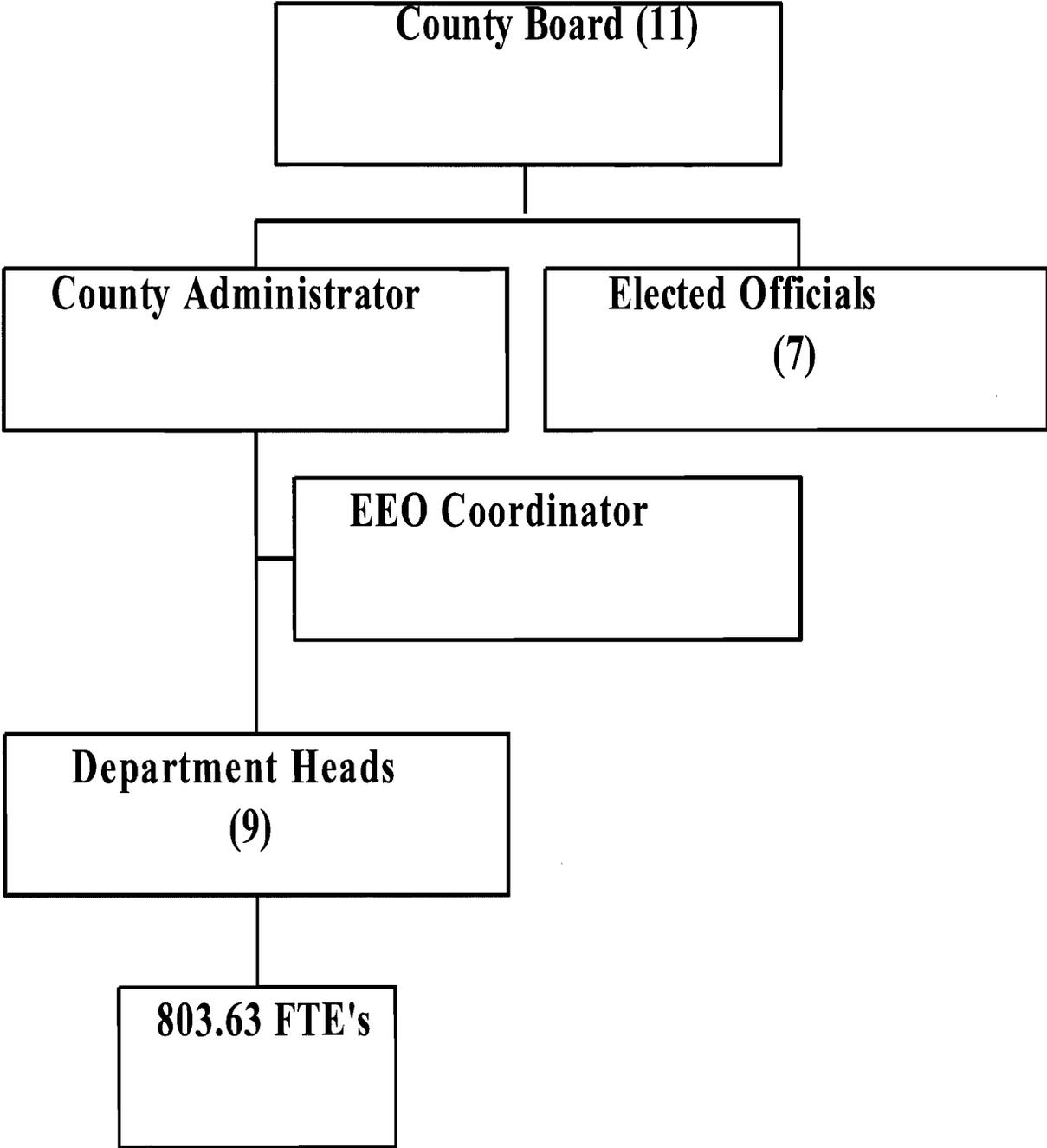
Walworth County's philosophy and policy on equal employment opportunity and affirmative action is set out in an ordinance.

To implement this policy, the following activities are carried out:

- Keeping management up-to-date concerning new developments in the EEO field.
- Providing technical assistance in response to questions and concerns of employees and supervisors and, as needed, acting as liaison with appropriate agencies.
- Coordinating investigations and making recommendations concerning any allegations of discrimination, both internally and in connection with enforcement agencies.
- Conducting periodic audits and holding regular discussions with supervisors and managers to ensure that county policy is being implemented.
- Encouraging involvement with minority and women's organizations and community action groups.
- Ongoing research and development of applicant sources to facilitate the recruitment of diverse candidates.
- Assisting in the identification of problem areas through the review of policies, recruitment procedures, screening methods, promotional systems, and conducting periodic utilization studies.
- Reporting to the Walworth County Board of Supervisors on AA efforts as requested.

Utilization Analysis

Table of Organization



Workforce Analysis

Walworth County (Geographic) Population 2012-2013

(Source:<http://worknet.wisconsin.gov/worknet/downloads.aspx?menuselection=da&pgm=Affirmative%20Action>)

Gender

Male	51,334	50.34%
Female	50,632	49.66%

Race

White	90,097	88.36%
Black	706	.69%
Hispanic	9,070	8.9%
Asian	893	.88%
American Indian & Alaskan	152	.15%
Hawaiian & Pacific Islander & Other	64	.06%
Two or More Races	895	.88%

Walworth County (Geographic) Labor Force 2012-2013

(Source:<http://worknet.wisconsin.gov/worknet/downloads.aspx?menuselection=da&pgm=Affirmative%20Action>)

Gender

Male	30,677	53.35%
Female	26,829	46.65%

Race

White	51,737	89.97%
Black	458	.80%
Hispanic	4,364	7.59%
Asian	498	.87%
American Indian & Alaskan	72	.13%
Hawaiian & Pacific Islander & Other	48	.08%
Two or More Races	282	.49%

Walworth County Employees as of 06/12/2013

Gender

Male	328	31.5%
Female	713	68.5%

Race

White	1003	96.35%
Black	7	.67%
Hispanic	21	2.02%
American Indian	1	.10%
Asian, Pacific Islander & Other	8	.77%
Unknown	1	.10%

Definitions of Comparable Data Used

(All data is from the US Census Bureau, Census 2000 special tabulation)

Walworth County (Geographic) Occupational Distribution – This data covers the population of geographic Walworth County. This data was used as the comparative data for all occupations where recruitment efforts are concentrated within geographic Walworth County. These occupations include:

- Technicians
- Protective Service: Non-Sworn
- Administrative Support
- Skilled Craft
- Service Maintenance

Wisconsin (Statewide) Occupational Distribution – This data covers the population of the entire state of Wisconsin. This data was used as the comparative data for all occupations where recruitment efforts are concentrated within the entire State of Wisconsin. These occupations include:

- Officials and Administrators
- Protective Service: Sworn

Regional Occupational Distribution – This data covers the population of nine counties (Washington, Walworth, Ozaukee, Waukesha, Milwaukee, Racine, Kenosha, Rock and Jefferson) within Southern Wisconsin. This data was used as the comparative data for all occupations where recruitment efforts are concentrated within this specific region. These occupations include:

- Professionals

Walworth County (Geographic) Occupational Distribution 2000

(Source: US Census Bureau, Census 2000 special tabulation)

Occupation	Sex	Total		White non-Hispanic		Hispanic		Black non-Hispanic		Asian non-Hispanic		AIAN non-Hispanic		Other/No Race Indicated	
Officials and Managers	Male	4103	62.76%	3995	61.10%	65	0.99%	15	0.23%	10	0.15%	4	0.06%	14	0.21%
Officials and Managers	Female	2435	37.24%	2310	35.33%	105	1.61%	4	0.06%	4	0.06%	4	0.06%	8	0.12%
	Total	6538	100.00%	6305	96.44%	170	2.60%	19	0.29%	14	0.21%	8	0.12%	22	0.34%
Professional	Male	3221	40.96%	3035	38.60%	70	0.89%	20	0.25%	80	1.02%	4	0.05%	12	0.15%
Professional	Female	4642	59.04%	4465	56.78%	85	1.08%	4	0.05%	45	0.57%	10	0.13%	33	0.42%
	Total	7863	100.00%	7500	95.38%	155	1.97%	24	0.31%	125	1.59%	14	0.18%	45	0.57%
Technicians	Male	388	38.57%	370	36.78%	10	0.99%	4	0.40%	4	0.40%	0	0.00%	0	0.00%
Technicians	Female	618	61.43%	590	58.65%	10	0.99%	0	0.00%	10	0.99%	4	0.40%	4	0.40%
	Total	1006	100.00%	960	95.43%	20	1.99%	4	0.40%	14	1.39%	4	0.40%	4	0.40%
Protective Service: Sworn	Male	398	80.73%	390	79.11%	0	0.00%	4	0.81%	0	0.00%	4	0.81%	0	0.00%
Protective Service: Sworn	Female	95	19.27%	95	19.27%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	493	100.00%	485	98.38%	0	0.00%	4	0.81%	0	0.00%	4	0.81%	0	0.00%
Protective Service: Non-Sworn	Male	64	51.61%	60	48.39%	4	3.23%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Protective Service: Non-Sworn	Female	60	48.39%	60	48.39%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	124	100.00%	120	96.77%	4	3.23%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Administrative Support	Male	3432	29.78%	3190	27.68%	175	1.52%	30	0.26%	4	0.03%	4	0.03%	29	0.25%
Administrative Support	Female	8094	70.22%	7840	68.02%	110	0.95%	100	0.87%	10	0.09%	20	0.17%	14	0.12%
	Total	11526	100.00%	11030	95.70%	285	2.47%	130	1.13%	14	0.12%	24	0.21%	43	0.37%
Skilled Craft	Male	5332	91.62%	5100	87.63%	190	3.26%	10	0.17%	10	0.17%	10	0.17%	12	0.21%
Skilled Craft	Female	488	8.38%	430	7.39%	50	0.86%	0	0.00%	0	0.00%	0	0.00%	8	0.14%
	Total	5820	100.00%	5530	95.02%	240	4.12%	10	0.17%	10	0.17%	10	0.17%	20	0.34%
Service Maintenance	Male	10577	57.66%	9130	49.77%	1225	6.68%	85	0.46%	40	0.22%	50	0.27%	47	0.26%
Service Maintenance	Female	7768	42.34%	7075	38.57%	510	2.78%	55	0.30%	60	0.33%	50	0.27%	18	0.10%
	Total	18345	100.00%	16205	88.33%	1735	9.46%	140	0.76%	100	0.55%	100	0.55%	65	0.35%
	Male	27515	53.21%	25270	48.86%	1739	3.36%	168	0.32%	148	0.29%	76	0.15%	114	0.22%
	Female	24200	46.79%	22865	44.21%	870	1.68%	163	0.32%	129	0.25%	88	0.17%	85	0.16%
	Total	51715	100.00%	48135	93.08%	2609	5.04%	331	0.64%	277	0.54%	164	0.32%	58	0.38%

Wisconsin (Statewide) Occupational Distribution 2000

(Source: US Census Bureau, Census 2000 special tabulation)

<u>Occupation</u>	<u>Sex</u>	<u>Total</u>		<u>White non-Hispanic</u>		<u>Hispanic</u>		<u>Black non-Hispanic</u>		<u>Asian non-Hispanic</u>		<u>AIAN non-Hispanic</u>		<u>Other/No Race Indicated</u>	
		Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Officials and Managers	Male	232685	61.42%	222480	58.72%	2620	0.69%	3750	0.99%	1790	0.47%	785	0.21%	1260	0.33%
Officials and Managers	Female	146185	38.58%	136145	35.93%	2195	0.58%	4535	1.20%	1210	0.32%	1045	0.28%	1055	0.28%
	Total	378870	100.00%	358625	94.66%	4815	1.27%	8285	2.19%	3000	0.79%	1830	0.48%	2315	0.61%
Protective Service: Sworn	Male	30724	82.24%	26925	72.07%	845	2.26%	1895	5.07%	130	0.35%	650	1.74%	279	0.75%
Protective Service: Sworn	Female	6633	17.76%	5360	14.35%	255	0.68%	750	2.01%	10	0.03%	180	0.48%	78	0.21%
	Total	37357	100.00%	32285	86.42%	1100	2.94%	2645	7.08%	140	0.37%	830	2.22%	357	0.96%

Regional Occupational Distribution (Professionals) 2000

(Source: US Census Bureau, Census 2000 special tabulation)

Occupation	Sex	Total	White non-Hispanic		Hispanic		Black non-Hispanic		Asian non-Hispanic		AIAN non-Hispanic		Other/No Race Indicated		
			Count	%	Count	%	Count	%	Count	%	Count	%	Count	%	
Washington County	Male	4979	45.94%	4862	44.86%	28	0.26%	24	0.22%	43	0.40%	10	0.09%	0	0.00%
	Female	5859	54.06%	5795	53.47%	16	0.15%	0	0.00%	16	0.15%	28	0.26%	4	0.04%
	Total	10838	100.00%	10657	98.33%	44	0.41%	24	0.22%	59	0.54%	38	0.35%	4	0.04%
Walworth County	Male	3202	40.75%	3027	38.52%	61	0.78%	16	0.20%	75	0.95%	8	0.10%	4	0.05%
	Female	4656	59.25%	4468	56.86%	84	1.07%	12	0.15%	56	0.71%	26	0.33%	10	0.13%
	Total	7858	100.00%	7495	95.38%	145	1.85%	28	0.36%	131	1.67%	34	0.43%	14	0.18%
Ozaukee County	Male	4892	47.22%	4700	45.36%	36	0.35%	47	0.45%	103	0.99%	8	0.08%	0	0.00%
	Female	5469	52.78%	5277	50.93%	24	0.23%	104	1.00%	42	0.41%	22	0.21%	0	0.00%
	Total	10361	100.00%	9977	96.29%	60	0.58%	151	1.46%	145	1.40%	30	0.29%	0	0.00%
Waukesha County	Male	21074	46.84%	19811	44.03%	198	0.44%	102	0.23%	815	1.81%	76	0.17%	32	0.07%
	Female	23919	53.16%	22886	50.87%	262	0.58%	125	0.28%	494	1.10%	88	0.20%	64	0.14%
	Total	44993	100.00%	42697	94.90%	460	1.02%	227	0.50%	1309	2.91%	164	0.36%	96	0.21%
Milwaukee County	Male	38704	44.45%	32209	36.99%	1151	1.32%	2850	3.27%	2009	2.31%	188	0.22%	192	0.22%
	Female	48360	55.55%	38438	44.15%	1865	2.14%	6444	7.40%	1103	1.27%	310	0.36%	200	0.23%
	Total	87064	100.00%	70647	81.14%	3016	3.46%	9294	10.67%	3112	3.57%	498	0.57%	392	0.45%
Racine County	Male	6402	41.00%	5820	37.27%	228	1.46%	189	1.21%	156	1.00%	22	0.14%	18	0.12%
	Female	9213	59.00%	8448	54.10%	182	1.17%	469	3.00%	66	0.42%	16	0.10%	32	0.20%
	Total	15615	100.00%	14268	91.37%	410	2.63%	658	4.21%	222	1.42%	38	0.24%	50	0.32%
Kenosha County	Male	4949	42.68%	4548	39.22%	115	0.99%	111	0.96%	117	1.01%	32	0.28%	34	0.29%
	Female	6647	57.32%	6075	52.39%	196	1.69%	174	1.50%	121	1.04%	41	0.35%	40	0.34%
	Total	11596	100.00%	10623	91.61%	311	2.68%	285	2.46%	238	2.05%	73	0.63%	74	0.64%
Rock County	Male	3960	38.49%	3687	35.84%	32	0.31%	102	0.99%	77	0.75%	31	0.30%	14	0.14%
	Female	6328	61.51%	5968	58.01%	127	1.23%	135	1.31%	56	0.54%	24	0.23%	18	0.17%
	Total	10288	100.00%	9655	93.85%	159	1.55%	237	2.30%	133	1.29%	55	0.53%	32	0.31%
Jefferson County	Male	2060	39.44%	2011	38.50%	16	0.31%	33	0.63%	30	0.57%	4	0.08%	0	0.00%
	Female	3163	60.56%	3119	59.72%	24	0.46%	4	0.08%	8	0.15%	4	0.08%	4	0.08%
	Total	5223	100.00%	5130	98.22%	40	0.77%	37	0.71%	38	0.73%	8	0.15%	4	0.08%
Professional	Male	90222	44.26%	80675	39.58%	1865	1.03%	3474	1.71%	3425	1.89%	379	0.19%	294	0.14%
Professional	Female	113614	55.74%	100474	49.29%	2780	1.53%	7467	3.66%	1962	1.08%	559	0.27%	372	0.19%
		203836	100.00%	181149	88.87%	4645	2.56%	10941	5.37%	5387	2.97%	938	0.46%	666	0.33%

Occupation	Sex	Total	White non-Hispanic	Hispanic	Black non-Hispanic	Asian non-Hispanic	AIAN non-Hispanic	No Race Indicated
Walworth County (Geographic) Occupational Distribution 2000								
Administrative Support	Male	3432 29.78%	3190 27.68%	175 1.52%	30 0.26%	4 0.03%	4 0.03%	29 0.25%
Administrative Support	Female	8094 70.22%	7840 68.02%	110 0.95%	100 0.87%	10 0.09%	20 0.17%	14 0.12%
	Total	11526 100.00%	11030 95.70%	285 2.47%	130 1.13%	14 0.12%	24 0.21%	43 0.37%

Applicants 7-1-2011 to 6-30-2012								
Administrative Support	Male	102 13.03%	88 11.24%	11 1.40%	2 0.26%	0 0.00%	0 0.00%	1 0.13%
Administrative Support	Female	681 86.97%	527 67.31%	30 3.83%	8 1.02%	2 0.26%	5 0.64%	9 1.15%
	Total	783 100.00%	615 78.54%	41 5.24%	10 1.28%	2 0.26%	5 0.64%	10 1.28%

Applicants 7-1-2012 to 4-30-2013								
Administrative Support	Male	92 12.60%	76 10.41%	6 0.82%	3 0.41%	1 0.14%	1 0.14%	5 0.68%
Administrative Support	Female	638 87.40%	591 80.96%	20 2.74%	10 1.37%	5 0.68%	1 0.14%	11 1.51%
	Total	730 100.00%	667 91.37%	26 3.56%	13 1.78%	6 0.82%	2 0.27%	16 2.19%

New Hires 7-1-2011 to 6-30-2012								
Administrative Support	Male	3 12.50%	2 8.33%	1 4.17%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Administrative Support	Female	21 87.50%	20 83.33%	1 4.17%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Total	24 100.00%	22 91.67%	2 8.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%

New Hires 7-1-2012 to 4-30-2013								
Administrative Support	Male	2 12.50%	2 12.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Administrative Support	Female	14 87.50%	14 87.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Total	16 100.00%	16 100.00%	0 0.00%				

Promotions 7-1-2011 to 6-30-2012								
Administrative Support	Male	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Administrative Support	Female	8 100.00%	8 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Total	8 100.00%	8 100.00%	0 0.00%				

Promotions 7-1-2012 to 4-30-2013								
Administrative Support	Male	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Administrative Support	Female	3 100.00%	3 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Total	3 100.00%	3 100.00%	0 0.00%				

Demotions 7-1-2011 to 6-30-2012								
Administrative Support	Male	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Administrative Support	Female	3 100.00%	3 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Total	3 100.00%	3 100.00%	0 0.00%				

Demotions 7-1-2012 to 4-30-2013 No Demotions

<u>Occupation</u>	<u>Sex</u>	<u>Total</u>		<u>White non-Hispanic</u>		<u>Hispanic</u>		<u>Black non-Hispanic</u>		<u>Asian non-Hispanic</u>		<u>AIAN non-Hispanic</u>		<u>No Race Indicated</u>	
Wisconsin (Statewide) Occupational Distribution 2000															
Officials and Managers	Male	232685	61.42%	222480	58.72%	2620	0.69%	3750	0.99%	1790	0.47%	785	0.21%	1260	0.33%
Officials and Managers	Female	146185	38.58%	136145	35.93%	2195	0.58%	4535	1.20%	1210	0.32%	1045	0.28%	1055	0.28%
	Total	378870	100.00%	358625	94.66%	4815	1.27%	8285	2.19%	3000	0.79%	1830	0.48%	2315	0.61%

Applicants 7-1-2011 to 6-30-2012

Officials and Managers	Male	31	86.11%	29	80.56%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	5.56%
Officials and Managers	Female	5	13.89%	5	13.89%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	36	100.00%	34	94.44%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	5.56%

Applicants 7-1-2012 to 4-30-2013 No New Positions Posted

New Hires 7-1-2011 to 6-30-2012 No New Hires

New Hires 7-1-2012 to 4-30-2013

Officials and Managers	Male	1	100.00%	1	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Officials and Managers	Female	0	0.00%	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	1	100.00%	1	100.00%	0	0.00%								

Promotions 7-1-2011 to 6-30-2012

Officials and Managers	Male	1	100.00%	1	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Officials and Managers	Female	0	0.00%	0	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	1	100.00%	1	100.00%	0	0.00%								

Promotions 7-1-2012 to 4-30-2013 No Promotions

Demotions 7-1-2011 to 6-30-2012 No Demotions

Demotions 7-1-2012 to 4-30-2013 No Demotions

<u>Occupation</u>	<u>Sex</u>	<u>Total</u>	<u>White non-Hispanic</u>	<u>Hispanic</u>	<u>Black non-Hispanic</u>	<u>Asian non-Hispanic</u>	<u>AIAN non-Hispanic</u>	<u>No Race Indicated</u>							
Regional Occupational Distribution 2000															
Professional	Male	90222	44.26%	80675	39.58%	1865	0.91%	3474	1.70%	3425	1.68%	379	0.19%	294	0.14%
Professional	Female	113614	55.74%	100474	49.29%	2780	1.36%	7467	3.66%	1962	0.96%	559	0.27%	372	0.18%
	Total	203836	100.00%	181149	88.87%	4645	2.28%	10941	5.37%	5387	2.64%	938	0.46%	666	0.33%
Applicants 7-1-2011 to 6-30-2012															
Professional	Male	108	19.15%	95	16.84%	4	0.71%	3	0.53%	5	0.89%	0	0.00%	1	0.18%
Professional	Female	456	80.85%	401	71.10%	14	2.48%	12	2.13%	3	0.53%	12	2.13%	14	2.48%
	Total	564	100.00%	496	87.94%	18	3.19%	15	2.66%	8	1.42%	12	2.13%	15	2.66%
Applicants 7-1-2012 to 4-30-2013															
Professional	Male	101	21.72%	85	18.28%	4	0.86%	10	2.15%	1	0.22%	0	0.00%	1	0.22%
Professional	Female	364	78.28%	317	68.17%	19	4.09%	16	3.44%	2	0.43%	8	1.72%	2	0.43%
	Total	465	100.00%	402	86.45%	23	4.95%	26	5.59%	3	0.65%	8	1.72%	3	0.65%
New Hires 7-1-2011 to 6-30-2012															
Professional	Male	1	4.00%	1	4.17%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Professional	Female	24	96.00%	23	92.00%	1	4.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	25	100.00%	24	96.17%	1	4.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
New Hires 7-1-2012 to 4-30-2013															
Professional	Male	3	16.67%	3	16.67%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Professional	Female	15	83.33%	15	83.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	18	100.00%	18	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Promotions 7-1-2011 to 6-30-2012															
Professional	Male	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Professional	Female	6	100.00%	5	83.33%	1	16.67%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	6	100.00%	5	83.33%	1	16.67%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Promotions 7-1-2012 to 4-30-2013															
Professional	Male	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Professional	Female	3	100.00%	3	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	3	100.00%	3	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Demotions 7-1-2011 to 6-30-2012															
Professional	Male	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Professional	Female	1	100.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	1	100.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Demotions 7-1-2012 to 4-30-2013															
No Demotions															

Occupation	Sex	Total	White non-Hispanic	Hispanic	Black non-Hispanic	Asian non-Hispanic	AIAN non-Hispanic	No Race Indicated	Or Other
Walworth County (Geographic) Occupational Distribution 2000									
Technicians	Male	388 38.57%	370 36.78%	10 0.99%	4 0.40%	4 0.40%	0 0.00%	0 0.00%	
Technicians	Female	618 61.43%	590 58.65%	10 0.99%	0 0.00%	10 0.99%	4 0.40%	4 0.40%	
	Total	1006 100.00%	960 95.43%	20 1.99%	4 0.40%	14 1.39%	4 0.40%	4 0.40%	
Applicants 7-1-2011 to 6-30-2012									
Technicians	Male	1 2.38%	1 2.38%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Technicians	Female	41 97.62%	41 97.62%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
	Total	42 100.00%	42 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Applicants 7-1-2012 to 4-30-2013									
Technicians	Male	26 23.42%	23 20.72%	1 0.90%	1 0.90%	1 0.90%	0 0.00%	0 0.00%	
Technicians	Female	85 76.58%	77 69.37%	2 1.80%	2 1.80%	4 3.60%	0 0.00%	0 0.00%	
	Total	111 100.00%	100 90.09%	3 2.70%	3 2.70%	5 4.50%	0 0.00%	0 0.00%	
New Hires 7-1-2011 to 6-30-2012									
Technicians	Male	1 25.00%	1 25.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Technicians	Female	3 75.00%	3 75.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
	Total	4 100.00%	4 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
New Hires 7-1-2012 to 4-30-2013									
Technicians	Male	2 11.11%	2 11.11%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Technicians	Female	16 88.89%	16 88.89%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
	Total	18 100.00%	18 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Promotions 7-1-2011 to 6-30-2012									
Technicians	Male	1 100.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Technicians	Female	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
	Total	1 100.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Promotions 7-1-2012 to 4-30-2013 No Promotions									
Demotions 7-1-2011 to 6-30-2012									
Technicians	Male	1 100.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Technicians	Female	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
	Total	1 100.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
Demotions 7-1-2012 to 4-30-2013 No Demotions									

Occupation	Sex	Total	White non-Hispanic	Hispanic	Black non-Hispanic	Asian non-Hispanic	AIAN non-Hispanic	No Race Indicated
Wisconsin (Statewide) Occupational Distribution 2000								
Protective Service: Sworn	Male	30724 82.24%	26925 72.07%	845 2.26%	1895 5.07%	130 0.35%	650 1.74%	279 0.75%
Protective Service: Sworn	Female	6633 17.76%	5360 14.35%	255 0.68%	750 2.01%	10 0.03%	180 0.48%	78 0.21%
	Total	37357 100.00%	32285 86.42%	1100 2.94%	2645 7.08%	140 0.37%	830 2.22%	357 0.96%
Applicants 7-1-2011 to 6-30-2012								
Protective Service: Sworn	Male	276 88.18%	253 80.83%	7 2.24%	6 1.92%	2 0.64%	3 0.96%	5 1.60%
Protective Service: Sworn	Female	37 11.82%	36 11.50%	0 0.00%	1 0.32%	0 0.00%	0 0.00%	0 0.00%
	Total	313 100.00%	289 92.33%	7 2.24%	7 2.24%	2 0.64%	3 0.96%	5 1.60%
Applicants 7-1-2012 to 4-30-2013								
Protective Service: Sworn	Male	309 91.69%	281 83.38%	8 2.37%	6 1.78%	3 0.89%	5 1.48%	6 1.78%
Protective Service: Sworn	Female	28 8.31%	25 7.42%	0 0.00%	0 0.00%	0 0.00%	2 0.59%	1 0.30%
	Total	337 100.00%	306 90.80%	8 2.37%	6 1.78%	3 0.89%	7 2.08%	7 2.08%
New Hires 7-1-2011 to 6-30-2012								
Protective Service: Sworn	Male	8 100.00%	7 87.50%	1 12.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Protective Service: Sworn	Female	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Total	8 100.00%	7 87.50%	1 12.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
New Hires 7-1-2012 to 4-30-2013								
Protective Service: Sworn	Male	3 100.00%	2 66.67%	1 33.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Protective Service: Sworn	Female	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Total	3 100.00%	2 66.67%	1 33.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Promotions 7-1-2011 to 6-30-2012								
Protective Service: Sworn	Male	1 100.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Protective Service: Sworn	Female	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Total	1 100.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Promotions 7-1-2012 to 4-30-2013								
Protective Service: Sworn	Male	1 100.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Protective Service: Sworn	Female	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Total	1 100.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Demotions 7-1-2011 to 6-30-2012			No Demotions					
Demotions 7-1-2012 to 4-30-2013			No Demotions					

Occupation	Sex	Total	White non-Hispanic	Hispanic	Black non-Hispanic	Asian non-Hispanic	AIAN non-Hispanic	No Race Indicated
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Walworth County (Geographic) Occupational Distribution 2000

Protective Service: Non-Sworn	Male	64	51.61%	60	48.39%	4	3.23%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Protective Service: Non-Sworn	Female	60	48.39%	60	48.39%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	124	100.00%	120	96.77%	4	3.23%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

Applicants 7-1-2011 to 6-30-2012

Protective Service: Non-Sworn	Male	139	66.19%	116	55.24%	9	4.29%	8	3.81%	2	0.95%	4	1.90%	0	0.00%
Protective Service: Non-Sworn	Female	71	33.81%	65	30.95%	2	0.95%	1	0.48%	0	0.00%	3	1.43%	0	0.00%
	Total	210	100.00%	181	86.19%	11	5.24%	9	4.29%	2	0.95%	7	3.33%	0	0.00%

Applicants 7-1-2012 to 4-30-2013

Protective Service: Non-Sworn	Male	2	100.00%	2	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Protective Service: Non-Sworn	Female	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	2	100.00%	2	100.00%	0	0.00%								

New Hires 7-1-2011 to 6-30-2012

No New Hires

New Hires 7-1-2012 to 4-30-2013

Protective Service: Non-Sworn	Male	1	50.00%	1	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Protective Service: Non-Sworn	Female	1	50.00%	1	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	2	100.00%	2	100.00%	0	0.00%								

Promotions 7-1-2011 to 6-30-2012

Protective Service: Non-Sworn	Male	3	100.00%	3	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Protective Service: Non-Sworn	Female	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	3	100.00%	3	100.00%	0	0.00%								

Promotions 7-1-2012 to 4-30-2013

No Promotions

Demotions 7-1-2011 to 6-30-2012

No Demotions

Demotions 7-1-2012 to 4-30-2013

No Demotions

Occupation	Sex	Total		White non-Hispanic		Hispanic		Black non-Hispanic		Asian non-Hispanic		AIAN non-Hispanic		No Race Indicated	
Walworth County (Geographic) Occupational Distribution 2000															
Skilled Craft	Male	5332	91.62%	5100	87.63%	190	3.26%	10	0.17%	10	0.17%	10	0.17%	12	0.21%
Skilled Craft	Female	488	8.38%	430	7.39%	50	0.86%	0	0.00%	0	0.00%	0	0.00%	8	0.14%
	Total	5820	100.00%	5530	95.02%	240	4.12%	10	0.17%	10	0.17%	10	0.17%	20	0.34%

Applicants 7-1-2011 to 6-30-2012

Skilled Craft	Male	2	50.00%	2	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Skilled Craft	Female	2	50.00%	2	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	4	100.00%	4	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

Applicants 7-1-2012 to 4-30-2013

Skilled Craft	Male	22	100.00%	21	95.45%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	4.55%
Skilled Craft	Female	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	22	100.00%	21	95.45%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	4.55%

New Hires 7-1-2011 to 6-30-2012

No New Hires

New Hires 7-1-2012 to 4-30-2013

Skilled Craft	Male	1	100.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Skilled Craft	Female	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	1	100.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

Promotions 7-1-2011 to 6-30-2012

Skilled Craft	Male	1	100.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Skilled Craft	Female	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	1	100.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

Promotions 7-1-2012 to 4-30-2013

No Promotions

Demotions 7-1-2011 to 6-30-2012

No Demotions

Demotions 7-1-2012 to 4-30-2013

No Demotions

<u>Occupation</u>	<u>Sex</u>	<u>Total</u>	<u>White non-Hispanic</u>	<u>Hispanic</u>	<u>Black non-Hispanic</u>	<u>Asian non-Hispanic</u>	<u>AIAN non-Hispanic</u>	<u>No Race Indicated</u>							
Walworth County (Geographic) Occupational Distribution 2000															
Service Maintenance	Male	10577	57.66%	9130	49.77%	1225	6.68%	85	0.46%	40	0.22%	50	0.27%	47	0.26%
Service Maintenance	Female	7768	42.34%	7075	38.57%	510	2.78%	55	0.30%	60	0.33%	50	0.27%	18	0.10%
	Total	18345	100.00%	16205	88.33%	1735	9.46%	140	0.76%	100	0.55%	100	0.55%	65	0.35%
Applicants 7-1-2011 to 6-30-2012															
Service Maintenance	Male	112	15.30%	88	12.02%	15	2.05%	6	0.82%	1	0.14%	0	0.00%	2	0.27%
Service Maintenance	Female	620	84.70%	574	78.42%	18	2.46%	21	2.87%	1	0.14%	3	0.41%	3	0.41%
	Total	732	100.00%	662	90.44%	33	4.51%	27	3.69%	2	0.27%	3	0.41%	5	0.68%
Applicants 7-1-2012 to 4-30-2013															
Service Maintenance	Male	293	48.83%	273	45.50%	11	1.83%	3	0.50%	0	0.00%	6	1.00%	0	0.00%
Service Maintenance	Female	307	51.17%	270	45.00%	13	2.17%	13	2.17%	1	0.17%	2	0.33%	8	1.33%
	Total	600	100.00%	543	90.50%	24	4.00%	16	2.67%	1	0.17%	8	1.33%	8	1.33%
New Hires 7-1-2011 to 6-30-2012															
Service Maintenance	Male	14	43.75%	12	37.50%	2	6.25%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Service Maintenance	Female	18	56.25%	16	50.00%	0	0.00%	2	6.25%	0	0.00%	0	0.00%	0	0.00%
	Total	32	100.00%	28	87.50%	2	6.25%	2	6.25%	0	0.00%	0	0.00%	0	0.00%
New Hires 7-1-2012 to 4-30-2013															
Service Maintenance	Male	19	31.15%	19	31.15%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Service Maintenance	Female	42	68.85%	38	62.30%	1	1.64%	2	3.28%	1	1.64%	0	0.00%	0	0.00%
	Total	61	100.00%	57	93.44%	1	1.64%	2	3.28%	1	1.64%	0	0.00%	0	0.00%
Promotions 7-1-2011 to 6-30-2012															
Service Maintenance	Male	4	57.14%	3	42.86%	1	14.29%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Service Maintenance	Female	3	42.86%	3	42.86%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	7	100.00%	6	85.71%	1	14.29%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Promotions 7-1-2012 to 4-30-2013															
Service Maintenance	Male	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Service Maintenance	Female	1	100.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Total	1	100.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Demotions 7-1-2011 to 6-30-2012									No Demotions						
Demotions 7-1-2012 to 4-30-2013									No Demotions						

Underutilization Analysis Findings For Period 07/01/2011 – 04/30/2013

Overview

Indicative of the county's continued efforts in having an inclusive recruitment process and workplace, the number of employees that self-identify as non-white has remained constant or increased in every category except one. In the Black category, the number of employees has decreased by one individual. The most significant change has been the increase in the number of Hispanic individuals hired over the last plan period.

Affirmative action efforts will continue to be focused on those areas that continue to show underutilization compared to the geographic labor force availability. The only area currently showing significant overall underutilization is in the Hispanic category. It shows a 5.57% shortfall. It is important to note that this figure is down from 6.10%.

Improvement will continue to be difficult due to limited hiring opportunities. County population has decreased during the previous plan period by approximately 73 individuals. Due to limited promotional openings (14% of all hiring opportunities in this two year period), underutilization in promotions was not measured.

Underutilization by Category

CATEGORY		FEMALE	HISPANIC	BLACK	ASIAN
AS		No underutilization.			
OM		Opportunities too limited to measure underutilization.			
PROF	APPLICANTS				1.1%
	NEW HIRES			4.3%	2.1%
	PROMOTIONS			4.3%	2.1%
TECH	NEW HIRES		1.6%		
PS-S	APPLICANTS	4.2%	0.04%	3.7%	
	NEW HIRES	14.2%		5.7%	
PS-NS	APPLICANTS	5.2%			
	NEW HIRES		2.6%		
SC		Opportunities too limited to measure underutilization.			
SM	APPLICANTS		3.3%		
	NEW HIRES		4.3%		

****If underutilization calculation or availability equaled less than one individual, category was not considered underutilized if in a category that is not underutilized in the County's current worker population (Hispanic).**

Results for 2011 – 2013 Goals

- I. To continue to address our underutilization in female applicants in the Protective Services-Sworn category for another plan period, we will work with police science program contacts, professional organizations, and other agencies to identify additional recruiting sources and strategies.

Outcomes: Number of female applicants in Sworn category doubled in the 2011 – 2013 time period. Will continue efforts in this area to maintain momentum and overcome continued underutilization in female applicants.

- II. Although as a whole, the county is not underutilized in the Black category and applicant flow in this area has increased, it does show underutilization in Black New Hires in the Professional category. Human Resources will research, develop and implement a job posting email distribution list of contacts from educational institutions and professional organizations throughout the state in addition to local sources to broaden the applicant pool. Each recruitment in the Professional category will be reviewed for possible areas of adverse impact due to process or testing.

Outcomes: The number of Black applicants continues to increase but there were no additional Black hires in the Professional Category. The County does not show underutilization in the Black category overall.

- III. The Technician category encompasses a wide range of positions which include Information Technology, Nursing and Public Works. The number and type of applicant is quite often shaped by the opening along traditional lines. In an effort to address the underutilization of Female applicants in the Technician category, Human Resources will research, develop and implement a job posting email distribution list of contacts from educational institutions and technology/trades professional organizations throughout the state in addition to local sources.

Outcomes: Number of female applicants increased by 10%. Will continue to seek out sources for female applicants in the Technician category based on the type of opening available. It is important to note that both the number of opportunities and the female hires in this category more than doubled. County is no longer underutilized for the Female applicant category.

2011 – 2013 Goal Results by Category

Professional

In Professional, underutilization for applicants and new hires is as follows:

Applicants	New Hires	Group
0.38%	N/A	Hispanic
N/A	4.30%	Black

Our goal is to increase the number of Hispanic applicants for each professional vacancy between 2011-2013 by 5%. For new hires, our goal is to hire one professional from both categories in the upcoming plan period.

Outcome: Hispanic applicant number increased by almost 400%, far exceeding goal and one hire was achieved in the Hispanic category. Did not have a hire in the Black category.

Technician

Underutilization is as follows:

Applicants	New Hires	Group
13.07%	N/A	Female

Our goal is to increase the number of Female applicants by 15% during this plan period.

Outcome: Number of female applicants increased by only 10%; missing goal by 5%. County no longer underutilized for applicants in this category.

Protective Service - Sworn

In Protective Service - Sworn, underutilization is as follows:

Applicants	New Hires	Group
3.18%	N/A	Female
1.78%	N/A	AIAN

Our goal is to increase the number of female and AIAN applicants by 4%.

Outcome: Number of Female and AIAN applicants in Sworn category more than doubled in the 2011 – 2013 time period.

Service Maintenance

In Service Maintenance, underutilization for applicants is as follows:

Applicants	New Hires	Group
0.30%	N/A	Hispanic

Our goal is to increase the number of Hispanic applicants by 5%.

Outcome: Goal achieved. Hispanic applicant numbers increased by more than 50%.

2013 – 2015 New Goal Summary

- I. To address underutilization in female applicants in both categories of Protective Services, we will work with police science program contacts, professional organizations, and other agencies to identify additional recruiting sources/strategies and with the information, create an applicant source checklist to be used for each eligibility list recruitment.

- II. Although as a whole, the county is not underutilized in the Black and Asian categories and applicant flow in these areas has increased, it does show underutilization in Black and Asian New Hires in the Professional category. Human Resources will research sources and develop a distribution list for professional job postings that is broader in geographic scope than current sources to broaden the applicant pool.

- III. A majority of the hires in the Service Maintenance category are Certified Nursing Assistants. To address the underutilization of Hispanics in both the Applicant and New Hire areas, Human Resources will work with technical college program contacts and other agencies to identify additional recruiting sources/strategies and with the information, create an applicant source checklist to be used for each eligibility list recruitment.

2013 – 2015 New Goals by Category

Professional

In Professional, underutilization for applicants and new hires is as follows:

Applicants	New Hires	Group
4.3%	4.3%	Black
2.1%	2.1%	Asian

Our goal is to increase the number of Black and Asian applicants for each professional vacancy between 2013 -2015 by 5%. For new hires, our goal is to hire one professional from both categories in the upcoming plan period.

Technician

Underutilization is as follows:

Applicants	New Hires	Group
N/A	1.6%	Hispanic

Our goal is to increase the number of Hispanic applicants by 5% during this plan period.

Protective Service – Sworn Non-Sworn

In Protective Service, underutilization is as follows:

Applicants	New Hires	Group
4.2% S	N/A	Female
5.2% NS	N/A	Female

Our goal is to increase the number of female applicants by 15% with at least 5% of that increase being in non-white categories.

Service Maintenance

In Service Maintenance, underutilization for applicants and new hires is as follows:

Applicants	New Hires	Group
3.3%	4.3%	Hispanic

Our goal is to increase the number of Hispanic applicants by 10% and New Hires by one hire.

Affirmative Action Program Development and Execution

To facilitate achievement of our affirmative action goals and timetables, Walworth County has initiated specific procedures and programs.

The programs encompass all major aspects of the employment process and are designed to correct either current procedural deficiencies or to intensify and accelerate the efficiency of present programs.

Recruiting efforts to fill open positions focus consideration on minorities and people not currently in the workforce who have the requisite skills and can be recruited through affirmative action measures.

In addition:

Job-Posting Program

An online job-posting program for all positions is currently functioning in Walworth County. This program provides that all job openings are posted online for current county employees and the public where collective bargaining agreements or recruitment plans allow. Employees are alerted to new openings through an email notification to encourage internal movement and employee referrals.

Educational Assistance Program

Our educational assistance program is available to all regular non-represented employees once they have completed their probation. The plan covers reimbursement of tuition, books and other costs up to a maximum of \$1,000 per calendar year. If annual funding is still available, this is also available to represented employees.

Affirmative Action Training

Managers and supervisors are given periodic equal employment opportunity training. This training demonstrates why EEO compliance is important, and it gives participants instructions and tools to help them comply with EEO requirement in their local operations. Training is scheduled in conjunction with Department Head meetings periodically.

Selection Criteria Monitoring

Job descriptions and process (skills tests, writing samples, etc.) are reviewed for every opening.

Compliance with Sex Discrimination Guidelines

In our efforts to comply with the federal Sex Discrimination Guidelines (41 CFR Part 60-20), Walworth County will follow these procedures and practices:

1. Candidates from both sexes will be recruited for all jobs (unless job qualifications disqualify one of the sexes).
2. Advertisements will not express a preference for applicants of a particular sex (unless job qualifications disqualify one of the sexes) and are placed in a general "Help Wanted" column.
3. Written personnel policies indicate that there will be no discrimination on the basis of a person's sex.
4. Employees and applicants of both sexes have equal opportunities to be placed on any available job that they are qualified to perform.
5. We will make no distinction based on a person's sex in employment opportunities, wages, hours of work, employee benefits or any other condition of employment.
6. Mandatory or optional ages for retirement will be equal for both sexes.
7. We will provide appropriate physical facilities for both sexes. Lack of facilities will not be used to deny applicants of either sex.
8. Where seniority lists are used, they shall not be based on an employee's sex.
9. Salaries and wage schedules will not be based on an employee's sex.
10. Both sexes will have an equal opportunity to participate in training programs sponsored by Walworth County.
11. Walworth County recognizes its obligation to provide a work atmosphere free of harassment and intimidation. Any forms of sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, will not be tolerated. Violations of this policy will be handled appropriately as part of Walworth County's disciplinary procedures and its posted policy letter in support of the federal Guidelines on Sexual Harassment. Walworth County will also provide training in this area.

Compliance with Religion and National Origin

Discrimination Guidelines

Walworth County does not discriminate against employees or applicants because of religion or national origin, and takes affirmative action to ensure that these people are treated without regard to their religion or national origin.

Walworth County has reviewed its personnel actions and decisions - particularly on recruiting and promotion - and has determined that members of various religions and/or ethnic groups are receiving fair consideration for job opportunities.

Walworth County makes reasonable efforts to accommodate the religious observances and practices of our employees and prospective employees unless that person's religious observance or practice creates undue hardship on the conduct of our business or resultant financial or personnel problems.

Internal Monitoring and Reporting System

As part of our affirmative action activities, to measure our program effectiveness and the implementation of affirmative action goals, we have developed an internal system for auditing and reporting.

The affirmative action monitoring and reporting system consists of data from four employment process sources:

1. Applicant Data
2. New Hire/Orientation with Promotions, Transfers and Demotions Log
3. Termination data
4. EEOC Yearly Report

This information enables Walworth County to meet federal EEO reporting requirements through our affirmative action plan and provide the necessary information for internal analysis and monitoring.

These reports are reviewed quarterly to ensure implementation of remedial action wherever it is required. Reports are also made available to the County Administrator on our performance against goals in affirmative action as needed.

Affirmative Action Efforts in Consideration of Minorities and Others Not Currently in the Workforce

The following are some of the means (see Exhibit B) by which minorities and others not currently in the workforce who have the requisite skills may be recruited:

- Minorities and all others within our workforce will be advised of vacancies and will be requested to refer minorities and those not currently in the workforce who are interested in employment.
- Referral agencies will be requested to seek out and refer both minorities and others not currently in the workforce.
- Vocational schools in our local labor market capable of supplying applicants will be advised of employment opportunities that occur.
- We will seek referrals from organizations serving disabled individuals to reach those not currently in the workforce.

Exhibit A

Job Categories Defined

- OA OFFICIALS/ADMINISTRATORS.** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of operations. Includes: officials, executives and department heads.
- PR PROFESSIONALS.** Occupations requiring either college graduation or experiences of such kind and amount as to provide a comparable background. Can include such occupations as: accountants, dietitians, lawyers, registered professional nurses, Human Resources specialists, teachers and kindred workers.
- TN TECHNICIANS.** Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post-high school education, such as is offered in many technical institutions and junior colleges or through equivalent on-the-job training. Can include such occupations as: computer programmers, licensed, practical or vocational nurses and kindred workers.
- PS-S PROTECTIVE SERVICE - SWORN.** Can include such occupations as: deputy sheriff, detective, sergeant, lieutenant and kindred workers.
- PS-N PROTECTIVE SERVICE – NON-SWORN.** Can include such occupations as correctional officer, corrections sergeant and kindred workers.
- AS ADMINISTRATIVE SUPPORT.** Includes all clerical type work regardless of level of difficulty, where the activities are predominantly non-manual although some manual work not directly involved with altering or transporting products is included. Can include such occupations as: clerks, account clerks, computer operators, secretaries, communications officers, special education aides and kindred workers.
- SC SKILLED CRAFT.** Manual laborers of relatively high skill level who have a thorough and comprehensive knowledge of the processes involved in their work. They exercise considerable independent judgment and usually receive an extensive period of training. Can include such occupations as: mechanics and kindred workers.
- SM SERVICE/MAINTENANCE.** Workers in service and/or maintenance occupations. Can include such occupations as: certified nursing assistants, cooks, janitors, nutrition site workers, food service workers and kindred workers.

Exhibit B

Races Defined

WHITE: Includes persons who indicated their race as "White" or reported entries such as Canadian, German, Italian, Lebanese, Near Easterner, Arab, or Polish.

HISPANIC: Includes individuals of Mexican, Puerto Rican, Cuban, Caribbean, Dominican Republican, Central or South American, or other Latin American cultures regardless of race including black individuals whose origins are Hispanic. Does not include individuals of Spanish (Spain) culture or origin.

BLACK: Includes persons who indicated their race as "Black or Negro" or reported entries such as African American, Afro-American, Black Puerto Rican, Jamaican, Nigerian, West Indian, or Haitian.

AMERICAN INDIAN OR ALASKA NATIVE (AIAN): American Indian includes persons who indicated their race as "American Indian," entered the name of an Indian Tribe, or reported such entries as Canadian Indian, French-American Indian, or Spanish-American Indian. Persons who identified themselves as American Indian were also asked to report their enrolled or principal tribe. Therefore, tribal data in tabulations reflect the written tribal entries reported on the questionnaires.

- Eskimo includes persons who indicated their race as "Eskimo" or reported entries such as Arctic Slope, Inupiat, or Yupik.
- Aleut includes persons who indicated their race as "Aleut" or reported entries such as Alutiiq, Egegik, and Pribilovian.

ASIAN: Includes persons who reported in one of the Asian or Pacific Islander groups listed on the questionnaire or provided responses such as Thai, Nepali, or Tongan.

- Asian includes Chinese, Filipino, Japanese, Asian, Indian, Korean, Vietnamese, Cambodian, Hmong, Laotian, Thai, Other Asian.
- Pacific Islander includes Hawaiians (part & Native), Samoan, Guamanian, Other Pacific Islander.

OTHER RACE/NO RACE INDICATED: Includes all other persons not included in the "White, Hispanic, Black, American Indian, Eskimo or Aleut, and Asian or Pacific Islander" race categories. Persons reporting in the "Other Race" category and providing write-in entries such as multiracial, multi ethnic, mixed, or interracial, as well as individuals not reporting are included.

Exhibit C

Job Posting/Recruitment Sources Used

FOR EVERY JOB POSTING AVAILABLE TO NON-COUNTY EMPLOYEES

CESA 2 Vocational Opportunities - Janesville, Wisconsin
Community Action (Rock-Wal County) - Janesville, Wisconsin
Division of Vocational Rehabilitation - Janesville, Wisconsin
Epilepsy Foundation - Janesville, Wisconsin
Gateway Technical College
UMOS
Wisconsin School for the Deaf - Delavan, Wisconsin
Wisconsin School for the Visually Handicapped - Janesville, Wisconsin
Veterans Office - Elkhorn, Wisconsin
Job Service and associated state job posting website
Society's Assets - Elkhorn, Wisconsin
Walworth County Website (24/7)
governmentjobs.com (24/7)

WEEKLY

Line Advertisement in Local Free Newspapers
Jobs Hotline (24/7)

AS NEEDED

Advertising in specific newspapers
Recruiting at position specific job fairs
Position specific educational institutions and professional organizations

Exhibit D

Glossary of Affirmative Action Terminology

ACCESSIBLE: A barrier-free environment in which the mobility of physically handicapped persons is not inhibited by external forces such as architectural design.

ADVERSE IMPACT: The finding that a particular selection procedure (such as a minimum-education requirement, a test, an interview, etc.), or an entire selection process composed of such procedures, disproportionately denies an employment opportunity to a particular protected group. A procedure is found to adversely impact on a protected group if hiring or promotion data show that the percentage of applicants in any group who successfully meet its requirement(s) is significantly lower than the percentage of successful applicants in another group.

AFFECTED CLASS: Any employee group (for example, minorities, females and disabled persons) that has suffered and continues to suffer the effects of unlawful discrimination.

AFFIRMATIVE ACTION (AA): Affirmative Action requires the employer to do more than ensure employment neutrality with regard to race, color, religion, sex, and national origin. It requires the employer to make additional efforts to recruit, hire, and promote qualified members of groups formerly excluded, even if that exclusion cannot be traced to particular discriminatory actions on the part of the employer. The premise of the Affirmative Action concept is that unless positive steps are undertaken to overcome the effects of unintentional discrimination, a benign neutrality in employment practices will tend to perpetuate the status quo indefinitely.

The Equal Employment Opportunity Commission (EEOC), through court order, can require an organization to undertake an Affirmative Action program similar to that required of federal contractors by Revised Order Number 4. Because the EEOC, which administers Title VII, judges discrimination by effect and not intent, it is sometimes necessary for an organization without federal contracts or subcontracts to undertake Affirmative Action.

If the EEOC investigates an organization and finds that minorities and/or women are substantially under-represented in certain job categories, it will consider that a prima facie case of discrimination-whether or not the organization so intended it. The EEOC always holds an employer accountable for the present effects of past discriminatory acts.

AFFIRMATIVE ACTION PLAN: A plan whose execution will assure measurable yearly improvements in hiring, training, and promotion of minorities, females, and persons with disabilities in all parts of the organization. The effectiveness of the plan is measured by the results it actually achieves rather than by the results it is intended to achieve. A written Affirmative Action Plan is required of all federal contractors holding contracts of \$50,000 or more and employing 50 or more employees.

APPLICANT FLOW RECORD: A written objective measure used to analyze and monitor the recruiting efforts in an employer's Affirmative Action Plan. This record shows each job applicant's name, race, national origin, sex, disability status, referral source, date of application,

position applied for, whether the job applied for (or any other job) was offered or why it was not.

AVAILABILITY: The presence of women, minorities, and persons with disabilities in the labor market "ready, willing, and able to work," used in setting goals and determining underutilization. There are several basic measures of availability; occupational parity, labor force parity, and population parity.

BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ): A job requirement which permits an employer to discriminate legally on the basis of sex, age, religion, national origin or physical or mental condition. The requirements must be carefully justified and based on actual job needs, not stereotypes. For example, sex is not a BFOQ for heavy physical work since some women are physically powerful. Race and color are never a BFOQ.

BUSINESS NECESSITY: If an employer's practice or policies tend to affect members of a protected class adversely, then the employer must be able to demonstrate that the challenged practices effectively carry out the business purposes they are alleged to serve and that no alternative non-discriminatory practices can achieve the safe and efficient operation of its business.

CLASS ACTION SUIT: A class action suit includes discrimination against not just one employee, but against a whole "affected class" of employees. The EEOC files such a suit when it concludes that individual complaints are not isolated cases but represent a widespread pattern of discrimination against a whole group of employees protected by Title VII such as Afro-Americans and women. When losing a class action suit in court, employer has to do three things: (1) pay dollar damage to the "affected class" of employees as compensation for denied wages; (2) stop engaging in discriminatory practices; and (3) make specific changes in personnel procedures and increase its hirings, promotions, and transfers of the "affected class" to eradicate the present effects of past unlawful practices.

COMPLIANCE: The degree to which federal contractors or subcontractors carry out (comply with) the mandatory affirmative action or non-discrimination clause in their contracts. Compliance is measured largely on the basis of what an agency says it is going to do in its affirmative action program, the agency's adherence to the program and its good faith efforts to achieve the goals and timetables specified in the program. The degree to which employers carry out EEOC guidelines and state agencies carry out its affirmative action policy and criteria.

DISABILITY: A physical or mental impairment which substantially limits one of more life activities. An individual with a record of such impairment or who is regarded as having such impairment, is also "disabled" under state federal law.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): Administering all terms and conditions of employment without regard to age, color, disability, national origin, race, religion, or sex.

LABOR FORCE: The working population of a specified area, e.g. the North Carolina labor force includes all State residents who are employed or are seeking employment. Data on a labor force can be reported for a particular occupation or for all occupations.

LABOR FORCE PARITY: An employer's workforce equal to the percentage of women, minorities and persons with disabilities in the total labor force, regardless of occupational specialty.

NONDISCRIMINATION: Requires the elimination of all existing discriminatory conditions, whether purposeful or inadvertent.

OCCUPATIONAL PARITY: The representation of women, minorities and persons with disabilities in particular occupational categories in the recruiting area. This has generally been accepted as a primary basis for defining affirmative action goals and underutilization.

POPULATION PARITY: The percentage of women, minorities and persons with disabilities between 16 and 70 years of age in the local population.

PRIMA FACIE EVIDENCE: Sufficient evidence to show discrimination on its face or first appearance. For example, if all of a company's Afro-American employees work in the stockroom, all its women employees work in the office, and all its Caucasian male employees are supervisors, a compliance agency would consider this prima facie evidence of discrimination.

PROTECTED GROUPS: Any group (or member of that group) specified in, and therefore protected by, anti-discrimination laws. The anti-discrimination laws protect individuals from discrimination because of age, color, disability, national origin, race, religion, or sex.

REASONABLE ACCOMMODATIONS: (1) Used in connection with affirmative action for persons with disabilities: if a disabled employee or applicant has the skills necessary to perform a job, an employer must make reasonable accommodations to the physical environment, equipment, schedules or procedures that would enable the individual to function in the position. (2) Used in connection with discrimination because of religion: If an employee needs to be absent for religious reasons, an employer must make reasonable accommodations to grant the employee that absence--even though it may conflict with, or differ from, the employer's schedules, standards or other business conditions--unless such absences cause the employer undue hardship.

SELECTION PROCESS: Applies to tests and other employer selection procedures used as a basis for any employment decision. This includes the full range of assessment techniques from paper-and-pencil tests to performance tests; training programs or probationary periods; physical, educational, or work experience requirements; formal or informal interviews; and application forms. Employment decisions go far beyond hiring: promotion, demotion, discharge and referral are all included. Selection for training or transfer may also be considered an employment decision if it leads to the decisions listed above.

SEXUAL HARASSMENT: Deliberate, unsolicited, and unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications by a supervisor or co-worker which (1) has or may have direct employment consequences resulting from the acceptance or rejection of such conduct; or (2) creates an intimidating, hostile or offensive working environment; or (3) interferes with an individual's work performance.

UNDERUTILIZATION: Having fewer minorities and/or women with disabilities in a particular

job category than reasonably expected by their availability.

UNDUE HARDSHIP: In order for an employer legally to refuse to accommodate an applicant's or an employee's disability or religious belief, the employer must be able to show that such accommodation would place a severe burden on the operation of the business.

UNINTENTIONAL DISCRIMINATION: Practices appearing non-discriminatory and not intended to be discriminatory but display discriminatory effects.

UNLAWFUL EMPLOYMENT PRACTICE: Any policy or practice that has discriminatory intent or effect.

VALIDATION: The study of an employer's tests or selection standards which proves that they are significant predictors of successful job performance (i.e., those who score high turn out to be successful and those who score low turn out to be unsuccessful). The study requires a large sample of applicants and must include representatives of groups, minorities, women, etc. who may be suffering adversely from such standards.

WORKFORCE: The employees of a specified firm or agency. E.g., the State government work force includes all individuals employed by the State. Data on an employer's work force can be reported for a particular occupation or for all occupations.

Policy and Fiscal Note
Resolution No. 52-10/13

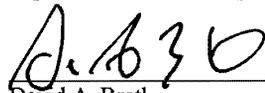
- I. **Title:** Authorizing the County Board Chair to Sign a Letter of Support for a Multi-Use Trail in Connection with American Transmission Company's Spring Valley-North Lake Geneva Project
- II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize the Walworth County Board Chair to sign a letter of support for a multi-use trail in connection with American Transmission Company's Spring Valley-North Lake Geneva project.
- III. **Budget and Fiscal Impact:** Passage of this resolution will not have any fiscal impact on the County budget.
- IV. **Referred to the following standing committees for consideration and date of referral:**

Committee: Park Meeting Date: September 30, 2013

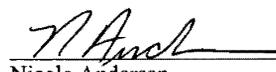
Vote: 5 - 0

County Board Meeting Date: October 8, 2013

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

 9/27/13
David A. Bretl Date

County Administrator/Corporation Counsel

 10/1/13
Nicole Andersen Date

Deputy County Administrator - Finance

If unsigned, exceptions shall be so noted by the County Administrator.

ORDINANCE NO. 806 – 10/13

AMENDING SECTION 17-35 OF THE WALWORTH COUNTY CODE OF ORDINANCES
RELATING TO SOLE SOURCE PROCUREMENTS

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

1 **PART I: That section 17-35 of the Walworth County Code of Ordinances is hereby amended**
2 **to read as follows (additions shown by underline; deletions shown by strike-through):**
3

4 **“Sec. 17-35. Sole source procurements.**
5

6 (a) A contract may be awarded or purchase order issued for any goods, materials,
7 supplies or maintenance services, except as limited by Wis. Stats. § 59.52(29) without competition in
8 accordance with procedures established by the county administrator when it is determined that:
9

10 (1) It is in the best interests of the county; or
11

12 (2) Only one source is practically available for the required goods or services.
13

14 (b) The following purchases are permitted to be made as sole source purchases without
15 competition and without meeting the requirements of subsection (a) of this section:
16

17 (1) Utility purchases, such as gas, electric, sewer and water.
18

19 (2) Purchases of products and services between/from governmental agencies.
20

21 (3) Publications, books, manuals, dues, memberships, and advertisements.
22

23 (4) Seminars and conferences.
24

25 (5) Employee reimbursements for lodging, meals, mileage, and other miscellaneous
26 travel expenditures.
27

28 (6) Information systems software and hardware maintenance and license renewals.
29

30 (7) Legal services, including court-ordered attorneys, guardian ad litem, and court
31 commissioners; insurance, except general liability insurance; re-insurance; and
32 engineering and architectural services, where said engineering and architectural fees
33 are not expected to exceed \$20,000.00 for any one particular project.
34

35 (8) Materials for contractually obligated state road improvement, maintenance, and/or
36 repair jobs where, due to time constraints or lack of standard inventory, competitive
37 purchasing is impractical.
38

39 (9) Limited supply vaccine serum purchased from state approved vendors.

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(10) Purchase/printing of election ballots.

(11) Body repair and painting of squad cars, which work shall be performed at the sole discretion of the Sheriff.

(c) Each contract or purchase order authorizing procurement under this section shall plainly state that it is a procurement from a sole source vendor.”

PART II: That this ordinance shall become effective upon passage and publication.

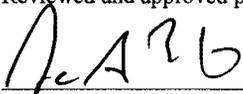
PASSED and ADOPTED by the Walworth County Board of Supervisors this 8th day of October 2013.

Nancy Russell
County Board Chair

Kimberly S. Bushey
Attest: County Clerk

County Board Meeting Date: October 8, 2013

Action Required: Majority Vote X Two-thirds Vote _____ Other _____

Policy and Fiscal Note is attached.	
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:	
	
9/27/13	9/30/13
David A. Bretl	Nicole Andersen
County Administrator/Corporation Counsel	Deputy County Administrator - Finance
If unsigned, exceptions shall be so noted by the County Administrator.	

Resolution No. 48-10/13
Adopting the Revised Parking Lot Map for the Sheriff's Office Created by Section 66-156(2) of the Walworth County Code of Ordinances

1 Moved/Sponsored by: Public Works Committee

2

3 **WHEREAS**, section 66-156(2) of the Walworth County Code of Ordinances provides for
4 parking lot maps to be adopted by resolution, which maps govern parking in the lots adjacent to
5 county-owned facilities; and,

6

7 **WHEREAS**, the parking lot at the Sheriff's Office is being reorganized for greater efficiency;
8 the Sheriff wishes to assign parking spots for Sheriff's vehicles to ensure that the lots are fully-
9 utilized and regulated.

10

11 **NOW, THEREFORE, BE IT RESOLVED** by the Walworth County Board of Supervisors that
12 the attached revised parking lot map be hereby adopted.

13

14

15

16

17

18 _____
19 Nancy Russell
20 County Board Chair

Kimberly S. Bushey
County Clerk

21

22

23

24

Action Required: Majority X Two-thirds _____ Other _____

County Board Meeting Date: October 8, 2013

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

 _____ David A. Bretl County Administrator/Corporation Counsel	 _____ Nicole Andersen Deputy County Administrator - Finance
9/27/13 Date	9/30/13 Date

If unsigned, exceptions shall be so noted by the County Administrator.

Policy and Fiscal Note
Resolution No. 48-10/13

- I. Title:** Adopting the Revised Parking Lot Map for the Sheriff's Office Created by Section 66-156(2) of the Walworth County Code of Ordinances
- II. Purpose and Policy Impact Statement:** The purpose of this resolution is to adopt the revised parking lot map created by section 66-156(2) of the Walworth County Code of Ordinances, to designate reserved spaces and regulate parking in the Sheriff's Office lot owned by Walworth County.
- III. Budget and Fiscal Impact:** Passage of this resolution will have no fiscal impact on the county budget.
- IV. Referred to the following standing committees for consideration and date of referral:**

Committee: Public Works

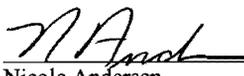
Meeting Date: September 16, 2013

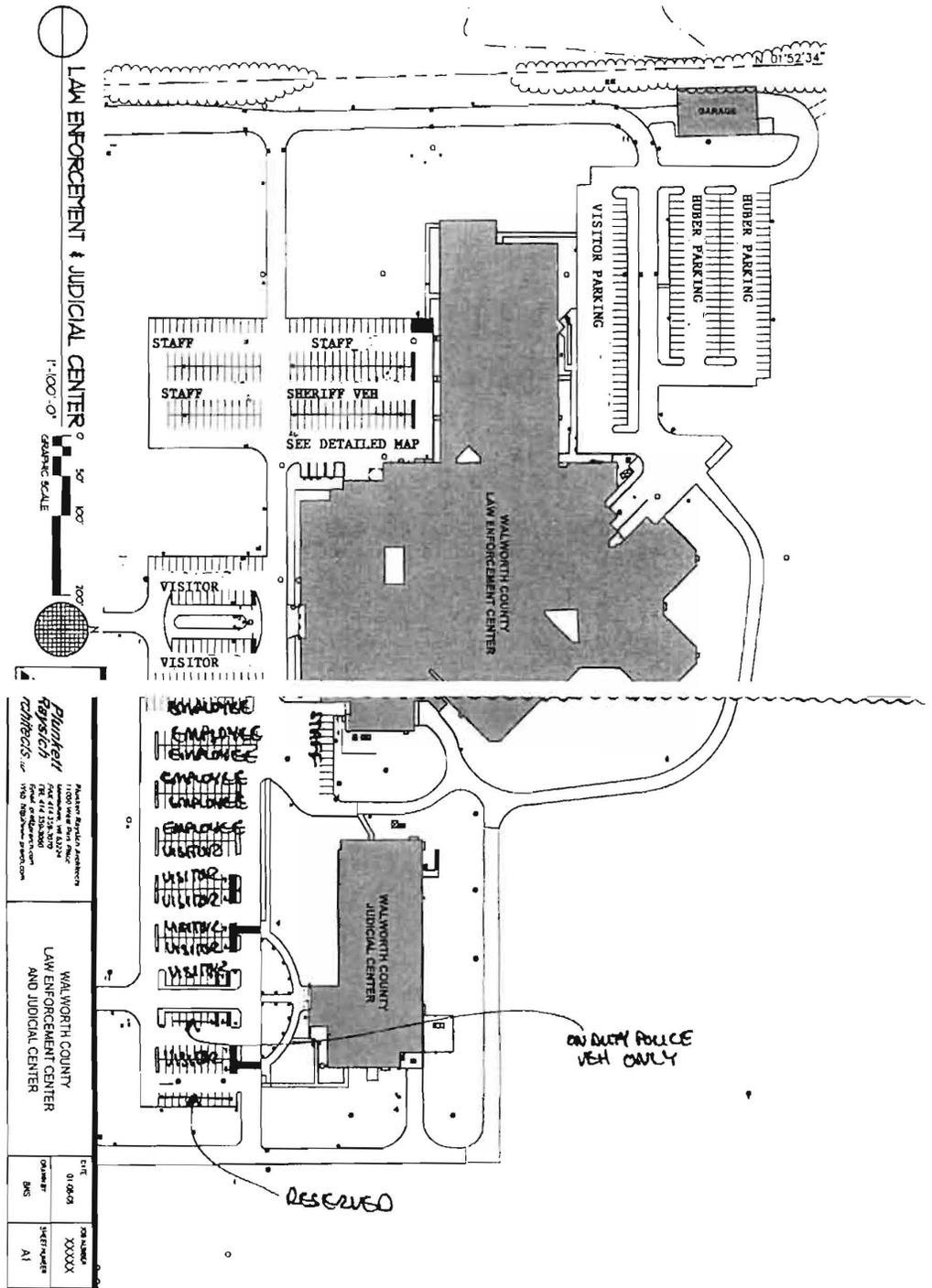
Vote: 4 - 0

County Board Meeting Date: October 8, 2013

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.


David A. Bretl Date
County Administrator/Corporation Counsel 9/27/13


Nicole Andersen Date
Deputy County Administrator - Finance 9/30/13



LAW ENFORCEMENT & JUDICIAL CENTER
 1"=100'-0" GRAPHIC SCALE

Plunkett
 Architects
 1000 Walnut Street
 Suite 200
 Madison, WI 53703
 608.261.1111
 www.plunkett.com

WALWORTH COUNTY
 LAW ENFORCEMENT CENTER
 AND JUDICIAL CENTER

CITY	Madison
PROJECT	XXXXX
DATE	11/14/13
BY	AI

ON DUTY POLICE
 VEH ONLY

RESERVED

