

\*\* AGENDA \*\*  
\* \* OUTAGAMIE COUNTY BOARD \* \*

Office of the County Clerk, November 3, 2025.

The Board meets pursuant to adjournment, and is called to order by Chairperson Gabrielson at 5:30 p.m. in the County Board Room, located at 320 South Walnut Street, Appleton, Wisconsin.

1. ROLL CALL of the Board of Supervisors. Board Chairperson requests the Board's confirmation regarding excused members.
2. PLEDGE OF ALLEGIANCE - Offered by Chairperson Gabrielson.
3. SPECIAL ORDER OF BUSINESS
4. ESTABLISH ORDER OF THE DAY
5. 2026 COUNTY EXECUTIVE BUDGET - The Finance Committee moves for adoption of the 2026 County Executive Budget as amended by the Finance Committee (see Final Finance Committee 2026 Executive Budget Amendments Worksheet).

The budgets will be taken up by committee in the order as listed below:

**A. Public Safety Committee**

**B. Health and Human Services Committee**

**C. Highway, Recycling and Solid Waste Committee**

**D. Property, Airport, Recreation & Economic Development Committee**

**E. Legislative/Audit and Human Resources Committee**

- 1) Resolution No. 87—2025-26 – Legislative/Audit and Human Resources Committee. Authorize an employee base wage increase of one percent (1%) effective December 28, 2025, for the year 2026, exclusive of step increases, for the exempt and non-exempt pay group which includes all employees except Elected Officials / County Board, the DSA Union group and commission members; a one percent (1%) increase for seasonal staff, and a one percent (1%) increase for the Miscellaneous Pay Group employees. The Miscellaneous pay group employees consist of Deputy Coroners, Bailiffs, Grants, various HHS food transporters, handypersons and site managers, built into the 2026 annual operating budget, as noted on the attached fiscal note. Authorize the employee step program to be retained for 2026 and that all other benefits remain the same based on usage, as detailed in the attachments.

- 2) Ordinance No. G—2025-26 – Legislative/Audit & Human Resources Committee.  
Approve to amend the Outagamie County Code of Ordinances, language for Section 2-58, Rule 15, for the County Board Salary and fringe adjustments for the 2026-28 term of office, effective with the 2026 April reorganization meeting. Annual salaries for Board meetings, standing committee meetings, seminars and conventions are the following: Supervisors \$6,072.06 (per diem \$25 for specified meetings); standing committee chairs \$6,365.10 (per diem \$25 for specified meetings); Vice-Chairperson \$7,955.85 (no per diem); and Board Chairperson \$18,150.00 (no per diem), as detailed in the ordinance and on the attachments.

*New Position Requests - 2026 Budget*

**Brewster Village:**

- 3) Resolution No. 88—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Table of Organization for Brewster Village, cost center 5017663, by creating one (1) full-time Unit Clerk position effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.
- 4) Resolution No. 89—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Table of Organization for Brewster Village, cost center 5017665, by creating three (3) part-time Customer Service Specialist positions effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

**Clerk of Courts:**

- 5) Resolution No. 90—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Table of Organization for the Clerk of Courts Office, cost center 1000500, by creating one (1) part-time Account Technician I position effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

**Corporation Counsel:**

- 6) Resolution No. 91—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Wage Scale for the Corporation Counsel Department, cost center 1001500, by changing the full-time Risk Coordinator (Administrator) position from Exempt 160 to Exempt 170 effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

**County Treasurer:**

- 7) Resolution No. 92—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Wage Scale for the County Treasurer Department, cost center 1002400, by changing the full-time Chief Deputy Treasurer position from Non-Exempt 135 to Non-Exempt 145 effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

**CJTS:**

- 8) Resolution No. 93—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Table of Organization for the Criminal Justice Treatment Services Department, cost center 1009100, by eliminating one (1) part-time Inmate Resource Coordinator position (28 hours/week) and creating one (1) part-time Inmate Resource Coordinator position (32 hours/week) effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

**District Attorney:**

- 9) Resolution No. 94—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Table of Organization for the District Attorney Office, cost center 1003400, by eliminating one (1) part-time Legal Assistant position and creating one (1) full-time Legal Assistant position effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

**Family Court Services:**

- 10) Resolution No. 95—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Wage Scale for the Family Court Services Department, cost center 1003801, by changing the full-time Lead Mediator position from Exempt 150 to Exempt 155 effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

**Health & Human Services:**

- 11) Resolution No. 96—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Table of Organization for the Health and Human Services Department, cost center 2061050, by eliminating one (1) part-time Environmental Health Sanitarian position and creating one (1) full-time Environmental Health Sanitarian position effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.
- 12) Resolution No. 97—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Table of Organization for the Health and Human Services Department, cost center 2063100, by creating one (1) full-time Dementia Care Specialist position effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.
- 13) Resolution No. 98—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Table of Organization for the Health and Human Services Department, cost center 2063100, by creating one (1) full-time Prevention Coordinator position effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.
- 14) Resolution No. 99—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Table of Organization for the Health and Human Services Department, cost center 2063595, by creating four (4) full-time Case Manager - CLTS positions effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

- 15) Resolution No. 100—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Table of Organization for the Health and Human Services Department, cost center 2066090, by creating two (2) full-time Case Manager - CCS positions effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.
- 16) Resolution No. 101—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Table of Organization for the Health and Human Services Department, cost center 2066090, by creating one (1) full-time Clinical Psychiatrist position effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.
- 17) Resolution No. 102—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Wage Scale for the Health and Human Services Department, cost center 2066090, by changing the full-time Senior Billing Specialist position from Non-Exempt 125 to Non-Exempt 130 effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

**Information Technology:**

- 18) Resolution No. 103—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Wage Scale for the Information Technology (IT) Department, cost center 6040100, by changing the full-time IT Network Engineering Manager position from Exempt 170 to Exempt 175 effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.
- 19) Resolution No. 104—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Wage Scale for the Information Technology (IT) Department, cost center 6040100, by changing the full-time IT Operations Manager position from Exempt 170 to Exempt 175 effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.
- 20) Resolution No. 105—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Wage Scale for the Information Technology (IT) Department, cost center 6040100, by changing the full-time IT Systems Engineering Manager position from Exempt 170 to Exempt 175 effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

**Land Conservation:**

- 21) Resolution No. 106—2025-26 – Legislative/Audit & Human Resources Committee.  
Amend the Wage Scale for the Land Conservation Department, cost center 1008200, by changing the full-time Engineering Specialist position from Non-Exempt 140 to Non-Exempt 145 effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

- 22) Resolution No. 107—2025-26 – Legislative/Audit & Human Resources Committee. Amend the Wage Scale for the Land Conservation Department, cost center 1008200, by changing the full-time Soil Health Specialist position from Non-Exempt 140 to Non-Exempt 145 effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.
- 23) Resolution No. 108—2025-26 – Legislative/Audit & Human Resources Committee. Amend the Wage Scale for the Land Conservation Department, cost center 2090600, by changing the full-time Watershed Coordinator position from Non-Exempt 140 to Non-Exempt 145 effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

**Parks:**

- 24) Resolution No. 109—2025-26 – Legislative/Audit & Human Resources Committee. Amend the Wage Scale for the Parks Department, cost center 1006200, by changing the full-time Parks Project Technician position from Non-Exempt 135 to Non-Exempt 140 effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.
- 25) Resolution No. 110—2025-26 – Legislative/Audit & Human Resources Committee. Amend the Wage Scale for the Parks Department, cost center 1006200, by changing the full-time Parks Maintenance Supervisor position from Non-Exempt 130 to Non-Exempt 145 effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.
- 26) Resolution No. 111—2025-26 – Legislative/Audit & Human Resources Committee. Amend the Wage Scale for the Parks Department, cost center 1006900, by changing the full-time Environmental Education & Natural Resources Manager position from Exempt 155 to Exempt 160 effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.
- 27) Resolution No. 112—2025-26 – Legislative/Audit & Human Resources Committee. Amend the Wage Scale for the Parks Department, cost center 1006900, by changing the full-time Naturalist II – Education position from Non-Exempt 135 to Non-Exempt 140 effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.
- 28) Resolution No. 113—2025-26 – Legislative/Audit & Human Resources Committee. Amend the Wage Scale for the Parks Department, cost center 1006900, by changing the full-time Naturalist II – Land Management position from Non-Exempt 135 to Non-Exempt 140 effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

- 29) Resolution No. 114—2025-26 – Legislative/Audit & Human Resources Committee. Amend the Wage Scale for the Parks Department, cost center 1006200, by changing two (2) full-time Parks Maintenance Technician II positions from Non-Exempt 120 to Non-Exempt 130 effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

**Sheriff:**

- 30) Resolution No. 115—2025-26 – Legislative/Audit & Human Resources Committee. Amend the Table of Organization for the Sheriff Office, cost center 1008015, by eliminating four (4) part-time Correctional Officer positions and creating three (3) full-time Correctional Officer positions effective January 1, 2026, and the fiscal change has been included in the budget as well as attendant budget expenditures and revenues, as detailed in the attachments.

**F. Agriculture, Extension Education, Zoning and Land Conservation Committee**

**G. Finance Committee**

**H. Independent Supervisor Amendments to the 2026 County Executive Budget.**

**I. ROLL CALL to adopt the 2026 County Executive Budget as amended.**

**J. Finance Committee - continued**

- 1) Resolution No. 116—2025-26 – Finance Committee. Enabling Tax Levy Resolution for 2025, collected in 2026.

**The following items are pertinent to regular business and the 2025 budget.**

6. MINUTES OF THE OCTOBER 28, 2025 BUDGET PUBLIC HEARING AND COUNTY BOARD MEETING
7. COMMUNICATIONS
8. PUBLIC PARTICIPATION IS LIMITED TO ONLY MATTERS LISTED ON THE AGENDA AND FOR A TOTAL OF FIFTEEN MINUTES WHICH MAY BE EXTENDED TO 30 MINUTES AT THE DISCRETION OF THE CHAIR – Individual speakers are limited to three minutes per speaker. Per Ordinance No. B—2023-24, amending Chapter 2, Section 2-49 Rule 6 – Appearance of Non-Board Members, of the Outagamie County Code of Ordinances, “Public participation is limited to Outagamie County residents, owners of businesses in Outagamie County, or Outagamie County property taxpayers.”
9. APPOINTMENTS
10. REPORT BY THE COUNTY EXECUTIVE - County Executive Thomas Nelson will give an Administrative Update.
11. UNFINISHED BUSINESS

12. NEW BUSINESS

- A. Resolution No. 117—2025-26 – Public Safety Committee. Authorize and approve of the Sheriff's Office to apply for, accept and expend the 2026 County/Tribal Law Enforcement Program grant issued by the Wisconsin Department of Justice for \$29,750, the amount to be split equally with the Oneida Tribe of Indians, with no county match required; authorize and approve of increasing the following 2026 Sheriff Grants cost center line items: Intergovernmental Revenue by \$29,750; Supplies by \$14,875; Purchased Services by \$14,875, as detailed in the attached fiscal note.
  
- B. Resolution No. 118—2025-26 – Finance Committee. Approve the creation of the Outagamie County Food Security Stabilization Fund, and approve increasing the Economic Support Grants Other Special Contracts/Obligations line item and decreasing the Management & Support Other Financial Sources – Fund Balance Applied line item by \$200,000 each to help alleviate the fallout from the Federal Government shutdown, as detailed on the attached fiscal note.

13. REPORTS

  
\_\_\_\_\_  
Kelly Gerrits, County Clerk

  
\_\_\_\_\_  
Dan Gabrielson, Board Chairperson

Accommodation Notice

Any person requiring special accommodations who wishes to attend this meeting should telephone (920) 832-5077 at least 24 hours in advance.

**2026 BUDGET - COUNTY BOARD ACTIONS**

COST CENTER	LINE ITEM	REASON	EXPENDITURES	REVENUES	LEVY IMPACT
10/16/25 Beginning County Executive Tax Levy				\$	70,680,823
<b>GENERAL FUND</b>					
Coroner (1001400)	Capital Outlay	Radios no longer needed in 2026 budget. Repurposing Sheriff Department used radios instead.	(60,389)		
Maintenance (1002413)	Salary	Pay Practice Recommendations Salary & Fringe.	19,046		
	Fringe	Pay Practice Recommendations Salary & Fringe.	2,781		
	Supplies	Increase Shoe allowance per pay practice recommendations	680		
Sheriff (1008007)	Salary	Pay Practice Recommendations Salary & Fringe.	7,144		
	Fringe	Pay Practice Recommendations Salary & Fringe.	1,044		
	Supplies	Increase Shoe allowance per pay practice recommendations	85		
Emergency Management (1003600)	Salary	Pay Practice Recommendations Salary & Fringe.	9,568		
	Fringe	Pay Practice Recommendations Salary & Fringe.	1,397		
District Attorney (1003400)	Salary	Victim Witness Specialist Position	29,765		
	Fringe		17,579		
	Travel/Training		150		
District Attorney (1003400)	Salary	Evidence Coordinator Position	60,049		
	Fringe		19,256		
	Travel/Training		300		
General Funds Applied (1002223)	Financing Sources Other	Decrease in contingency for DA position funding for 2026		108,457	
<b>TOTAL GENERAL FUND</b>			\$ 108,454	\$ 108,457	\$ 70,680,823
<b>HEALTH AND HUMAN SERVICES</b>					
ADRC (2063100)	Travel/Training	Position costs duplicated	(1,300)		
	Supplies		(3,051)		
CLTS (2063595)	Travel/Training	Position costs duplicated	(9,200)		
	Supplies		(44,268)		
Mental Health-Provided (2066090)	Travel/Training	Position costs duplicated	(2,400)		
	Supplies		(22,724)		
Mental Health-Provided (2066090)	Salary	Start date of position adjusted	(94,413)		
	Fringe		(18,364)		
Environmental Health (2061050)	Travel/Training	Position costs duplicated	(1,152)		
	Supplies		(375)		
Support (2065010)		Fund balance applied from above positions		197,247	
<b>TOTAL HEALTH AND HUMAN SERVICES</b>			\$ (197,247)	\$ 197,247	\$ -
<b>HIGHWAY</b>					

General Maintenance (6005000)	Operating Expenses	Increase due to General Transportation Aids	51,103	
Winter Maintenance (6005020)	Operating Expenses	Increase due to General Transportation Aids	51,103	
General Administration (6008000)	Salary	duplicated salary	(69,445)	
General Administration (6008000)	Fund Balance Applied	reduce Fund balance applied		(69,445)

**TOTAL HIGHWAY**

\$	32,761	\$	(69,445)	\$	-
----	--------	----	----------	----	---

**COUNTY ROADS AND BRIDGES**

County Roads & Bridges Revenue (2070100)		Increase in General Transportation Aids (GTA)		102,205	
--	--	---	--	---------	--

**TOTAL COUNTY ROADS AND BRIDGES**

\$	-	\$	102,205	\$	-
----	---	----	---------	----	---

**SOLID WASTE**

Solid Waste (5039000)	Tipping Fees	BOW partners provided updated budget for tipping fees		(835,860)	
Solid Waste (5039000)	Fund Balance Applied	BOW partners provided updated budget for tipping fees. FB Applied needed to balance budget		435,689	

**SOLID WASTE**

\$	-	\$	(400,171)	\$	-
----	---	----	-----------	----	---

**CAPITAL PROJECTS**

**TOTAL CAPITAL PROJECTS**

\$	-	\$	-	\$	-
----	---	----	---	----	---

2026 Beginning Levy Amount			\$	70,680,823
2026 Levy after Final County Board Actions				<b>70,680,823</b>
Tax Levy Difference			\$	-
<b>2026 Tax Rate</b>		Equalized Value	26,676,601,000	<u><u>2.64954381</u></u>

# ***RESOLUTION NO.: 87—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1 For purposes of this resolution, the exempt and non-exempt group includes all employees  
2 except Elected Officials / County Board, the DSA Union group and commission members.  
3 The Miscellaneous pay group employees consist of Deputy Coroners, Bailiffs, Grants,  
4 various HHS food transporters, handypersons and site managers. The County also has a  
5 separate pay group for seasonal staff.

6  
7 The Legislative/Audit and Human Resources Committee is requesting a base wage increase  
8 of 1.0% for 2026 for the exempt and non-exempt employee group noted above, 1.0% base  
9 wage increase for seasonal staff, and 1.0% base wage increase for the Miscellaneous Pay  
10 Group employees noted above. Some staff are not paid by the hour (for example, Deputy  
11 Coroners), so a 1.0% base wage increase was added for those groups. The 1.0% base wage  
12 increase will be built into the 2026 annual operating budget, as it will be a continuing and  
13 ongoing expenditure.

14  
15 The base wage increase (COLA) equates to \$783,857.28, and the step program equals  
16 \$1,155,831.56. The impacts on fringe benefits for FICA/Medicare is \$148,386.20,  
17 Wisconsin Retirement is \$139,657.60, and Long Term Disability is \$2,909.53.

18  
19 All funds have been included in the 2026 County Executive Proposed Budget.

20  
21 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources  
22 Committee recommend adoption of the following resolution.

23 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith  
24 authorize an employee base wage increase of one percent (1%) effective December 28, 2025, for the year  
25 2026, exclusive of step increases, for the exempt and non-exempt pay group which includes all employees  
26 except Elected Officials / County Board, the DSA Union group and commission members; a one percent  
27 (1%) increase for seasonal staff, and a one percent (1%) increase for the Miscellaneous Pay Group  
28 employees. The Miscellaneous pay group employees consist of Deputy Coroners, Bailiffs, Grants, various  
29 HHS food transporters, handypersons and site managers, with said increase built into the 2026 annual  
30 operating budget, as noted on the attached fiscal note which by reference is made a part hereof, and

1 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
2 herewith authorize the employee step program to be retained for 2026 and that all other benefits remain  
3 the same based on usage, and

4 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of  
5 this resolution to the Outagamie County Executive, Outagamie County Human Resources Director, and  
6 the Outagamie County Finance Director.

7 Dated this \_\_\_\_ day of November 2025

8 Respectfully Submitted,

9  
10 LEGISLATIVE/AUDIT & HUMAN RESOURCES  
11 COMMITTEE

12  
13  
14  
15 \_\_\_\_\_  
16 Cathy Spears

\_\_\_\_\_

17  
18  
19  
20 \_\_\_\_\_  
21 Ryan Ferguson

\_\_\_\_\_

22  
23  
24  
25 \_\_\_\_\_  
26 Sarah Weinberg

27  
28 Duly and officially adopted by the County Board on: \_\_\_\_\_  
29

30  
31 Signed: \_\_\_\_\_  
32 Board Chairperson

\_\_\_\_\_

33  
34  
35 Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

36  
37  
38 Signed: \_\_\_\_\_  
County Executive



Date: 10/27/2025		
Comments:		

2026 COLA (including Fringe)

All Other (DSA not included)

783,857.28	Total COLA
59,965.08	FICA/Medicaid (7.65%)
11,365.93	Medicare (1.45%)
56,437.72	WI Retirement (7.2%). Protected Retirement (14.7%).
1,175.79	LTD (\$.15 per \$100 of wages)
<hr/>	
912,810.81	

2026 Step Increases (including Fringe)

All Other (DSA not included)

1,155,831.56	Total COLA
88,421.11	FICA/Medicaid (7.65%)
16,759.56	Medicare (1.45%)
83,219.87	WI Retirement (7.2%). Protected Retirement (14.7%).
1,733.75	LTD (\$.15 per \$100 of wages)
<hr/>	
1,345,974.85	

2026 COLA + Step Increases (including Fringe)

All Other (DSA not included)

1,939,688.84	Total COLA
148,386.20	FICA/Medicaid (7.65%)
28,125.49	Medicare (1.45%)
139,657.60	WI Retirement (7.2%). Protected Retirement (14.7%).
2,909.53	LTD (\$.15 per \$100 of wages)
<hr/>	
2,258,776.66	

# ORDINANCE NO.: G—2025-26

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

*MAJORITY*

1 Wisconsin State Statute 59.10(3)(i) provides that the County Board of Supervisors may  
2 fix the compensation of the supervisors to be next elected at an annual salary for services  
3 for the county. Members of the Legislative/Audit and Human Resources Committee  
4 have recommended a salary increase for the 2026-2028 County Board Session equal to  
5 10% increase for the Board Chairperson, 5% increase for the Board Vice Chairperson,  
6 5% increase for Committee Chairperson, and 2% for County Board Supervisors each  
7 year for the two-year term. This ordinance establishes compensation for the Outagamie  
8 County Board of Supervisors for the 2026-2028 term of office.  
9

10 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources  
11 Committee recommend adoption of the following ordinance.

12 BE IT ORDAINED, that the Outagamie County Board of Supervisors does establish the  
13 Outagamie County Code of Ordinances, language for Section 2-58, Rule 15, be amended to read:

## RULE 15: SUPERVISORS' SALARY AND EXPENSES.

- 15 (a) *Salary*. The County Board shall receive such salary as is determined pursuant to the Wisconsin  
16 Statutes. Therefore, effective with the ~~2024~~ 2026 April reorganization meeting, Supervisors  
17 shall receive an annual salary of ~~\$5,953.00~~ \$6,072.06 as compensation for their attendance  
18 for all Board meetings, standing committee meetings, seminars, and conventions. Standing  
19 committee chairs shall receive ~~\$6,062.00~~ \$6,365.10. For any meetings attended beyond those  
20 described above, a Supervisor is eligible to receive \$25.00 per meeting at a maximum of  
21 \$25.00 per day, provided one of the following apply: the meeting is that of a committee or  
22 board to which the Supervisor has been appointed or confirmed by the County Board or the  
23 Supervisor requesting per diem was directed by the County Board Chairperson to attend a  
24 meeting. The Vice-Chairperson shall receive a salary of ~~\$7,577.00~~ \$7,955.85 and the Board  
25 Chairperson shall receive ~~\$16,500.00~~ \$18,150.00. The Vice-Chairperson and Board  
26 Chairperson shall not receive per diem.  
27

28 BE IT FURTHER ORDAINED, that this ordinance shall be in full force and effect upon approval  
29 by the County Board of Supervisors and published per Wisconsin State Statute §59.14 and §66.0103, and

1 BE IT STILL FURTHER ORDAINED, that the county board salary and fringe benefit increase  
2 adjustments for the 2026-2028 term of office are listed on the attached fiscal note which by reference is  
3 made a part hereof, and

4 BE IT FINALLY ORDAINED, that the Outagamie County Clerk be directed to forward a copy of  
5 this ordinance to the Outagamie County Human Resources Director, the Outagamie County Finance  
6 Director, and Municipal Code Corporation for inclusion in the Outagamie County Code of Ordinances.

7 Dated this \_\_\_\_ day of November 2025

8 Respectfully submitted,

9  
10 LEGISLATIVE/AUDIT & HUMAN RESOURCES  
11 COMMITTEE

12  
13  
14  
15 \_\_\_\_\_  
16 Cathy Spears

15 \_\_\_\_\_  
16 Sara MacDonald

17  
18  
19  
20 \_\_\_\_\_  
21 Ryan Ferguson

20 \_\_\_\_\_  
21 John Kostelny

22  
23  
24  
25 \_\_\_\_\_  
26 Sarah Weinberg

27  
28  
29 Duly and officially adopted by the County Board on: \_\_\_\_\_  
30

31  
32 Signed: \_\_\_\_\_  
33 Board Chairperson

32 \_\_\_\_\_  
33 County Clerk

34  
35  
36 Approved: \_\_\_\_\_

36 Vetoed: \_\_\_\_\_

37  
38  
39 Signed: \_\_\_\_\_  
40 County Executive

**OUTAGAMIE COUNTY FISCAL NOTE**

**INTRODUCTION:** This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1675), Controller (1674) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** County Board Proposed Salary and Fringe Benefit Increase Adjustments for 2026-2028 term of office

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)
- Members of the Legislative/Audit and Human Resources Committee have recommended a salary increase for the 2026-2028 County Board Session equal to 10% increase for the Board Chairperson, 5% increase for the Board Vice Chairperson, 5% increase for Committee Chairperson, and 2% for County Board Supervisors each year for the two-year term as follows:
  - Supervisors from current \$5,953.00 to \$6,072.06
  - Committee Chairs from current \$6,062.00 to \$6,365.10
  - County Board Vice Chairperson from current \$7,577.00 to \$7,955.85
  - County Board Chairperson from current \$16,500.00 to \$18,150.00

The increase will be effective in April 2026, when the current terms expire. The 2026 increase of \$7,062.07 in salary and \$540.25 in fringes for a total of \$7,602.32 has been included in the 2026 County Executive budget.

**Current Year Budget Impact (Check one or more of the following boxes)**

Revenues                       Expenses (Cost)                       None

3. Is the specific cost or revenue included in the current year's budget?                      yes ( ) no ( ) partially ( )
4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item?                      yes ( ) no ( ) n/a ( X ) 2026 budget
5. Is the proposal to accept additional revenues only?                      yes ( ) no ( X )
6. Does this request modify/adjust the current year budget?                      yes ( ) no ( X )  
If no, skip to question 8 below.
7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT

**Annual and Long-Term Impact**

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue?                      yes ( ) no ( X ) n/a ( )
9. What is the anticipated annual and/or long-term cost or revenue impact?                      Annual Cost                      \$7,602..32  
Annual Revenue                      \_\_\_\_\_

Fiscal Note Prepared by: Sara Hickey

For Financial Services purposes only	
Reviewed By:  <i>Michelle Litenbroek</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <u>Detail Expenditures Account Number</u> <u>Amount</u> _____ _____
Date: 10/8/2025	
Comments:	

# ***RESOLUTION NO.: 88—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following Brewster Village Table of  
2           Organization change, and the same has been made a part of the 2026 County  
3           Executive Budget:

4  
5                           Create: One (1) Full-time Unit Clerk position

6  
7           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
8           Resources Committee recommend adoption of the following resolution.

9           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
10          herewith authorize and approve of amending the Table of Organization for Brewster Village, cost  
11          center 5017663 by creating one (1) full-time Unit Clerk position effective January 1, 2026 as  
12          described in the attached Position Addition Form – 2026 Budget Request, Position Description,  
13          and Table of Organization, which by reference are made a part hereof, and

14          BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
15          aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
16          the attached documents, and

17          BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
18          copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
19          County Brewster Village Administrator.

20          Dated this \_\_\_\_ day of November 2025

21  
22  
23  
24  
25  
26  
27  
28

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION ADDITION FORM - 2026 BUDGET REQUEST**

Completion Checklist	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

Request Details		
Effective Date of Requested Change:	1/1/2026	
Department:	Brewster Village	
Department Head:	Taya Walk	
Cost Center Number:	5017663	
Position Title:	Unit Clerk	
Limited Term Position? (yes / no)	No	
Exempt (Salaried or Non-Exempt (Hourly)):	Non-Exempt	
Pay Grade of Position:	110	
Estimated Starting Step:	\$19.39	
Position exists in the current Table of Organization:	Yes	
Number of positions requesting for this requisition:	1	
Is this position full time or part time? (If multiples include # for each)	Full Time:	1
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?	Utilizing nurses and social workers for clerical work, overtime	
If deleting a position to add this position, which position(s) will be deleted?		
If deleting a position, complete the Position Deletion form and include the Cost Savings below)		
List any positions in your Table of Organization that have been vacant for 6 months or longer:		

Position Justification	
Briefly summarize why this position is needed, as well as areas of revenue and savings.	
<p>With our goal to open vacant neighborhood space, the addition of an additional Unit Clerk position is essential to improving the overall efficiency, communication, and the quality of care within our skilled nursing facility. As our census will grow significantly and regulatory and documentation demands continue to increase, nursing staff are frequently pulled away from direct villager care to manage clerical and administrative duties that could be completed by a Unit Clerk. This is a cost-effective way to offload non-clinical tasks from licensed team members, allowing them to operate at the top of their licensure. The Unit Clerk will serve as a consistent point of contact for internal team members, providers, families, transportation providers, etc., reducing communication gaps and supporting better continuity of care. Last, the clerical load during a villager transition (move-in, hospital transfer, move-out) is significant. A Unit Clerk can assist in assembling packets, coordinating schedules, managing documentation and communicate with referral sources if needed - streamlining the process and reducing bottlenecks for clinical staff.</p>	

Employee(s) impacted by this change (if no one in position, leave blank)

Fiscal Data		
How will this position be funded (Levy, Grant, etc.?)		
<b>PROJECTED 2026 EXPENDITURES - Amounts must agree to amounts included in proposed budget.</b>		
Salary	\$	40,331.20
Fringe Benefits	\$	31,466.45
Travel/Training		
Supplies - IT	\$	-
Supplies - Other	\$	-
Purchased Services - IT	\$	-
Purchased Services - Other	\$	-
Capital Outlay	\$	-
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>71,797.65</b>
COST SAVINGS OR INCREASED REVENUES:		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
Description	Dollar Value (enter as negative)	
Deleted Positions (if applicable)	\$	-
Program Revenue	\$	(71,797.65)
	\$	-
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$</b>	<b>(71,797.65)</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$</b>	<b>0.00</b>

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	



## New Position

DEPARTMENT: Brewster Village  
 COST CENTER: 5017663  
 EFFECTIVE DATE: January 1, 2026  
 POSITION: Unit Clerk

### JUSTIFICATION:

With our goal to open vacant neighborhood space, the addition of an additional Unit Clerk position is essential to improving the overall efficiency, communication, and the quality of care within our skilled nursing facility. As our census will grow significantly and regulatory and documentation demands continue to increase, nursing staff are frequently pulled away from direct villager care to manage clerical and administrative duties that could be completed by a Unit Clerk. This is a cost-effective way to offload non-clinical task from licensed team members, allowing them to operate at the top of their licensure. The Unit Clerk will serve as a consistent point of contact for internal team members, providers, families, transportation providers, etc., reducing communication gaps and supporting better continuity of care. Last, the clerical load during a villager transition (move-in, hospital transfer, move-out) is significant; A Unit Clerk can assist in assembling packets, coordinating schedules, managing documentation and communicate with referral sources if needed - streamlining the process and reducing bottlenecks for clinical staff.

Budget Impact	Budget (\$)
Salary	40,331
Fringe	31,466
Program Revenue	(71,797)
Net Budget Impact	0

FUND: BREWSTER VILLAGE 501

COST CENTER NAME: BREWSTER VILLAGE  
 COST CENTER NUMBER: 5017100, 5017226, 5017235,  
 5017550, 5017551, 5017552, 5017661, 5017663, 5017665

DEPARTMENT NAME: BREWSTER VILLAGE

POSITION COUNT REGULAR POSITIONS:	2023			2024			2025			2026		
	FT	PT	FTE									
<b><u>COST CENTER 5017100</u></b>												
ASSISTANT DIRECTOR OF NURSING	1	0		1	0		1	0		1	0	
CERTIFIED NURSING ASSISTANT	0	0	102.3	0	0	102.3	0	0	102.3	0	0	102.3
DIRECTOR OF NURSING	1	0		1	0		1	0		1	0	
INFECTION CONTROL COORDINATOR	1	0		1	0		1	0		1	0	
LPN *	0	0	1.2	0	0	1.2	0	0	1.2	0	0	1.2
MDS COORDINATOR	0	0		1	0		2	0		2	0	
MEDICATION TECHNICIAN *	0	0	1.6	0	0	1.6	0	0	6.6	0	0	6.6
NURISING SUPERVISOR	8	0		8	0		8	0		8	0	
NURSING TECHNICIAN	0	0	0.5	0	0	0.5	0	0	0.5	0	0	0.5
REGISTERED NURSE *	0	0	30.7	0	0	30.7	0	0	30.7	0	0	30.7
<b>COST CENTER TOTALS</b>	<b>11</b>	<b>0</b>	<b>136.3</b>	<b>12</b>	<b>0</b>	<b>136.3</b>	<b>13</b>	<b>0</b>	<b>141.3</b>	<b>13</b>	<b>0</b>	<b>141.3</b>
<b><u>COST CENTER 5017226</u></b>												
LIFE ENRICHMENT SERVICES MANAGER	1	0		1	0		1	0		1	0	
LIFE ENRICHMENT SPECIALIST	0	0	19.6	0	0	19.6	0	0	19.6	0	0	19.6
LIFE ENRICHMENT SPECIALIST - LEAD	1	0		1	0		1	0		1	0	
<b>COST CENTER TOTALS</b>	<b>2</b>	<b>0</b>	<b>19.6</b>									

\* POSITION COMPOSITION MAY VARY BUT NOT EXCEED TOTAL COMBINED NUMBER OF POSITIONS

FUND: BREWSTER VILLAGE 501

COST CENTER NAME: BREWSTER VILLAGE  
 COST CENTER NUMBER: 5017100, 5017226, 5017235,  
 5017550, 5017551, 5017552, 5017661, 5017663, 5017665

DEPARTMENT NAME: BREWSTER VILLAGE

POSITION COUNT REGULAR POSITIONS:	2023			2024			2025			2026		
	FT	PT	FTE									
<b><u>COST CENTER 5017235</u></b>												
ADMISSIONS COORDINATOR	0	0		0	0		1	0		1	0	
SOCIAL SERVICES MANAGER	1	0		1	0		1	0		1	0	
SOCIAL WORKER	3	1		3	1		3	1		3	1	
SUPPORT SERVICES DIRECTOR	1	0		1	0		0	0		0	0	
<b>COST CENTER TOTALS</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>
<b><u>COST CENTER 5017550</u></b>												
CULINARY SPECIALIST	0	0	2.8	0	0	2.8	0	0	2.8	0	0	2.8
FOOD & NUTRITION SERV. MANAGER	1	0		1	0		1	0		1	0	
HOMEMAKER	0	0	17.9	0	0	17.9	0	0	17.9	0	0	17.9
HOMEMAKER - LEAD	0	0	5.0	1	0		1	0		1	0	
REGISTERED DIETITIAN	1	0		1	0		1	0		1	0	
<b>COST CENTER TOTALS</b>	<b>2</b>	<b>0</b>	<b>25.7</b>	<b>3</b>	<b>0</b>	<b>20.7</b>	<b>3</b>	<b>0</b>	<b>20.7</b>	<b>3</b>	<b>0</b>	<b>20.7</b>
<b><u>COST CENTER 5017551</u></b>												
CUSTODIAL & MAINTENANCE ASSISTANT	1	0		1	0		1	0		1	0	
DRIVER	0	0		0	0		0	2		0	2	
FACILITIES MAINTENANCE WORKER	3	0		3	0		2	0		2	0	
FACILITY & OPERATIONS MANAGER	1	0		1	0		1	0		1	0	
LEAD MAINTENANCE TECHNICIAN	0	0		0	0		1	0		1	0	
<b>COST CENTER TOTALS</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>0</b>
<b><u>COST CENTER 5017552</u></b>												
ENVIRONMENTAL SERVICES SPECIALIST	0	0	2.8	0	0	2.8	0	0	2.8	0	0	2.8
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>2.8</b>									
<b><u>COST CENTER 5017661</u></b>												
INVENTORY/SUPPLY ASSISTANT	0	0	1.0	0	0	1.0	0	0	1.0	0	0	1.0
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>1</b>									
<b><u>COST CENTER 5017663</u></b>												
MEDICAL CODING ASSISTANT	1	0		1	0		1	0		1	0	
MEDICAL RECORDS COORDINATOR	1	0		1	0		1	0		1	0	
UNIT CLERK	1	0		1	0		1	0		2	0	
<b>COST CENTER TOTALS</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>

FUND: BREWSTER VILLAGE 501

COST CENTER NAME: BREWSTER VILLAGE  
 COST CENTER NUMBER: 5017100, 5017226, 5017235,  
 5017550, 5017551, 5017552, 5017661, 5017663, 5017665

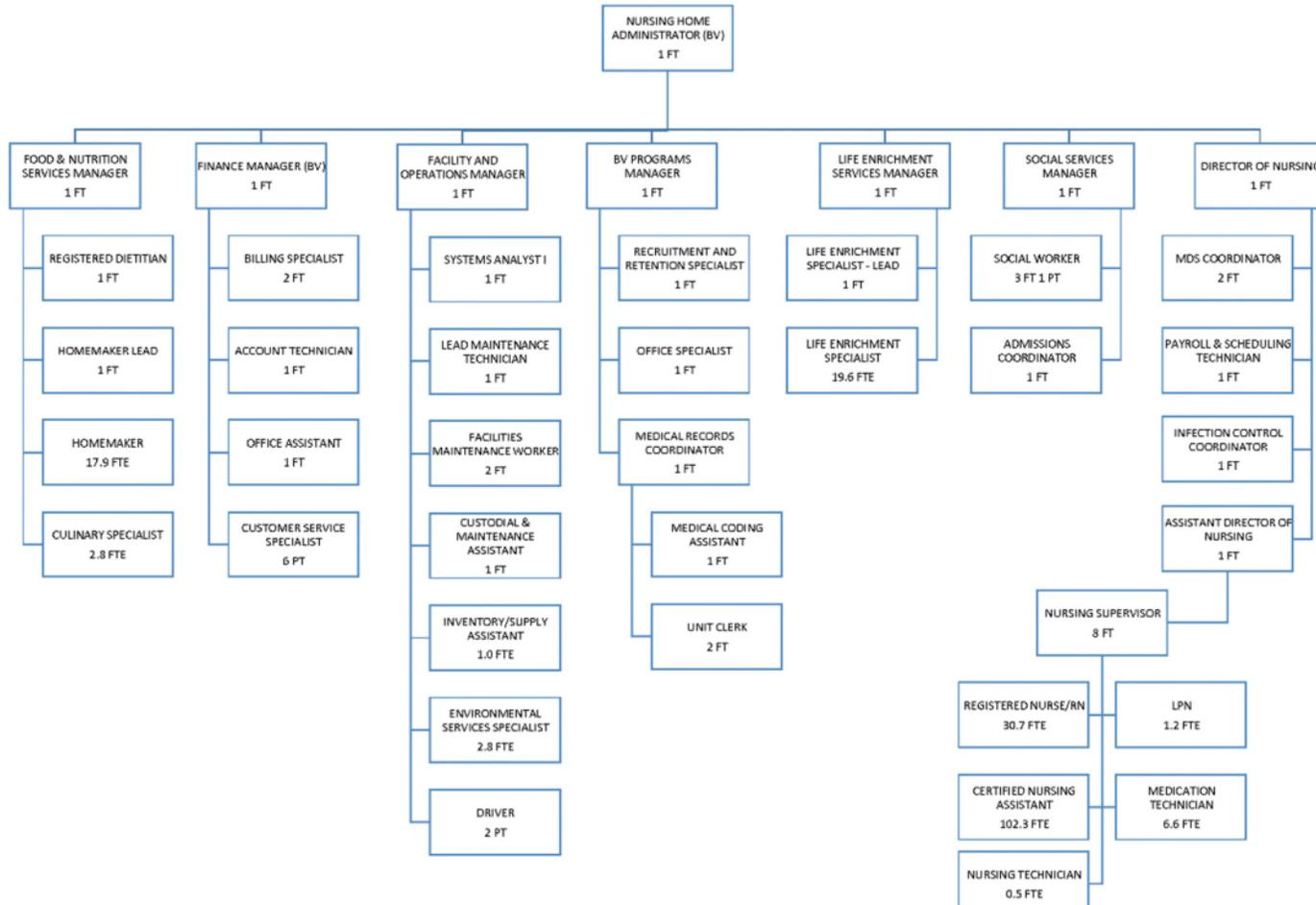
DEPARTMENT NAME: BREWSTER VILLAGE

POSITION COUNT REGULAR POSITIONS:	2023			2024			2025			2026		
	FT	PT	FTE									
<b><u>COST CENTER 5017665</u></b>												
ACCOUNT TECHNICIAN	1	0		1	0		1	0		1	0	
BILLING SPECIALIST	2	0		2	0		2	0		2	0	
BV PROGRAMS MANAGER	1	0		1	0		1	0		1	0	
CUSTOMER SERVICE SPECIALIST	0	1		0	3		0	3		0	6	
FINANCE MANAGER	1	0		1	0		1	0		1	0	
NURISING HOME ADMINISTRATOR	1	0		1	0		1	0		1	0	
OFFICE ASSISTANT	1	0		1	0		1	0		1	0	
OFFICE SPECIALIST	1	0		1	0		1	0		1	0	
PAYROLL & SCHEDULING TECHNICIAN	1	0		1	0		1	0		1	0	
RECRUITMENT & RETENTION SPECIALIST	1	0		1	0		1	0		1	0	
SYSTEMS ANALYST I	1	0		1	0		1	0		1	0	
<b>COST CENTER TOTALS</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>11</b>	<b>3</b>	<b>0</b>	<b>11</b>	<b>3</b>	<b>0</b>	<b>11</b>	<b>6</b>	<b>0</b>
<b>TOTAL POSITIONS - REGULAR: ^</b>	<b>39</b>	<b>2</b>	<b>185.4</b>	<b>41</b>	<b>4</b>	<b>180.4</b>	<b>41</b>	<b>6</b>	<b>185.4</b>	<b>42</b>	<b>9</b>	<b>185.4</b>
<b>TOTAL ALL POSITIONS:</b>	<b>39</b>	<b>2</b>	<b>185.4</b>	<b>41</b>	<b>4</b>	<b>180.4</b>	<b>41</b>	<b>6</b>	<b>185.4</b>	<b>42</b>	<b>9</b>	<b>185.4</b>

^ NO FT OR PT NUMBERS ARE SHOWN ON FTE POSITION COUNTS WHERE FTE TOTALS ARE PROVIDED.

FUND: BREWSTER VILLAGE 501  
 DEPARTMENT NAME: BREWSTER VILLAGE

COST CENTER NAME: BREWSTER VILLAGE  
 COST CENTER NUMBER: 5017100, 5017226, 5017235,  
 5017550, 5017551, 5017552, 5017661, 5017663, 5017665



# ***RESOLUTION NO.: 89—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following Brewster Village Table of  
2           Organization change, and the same has been made a part of the 2026 County  
3           Executive Budget:

4  
5                     Create: Three (3) Part-time Customer Service Specialist positions

6  
7           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
8           Resources Committee recommend adoption of the following resolution.

9           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
10          herewith authorize and approve of amending the Table of Organization for Brewster Village, cost  
11          center 5017665 by creating three (3) part-time Customer Service Specialist positions effective  
12          January 1, 2026 as described in the attached Position Addition Form – 2026 Budget Request,  
13          Position Description, and Table of Organization, which by reference are made a part hereof, and

14          BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
15          aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
16          the attached documents, and

17          BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
18          copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
19          County Brewster Village Administrator.

20          Dated this \_\_\_\_ day of November 2025

21  
22  
23  
24  
25  
26  
27  
28

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION ADDITION FORM - 2026 BUDGET REQUEST**

<b>Completion Checklist</b>	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	Brewster Village
Department Head:	Taya Walk
Cost Center Number:	5017665
Position Title:	Customer Service Specialist
Limited Term Position? (yes / no)	No
Exempt (Salaried or Non-Exempt (Hourly):	Non-Exempt
Pay Grade of Position:	110
Estimated Starting Step:	\$17.97
Position exists in the current Table of Organization:	Yes
Number of positions requesting for this request:	3
Is this position full time or part time? (If multiples include # for each)	Full Time:
	Part Time:
If Part Time position, how many hours per week will this position be working?	Hours:
What other alternatives were considered?	Utilizing casual call staff
If deleting a position to add this position, which position(s) will be deleted?	
If deleting a position, complete the Position Deletion form and include the Cost Savings below)	
List any positions in your Table of Organization that have been vacant for 6 months or longer:	

**Position Justification**  
 Briefly summarize why this position is needed, as well as areas of revenue and savings.  
 To maintain a safe, welcoming, and well-managed environment at Brewster Village, we are proposing the addition of Customer Service Specialist FTE to enhance our receptionist coverage during the afternoon, evening, weekends and holidays. These timeframes are underserved, yet they remain active periods for villagers, visitors, and vendor interactions. By adding coverage outside of traditional business hours, this will ensure that visitors are properly greeted and assisted which will reinforce Brewster Village's commitment to hospitality and professionalism. Unmonitored entry points during evenings and weekends present potential security risks. A Customer Service Specialist stationed at the front entrance during these times provides oversight and provides visitors with a first point of contact, in addition to being that extra layer of safety for our villagers. This additional FTE investment will enhance operational efficiency, elevate customer service, and significantly strengthen safety protocols during vulnerable hours. It reflects our commitment to a secure and supportive environment for all who live, work, and visit Brewster Village.

Employee(s) impacted by this change (if no one in position, leave blank)

**Fiscal Data**  
 How will this position be funded (Levy, Grant, etc.)?

<b>PROJECTED 2026 EXPENDITURES - Amounts must agree to amounts included in proposed budget.</b>	
Salary	\$ 17,754.36
Fringe Benefits	\$ 1,358.21
Travel/Training	
Supplies - IT	\$ -
Supplies - Other	\$ -
Purchased Services - IT	\$ -
Purchased Services - Other	\$ -
Capital Outlay	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,112.57</b>

<b>COST SAVINGS OR INCREASED REVENUES:</b>	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
Deleted Positions (if applicable)	\$ -
Program Revenue	\$ (19,112.57)
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ (19,112.57)</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ (0.00)</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	



## New Position

DEPARTMENT: Brewster Village  
COST CENTER: 5017665  
EFFECTIVE DATE: January 1, 2026  
POSITION: Customer Service Specialists (3 PT)

### JUSTIFICATION:

To maintain a safe, welcoming, and well-managed environment at Brewster Village, we are proposing the addition of Customer Service Specialist FTE to enhance our receptionist coverage during the afternoon, evening, weekends and holidays. These timeframes are underserved, yet they remain active periods for villagers, visitors, and vendor interactions. By adding coverage outside of traditional business hours, this will ensure that visitors are properly greeted and assisted which will reinforce Brewster Village's commitment to hospitality and professionalism. Unmonitored entry points during evenings and weekends present potential security risks. A Customer Service Specialist stationed at the front entrance during these times provides oversight and provides visitors with a first point of contact, in addition to being that extra layer of safety for our villagers. This additional FTE investment will enhance operational efficiency, elevate customer service, and significantly strengthen safety protocols during vulnerable hours. It reflects our commitment to a secure and supportive environment for all who live, work, and visit Brewster Village.

Budget Impact	Budget (\$)
Salary	17,754
Fringe	1,358
Program Revenue	(19,112)
Net Budget Impact	0

FUND: BREWSTER VILLAGE 501  
 DEPARTMENT NAME: BREWSTER VILLAGE

COST CENTER NAME: BREWSTER VILLAGE  
 COST CENTER NUMBER: 5017100, 5017226, 5017235,  
 5017550, 5017551, 5017552, 5017661, 5017663, 5017665

POSITION COUNT REGULAR POSITIONS:	2023			2024			2025			2026		
	FT	PT	FTE									
<b><u>COST CENTER 5017100</u></b>												
ASSISTANT DIRECTOR OF NURSING	1	0		1	0		1	0		1	0	
CERTIFIED NURSING ASSISTANT	0	0	102.3	0	0	102.3	0	0	102.3	0	0	102.3
DIRECTOR OF NURSING	1	0		1	0		1	0		1	0	
INFECTION CONTROL COORDINATOR	1	0		1	0		1	0		1	0	
LPN *	0	0	1.2	0	0	1.2	0	0	1.2	0	0	1.2
MDS COORDINATOR	0	0		1	0		2	0		2	0	
MEDICATION TECHNICIAN *	0	0	1.6	0	0	1.6	0	0	6.6	0	0	6.6
NURSING SUPERVISOR	8	0		8	0		8	0		8	0	
NURSING TECHNICIAN	0	0	0.5	0	0	0.5	0	0	0.5	0	0	0.5
REGISTERED NURSE *	0	0	30.7	0	0	30.7	0	0	30.7	0	0	30.7
<b>COST CENTER TOTALS</b>	<b>11</b>	<b>0</b>	<b>136.3</b>	<b>12</b>	<b>0</b>	<b>136.3</b>	<b>13</b>	<b>0</b>	<b>141.3</b>	<b>13</b>	<b>0</b>	<b>141.3</b>
<b><u>COST CENTER 5017226</u></b>												
LIFE ENRICHMENT SERVICES MANAGER	1	0		1	0		1	0		1	0	
LIFE ENRICHMENT SPECIALIST	0	0	19.6	0	0	19.6	0	0	19.6	0	0	19.6
LIFE ENRICHMENT SPECIALIST - LEAD	1	0		1	0		1	0		1	0	
<b>COST CENTER TOTALS</b>	<b>2</b>	<b>0</b>	<b>19.6</b>									

\* POSITION COMPOSITION MAY VARY BUT NOT EXCEED TOTAL COMBINED NUMBER OF POSITIONS

FUND: BREWSTER VILLAGE 501  
 DEPARTMENT NAME: BREWSTER VILLAGE

COST CENTER NAME: BREWSTER VILLAGE  
 COST CENTER NUMBER: 5017100, 5017226, 5017235,  
 5017550, 5017551, 5017552, 5017661, 5017663, 5017665

POSITION COUNT REGULAR POSITIONS:	2023			2024			2025			2026		
	FT	PT	FTE									
<b><u>COST CENTER 5017235</u></b>												
ADMISSIONS COORDINATOR	0	0		0	0		1	0		1	0	
SOCIAL SERVICES MANAGER	1	0		1	0		1	0		1	0	
SOCIAL WORKER	3	1		3	1		3	1		3	1	
SUPPORT SERVICES DIRECTOR	1	0		1	0		0	0		0	0	
<b>COST CENTER TOTALS</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>
<b><u>COST CENTER 5017550</u></b>												
CULINARY SPECIALIST	0	0	2.8	0	0	2.8	0	0	2.8	0	0	2.8
FOOD & NUTRITION SERV. MANAGER	1	0		1	0		1	0		1	0	
HOMEMAKER	0	0	17.9	0	0	17.9	0	0	17.9	0	0	17.9
HOMEMAKER - LEAD	0	0	5.0	1	0		1	0		1	0	
REGISTERED DIETITIAN	1	0		1	0		1	0		1	0	
<b>COST CENTER TOTALS</b>	<b>2</b>	<b>0</b>	<b>25.7</b>	<b>3</b>	<b>0</b>	<b>20.7</b>	<b>3</b>	<b>0</b>	<b>20.7</b>	<b>3</b>	<b>0</b>	<b>20.7</b>
<b><u>COST CENTER 5017551</u></b>												
CUSTODIAL & MAINTENANCE ASSISTANT	1	0		1	0		1	0		1	0	
DRIVER	0	0		0	0		0	2		0	2	
FACILITIES MAINTENANCE WORKER	3	0		3	0		2	0		2	0	
FACILITY & OPERATIONS MANAGER	1	0		1	0		1	0		1	0	
LEAD MAINTENANCE TECHNICIAN	0	0		0	0		1	0		1	0	
<b>COST CENTER TOTALS</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>0</b>
<b><u>COST CENTER 5017552</u></b>												
ENVIRONMENTAL SERVICES SPECIALIST	0	0	2.8	0	0	2.8	0	0	2.8	0	0	2.8
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>2.8</b>									
<b><u>COST CENTER 5017661</u></b>												
INVENTORY/SUPPLY ASSISTANT	0	0	1.0	0	0	1.0	0	0	1.0	0	0	1.0
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>1</b>									
<b><u>COST CENTER 5017663</u></b>												
MEDICAL CODING ASSISTANT	1	0		1	0		1	0		1	0	
MEDICAL RECORDS COORDINATOR	1	0		1	0		1	0		1	0	
UNIT CLERK	1	0		1	0		1	0		2	0	
<b>COST CENTER TOTALS</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>

FUND: BREWSTER VILLAGE 501  
 DEPARTMENT NAME: BREWSTER VILLAGE

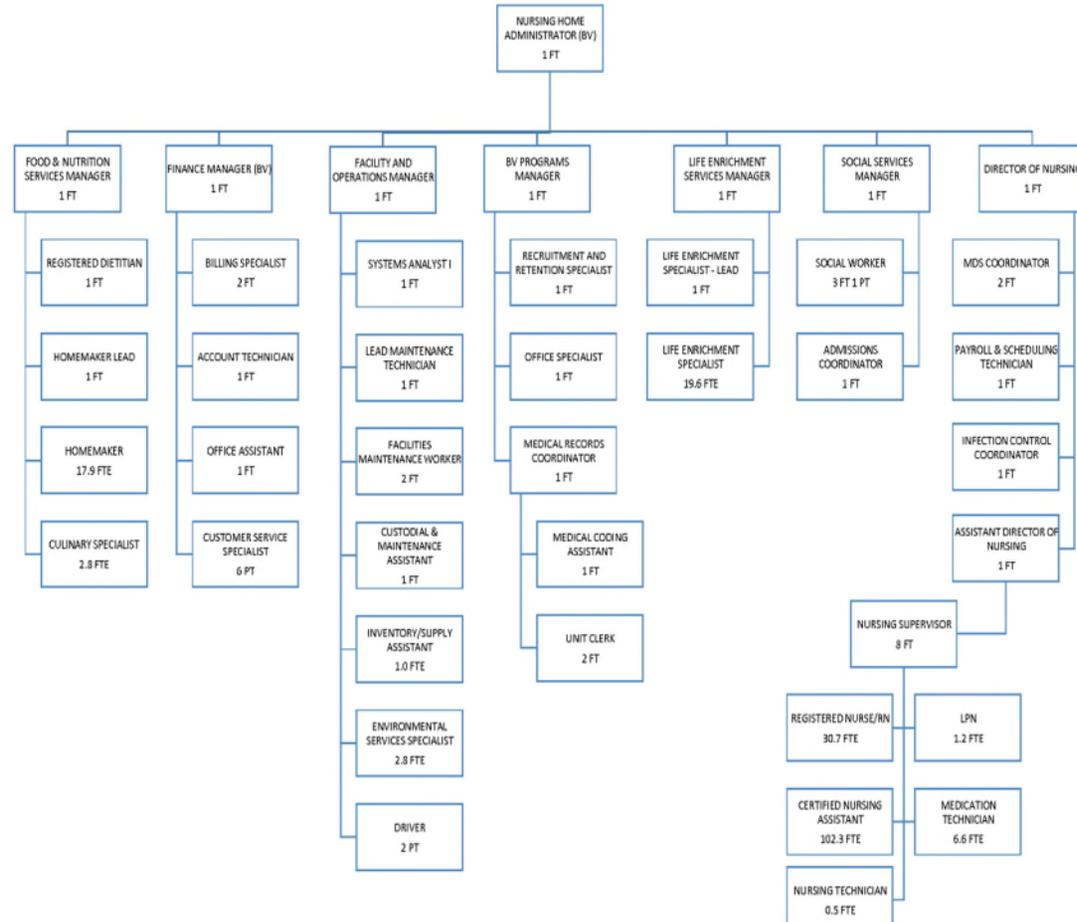
COST CENTER NAME: BREWSTER VILLAGE  
 COST CENTER NUMBER: 5017100, 5017226, 5017235,  
 5017550, 5017551, 5017552, 5017661, 5017663, 5017665

POSITION COUNT REGULAR POSITIONS:	2023			2024			2025			2026		
	FT	PT	FTE									
<b>COST CENTER 5017665</b>												
ACCOUNT TECHNICIAN	1	0		1	0		1	0		1	0	
BILLING SPECIALIST	2	0		2	0		2	0		2	0	
BV PROGRAMS MANAGER	1	0		1	0		1	0		1	0	
CUSTOMER SERVICE SPECIALIST	0	1		0	3		0	3		0	6	
FINANCE MANAGER	1	0		1	0		1	0		1	0	
NURISING HOME ADMINISTRATOR	1	0		1	0		1	0		1	0	
OFFICE ASSISTANT	1	0		1	0		1	0		1	0	
OFFICE SPECIALIST	1	0		1	0		1	0		1	0	
PAYROLL & SCHEDULING TECHNICIAN	1	0		1	0		1	0		1	0	
RECRUITMENT & RETENTION SPECIALIST	1	0		1	0		1	0		1	0	
SYSTEMS ANALYST I	1	0		1	0		1	0		1	0	
<b>COST CENTER TOTALS</b>	<b>11</b>	<b>1</b>	<b>0</b>	<b>11</b>	<b>3</b>	<b>0</b>	<b>11</b>	<b>3</b>	<b>0</b>	<b>11</b>	<b>6</b>	<b>0</b>
<b>TOTAL POSITIONS - REGULAR: ^</b>	<b>39</b>	<b>2</b>	<b>185.4</b>	<b>41</b>	<b>4</b>	<b>180.4</b>	<b>41</b>	<b>6</b>	<b>185.4</b>	<b>42</b>	<b>9</b>	<b>185.4</b>
<b>TOTAL ALL POSITIONS:</b>	<b>39</b>	<b>2</b>	<b>185.4</b>	<b>41</b>	<b>4</b>	<b>180.4</b>	<b>41</b>	<b>6</b>	<b>185.4</b>	<b>42</b>	<b>9</b>	<b>185.4</b>

^ NO FT OR PT NUMBERS ARE SHOWN ON FTE POSITION COUNTS WHERE FTE TOTALS ARE PROVIDED.

FUND: BREWSTER VILLAGE 501  
 DEPARTMENT NAME: BREWSTER VILLAGE

COST CENTER NAME: BREWSTER VILLAGE  
 COST CENTER NUMBER: 5017100, 5017226, 5017235,  
 5017550, 5017551, 5017552, 5017661, 5017663, 5017665



# ***RESOLUTION NO.: 90—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following Clerk of Courts Office Table of  
2           Organization change, and the same has been made a part of the 2026 County  
3           Executive Budget:

4  
5                       Create: One (1) Part-time Account Technician I position

6  
7           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
8           Resources Committee recommend adoption of the following resolution.

9           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
10          herewith authorize and approve of amending the Table of Organization for the Clerk of Courts  
11          Office, cost center 1000500 by creating one (1) part-time Account Technician I position effective  
12          January 1, 2026 as described in the attached Position Addition Form – 2026 Budget Request,  
13          Position Description, and Table of Organization, which by reference are made a part hereof, and

14          BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
15          aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
16          the attached documents, and

17          BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
18          copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
19          County Clerk of Courts.

20          Dated this \_\_\_\_ day of November 2025

21  
22  
23  
24  
25  
26  
27  
28

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION ADDITION FORM - 2026 BUDGET REQUEST**

Completion Checklist		
- Proposed Table of Organization		
- Job description for the position requested below, highlighting any changes from current Job Description		
Request Details		
Effective Date of Requested Change:	1/1/2026	
Department:	Clerk of Courts	
Department Head:	Barb Bocik	
Cost Center Number:	1000500	
Position Title:	Account Technician I	
Limited Term Position? (yes / no)	No	
Exempt (Salaried or Non-Exempt (Hourly)):	Non-Exempt	
Pay Grade of Position:	125	
Estimated Starting Step:	1	
Position exists in the current Table of Organization:	No	
Number of positions requesting for this requisition:	1	
Is this position full time or part time? (If multiples include # for each)	Full Time:	
	Part Time:	1
If Part Time position, how many hours per week will this position be working?	Hours:	20
What other alternatives were considered?	We had been using Manpower	
If deleting a position to add this position, which position(s) will be deleted?		
If deleting a position, complete the Position Deletion form and include the Cost Savings below)		
List any positions in your Table of Organization that have been vacant for 6 months or longer:		
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
<p>This position is necessary as we currently do not have enough staff to submit all of our back debt to the State Debt Collection Agency (SDC). In December of 2023, one of our collection agencies went out of business and returned over 11,000 cases for our office to begin our own collection efforts on. From 2023 to 2024, we increased our State of Wisconsin Court Fines and Assessments collections by 18%. For the first 5 months of 2025, we show an increase in collections by approximately 10%. Of that total increase, Outagamie County's portion of collections saw an increase of approximately 17% in 2024. The first 5 months of 2025 are showing a 6.8% increase.</p> <p>As you may know, the Circuit Courts Budget includes money for court appointed attorney fees at a rate of \$100.00 per hour. Every year we exceed that amount. One way we can counter those costs are by the amount we are able to collect for reimbursement of attorney fees through SDC. From 2023 to 2024, we increased the collection of reimbursed attorney fees by approximately 22%. For the first 5 months of 2025, we have shown a 92.75% increase. This is due to having a part-time account technician in our office through Manpower. Using our Manpower staff, we are able to mail out more SDC notices which enables us to submit more cases to SDC for collection. Collection on these older cases has allowed us to increase interest collections, some of which is retained by Outagamie County. From 2023 to 2024, we increased the interest amount by approximately 35.65%. Already in 2025, we have increased the amount of interest that we have collected by 67.41% which is approximately \$38,000.00 more than last year.</p> <p>I feel that we would be able to cover the costs of a part-time employee through the elimination of the part-time Manpower staff and through the increased interest collections that we are undertaking through SDC.</p>		
Employee(s) impacted by this change (if no one in position, leave blank)		
Fiscal Data		
How will this position be funded (Levy, Grant, etc.)?		
PROJECTED 2026 EXPENDITURES - Amounts must agree to amounts included in proposed budget.		
Salary	\$	23,285.60
Fringe Benefits	\$	21,929.02
Travel/Training	\$	-
Supplies - IT	\$	-
Supplies - Other	\$	-
Purchased Services - IT	\$	-
Purchased Services - Other	\$	-
Capital Outlay	\$	-
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>45,214.62</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
Description	Dollar Value (enter as negative)	
Deleted Positions (if applicable)	\$	-
Temporary Help-Manpower	\$	(15,000.00)
Increase in collection of interest	\$	(30,214.62)
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$</b>	<b>(45,214.62)</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$</b>	<b>-</b>

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	



## New Position

DEPARTMENT: Clerk of Courts  
 COST CENTER: 1000500  
 EFFECTIVE DATE: January 1, 2026  
 POSITION: Account Technician I - Part-time

### JUSTIFICATION:

This position is necessary as we currently do not have enough staff to submit all of our back debt to the State Debt Collection Agency (SDC). In December of 2023, one of our collection agencies went out of business and returned over 11,000 cases for our office to begin our own collection efforts on. From 2023 to 2024, we increased our State of Wisconsin Court Fines and Assessments collections by 18%. For the first 5 months of 2025, we show an increase in collections by approximately 10%. Of that total increase, Outagamie County's portion of collections saw an increase of approximately 17% in 2024. The first 5 months of 2025 are showing a 6.8% increase.

As you may know, the Circuit Courts Budget includes money for court appointed attorney fees at a rate of \$100.00 per hour. Every year we exceed that amount. One way we can counter those costs are by the amount we are able to collect for reimbursement of attorney fees through SDC. From 2023 to 2024, we increased the collection of reimbursed attorney fees by approximately 22%. For the first 5 months of 2025, we have shown a 92.75% increase. This is due to having a part-time account technician in our office through Manpower. Using our Manpower staff, we are able to mail out more SDC notices which enables us to submit more cases to SDC for collection. Collection on these older cases has allowed us to increase interest collections, some of which is retained by Outagamie County. From 2023 to 2024, we increased the interest amount by approximately 35.65%. Already in 2025, we have increased the amount of interest that we have collected by 67.41% which is approximately \$38,000.00 more than last year.

I feel that we would be able to cover the costs of a part-time employee through the elimination of the part-time Manpower staff and through the increased interest collections that we are undertaking through SDC.

Budget Impact	Budget (\$)
Salary	23,286
Fringe	21,929
Temporary Services	(15,000)
Increase in Collection Revenue	(30,215)

Net Budget Impact	0
-------------------	---



[OpenGov](#)

[Add links](#)

FUND: GENERAL 100

COST CENTER NAME: CLERK OF COURTS

DEPARTMENT NAME: CLERK OF COURTS

COST CENTER NUMBER: 1000500

**POSITION COUNT**

**REGULAR POSITIONS:**

**COST CENTER 1000500**

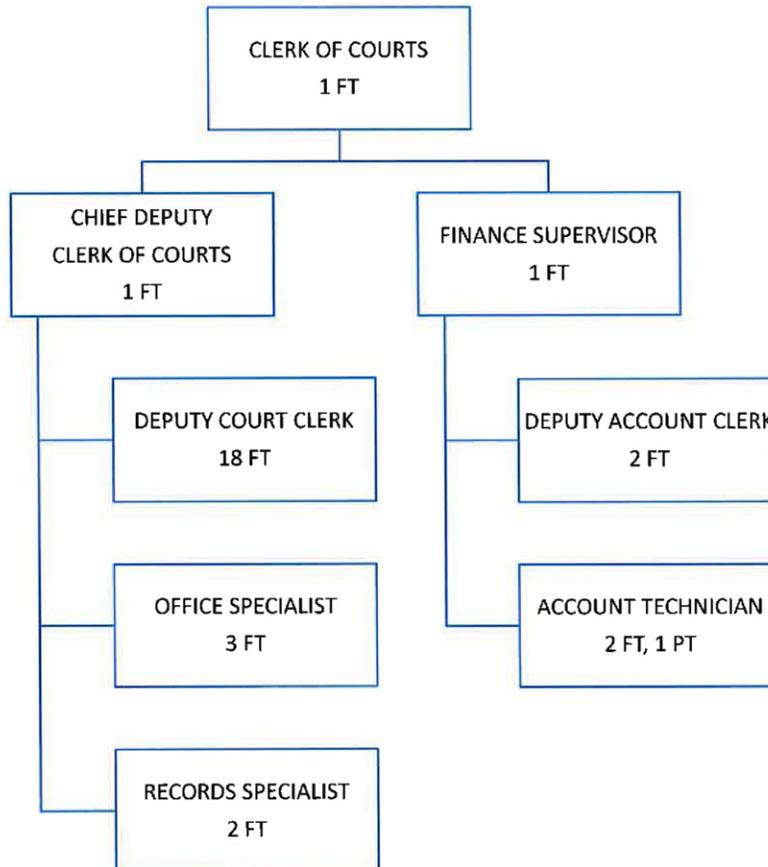
	<b>2023</b>		<b>2024</b>		<b>2025</b>		<b>2026</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
ACCOUNT TECHNICIAN	2	0	4	0	2	0	2	1
DEPUTY ACCOUNT CLERK	2	0	0	0	2	0	2	0
CHIEF DEPUTY CLERK OF COURTS	1	0	1	0	1	0	1	0
CLERK OF COURTS	1	0	1	0	1	0	1	0
DEPUTY COURT CLERK	18	0	18	0	18	0	18	0
FINANCE SUPERVISOR	1	0	1	0	1	0	1	0
OFFICE SPECIALIST	3	0	3	0	3	0	3	0
RECORDS SPECIALIST	2	0	2	0	2	0	2	0
<b>COST CENTER TOTALS</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>1</b>
<b>TOTAL POSITIONS - REGULAR:</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>1</b>
<b>TOTAL ALL POSITIONS:</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>30</b>	<b>1</b>

FUND: GENERAL 100

COST CENTER NAME: CLERK OF COURTS

DEPARTMENT NAME: CLERK OF COURTS

COST CENTER NUMBER: 1000500



# ***RESOLUTION NO.: 91—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following grade change, and the same has  
2           been made a part of the 2026 County Executive Budget:

3  
4                                   Department: Corporation Counsel  
5                                   Position: One (1) Full-time Risk Coordinator (Administrator)  
6                                   Grade Change: From Exempt 160 to Exempt 170  
7

8           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
9           Resources Committee recommend adoption of the following resolution.

10           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
11           herewith authorize and approve of amending the Wage Scale for the Corporation Counsel  
12           Department, cost center 1001500, by changing the full-time Risk Coordinator (Administrator)  
13           position from Exempt 160 to Exempt 170 effective January 1, 2026 as described in the attached  
14           Position Classification/Grade Request – 2026 Budget Request form, Position Description, and  
15           Table of Organization, which by reference are made a part hereof, and

16           BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
17           aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
18           the attached documents, and

19           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
20           copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
21           County Corporation Counsel.

22           Dated this \_\_\_\_ day of November 2025

23  
24  
25  
26  
27

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION CLASSIFICATION/GRADE REQUEST - 2026 BUDGET REQUEST**

<b>Completion Checklist</b>	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	Corp Counsel
Department Head:	Kyle Sargent
Cost Center Number:	1001500
Position Title:	Risk Coordinator (Administrator)
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Exempt
Current Pay Grade of Position:	160
Proposed Pay Grade of Position:	170
New Step(s) in New Grade:	
Number of Employees:	1

**Reclass Justification**  
 Briefly summarize why this classification change is needed, as well as areas of revenue and savings.

Over the last three years we have had the privilege of having a former risk manager from a global private sector company. During this time we have seen significant improvements made to the proactive training and compliance monitoring performed by our Risk Administrator. This has exposed an area in which the County needs to dedicate more resources to lessen claims made by outside entities as well as workers compensation claims made by employees. We have seen that expansion of this focus on these areas has made this position more likely a two person job. While we are not ruling out a future request for an additional position such as a safety coordinator, the position merits reclassification with the additional focus on training and compliance monitoring along with all of the other previously assigned duties.

**Employee(s) impacted by this change (if no one in position, leave blank)**  
 Chuck Schroeder (160 Step 10 to 170 Step 7)

**Fiscal Data**  
 How will this position change be funded (Levy, Grant, etc.)?

<b>PROJECTED 2026 INCREASE IN EXPENDITURES</b> - Amounts must agree to amounts included in proposed budget.		
Salary	\$	4,659.20
Fringe Benefits	\$	680.24
Other (Describe)	\$	-
Other (Describe)	\$	3,281.00
<b>TOTAL EXPENDITURES</b>	\$	<b>8,620.44</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
	\$	-
	\$	-
	\$	-
<b>TOTAL COST SAVINGS/REVENUES</b>	\$	-
<b>NET COUNTY COST (Levy/Fund Balance)</b>	\$	<b>8,620.44</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

Risk Coordinator (Risk Manager)

**Class Title**

Risk Coordinator

**Class Code**

1300-7

**Salary**

\$74,817.60 - \$97,614.40 Annually

- [Definition](#)
- [Benefits](#)

**Position Purpose**

Reporting to Corporation Counsel, the Risk Coordinator is responsible for developing, coordinating and controlling a comprehensive risk management program designed to minimize the County's exposure to loss. Administers accident and claims investigations for all County departments, safety and loss prevention and development of premium and budget preparations relating to safety and insurance.

**Key Responsibilities**

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

- Establishes and maintains effective working relationships with staff, elected officials, county departments, vendors, government agencies, and the public.
- Develops and maintains county-wide Safety Program and safety policies and procedures.
- Insures that appropriate and effective safety training is performed by training and enabling specific department leadership to support the County's Safety Program.
- Establishes and coordinates safety inspections, hazard identification and corrective actions.
- Administers self-insured worker's compensation program including program development, lost time payroll processing, claims investigation, coordination of medical services and return to work; represents the County at DILHR hearings on disputed claims.
- Administers liability insurance programs including program development, internal investigation, recommending defense counsel, development of defense strategies, preparing disallowances, verifying coverage and maintaining claims and litigation files. Works closely with department leadership to be proactive and do root cause analysis preventing future claims from occurring.
- Develops and manages comprehensive County-wide occupation health, wellness, and safety program designed to reduce exposure to loss and claims. Keeps abreast of laws, regulations and industry standards in municipal health and safety program areas. Maintains the Hearing Conservation program and testing.

- Compiles, Reports, and Posts all year end safety data as required by law for OSHA and Bureau of Labor Statistics.
- Acts as the Counties DER (Designated Employee Representative) relating to the drug testing programs for DOT and FAA operations.
- Maintains the listing of employees required to have CDL's and monitors them in the FMSCA. (Federal Motor Carriers Safety Administration)
- Actively participates in department safety committees offering strategies and guidance.
- Advises claims administrators, insurance adjusters, defense counsel, and affected County departments on the status and disposition of all property and casualty claims. While following claims to closure.
- Provides professional advice on risk management issues to county administration; responds to requests for information and advice from county staff, government agencies, and the public.
- Advises departments on appropriate insurance coverage limits; develops insurance specifications and indemnification agreements for bids and contracts; reviews all contracts and certificates of insurance to ensure compliance with insurance and indemnification requirements.
- Completes annual insurance applications for Cyber, General Liability, Workers Compensation, Airport General Liability, Automobile Physical Damage, Crime, Property, Medical Professional Liability, Pollution, and Volunteer Accident.
- Selects and oversees the maintenance of the risk management recordkeeping system.
- Administers self-insured vehicle collision program including program development, repair authorization, subrogation actions, payments and negotiated settlements.
- Works with other members of the Finance team to develop premium projections and allocations for various self-insured and commercial insurances, prepares workers compensation insurance audit, develops and maintains rating information. Works with other members of the Finance team to develop the annual insurance budgets.
- Either develops or works with insurance carriers to maintain schedules of insurable properties. Works with other members of the Finance team to select commercial insurance coverages. prepares most insurance coverage renewable applications.
- Supports other members of the Finance team in preparing the annual vehicle assignment report by vehicle policy. Completes annual vehicle usage and mileage report for the County Board.
- Formulates procedures relating to the County's claims reporting; develops and maintains loss history and loss statistics used in the development of experience and exposure rating factors.
- Ensures testing and compliance as well as annual recertification for the Underground Fuel Storage Tanks with the State of Wisconsin.
- Represents the County at the Wisconsin Municipal Mutual Insurance Company meetings.

- Assists with special projects as assigned and annual financial audit as requested by the auditors.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

**Education/Certifications/Experience Requirements**

- Bachelor's degree in Risk Management, or a related field, with three to five years of progressively responsible professional experience in the area of administrating Worker's Compensation claims, property and casualty claims, safety programs or insurance administration.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Required or Preferred Skills**

- Ability to operate a motor vehicle.
- Ability to add, subtract, multiply, divide, calculate decimals and percent's, and make use of the principles of statistical inference.
- Ability to comprehend and interpret a variety of documents including lawsuits and claims, bank statements, account summaries, billing invoices, insurance policies, actuarial reports, State statutes, budgets, etc
- Ability to prepare a variety of documents including budgets, allocation schedules, annual and other reports, policy manuals, claim forms, valuation forms, etc.
- Ability to use and interpret medical, legal, and insurance terminology.
- Ability to communicate effectively with claimants, defense attorneys, adjusters, sales representatives doctors, professional service providers, department managers, auditors, and others verbally and in writing.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: GENERAL 100

COST CENTER NAME: CORPORATION COUNSEL

DEPARTMENT NAME: CORPORATION COUNSEL

COST CENTER NUMBER: 1001500, 6010100

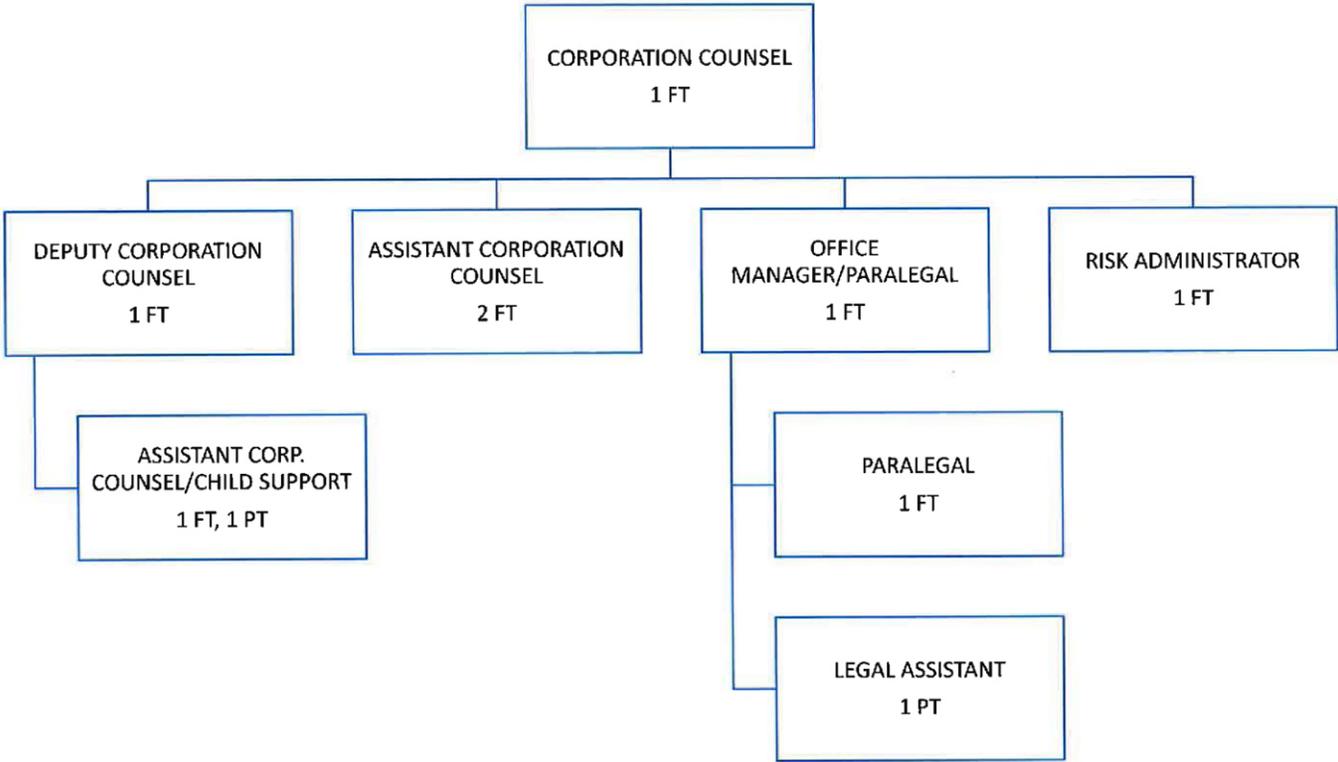
<u>POSITION COUNT</u>	<u>2023</u>		<u>2024</u>		<u>2025</u>		<u>2026</u>	
	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>
<b>REGULAR POSITIONS:</b>								
<b><u>COST CENTER 1001500</u></b>								
ASSISTANT CORP. COUNSEL/CHILD SUPPORT	1	1	1	1	1	1	1	1
ASSISTANT CORPORATION COUNSEL	1	1	2	0	2	0	2	0
CORPORATION COUNSEL	1	0	1	0	1	0	1	0
DEPUTY CORPORATION COUNSEL	1	0	1	0	1	0	1	0
LEGAL ASSISTANT	0	1	0	1	0	1	0	1
OFFICE MANAGER/PARALEGAL	1	0	1	0	1	0	1	0
PARALEGAL	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>6</b>	<b>3</b>	<b>7</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>7</b>	<b>2</b>
<b><u>COST CENTER 6010100</u></b>								
RISK ADMINISTRATOR	0	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>TOTAL POSITIONS - REGULAR:</b>	<b>6</b>	<b>3</b>	<b>8</b>	<b>2</b>	<b>8</b>	<b>2</b>	<b>8</b>	<b>2</b>
<b>TOTAL ALL POSITIONS:</b>	<b>6</b>	<b>3</b>	<b>8</b>	<b>2</b>	<b>8</b>	<b>2</b>	<b>8</b>	<b>2</b>

FUND: GENERAL 100

COST CENTER NAME: CORPORATION COUNSEL

DEPARTMENT NAME: CORPORATION COUNSEL

COST CENTER NUMBER: 1001500, 6010100



# ***RESOLUTION NO.: 92—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following grade change, and the same has  
2           been made a part of the 2026 County Executive Budget:

3  
4                                   Department: County Treasurer  
5                                   Position: One (1) Full-time Chief Deputy Treasurer  
6                                   Grade Change: From Non-Exempt 135 to Non-Exempt 145  
7

8           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
9           Resources Committee recommend adoption of the following resolution.

10           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
11           herewith authorize and approve of amending the Wage Scale for the County Treasurer Department,  
12           cost center 1002400, by changing the full-time Chief Deputy Treasurer position from Non-Exempt  
13           135 to Non-Exempt 145 effective January 1, 2026 as described in the attached Position  
14           Classification/Grade Request – 2026 Budget Request form, Position Description, and Table of  
15           Organization, which by reference are made a part hereof, and

16           BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
17           aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
18           the attached documents, and

19           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
20           copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
21           County Treasurer.

22           Dated this \_\_\_\_ day of November 2025

23  
24  
25  
26  
27

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION CLASSIFICATION/GRADE REQUEST - 2026 BUDGET REQUEST**

<b>Completion Checklist</b>	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	TREASURER
Department Head:	ROCHIELLE OSKEY
Cost Center Number:	1002400
Position Title:	CHIEF DEPUTY TREASURER
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	NON-EXEMPT
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	NON-EXEMPT
Current Pay Grade of Position:	135
Proposed Pay Grade of Position:	145
New Step(s) in New Grade:	1
Number of Employees:	1

**Reclass Justification**  
 Briefly summarize why this classification change is needed, as well as arcas of revenue and savings.  
 Mc Grath did not realize this position supervises 2 employees, which in 2025 are at grade 130, \$1.68 less than the Chief Deputy Treasurer position. When Mc Grath changed this position from the old grade 32 step 1 in 2023, it was \$25.65; the new pay grade 135 step 1 in 2024 was \$25.40 & in 2025 is now \$25.65. A few other internal positions that have similar duties (in which we assist with solving their problems). are Accountant (Airport, HHS, BV & Finance); Chief Deputy Clerk of Court; Central Services Superviosr & Financial Services Clerk of Courts were moved to grades 145-155. This position also trains the 34 Municipal Treasurers everything there is to know about property taxes & is their point of contact. This position is responsible for reconciling an average of \$200 - \$300 million dollars of investments each month at alomost 40 different Financial Institutions. This position also reviews transactionS & corrects errors - if not caught. would be costly & greatly affect other departments.

**Employee(s) impacted by this change (if no one in position, leave blank)**  
 LISA AVERKAMP

<b>Fiscal Data</b>		
How will this position change be funded (Levy, Grant, etc.)?		
<b>PROJECTED 2026 INCREASE IN EXPENDITURES</b> - Amounts must agree to amounts included in proposed budget.		
Salary	\$	2,767.00
Fringe Benefits	\$	534.00
Other (Describe)	\$	-
Other (Describe)	\$	-
<b>TOTAL EXPENDITURES</b>	\$	<b>3,301.00</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
	\$	-
	\$	-
	\$	-
<b>TOTAL COST SAVINGS/REVENUES</b>	\$	-
<b>NET COUNTY COST (Levy/Fund Balance)</b>	\$	<b>3,301.00</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

**Position Purpose**

Senior position reporting to the County Treasurer. The Chief Deputy Treasurer oversees financial operations, supervises department staff, and manages office procedures and activities to assure compliance with established requirements. Performs the duties of the Treasurer in the absence of the Treasurer per Wisconsin Statutes.

**Key Responsibilities**

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

- Supervises Treasurer Staff and streamlines office operations, identifies inefficiencies and recommends improvements. Coordinates office activities and allocation of personnel and workloads to ensure work is performed with accuracy and in a timely manner. Provides training, mentoring, performance evaluations & implements improvement plans, if necessary, for employees.
- Evaluates, revises, modifies and implements new or revised procedures as necessary to improve efficiency and meet requirements of law.
- Supervise and reviews all fiscal operations between the County and the County's working bank, reconciles bank accounts and records daily receipts and disbursements.
- Oversees cash flow management, ensuring sufficient funds for operational needs and prepares transfers as necessary.
- Monitors and records investments in the County's investment portfolio program, makes investment decisions in the absence of the Treasurer.
- Reconciles monthly bank statements to County records, prepares journals, vouchers, monitor budget and assists with budget preparation.
- Ensure adherence to federal, state and local financial regulations and that required reports are submitted to Department of Revenue and Federal Treasury.
- Serves as the leader and liaison between the Treasurer's office and other departments and agencies.
- Provides leadership, training and mentoring to (34) municipal treasurers.
- Executes yearly tax calculations for 90,000 County tax parcels.
- Assists the general public with collection of taxes and real estate tax information. Markets County and regional financial assistance programs and executes County approved deferred payment agreements with delinquent tax payers.
- Manages the yearly In Rem process and foreclosure action. Works closely with Corporation Counsel to execute all legal, required steps in the foreclosure action process.
- Prepares for annual audit and provides auditors all required statements and supporting documentation as necessary.
- Reconciles bonds and coupons that are redeemed, and sets up indebtedness schedule.
- Follows procedures of the Wisconsin property tax statutes.

Education/Certifications/Experience Requirements

- Associate degree in accounting and three to five years of accounting/financial experience required. Two years of leadership experience is required.
- Or any combination of education and experience that provides equivalent knowledge skills and abilities.

Required or Preferred Skills

- Ability to operate general office equipment such as copy machine, FAX machine, personal computer, telephone, etc.
- Knowledge of and ability to use computer software and applications used by the department.
- Ability to make recommendations regarding the selection, discipline, and discharge of employees.
- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of descriptive statistics.
- Knowledge of accounting and accounting principles, preferably in a governmental setting, and ability to solve accounting problems.
- Ability to comprehend and interpret a variety of documents including bank statements, property tax statutes and procedures, etc.
- Ability to effectively communicate in English and understand and follow written and oral instructions.
- Ability to communicate effectively with bank personnel, co-workers, County Officials, officers, employees and general public, etc. verbally and in writing.
- Ability to read, prepare, organize, reconcile and maintain a variety of documents including bank statements, procedures, record investment transactions, and employee records.
- Ability to stoop, bend, stretch; push, pull and lift up to 20 pounds regularly and up to 40 pounds occasionally, understanding and utilizing proper body mechanics.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: GENERAL 100

COST CENTER NAME: CO TREAS/TAX LISTING

DEPARTMENT NAME: COUNTY TREASURER

COST CENTER NUMBER: 1002400

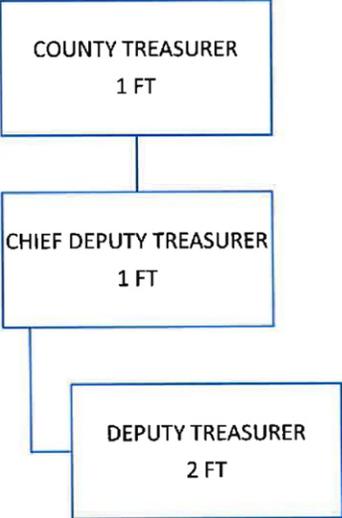
<u>POSITION COUNT</u>	<u>2023</u>		<u>2024</u>		<u>2025</u>		<u>2026</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>REGULAR POSITIONS:</b>								
<b><u>COST CENTER 1002400</u></b>								
ACCOUNT ASSOCIATE II	1	0	0	0	0	0	0	0
ACCOUNT ASSOCIATE III	1	0	0	0	0	0	0	0
CHIEF DEPUTY TREASURER	0	0	1	0	1	0	1	0
DEPUTY TREASURER	1	0	2	0	2	0	2	0
COUNTY TREASURER	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>TOTAL POSITIONS-REGULAR:</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>TOTAL ALL POSITIONS:</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>

FUND: GENERAL 100

COST CENTER NAME: CO TREAS/TAX LISTING

DEPARTMENT NAME: COUNTY TREASURER

COST CENTER NUMBER: 1002400





1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION DELETION FORM - 2026 BUDGET REQUEST**

Completion Checklist	
- Proposed Table of Organization	
Request Details	
Effective Date of Requested Change:	12/14/2025
Department:	Criminal Justice Treatment Services
Department Head:	Beth Robinson
Cost Center Number:	1009100
Position Title:	Inmate Resource Coordinator
Limited Term Position? (yes / no)	No
Is this position full time or part time? (If multiples include # for each)	Full Time:
	Part Time:
If adding a position to offset this deletion; which position(s) will be added?	Inmate Resource Coordinator (32 hours/weeks)
Position Justification	
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings impacted.	
The current 28-hour schedule limits the Inmate Resource Coordinator's ability to fully address the growing demand for inmate support services. Expanding the position to 32 hours per week will enhance program continuity, improve response times, and ensure more consistent support for inmates, which is critical for successful reintegration and reducing recidivism.	
Employee(s) impacted by this change (if no one in position, leave blank)	
Fiscal Data	
PROJECTED COST SAVINGS	
Salary	\$ 44,029.44
Fringe Benefits	\$ 24,984.66
Travel/Training	\$ -
Supplies	\$ -
Purchased Services	\$ -
Capital Outlay	\$ -
<b>TOTAL COST SAVINGS</b>	<b>\$ 69,014.10</b>
DECREASED REVENUES BY DELETING THIS POSITION:	
Please list below the decreased revenues pertaining to this position deletion.	
Description	Dollar Value (enter as negative)
	\$ -
	\$ -
	\$ -
<b>TOTAL REVENUE REDUCTION</b>	<b>\$ -</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ 69,014.10</b>

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

**POSITION ADDITION FORM - 2026 BUDGET REQUEST**

Completion Checklist	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

Request Details		
Effective Date of Requested Change:	1/1/2026	
Department:	Criminal Justice Treatment Services	
Department Head:	Beth Robinson	
Cost Center Number:	1009100	
Position Title:	Inmate Resource Coordinator	
Limited Term Position? (yes / no)	No	
Exempt (Salaried or Non-Exempt (Hourly)):	Exempt	
Pay Grade of Position:	145	
Estimated Starting Step:	2	
Position exists in the current Table of Organization:	Yes	
Number of positions requesting for this requisition:	1	
Is this position full time or part time? (If multiples include # for each)	Full Time:	32 hours/week
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?	28 hours/week and 40 hours/week	
If deleting a position to add this position, which position(s) will be deleted?	28 hours/week Inmate Resource Coordinator	
If deleting a position, complete the Position Deletion form and include the Cost Savings below)		
List any positions in your Table of Organization that have been vacant for 6 months or longer:	None	

Position Justification	
Briefly summarize why this position is needed, as well as areas of revenue and savings.	
<p>This position was previously full-time but was reduced to part-time in order to reallocate resources and support the transition of another departmental role to full-time. However, the need for inmate services has grown, particularly in the areas of facilitating groups, assisting with reentry planning, connecting individuals with community resources, and support for GED and pre-GED testing. The current 28-hour schedule limits the Inmate Resource Coordinator's ability to meet these increasing demands and to effectively assist the Inmate Education Coordinator and GED Program Coordinator in expanding testing capacity.</p> <p>Increasing the position to 32 hours per week will improve program continuity, responsiveness, and consistent support for inmates—critical components of successful reintegration and recidivism reduction. No additional equipment or supplies are needed, as the position already exists. This modest increase in hours enhances service delivery without incurring the full cost of a 40-hour position, and the added cost can be absorbed within the existing CJTS budget.</p>	

Employee(s) impacted by this change (if no one in position, leave blank)	
Angela Tripp	

Fiscal Data	
How will this position be funded (Levy, Grant, etc.)?	

PROJECTED 2026 EXPENDITURES - Amounts must agree to amounts included in proposed budget		
Salary	\$	50,319.36
Fringe Benefits	\$	32,939.71
Travel/Training	\$	-
Supplies - IT	\$	-
Supplies - Other	\$	-
Purchased Services - IT	\$	-
Purchased Services - Other	\$	-
Capital Outlay	\$	-
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>83,259.07</b>

COST SAVINGS OR INCREASED REVENUES:		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget		
Description	Dollar Value (enter as negative)	
Deleted Positions (if applicable)	\$	(69,014.10)
Purchased Services Reduction 1009100-5562	\$	(14,244.96)
	\$	-
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$</b>	<b>(83,259.06)</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$</b>	<b>0.00</b>

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

## Inmate Resources Coordinator (CJTS) Part Time

### Job Description Details

Job Description Code  
2300-19  
Active  
Salary Range  
\$29.36 - \$38.30 Hourly  
FLSA  
Non-Exempt  
Grade  
145  
Hepatitis Category  
B

#### Position Purpose

The Inmate Resource Coordinator provides group programming and reentry resource services to our client base in the Outagamie County Jail. The Inmate Resource Coordinator will work one-on-one and in group settings with individuals incarcerated in the jail, to establish connections to community agencies, develop life skills, and plan for reentry into the community.

#### Key Responsibilities

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

- Perform pre-release assessments and develop individualized reentry plans for individuals identified as highest need. Establish contact to identify individual barriers and schedule appointments for clients for upon release to eliminate gap of services.
- Coordinate with local agencies to connect clients to community resources for continuance of care after release. Communicate and interact with other public or private agencies in order to exchange and develop resources.
- Provide information to community resources such as mental health and substance use disorder services, employment agencies, Health and Human Services, and other providers.
- Develop and maintain records on participating clients, collect data on reentry program effectiveness, and reports outcomes to peers and leadership.

- Facilitate programs, to groups with up to 16 individuals, on topics such as reentry, reintegration, life skills, employability, financial literacy, Getting Ahead While Getting Out, and SMART Choices.
- Research, develop, and implement new and innovative, evidence-based curriculum.
- Under the direction of the GED Education Coordinator and Inmate Education Coordinator, schedule and supervise pre-GED testing and GED testing. Document records as necessary for these programs. Maintain regular contact with clients regarding testing schedules.
- Collaborate effectively within a small, close-knit team by maintaining clear communication and participating in cross-training to ensure consistent coverage and high-quality service delivery.
- Establish and sustain effective communication with Outagamie County Sheriff's Department, Probation and Parole, Circuit Courts, and other community agencies.
- Attend and actively engage in meetings, conferences, training sessions, and related professional development activities.
- Maintain regular and predictable attendance, work additional hours as needed and approved. Teamwork is essential in our work environment.

Education/Certifications/Experience Requirements

- Associate or Bachelor's Degree in Police Science, Criminal Justice, Social Work, or a related field.
- Three to five years of experience providing education and/or services to clients in a criminal justice, educational, or social services setting.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities to perform job responsibilities.
- Must pass a background check performed by Outagamie County Sheriff's Department to work in their secure facility.
- Must possess and maintain a valid driver's license.

Required or Preferred Skills

- Group Facilitation Skills
  1. Be comfortable managing a classroom/group of individuals in a jail setting.
  2. Take initiative to identify, plan, and lead programs that support client development and engagement
- Communication and Interpersonal Skills
  1. Communicate effectively with peers, clients, Outagamie County Sheriff's Department including Outagamie County Jail administration and staff, Probation and Parole, court officials, treatment facilities, and other professionals verbally and in writing.
  2. Ability to work effectively with individuals incarcerated in the jail, correctional staff, community agencies and families.

- Skilled at calming tensions and redirecting negative behavior before it escalates.
- Prepare and maintain a variety of records related to programming and GED testing.
- Use and interpret legal, counseling, and educational terminology.
- Comprehend and interpret a variety of documents including court, client, and other records, state statutes, evaluations, and other policies or regulations.
- Computer Literacy
  1. Ability to use a computer, add, subtract, multiply, divide, and have appropriate written grammar.

**Work Environment**

- This position is performed within a secure correctional facility and/or office setting and may involve frequent exposure to individuals in custody. The environment includes:
  - Working in close proximity to individuals incarcerated in the jail, including those who may be uncooperative or confrontational.
  - Exposure to loud noises, unpleasant odors, and potentially stressful or emergency situations while maintaining composure and exercise good judgment.
  - Working both independently and as part of a team in a structured and regulated setting.
  - Requires occasional lifting, push, pull, move, or carry items up to 25lbs

FUND: GENERAL 100

COST CENTER NAME: CRIMINAL JUSTICE TREATMENT SVC.

DEPARTMENT NAME: CRIMINAL JUSTICE TREATMENT

COST CENTER NUMBER: 1009100, 1009110

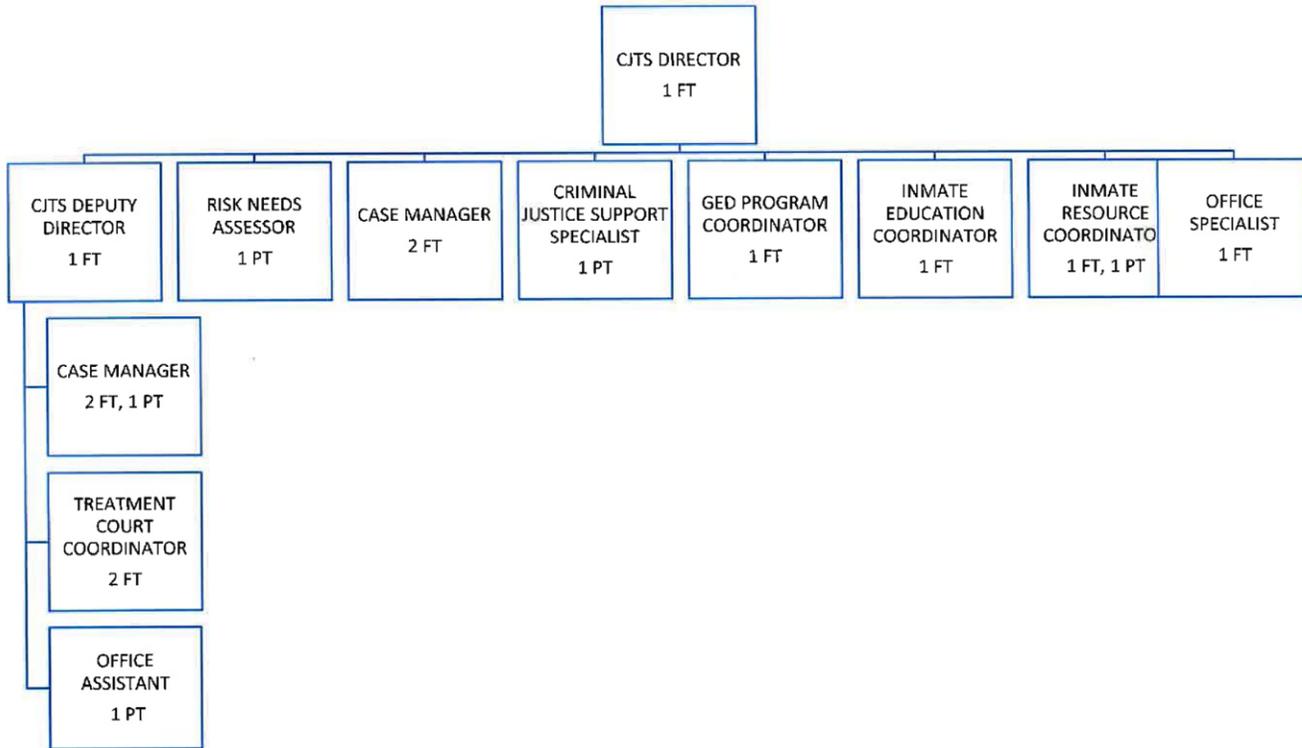
<u>POSITION COUNT</u>	<u>2023</u>		<u>2024</u>		<u>2025</u>		<u>2026</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>REGULAR POSITIONS:</b>								
<b><u>COST CENTER 1009100</u></b>								
CASE MANAGER	5	0	4	0	4	1	4	1
CJTS DEPUTY DIRECTOR	1	0	1	0	1	0	1	0
CJTS DIRECTOR	1	0	1	0	1	0	1	0
CRIMINAL JUSTICE SUPPORT SPECIALIST	0	2	0	2	0	1	0	1
GED PROGRAM COORDINATOR	1	0	1	0	1	0	1	0
INMATE EDUCATION COORDINATOR	1	0	1	0	1	0	1	0
INMATE RESOURCE COORDINATOR	1	1	1	1	1	1	1	1
MENTAL HEALTH COURT COORDINATOR	1	0	1	0	1	0	0	0
OFFICE ASSISTANT	0	0	0	0	0	1	0	1
OFFICE SPECIALIST	1	0	1	0	1	0	1	0
RISK NEEDS ASSESSOR	0	1	0	1	0	1	0	1
<b>COST CENTER TOTALS</b>	<b>12</b>	<b>4</b>	<b>11</b>	<b>4</b>	<b>11</b>	<b>5</b>	<b>10</b>	<b>5</b>
<b><u>COST CENTER 1009110</u></b>								
TREATMENT COURT COORDINATOR	2	0	2	0	2	0	2	0
<b>COST CENTER TOTALS</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>
<b>TOTAL POSITIONS-REGULAR:</b>	<b>14</b>	<b>4</b>	<b>13</b>	<b>4</b>	<b>13</b>	<b>5</b>	<b>12</b>	<b>5</b>
<b>TOTAL ALL POSITIONS:</b>	<b>14</b>	<b>4</b>	<b>13</b>	<b>4</b>	<b>13</b>	<b>5</b>	<b>12</b>	<b>5</b>

FUND: GENERAL 100

COST CENTER NAME: CRIMINAL JUSTICE TREATMENT SVC.

DEPARTMENT NAME: CRIMINAL JUSTICE TREATMENT

COST CENTER NUMBER: 1009100, 1009110



# ***RESOLUTION NO.: 94—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following District Attorney Office Table  
2           of Organization changes, and the same has been made a part of the 2026 County  
3           Executive Budget:

4  
5                           Eliminate: One (1) Part-Time Legal Assistant Position  
6                           Create: One (1) Full-Time Legal Assistant Position  
7

8           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
9           Resources Committee recommend adoption of the following resolution.

10           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
11           herewith authorize and approve of amending the Table of Organization for the District Attorney  
12           Office, cost center 1003400 by eliminating one (1) part-time Legal Assistant position and creating  
13           one (1) full-time Legal Assistant position effective January 1, 2026 as described in the attached  
14           Position Deletion Form – 2026 Budget Request, Position Addition Form – 2026 Budget Request,  
15           Position Description, and Table of Organization, which by reference are made a part hereof, and

16           BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
17           aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
18           the attached documents, and

19           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
20           copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
21           County District Attorney.

22           Dated this \_\_\_\_ day of November 2025

23  
24  
25  
26  
27

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION DELETION FORM - 2026 BUDGET REQUEST**

Completion Checklist	
- Proposed Table of Organization	
Request Details	
Effective Date of Requested Change:	1/1/2026
Department:	District Attorney
Department Head:	Melinda J. Tempelis
Cost Center Number:	1003400
Position Title:	Legal Assistant - 60%
Limited Term Position? (yes / no)	No
Is this position full time or part time? (If multiples include # for each)	Full Time:
	Part Time: X
If adding a position to offset this deletion, which position(s) will be added?	Legal Assistant - FT
Position Justification	
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings impacted.	
Employee(s) impacted by this change (if no one in position, leave blank)	
Fiscal Data	
PROJECTED COST SAVINGS	
Salary	\$ 30,813.12
Fringe Benefits	\$ 4,592.94
Travel/Training	\$ -
Supplies	\$ -
Purchased Services	\$ -
Capital Outlay	\$ -
<b>TOTAL COST SAVINGS</b>	<b>\$ 35,406.06</b>
DECREASED REVENUES BY DELETING THIS POSITION:	
Please list below the decreased revenues pertaining to this position deletion.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	\$ -
	\$ -
	\$ -
<b>TOTAL REVENUE REDUCTION</b>	<b>\$ -</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ 35,406.06</b>

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

**POSITION ADDITION FORM - 2026 BUDGET REQUEST**

<b>Completion Checklist</b>	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

<b>Request Details</b>		
Effective Date of Requested Change:	1/1/2026	
Department:	District Attorney	
Department Head:	Melinda J. Tempelis	
Cost Center Number:	1003400	
Position Title:	Legal Assistant	
Limited Term Position? (yes / no)	No	
Exempt (Salaried or Non-Exempt (Hourly):	Non-Exempt	
Pay Grade of Position:	130	
Estimated Starting Step:	2	
Position exists in the current Table of Organization:	Yes	
Number of positions requesting for this requisition:	1	
Is this position full time or part time? (If multiples include # for each)	Full Time:	Yes
	Part Time:	n/a
If Part Time position, how many hours per week will this position be working?	Hours:	n/a
	None	
What other alternatives were considered?	None	
If deleting a position to add this position, which position(s) will be deleted?		
If deleting a position, complete the Position Deletion form and include the Cost Savings below)		
List any positions in your Table of Organization that have been vacant for 6 months or longer.	Advanced Paralegal / Special Prosecutor	

<b>Position Justification</b>	
Briefly summarize why this position is needed, as well as areas of revenue and savings.	
<p>Currently, this position is funded 60 percent with levy funds and 40 percent ARPA. We are requesting the 40 percent (16 hours) be funded permanently. Our office had a retirement last year, and we requested that the position be converted to a full time position. It was decided to fund the position to full time using 16 hours of ARPA funding. See Attachment.</p>	

<b>Employee(s) impacted by this change (if no one in position, leave blank)</b>	
Nicholas Roberts	

<b>Fiscal Data</b>	
How will this position be funded (Levy, Grant, etc.)?	

**PROJECTED 2026 EXPENDITURES - Amounts must agree to amounts included in proposed budget.**

Salary	\$	51,355.20
Fringe Benefits	\$	7,622.89
Travel/Training	\$	300.00
Supplies - IT	\$	-
Supplies - Other	\$	-
Purchased Services - IT	\$	-
Purchased Services - Other	\$	-
Capital Outlay	\$	-
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>59,278.09</b>

**COST SAVINGS OR INCREASED REVENUES:**

Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.

Description	Dollar Value (enter as negative)
Deleted Positions (if applicable)	\$ (35,406.06)
	\$ -
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ (35,406.06)</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ 23,872.04</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	



**Outagamie County  
Legal Assistant (DA)**

<b>Job Description Code</b>	1320-6	<b>Established Date</b>	09/05/2017
<b>Last Revised Date</b>	12/17/2023	<b>Effective</b>	12/20/2024
<b>Salary Range</b>	\$23.97 - \$31.27 Hourly	<b>Bargaining Unit</b>	N/A
<b>EEO</b>	IPED	<b>Occupational Group</b>	200
<b>FLSA</b>	Non-Exempt	<b>Benefit Code</b>	General
<b>Physical Class</b>	N/A	<b>Grade</b>	130
<b>Employee Group (General, AS&amp;P, etc.)</b>	Non-Exempt	<b>Hepatitis Category</b>	C

**Position Purpose**

Reporting to the Office Manager, the Legal Assistant assists all prosecutors with tasks which include managing moderately complex case work, meeting of statutory time limits, court requirements and deadlines, monitoring and scheduling of court hearings and meetings, production of case discovery, filing of complaints and other court documents, and general assistance to prosecutors.

**Key Responsibilities**

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

- Serves as a personal assistant for prosecutors(s), screening phone calls, taking messages, scheduling court dates, typing and filing various documentation.
- Prepares and composes correspondence, edits materials, and types documentation, such as criminal complaints and juvenile petitions, from police reports and Juvenile Intake referrals, at the direction of the prosecutor, or machine transcription.

- Enters data into the PROTECT case management system such as referrals, subpoenas, scheduled court appearances and meetings.
- Coordinate and prepare writs for the transport of defendants and witnesses to court for hearings.
- Prepare extradition forms, detainer forms, and property/money forfeitures.
- Process no prosecution correspondence to law enforcement agencies.
- Review incoming mail, CCAP e-filing, police reports, and court notices and take appropriate action.
- Assist and inform law enforcement agencies of proper court and departmental procedures and follow up on required paperwork.
- Reserve laboratory analyst(s) for court hearings.
- Schedules and coordinates appointments, meetings and court hearings. Monitors court calendars for case status and filing/procedure deadlines.
- Maintains communication with law enforcement, victim/witness program, Human Services Department, Clerk of Court and Court personnel, public defenders, defense attorneys and other justice partners regarding pending cases and proceedings.
- Initiates Domestic and Non-Domestic Fast Track Program with drafting of complaints, deferred judgement agreements, and information sheets.
- Acquires all certified legal documents, coordinates any required prepayment arrangement for these documents and ensuring the documents are received in a timely manner for court use.
- Notarizes documents for prosecutors and law enforcement.
- Assist and files necessary Immunization documents with Court.
- Prepares DNA Compliance Letters along with criminal complaints for those in non-compliance.
- Serves as a backup receptionist; answering multi-line telephone; taking messages; greeting, directing, entering referrals, and assisting the public; and making referrals to specific prosecutors and/or community resources when appropriate.
- Maintains files and records, preparing necessary paperwork and opening and closing cases.
- Assists with case preparation, researching general information for the prosecutor and following up on projects and deadlines.
- Creates Templates for Office use.
- Assists Prosecutors at Pre-Trial Conferences.
- Attends in-service training, seminars, workshops, and meetings as required.
- Work closely with all law enforcement agencies.
- Provide needed back-up to other staff members during periods of absence and during peak workloads as directed.

- Work with Office Manager to oversee daily activities of interns and volunteers.
- Actively participate in any assigned committees or project groups.
- Maintains and updates department library.
- Prints weekly calendar from the computer and distributes to prosecutors.
- Maintains and monitors referrals, verifying unresolved referrals with department records.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

**Education/Certifications/Experience Requirements**

- Graduate from high school or G.E.D. with clerical and office training.
- At least five years of increasingly responsible secretarial experience including two years as a legal assistant.
- Paralegal training desirable. Criminal Law experience preferred.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Required or Preferred Skills**

- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Department as well as the Outagamie County Work Rules and Terms of Employment.
- Listen and respond constructively to other team members. Treat co-workers, administrative personnel and the public with respect and professionalism.
- Promptly notify manager about any problems that affect the ability to accomplish planned goals/work assigned.
- Knowledge of, and ability to use, modern office practices, procedures, and equipment such as calculator, typewriter, computer, photocopier, scanner, FAX machine, telephone, etc.
- Knowledge of and demonstrated skill in performing general clerical duties.
- Knowledge of and skill in using business English, grammar, and spelling.
- Working knowledge of the criminal justice system.
- Knowledge of pertinent laws, statutes, regulations, and legal terminology.
- Demonstrated ability to type 65 words per minute at 95% accuracy rate.
- Ability to work independently, make sound decisions, and use good judgment to ensure that work is prioritized so that it is effectively carried out in the time frame allotted, and ensuring effective use of all resources.

- Ability to manage large caseloads in a fast-paced environment.
- Ability to maintain accurate and complete records, and prepare clear and comprehensive reports.
- Knowledge of and ability to use computer software and applications utilized by the department.
- Ability to maintain composure and effectively use tact and diplomacy with co-workers, general public, government agencies, etc.
- Ability to maintain a high level of discretion and confidentiality, and to respect the confidentiality of information or concerns shared by others.
- Ability to effectively communicate in English, verbally and in writing.
- Ability to understand and follow written and oral instructions.
- Ability to add, subtract, multiply, divide, and figure mathematical calculations.
- Ability to lift, carry, push, pull; or otherwise move objects up to 25 pounds, understanding and utilizing proper body mechanics.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: GENERAL 100

COST CENTER NAME: DISTRICT ATTORNEY

DEPARTMENT NAME: DISTRICT ATTORNEY

COST CENTER NUMBER: 1003400

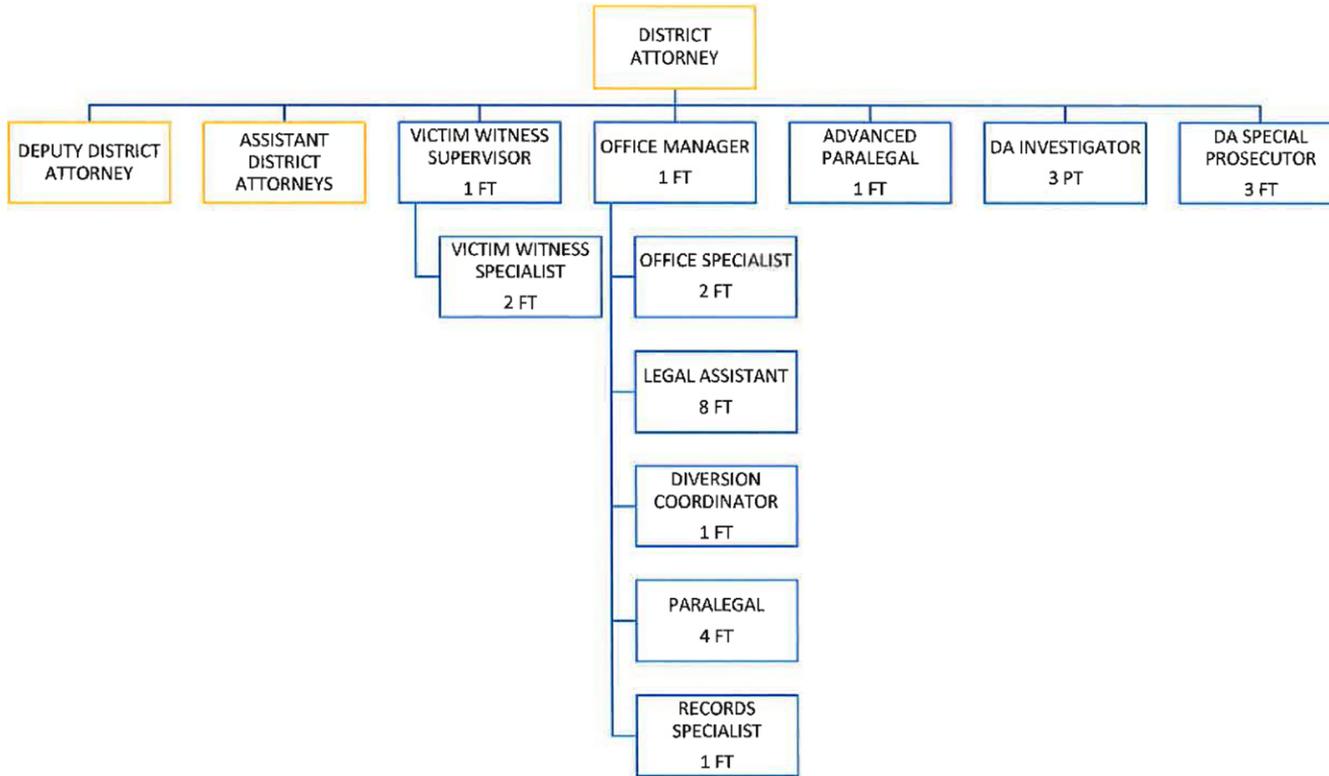
POSITION COUNT REGULAR POSITIONS:	2023		2024		2025		2026	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>COST CENTER 1003400</u></b>								
ADVANCED PARALEGAL	2	0	1	0	1	0	1	0
DA INVESTIGATOR	1	1	0	3	0	3	0	3
DA SPECIAL PROSECUTOR (1 Sunset)	4	0	4	0	4	0	3	0
DIVERSION COORDINATOR	1	0	1	0	1	0	1	0
EVIDENCE COORDINATOR	1	0	1	0	1	0	0	0
LEGAL ASSISTANT	8	1	8	1	8	1	8	0
OFFICE MANAGER (DA)	1	0	1	0	1	0	1	0
OFFICE SPECIALIST	2	0	2	0	2	0	2	0
PARALEGAL (2 Sunset)	2	0	4	0	4	0	4	0
RECORDS SPECIALIST	1	0	1	0	1	0	1	0
VICTIM WITNESS SPECIALIST	3	0	3	0	3	0	2	0
VICTIM WITNESS SUPERVISOR	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>27</b>	<b>2</b>	<b>27</b>	<b>4</b>	<b>27</b>	<b>4</b>	<b>24</b>	<b>3</b>
<b>TOTAL POSITIONS - REGULAR:</b>	<b>27</b>	<b>2</b>	<b>27</b>	<b>4</b>	<b>27</b>	<b>4</b>	<b>24</b>	<b>3</b>
<b>TOTAL ALL POSITIONS:</b>	<b>27</b>	<b>2</b>	<b>27</b>	<b>4</b>	<b>27</b>	<b>4</b>	<b>24</b>	<b>3</b>

FUND: GENERAL 100

COST CENTER NAME: DISTRICT ATTORNEY

DEPARTMENT NAME: DISTRICT ATTORNEY

COST CENTER NUMBER: 1003400



# ***RESOLUTION NO.: 95—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following grade change, and the same has  
2           been made a part of the 2026 County Executive Budget:

3  
4                           Department: Family Court Services  
5                           Position: One (1) Full-time Lead Mediator  
6                           Grade Change: From Exempt 150 to Exempt 155  
7

8           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
9           Resources Committee recommend adoption of the following resolution.

10           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
11           herewith authorize and approve of amending the Wage Scale for the Family Court Services  
12           Department, cost center 1003801, by changing the full-time Lead Mediator position from Exempt  
13           150 to Exempt 155 effective January 1, 2026 as described in the attached Position  
14           Classification/Grade Request – 2026 Budget Request form, Position Description, and Table of  
15           Organization, which by reference are made a part hereof, and

16           BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
17           aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
18           the attached documents, and

19           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
20           copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
21           County Family Court Services Manager.

22           Dated this \_\_\_\_ day of November 2025

23  
24  
25  
26  
27

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION CLASSIFICATION/GRADE REQUEST - 2026 BUDGET REQUEST**

<b>Completion Checklist</b>	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	Family Court Services
Department Head:	Paul H. Schroth
Cost Center Number:	1003801
Position Title:	Lead Mediator
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Mediator Exempt (Salaried)
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Lead Mediator Exempt (Salaried)
Current Pay Grade of Position:	150
Proposed Pay Grade of Position:	155
New Step(s) in New Grade:	9
Number of Employees:	1

**Reclass Justification**  
 Briefly summarize why this classification change is needed, as well as areas of revenue and savings.  
 The Lead Worker position is an expansion of the existing Exempt Mediator position. Under a newly revised Table of Organization, the Lead Worker would be positioned as number 2 on table, directly under the Department Head, with supervisory authority of the Support Specialist, as well as full supervisory authority when the Department Head is on leave. In the supervisory role of the Support Specialist, the Lead Worker would monitor, assist, and guide the support specialist's regular updating of crucial forms. When the Department Head is out of the office, the Lead Worker would be the "go to person" for administrative and policy questions affecting the department. In a period of extended leave (for example, the Department Head is on a two week vacation), the Lead Worker would make sure timesheets were completed/submitted to the Family Court Commissioner, as well as address any administrative issue that would occur during the Department Head's leave. The Lead Worker would also assist the Department Head in different areas, including policy creation and implementation. For example, the Lead Worker would take the lead in on-boarding any new professional to the Team. This would include having the new employee shadow her on Mediation and Custody Evaluation work assignments during the new person's orientation/probationary period. The Lead Worker's administrative duties would take up an estimated 20% of her work time, and would continue to serve as a Mediator/Custody Evaluator at an 80% capacity. The expenditure to expand this position will be quite modest, because the designated worker will be moving from Grade 150/Step 10 to Grade 155/Step 8. In the 2026 budget, this would translate to a \$707.20 increase in salary, \$104.31 increase in fringe benefits, and \$300 for leadership training costs. The reclassification would greatly benefit the department, because it would utilize the policy and leadership talents of a recognized employee. It would also prevent the potential "brain drain" of a stellar employee, since the identified employee is at the top of her salary steps in her current position.

**Employee(s) impacted by this change (if no one in position, leave blank)**  
 Heather Wesner has demonstrated strong leadership skills in all areas of work in Family Court Services. In addition to her excellent work as a top professional in the office, she has show great talent in the area of policy creation, monitoring, and updating.

**Fiscal Data**  
 How will this position change be funded (Levy, Grant, etc.)?

<b>PROJECTED 2026 INCREASE IN EXPENDITURES</b> - Amounts must agree to amounts included in proposed budget.		
Salary	\$	3,286.40
Fringe Benefits	\$	479.81
Other (Describe)	\$	300.00
Other (Describe)	\$	-
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>4,066.21</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
	\$	-
	\$	-
	\$	-
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$</b>	<b>-</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$</b>	<b>4,066.21</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by IIR	
County Executive Decision (Approved/Denied)	

## Lead Mediator (Full Time)

Job Description Code:	Established Date: 01/01/2026
Last Revised: 01/01/2026	Effective: 01/01/2026
Salary Range: \$69,908.80 to \$91,208 annually	Bargaining Unit: N/A
EEO: EEO1-Professionals	Occupational Group: 130
FLSA: Exempt	Benefit Code: General
Physical Class: N/A	Grade: 155
Employee Group: Exempt	Hepatitis C

### Job Description Details

#### Position Purpose:

The Lead Mediator position will carry a partial Mediator's caseload, perform all duties of the mediator position, and in conjunction with the Court Services Manager, assigned to the to the office of the Family Court Commissioner, will assist in the on-boarding of new hires, as well as in the creation and implementation of Family Court Services policy and procedures. This will include working with and assisting department's support specialist and the mediators to accomplish these tasks. The Lead Mediator will be the department's point of contact person when the Manager is away from the office while on extended leave.

#### Key Responsibilities:

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

- Represents Family Court Services at meetings and serves as the department's point of contact when the Manager is away from the office while on extended leave and/or unavailable to do so.
- Assists in the training and mentoring of new FCS mediators by providing a comprehensive overview of the mediation, custody evaluation & stepparent adoption processes, as well as the department's co-parenting education classes. This will include direct staff shadowing and guidance in the policies and procedures of the department and the court process, as well as assisting with the appropriate paperwork and form creation for these services, with continued follow up and evaluative input.
- Assists in the creation, development, updating, and implementation of new policies and procedures affecting the entire department.
- Assists in guiding staff through practice, policy, and procedural updates and changes, including staff monitoring of Department's Standards and Practices.

- Offers support to all professional staff in all areas of practice as needed, including reviewing and assisting with paperwork.
- Assists clients through all aspects of the mediation process, to focus on the best interests of the children when working out custody and physical placement agreements.
- Conducts court ordered evaluations and stepparent adoption screenings of parents, children, and other important members of household(s). This includes interviewing and writing evaluations/screenings with recommendations to the court, within the time constraints of department criteria, court directives, and statutory guidelines.
- Facilitates parenting co-educational seminars for parents, and participates in periodic updating of the seminars.
- Attends/participates in staff meetings, and educational or informational meetings.
- Performs other duties as assigned.

**Education/Certifications/Experience Requirements:**

Master's degree from an accredited school of social work, psychology or counseling; appropriate state certification; a minimum of one year experience in mediation; and 25 hours of mediation training as required by the State of Wisconsin. Experience with direct staff training/orientating, giving guidance, and completing an evaluation on performance. Must possess and maintain a valid driver's license.

Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Work Environment:**

Work is primarily performed in an office or courtroom setting, with occasional travel to other locations for meetings or home visits. The role involves frequent interaction with clients, attorneys, court personnel, and other stakeholders in potentially high-stress or emotionally charged situations. Mediators spend periods sitting, reading, and using computers for documentation, as well as standing or facilitating discussions. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions of the position.

**Required or Preferred Skills:**

- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Department as well as the Outagamie County Work Rules and Terms of Employment.
- Knowledge of child development and needs of children.
- Knowledge of WI Statute Chapter 767.
- Knowledge of human development, motivation, and behavior.
- Knowledge of mental health, drug/alcohol, domestic abuse, and child abuse.
- Knowledge of causal factors underlying family breakdown, dysfunction, and disorganization.
- Knowledge of applicable laws, regulations and practices.
- Demonstrated ability to provide imaginative and workable solutions to complex problems.
- Skill in maintaining objectivity and positive outlook while dealing with a variety of situations.
- Skill in motivating clients toward planned goals.
- Demonstrated ability to mentor and guide staff in practice and procedural matters.
- Demonstrated ability to comply with appropriate safety regulations.

- Ability to communicate effectively in English and understand and follow written and oral instructions.
- Ability to work semi-independently making sound decisions using good judgment.
- Ability to use tact and diplomacy when dealing with co-workers, clients, children, family members, general public, etc.
- Demonstrated reliability in attendance and flexibility to work hours.
- Ability to add, subtract, multiply, divide, and figure simple mathematical calculations.
- Ability to organize and schedule work effectively and cooperatively with co-workers.
- Ability to lift, carry, push, pull, and move objects up to 20 pounds, understanding and utilizing proper body mechanics.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: GENERAL 100

COST CENTER NAME: FAMILY COURT COMMISSIONER

DEPARTMENT NAME: FAMILY COURT COMMISSIONER

COST CENTER NUMBER: 1003800, 1003801

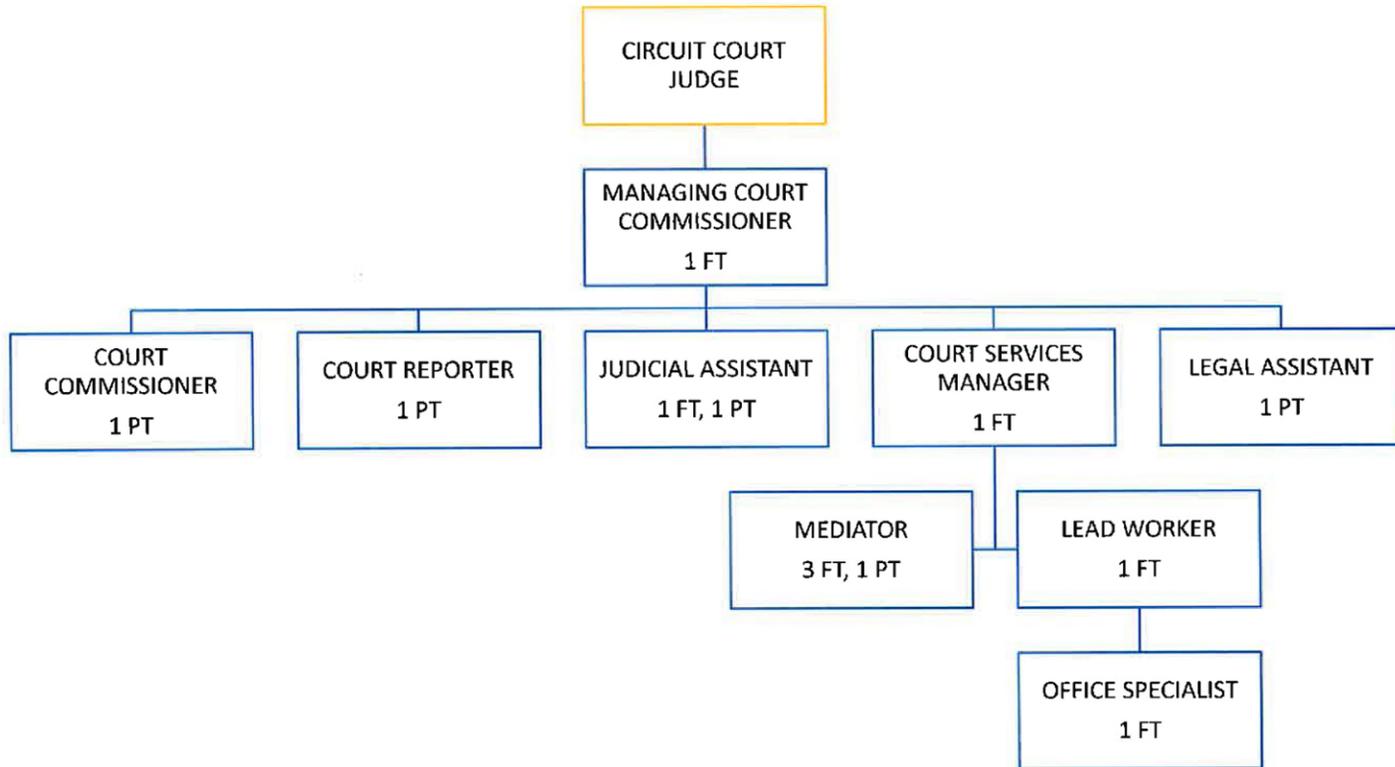
<u>POSITION COUNT</u>	<u>2023</u>		<u>2024</u>		<u>2025</u>		<u>2026</u>	
	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>	<u>FT</u>	<u>PT</u>
<b>REGULAR POSITIONS:</b>								
<b><u>COST CENTER 1003800</u></b>								
COURT COMMISSIONER	0	1	0	1	0	1	0	1
COURT REPORTER	0	1	0	1	0	1	0	1
JUDICIAL ASSISTANT	1	1	1	1	1	1	1	1
LEGAL ASSISTANT	0	1	0	1	0	1	0	1
MANAGING COURT COMMISSIONER	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>4</b>
<b><u>COST CENTER 1003801</u></b>								
COURT SERVICES MANAGER	1	0	1	0	1	0	1	0
LEAD WORKER	0	0	0	0	0	0	1	0
MEDIATOR	4	1	4	1	4	1	3	1
OFFICE SPECIALIST	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>1</b>
<b>TOTAL POSITIONS - REGULAR:</b>	<b>8</b>	<b>5</b>	<b>8</b>	<b>5</b>	<b>8</b>	<b>5</b>	<b>8</b>	<b>5</b>
<b>TOTAL ALL POSITIONS:</b>	<b>8</b>	<b>5</b>	<b>8</b>	<b>5</b>	<b>8</b>	<b>5</b>	<b>8</b>	<b>5</b>

FUND: GENERAL 100

COST CENTER NAME: FAMILY COURT COMMISSIONER

DEPARTMENT NAME: FAMILY COURT COMMISSIONER

COST CENTER NUMBER: 1003800, 1003801



# ***RESOLUTION NO.: 96—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following Health and Human Services  
2           Department Table of Organization changes, and the same have been made a part of  
3           the 2026 County Executive Budget:

4  
5                   Eliminate: One (1) Part-Time Environmental Health Sanitarian Position  
6                   Create: One (1) Full-Time Environmental Health Sanitarian Position  
7

8           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
9           Resources Committee recommend adoption of the following resolution.

10           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
11           herewith authorize and approve of amending the Table of Organization for the Health and Human  
12           Services Department, cost center 2061050 by eliminating one (1) part-time Environmental Health  
13           Sanitarian position and creating one (1) full-time Environmental Health Sanitarian position  
14           effective January 1, 2026 as described in the attached Position Deletion Form – 2026 Budget  
15           Request, Position Addition Form – 2026 Budget Request, Position Description, and Table of  
16           Organization, which by reference are made a part hereof, and

17           BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
18           aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
19           the attached documents, and

20           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
21           copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
22           County Health and Human Services Director.

23           Dated this \_\_\_\_ day of November 2025

24  
25  
26

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive



**POSITION ADDITION FORM - 2026 BUDGET REQUEST**

<b>Completion Checklist</b>	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

<b>Request Details</b>		
Effective Date of Requested Change:	7/1/2026	
Department:	Health and Human Services	
Department Head:	Beth Roberts	
Cost Center Number:	2061050	
Position Title:	Environmental Health Sanitarian	
Limited Term Position? (yes / no)	No	
Exempt (Salaried or Non-Exempt (Hourly)):	Exempt	
Pay Grade of Position:	145	
Estimated Starting Step:	3	
Position exists in the current Table of Organization:	Yes	
Number of positions requesting for this requisition:	1	
Is this position full time or part time? (If multiples include # for each)	Full Time:	1
	Part Time:	
	Hours:	
If Part Time position, how many hours per week will this position be working?		
What other alternatives were considered?		
If deleting a position to add this position, which position(s) will be deleted?	Environmental Health Sanitarian - PT	
If deleting a position, complete the Position Deletion form and include the Cost Savings below)		
List any positions in your Table of Organization that have been vacant for 6 months or longer:		

**Position Justification**  
 Briefly summarize why this position is needed, as well as areas of revenue and savings.  
 There continue to be more businesses to license as a result of growth of new businesses in the jurisdiction of Outagamie County Public Health. From 2020 to 2025, there has been a 16% increase in the number of licensed businesses. More specifically, from the last licensing year we have seen a 6% increase in the number of businesses to license. The change in this position from part-time to a full-time will assist in ensuring that the necessary staff time is present to conduct the inspections of all licensed businesses.  
 This position would be funded by the deletion of an existing part-time Environmental Health Sanitarian and from increased licensing fees which have not increased since 2015.  
 \*As stated above for how this position will be funded 80% of the FT Environmental Health Sanitarian position will be funding through charges for services (licensing and inspection fees) and 20% will be funded through levy.

Employee(s) impacted by this change (if no one in position, leave blank)

<b>Fiscal Data</b>	
How will this position be funded (Levy, Grant, etc.)?	
<b>PROJECTED 2026 EXPENDITURES</b> - Amounts must agree to amounts included in proposed budget	
Salary	\$ 32,396.00
Fringe Benefits	\$ 17,537.21
Travel/Training	\$ 1,152.00
Supplies - IT	\$ -
Supplies - Other	\$ 375.00
Purchased Services - IT	\$ -
Purchased Services - Other	\$ -
Capital Outlay	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 51,460.21</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
Description	Dollar Value (enter as negative)
Deleted Positions (if applicable)	\$ -
Charges for Services	\$ (41,168.17)
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ (41,168.17)</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ 10,292.04</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

2/10/25, 3:46 PM

Class Spec Details



**Outagamie County  
Environmental Health Sanitarian (DHHS PH)**

<b>Job Description Code</b>	6130-1	<b>Established Date</b>	08/15/2017
<b>Last Revised Date</b>	01/31/2025	<b>Effective</b>	01/31/2025
<b>Salary Range</b>	\$61,068.80 - \$79,664.00 Annually	<b>Bargaining Unit</b>	N/A
<b>EEO</b>	Other	<b>Occupational Group</b>	130
<b>FLSA</b>	Exempt	<b>Benefit Code</b>	General
<b>Physical Class</b>	N/A	<b>Grade</b>	145
<b>Employee Group (General, AS&amp;P, etc.)</b>	Exempt	<b>Hepatitis Category</b>	B

**Position Purpose**

This is an opportunity to become an active member of a local health department. The Environmental Health Sanitarian position will challenge you to develop and apply skills to help ensure a safer and healthier community. Make an impact and become a part of our public health team.

Reporting to the Environmental Health Sanitarian Supervisor, the Environmental Health Sanitarian applies the environmental measures to protect human health, safety and welfare.

The mission of Outagamie County Public Health is to PREVENT disease and injury, PROMOTE wellness, and PROTECT the health of the community.

**Key Responsibilities**

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

- Inspects and regulates regulated businesses including food establishments, lodging facilities, recreational pools, campgrounds,

2/10/25, 3:46 PM

Class Spec Details

manufactured home communities, tattoo and body piercing establishments, recreational camps and schools.

- Enforces and follows statutes, ordinances, codes, regulations, polices, and standards of environmental health and safety. Coordinate activities with other County Human Service Divisions and County Departments.
- Assists in developing, evaluating, and maintaining codes, policies, and standards of environmental health.
- Complete and maintain applicable training/certificates to support emergency response roles and responsibilities. Maintains emergency preparedness core Public Health competencies by participating in preparedness training, exercises, and assists in emergency response.
- Investigates environmental health complaints and determines health hazard risk. Represents the health officer in investigations and conducts applicable enforcement actions.
- Monitors environmental health indicators to identify and resolve environmental health problems in the community. Provides consultation regarding potential environmental hazards.
- Conduct tasks related to the Public Health Division water laboratory. Collect and analyze water samples for recreational pools and private wells along with conducting applicable enforcement actions.
- Investigates health events and conditions resulting from communicable diseases; food, water, and vector borne outbreaks; chronic disease, environmental hazards; injuries; and health disparities.
- Initiates and participate in educational training program to improve environmental health standards within the community and regulated businesses.
- Participates in Divisional Quality Improvement, Performance Management, Strategic Planning, Workforce Development, Community Health Assessment, Community Health Improvement Plan activities.
- Integrates quality improvement into daily activities and represent Public Health Division by participating in coalitions and professional meetings. Promote professional growth to increase personal knowledge base to better serve the agency and the community.
- Evening and/or weekend and/or extended hours may be required.
- Provides on-call services as assigned.
- Maintains regular and predictable attendance, works extra hours as required and performs other duties as assigned.

**Education/Certifications/Experience Requirements**

2/10/25, 3:46 PM

Class Spec Details

- A Bachelor's Degree from an accredited college or university with a major in environmental health, physical or biological science or related science field is required.
- Wisconsin Registered Sanitarian or National Environmental Health Association Registered Environmental Health Specialist/Registered Sanitarian preferred.
- Education and work experience that allows for the Wisconsin Registered Sanitarian examination as stated in State of Wisconsin SPS 174 through 177. Must obtain the Wisconsin Registered Sanitarian or National Environmental Health Association Registered Environmental Health Specialist/Registered Sanitarian credential within 3 years from hire.
- Or, any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must possess and maintain a valid driver's license.
- Provide transportation to and from job assignments, and maintain driver's eligibility of employment.

**Required or Preferred Skills**

- The Core Competencies for Public Health Professionals are a set of competencies for the broad practice of public health. ([http://www.phf.org/resourcestools/Pages/Core\\_Public\\_Health\\_Competencies.aspx](http://www.phf.org/resourcestools/Pages/Core_Public_Health_Competencies.aspx)). Developed by the Council on Linkages, the Core Competencies reflect skills that are desirable for professionals who deliver the Essential Public Health Services. The Core Competencies serve as the foundation for public health practices and are intertwined in the key responsibilities listed above.
- Ability to explain and enforce county laws, ordinances and regulations.
- Ability to operate a variety of office and public health equipment including telephone, personal computer, copier, fax machine, water test kit, thermometers, and autoclave.
- Ability to lift, carry, push, pull and move objects up to 20 pounds, understanding and utilizing proper body mechanics.
- Ability to withstand working conditions such as occasional exposure to dirt, dust, heat, noise, fumes, odors and hazards.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, fractions, decimals, volumes, and ratios. Ability to interpret basic statistical reports and communicate information.
- Ability to comprehend, interpret, and prepare variety of documents including inspection reports, lab reports, referrals, evaluations, letters, invoices, licensing, budget ledgers, policies, and procedures.

2/10/25, 3:46 PM

Class Spec Details

- Knowledge of basic principals and practices of environmental sanitation and knowledge of applicable laws and codes. Ability to secure, analyze, and interpret facts through investigations and inspections.
- Ability to communicate effectively with the general public, licensed operators, service technicians, and others verbally and in writing.
- Ability to understand applicable professional language and terminology; including medical engineering and design, legal, construction, and equipment operations.
- Ability to work in a team environment and review the work of others.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

**Equipment/Software Needs**

FUND: HEALTH HUMAN SERVICES 206

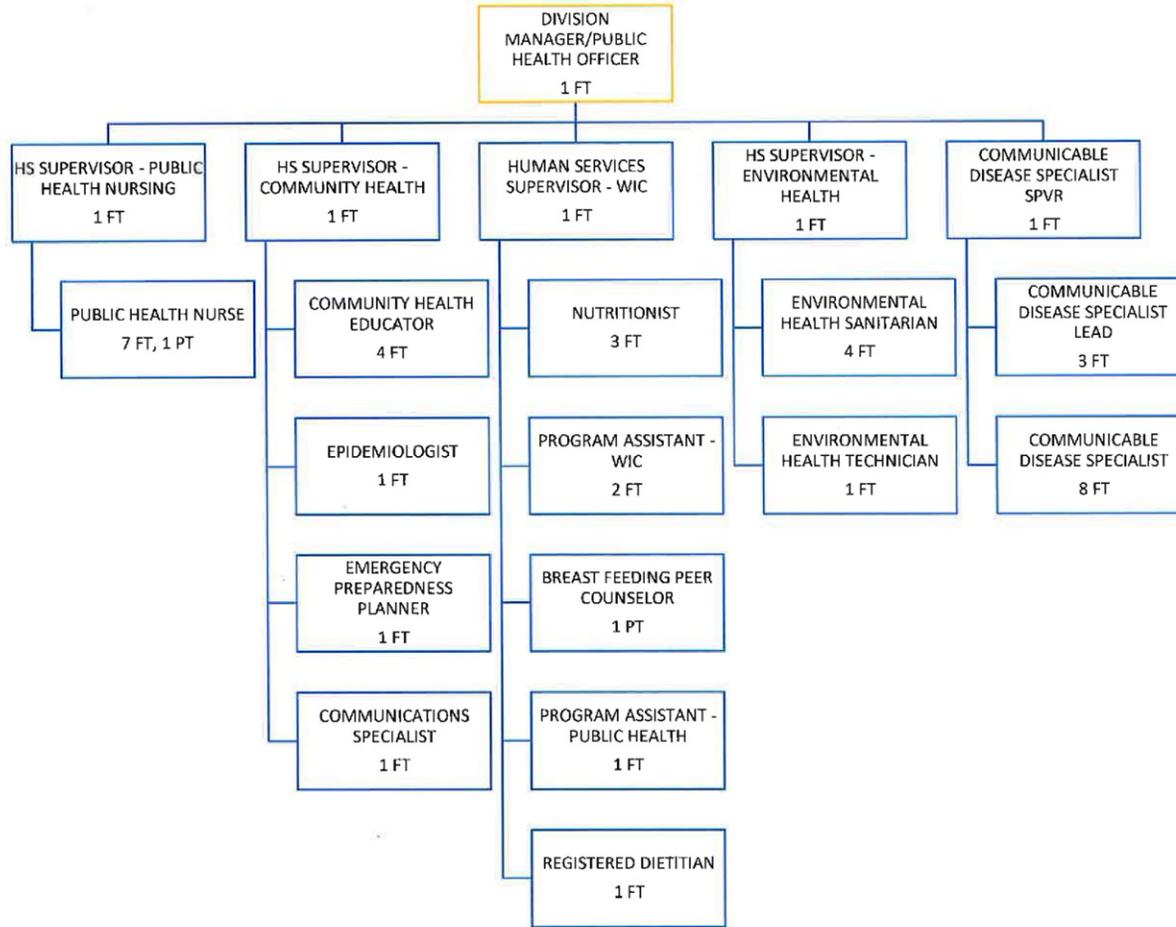
COST CENTER NAME: HUMAN HEALTH SERVICES  
 COST CENTER NUMBER: 2061010, 2062040, 2063005,  
 2064010, 2065010, 2066090, 2067020, ETAL.

DEPARTMENT NAME: HEALTH HUMAN SERVICES

<u>POSITION COUNT</u> REGULAR POSITIONS:	<u>2023</u>		<u>2024</u>		<u>2025</u>		<u>2026</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>PUBLIC HEALTH</u></b>								
<b><u>COST CENTER 2061010</u></b>								
COMMUNICATIONS SPECIALIST	1	0	1	0	1	0	1	0
COMMUNITY HEALTH EDUCATOR	2	0	3	0	4	0	4	0
DIVISION MANAGER/PUBLIC HEALTH OFFICER	1	0	1	0	1	0	1	0
EMERGENCY PREPAREDNESS PLANNER	1	0	1	0	1	0	1	0
EPIDEMIOLOGIST	1	0	1	0	1	0	1	0
HS SUPERVISOR - COMMUNITY HEALTH	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>7</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>0</b>
<b><u>COST CENTER 2061020</u></b>								
BREAST FEEDING PEER COUNSELOR	0	1	0	1	0	1	0	1
HUMAN SERVICES SUPERVISOR - WIC	1	0	1	0	1	0	1	0
NUTRITIONIST	4	0	4	0	3	0	3	0
PROGRAM ASSISTANT - PUBLIC HEALTH	1	0	1	0	1	0	1	0
PROGRAM ASSISTANT - WIC	2	0	2	0	2	0	2	0
REGISTERED DIETITIAN	0	0	0	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>8</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>8</b>	<b>1</b>
<b><u>COST CENTER 2061050</u></b>								
ENVIRONMENTAL HEALTH SANITARIAN	3	1	3	1	3	1	4	0
ENVIRONMENTAL HEALTH TECHNICIAN	1	0	1	0	1	0	1	0
HS SUPERVISOR - ENVIRONMENTAL HEALTH	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>6</b>	<b>0</b>
<b><u>COST CENTER 2061015</u></b>								
PUBLIC HEALTH NURSE	7	1	7	1	7	1	7	1
HS SUPERVISOR - PUBLIC HEALTH NURSING	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>8</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>8</b>	<b>1</b>
<b><u>COST CENTER 2061012</u></b>								
COMMUNICABLE DISEASE SPECIALIST	8	1	8	1	8	0	0	0
COMMUNICABLE DISEASE SPECIALIST LEAD	3	0	3	0	3	0	0	0
COMMUNICABLE DISEASE SPECIALIST SPVR	1	0	1	0	1	0	0	0
<b>COST CENTER TOTALS</b>	<b>12</b>	<b>1</b>	<b>12</b>	<b>1</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL PUBLIC HEALTH REGULAR POSITIONS:</b>	<b>40</b>	<b>4</b>	<b>41</b>	<b>4</b>	<b>42</b>	<b>3</b>	<b>31</b>	<b>2</b>

FUND: HEALTH HUMAN SERVICES 206  
DEPARTMENT NAME: HEALTH HUMAN SERVICES

COST CENTER NAME: HUMAN HEALTH SERVICES  
COST CENTER NUMBER: 2061010, 2062040, 2063005,  
2064010, 2065010, 2066090, 2067020, ETAL.



# ***RESOLUTION NO.: 97—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following Health and Human Services  
2           Department Table of Organization changes, and the same have been made a part of  
3           the 2026 County Executive Budget:

4  
5                     Create: One (1) Full-Time Dementia Care Specialist Position

6  
7           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
8           Resources Committee recommend adoption of the following resolution.

9           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
10          herewith authorize and approve of amending the Table of Organization for the Health and Human  
11          Services Department, cost center 2063100 by creating one (1) full-time Dementia Care Specialist  
12          position effective January 1, 2026 as described in the attached Position Addition Form – 2026  
13          Budget Request, Position Description, and Table of Organization, which by reference are made a  
14          part hereof, and

15          BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
16          aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
17          the attached documents, and

18          BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
19          copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
20          County Health and Human Services Director.

21          Dated this \_\_\_\_ day of November 2025

22  
23  
24  
25  
26  
27

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION ADDITION FORM - 2026 BUDGET REQUEST**

Completion Checklist	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

Request Details		
Effective Date of Requested Change:	1/1/2026	
Department:	Health and Human Services	
Department Head:	Beth Roberts	
Cost Center Number:	2063100	
Position Title:	Dementia Care Specialist	
Limited Term Position? (yes / no)	No	
Exempt (Salaried or Non-Exempt (Hourly)):	Exempt	
Pay Grade of Position:	145	
Estimated Starting Step:	4	
Position exists in the current Table of Organization:	No	
Number of positions requesting for this requisition:	1	
Is this position full time or part time? (If multiples include # for each)	Full Time:	1
	Part Time:	
	Hours:	
If Part Time position, how many hours per week will this position be working?		
What other alternatives were considered?		
If deleting a position to add this position, which position(s) will be deleted?		
If deleting a position, complete the Position Deletion form and include the Cost Savings below)		
List any positions in your Table of Organization that have been vacant for 6 months or longer:		

Position Justification	
Briefly summarize why this position is needed, as well as areas of revenue and savings. The Dementia Specialist is currently a contracted position through Valley Packaging. By adding this position we would no longer have to contract for services. This position would be fully funded by ADRC revenues presently used to contract for these services. It is believed that costs of an internal employee vs. a contracted employee would be equal.	

Employee(s) impacted by this change (if no one in position, leave blank)	
--	--

Fiscal Data	
How will this position be funded (Levy, Grant, etc.)?	

PROJECTED 2026 EXPENDITURES - Amounts must agree to amounts included in proposed budget	
Salary	\$ 66,726.40
Fringe Benefits	\$ 35,359.74
Travel/Training	\$ 650.00
Supplies - IT	\$ -
Supplies - Other	\$ 100.00
Purchased Services - IT	\$ -
Purchased Services - Other	\$ -
Capital Outlay	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 102,836.14</b>

COST SAVINGS OR INCREASED REVENUES:	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
Description	Dollar Value (enter as negative)
Deleted Positions (if applicable)	\$ -
Cost savings Purchased Services	\$ (102,836.14)
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ (102,836.14)</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ -</b>

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

## Dementia Care Specialist (DHHS-ALTS)

**Class Title**

Dementia Care Specialist (DHHS-ALTS)

**Class Code**

?

**Salary**

\$61,068.80 - \$79,664.00 Annually (Grade 145, Exempt?)

**Position Purpose**

Reporting to the respective program supervisor, the Dementia Care Specialist supports Caregivers and those who are living with the diagnosis of Dementia in Outagamie County.

**Key Responsibilities**

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

- Develop referral relationships with physicians, dementia diagnostic clinics and other health and long term care providers.
- Provide dementia-specific consultation and technical assistance related to cognitive screening and individual family caregiver issues to adult protective service agencies, crisis response systems, county/tribal aging offices, and other agencies as requested.
- Provide at least two approved evidence-based or evidence-informed interventions, one specifically designed for family caregivers, as part of ongoing activities. Maintain fidelity to the intervention model and accommodate families' schedules for meetings.
- Provide volunteer training and guidance to expand the reach of the goals of the Dementia Care Specialist Program.
- Collaborate actively and develop referral protocols with local, regional, and statewide dementia organizations.
- Offer and provide person-centered support when memory screens are positive to assure opportunities for follow-up with primary care providers in accordance with the individual's preferences.
- Offer and provide short-term case management for individuals with dementia and/or their caregivers. Coordinate with county/tribal aging unit, APS, and other county staff members and be available for joint or independent home visits.
- Serve as a catalyst for developing and implementing strategies to create and sustain dementia-friendly communities in the service area.
- Provide outreach and awareness to professionals, employers, organizations, and the general community about available dementia services.
- Maintain current knowledge of dementia, research findings, new evidence-based interventions, and other innovations for people living in the community.
- Participate actively in DCS statewide and regional meetings, training programs, and conference calls. Assist colleagues by sharing experiences.

- Complete 100% time reporting, collect and report program data, and contribute to DCS program evaluation.
- Make referrals to other agencies for additional services as requested or as appropriate.
- Maintain working relationships with other human services, medical, and social services agencies at various locations and levels of authority.
- Provide educational presentations to other agencies, organizations, and the general public. Participate in community events and outreach.
- Attend Unit/Division Meetings, client/customer/participant collaboration meetings, and other meetings as required.
- Maintain regular and predictable attendance.
- Perform other duties as assigned.

**Education/Certifications/Experience Requirements**

- Bachelor's degree is required, preferably in the health or human services related field; a Master's degree is preferred.
- Two years of experience or an equivalent combination of training and experience preferred, working directly with individuals who have dementia and their caregivers.

**Required or Preferred Skills**

- Knowledge of and demonstrated ability to conform to goals, policies, and procedures.
- Ability to operate a variety of office equipment including personal computer, photocopier, calculator, and telephone.
- Ability to transport oneself from location to location in an efficient and expedient manner.
- Ability to adhere to professional ethics and standards.
- Skill in organization including paperwork, time management and prioritization of crisis demands.
- Ability to add, subtract, multiply, divide, calculate decimals and percent's, and make use of the principles of descriptive statistics.
- Ability to comprehend and interpret a variety of documents including client records, medical, accident, and other reports; psychological evaluations and other assessment reports, school records, professional literature, policy and procedure manuals, diagnostic manuals, etc.
- Ability to prepare a variety of documents including client records, referrals, court reports, intake and assessment records, case notes, individual treatment plans, letters and other correspondence, etc.
- Ability to use and interpret medical, legal, and counseling terminology related to the specialty.
- Ability to work well in a team environment.
- Ability to facilitate small group learning and discussion programs.
- Ability to communicate effectively with clients and family members, community agencies and service providers, psychiatrists, physicians, other

medical professionals, attorneys, Human Services personnel, school personnel, and others verbally and in writing.

- Knowledge of the service delivery system.
- Knowledge of aging, disabilities, and/or mental illness, dependent on assignment, the effects on individuals and families, and the resources available.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: HEALTH HUMAN SERVICES 206

COST CENTER NAME: HUMAN HEALTH SERVICES  
 COST CENTER NUMBER: 2061010, 2062040, 2063005,  
 2064010, 2065010, 2066090, 2067020, ETAL.

DEPARTMENT NAME: HEALTH HUMAN SERVICES

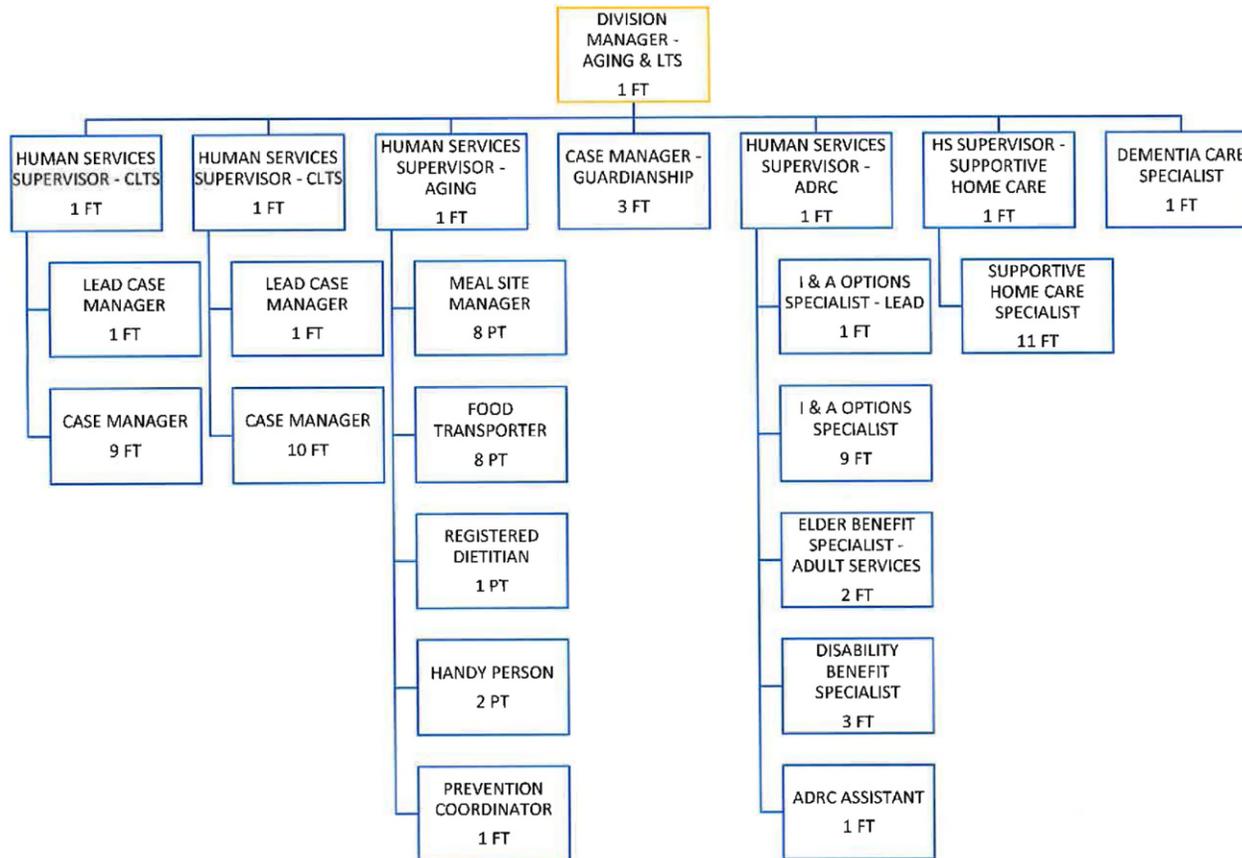
<u>POSITION COUNT</u>	<u>2023</u>		<u>2024</u>		<u>2025</u>		<u>2026</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>REGULAR POSITIONS:</b>								
<b><u>AGING AND LONG TERM SUPPORT</u></b>								
<b><u>COST CENTER 2063005</u></b>								
HUMAN SERVICES SUPERVISOR - AGING *	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b><u>COST CENTER 2063100</u></b>								
ADRC ASSISTANT *	0	0	1	0	1	0	1	0
DEMENTIA CARE SPECIALIST	0	0	0	0	0	0	1	0
DISABILITY BENEFIT SPECIALIST *	0	0	3	0	3	0	3	0
ELDER BENEFIT SPECIALIST - ADULT SERVICES *	2	0	2	0	2	0	2	0
HUMAN SERVICES SUPERVISOR - ADRC *	1	0	1	0	1	0	1	0
I & A OPTIONS SPECIALIST	8	0	9	0	9	0	9	0
PREVENTION COORDINATOR	0	0	0	0	0	0	1	0
<b>COST CENTER TOTALS</b>	<b>11</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>18</b>	<b>0</b>
<b><u>COST CENTER 2063050</u></b>								
FOOD TRANSPORTER	0	6	0	8	0	8	0	8
MEAL SITE MANAGER	0	6	0	8	0	8	0	8
REGISTERED DIETITIAN	0	1	0	1	0	1	0	1
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>17</b>
<b><u>COST CENTER 2063060</u></b>								
PSYCHIATRIC RN	0	0	0	0	0	0	0	0
SOCIAL WORK SPECIALIST I - V *	0	0	0	0	0	0	0	0
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*ADRC Function CC2063100

FUND: HEALTH HUMAN SERVICES 206

DEPARTMENT NAME: HEALTH HUMAN SERVICES

COST CENTER NAME: HUMAN HEALTH SERVICES  
COST CENTER NUMBER: 2061010, 2062040, 2063005,  
2064010, 2065010, 2066090, 2067020, ETAL.



# ***RESOLUTION NO.: 98—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following Health and Human Services  
2           Department Table of Organization changes, and the same have been made a part of  
3           the 2026 County Executive Budget:

4  
5                       Create: One (1) Full-Time Prevention Coordinator Position

6  
7           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
8           Resources Committee recommend adoption of the following resolution.

9           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
10          herewith authorize and approve of amending the Table of Organization for the Health and Human  
11          Services Department, cost center 2063100 by creating one (1) full-time Prevention Coordinator  
12          position effective January 1, 2026 as described in the attached Position Addition Form – 2026  
13          Budget Request, Position Description, and Table of Organization, which by reference are made a  
14          part hereof, and

15          BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
16          aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
17          the attached documents, and

18          BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
19          copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
20          County Health and Human Services Director.

21          Dated this \_\_\_\_ day of November 2025

22  
23  
24  
25  
26  
27

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION ADDITION FORM - 2026 BUDGET REQUEST**

Completion Checklist	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

Request Details		
Effective Date of Requested Change:	1/1/2026	
Department:	Health and Human Services	
Department Head:	Beth Roberts	
Cost Center Number:	2063100	
Position Title:	Prevention Coordinator	
Limited Term Position? (yes / no)	No	
Exempt (Salaried or Non-Exempt (Hourly)):	Exempt	
Pay Grade of Position:	145	
Estimated Starting Step:	3	
Position exists in the current Table of Organization:	No	
Number of positions requesting for this requisition:	1	
Is this position full time or part time? (If multiples include # for each)	Full Time:	1
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?		
If deleting a position to add this position, which position(s) will be deleted?		
If deleting a position, complete the Position Deletion form and include the Cost Savings below)		
List any positions in your Table of Organization that have been vacant for 6 months or longer:		

Position Justification	
Briefly summarize why this position is needed, as well as areas of revenue and savings.	
The Prevention Coordinator is currently a contracted position through Valley Packaging. By adding this position we would no longer have to contract for services. This position would be fully funded by ADRC revenues presently used to contract for these services. It is believed that costs of an internal employee vs. a contracted employee would be equal.	

Employee(s) impacted by this change (if no one in position, leave blank)
--

Fiscal Data	
How will this position be funded (Levy, Grant, etc.)?	
<b>PROJECTED 2026 EXPENDITURES - Amounts must agree to amounts included in proposed budget.</b>	
Salary	\$ 64,792.00
Fringe Benefits	\$ 35,074.42
Travel/Training	\$ 650.00
Supplies - IT	\$ 2,731.00
Supplies - Other	\$ 220.00
Purchased Services - IT	\$ -
Purchased Services - Other	\$ -
Capital Outlay	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 103,467.42</b>
COST SAVINGS OR INCREASED REVENUES:	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
Description	Dollar Value (enter as negative)
Deleted Positions (if applicable)	\$ -
Cost Savings Purchased Services	\$ (103,467.42)
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ (103,467.42)</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ -</b>

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

## Prevention Program Coordinator (DHHS-ALTS)

**Class Title**

Prevention Program Coordinator (DHHS-ALTS)

**Class Code**

?

**Salary**

\$61,068.80 - \$79,664.00 Annually (Grade 145, Exempt?)

**Position Purpose**

Reporting to the respective program supervisor, the Prevention Program Coordinator plans, implements, and evaluates prevention programs in order to retain or improve functioning and to delay or prevent the need for comprehensive long-term care services for the target populations serving Outagamie County.

**Key Responsibilities**

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

- Plans, implements, and evaluates a comprehensive chronic disease prevention program focusing on modifiable risk factors. Utilizes programs already developed within the State of Wisconsin and research prevention models/programs developed elsewhere.
- Collaborates prevention program planning and service activities with public health agencies and other entities that have public prevention, early intervention, disease management and/or health literacy focus to avoid duplication of programs and best meet the needs of the target populations.
- Evaluates the effectiveness of ADRC prevention programs utilizing evidence based programs whenever possible, collecting data and reporting on program outcomes.
- Acts as a resource person on prevention for target populations with community groups, public agencies, and professional organizations.
- Conducts and/or arranges in-service training for ADRC staff on current trends in public health education.
- Participates in public health promotion and marketing efforts to increase awareness and understanding of health programs, services, and activities.
- Make referrals to other agencies for additional services as requested or as appropriate.
- Maintain working relationships with other human services, medical, and social services agencies at various locations and levels of authority.
- Provide educational presentations to other agencies, organizations, and the general public. Participate in community events and outreach.
- Attend Unit/Division Meetings, client/customer/participant collaboration meetings, and other meetings as required.
- Maintain regular and predictable attendance.
- Perform other duties as assigned.

**Education/Certifications/Experience Requirements**

- Bachelor's degree is required, with a major in public health education or related field.
- Two years of public health experience or an equivalent combination of training and experience preferred.
- Two years of experience working with the target population preferred.

**Required or Preferred Skills**

- Knowledge of and demonstrated ability to conform to goals, policies, and procedures.
- Ability to operate a variety of office equipment including personal computer, photocopier, calculator, and telephone.
- Ability to transport oneself from location to location in an efficient and expedient manner.
- Ability to adhere to professional ethics and standards.
- Skill in organization including paperwork, time management and prioritization of crisis demands.
- Ability to add, subtract, multiply, divide, calculate decimals and percent's, and make use of the principles of descriptive statistics.
- Ability to comprehend and interpret a variety of documents including client records, medical, accident, and other reports; psychological evaluations and other assessment reports, school records, professional literature, policy and procedure manuals, diagnostic manuals, etc.
- Ability to prepare a variety of documents including client records, referrals, court reports, intake and assessment records, case notes, individual treatment plans, letters and other correspondence, etc.
- Ability to use and interpret medical, legal, and counseling terminology related to the specialty.
- Ability to work well in a team environment.
- Ability to communicate effectively with clients and family members, community agencies and service providers, psychiatrists, physicians, other medical professionals, attorneys, Human Services personnel, school personnel, and others verbally and in writing.
- Knowledge of the service delivery system.
- Knowledge of aging, disabilities, and/or mental illness, dependent on assignment, the effects on individuals and families, and the resources available.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: HEALTH HUMAN SERVICES 206

COST CENTER NAME: HUMAN HEALTH SERVICES  
 COST CENTER NUMBER: 2061010, 2062040, 2063005,  
 2064010, 2065010, 2066090, 2067020, ETAL.

DEPARTMENT NAME: HEALTH HUMAN SERVICES

**POSITION COUNT**

**REGULAR POSITIONS:**

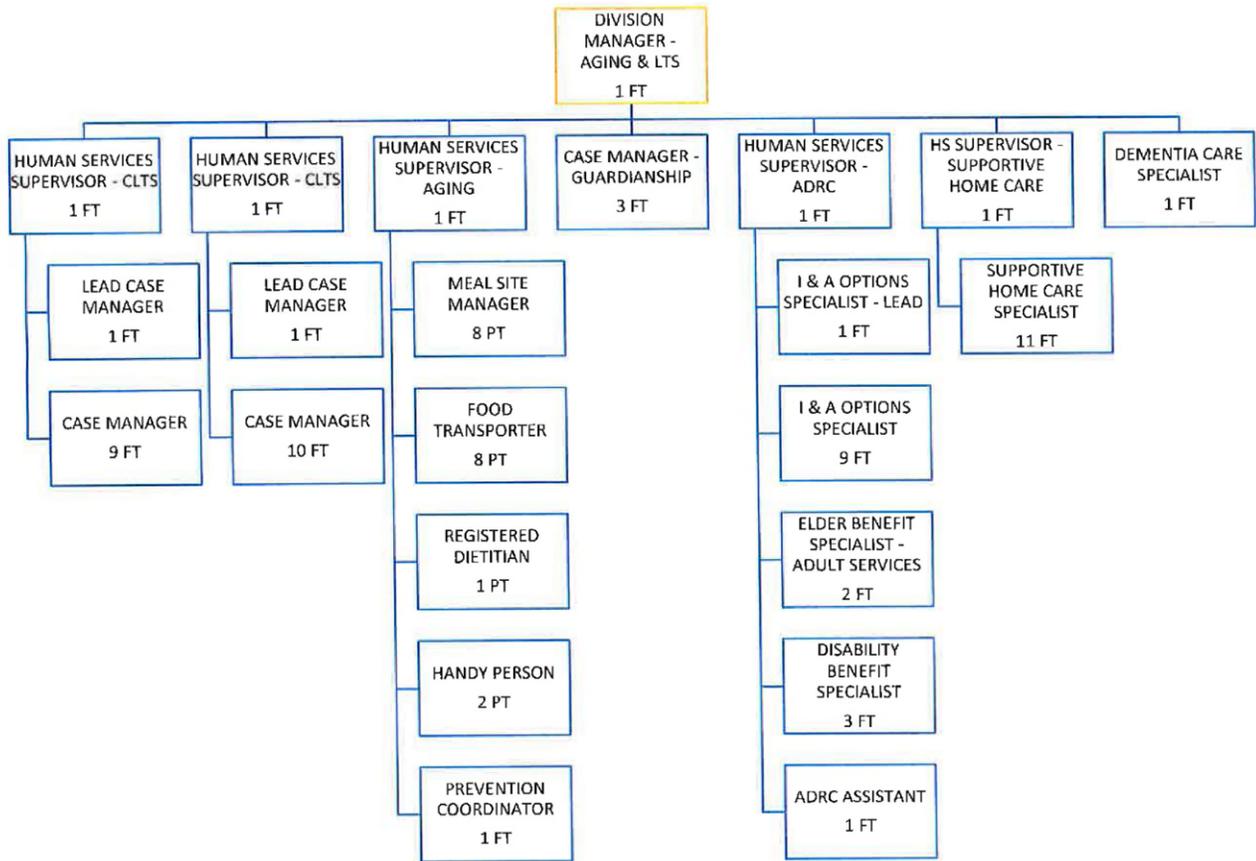
	<u>2023</u>		<u>2024</u>		<u>2025</u>		<u>2026</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>AGING AND LONG TERM SUPPORT</u></b>								
<b><u>COST CENTER 2063005</u></b>								
HUMAN SERVICES SUPERVISOR - AGING *	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b><u>COST CENTER 2063100</u></b>								
ADRC ASSISTANT *	0	0	1	0	1	0	1	0
DEMENTIA CARE SPECIALIST	0	0	0	0	0	0	1	0
DISABILITY BENEFIT SPECIALIST *	0	0	3	0	3	0	3	0
ELDER BENEFIT SPECIALIST - ADULT SERVICES *	2	0	2	0	2	0	2	0
HUMAN SERVICES SUPERVISOR - ADRC *	1	0	1	0	1	0	1	0
I & A OPTIONS SPECIALIST	8	0	9	0	9	0	9	0
PREVENTION COORDINATOR	0	0	0	0	0	0	1	0
<b>COST CENTER TOTALS</b>	<b>11</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>18</b>	<b>0</b>
<b><u>COST CENTER 2063050</u></b>								
FOOD TRANSPORTER	0	6	0	8	0	8	0	8
MEAL SITE MANAGER	0	6	0	8	0	8	0	8
REGISTERED DIETITIAN	0	1	0	1	0	1	0	1
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>17</b>
<b><u>COST CENTER 2063060</u></b>								
PSYCHIATRIC RN	0	0	0	0	0	0	0	0
SOCIAL WORK SPECIALIST I - V *	0	0	0	0	0	0	0	0
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*ADRC Function CC2063100

FUND: HEALTH HUMAN SERVICES 206

DEPARTMENT NAME: HEALTH HUMAN SERVICES

COST CENTER NAME: HUMAN HEALTH SERVICES  
COST CENTER NUMBER: 2061010, 2062040, 2063005,  
2064010, 2065010, 2066090, 2067020, ETAL.



# ***RESOLUTION NO.: 99—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following Health and Human Services  
2           Department Table of Organization changes, and the same have been made a part of  
3           the 2026 County Executive Budget:

4  
5                     Create: Four (4) Full-Time Case Manager - CLTS Positions

6  
7           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
8           Resources Committee recommend adoption of the following resolution.

9           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
10          herewith authorize and approve of amending the Table of Organization for the Health and Human  
11          Services Department, cost center 2063595 by creating four (4) full-time Case Manager - CLTS  
12          positions effective January 1, 2026 as described in the attached Position Addition Form – 2026  
13          Budget Request, Position Description, and Table of Organization, which by reference are made a  
14          part hereof, and

15          BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
16          aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
17          the attached documents, and

18          BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
19          copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
20          County Health and Human Services Director.

21          Dated this \_\_\_\_ day of November 2025

22  
23  
24  
25  
26  
27

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION ADDITION FORM - 2026 BUDGET REQUEST**

Completion Checklist	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

Request Details		
Effective Date of Requested Change:	1/1/2026	
Department:	Health and Human Services	
Department Head:	Beth Roberts	
Cost Center Number:	2063595	
Position Title:	Case Manager - CLTS	
Limited Term Position? (yes / no)	No	
Exempt (Salaried or Non-Exempt (Hourly)):	Exempt	
Pay Grade of Position:	145	
Estimated Starting Step:	1	
Position exists in the current Table of Organization:	No	
Number of positions requesting for this requisition:	4	
Is this position full time or part time? (If multiples include # for each)	Full Time:	4
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?		
If deleting a position to add this position, which position(s) will be deleted?		
If deleting a position, complete the Position Deletion form and include the Cost Savings below)		
List any positions in your Table of Organization that have been vacant for 6 months or longer:		

Position Justification	
Briefly summarize why this position is needed, as well as areas of revenue and savings.	
We continue to add about 12-15 new Children's Long Term Support (CLTS) clients each month. An average a CLTS Case Manager can carry a caseload of approximately 45 clients. We anticipate needing to add 4 new case managers to prevent us from having to start a wait list for services which the State does not allow. These positions would hopefully allow us to continue to meet the State's enrollment standards for the CLTS program. These positions would be fully funded with CLTS revenues.	

Employee(s) impacted by this change (if no one in position, leave blank)

Fiscal Data	
How will this position be funded (Levy, Grant, etc.)?	
<b>PROJECTED 2026 EXPENDITURES</b> - Amounts must agree to amounts included in proposed budget	
Salary	\$ 244,275.20
Fringe Benefits	\$ 138,101.00
Travel/Training	\$ 9,200.00
Supplies - IT	\$ 12,324.00
Supplies - Other	\$ 31,944.00
Purchased Services - IT	\$ -
Purchased Services - Other	\$ -
Capital Outlay	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 435,844.20</b>
COST SAVINGS OR INCREASED REVENUES:	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
Description	Dollar Value (enter as negative)
Deleted Positions (if applicable)	\$ -
Grant	\$ (435,844.20)
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ (435,844.20)</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ -</b>

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

2/10/25, 3:42 PM

Class Spec Details



**Outagamie County**  
**Case Manager CLTS (DHHS-ALTS)**

<b>Job Description Code</b>	6320-2	<b>Established Date</b>	11/21/2017
<b>Last Revised Date</b>	01/30/2025	<b>Effective</b>	01/30/2025
<b>Salary Range</b>	\$61,068.80 - \$79,664.00 Annually	<b>Bargaining Unit</b>	N/A
<b>EEO</b>	Other	<b>Occupational Group</b>	500
<b>FLSA</b>	Exempt	<b>Benefit Code</b>	General
<b>Physical Class</b>	N/A	<b>Grade</b>	145
<b>Employee Group (General, AS&amp;P, etc.)</b>	Exempt	<b>Hepatitis Category B</b>	

**Position Purpose**

Reporting to the respective program supervisor, the Case Manager - CLTS serves as a point of contact for participants, customers, and/or clients performing related duties toward the objectives and goals of the division.

**Key Responsibilities**

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

- Obtain information from clients, family members, and other agencies to assess needs or degree of disability.
- Provide individuals and family members with information that best meet their needs, goals, and preferences, maintaining a person centered approach while being culturally sensitive.
- Maintain knowledge of vocational, housing, and other community resources.

2/10/25, 3:42 PM

Class Spec Details

- Make referrals to other agencies for additional services as requested or as appropriate.
- Maintain working relationships with other human services, medical, and social services agencies at various locations and levels of authority.
- Provide educational presentations to other agencies, organizations, and the general public. Participate in community events and outreach.
- Identify needs in the service delivery system and participate in program development initiatives.
- Attend Unit/Division Meetings, client/customer/participant collaboration meetings, and other meetings as required.
- Maintain clinical files and accurate records, as appropriate, and prepares reports as required for coordination of the case and in accordance with State and Medical Assistance guidelines.
- Receive and screen referrals for children with disabilities.
- Perform an assessment and interpret results to determine eligibility for program.
- Provide ongoing case management and service coordination to families and children enrolled in the program.
- Assess needs and provide information and services to meet the needs using a person-centered approach.
- Provide support, education, and technical services to assist families, individuals, and agencies in caring for the disabled individual.
- Maintain accurate records and prepare reports and documentation for court proceedings.
- Certification as a Children's Long Term Care Functional Screener is required and will be achieved through training and examination.
- Perform timely documentation within 3 business days and maintain required productivity rates.
- Maintain regular and predictable attendance. Works overtime/extra hours as needed.
- Perform other duties as assigned.

**Education/Certifications/Experience Requirements**

- Bachelor of Arts or Science degree or a license to practice as a Registered Nurse. Certification as a Social Worker preferred.
- Two years of experience in a health or human services field, working with one or more of the populations serviced.
- Must possess and maintain a valid driver's license.

**Required or Preferred Skills**

2/10/25, 3:42 PM

Class Spec Details

- Knowledge of and demonstrated ability to conform to goals, policies, and procedures.
- Ability to operate a variety of office equipment including personal computer, photocopier, calculator, and telephone.
- Ability to transport oneself from location to location in an efficient and expedient manner.
- Ability to adhere to professional ethics and standards.
- Skill in organization including paperwork, time management and prioritization of crisis demands.
- Ability to add, subtract, multiply, divide, calculate decimals and percent's, and make use of the principles of descriptive statistics.
- Ability to comprehend and interpret a variety of documents including client records, medical, accident, and other reports; psychological evaluations and other assessment reports, school records, professional literature, policy and procedure manuals, diagnostic manuals, etc.
- Ability to prepare a variety of documents including client records, referrals, court reports, intake and assessment records, case notes, individual treatment plans, letters and other correspondence, etc.
- Ability to use and interpret medical, legal, and counseling terminology related to the specialty.
- Ability to work well in a team environment.
- Ability to communicate effectively with clients and family members, community agencies and service providers, psychiatrists, physicians, other medical professionals, attorneys, Human Services personnel, school personnel, and others verbally and in writing.
- Knowledge of the service delivery system.
- Knowledge of aging, disabilities, and/or mental illness, dependent on assignment, the effects on individuals and families, and the resources available.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: HEALTH HUMAN SERVICES 206

COST CENTER NAME: HUMAN HEALTH SERVICES  
 COST CENTER NUMBER: 2061010, 2062040, 2063005,  
 2064010, 2065010, 2066090, 2067020, ETAL.

DEPARTMENT NAME: HEALTH HUMAN SERVICES

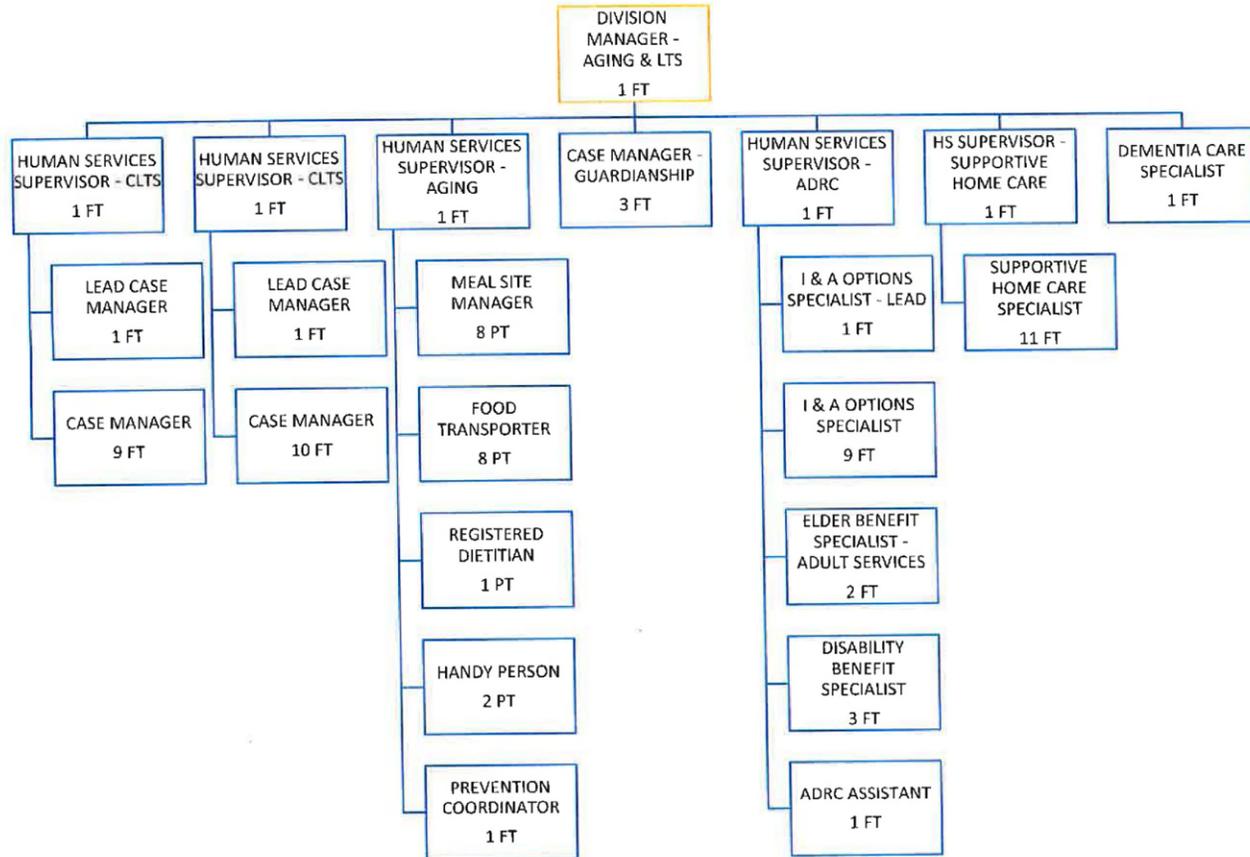
<b>POSITION COUNT</b>	<b>2023</b>		<b>2024</b>		<b>2025</b>		<b>2026</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>
<b>REGULAR POSITIONS:</b>								
<b><u>COST CENTER 2063065</u></b>								
HS SUPERVISOR - SUPPORTIVE HOME CARE	1	0	1	0	1	0	1	0
SUPPORTIVE HOME CARE SPECIALIST	11	0	11	0	11	0	11	0
<b>COST CENTER TOTALS</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>0</b>
<b><u>COST CENTER 2063595</u></b>								
CASE MANAGER	10	0	13	0	15	0	19	0
HUMAN SERVICES SUPERVISOR - CLTS	1	0	1	0	2	0	2	0
LEAD CASE MANAGER ^^	1	0	1	0	2	0	2	0
<b>COST CENTER TOTALS</b>	<b>12</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>23</b>	<b>0</b>
<b><u>COST CENTER 2063090</u></b>								
CASE MANAGER - GUARDIANSHIP	2	0	3	0	3	0	3	0
DIVISION MANAGER - AGING & LTS	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>TOTAL AGING AND LTS REGULAR POSITIONS:</b>	<b>39</b>	<b>13</b>	<b>48</b>	<b>17</b>	<b>52</b>	<b>17</b>	<b>58</b>	<b>17</b>

^^ Two of these positions are based on FTE per Res. 171-2001-2002

FUND: HEALTH HUMAN SERVICES 206

DEPARTMENT NAME: HEALTH HUMAN SERVICES

COST CENTER NAME: HUMAN HEALTH SERVICES  
COST CENTER NUMBER: 2061010, 2062040, 2063005,  
2064010, 2065010, 2066090, 2067020, ETAL.



# ***RESOLUTION NO.: 100—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following Health and Human Services  
2           Department Table of Organization changes, and the same have been made a part of  
3           the 2026 County Executive Budget:  
4

5                         Create: Two (2) Full-Time Case Manager - CCS Positions  
6

7           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
8           Resources Committee recommend adoption of the following resolution.

9           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
10          herewith authorize and approve of amending the Table of Organization for the Health and Human  
11          Services Department, cost center 2066090 by creating two (2) full-time Case Manager - CCS  
12          positions effective January 1, 2026 as described in the attached Position Addition Form – 2026  
13          Budget Request, Position Description, and Table of Organization, which by reference are made a  
14          part hereof, and

15          BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
16          aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
17          the attached documents, and

18          BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
19          copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
20          County Health and Human Services Director.

21          Dated this \_\_\_\_ day of November 2025

22  
23  
24  
25  
26  
27

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION ADDITION FORM - 2026 BUDGET REQUEST**

Completion Checklist	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

Request Details		
Effective Date of Requested Change:	1/1/2026	
Department:	Health and Human Services	
Department Head:	Beth Roberts	
Cost Center Number:	2066090	
Position Title:	Case Manager CCS	
Limited Term Position? (yes / no)	No	
Exempt (Salaried or Non-Exempt (Hourly):	Yes	
Pay Grade of Position:	145	
Estimated Starting Step:	1	
Position exists in the current Table of Organization:	No	
Number of positions requesting for this requisition:	2	
Is this position full time or part time? (If multiples include # for each)	Full Time:	2
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?		
If deleting a position to add this position, which position(s) will be deleted?		
If deleting a position, complete the Position Deletion form and include the Cost Savings below)		
List any positions in your Table of Organization that have been vacant for 6 months or longer:		

**Position Justification**  
 Briefly summarize why this position is needed, as well as areas of revenue and savings.  
 We are experiencing a very large demand for more Comprehensive Community Services (CCS) youth services. In addition, Coordinated Service Teams (CST) for youth is also in high demand. At the present time we have 12 kids on our CCS waitlist with an average waitlist of 40 days. The State does not allow us to have a wait list. We need these case manager positions to serve these youth which ultimately will save long-term County tax dollars. Bringing community based services to these youth will allow us to greatly reduce the likelihood of needing expensive residential placements. These positions would be fully funded by CCS revenues and CST grant funds.

Employee(s) impacted by this change (if no one in position, leave blank)

Fiscal Data		
How will this position be funded (Levy, Grant, etc.)?		
<b>PROJECTED 2026 EXPENDITURES - Amounts must agree to amounts included in proposed budget</b>		
Salary	\$	122,137.60
Fringe Benefits	\$	69,050.50
Travel/Training	\$	2,400.00
Supplies - IT	\$	5,842.00
Supplies - Other	\$	16,882.00
Purchased Services - IT	\$	-
Purchased Services - Other	\$	-
Capital Outlay	\$	-
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>216,312.10</b>
COST SAVINGS OR INCREASED REVENUES:		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget		
Description	Dollar Value (enter as negative)	
Deleted Positions (if applicable)	\$	-
Charges for Services	\$	(216,312.10)
	\$	-
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$</b>	<b>(216,312.10)</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$</b>	<b>-</b>

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

## Case Manager (DHHS-MH)

### Job Description Details

Job Description Code

6600-1

Active

Salary Range

\$61,068.80 - \$79,664.00 Annually

Based On

2080

Grade

145

Employee Group (General, AS&P, etc.)

Exempt

Position Purpose

Reporting to their respective program supervisor, the Case Manager - MH serves as a case manager for assigned clients and performs related duties toward the objectives and goals of the division.

Key Responsibilities

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

- Provides protection and advocacy services including oversight of Chapters 51, 54 and 55.
- Transports and escorts consumers to meetings, services, appointments and other activities.
- Attends Unit and other meetings as required.
- Maintains accurate records and prepares reports and documentation for court proceedings.
- Maintains clinical files or accurate records, as appropriate, and prepares reports as required for coordination of the case and by State and Medical Assistance guidelines.
- Responds to client needs in crisis situations during work and off hours; evaluates suicide, homicide, and other risks.
- Provides on going symptom assessment and monitors client's stability, mental status, and court ordered treatment requirements at each client contact.
- Manages a caseload of individuals diagnosed with severe and persistent mental illness with a focus on supportive therapy, symptom management, employment,

housing, social and recreational activities, medical management, daily living skills, and community integration.

- Provides on-call services as assigned.
- Works in conjunction and coordinates services with an interdisciplinary team.

Education/Certifications/Experience Requirements

- Bachelor's degree in behavioral science or a related field required.
- Two years of experience with the respective target group preferred.
- Must possess and maintain a valid driver's license.

Required or Preferred Skills

- Ability to transport oneself from location to location in an efficient and expedient manner.
- Adhere to professional ethics and standards.
- Skill in organization including paperwork, time management and prioritization of crisis demands.
- Comprehend and interpret a variety of documents including client charts, medical, accident, and other reports; psychological evaluations and other assessment reports, school records, professional literature, policy and procedure manuals, diagnostic manuals, etc.
- Prepare a variety of documents including client records, referrals, court reports, intake and assessment records, case notes, individual treatment plans, letters and other correspondence, etc.
- Work well in a team environment displaying a supportive and positive attitude.
- Communicate effectively with clients and family members, community agencies and service providers, psychiatrists, physicians, and other medical professionals, attorneys, Human Services personnel, school personnel, and others verbally and in writing.
- Knowledge of disabilities and/or mental illness, dependent on assignment, the effects on individuals and families, and the resources available.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

Equipment/Software Needs

Other Job Description Title 1

Other Job Description Title 2

FUND: HEALTH HUMAN SERVICES 206

COST CENTER NAME: HUMAN HEALTH SERVICES  
 COST CENTER NUMBER: 2061010, 2062040, 2063005,  
 2064010, 2065010, 2066090, 2067020, ETAL.

DEPARTMENT NAME: HEALTH HUMAN SERVICES

**MENTAL HEALTH & SUBSTANCE ABUSE**

**COST CENTER 2066090**

BENEFIT SPECIALIST	2	0	2	0	2	0	2	0
CASE MANAGER	20	0	23	0	24	0	26	0
CASE MANAGER - ADULT PROTECTIVE SERVICES	2	0	3	0	4	0	4	0
CLINICAL PSYCHIATRIST	0	0	0	0	0	0	1	0
CLINICAL PSYCHOLOGIST	2	0	2	0	2	0	1	0
CLINICAL THERAPIST	21	0	24	0	24	0	24	0
CRISIS SERVICES PROFESSIONAL	5	7	5	7	5	7	5	7
DIV. MGR/CLINICAL DIRECTOR - MH & SU SERV.	1	0	1	0	1	0	1	0
HOME CONSULTANT	12	0	13	0	13	0	13	0
HUMAN SERVICES SUPERVISOR - MH & SU	6	0	8	0	8	0	8	0
PSYCHIATRIC NURSE	4	0	4	0	3	0	3	0
PSYCHIATRIC NURSE - LEAD	0	0	0	0	1	0	1	0
QUALITY ASSURANCE SPECIALIST	2	0	2	0	2	0	2	0
<b>COST CENTER TOTALS</b>	<b>77</b>	<b>7</b>	<b>87</b>	<b>7</b>	<b>89</b>	<b>7</b>	<b>91</b>	<b>7</b>

**COST CENTER 2066565**

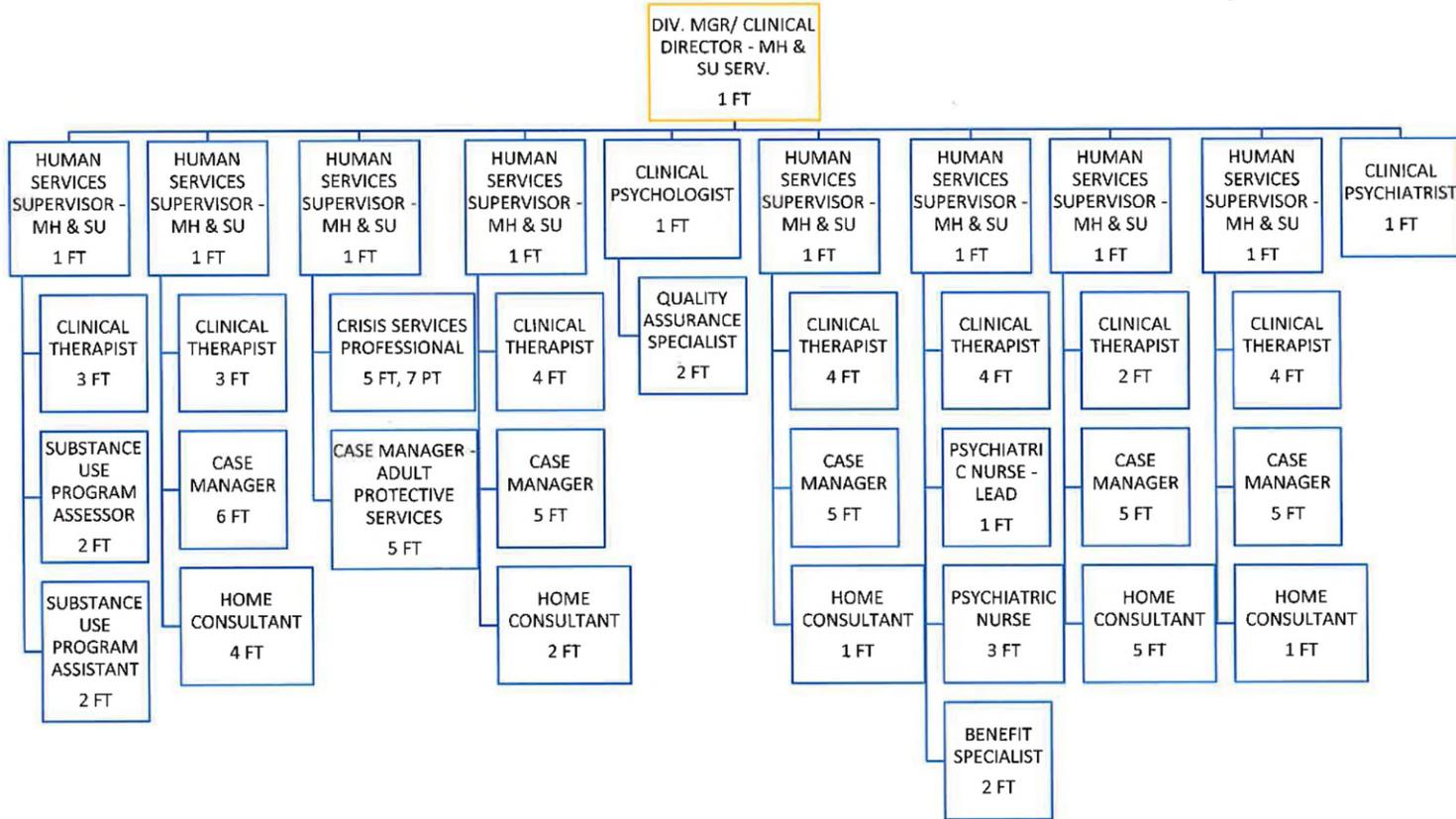
SUBSTANCE USE PROGRAM ASSESSOR	2	0	2	0	2	0	2	0
SUBSTANCE USE PROGRAM ASSISTANT	2	0	2	0	2	0	2	0
<b>COST CENTER TOTALS</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>

<b>TOTAL MH &amp; SU REGULAR POSITIONS:</b>	<b>81</b>	<b>7</b>	<b>91</b>	<b>7</b>	<b>93</b>	<b>7</b>	<b>95</b>	<b>7</b>
---	-----------	----------	-----------	----------	-----------	----------	-----------	----------

FUND: HEALTH HUMAN SERVICES 206

COST CENTER NAME: HUMAN HEALTH SERVICES  
COST CENTER NUMBER: 2061010, 2062040, 2063005,  
2064010, 2065010, 2066090, 2067020, ETAL.

DEPARTMENT NAME: HEALTH HUMAN SERVICES



# ***RESOLUTION NO.: 101—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following Health and Human Services  
2           Department Table of Organization changes, and the same have been made a part of  
3           the 2026 County Executive Budget:  
4

5                           Create: One (1) Full-Time Clinical Psychiatrist Position  
6

7           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
8           Resources Committee recommend adoption of the following resolution.

9           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
10          herewith authorize and approve of amending the Table of Organization for the Health and Human  
11          Services Department, cost center 2066090 by creating one (1) full-time Clinical Psychiatrist  
12          position effective January 1, 2026 as described in the attached Position Addition Form – 2026  
13          Budget Request, Position Description, and Table of Organization, which by reference are made a  
14          part hereof, and

15          BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
16          aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
17          the attached documents, and

18          BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
19          copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
20          County Health and Human Services Director.

21          Dated this \_\_\_\_ day of November 2025

22  
23  
24  
25  
26  
27

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION ADDITION FORM - 2026 BUDGET REQUEST**

Completion Checklist	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

Request Details		
Effective Date of Requested Change:	4/1/2026	
Department:	HHS	
Department Head:	Beth Roberts	
Cost Center Number:	2066090	
Position Title:	Clinical Psychiatrist	
Limited Term Position? (yes / no)	no	
Exempt (Salaried or Non-Exempt (Hourly)):	no	
Pay Grade of Position:	contract	
Estimated Starting Step:	1	
Position exists in the current Table of Organization:	no	
Number of positions requesting for this request:	1	
Is this position full time or part time? (If multiples include # for each)	Full Time:	1
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?	continue contracting for services	
If deleting a position to add this position, which position(s) will be deleted?		
If deleting a position, complete the Position Deletion form and include the Cost Savings below)		
List any positions in your Table of Organization that have been vacant for 6 months or longer:		

Position Justification	
Briefly summarize why this position is needed, as well as areas of revenue and savings.	
All of the current Psychiatrist services are contracted, which is costly and doesn't assure adequate quality of services. Adding this position will decrease the amount of contracted time and improve productivity.	

Employee(s) impacted by this change (if no one in position, leave blank)
--

Fiscal Data		
How will this position be funded (Levy, Grant, etc.):?		
<b>PROJECTED 2026 EXPENDITURES</b> - Amounts must agree to amounts included in proposed budget.		
Salary	\$	243,750.00
Fringe Benefits	\$	55,091.33
Travel/Training		
Supplies - IT	\$	-
Supplies - Other	\$	-
Purchased Services - IT	\$	-
Purchased Services - Other	\$	-
Capital Outlay	\$	-
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>298,841.33</b>
COST SAVINGS OR INCREASED REVENUES:		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
Description	Dollar Value (enter as negative)	
<b>Deleted Positions (if applicable)</b>	\$	-
Reduction in contracted services	\$	(298,841.33)
	\$	-
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$</b>	<b>(298,841.33)</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$</b>	<b>-</b>

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

Position Purpose

Reporting to the Mental Health/AODA Division Manager. The Clinical Psychiatrist performs various psychiatric evaluations for clients, and as ordered by court. Provides psychiatric services to children, adolescents and adults. Provides consultation to various departments.

Key Responsibilities

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

- Performs psychiatric evaluations and diagnoses of children, adolescents, adults, and families; submits evaluation to referral source when appropriate.
- Performs court ordered psychiatrist evaluations and makes recommendations to the court. Serves as expert witness, providing court testimony regarding evaluation, competency and commitment proceedings, child custody and visitation evaluations, etc.
- Provides psychotherapy and counseling services for children, adolescents, adults, and makes recommendations for treatment.
- Prescribes medication.
- Provides specialized evaluations and ongoing services for specialized populations.
- Prepares various evaluations, progress notes, letters, reports, etc.
- Maintains client case files according to defined standards for reporting purposes and for documenting service effectiveness.
- May participate in supervising and directing the activities of student interns and staff as directed by the Clinical Director.
- Presents and participates in meetings regarding clients.
- Consults with community health and school personnel to provide in-service or specialized knowledge.
- Completes an American Society of Addiction Medicine (ASAM) when a consumer meets criteria for a substance use diagnosis.
- Consult with other medical providers or pharmacists as needed or requested to ensure continuity of care.

- Completes peer reviews and provide feedback of other contracted staff to include the work of psychiatrists and APNP's to ensure DHS regulation compliance and quality clinical care is being provided.
- Provide collaboration for APNP's on staff if needed.
- Participate in Service Review meetings to ensure psychiatric services would meet best practices and adhere to internal policy and procedure.
- Assists in the management of nursing, social work, psychiatric, psychology and therapy services provided by the Department of Health and Human Services.
- Attends various training programs and seminars. Stays abreast of professional, ethical, and legal issues within the field and maintains licensure as required to practice as a Clinical psychiatrist in Wisconsin.
- Attends Division and Unit meetings as required.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- License in Psychiatry, with three to five years psychological evaluation experience.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must be licensed or eligible for Psychiatry license by the State of Wisconsin.

Required or Preferred Skills

- Ability to operate a motor vehicle.
- Ability to operate a variety of office equipment including personal computer, photocopier, and telephone.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and make use of the principles of descriptive statistics.
- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Department as well as the Outagamie County Work Rules and Terms of Employment.

- Ability to comprehend and interpret a variety of documents including referrals, test results, insurance forms, medical charts, diagnostic manuals, etc.
- Ability to prepare a variety of documents including various psychiatric evaluations, progress notes, insurance forms, test summaries, etc.
- Ability to use and interpret psychiatric and other medical and counseling terminology.
- Ability to communicate effectively with clients, Human Services personnel, physicians, therapists, and other medical personnel, interns, and others verbally and in writing.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

Equipment/Software Needs  
Other Job Description Title 1  
Other Job Description Title 2

FUND: HEALTH HUMAN SERVICES 206

COST CENTER NAME: HUMAN HEALTH SERVICES  
COST CENTER NUMBER: 2061010, 2062040, 2063005,  
2064010, 2065010, 2066090, 2067020, ETAL.

DEPARTMENT NAME: HEALTH HUMAN SERVICES

**MENTAL HEALTH & SUBSTANCE ABUSE**

**COST CENTER 2066090**

BENEFIT SPECIALIST	2	0	2	0	2	0	2	0
CASE MANAGER	20	0	23	0	24	0	26	0
CASE MANAGER - ADULT PROTECTIVE SERVICES	2	0	3	0	4	0	4	0
CLINICAL PSYCHIATRIST	0	0	0	0	0	0	1	0
CLINICAL PSYCHOLOGIST	2	0	2	0	2	0	1	0
CLINICAL THERAPIST	21	0	24	0	24	0	24	0
CRISIS SERVICES PROFESSIONAL	5	7	5	7	5	7	5	7
DIV. MGR/CLINICAL DIRECTOR - MH & SU SERV.	1	0	1	0	1	0	1	0
HOME CONSULTANT	12	0	13	0	13	0	13	0
HUMAN SERVICES SUPERVISOR - MH & SU	6	0	8	0	8	0	8	0
PSYCHIATRIC NURSE	4	0	4	0	3	0	3	0
PSYCHIATRIC NURSE - LEAD	0	0	0	0	1	0	1	0
QUALITY ASSURANCE SPECIALIST	2	0	2	0	2	0	2	0

COST CENTER TOTALS

77 7 87 7 89 7 91 7

**COST CENTER 2066565**

SUBSTANCE USE PROGRAM ASSESSOR	2	0	2	0	2	0	2	0
SUBSTANCE USE PROGRAM ASSISTANT	2	0	2	0	2	0	2	0

COST CENTER TOTALS

4 0 4 0 4 0 4 0

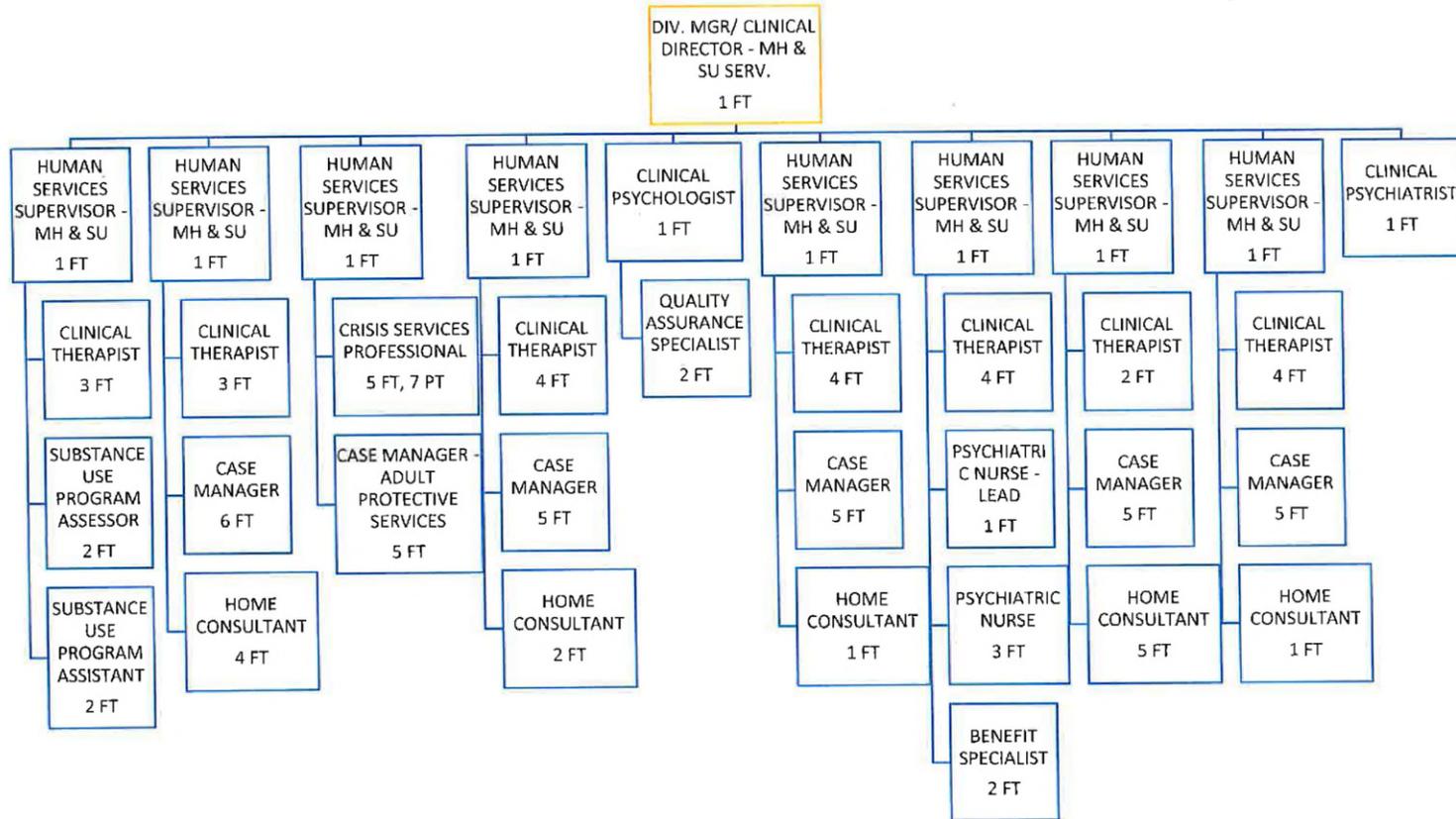
**TOTAL MH & SU REGULAR POSITIONS:**

81 7 91 7 93 7 95 7

FUND: HEALTH HUMAN SERVICES 206

DEPARTMENT NAME: HEALTH HUMAN SERVICES

COST CENTER NAME: HUMAN HEALTH SERVICES  
COST CENTER NUMBER: 2061010, 2062040, 2063005,  
2064010, 2065010, 2066090, 2067020, ETAL.



# ***RESOLUTION NO.: 102—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following grade change, and the same has  
2           been made a part of the 2026 County Executive Budget:

3  
4                           Department: Health and Human Services  
5                           Position: One (1) Full-time Senior Billing Specialist  
6                           Grade Change: From Non-Exempt 125 to Non-Exempt 130  
7

8           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
9           Resources Committee recommend adoption of the following resolution.

10           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
11           herewith authorize and approve of amending the Wage Scale for the Health and Human Services  
12           Department, cost center 2066090, by changing the full-time Senior Billing Specialist position from  
13           Non-Exempt 125 to Non-Exempt 130 effective January 1, 2026 as described in the attached  
14           Position Classification/Grade Request – 2026 Budget Request form, Position Description, and  
15           Table of Organization, which by reference are made a part hereof, and

16           BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
17           aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
18           the attached documents, and

19           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
20           copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
21           County Health and Human Services Director.

22           Dated this \_\_\_\_ day of November 2025

23  
24  
25  
26  
27

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION CLASSIFICATION/GRADE REQUEST - 2026 BUDGET REQUEST**

<b>Completion Checklist</b>	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	Health and Human Services
Department Head:	Beth Roberts
Cost Center Number:	2066090
Position Title:	Senior Billing Specialist
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Current Pay Grade of Position:	125
Proposed Pay Grade of Position:	130
New Step(s) in New Grade:	1
Number of Employees:	1

**Reclass Justification**  
Briefly summarize why this classification change is needed, as well as areas of revenue and savings.

The current Billing Specialist role does not include the level of knowledge and experience that is required for a higher level Billing Specialist. Medical claims billing and coding rules are constantly changing and we need an experienced Senior Billing Specialist role to conduct comprehensive reviews of medical claims and client invoices to identify discrepancies, ensuring accuracy and compliance with state and federal regulations, and private insurance billing rules and regulations. Additionally, this role will: analyze claims data to identify trends, patterns and root causes for claim denials, providing actionable insights for continuous improvement; evaluate and analyze reimbursement metrics and recommend strategic enhancements; develop, design and implement innovative strategies to streamline workflows, enhance claims processing efficiency, ensure timely filing and minimize claim denials; lead interdepartmental collaboration to resolve intricate claim billing and coding issues and unify process approaches; serve as a liaison between end users, information technology, and or software developers for the application and implementation of upgrades to maximize the capabilities of the billing software; and provide guidance, support and feedback to Billing Associates, cultivating an environment of shared learning and continuous professional growth. In DHHS, Charges for Services, which includes all our billable services to insurance, is \$14.9 million in the 2025 budget which represents 23% of the DHHS total revenues of \$65.5 million, and is a very significant number in the overall HHS budget. In 2026 as our intergovernmental revenue decreases, we need to be sure that we are billing and reimbursed for all billable services DHHS provides. Having a Senior Billing Specialist in addition to a Billing Specialist will ensure that we continue to support and grow the amount we are reimbursed for our Charges for Services.

**Employee(s) impacted by this change (if no one in position, leave blank)**

**Fiscal Data**

How will this position change be funded (Levy, Grant, etc.)?  
**PROJECTED 2026 INCREASE IN EXPENDITURES** - Amounts must agree to amounts included in proposed budget.

Salary	\$	3,320.00
Fringe Benefits	\$	498.00
Other (Describe)	\$	-
Other (Describe)	\$	-
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>3,818.00</b>

**COST SAVINGS OR INCREASED REVENUES:**

Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.

<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	\$ -
	\$ -
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ -</b>

<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$</b>	<b>3,818.00</b>
--	-----------	-----------------

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

**Senior Billing Specialist (DHHS-Fiscal)**

**Position Purpose**

Reporting to the Supervisor of Accounts Receivable, the Senior Billing Specialist leverages extensive knowledge of medical claims billing and coding to analyze, manage, and optimize claims workflows, ensuring compliance with regulatory standards while maximizing operational efficiency. Drawing upon advanced expertise in billing, coding, and fiscal procedures. The Senior Billing Specialist leads the refinement of strategies, drives process improvements, and resolves discrepancies to enhance performance across billing and resolution functions.

**Key Responsibilities**

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

- Conduct comprehensive reviews of medical claims and client invoices to identify discrepancies, ensuring accuracy and compliance with federal and state regulations by utilizing expert knowledge of claims billing and fiscal procedures.
- Analyze claims data to identify trends, patterns, and root causes of claims denials, providing actionable insights for continuous improvement.
- Evaluates and analyzes reimbursement metrics and recommending strategic enhancements.
- Develop, design and implement innovative strategies to streamline workflows, enhance claims processing efficiency, ensure timely filing and minimize claim denials.
- Leads interdepartmental collaboration to resolve intricate claim billing and coding issues and unify process approaches.
- Serves as a liaison between end users, information technology and/or software developers for the application and implementation of upgrades to maximize the capabilities of the billing software.
- Provide guidance, support and feedback to Billing Associates, cultivating an environment of shared learning and continuous professional growth.
- Maintains orderly and accessible physical client files that include the appropriate documentation required to support assigned billing activities.
- Applies ability to pay procedures to all clients and, as necessary, coordinates with appropriate program staff to determine clients' ability to pay.
- Identifies and works with the Accounting Systems Supervisor to resolve unpaid accounts.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

**Education/Certifications/Experience Requirements**

- Associates degree in accounting or related field preferred
- Three or more years of Healthcare billing and coding experience required.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Required or Preferred Skills Thorough understanding of ICD-10, CPT, and HCPCS codes**

- Strategic thinker with strong analytical and problem solving skills.
- Strong interpersonal and communication skills.
- Thorough knowledge of Medical terminology.
- Highly proficient in Microsoft Office Suite, with advanced data analysis capabilities and skills in Microsoft Excel.
- Thorough understanding of ICD-10, DSM-5, CPT, and HCPCS codes.
- Familiarity with electronic claims submission (EDI standards.)
- Skilled in analyzing claim denials and discrepancies.
- Detail-oriented with high accuracy in reviewing complex data.

- Ability to identify root causes and implement effective solutions.
- Experience with appeals processes and resubmitting corrected claims.
- Strong grasp of private insurance, Medicare, Medicaid, and managed care plans, payer specific rules and billing guidelines.
- Familiarity with Explanation of Benefits (EOBs) and Remittance Advice (RA.)
- Understanding of HIPAA regulations and patient privacy standards.
- Awareness of billing compliance protocols and fraud prevention strategies.
- Ability to interpret billing reports, medical records, and reimbursement spreadsheets.
- Skilled in reconciling patient accounts and resolving payment discrepancies.
- Ability to prepare a variety of documents including client charts, billing statements, electronic Medical Assistance bills, various reports, letters and other correspondence, etc.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: HEALTH HUMAN SERVICES 206

COST CENTER NAME: HUMAN HEALTH SERVICES  
 COST CENTER NUMBER: 2061010, 2062040, 2063005,  
 2064010, 2065010, 2066090, 2067020, ETAL.

DEPARTMENT NAME: HEALTH HUMAN SERVICES

**COST CENTER 2066565**

SUBSTANCE USE PROGRAM ASSESSOR	2	0	2	0	2	0	2	0
SUBSTANCE USE PROGRAM ASSISTANT	2	0	2	0	2	0	2	0
<b>COST CENTER TOTALS</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>TOTAL MH &amp; SU REGULAR POSITIONS:</b>	<b>81</b>	<b>7</b>	<b>91</b>	<b>7</b>	<b>93</b>	<b>7</b>	<b>95</b>	<b>7</b>

**POSITION COUNT**

<b>REGULAR POSITIONS:</b>	<b>2023</b>		<b>2024</b>		<b>2025</b>		<b>2026</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>

**FISCAL**

**COST CENTER 2065010**

ACCOUNTANT	3	0	3	0	2	0	2	0
CONTRACT SPECIALIST	1	0	1	0	1	0	1	0
FINANCE MANAGER - HHS	1	0	1	0	1	0	1	0
FINANCE SUPERVISOR - HHS	1	0	1	0	2	0	2	0
FISCAL SPECIALIST (SUNSET)	1	0	1	0	1	0	1	0
SENIOR ACCOUNT TECHNICIAN	2	0	2	0	2	0	2	0
<b>COST CENTER TOTALS</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>0</b>

**COST CENTER 2066090**

BILLING SPECIALIST	2	0	2	0	2	0	1	0
FINANCE SUPERVISOR - HHS	1	0	1	0	1	0	1	0
FISCAL SPECIALIST - MH & SU	0	1	0	1	0	1	0	1
SENIOR ACCOUNT TECHNICIAN	1	0	2	0	2	0	2	0
SENIOR BILLING SPECIALIST	0	0	0	0	0	0	1	0
<b>COST CENTER TOTALS</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>

**COST CENTER 2063595**

FISCAL SPECIALIST - CLTS	3	0	3	0	4	0	4	0
<b>COST CENTER TOTALS</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>

**COST CENTER 2062040**

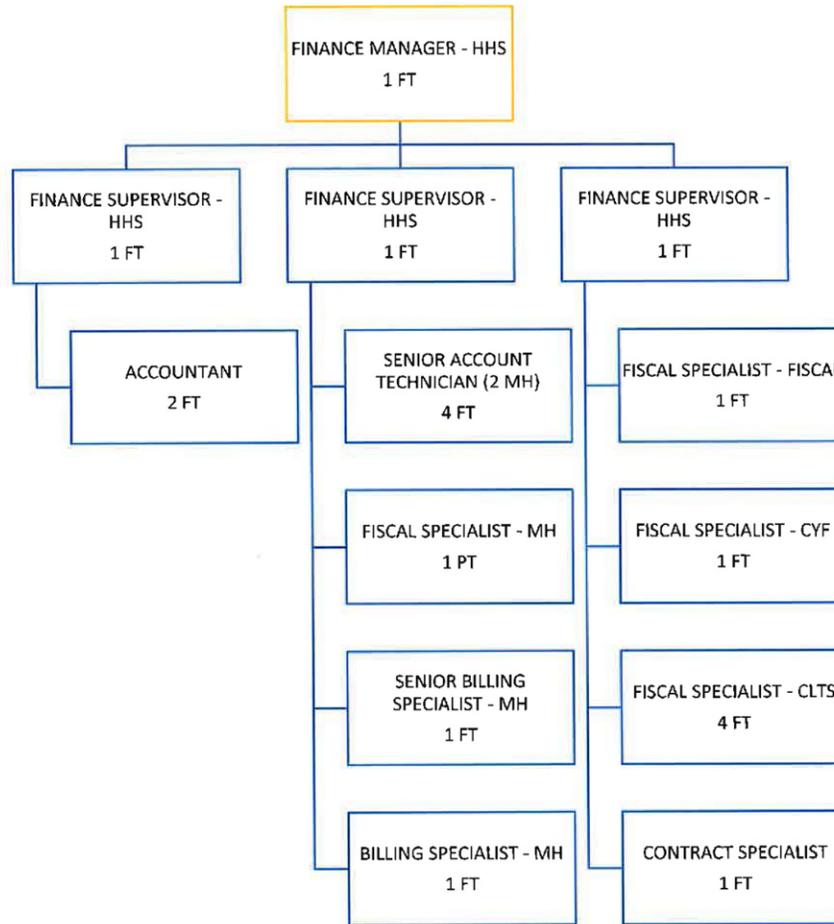
FISCAL SPECIALIST - CYF	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

<b>TOTAL FISCAL POSITIONS:</b>	<b>17</b>	<b>1</b>	<b>18</b>	<b>1</b>	<b>19</b>	<b>1</b>	<b>19</b>	<b>1</b>
--------------------------------	-----------	----------	-----------	----------	-----------	----------	-----------	----------

FUND: HEALTH HUMAN SERVICES 206

DEPARTMENT NAME: HEALTH HUMAN SERVICES

COST CENTER NAME: HUMAN HEALTH SERVICES  
COST CENTER NUMBER: 2061010, 2062040, 2063005,  
2064010, 2065010, 2066090, 2067020, ETAL.



# ***RESOLUTION NO.: 103—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following grade change, and the same has  
2           been made a part of the 2026 County Executive Budget:

3  
4                           Department: Information Technology (IT)  
5                           Position: One (1) Full-time IT Network Engineering Manager  
6                           Grade Change: From Exempt 170 to Exempt 175  
7

8           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
9           Resources Committee recommend adoption of the following resolution.

10           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
11           herewith authorize and approve of amending the Wage Scale for the Information Technology (IT)  
12           Department, cost center 6040100, by changing the full-time IT Network Engineering Manager  
13           position from Exempt 170 to Exempt 175 effective January 1, 2026 as described in the attached  
14           Position Classification/Grade Form, Position Description, and Table of Organization, which by  
15           reference are made a part hereof, and

16           BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
17           aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
18           the attached documents, and

19           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
20           copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
21           County Information Technology Director.

22           Dated this \_\_\_\_ day of November 2025

23  
24  
25  
26  
27

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

<b>POSITION CLASSIFICATION/GRADE CHANGE FORM</b>	
<b>Completion Checklist</b>	
<ul style="list-style-type: none"> <li>o A visual of your proposed Table of Organization</li> <li>o Job description/class specification for the position request below, highlighting any changes</li> </ul>	
<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	IT
Department Head:	Darren Koutnik
Cost Center Number:	6040100
Position Title:	IT Network Engineering Manager
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Exempt
Current Pay Grade of Position:	170
Proposed Pay Grade of Position: (based on market data received from HR)	175
New Step(s) in New Grade:	6
Number of Employees: <i>(if more than 1, complete the "Multiples" worksheet)</i>	1
<b>Position Justification</b>	
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.	
<p>The new classification and job description better clarifies the highly skilled cyber-security aspect of the position and gives the organization a much better chance to recruit candidates when required. The increase will come from Purchased Services in the 2026 budget</p>	
<b>Employee(s) Impacted By This Change (if no one in position - leave blank)</b>	
<p>Tim Tanglin</p>	
<b>Fiscal Data</b>	
How will this position change be funded (choose from drop-down list)?	Other
<b>NET PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.</b>	
Salary	\$ 874
Fringe Benefits	\$ 128
Other (Describe):	\$ -
Other (Describe):	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,001</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	\$ -
	\$ -
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ -</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ 1,001</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

**Position Purpose**

Reporting to the IT Director, the IT Network Engineering Manager is responsible for Outagamie County's network and communication infrastructure which consists of multiple sites, business units and partner entities. Analyze, design, procure, implement, support, maintain, monitor, troubleshoot and document the data and voice networks. Accountable for overall network and communication cybersecurity including establishing policy, implementing best practices and regulatory compliance. Directly supervise the network staff. Manage projects, coordinate vendors and monitor budgets. Assist with overall departmental strategic planning by researching and recommending network, communication and security solutions.

**Key Responsibilities**

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

- Supervise day-to-day activities and mentor the Network Engineer and Network Technicians. Assign, prioritize and review tasks and projects, provide leadership and direction for projects, complete annual performance evaluations, monitor staff workload and adjust assignments as necessary to maintain excellent customer service, efficiency and quality of work.
- Analyze, design, procure, implement, support, maintain, monitor, troubleshoot and document complex:
  - Data network communication systems (firewalls, switches, etc.)
  - Voice network communication systems
  - Multi-site wireless and mobile networks
  - Public Safety communication network
  - Vendor and system specific networks (PLC, IoT, etc.)
  - Internet/Intranet network communication systems
  - Audio/Visual and Tele/Video network communications
  - Camera network communication systems
  - Data Center and Disaster Recovery Data Center sites
- Stay current with emerging technologies, cybersecurity threats, and industry trends, and recommend improvements to enhance network capabilities and security.
- Prepare and maintain network and cybersecurity documentation, including diagrams, configurations, and standard operating procedures.
- Coordinate with external vendors and service providers to ensure reliable, cost-effective, and secure network services.
- Conduct regular security assessments and vulnerability scans to identify and mitigate potential threats to the network infrastructure.
- Respond to and manage security incidents, coordinating with relevant teams to ensure timely resolution and documentation.
- Maintain integrity of the network by ensuring security and compliance is addressed throughout the enterprise. Identify requirements, then design, implement, monitor and verify security systems and processes that protect the network communication systems. Investigate and react to security vulnerabilities and events.

- Project manager for network/communication projects. Ensure technical and security feasibility, create technical specifications and coordinate purchase. Create, manage, and execute project plans. Generate project status reports, establish project timelines, lead project meetings and resolve technical issues. Document project progress and milestones. Coordinate resources, establish deadlines and assign responsibilities.
- Establish and maintain relationships with Information Technology vendors. Manage the activity of vendors/contractors.
- Prepare and justify the IT department's network/communication systems 3-year and capital IT plans, while assisting all other IT teams as needed.
- Assist in the development of IT controls, processes, standards, policies and procedures. Follow existing County standards, guidelines, policies and procedures.
- Consult with users to understand needs and recommend new products/procedures that improve operating efficiency in a cost effective manner.
- Document communication network systems, applications, and procedures in an extensive and orderly fashion. Create flowcharts, diagrams, manuals, and detailed instructions.
- On-call for functional or hierarchical escalation.
- Backup System Engineer/Technicians and assist others in the IT department as needed.

**Education/Certifications/Experience Requirements**

- Associate Degree in Computer Science or related field with seven years of network communications experience
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Prior supervision experience preferred, but not required.

**Required or Preferred Skills**

- Strong knowledge of Firewalls, DMZ security, Threat Prevention, encryptions, IPSEC, Proxy Servers, VPN technologies, PCI DSS, Wireless security (802.1x, AES, TKIP, Radius, certificates, MAC), secure email, Public Key Infrastructures, certificates, spam/phishing filters, Antivirus, Malware, and industry best practices & guidelines.
- Strong knowledge of cybersecurity principles, best practices, technologies and tools such as intrusion detection/prevention systems, log management, content filtering
- Strong knowledge of LAN/WAN protocols, routing/switching protocols, TCP/IP, packet analysis, SAN, QoS, load balancers, hot standby systems, virtualization technologies, Radius, Domain Controllers, DNS, DHCP, DSU, NTP, SMTP, SMS, URL filtering, Active Directory, Citrix Terminal Services, GPS systems, radio communications.

- Strong knowledge of voice technologies - VOIP, SIPH, digital, analogue, CSUs, Voicemail, Dial-Out Services, Call Center, Voice Recording, Call Distribution, Video Conferencing FXO/FXS gateways.
- Strong knowledge of wireless technologies (802.11b/g/n, Microwave, Pt to Pt, cellular)
- Strong project management and organizational skills with ability to prioritize effectively.
- Knowledge of Video Recording Systems
- Must have strong technical ability and outstanding troubleshooting skills. Ability to properly utilize logging information to diagnose issues and troubleshoot problems reported by users.
- Excellent communication skills and exceptional customer facing skills with a high degree of professionalism.
- Strong ability to take ownership of assigned tasks and responsibilities.
- Experience and discretion in handling confidential information.
- Considerable ability to adapt and learn new technical concepts with or without formal training.
- Ability to interpret architectural and schematic diagrams.

**Physical Requirements**

- Frequently required bend, stoop, lift, and move computer equipment.
- Occasionally required to stand, kneel and crouch.
- Ability to lift, carry, push, pull or otherwise move up to 25 pounds regularly and up to **75 pounds occasionally**, understanding and utilizing proper body mechanics.
- Ability to reach equipment mounted on walls and ceilings
- Ability to perform work at remote locations (indoors and outdoors) and in confined spaces

Outagamie County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

FUND: GENERAL 604

COST CENTER NAME: INFORMATION TECHNOLOGY

DEPARTMENT NAME: INFORMATION TECHNOLOGY

COST CENTER NUMBER: 6040100

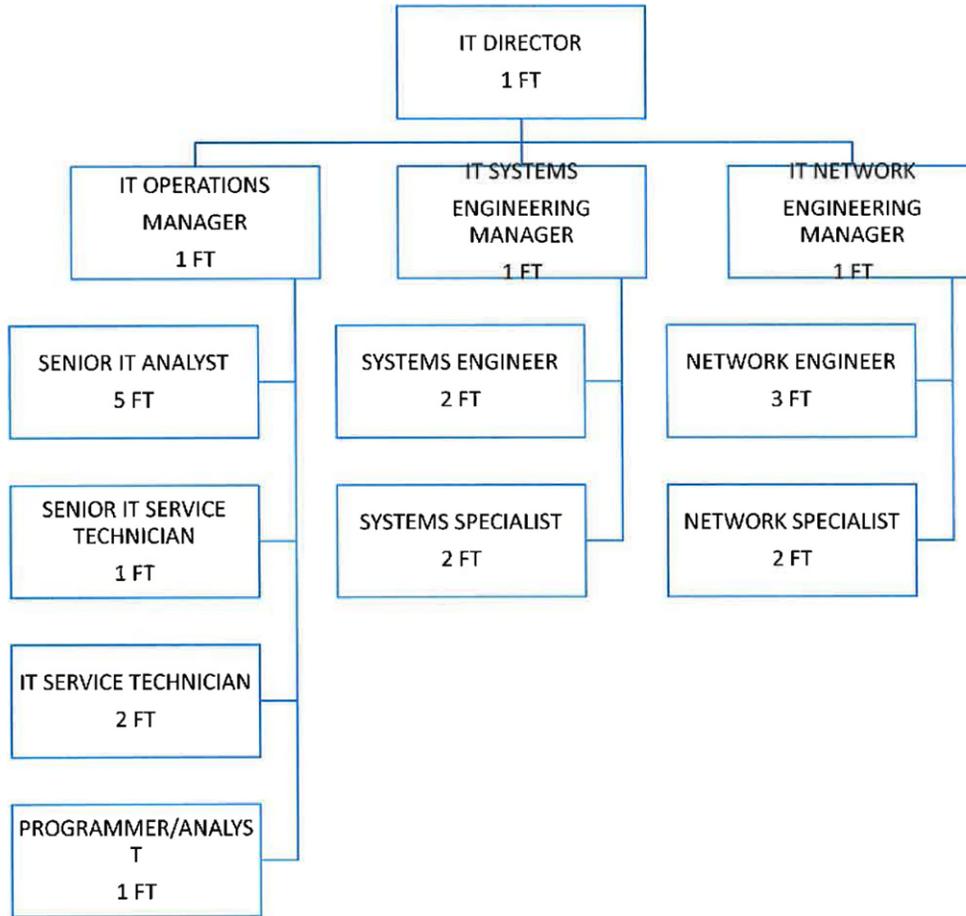
<u>POSITION COUNT</u>	<u>2023</u>		<u>2024</u>		<u>2025</u>		<u>2026</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>COST CENTER 6040100</u></b>								
IT DIRECTOR	1	0	1	0	1	0	1	0
IT NETWORK ENGINEERING MANAGER	1	0	1	0	1	0	1	0
IT OPERATIONS MANAGER	1	0	1	0	1	0	1	0
IT SERVICE TECHNICIAN	3	0	1	0	2	0	2	0
IT SYSTEMS ENGINEERING MANAGER	1	0	1	0	1	0	1	0
NETWORK ENGINEER	2	0	2	0	3	0	3	0
NETWORK SPECIALIST	2	0	2	0	2	0	2	0
PROGRAMMER/ANALYST	1	0	1	0	1	0	1	0
SENIOR IT SERVICE TECHNICIAN	0	0	2	0	1	0	1	0
SENIOR IT ANALYST	4	0	4	0	5	0	5	0
SYSTEMS ENGINEER	1	0	1	0	2	0	2	0
SYSTEMS SPECIALIST	2	0	2	0	2	0	2	0
COST CENTER TOTALS	<u>19</u>	<u>0</u>	<u>19</u>	<u>0</u>	<u>22</u>	<u>0</u>	<u>22</u>	<u>0</u>
<b>TOTAL POSITIONS - REGULAR:</b>	19	0	19	0	22	0	22	0
<b><u>COST CENTER 6040100</u></b>								
CASUAL CALL - AS NEEDED	0	0	0	0	0	0	0	0
SEASONAL WORKER - AS NEEDED	0	0	0	0	0	0	0	0
COST CENTER TOTALS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL POSITIONS - TEMPORARY:</b>	0	0	0	0	0	0	0	0
<b>TOTAL ALL POSITONS:</b>	<u>19</u>	<u>0</u>	<u>19</u>	<u>0</u>	<u>22</u>	<u>0</u>	<u>22</u>	<u>0</u>

FUND: GENERAL 604

COST CENTER NAME: INFORMATION TECHNOLOGY

DEPARTMENT NAME: INFORMATION TECHNOLOGY

COST CENTER NUMBER: 6040100



***RESOLUTION NO.: 104—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following grade change, and the same has  
2           been made a part of the 2026 County Executive Budget:

3  
4                           Department: Information Technology (IT)  
5                           Position: One (1) Full-time IT Operations Manager  
6                           Grade Change: From Exempt 170 to Exempt 175  
7

8           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
9           Resources Committee recommend adoption of the following resolution.

10           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
11           herewith authorize and approve of amending the Wage Scale for the Information Technology (IT)  
12           Department, cost center 6040100, by changing the full-time IT Operations Manager position from  
13           Exempt 170 to Exempt 175 effective January 1, 2026 as described in the attached Position  
14           Classification/Grade Form, Position Description, and Table of Organization, which by reference  
15           are made a part hereof, and

16           BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
17           aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
18           the attached documents, and

19           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
20           copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
21           County Information Technology Director.

22           Dated this \_\_\_\_ day of November 2025

23  
24  
25  
26  
27

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

<b>POSITION CLASSIFICATION/GRADE CHANGE FORM</b>	
<b>Completion Checklist</b>	
<ul style="list-style-type: none"> <li>o A visual of your proposed Table of Organization</li> <li>o Job description/class specification for the position request below, highlighting any changes</li> </ul>	
<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	IT
Department Head:	Darren Koutnik
Cost Center Number:	6040100
Position Title:	IT Operations Manager
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Exempt
Current Pay Grade of Position:	170
Proposed Pay Grade of Position: (based on market data received from HR)	175
New Step(s) in New Grade:	5
Number of Employees: <i>(if more than 1, complete the "Multiples" worksheet)</i>	1
<b>Position Justification</b>	
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.	
<p>The new classification and job description better clarifies the highly skilled cyber-security aspect of the position and gives the organization a much better chance to recruit candidates when required. The increase will come from Purchased Services in the 2026 budget</p>	
<b>Employee(s) Impacted By This Change (if no one in position - leave blank)</b>	
Steve Ransbottom	
<b>Fiscal Data</b>	
How will this position change be funded (choose from drop-down list)?	Other
<b>NET PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.</b>	
Salary	\$ 853
Fringe Benefits	\$ 125
Other (Describe):	\$ -
Other (Describe):	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 977</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	\$ -
	\$ -
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ -</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ 977</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

**Position Purpose**

Responsible for leading the IT staff who provide direct support to all County Departments and users. Direct and supervise activities of Systems Analysts; Support Coordinators; Programmer/Analyst and Seasonal IT Worker. With an emphasis on desktop hardware/software and end user systems, ensure staff is providing excellent support to all users and departments; direct their portion of annual strategic and budget process; and provide recommendations of new/upgraded technologies. Coordinate needs of direct reports with other IT divisions and provide project management for large initiatives. Develop policies and procedures and training materials. As a member of the IT Leadership Team assist with establishment of Department/system standards.

Part time remote work is an available option after successful completion of the introductory period.

**Key Responsibilities**

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

- Mentor and supervise day-to-day activities of System Analysts, Support Coordinators, Programmer/Analyst and Seasonal IT Worker. Assign, prioritize and review tasks and projects; provide leadership and direction for projects, monitor staff workload; and adjust assignments as necessary to maintain excellent customer service.
- Perform annual performance evaluations and respond to performance issues as they arise.
- Engage with Systems and Network teams to solve problems and provide new solutions. Also work with these teams to help establish strategic plans, evaluate products, create policies/procedures and define system requirements.
- Willingness to take a hands-on approach and contribute to any task that needs to be done.
- Prepare and justify IT projects for Capital and Strategic plans. Monitor IT Support portion of CIP, Three Year Plan, Maintenance and Operation budgets.
- Manage full life cycle (RFP to go-live) of multi-department and internal IT projects.
- Consult with users to recommend ways IT can help them reach their goals in a cost efficient manner.
- Serve as department representative and subject matter expert on multi-department projects and committees.
- Ensure compliance with CJIS, HIPAA, PCI, Federal and State Statutes, and all Outagamie County policies.
- Establish and maintain positive working relationships with IT vendors.

**Strategic Leadership & Continuous Improvement in Cybersecurity**

- Provide **strategic direction** for endpoint security and operations by aligning IT initiatives with business objectives, ensuring scalability, reliability, and security.

- Lead cross-functional teams in the development and implementation of **best practices for endpoint security, device management, and automation** to enhance operational efficiency.
- Foster a culture of **continuous improvement** by regularly evaluating endpoint technologies, security tools, and operational processes to drive innovation and risk mitigation.

#### **Stay Informed on Emerging Technologies and Cybersecurity Trends**

- Continuously monitor and assess **new technologies, cybersecurity threats, and industry regulations** to recommend security enhancements and operational improvements.
- Participate in **security and IT leadership forums, training programs, and industry conferences** to stay ahead of evolving threats and innovations.
- Develop a proactive approach to **threat intelligence**, leveraging insights to improve endpoint security measures and incident response strategies.

#### **Maintain Comprehensive Endpoint and Cybersecurity Documentation**

- Develop, maintain, and enforce **endpoint security policies, system configurations, and standard operating procedures (SOPs)** to ensure compliance with industry regulations.
- Establish a **centralized documentation repository** with up-to-date diagrams, security configurations, and remediation procedures for quick reference during audits or incidents.
- Provide **training and guidance** to the IT team on security standards, ensuring adherence to documented policies and reducing human error in endpoint management.

#### **Conduct Regular Security Assessments and Vulnerability Management**

- Lead **proactive security assessments, vulnerability scans, and penetration testing** to identify and remediate endpoint security risks.
- Establish a **risk management framework** to prioritize vulnerabilities, implement automated patching solutions, and track remediation efforts.
- Enforce security hardening best practices, including **least privilege access controls, endpoint detection & response (EDR), and encryption policies**.

#### **Incident Response, Compliance, and Threat Management**

- Develop and manage an **incident response program** to detect, contain, and remediate endpoint security breaches efficiently.
- Ensure **regulatory and compliance alignment** (e.g., NIST, ISO 27001, HIPAA, GDPR, CJIS) by implementing security policies and conducting regular compliance audits.
- Utilize **forensic analysis, root cause investigation, and reporting** to continuously improve endpoint security and **reduce incident response time**.
- Conduct post-incident reviews, implementing **lessons learned** and making security improvements based on root cause analysis.

**Automation & Process Optimization**

- Drive automation efforts in **endpoint deployment, configuration management, and security monitoring** to enhance operational efficiency and reduce manual errors.
- Implement security orchestration, automation, and response (SOAR) solutions to accelerate threat detection and response efforts.
- Develop self-service tools and automated workflows to improve IT support and end-user experience while maintaining security compliance.

**Education/Certifications/Experience Requirements**

- Bachelor's Degree in Computer Science or related field
- Eight (8) years of information technology experience
- Three (3) years supervisory experience
- Or combination of education and experience that provides equivalent knowledge, skills and abilities
- Valid driver's license
- This position requires the successful completion of a sheriff's background and fingerprint check after the offer

**Required or Preferred Skills**

- Demonstrated ability to work independently and manage multiple projects
- Exceptional communication (verbal and written) skills with both technical and non-technical audiences.
- Experience motivating and mentoring others
- Extensive knowledge of general IT and security best practices
- Demonstrated ability to motivate and manage technical personnel
- Considerable ability to adapt, learn new technical concepts and perform in unfamiliar environments with or without formal training
- Experience with handling sensitive and confidential information

FUND: GENERAL 604

COST CENTER NAME: INFORMATION TECHNOLOGY

DEPARTMENT NAME: INFORMATION TECHNOLOGY

COST CENTER NUMBER: 6040100

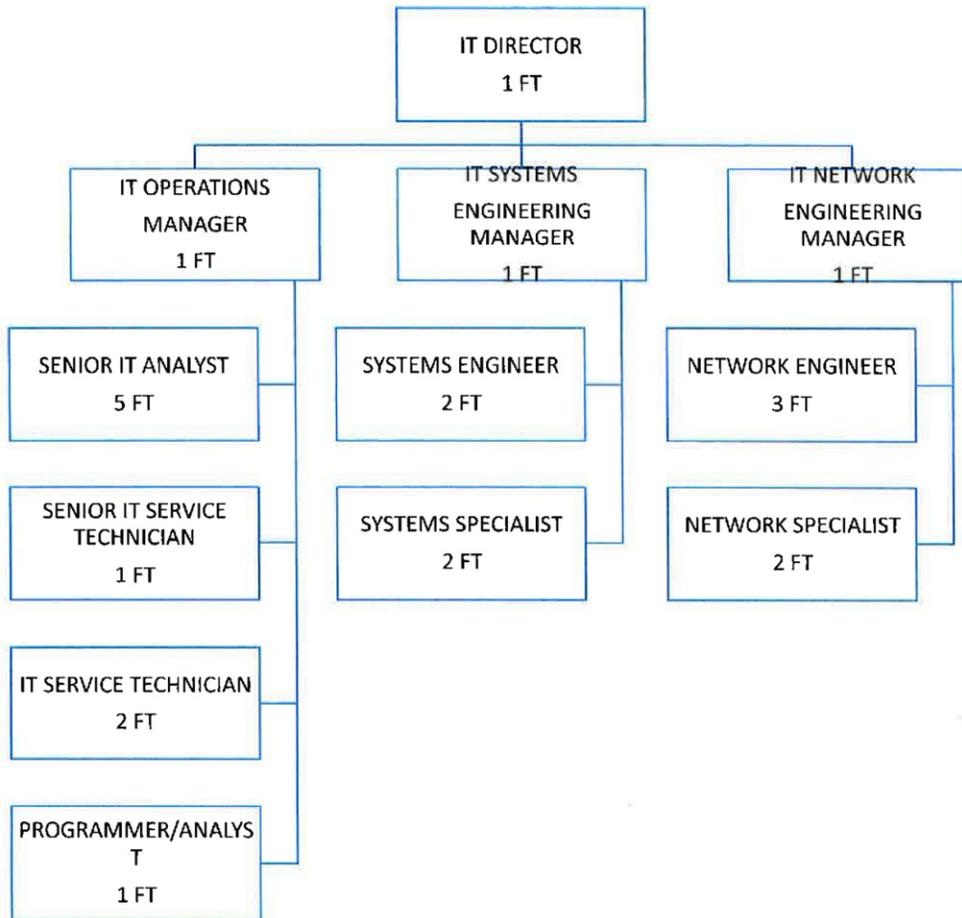
<u>POSITION COUNT</u>	<u>2023</u>		<u>2024</u>		<u>2025</u>		<u>2026</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>COST CENTER 6040100</u></b>								
IT DIRECTOR	1	0	1	0	1	0	1	0
IT NETWORK ENGINEERING MANAGER	1	0	1	0	1	0	1	0
IT OPERATIONS MANAGER	1	0	1	0	1	0	1	0
IT SERVICE TECHNICIAN	3	0	1	0	2	0	2	0
IT SYSTEMS ENGINEERING MANAGER	1	0	1	0	1	0	1	0
NETWORK ENGINEER	2	0	2	0	3	0	3	0
NETWORK SPECIALIST	2	0	2	0	2	0	2	0
PROGRAMMER/ANALYST	1	0	1	0	1	0	1	0
SENIOR IT SERVICE TECHNICIAN	0	0	2	0	1	0	1	0
SENIOR IT ANALYST	4	0	4	0	5	0	5	0
SYSTEMS ENGINEER	1	0	1	0	2	0	2	0
SYSTEMS SPECIALIST	2	0	2	0	2	0	2	0
<b>COST CENTER TOTALS</b>	<b>19</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>22</b>	<b>0</b>
<b>TOTAL POSITIONS - REGULAR:</b>	<b>19</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>22</b>	<b>0</b>
<b><u>COST CENTER 6040100</u></b>								
CASUAL CALL - AS NEEDED	0	0	0	0	0	0	0	0
SEASONAL WORKER - AS NEEDED	0	0	0	0	0	0	0	0
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS - TEMPORARY:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL POSITIONS:</b>	<b>19</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>22</b>	<b>0</b>

FUND: GENERAL 604

COST CENTER NAME: INFORMATION TECHNOLOGY

DEPARTMENT NAME: INFORMATION TECHNOLOGY

COST CENTER NUMBER: 6040100



# ***RESOLUTION NO.: 105—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following grade change, and the same has  
2           been made a part of the 2026 County Executive Budget:

3  
4                           Department: Information Technology (IT)  
5                           Position: One (1) Full-time IT Systems Engineering Manager  
6                           Grade Change: From Exempt 170 to Exempt 175

7  
8           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
9           Resources Committee recommend adoption of the following resolution.

10           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
11           herewith authorize and approve of amending the Wage Scale for the Information Technology (IT)  
12           Department, cost center 6040100, by changing the full-time IT Systems Engineering Manager  
13           position from Exempt 170 to Exempt 175 effective January 1, 2026 as described in the attached  
14           Position Classification/Grade Form, Position Description, and Table of Organization, which by  
15           reference are made a part hereof, and

16           BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
17           aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
18           the attached documents, and

19           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
20           copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
21           County Information Technology Director.

22           Dated this \_\_\_\_ day of November 2025

23  
24  
25  
26  
27

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

<b>POSITION CLASSIFICATION/GRADE CHANGE FORM</b>	
<b>Completion Checklist</b>	
<ul style="list-style-type: none"> <li>o A visual of your proposed Table of Organization</li> <li>o Job description/class specification for the position request below, highlighting any changes</li> </ul>	
<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	IT
Department Head:	Darren Koutnik
Cost Center Number:	6040100
Position Title:	IT Systems Engineering Manager
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Exempt
Current Pay Grade of Position:	170
Proposed Pay Grade of Position: (based on market data received from HR)	175
New Step(s) in New Grade:	6
Number of Employees: <i>(if more than 1, complete the "Multiples" worksheet)</i>	1
<b>Position Justification</b>	
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.	
<p>The new classification and job description better clarifies the highly skilled cyber-security aspect of the position and gives the organization a much better chance to recruit candidates when required. The increase will come from Purchased Services in the 2026 budget</p>	
<b>Employee(s) Impacted By This Change (if no one in position - leave blank)</b>	
Denise Herron	
<b>Fiscal Data</b>	
How will this position change be funded (choose from drop-down list)?	Other
<b>NET PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.</b>	
Salary	\$ 874
Fringe Benefits	\$ 128
Other (Describe):	\$ -
Other (Describe):	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,001</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	\$ -
	\$ -
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ -</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ 1,001</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

Reporting to the IT Director, The IT Systems Engineering Manager is responsible for Outagamie County's systems and server infrastructure which consists of multiple sites, business units and partner entities. Analyze, design, procure, implement, support, maintain, monitor, troubleshoot and document the physical/virtual server environment, server based applications, databases, storage, backup, disaster recovery and email systems. Accountable for overall systems and server security which includes establishing policy, implementing best practices and regulatory compliance. Directly supervise the systems staff. Manage projects, coordinate vendors and monitor budgets. Assist with overall departmental strategic planning by researching and recommending systems and security solutions.

#### Key Responsibilities

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

- Supervise day-to-day activities and mentor the Systems Engineering staff. Assign, prioritize and review tasks and projects, provide leadership and direction for projects, complete performance evaluations, monitor staff workload and adjust assignments as necessary to maintain excellent customer service, efficiency and quality of work.
- Analyze, design, procure, implement, support, maintain, monitor, troubleshoot and document complex:
  - Physical and Virtual server environment
  - Backup and Network Storage (SAN, NAS, etc.)
  - Server operating systems
  - Databases, server applications and interfaces
  - Disaster recovery technologies
  - System management tools
  - Data Center and Disaster Recovery Data Center sites
- Stay current with emerging technologies, cybersecurity threats, and industry trends, and recommend improvements to enhance system capabilities and security.
- Prepare and maintain system and cybersecurity documentation, including diagrams, configurations, and standard operating procedures.
- Coordinate with external vendors and service providers to ensure reliable, cost-effective, and secure systems.
- Conduct regular security assessments and vulnerability scans to identify and mitigate potential threats to the system infrastructure.
- Respond to and manage security incidents, coordinating with relevant teams to ensure timely resolution and documentation.
- Maintain integrity of systems by ensuring cybersecurity and compliance is addressed throughout the enterprise. Identify requirements, then design, implement, monitor and verify security systems and processes that protect servers and systems. Investigate and react to security vulnerabilities and events.

- Administer Windows Active Directory, Microsoft Group Policy, Domains, Domain Schemas, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), and Security policy configuration.
- Responsible for system and file security. Manage user accounts and access.
- Project manager for systems/server projects. Ensure technical and security feasibility, create technical specifications, define integrations and coordinate purchase. Create, manage, and execute project plans. Generate project status reports, establish project timelines, lead project meetings and resolve technical issues. Document project progress and milestones. Coordinate resources, establish deadlines and assign responsibilities.
- Extract digital data preserving it for later use as evidence, analyze the data, and prepare reports for Management, Legal, or Public review.
- Write and maintain custom scripts (VBScript, PowerShell, etc).
- Establish and maintain relationships with Information Technology vendors. Manage the activity of vendors/contractors.
- Prepare and justify the IT department's server and systems 3-year and capital IT plans, while assisting all other IT teams as needed.
- Assist in the development of IT controls, processes, standards, policies and procedures. Follow existing County standards, guidelines, policies and procedures.
- Consult with users to understand needs and recommend new products/procedures that improve operating efficiency in a cost effective manner.
- Document systems, applications, and procedures in an extensive and orderly fashion. Create flowcharts, diagrams, manuals, and detailed instructions.
- On-call for functional or hierarchical escalation.
- Backup Network Engineer/Technicians and assist others in the IT department as needed.

**Education/Certifications/Experience Requirements**

- Associate Degree in Computer Science or related field with seven years of systems and server experience
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Prior supervision experience preferred, but not required.

**Required or Preferred Skills**

- Strong knowledge of Windows Server operating systems and Microsoft SQL Server.
- Strong knowledge of virtualization technologies including creation and maintenance
- Strong knowledge of network storage (SAN, NAS, Backup, etc)
- Strong knowledge of Citrix including administration and provisioning services
- Strong knowledge of Microsoft Group Policy and security policy configuration and administration. Experience with File Security, Domain Name System

(DNS), Dynamic Host Configuration Protocol (DHCP), and Domain and LAN administration

- Working knowledge of Microsoft Exchange.
- Strong knowledge of security principles, best practices, technologies and tools such as anti-virus, encryption, spam filtering, and log management
- Strong project management and organizational skills with ability to prioritize effectively.
- Must have strong technical ability and outstanding troubleshooting skills. Ability to properly utilize logging information to diagnose issues and troubleshoot problems reported by users.
- Excellent communication skills and exceptional customer facing skills with a high degree of professionalism.
- Strong ability to take ownership of assigned tasks and responsibilities.
- Experience and discretion in handling confidential information.
- Considerable ability to adapt and learn new technical concepts with or without formal training.

#### Physical Requirements

- Frequently required bend, stoop, lift, and move computer equipment.
- Occasionally required to stand, kneel and crouch.
- Ability to lift, carry, push, pull or otherwise move up to 25 pounds regularly and up to **75 pounds occasionally**, understanding and utilizing proper body mechanics.
- Ability to reach equipment mounted in racks
- Ability to perform work at remote locations and in confined spaces

FUND: GENERAL 604

COST CENTER NAME: INFORMATION TECHNOLOGY

DEPARTMENT NAME: INFORMATION TECHNOLOGY

COST CENTER NUMBER: 6040100

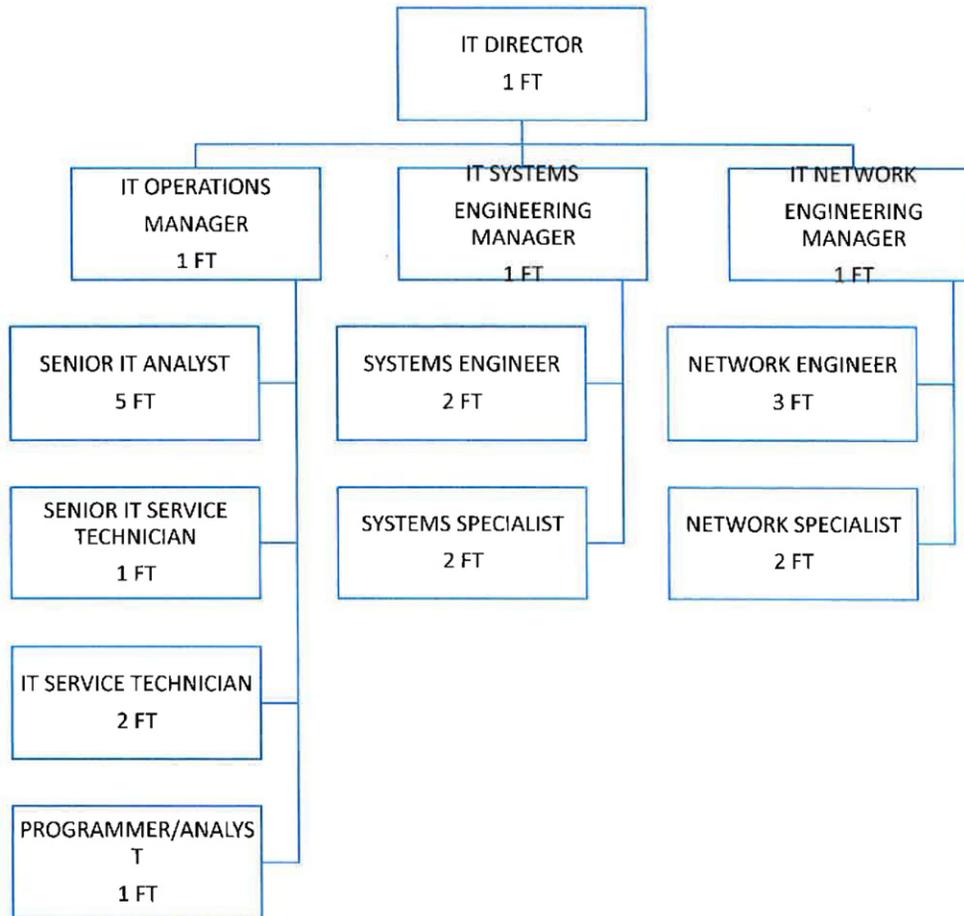
<u>POSITION COUNT</u>	<u>2023</u>		<u>2024</u>		<u>2025</u>		<u>2026</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>COST CENTER 6040100</u></b>								
IT DIRECTOR	1	0	1	0	1	0	1	0
IT NETWORK ENGINEERING MANAGER	1	0	1	0	1	0	1	0
IT OPERATIONS MANAGER	1	0	1	0	1	0	1	0
IT SERVICE TECHNICIAN	3	0	1	0	2	0	2	0
IT SYSTEMS ENGINEERING MANAGER	1	0	1	0	1	0	1	0
NETWORK ENGINEER	2	0	2	0	3	0	3	0
NETWORK SPECIALIST	2	0	2	0	2	0	2	0
PROGRAMMER/ANALYST	1	0	1	0	1	0	1	0
SENIOR IT SERVICE TECHNICIAN	0	0	2	0	1	0	1	0
SENIOR IT ANALYST	4	0	4	0	5	0	5	0
SYSTEMS ENGINEER	1	0	1	0	2	0	2	0
SYSTEMS SPECIALIST	2	0	2	0	2	0	2	0
<b>COST CENTER TOTALS</b>	<b>19</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>22</b>	<b>0</b>
<b>TOTAL POSITIONS - REGULAR:</b>	<b>19</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>22</b>	<b>0</b>
<b><u>COST CENTER 6040100</u></b>								
CASUAL CALL - AS NEEDED	0	0	0	0	0	0	0	0
SEASONAL WORKER - AS NEEDED	0	0	0	0	0	0	0	0
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS - TEMPORARY:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL POSITIONS:</b>	<b>19</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>22</b>	<b>0</b>

FUND: GENERAL 604

COST CENTER NAME: INFORMATION TECHNOLOGY

DEPARTMENT NAME: INFORMATION TECHNOLOGY

COST CENTER NUMBER: 6040100



***RESOLUTION NO.: 106—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following grade change, and the same has  
2           been made a part of the 2026 County Executive Budget:

3  
4                                   Department: Land Conservation  
5                                   Position: One (1) Full-time Engineering Specialist  
6                                   Grade Change: From Non-Exempt 140 to Non-Exempt 145  
7

8           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
9 Resources Committee recommend adoption of the following resolution.

10           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
11 herewith authorize and approve of amending the Wage Scale for the Land Conservation  
12 Department, cost center 1008200, by changing the full-time Engineering Specialist position from  
13 Non-Exempt 140 to Non-Exempt 145 effective January 1, 2026 as described in the attached  
14 Position Classification/Grade Request – 2026 Budget Request Form, Position Description, and  
15 Table of Organization, which by reference are made a part hereof, and

16           BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
17 aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
18 the attached documents, and

19           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
20 copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
21 County Land Conservation Director.

22           Dated this \_\_\_\_ day of November 2025

23  
24  
25  
26  
27

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION CLASSIFICATION/GRADE REQUEST - 2026 BUDGET REQUEST**

<b>Completion Checklist</b>	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	Land Conservation
Department Head:	Greg Banock
Cost Center Number:	2090300 (current) switch to 1008200 for 2026
Position Title:	Engineering Specialist
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Current Pay Grade of Position:	140
Proposed Pay Grade of Position:	145
New Step(s) in New Grade:	7
Number of Employees:	1

<b>Reclass Justification</b>	
Briefly summarize why this classification change is needed, as well as areas of revenue and savings.	
<p>Re-classification is needed due to additional/differing responsibilities from Engineering Technician position including:</p> <ul style="list-style-type: none"> <li>• Serves as the engineering tech team lead. Assigns engineering team tasks to colleagues to ensure the department's engineering standards and budgetary needs are being met.</li> <li>• Collaborate with engineering technicians to identify process improvements and implement solutions.</li> <li>• Responsible for the Department's Drone Pilot Program and ensuring training and ordinance requirements are being met.</li> <li>• Coordinates with administration and is responsible for the engineering task onboarding of new hires or seasonal interns.</li> <li>• Leads the U.S. FWS Natural Resource Damage Assessment and Partner programs for the department.</li> <li>• Provides feedback and goal setting assistance to administrative team with the annual review process</li> <li>• Works with various government agencies and non-government organizations to implement 9-Key element watershed plans.</li> <li>• Develop and review hydrologic, hydraulic and water quality models for projects.</li> </ul> <p>* Position is funded through various grant sources and the levy. This reclassification can be accommodated within department's current budget.</p>	

<b>Employee(s) impacted by this change (if no one in position, leave blank)</b>	
Wes Kotila	

<b>Fiscal Data</b>	
How will this position change be funded (Levy, Grant, etc.)?	

<b>PROJECTED 2026 INCREASE IN EXPENDITURES - Amounts must agree to amounts included in proposed budget.</b>		
Salary	\$	2,724.80
Fringe Benefits	\$	406.00
Other (Describe)	\$	-
Other (Describe)	\$	-
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>3,130.80</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
	\$	-
	\$	-
	\$	-
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$</b>	<b>-</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$</b>	<b>3,130.80</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

**Outagamie County  
Position Description**

###

**Position Title:** Engineering Specialist

**Department:** Land Conservation

**Reports to:** Programs Manager/GIS Analyst

---

**Purpose of Position**

Reporting to the Programs Manager/GIS Analyst, this position leads engineering work flow of engineering technicians, performs engineering studies under the direction of the Environmental Engineer, and conducts watershed plan implementation by providing technical, education and professional assistance with soil and water conservation needed to comply with federal, state, and county standards and ordinances.

**Essential Duties and Responsibilities**

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

- Serves as the engineering tech team lead. Assigns engineering team tasks to colleagues to ensure the department's engineering standards and budgetary needs are being met.
- Collaborate with engineering technicians to identify process improvements and implement solutions.
- Responsible for the Department's Drone Pilot Program and ensuring training and ordinance requirements are being met.
- Coordinates with administration and is responsible for the engineering onboarding of new hires and seasonal interns.
- Leads the U.S. FWS Natural Resource Damage Assessment and Partner programs for the department.
- Provides feedback and goal setting assistance to administrative team with the annual review process.
- Provide technical assistance in the planning, permitting, and implementation of structural and nonstructural best management practices (BMPs) designed to restore and protect surface and groundwater quality
- Works with various government agencies and non-government organizations to implement 9-Key element watershed plans.
- Develop and review hydrologic, hydraulic and water quality models for projects.
- Provides engineering services in accordance with NRCS/DATCP job approval to landowners.
- Coordinate and participate in research projects.
- Participate on committees where appropriate.
- Provide educational information through presentations, tours or events to individuals and groups.
- Prepares federal, state, county and other program agreements or contracts with landowners as required for cost-sharing practices.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's degree in the field of Engineering, Hydrology, Water Resources , or a related field; and at least six years of progressive experience or equivalent combination experience and education.
- Preference to Engineer In Training Certification
- Obtain and maintain engineering job approval authority from NRCS and engineering practitioner certification from DATCP as needed.
- Experience working as part of a diverse watershed implementation program team coordinating across counties, agencies, and local organizations (DATCP, NRCS, local utilities, Tribal Nations, NGOs, etc.).
- Experience using effective verbal communication skills with a variety of audiences for conservation practice consultations, formal presentations, field day tours, etc.
- FAA Part 107 Remote Pilot Certificate within 12 months of hire.
- Valid Wisconsin Driver's License required.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

- Experience with AutoCAD Civil 3D, Hydraulic Engineering Software (HEC-RAS, etc.), Hydrology Engineering Software (HydroCAD, HEC-HMS, etc.) and GIS
- Advanced knowledge of watershed hydrology, stream geomorphology, physicochemical processes, stream hydraulics, aquatic ecology, & sediment transport
- Ability to operate a variety of office equipment, including a personal computer, telephone,, photocopier, scanner, etc.
- Knowledge of and skill in applying engineering design methods for conservation design and erosion control practices.
- Ability to operate a variety of surveying equipment.
- Ability to interpret construction plans, specifications and estimates, budget worksheets, billing invoices, design and construction manuals, plat books, aerial photography and slides, USGS quadrangles, and other sources of resource information.
- Ability to prepare a variety of documents, maps, billing statements, contracts, letters and other correspondence.
- Ability to communicate effectively with co-workers, cooperating agencies, program partners, and the general public both verbally and in writing.
- Ability to lift and carry 50 lbs and walk for long periods of time through rough and uneven terrain.

Outagamie County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

### Page 3

Human Resources Director's Signature

Date

**BLOODBORNE PATHOGENS**  
Exposure Risk Category C

FUND: GENERAL 100

DEPARTMENT NAME: LAND CONSERVATION

COST CENTER NAME: LAND CONSERVATION  
 COST CENTER NUMBER: 1008200, 1008300, 2090300,  
 2090400, 2090500, 2090600, 2091000

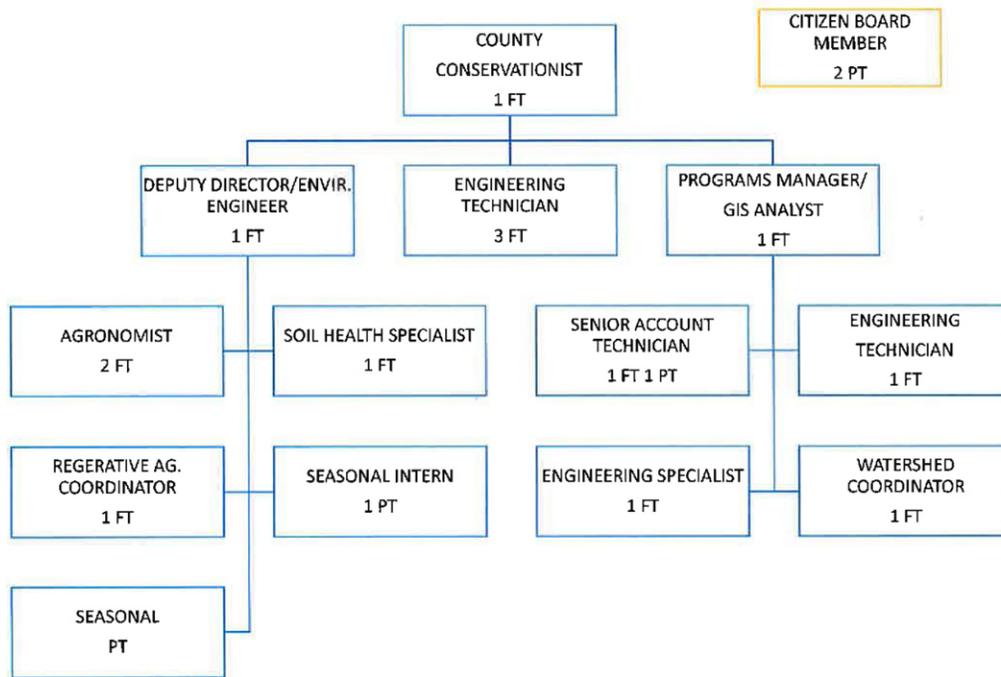
POSITION COUNT REGULAR POSITIONS:	2023		2024		2025		2026	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>COST CENTER 1008200</u></b>								
COUNTY CONSERVATIONIST	1	0	1	0	1	0	1	0
DEPUTY DIRECTOR/ENVIR. ENGINEER	1	0	1	0	1	0	1	0
ENGINEERING TECHNICIAN	3	0	3	0	3	0	4	0
PROGRAM ASSISTANT	1	0	0	0	0	0	0	0
PROGRAMS MANAGER/GIS ANALYST	1	0	1	0	1	0	1	0
SENIOR ACCOUNT TECHNICIAN	1	0	2	1	2	1	1	1
SOIL HEALTH SPECIALIST	1	0	1	0	1	0	1	0
ENGINEERING SPECIALIST	1	0	1	0	1	0	1	0
REGERATIVE AG. COORDINATOR	0	0	0	0	0	0	1	0
AGRONOMIST	2	0	2	0	2	0	2	0
COST CENTER TOTALS	12	0	12	1	12	1	13	1
<b><u>COST CENTER 2090600</u></b>								
WATERSHED COORDINATOR	1	0	1	0	1	0	1	0
COST CENTER TOTALS	1	0	1	0	1	0	1	0
<b>TOTAL POSITIONS - REGULAR:</b>	13	0	13	1	13	1	14	1

POSITION COUNT TEMPORARY POSITIONS:	2023		2024		2025		2026	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>COST CENTER 1008200</u></b>								
SEASONAL INTERN - AS NEEDED	0	0	0	0	0	0	0	0
CITIZEN BOARD MEMBER	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
<b><u>COST CENTER 2090300</u></b>								
SEASONAL - AS NEEDED	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
<b>TOTAL POSITIONS - TEMPORARY:</b>	0	0	0	0	0	0	0	0

FUND: GENERAL 100

DEPARTMENT NAME: LAND CONSERVATION

COST CENTER NAME: LAND CONSERVATION  
COST CENTER NUMBER: 1008200, 1008300, 2090300,  
2090400, 2090500, 2090600, 2091000



# ***RESOLUTION NO.: 107—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following grade change, and the same has  
2           been made a part of the 2026 County Executive Budget:

3  
4                           Department: Land Conservation  
5                           Position: One (1) Full-time Soil Health Specialist  
6                           Grade Change: From Non-Exempt 140 to Non-Exempt 145  
7

8           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
9 Resources Committee recommend adoption of the following resolution.

10           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
11 herewith authorize and approve of amending the Wage Scale for the Land Conservation  
12 Department, cost center 1008200, by changing the full-time Soil Health Specialist position from  
13 Non-Exempt 140 to Non-Exempt 145 effective January 1, 2026 as described in the attached  
14 Position Classification/Grade Request – 2026 Budget Request Form, Position Description, and  
15 Table of Organization, which by reference are made a part hereof, and

16           BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
17 aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
18 the attached documents, and

19           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
20 copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
21 County Land Conservation Director.

22           Dated this \_\_\_\_ day of November 2025

23  
24  
25  
26  
27

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION CLASSIFICATION/GRADE REQUEST - 2026 BUDGET REQUEST**

<b>Completion Checklist</b>	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	Land Conservation
Department Head:	Greg Banek
Cost Center Number:	2090300 (current) switch to 1008200 for 2026
Position Title:	Soil Health Specialist
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Current Pay Grade of Position:	140
Proposed Pay Grade of Position:	145
New Step(s) in New Grade:	8
Number of Employees:	1

<b>Reclass Justification</b>	
Briefly summarize why this classification change is needed, as well as areas of revenue and savings.	
<p>Re-classification is needed due to additional/differing responsibilities from Agronomist position including:</p> <ul style="list-style-type: none"> <li>• Develop and implement soil health improvement plans in collaboration with farmers, landowners, and technical staff.</li> <li>• Provide training and technical support to conservation district staff, agency partners, and producers.</li> <li>• Serve as a subject matter expert to regional agronomists and colleagues on implementation of soil health best management practices.</li> <li>• Responsible for the budgeting, visioning, and coordination of the Outagamie County Soil Health Education and Demonstration site and programming.</li> <li>• Collect and manage field data and assist in preparing reports on project outcomes and soil health metrics.</li> <li>• Coordinates with administration on continuing education planning for the agronomy team and is responsible for the agronomy onboarding of new hires and seasonal interns.</li> </ul> <p>* Position is funded through various grant sources and the levy. This reclassification can be accommodated within department's current budget.</p>	

<b>Employee(s) impacted by this change (if no one in position, leave blank)</b>	
Andy Kiefer	

<b>Fiscal Data</b>	
How will this position change be funded (Levy, Grant, etc.)?	

<b>PROJECTED 2026 INCREASE IN EXPENDITURES - Amounts must agree to amounts included in proposed budget.</b>		
Salary	\$	2,808.00
Fringe Benefits	\$	418.39
Other (Describe)	\$	-
Other (Describe)	\$	-
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>3,226.39</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
	\$	-
	\$	-
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$</b>	<b>-</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$</b>	<b>3,226.39</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

**Position Purpose**

Reporting to the Deputy Director/Environmental Engineer, the Soil Health Specialist serves as a leader in advancing soil health education, outreach, and implementation across agricultural and natural landscapes. This position plays a critical role in guiding farmers, landowners, and conservation professionals in adopting innovative, science-based practices that restore and protect soil function. The specialist will lead training efforts, coordinate cross-sector partnerships, and champion forward-thinking solutions that improve resilience, productivity, and environmental outcomes. Through a combination of technical expertise, strategic communication, and program leadership, the Soil Health Specialist will drive the adoption of regenerative soil management practices in support of regional conservation goals.

**Key Responsibilities**

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

- Develop and implement soil health improvement plans in collaboration with farmers, landowners, and technical staff.
- Promote and support practices such as cover cropping, no-till, crop rotation, nutrient management, and grazing systems.
- Provide training and technical support to conservation district staff, agency partners, and producers.
- Coordinates with administration on continuing education planning for the agronomy team and is responsible for the agronomy onboarding of new hires and seasonal interns.
- Coordinate and participate in field days, workshops, and demonstrations to promote soil health principles.
- Collect and manage field data and assist in preparing reports on project outcomes and soil health metrics.
- Stay current with soil health research, emerging technologies, and conservation tools.
- Serve as a subject matter expert to regional agronomists and colleagues on implementation of soil health best management practices.
- Responsible for the budgeting, visioning, and coordination of the Outagamie County Soil Health Education and Demonstration site and programming.
- Fulfills the responsibilities of the Agronomist Position as needed based on current programming.
- Executes contracts and signs cost-share agreements with operators for various conservation practices.

**Education/Certifications/Experience Requirements**

- Bachelor's degree in Soil Science, Agronomy, Environmental Science, Natural Resource Management, or related field.

- Strong knowledge of soil science and conservation practices related to soil health.
- Effective communication and interpersonal skills for working with farmers and professionals.
- 7-10 years WI Certified Crop Advisor (CCA) experience or equivalent in Agronomy related position, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Proficiency in knowledge of agronomic soil health practices.
- Proficiency in proper techniques for sampling soil, plants and water.
- RUSLE2 and SNAP Plus computer software experience is preferred.
- Valid Driver's License (CDL preferred), and WI Agronomic Certification (CCA, ARCPACS, or NAICC) required.
- ArcGIS Experience preferred.
- WI Commercial Pesticide Applicator Certification and USDA-NRCS Conservation Planner Certification preferred.
- Obtain Public Notary Certification within 6 months of hire.

Required or Preferred Skills

- Experience working with NRCS or similar soil health conservation programs.
- Familiarity with soil health assessment tools (e.g., Haney Test, Soil Health Card, Cornell Soil Health Test).
- Experience with GIS, nutrient management software, or conservation planning tools.
- Ability to interpret and analyze soil test reports.
- Proficient knowledge of agronomy, animal husbandry/biology, farming practices, nutrient management and soil health, and the economics of conservation practices.
- Ability to prepare and give presentations during training sessions to associations, community groups, schools, governmental entities and professionals, related to current agronomy issues and pertinent LCD programs.
- Ability to operate and maintain farm equipment including tractor and loader, seeding and planting equipment, and tillage equipment preferred.

- Strong communication skills and ability to persuade landowners to adopt soil health and other conservation related practices.
- Ability to establish and maintain effective working relationships with employees, landowners, contractors, government officials, and the public.
- Ability to work independently with limited supervision.
- Must possess a valid driver's license and maintain with a clean driving record.
- Candidate will need to be able to lift up to 50 pounds or heavier weights with the right equipment on a periodic basis when maintaining equipment, loading seed into planters, etc. The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions and is based on season.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

Equipment/Software Needs

Other Job Description Title 1  
Other Job Description Title 2

FUND: GENERAL 100

DEPARTMENT NAME: LAND CONSERVATION

COST CENTER NAME: LAND CONSERVATION  
 COST CENTER NUMBER: 1008200, 1008300, 2090300,  
 2090400, 2090500, 2090600, 2091000

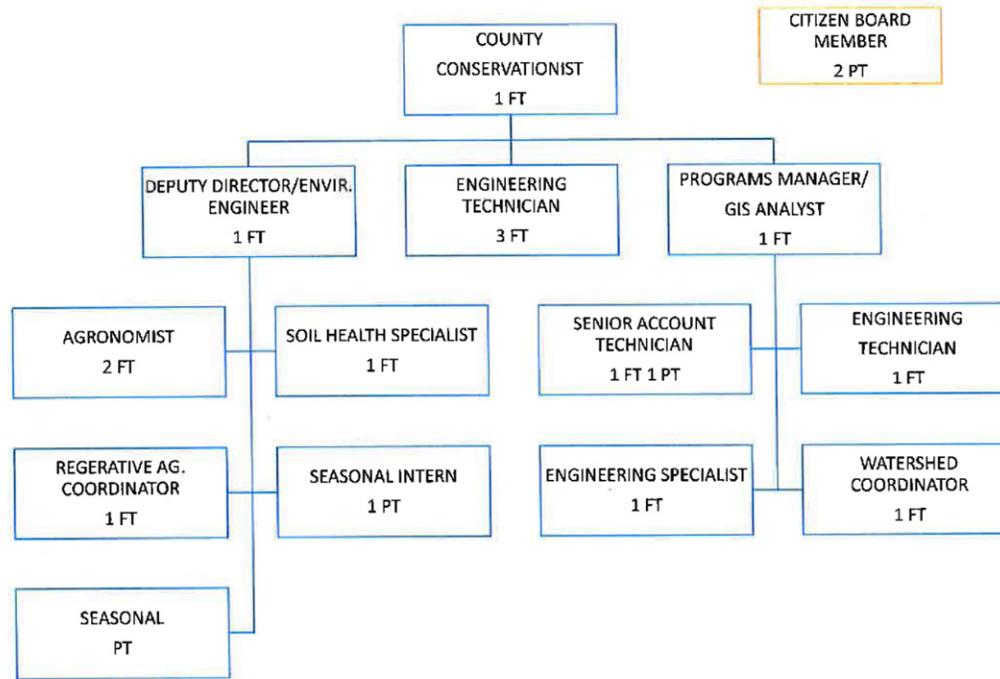
POSITION COUNT REGULAR POSITIONS:	2023		2024		2025		2026	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>COST CENTER 1008200</u></b>								
COUNTY CONSERVATIONIST	1	0	1	0	1	0	1	0
DEPUTY DIRECTOR/ENVIR. ENGINEER	1	0	1	0	1	0	1	0
ENGINEERING TECHNICIAN	3	0	3	0	3	0	4	0
PROGRAM ASSISTANT	1	0	0	0	0	0	0	0
PROGRAMS MANAGER/GIS ANALYST	1	0	1	0	1	0	1	0
SENIOR ACCOUNT TECHNICIAN	1	0	2	1	2	1	1	1
SOIL HEALTH SPECIALIST	1	0	1	0	1	0	1	0
ENGINEERING SPECIALIST	1	0	1	0	1	0	1	0
REGERATIVE AG. COORDINATOR	0	0	0	0	0	0	1	0
AGRONOMIST	2	0	2	0	2	0	2	0
COST CENTER TOTALS	12	0	12	1	12	1	13	1
<b><u>COST CENTER 2090600</u></b>								
WATERSHED COORDINATOR	1	0	1	0	1	0	1	0
COST CENTER TOTALS	1	0	1	0	1	0	1	0
<b>TOTAL POSITIONS - REGULAR:</b>	13	0	13	1	13	1	14	1

POSITION COUNT TEMPORARY POSITIONS:	2023		2024		2025		2026	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>COST CENTER 1008200</u></b>								
SEASONAL INTERN - AS NEEDED	0	0	0	0	0	0	0	0
CITIZEN BOARD MEMBER	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
<b><u>COST CENTER 2090300</u></b>								
SEASONAL - AS NEEDED	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
<b>TOTAL POSITIONS - TEMPORARY:</b>	0	0	0	0	0	0	0	0

FUND: GENERAL 100

DEPARTMENT NAME: LAND CONSERVATION

COST CENTER NAME: LAND CONSERVATION  
COST CENTER NUMBER: 1008200, 1008300, 2090300,  
2090400, 2090500, 2090600, 2091000



# ***RESOLUTION NO.: 108—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following grade change, and the same has  
2           been made a part of the 2026 County Executive Budget:

3  
4                               Department: Land Conservation  
5                               Position: One (1) Full-time Watershed Coordinator  
6                               Grade Change: From Non-Exempt 140 to Non-Exempt 145  
7

8           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
9           Resources Committee recommend adoption of the following resolution.

10           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
11           herewith authorize and approve of amending the Wage Scale for the Land Conservation  
12           Department, cost center 2090600, by changing the full-time Watershed Coordinator position from  
13           Non-Exempt 140 to Non-Exempt 145 effective January 1, 2026 as described in the attached  
14           Position Classification/Grade Request – 2026 Budget Request Form, Position Description, and  
15           Table of Organization, which by reference are made a part hereof, and

16           BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
17           aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
18           the attached documents, and

19           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
20           copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
21           County Land Conservation Director.

22           Dated this \_\_\_\_ day of November 2025  
23  
24  
25

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION CLASSIFICATION/GRADE REQUEST - 2026 BUDGET REQUEST**

<b>Completion Checklist</b>	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	Land Conservation
Department Head:	Greg Baneck
Cost Center Number:	2090600
Position Title:	Watershed Coordinator
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Current Pay Grade of Position:	140
Proposed Pay Grade of Position:	145
New Step(s) in New Grade:	3
Number of Employees:	1

**Reclass Justification**  
 Briefly summarize why this classification change is needed, as well as areas of revenue and savings.  
 This position is paid for by cooperative agreement with NEW Water (Green Bay Metropolitan Sewerage District). This position serves as the lead project manager and coordinator for implementing NEW Water's NEW Watershed program of adaptive management. Re-classification is needed due to additional/differing responsibilities from Engineering Technician position including:  
 -Serves as the project manager and lead project coordinator in the planning and implementation of structural and nonstructural Best Management Practices (BMPs) designed to restore and protect surface and groundwater quality for NEW Water's NEW Watershed Program  
 -Assisting in BMP nutrient reduction modeling and reporting for TMDL requirements,  
 -Assisting in planning outreach events, public speaking engagements at conferences on projects or grants  
 -Conducting annual and event based inspections on installed bmps, document results and recommend corrective actions when needed..  
 -Conduct sUAS/drone flights for LCD & NEW watershed program.  
 - Builds and maintains strong working relationships with program partners outside of the LCD and provides project coordination between program partners in the interest of NEW Water's NEW Watershed Program.  
 \*Position is funded through a cooperative agreement with NEW Water and will not affect the Levy.

**Employee(s) impacted by this change (if no one in position, leave blank)**  
 Sam Welch

**Fiscal Data**

How will this position change be funded (Levy, Grant, etc.)?  
**PROJECTED 2026 INCREASE IN EXPENDITURES** - Amounts must agree to amounts included in proposed budget.

Salary	\$	2,433.60
Fringe Benefits	\$	362.61
Other (Describe)	\$	-
Other (Describe)	\$	-
<b>TOTAL EXPENDITURES</b>	\$	<b>2,796.21</b>

**COST SAVINGS OR INCREASED REVENUES:**

Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.

<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	\$ (2,796.21)
	\$ -
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	\$ (2,796.21)
<b>NET COUNTY COST (Levy/Fund Balance)</b>	\$ -

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

Outagamie County  
POSITION DESCRIPTION - DRAFT  
05/9/2025

**POSITION TITLE:**

Watershed Coordinator or Adaptive Management Coordinator

**DEPARTMENT:**

Land Conservation

**CLASS CODE:**

**SALARY:**

**ESTABLISHED DATE:**

XXXX XX, 2025

**REVISION DATE:**

XXXX XX, XXXX

**Position Purpose:**

The Watershed Coordinator conducts watershed plan implementation by providing leadership, technical assistance, and education, related to rural soil and water conservation, soil health principles, water quality improvements, and other related issues to increase adoption of conservation best management practices. The Watershed Coordinator is a resource to both the public and private sectors and is under the direct supervision of the Outagamie County Land Conservation Department Programs Manager/GIS Analyst.

**Key Responsibilities:**

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

- Serves as the project manager and lead project coordinator in the planning and implementation of structural and nonstructural Best Management Practices (BMPs) designed to restore and protect surface and groundwater quality for NEW Water's NEW Watershed Program
- Builds and maintains strong working relationships with program partners outside of the LCD and provides project coordination between program partners in the interest of NEW Water's NEW Watershed Program.
- Engages with landowners to discuss resource concerns, provide education, and promote participation in conservation programs such as NEW Water's NEW Watershed Program, the Environmental Quality Incentives Program, Targeted Runoff Management Program, Great Lakes Restoration Initiative, Land and Water Resource Management Plan, or other locally available programs.
- Use mobile devices and other techniques to capture field data for identification and prioritization of best management practices, practice documentation, tabular photographic collection to support verification, and other related workflow tasks using ESRI's mobile apps.
- Leads the acquisition of permits needed for projects (local, state, tribal, and federal).
- Conduct annual and event based site inspections of installed BMPs, document results and recommend corrective actions when needed.
- Engagement at state and region-wide conferences and other public speaking engagements that may require presenting projects or grants.
- Assist in the planning of outreach events such as field tours, workshops and field day events.

- Assist with data collection, BMP modeling, and phosphorus and sediment reduction reporting for Total Maximum Daily Load (TMDL) implementation requirements.
- Acts as principle liaison representing NEW Water between landowners and state and local agencies, and watershed groups.
- Conduct sUAS/drone flights for LCD and NEW watershed program.

**Education/Certifications/Experience Requirements:**

- Associates or Bachelor's degree in the field of Engineering, Natural Resources, Agriculture, Soils, or a related field; and at least four years of progressive experience.
- Obtain and maintain engineering job approval authority from NRCS and engineering practitioner certification from DATCP as needed.
- Experience working as part of a diverse watershed implementation program team coordinating across counties, agencies, and local organizations (DATCP, NRCS, local utilities, Tribal Nations, NGOs, etc.).
- Experience using effective verbal communication skills with a variety of audiences for conservation practice consultations, formal presentations, field day tours, etc.
- FAA Part 107 Remote Pilot Certificate within 12 months of hire.
- Valid Wisconsin Driver's License required.

**WORK RELATIONSHIPS:**

- Reports to the Outagamie County Land Conservation Department Programs Manager/GIS Analyst
- Works closely with LCD staff, NEW Water staff, other county employees, local organizations, town, state and federal government employees and other professional organizations.

**Required or Preferred Skills:**

- Knowledge of current land use practices, innovative planning techniques, soil health systems, and Best Management Practices.
- Knowledge of pertinent laws, statutes, regulations, designations, and terminology.
- Knowledge of and skill in applying engineering design methods for conservation design and erosion control practices.
- Ability to utilize ESRI Suite: GIS hardware, ArcGIS mapping software, AGOL (ArcGIS Online), phone/tablet applications, and Microsoft Office and SharePoint.
- Proficiency in the use of AutoCAD Civil 3d and other engineering software.
- Knowledge of and ability to use equipment and tools associated with conservation work (hand seeders, UTV/ATV, farm equipment, aerial drones, etc.). Ability to operate a variety of surveying equipment.
- Ability to interpret construction plans, specifications and estimates, budget worksheets, billing invoices, design and construction manuals, plat books, aerial photography and slides, USGS quadrangles, and other sources of resource information.
- Ability to maintain accurate and complete records, and prepare clear and comprehensive reports.
- Ability to comprehend and interpret a variety of documents including billing invoices, reports, accounting records, state and other statutes and regulations, technical guides and manuals, etc.
- Ability to work as part of a team and independently.
- Ability to communicate effectively with state and federal government agencies, municipalities, community organizations, contractors, consultants, the general public and other community organizations verbally and in writing.

- Knowledge of local water quality, non-point runoff, rural stormwater management, and agronomy issues.

**PHYSICAL REQUIREMENTS:**

- Ability to stand for long periods of time
- Ability to walk long distances, traverse difficult terrain, while carrying necessary equipment.
- Ability to lift and carry objects or supplies weighing up to 50 pounds short distances.
- Ability to perform work from a sedentary position.
- Ability to travel within and across county boundaries.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

Date:

XXXXXX XXXXXXXX

Director of Human Resources

FUND: GENERAL 100

DEPARTMENT NAME: LAND CONSERVATION

COST CENTER NAME: LAND CONSERVATION  
 COST CENTER NUMBER: 1008200, 1008300, 2090300,  
 2090400, 2090500, 2090600, 2091000

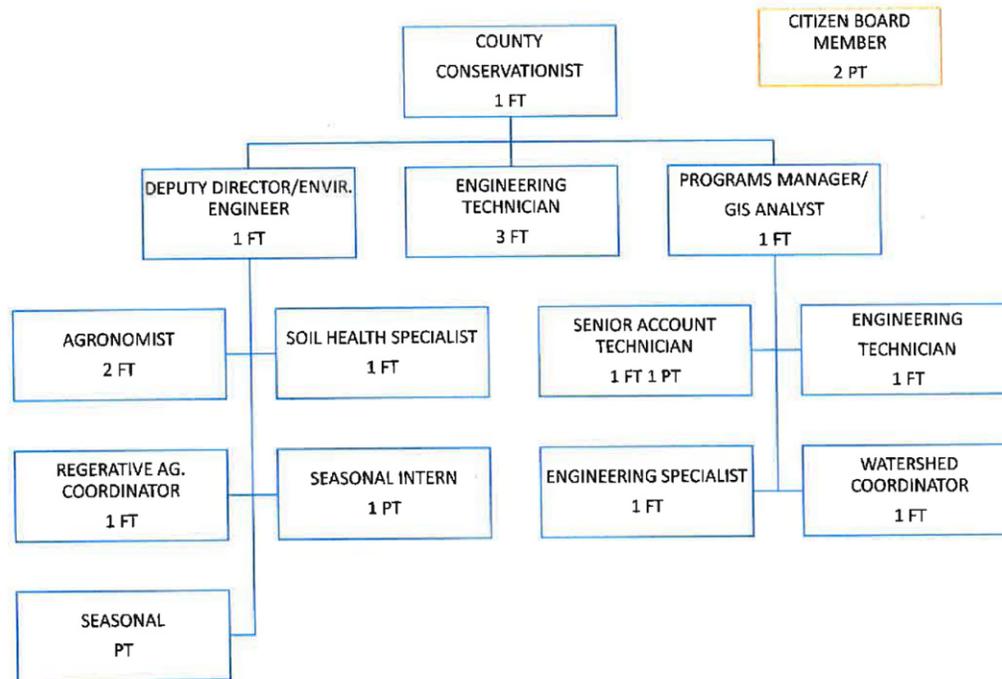
POSITION COUNT REGULAR POSITIONS:	2023		2024		2025		2026	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>COST CENTER 1008200</b>								
COUNTY CONSERVATIONIST	1	0	1	0	1	0	1	0
DEPUTY DIRECTOR/ENVIR. ENGINEER	1	0	1	0	1	0	1	0
ENGINEERING TECHNICIAN	3	0	3	0	3	0	4	0
PROGRAM ASSISTANT	1	0	0	0	0	0	0	0
PROGRAMS MANAGER/GIS ANALYST	1	0	1	0	1	0	1	0
SENIOR ACCOUNT TECHNICIAN	1	0	2	1	2	1	1	1
SOIL HEALTH SPECIALIST	1	0	1	0	1	0	1	0
ENGINEERING SPECIALIST	1	0	1	0	1	0	1	0
REGERATIVE AG. COORDINATOR	0	0	0	0	0	0	1	0
AGRONOMIST	2	0	2	0	2	0	2	0
COST CENTER TOTALS	12	0	12	1	12	1	13	1
<b>COST CENTER 2090600</b>								
WATERSHED COORDINATOR	1	0	1	0	1	0	1	0
COST CENTER TOTALS	1	0	1	0	1	0	1	0
<b>TOTAL POSITIONS - REGULAR:</b>	13	0	13	1	13	1	14	1

POSITION COUNT TEMPORARY POSITIONS:	2023		2024		2025		2026	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>COST CENTER 1008200</b>								
SEASONAL INTERN - AS NEEDED	0	0	0	0	0	0	0	0
CITIZEN BOARD MEMBER	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
<b>COST CENTER 2090300</b>								
SEASONAL - AS NEEDED	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
<b>TOTAL POSITIONS - TEMPORARY:</b>	0	0	0	0	0	0	0	0

FUND: GENERAL 100

DEPARTMENT NAME: LAND CONSERVATION

COST CENTER NAME: LAND CONSERVATION  
COST CENTER NUMBER: 1008200, 1008300, 2090300,  
2090400, 2090500, 2090600, 2091000





1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

<b>POSITION CLASSIFICATION/GRADE REQUEST - 2026 BUDGET REQUEST</b>	
<b>Completion Checklist</b>	
<ul style="list-style-type: none"> <li>o A visual of your proposed Table of Organization</li> <li>o Job description for the position requested below, highlighting any changes from current JD</li> </ul>	
<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	Parks
Department Head:	Justin Schumacher
Cost Center Number:	1006200.51
Position Title:	Parks Project Technician
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Current Pay Grade of Position:	135
Proposed Pay Grade of Position:	140
New Step(s) in New Grade:	5
Number of Employees: <i>(if more than 1, complete the "Multiples" worksheet)</i>	1
<b>Reclass Justification</b>	
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.	
<p>The position has been evaluated and multiple functions have been added or changed to increase operational efficiencies and better align position with organization needs. After position changes were submitted to McGrath, a reclass was proposed</p>	
<b>Employee Impacted By This Change (if no one in position - leave blank)</b>	
William Vogels	
<b>Fiscal Data</b>	
How will this position change be funded (choose from drop-down list)?	
<b>NET PROJECTED 2025 EXPENDITURES</b> - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 2,371
Fringe Benefits	\$ 353
Other (Describe):	\$ -
Other (Describe):	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,724</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	\$ -
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ -</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ 2,724</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

**Position Purpose**

The Parks Project Technician is responsible for planning, managing and carrying out various repair, maintenance and construction projects throughout the Parks System by working closely with parks staff and contractors under the general direction of the Parks Operations and Recreation Manager. Maintains the department's fleet of vehicles and equipment and makes recommendations towards future needs.

**Key Responsibilities**

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

- Plows snow from parking lots, roadways and trails, applying chlorides and abrasives as necessary
- Maintains regular and predictable attendance, works overtime/extra hours as required including nights and weekends
- Must be available to report to work after hours to respond to emergencies and/or adverse conditions. Availability is the ability to respond to a phone call within 15 minutes and report to duty within 45 minutes
- Welds equipment to fabricate, rebuild, and strengthen various parts and pieces.
- Services, changes oil, grease, and fuel, performs preventative maintenance and makes repairs and adjustments to equipment.
- Assists in building maintenance, making repairs when necessary.
- Oversees and participates in projects in park maintenance, equipment operation and repair, landscape construction and building repair; ensures adherence to safe and efficient work methods, procedures, and practices.
- Ability to work in adverse conditions for extended periods. Attend trainings and workshops.
- Operates all equipment utilized by Parks including rental equipment. Instructs employees in the proper care and maintenance of parks equipment, machinery and tools such as: Dump trucks, off road trucks, truck/trailer combinations, sweepers, tractor/mowers, loaders, rollers, etc., and/or heavy equipment such as: graders, lifts, excavators, dozers, etc.
- Operates small and hand tools such as chainsaws, trimmers, brush cutters, power saws, jack hammers, drills, rakes, hammers, wrenches, etc.
- Evaluates assigned work projects, including materials and staff resources needed to perform the work; estimates time, materials, and equipment necessary for the successful completion of the project; acquires necessary resources as appropriate.
- Provides regular updates on project status; informs supervisor of park maintenance and horticultural problems and needs.
- Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to supervisor as appropriate.
- Monitors inventory, orders supplies, and maintains purchase records within an authorized budget.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Conducts duties in a safe diligent manner at all times.

- Ability to communicate relevant information to team members in a respectful and constructive way
- Performs other duties as assigned.

**Education/Certifications/Experience Requirements**

- Valid Commercial Driver's License Class B, C, D or the ability to obtain within 6 months from date of hire is required as well as the ability to legally operate CMV's with Air Brakes and Manual Transmissions.
- High School Diploma or GED; two years or 60 units of college level coursework in horticulture, parks administration, natural resources, or a related field and three years of relevant experience is preferred or any combination of training, education, and experience that would provide the required knowledge, skills and abilities.
- Terminology, methods, practices, materials, and techniques related to park construction and maintenance, and landscape maintenance
- Proper use and storage of chemicals, including OSHA Material Safety Data Sheets(MSDS) for hazardous chemicals used in the workplace
- Laws, ordinances, policies, and rules governing the conduct and safety of parks
- Ability to read and interpret engineering plans and specifications
- Ability to use hand and power tools
- Use computer hardware and software, including standard word processing.

**Required or Preferred Skills**

- Knowledge of Parks department operations.
- Knowledge of the modern principles and practices of operating equipment, preventive maintenance of equipment and a working knowledge of minor repairs to motorized equipment.
- Ability to make decisions and exercise sound judgment.
- Ability to maintain accurate records and to make oral and written reports.
- Use technology to carry out construction tasks including: laser levels, GPS, utility locators, etc.
- Materials and equipment used in the maintenance, development, repair, and installation of park fields, grounds, landscapes, and facilities
- Methods and techniques of inspecting and maintaining the safety of parks playground equipment
- Maintain accurate financial records and work within authorized budgeted resources.
- Operate a variety of park maintenance tools and equipment properly and safely.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Ability to interact with a variety of organizations, such as athletic leagues, school officials, municipalities, etc.
- Ability to communicate with customers, sub-contractors, supervisors, and the public in a courteous manner.

- Ability to use basic computer skills to enter time, record materials, check emails, etc.
- Ability to work in adverse weather conditions, and cope with distracting vibrations, fumes, dust, etc.
- Ability to organize and maintain accurate and complete records, and prepare clear and comprehensive reports
- Demonstrated ability to comply with appropriate safety regulations.
- Ability to work semi-independently making sound decisions using good judgment.
- Ability to use tact and diplomacy when dealing with co-workers, county officials and officers, general public, etc.
- Ability to budget time and schedule work to efficiently complete tasks.
- Ability to organize and schedule work effectively and cooperatively with co-workers
- Demonstrates the ability to improve operations, decreases turnaround times; streamlines work process.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: GENERAL 100

COST CENTER NAME: PARKS

DEPARTMENT NAME: PARKS

COST CENTER NUMBER: 1006200, 1006500, 1006900

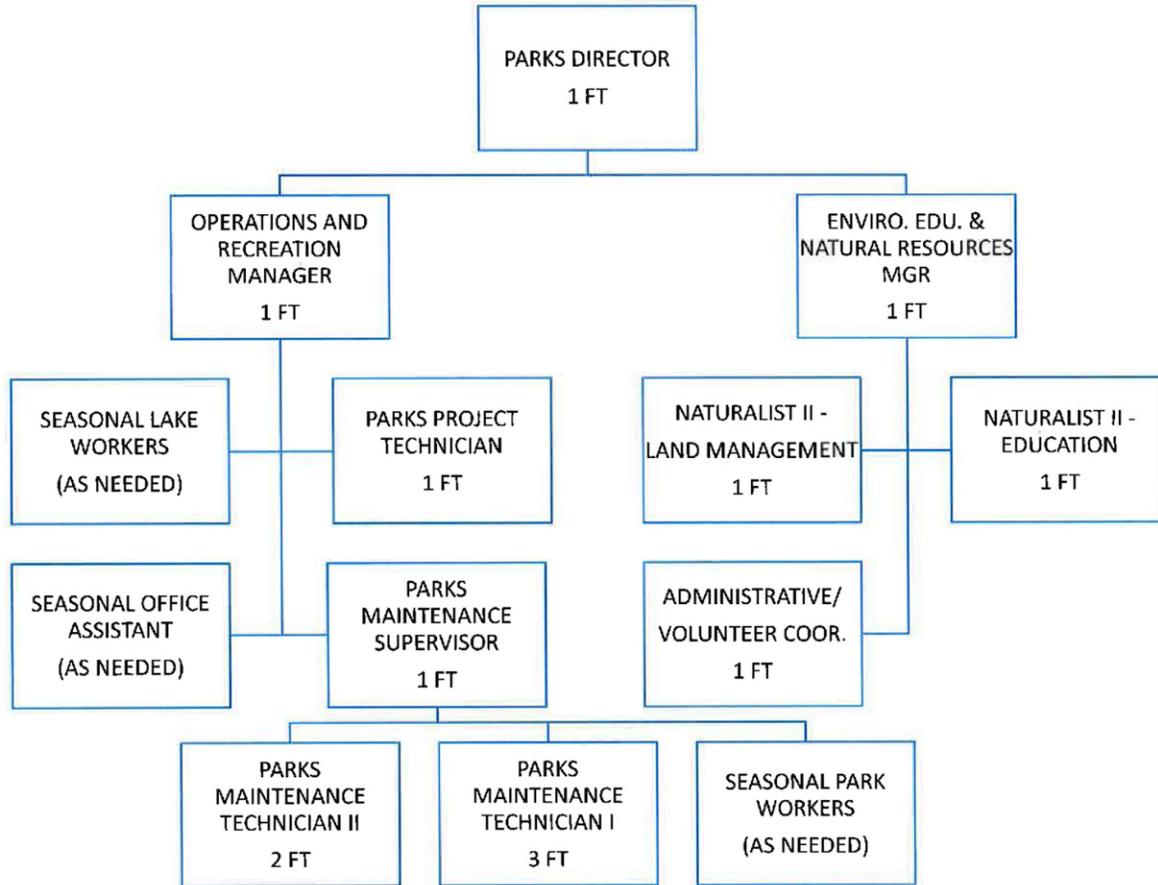
POSITION COUNT REGULAR POSITIONS:	2023		2024		2025		2026	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>COST CENTER 1006200</u></b>								
CARE TAKER II	1	0	0	0	0	0	0	0
OPERATIONS AND RECREATION MANAGER	0	0	0	0	1	0	1	0
PARKS DIRECTOR	1	0	1	0	1	0	1	0
PARKS MAINTENANCE SUPERVISOR	1	0	1	0	1	0	1	0
PARKS MAINTENANCE TECHNICIAN I	0	2	1	2	5	0	3	0
PARKS MAINTENANCE TECHNICIAN II	0	0	0	0	0	0	2	0
PARKS PROGRAM SUPERVISOR/LIASON	1	0	1	0	1	0	0	0
PARKS PROJECT TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	5	2	5	2	10	0	9	0
<b><u>COST CENTER 1006900</u></b>								
ADMINISTRATIVE/VOLUNTEER COOR.	1	0	1	0	1	0	1	0
ENVIRO. EDU. & NATURAL RESOURCES MGR	1	0	1	0	1	0	1	0
NATURALIST II - EDUCATION	1	0	1	0	1	0	1	0
NATURALIST II - LAND MANAGEMENT	1	0	1	0	1	0	1	0
COST CENTER TOTALS	4	0	4	0	4	0	4	0
<b>TOTAL POSITIONS - REGULAR:</b>	9	2	9	2	14	0	13	0
<b>TEMPORARY POSITIONS:</b>								
<b><u>COST CENTER 1006200</u></b>								
SEASONAL OFFICE ASSISTANT - AS NEEDED	0	0	0	0	0	0	0	0
SEASONAL PARK WORKERS - AS NEEDED	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
<b><u>COST CENTER 1006500</u></b>								
SEASONAL LAKE WORKERS - AS NEEDED	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
<b>TOTAL POSITIONS - TEMPORARY:</b>	0	0	0	0	0	0	0	0
<b>TOTAL ALL POSITIONS:</b>	9	2	9	2	14	0	13	0

FUND: GENERAL 100

COST CENTER NAME: PARKS

DEPARTMENT NAME: PARKS

COST CENTER NUMBER: 1006200, 1006500, 1006900





1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

<b>POSITION CLASSIFICATION/GRADE REQUEST - 2026 BUDGET REQUEST</b>	
<b>Completion Checklist</b>	
<ul style="list-style-type: none"> <li>o A visual of your proposed Table of Organization</li> <li>o Job description for the position requested below, highlighting any changes from current JD</li> </ul>	
<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	Parks
Department Head:	Justin Schumacher
Cost Center Number:	1006200.51
Position Title:	Parks Maintenance Supervisor
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Current Pay Grade of Position:	130
Proposed Pay Grade of Position:	145
New Step(s) in New Grade:	1
Number of Employees: <i>(if more than 1, complete the "Multiples" worksheet)</i>	1
<b>Reclass Justification</b>	
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.	
<p>The position has been evaluated and multiple functions have been added or changed to increase operational efficiencies and better align position with organization needs. After position changes were submitted to McGrath, a reclass was proposed</p>	
<b>Employee Impacted By This Change (if no one in position - leave blank)</b>	
Ryan Zuberbier	
<b>Fiscal Data</b>	
How will this position change be funded (choose from drop-down list)?	
<b>NET PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.</b>	
Salary	\$ 4,950
Fringe Benefits	\$ 738
Other (Describe):	\$ -
Other (Describe):	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,688</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	-
	-
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ -</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ 5,688</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

## Parks Maintenance - Supervisor

### Position Purpose

Under general supervision of Operations and Recreation Manager, the Park Maintenance – Supervisor acts as a team leader for maintenance and operations, assigning, training, and directing the work of Park employees, and assists them in the maintenance and upkeep of the Outagamie County Parks System.

### Key Responsibilities

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

- Provides exemplary customer service and maintains a positive, helpful demeanor.
- Oversee the recruitment process, including interviewing and hiring, while providing ongoing coaching, feedback, and performance management to support employee development and team objectives.
- Address performance or behavioral concerns through proactive feedback and, when necessary, administer disciplinary actions in alignment with organizational policies, fostering a positive and productive work environment.
- Provides general direction and training to staff in the performance of and when necessary, performs the operation and maintenance of heating, air conditioning, electrical, and plumbing equipment and systems; the maintenance and custodial work of buildings and grounds, roadways, and parking lots including landscaping, lawn care and snow removal operations.
- Organize Park operations, work schedules, provides general direction to buildings and ground maintenance, and custodial workers
- Repairs and maintains large and small equipment, such as trucks, tractors, chain saws, lawn mowers, etc.
- Maximizes the use of technology to drive efficiencies within the park operations such as a computerized maintenance management system, a work order system, performance improvement programs and training programs
- Work with stakeholders such as Grand Chute Baseball and Pop Warner Football to prepare fields for play
- Designs and develops plans for preventative maintenance of all parks and trails, including grounds and buildings.
- Performs varied maintenance functions including carpentry, painting, welding, minor masonry work, lawn care, furniture repair and related tasks
- Operates county owned and rental equipment as necessary.

- Cleans, paints, and performs minor electrical, plumbing, and structural repairs to Park buildings and property.
- Performs landscaping and horticultural duties throughout the Parks System.
- Maintains turf, laying sod, fertilizing, planting, watering, mowing, picking up garbage, etc.
- Maintains sledding hill, and snowmobile trails in Plamann Park.
- Keeps Park roads, walkways, and parking areas free from ice and snow.
- Builds picnic tables, benches, signs, bird and butterfly houses, etc.
- Assists in maintaining Children's Farm, cleaning pens, feeding animals, etc. when necessary.
- Requisitions equipment, supplies, repair/maintenance parts, etc.
- Maintains appropriate records according to department and county policy including storm water MS4 required reporting.
- Ensures rental facilities are in good repair and ready for client uses.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

**Education/Certifications/Experience Requirements**

- Associates degree from an accredited college or university with major course work in, Forestry or Natural Resource Management, Facility Management or equivalent experience related to this job description.
- Two (2) years of full time increasingly responsible experience in a public or private grounds management, facility management or natural resource management is required or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Possess a valid Wisconsin Drivers License and maintain

**Required or Preferred Skills**

- Ideal candidate will be a quick and independent learner, and able to adapt to new tasks.
- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Department as well as the Outagamie County Work Rules and Terms of Employment.
- Knowledge of and ability to maintain and repair Park grounds, machinery, equipment, buildings, and other property.
- Knowledge of principles, techniques and practices related to public recreation and parks maintenance during summer and winter.
- Ability to train, assign, review, and direct the work of others in a timely manner.
- Ability to develop and lead multidiscipline teams
- Ability to analyze and resolve work related issues, and enforce policies and procedures.

- Ability to maintain accurate and complete records, and prepare clear and comprehensive reports.
- Demonstrated ability to comply with appropriate safety regulations.
- Ability to effectively communicate in English and understand and follow written and oral instructions.
- Ability to work independently, make sound decisions, and use good judgment.
- Ability to use tact and diplomacy when dealing with co-workers, County officials and officers, general public, etc.
- Demonstrated reliability in attendance and flexibility to work hours.
- Ability to add, subtract, multiply, divide, and figure simple mathematical calculations.
- Ability to organize and schedule work effectively and cooperatively with co-workers.
- Ability to budget time and schedule work to efficiently complete tasks.
- **Physical Demands:** The role involves physical tasks, including but not limited to:
  - Standing and walking for extended periods.
  - Climbing stairs, ladders, and equipment may be necessary
  - Stooping, kneeling, bending, and crawling.
  - Lifting and carrying objects weighing up to 50lbs.
  - Performing repetitive hand and wrist movements using tools.
  - Understanding and utilizing proper body mechanics
- **Work Environment:** Work is performed primarily outdoors, often in varying weather conditions, including extreme heat, cold, rain, or snow. Exposure to insects, plants, wildlife, and other natural elements is common.

Outagamie County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

FUND: GENERAL 100

COST CENTER NAME: PARKS

DEPARTMENT NAME: PARKS

COST CENTER NUMBER: 1006200, 1006500, 1006900

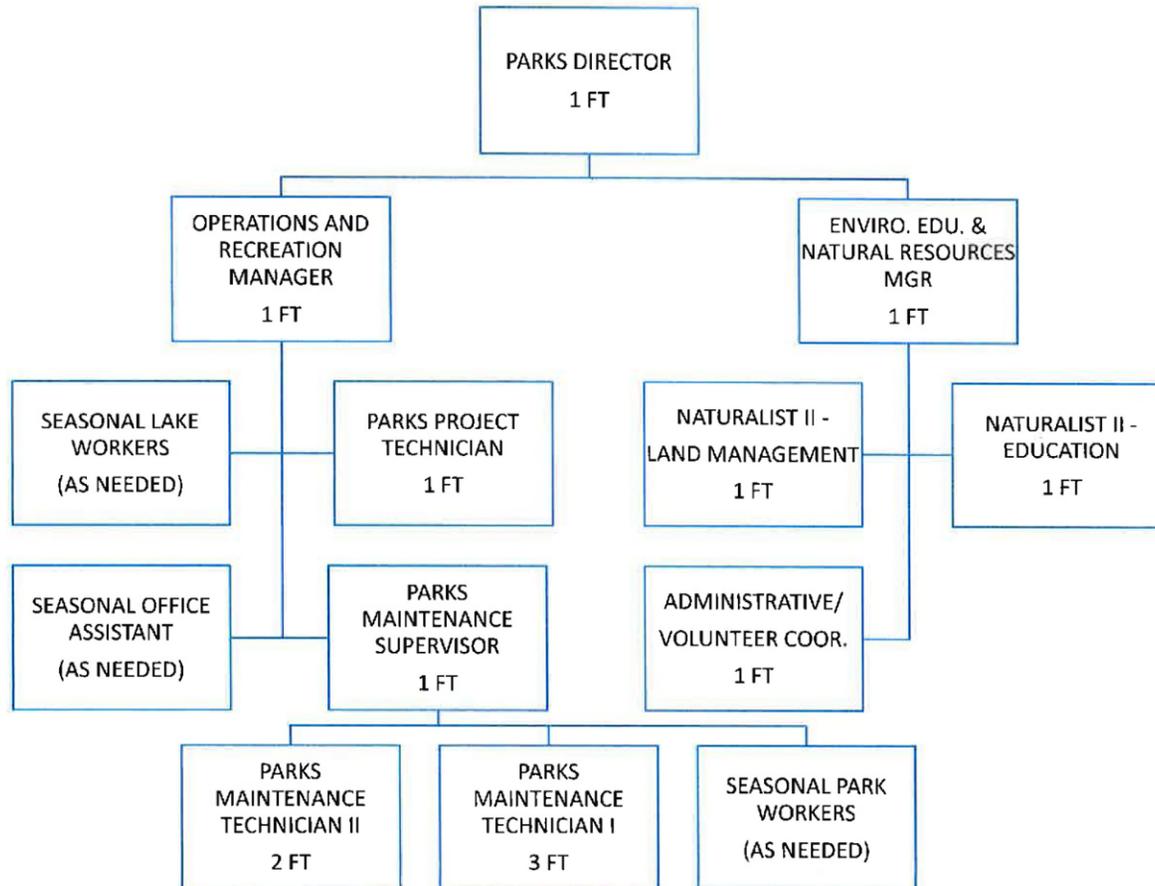
<u>POSITION COUNT</u>	<u>2023</u>		<u>2024</u>		<u>2025</u>		<u>2026</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
<b>REGULAR POSITIONS:</b>								
<b><u>COST CENTER 1006200</u></b>								
CARE TAKER II	1	0	0	0	0	0	0	0
OPERATIONS AND RECREATION MANAGER	0	0	0	0	1	0	1	0
PARKS DIRECTOR	1	0	1	0	1	0	1	0
PARKS MAINTENANCE SUPERVISOR	1	0	1	0	1	0	1	0
PARKS MAINTENANCE TECHNICIAN I	0	2	1	2	5	0	3	0
PARKS MAINTENANCE TECHNICIAN II	0	0	0	0	0	0	2	0
PARKS PROGRAM SUPERVISOR/LIASON	1	0	1	0	1	0	0	0
PARKS PROJECT TECHNICIAN	1	0	1	0	1	0	1	0
COST CENTER TOTALS	5	2	5	2	10	0	9	0
<b><u>COST CENTER 1006900</u></b>								
ADMINISTRATIVE/VOLUNTEER COOR.	1	0	1	0	1	0	1	0
ENVIRO. EDU. & NATURAL RESOURCES MGR	1	0	1	0	1	0	1	0
NATURALIST II - EDUCATION	1	0	1	0	1	0	1	0
NATURALIST II - LAND MANAGEMENT	1	0	1	0	1	0	1	0
COST CENTER TOTALS	4	0	4	0	4	0	4	0
<b>TOTAL POSITIONS - REGULAR:</b>	9	2	9	2	14	0	13	0
<b>TEMPORARY POSITIONS:</b>								
<b><u>COST CENTER 1006200</u></b>								
SEASONAL OFFICE ASSISTANT - AS NEEDED	0	0	0	0	0	0	0	0
SEASONAL PARK WORKERS - AS NEEDED	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
<b><u>COST CENTER 1006500</u></b>								
SEASONAL LAKE WORKERS - AS NEEDED	0	0	0	0	0	0	0	0
COST CENTER TOTALS	0	0	0	0	0	0	0	0
<b>TOTAL POSITIONS - TEMPORARY:</b>	0	0	0	0	0	0	0	0
<b>TOTAL ALL POSITIONS:</b>	9	2	9	2	14	0	13	0

FUND: GENERAL 100

COST CENTER NAME: PARKS

DEPARTMENT NAME: PARKS

COST CENTER NUMBER: 1006200, 1006500, 1006900





1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

<b>POSITION CLASSIFICATION/GRADE REQUEST - 2026 BUDGET REQUEST</b>	
<b>Completion Checklist</b>	
<ul style="list-style-type: none"> <li>o A visual of your proposed Table of Organization</li> <li>o Job description for the position requested below, highlighting any changes from current JD</li> </ul>	
<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	Parks
Department Head:	Justin Schumacher
Cost Center Number:	1006900.51
Position Title:	Environmental Education & Natural Resource
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Exempt
Current Pay Grade of Position:	155
Proposed Pay Grade of Position:	160
New Step(s) in New Grade:	1
Number of Employees: <i>(if more than 1, complete the "Multiples" worksheet)</i>	1
<b>Reclass Justification</b>	
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.	
<p>The position has been evaluated and multiple administrative functions have been added to increase operational efficiencies. After position changes were submitted to McGrath, a reclass was proposed</p>	
<b>Employee Impacted By This Change (if no one in position - leave blank)</b>	
Dr. Adam Brandt	
<b>Fiscal Data</b>	
How will this position change be funded (choose from drop-down list)?	
<b>NET PROJECTED 2025 EXPENDITURES</b> - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 2,891
Fringe Benefits	\$ 431
Other (Describe):	\$ -
Other (Describe):	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,322</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
Description	Dollar Value (enter as negative)
	\$ -
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ -</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ 3,322</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

REVISED Job Description

TITLE Environmental Education and Natural Resources Manager  
CLASS CODE  
SALARY  
ESTABLISHED DATE  
REVISION DATE

Position Purpose

Reporting to the Parks Director, The Environmental Education and Natural Resources Manager at Mosquito Hill Nature Center will play a vital role in fostering environmental education, outdoor recreation, and promoting appreciation for the natural world. This position involves the planning and management of all functions of the 441-acre park at Mosquito Hill.

Key Responsibilities

- Plans, organizes, schedules, and assigns work for all nature center employees to meet established goals and objectives. Oversees the planning and maintenance of all areas including grounds, buildings, exhibits, animal care, facility rentals, summer camp, field trips, educational programs, and equipment.
- Works in cooperation with the Human Resources Department to recruit, train and supervise personnel, seasonal staff, and volunteers.
- Implements a comprehensive year-round environmental education and outdoor recreation program to serve the community. Markets the nature center programs through press releases, online communication, flyers, brochures, promotions, speaking engagements, and other means.
- Works with and maintains cooperative relationship with the Friends of Mosquito Hill, general public, volunteers, community groups, and agencies. Participates on nature-based local, state and professional committees.
- Recommends policies and procedures for the Nature Center.
- Coordinates site planning and design projects with the Parks director and relevant Outagamie County staff.
- Ensures proper safety procedures for employees, volunteers, and the general public.
- Assists staff with animal care and maintenance operations of the nature center as needed.
- Seeks out and coordinates with the Friends of Mosquito Hill Nature Center to secure grants, gifts, endowments and fundraising dollars to be used for special projects, capital improvements, support of environmental education, and enable sound natural resource management. Assists in the county budget process and monitors nature center budget. Purchases items and secures vendors as needed.
- Performs other duties as required.

Education/Certifications/Experience Requirements

- Bachelor's Degree in environmental science, environmental education, plant science, biology, zoology, natural history, conservation administration or closely related field. Master's Degree preferred.
- Three to five years of experience in a related field with a minimum of two years in a management or supervisory capacity.
- Valid driver's license and good driving record.

Required or Preferred Skills

- Considerable knowledge of the principles and practices of effective management and supervision. Ability to establish and maintain relationships with staff, the Friends of Mosquito Hill, other County Departments, volunteers, elected officials, and the general public.
- Considerable knowledge in maintenance practices and the ability to work directly with staff to maintain the buildings, grounds and animal care/exhibit areas as necessary.
- Comprehensive knowledge of the principles and practices of environmental education, outdoor recreation, wildlife management, regional wildlife, ecological and biological principles, zoology, plant biology, ornithology, and biological conservation methods. Considerable skill in working with wildlife. Considerable ability to plan, administer and evaluate a comprehensive wildlife and natural resources program.
- Good knowledge of grant writing, fundraising, and budgeting methods and procedures. Ability to communicate effectively both orally and in writing.
- Safety regulation compliance and education

- Flexibility in work schedule and reliable attendance
- Organizational and time management abilities
- Physical capabilities:
  - Lifting up to 50 lbs. individually, 75 lbs. with assistance
  - Manual dexterity
  - Bending, twisting and reaching
  - Adaptability to indoor and outdoor work environments in various weather conditions

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: GENERAL 100

COST CENTER NAME: PARKS

DEPARTMENT NAME: PARKS

COST CENTER NUMBER: 1006200, 1006500, 1006900

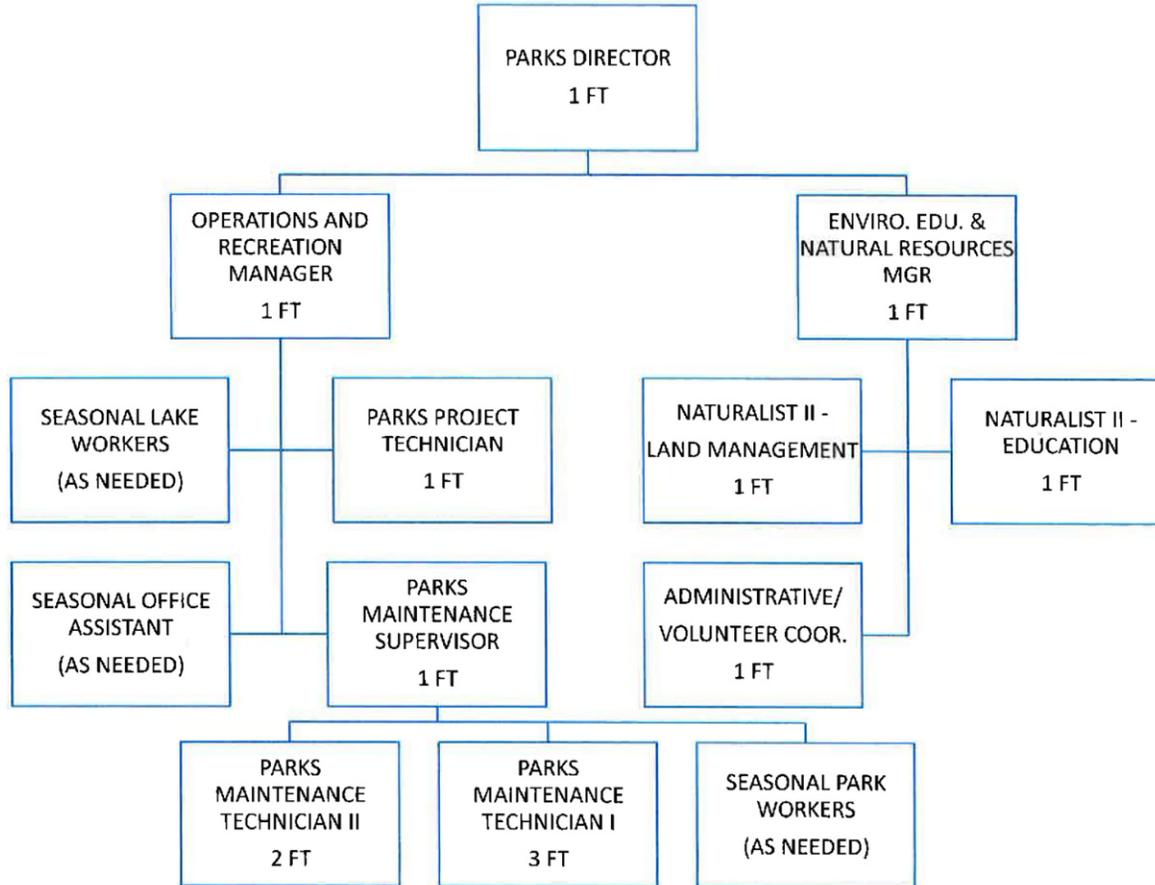
POSITION COUNT REGULAR POSITIONS:	2023		2024		2025		2026	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>COST CENTER 1006200</u></b>								
CARE TAKER II	1	0	0	0	0	0	0	0
OPERATIONS AND RECREATION MANAGER	0	0	0	0	1	0	1	0
PARKS DIRECTOR	1	0	1	0	1	0	1	0
PARKS MAINTENANCE SUPERVISOR	1	0	1	0	1	0	1	0
PARKS MAINTENANCE TECHNICIAN I	0	2	1	2	5	0	3	0
PARKS MAINTENANCE TECHNICIAN II	0	0	0	0	0	0	2	0
PARKS PROGRAM SUPERVISOR/LIASON	1	0	1	0	1	0	0	0
PARKS PROJECT TECHNICIAN	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>5</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>0</b>	<b>9</b>	<b>0</b>
<b><u>COST CENTER 1006900</u></b>								
ADMINISTRATIVE/VOLUNTEER COOR.	1	0	1	0	1	0	1	0
ENVIRO. EDU. & NATURAL RESOURCES MGR	1	0	1	0	1	0	1	0
NATURALIST II - EDUCATION	1	0	1	0	1	0	1	0
NATURALIST II - LAND MANAGEMENT	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>TOTAL POSITIONS - REGULAR:</b>	<b>9</b>	<b>2</b>	<b>9</b>	<b>2</b>	<b>14</b>	<b>0</b>	<b>13</b>	<b>0</b>
<b>TEMPORARY POSITIONS:</b>								
<b><u>COST CENTER 1006200</u></b>								
SEASONAL OFFICE ASSISTANT - AS NEEDED	0	0	0	0	0	0	0	0
SEASONAL PARK WORKERS - AS NEEDED	0	0	0	0	0	0	0	0
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>COST CENTER 1006500</u></b>								
SEASONAL LAKE WORKERS - AS NEEDED	0	0	0	0	0	0	0	0
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS - TEMPORARY:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL POSITIONS:</b>	<b>9</b>	<b>2</b>	<b>9</b>	<b>2</b>	<b>14</b>	<b>0</b>	<b>13</b>	<b>0</b>

FUND: GENERAL 100

COST CENTER NAME: PARKS

DEPARTMENT NAME: PARKS

COST CENTER NUMBER: 1006200, 1006500, 1006900





1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

<b>POSITION CLASSIFICATION/GRADE REQUEST - 2026 BUDGET REQUEST</b>	
<b>Completion Checklist</b>	
<ul style="list-style-type: none"> <li>o A visual of your proposed Table of Organization</li> <li>o Job description for the position requested below, highlighting any changes from current JD</li> </ul>	
<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	Parks
Department Head:	Justin Schumacher
Cost Center Number:	1006900.51
Position Title:	Naturalist II - Education
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Current Pay Grade of Position:	135
Proposed Pay Grade of Position:	140
New Step(s) in New Grade:	3
Number of Employees: <i>(if more than 1, complete the "Multiples" worksheet)</i>	1
<b>Reclass Justification</b>	
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.	
<p>The position has been evaluated and multiple functions have been added or change to increase operational efficiencies and better align position with organization needs. After position changes were submitted to McGrath, a reclass was proposed</p>	
<b>Employee Impacted By This Change (if no one in position - leave blank)</b>	
Ally Noll	
<b>Fiscal Data</b>	
How will this position change be funded (choose from drop-down list)?	
<b>NET PROJECTED 2025 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.</b>	
Salary	\$ 2,122
Fringe Benefits	\$ 316
Other (Describe):	\$ -
Other (Describe):	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,438</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	\$ -
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ -</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ 2,438</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

REVISED Job Description

TITLE Naturalist II – Education  
CLASS CODE  
SALARY  
ESTABLISHED DATE  
REVISION DATE

Position Purpose

Under the general supervision of the Environmental Education and Natural Resources Manager, the Naturalist II – Education coordinates school group field trips and summer camps, plans and conducts educational programming, and performs community outreach.

Key Responsibilities

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

- Develop, plan, schedule, and conduct educational programs for school groups and field trips.
- Works with teachers to coordinate field trips that meet the educational standards required by the school and/or school district.
- Develop, plan, schedule, and conduct the summer day camp for 4K-5<sup>th</sup> grade aged children.
- Manage social media accounts for the purposes of providing environmental education to the public.
- Answers guest’s questions; and assists guests with the identification of plants and animals on the nature center property.
- Supervises work of Mosquito Hill Nature Center seasonal employees, volunteers, students, scouts, and other community service workers.
- Maintains program equipment inventory and supplies, ordering equipment and supplies, when necessary, with the approval of the Environmental Education and Natural Resource Manager.
- Assists in the maintenance and repair of displays and exhibits in the interpretive building including the care, feeding, and cleaning of live animal displays.
- Manages and works with large groups of children.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Bachelor’s degree from an accredited college or university with major course work in, Environmental Education, Forestry or Natural Resource Management, Environmental Science, or a related field.
- At least two (2) years of full-time experience with environmental education programs or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Possess a valid Wisconsin Driver’s License.

Required or Preferred Skills

- Knowledge or familiarity with Wisconsin Department of Public Instruction academic standards
- Knowledge of natural resources and natural history of the region.
- Computer proficient and familiar with Microsoft Office (Word, Excel, Outlook), social media (Instagram, Facebook), and other similar software or web based applications.
- Experience using Adobe products (InDesign, Photoshop), Canva, and/or other similar design software for the purposes of developing educational materials.
- Knowledge and past experience with conducting environmental education and an ability to speak in public regarding a variety of program topics.
- Frequent lifting and/or carrying of objects weighing up to 75 pounds; excessive standing or walking; using hands for single grasping fine manipulation and pushing or pulling ;frequent bending ;twisting and reaching ;ability to distinguish sounds at various frequencies and volumes ;Distinguishing people or objects at varied distances under a variety of light conditions ;withstanding temperature changes in work environment; tolerating exposure to cold, heat, noise, vibration and hazards in the work environment.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE

ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: GENERAL 100

COST CENTER NAME: PARKS

DEPARTMENT NAME: PARKS

COST CENTER NUMBER: 1006200, 1006500, 1006900

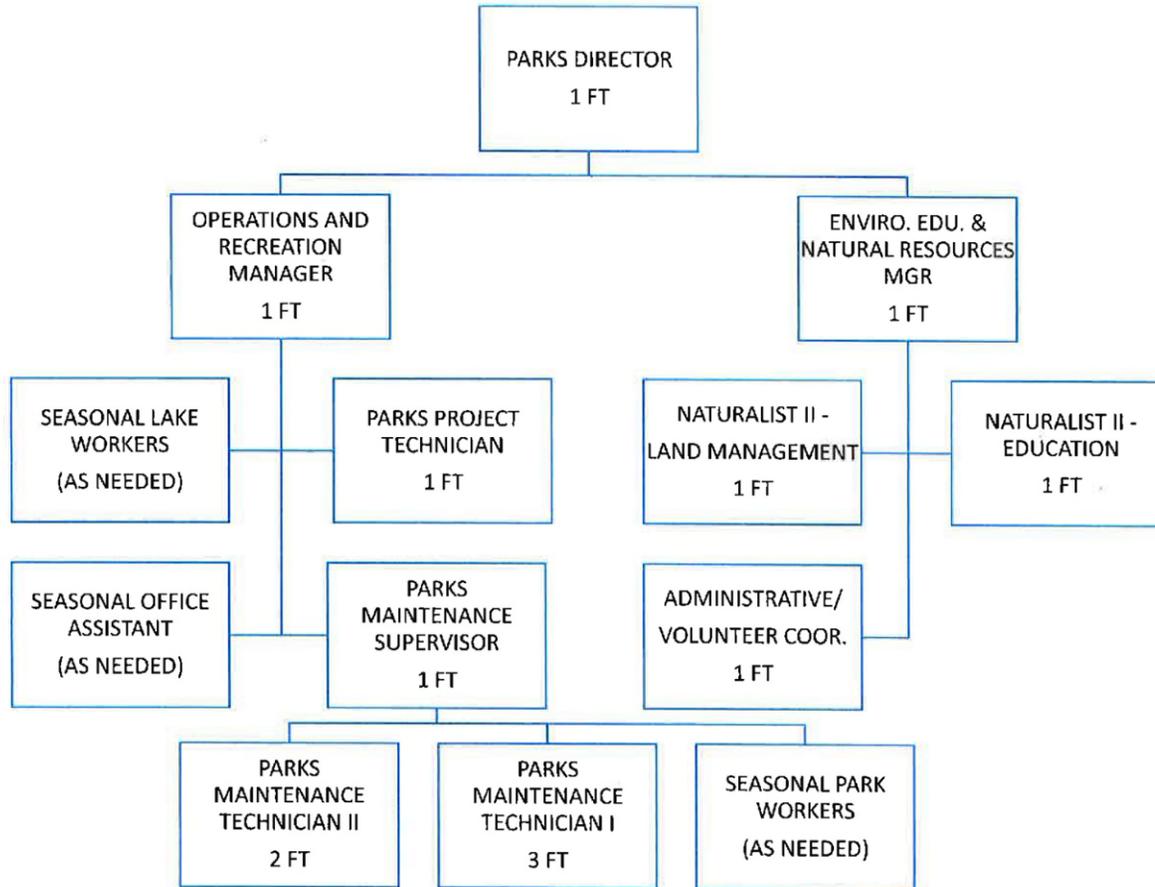
POSITION COUNT REGULAR POSITIONS:	2023		2024		2025		2026	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>COST CENTER 1006200</u></b>								
CARE TAKER II	1	0	0	0	0	0	0	0
OPERATIONS AND RECREATION MANAGER	0	0	0	0	1	0	1	0
PARKS DIRECTOR	1	0	1	0	1	0	1	0
PARKS MAINTENANCE SUPERVISOR	1	0	1	0	1	0	1	0
PARKS MAINTENANCE TECHNICIAN I	0	2	1	2	5	0	3	0
PARKS MAINTENANCE TECHNICIAN II	0	0	0	0	0	0	2	0
PARKS PROGRAM SUPERVISOR/LIASON	1	0	1	0	1	0	0	0
PARKS PROJECT TECHNICIAN	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>5</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>0</b>	<b>9</b>	<b>0</b>
<b><u>COST CENTER 1006900</u></b>								
ADMINISTRATIVE/VOLUNTEER COOR.	1	0	1	0	1	0	1	0
ENVIRO. EDU. & NATURAL RESOURCES MGR	1	0	1	0	1	0	1	0
NATURALIST II - EDUCATION	1	0	1	0	1	0	1	0
NATURALIST II - LAND MANAGEMENT	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>TOTAL POSITIONS - REGULAR:</b>	<b>9</b>	<b>2</b>	<b>9</b>	<b>2</b>	<b>14</b>	<b>0</b>	<b>13</b>	<b>0</b>
<b>TEMPORARY POSITIONS:</b>								
<b><u>COST CENTER 1006200</u></b>								
SEASONAL OFFICE ASSISTANT - AS NEEDED	0	0	0	0	0	0	0	0
SEASONAL PARK WORKERS - AS NEEDED	0	0	0	0	0	0	0	0
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>COST CENTER 1006500</u></b>								
SEASONAL LAKE WORKERS - AS NEEDED	0	0	0	0	0	0	0	0
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS - TEMPORARY:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL POSITIONS:</b>	<b>9</b>	<b>2</b>	<b>9</b>	<b>2</b>	<b>14</b>	<b>0</b>	<b>13</b>	<b>0</b>

FUND: GENERAL 100

COST CENTER NAME: PARKS

DEPARTMENT NAME: PARKS

COST CENTER NUMBER: 1006200, 1006500, 1006900





1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

<b>POSITION CLASSIFICATION/GRADE REQUEST - 2026 BUDGET REQUEST</b>	
<b>Completion Checklist</b>	
<ul style="list-style-type: none"> <li>o A visual of your proposed Table of Organization</li> <li>o Job description for the position requested below, highlighting any changes from current JD</li> </ul>	
<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	Parks
Department Head:	Justin Schumacher
Cost Center Number:	1006900.51
Position Title:	Naturalist II - Land Management
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Current Pay Grade of Position:	135
Proposed Pay Grade of Position:	140
New Step(s) in New Grade:	3
Number of Employees: <i>(if more than 1, complete the "Multiples" worksheet)</i>	1
<b>Reclass Justification</b>	
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.	
<p>The position has been evaluated and multiple functions have been added or change to increase operational efficiencies and better align position with organization needs. After position changes were submitted to McGrath, a reclass was proposed</p>	
<b>Employee Impacted By This Change (if no one in position - leave blank)</b>	
Adam J Brandt	
<b>Fiscal Data</b>	
How will this position change be funded (choose from drop-down list)?	
<b>NET PROJECTED 2025 EXPENDITURES</b> - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 2,184
Fringe Benefits	\$ 325
Other (Describe):	\$ -
Other (Describe):	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,509</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	\$ -
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ -</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ 2,509</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

## REVISED Job Description

TITLE Naturalist II – Land Management  
 CLASS CODE  
 SALARY  
 ESTABLISHED DATE  
 REVISION DATE

Position Purpose

Under the general supervision of the Environmental Education and Natural Resources Manager, the Naturalist II – Land Manger coordinates the management of the Mosquito Hill natural areas, plans and conducts educational programming, and performs community outreach.

Key Responsibilities

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

- Serves as the property manager for Mosquito Hill Nature Center covering ~440 acres of natural area
- Maintains natural areas using scientifically supported best practices to promote biodiversity, support wildlife habitat, and provide educational and recreational opportunities for the public.
- Performs trail maintenance, development, and repair including mowing, grading, and tree trimming.
- Works with community groups to develop, plan, and present educational programs at Mosquito Hill Nature Center and conduct educational outreach in the local area.
- Assists with school field trips, answers guest's questions; and assists guests with the identification of plants and animals on the nature center property.
- Supervises work of Mosquito Hill Nature Center seasonal employees, volunteers, students, scouts, and other community service workers.
- Operates, maintains and repairs nature center equipment including trucks, tractors, mowers, chainsaws, snow removal equipment, UTV's, power tools, hand tools, and other park related equipment.
- Assists in the maintenance and repair of displays and exhibits in the interpretive building including the care, feeding, and cleaning of live animal displays.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Bachelor's degree from an accredited college or university with major course work in, Forestry or Natural Resource Management, Environmental Science, or a related field.
- At least two (2) years of natural resources related work experience; OR any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Must possess a valid Wisconsin Driver's License or ability to obtain.
- CPR and First Aid Certification or ability to obtain.
- Certified Pesticide Applicator Certification or ability to obtain
- Chainsaw Safety Certification or ability to learn.

Required or Preferred Skills

- Ability to operate field equipment (already, or following brief training) such as: UTV, tractor, truck & trailer, sprayer, chainsaw, etc.
- Computer proficient and familiar with Microsoft Office (Word, Excel, Outlook), mapping / GIS, and other similar software.
- Ability to manage and complete multiple projects and tasks on time and within budget.
- Ability to coordinate people and groups (consultants, contractors, volunteers, interns).
- Knowledge of natural resources and natural history of the region.
- Knowledge and past experience with conducting environmental education and an ability to speak in public regarding a variety of program topics.
- Knowledge of invasive species and relevant removal methods.
- Frequent lifting and/or carrying of objects weighing up to 75 pounds; excessive standing or walking; using hands for single grasping fine manipulation and pushing or pulling ;frequent bending ;twisting and reaching :ability to distinguish sounds at various frequencies and volumes :Distinguishing people or

objects at varied distances under a variety of light conditions ;withstanding temperature changes in work environment; tolerating exposure to cold, heat, noise, vibration and hazards in the work environment.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: GENERAL 100

COST CENTER NAME: PARKS

DEPARTMENT NAME: PARKS

COST CENTER NUMBER: 1006200, 1006500, 1006900

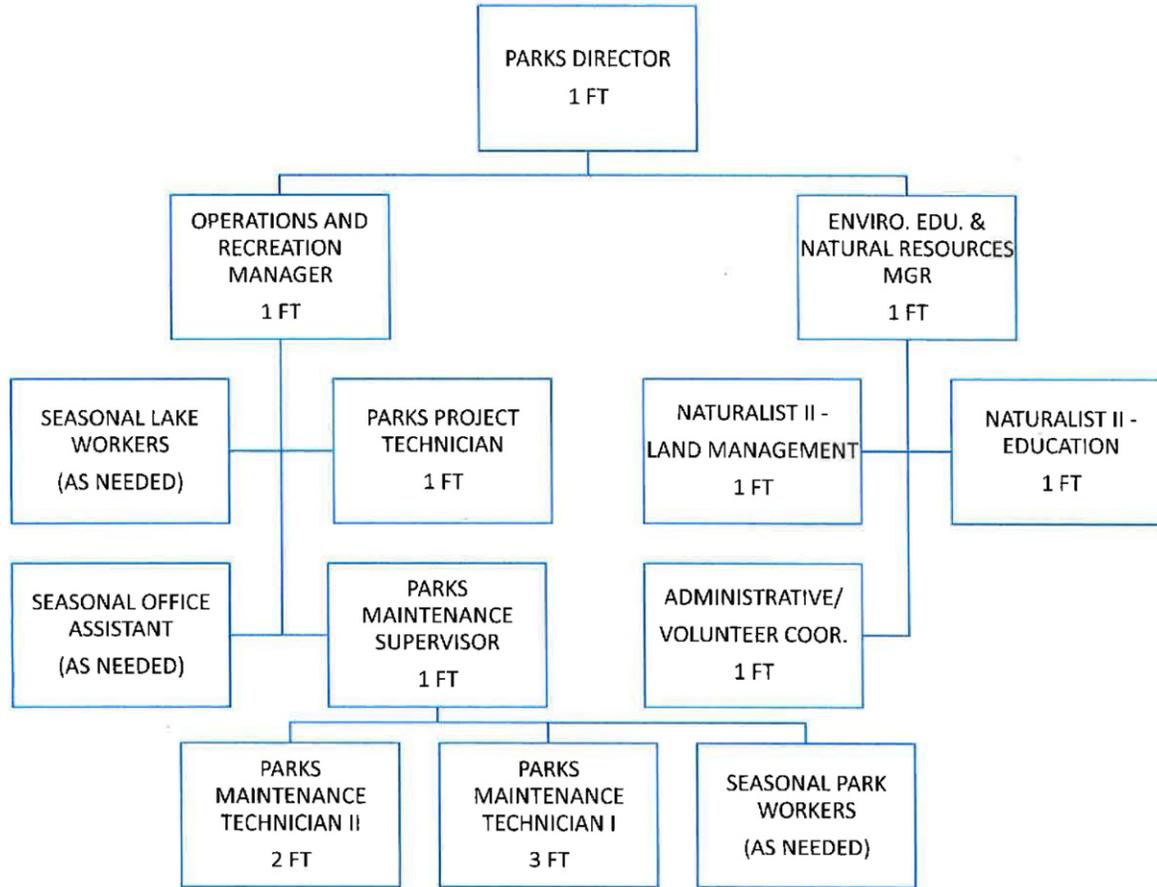
POSITION COUNT REGULAR POSITIONS:	2023		2024		2025		2026	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>COST CENTER 1006200</u></b>								
CARE TAKER II	1	0	0	0	0	0	0	0
OPERATIONS AND RECREATION MANAGER	0	0	0	0	1	0	1	0
PARKS DIRECTOR	1	0	1	0	1	0	1	0
PARKS MAINTENANCE SUPERVISOR	1	0	1	0	1	0	1	0
PARKS MAINTENANCE TECHNICIAN I	0	2	1	2	5	0	3	0
PARKS MAINTENANCE TECHNICIAN II	0	0	0	0	0	0	2	0
PARKS PROGRAM SUPERVISOR/LIASON	1	0	1	0	1	0	0	0
PARKS PROJECT TECHNICIAN	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>5</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>0</b>	<b>9</b>	<b>0</b>
<b><u>COST CENTER 1006900</u></b>								
ADMINISTRATIVE/VOLUNTEER COOR.	1	0	1	0	1	0	1	0
ENVIRO. EDU. & NATURAL RESOURCES MGR	1	0	1	0	1	0	1	0
NATURALIST II - EDUCATION	1	0	1	0	1	0	1	0
NATURALIST II - LAND MANAGEMENT	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>TOTAL POSITIONS - REGULAR:</b>	<b>9</b>	<b>2</b>	<b>9</b>	<b>2</b>	<b>14</b>	<b>0</b>	<b>13</b>	<b>0</b>
<b>TEMPORARY POSITIONS:</b>								
<b><u>COST CENTER 1006200</u></b>								
SEASONAL OFFICE ASSISTANT - AS NEEDED	0	0	0	0	0	0	0	0
SEASONAL PARK WORKERS - AS NEEDED	0	0	0	0	0	0	0	0
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>COST CENTER 1006500</u></b>								
SEASONAL LAKE WORKERS - AS NEEDED	0	0	0	0	0	0	0	0
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS - TEMPORARY:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL POSITIONS:</b>	<b>9</b>	<b>2</b>	<b>9</b>	<b>2</b>	<b>14</b>	<b>0</b>	<b>13</b>	<b>0</b>

FUND: GENERAL 100

COST CENTER NAME: PARKS

DEPARTMENT NAME: PARKS

COST CENTER NUMBER: 1006200, 1006500, 1006900





1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

<b>POSITION CLASSIFICATION/GRADE REQUEST - 2026 BUDGET REQUEST</b>	
<b>Completion Checklist</b>	
<ul style="list-style-type: none"> <li>o A visual of your proposed Table of Organization</li> <li>o Job description for the position requested below, highlighting any changes from current JD</li> </ul>	
<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	Parks
Department Head:	Justin Schumacher
Cost Center Number:	1006200.51
Position Title:	Parks Maintenance Technician II
Current Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Proposed Classification: Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Current Pay Grade of Position:	120
Proposed Pay Grade of Position:	130
New Step(s) in New Grade:	3
Number of Employees: <i>(if more than 1, complete the "Multiples" worksheet)</i>	2
<b>Reclass Justification</b>	
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.	
<p>The position has been evaluated and multiple functions have been added or changed to increase operational efficiencies and better align position with organization needs. After position changes were submitted to McGrath, a reclass was proposed</p>	
<b>Employee Impacted By This Change (if no one in position - leave blank)</b>	
Carly Hameister & Patricia Walters	
<b>Fiscal Data</b>	
How will this position change be funded (choose from drop-down list)?	
<b>NET PROJECTED 2025 EXPENDITURES</b> - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 4,555
Fringe Benefits	\$ 679
Other (Describe):	\$ -
Other (Describe):	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,234</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	\$ -
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$ -</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ 5,234</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

## Parks Maintenance Technician (II)

### Position Purpose

Under general supervision of the Parks Maintenance Supervisor, the Parks Maintenance Technician assists in the maintenance and upkeep of the Outagamie County Parks System.

### Key Responsibilities

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

- Maintains Children's Farm, contact farmers for animals, hay, straw and sawdust; Give farm tours; picking up feed; and cleans and feeding animals.
- Performs skilled maintenance work in one or more trades
- Reads and interprets blueprints, drawings and other technical specifications and uses appropriate technology such as GPS, laser levels, computers, or other devices to improve work outcomes.
- Performs minor mechanical, electrical, plumbing, and building repairs.
- Maintains grounds and operates small to medium sized equipment such as snow plows, snow blowers, lawn mowers, power broom, power riding vacuum, medium-duty trucks and wheeled loaders, and 30' scissors lifts; performs landscaping-related duties.
- Provides on-call coverage as assigned
- Performs heavy cleaning work, including sweeping, mopping, scrubbing, stripping waxes, buffing floors, washing walls, windows, and woodwork, dusting and polishing furniture, cleaning restrooms, and replenishing supplies. Operates related equipment including manual and automatic floor scrubber, rug shampoo machines, wet/dry vacuums, etc.
- Operates, maintains and repairs all equipment necessary in performance of duties.
- Opens buildings for reservations, assists with issuing alcohol permits, and closes building when necessary.
- Cleans and paints park buildings as well as performs electrical, plumbing, and structural repairs to property when necessary.
- Maintains flowers, trees, and shrubs on Park property along with trimming, cutting, planting, and pruning.
- Maintains turf, laying sod, fertilizing, planting, watering, mowing, picking up garbage, etc.
- Maintains sledding hill and snowmobile trails.
- Keeps park roads, walkways, and parking areas free from ice and snow.

- Builds picnic tables, benches, signs, bird and butterfly houses, etc. as directed.
- Maintains wildflower trails.
- Maintains regular and predictable attendance, works overtime/extra hours as required and performs other duties as assigned.

**Education/Certifications/Experience Requirements**

- Graduate from high school or G.E.D with courses in natural resources and emphasis on outdoor recreation; Two years of maintenance experience and experience in the use of medium duty maintenance/construction equipment; or with specialized classes in industrial arts or building trades; at least two years of experience in construction, remodeling or maintenance work, with particular experience in carpentry, plumbing, masonry and/or electrical work, and experience troubleshooting systems. required; OR any combination of education and experience that provides equivalent knowledge, skills, and abilities. Possess a valid Wisconsin Driver's License.
- Knowledge of and ability to perform minor repairs and maintain Plamann Park grounds equipment, buildings, and other property.
- Demonstrated ability to comply with appropriate safety regulations.
- Ability to effectively communicate in English and understand and follow written and oral instruction.
- Ability to work semi-independently, make sound decisions, and use good judgement.
- Ability to use tact and diplomacy when dealing with co-workers, park guests, general public, etc.
- Demonstrated reliability in attendance and flexibility to work hours.
- Ability to add, subtract, multiply, divide, and figure simple mathematical calculations.

**Required or Preferred Skills**

- Ability to lift items of 50 lbs. or more several times per shift.
- Knowledge of methods, materials, and equipment used for the preventative maintenance, alteration, repair and cleaning of buildings and facilities.
- Knowledge of standard practices in one or more trades
- Knowledge of methods and materials necessary to maintain lawns, shrubs, trees and other plants in an attractive manner
- Ability to use, care for, and perform minor repairs to all tools and equipment related to the job
- Ability to read, interpret and utilize blueprints and other technical specifications
- Ability to establish and maintain effective working relationships with administration, staff and the public
- Ability to recognize safety issues and problems

- Ability to work independently and to plan and schedule work according to priority
- Ability to make use of mechanic's plumbing, electrical, and other tools, including power tools, to maintain heating, air conditioning, electrical and plumbing equipment
- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Department as well as the Outagamie County Work Rules and Terms of Employment
- Ability to perform work from a standing, walking, or sitting position throughout the bulk of the shift.
- Ability to perform heavy manual labor for short periods of time under extreme temperatures.
- Ability to frequently lift with occasional carrying, pushing, pulling up to 50 lbs. while understanding and utilizing proper body mechanics.
- Full dexterity in both hands and feet.
- Ability to perform duties which require occasional reaching, swimming and climbing.
- Ability to read and understand Material Safety Data Sheets and follow standard safety procedures

Outagamie County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

FUND: GENERAL 100

COST CENTER NAME: PARKS

DEPARTMENT NAME: PARKS

COST CENTER NUMBER: 1006200, 1006500, 1006900

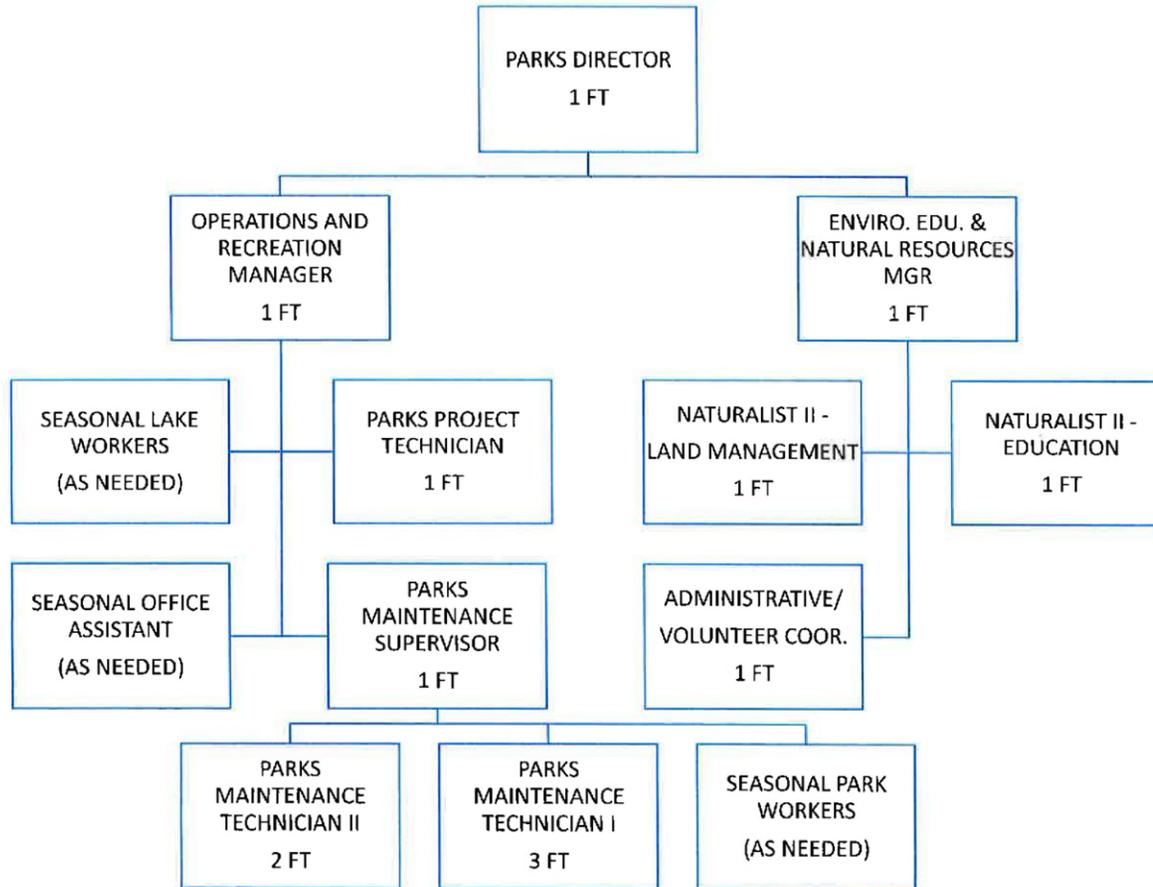
POSITION COUNT REGULAR POSITIONS:	2023		2024		2025		2026	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>COST CENTER 1006200</u></b>								
CARE TAKER II	1	0	0	0	0	0	0	0
OPERATIONS AND RECREATION MANAGER	0	0	0	0	1	0	1	0
PARKS DIRECTOR	1	0	1	0	1	0	1	0
PARKS MAINTENANCE SUPERVISOR	1	0	1	0	1	0	1	0
PARKS MAINTENANCE TECHNICIAN I	0	2	1	2	5	0	3	0
PARKS MAINTENANCE TECHNICIAN II	0	0	0	0	0	0	2	0
PARKS PROGRAM SUPERVISOR/LIASON	1	0	1	0	1	0	0	0
PARKS PROJECT TECHNICIAN	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>5</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>10</b>	<b>0</b>	<b>9</b>	<b>0</b>
<b><u>COST CENTER 1006900</u></b>								
ADMINISTRATIVE/VOLUNTEER COOR.	1	0	1	0	1	0	1	0
ENVIRO. EDU. & NATURAL RESOURCES MGR	1	0	1	0	1	0	1	0
NATURALIST II - EDUCATION	1	0	1	0	1	0	1	0
NATURALIST II - LAND MANAGEMENT	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>TOTAL POSITIONS - REGULAR:</b>	<b>9</b>	<b>2</b>	<b>9</b>	<b>2</b>	<b>14</b>	<b>0</b>	<b>13</b>	<b>0</b>
<b>TEMPORARY POSITIONS:</b>								
<b><u>COST CENTER 1006200</u></b>								
SEASONAL OFFICE ASSISTANT - AS NEEDED	0	0	0	0	0	0	0	0
SEASONAL PARK WORKERS - AS NEEDED	0	0	0	0	0	0	0	0
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>COST CENTER 1006500</u></b>								
SEASONAL LAKE WORKERS - AS NEEDED	0	0	0	0	0	0	0	0
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS - TEMPORARY:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL POSITIONS:</b>	<b>9</b>	<b>2</b>	<b>9</b>	<b>2</b>	<b>14</b>	<b>0</b>	<b>13</b>	<b>0</b>

FUND: GENERAL 100

COST CENTER NAME: PARKS

DEPARTMENT NAME: PARKS

COST CENTER NUMBER: 1006200, 1006500, 1006900



# ***RESOLUTION NO.: 115—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following Sheriff Office Table of  
2           Organization changes, and the same have been made a part of the 2026 County  
3           Executive Budget:

4  
5                   Eliminate: Four (4) Part-Time Correctional Officer Positions  
6                   Create: Three (3) Full-Time Correctional Officer Positions

7  
8           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human  
9           Resources Committee recommend adoption of the following resolution.

10           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and  
11           herewith authorize and approve of amending the Table of Organization for the Sheriff Office, cost  
12           center 1008015 by eliminating four (4) part-time Correctional Officer positions and creating three  
13           (3) full-time Correctional Officer positions effective January 1, 2026 as described in the attached  
14           Position Deletion Form – 2026 Budget Request, Position Addition Form – 2026 Budget Request,  
15           Position Description, and Table of Organization, which by reference are made a part hereof, and

16           BE IT FURTHER RESOLVED, that the fiscal change has been included in the  
17           aforementioned budget as well as attendant budget expenditures and revenues as are detailed in  
18           the attached documents, and

19           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
20           copy of this resolution to the Outagamie County Human Resources Director and the Outagamie  
21           County Sheriff.

22           Dated this \_\_\_\_ day of November 2025

23  
24  
25

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN  
RESOURCES COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**POSITION DELETION FORM - 2026 BUDGET REQUEST**

<b>Completion Checklist</b>	
- Proposed Table of Organization	

<b>Request Details</b>	
Effective Date of Requested Change:	1/1/2026
Department:	Sheriff - Corrections/Jail
Department Head:	Clint Kriewaldt
Cost Center Number:	1008015
Position Title:	Correctional Officer
Limited Term Position? (yes / no)	no
Is this position full time or part time? (If multiples include # for each)	Full Time:
	Part Time:
If adding a position to offset this deletion; which position(s) will be added?	Correctional Officer - Full Time (3)

<b>Position Justification</b>	
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings impacted.	
<p>We are requesting to update our part and full time staff allocations for correctional officers. We'd prefer to employ more full time staff, as the availability of potential part time staff is less, and the cost of benefits for part time staff doesn't make that arrangement fiscally appealing. Applicants over the last several years have been more interested in obtaining full-time positions than part-time roles. Additionally, hours worked by part time staff has declined in recent years. Since our part time employees are allowed to choose their schedules, we've recognized that fewer open shifts are being filled by part time staff. This results in more forced overtime costs by our full time employees.</p> <p>The hourly rate for these positions are the same whether filled by part or full time staff. By adding three full time positions (on 5-3 schedule) and removing four 0.75 FTE part time positions, we can recognize savings by a small reduction in hours. We expect to recognize additional savings in overtime and related fringe by having the flexibility to force less overtime with this change. The overtime savings is not reflected in these calculations, and would be beyond the amounts listed here.</p>	
Employee(s) impacted by this change (if no one in position, leave blank)	

<b>Fiscal Data</b>	
<b>PROJECTED COST SAVINGS</b>	
Salary	\$ 171,225.60
Fringe Benefits	\$ 99,217.06
Travel/Training	\$ -
Supplies	\$ -
Purchased Services	\$ -
Capital Outlay	\$ -
<b>TOTAL COST SAVINGS</b>	<b>\$ 270,442.66</b>
<b>DECREASED REVENUES BY DELETING THIS POSITION:</b>	
Please list below the decreased revenues pertaining to this position deletion.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	\$ -
	\$ -
	\$ -
<b>TOTAL REVENUE REDUCTION</b>	<b>\$ -</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$ 270,442.66</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

**POSITION ADDITION FORM - 2026 BUDGET REQUEST**

<b>Completion Checklist</b>	
- Proposed Table of Organization	
- Job description for the position requested below, highlighting any changes from current Job Description	

<b>Request Details</b>		
Effective Date of Requested Change:	1/1/2026	
Department:	Sheriff - Corrections/Jail	
Department Head:	Clint Kriewaldt	
Cost Center Number:	1008015	
Position Title:	Correctional Officer	
Limited Term Position? (yes / no)	no	
Exempt (Salaried or Non-Exempt (Hourly):	non-exempt	
Pay Grade of Position:	140	
Estimated Starting Step:	1	
Position exists in the current Table of Organization:	yes	
Number of positions requesting for this requisition:	3	
Is this position full time or part time? (If multiples include # for each)	Full Time:	3
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?		
If deleting a position to add this position, which position(s) will be deleted?	Correctional Officer - Part Time (4)	
If deleting a position, complete the Position Deletion form and include the Cost Savings below)		
List any positions in your Table of Organization that have been vacant for 6 months or longer:		

<b>Position Justification</b>	
Briefly summarize why this position is needed, as well as areas of revenue and savings.	
<p>We are requesting to update our part and full time staff allocations for correctional officers. We'd prefer to employ more full time staff, as the availability of potential part time staff is less, and the cost of benefits for part time staff doesn't make that arrangement fiscally appealing. Applicants over the last several years have been more interested in obtaining full-time positions than part-time roles. Additionally, hours worked by part time staff has declined in recent years. Since our part time employees are allowed to choose their schedules, we've recognized that fewer open shifts are being filled by part time staff. This results in more forced overtime costs by our full time employees.</p> <p>The hourly rate for these positions are the same whether filled by part or full time staff. By adding three full time positions (on 5-3 schedule) and removing four 0.75 FTE part time positions, we can recognize savings by a small reduction in hours. We expect to recognize additional savings in overtime and related fringe by having the flexibility to force less overtime with this change. The overtime savings is not reflected in these calculations, and would be beyond the amounts listed here.</p>	

<b>Employee(s) impacted by this change (if no one in position, leave blank)</b>	

<b>Fiscal Data</b>		
How will this position be funded (Levy, Grant, etc.)?		
<b>PROJECTED 2026 EXPENDITURES - Amounts must agree to amounts included in proposed budget</b>		
Salary	\$	166,944.96
Fringe Benefits	\$	101,177.18
Travel/Training		
Supplies - IT	\$	-
Supplies - Other	\$	-
Purchased Services - IT	\$	-
Purchased Services - Other	\$	-
Capital Outlay	\$	-
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>268,122.14</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
Description	Dollar Value (enter as negative)	
Deleted Positions (if applicable)	\$	(270,442.66)
Remove 5 part time Correctional Officer positions	\$	-
	\$	-
<b>TOTAL COST SAVINGS/REVENUES</b>	<b>\$</b>	<b>(270,442.66)</b>
<b>NET COUNTY COST (Levy/Fund Balance)</b>	<b>\$</b>	<b>(2,320.51)</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

6/12/25, 11:41 AM

Job Bulletin

 Outagamie County logo

Outagamie County  
Full Time Correctional Officer-Outagamie County Jail

<b>SALARY</b>	\$27.44 - \$35.79 Hourly	<b>LOCATION</b>	Appleton, WI
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	2503273
<b>DEPARTMENT</b>	Sheriff Corrections	<b>OPENING DATE</b>	05/19/2025
<b>TYPICAL WORK</b>	5-3 schedule 8 hr shifts, possible 12 hr		
<b>HOURS/SHIFT:</b>	shifts based upon seniority		

Outagamie County Core Values

- Invested in Serving
- Better Together
- Create Progress
- Support Through Compassion

**Position Purpose**

**Outagamie County jail is hiring Full Time Correctional Officers!**

Correctional Officers provide supervision of inmates to provide a safe and secure environment.

The Outagamie County Jail provides for the medical, educational, emotional, spiritual and nutritional needs of the inmate population. The services and programs provided are designed to help offenders cope with incarceration and return to the community as productive members.

The Outagamie County Jail has a total of 556 beds and has a diverse population that includes both male and female adults, Huber Law/work release inmates and contract prisoners from the Wisconsin Department of Corrections. The jail ranks 7th largest in Wisconsin in prisoner capacity.

*Veterans are encouraged to apply.*

**Hours:** 5-3 schedule 8 hour shifts, possible 12 hour shifts which is based upon seniority

**Location:**  
County Administration Building in Appleton  
320 S. Walnut St in Appleton, Wisconsin

**Outagamie County offer a comprehensive benefits package including being a part of the Wisconsin Retirement**

6/12/25, 11:41 AM

Job Bulletin

**System!**

**Do you want to learn more about Outagamie County Benefits?**

Outagamie County offers Benefit options and paid time off for team members that work 20+ or more hours per week.

Learn more today by visiting: <https://www.outagamie.org/government/departments-f-m/human-resources>

**Key Responsibilities**

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

- Conducts required physical checks of inmates and cell areas, watching for safety and security threats while verifying inmate location. Takes action required to maintain safety and security.
- Monitors inmate living areas via camera to ensure cleanliness, safety and security. Conducts cleanliness and security inspections and searches. Monitors recreational, educational and program activities.
- Distributes meals, canteen, mail, uniforms, bedding, and other supplies to inmates. Escorts inmates to and from visits, programs, etc.
- Maintains accurate and complete records of inmate counts, status changes, activities, events, etc. Writes cogent, readable, thorough reports when notable incidents occur.
- Restrains hostile and non-compliant inmates as necessary. Uses minimal amount of force to gain compliance as trained when necessary.
- Responds to emergency situations according to department policies and procedures.
- Take custody of, book and release inmates according to department policy. Obtain and record appropriate information. Release and receive Huber inmates. Monitor inmates via GPS tracking device.
- Control access to and from jail. Greet, check ID, document visitors.
- Conducts active law enforcement measures within the jail setting.
- Ability to protect others, with little to no notice, during crisis and/or emergency situations.
- Ability to react in a calm, collected and professional manner during emergency situations.
- Ability to accept the dangers, stresses, regiment, discipline, and time demands associated with the position.

**Education/Certifications/Experience Requirements**

- High school graduate, HSED or GED.
- Ability to meet requirements and become Wisconsin Corrections Certified within first year of employment.
- Hire requirements include successful completion of physical agility test; psychological test, post-offer physical evaluation and/or other tests to aid in determining fitness for employment.

**Required or Preferred Skills**

- Knowledge of, and ability to use, computer software and applications used by department.
- Operate general office equipment such as copy and fax machines.
- Ability to meet department standards of physical condition.
- Effectively communicate in English.
- Ability to add, subtract, multiply, divide and figure simple mathematical calculations.
- Maintain regular and predictable attendance. Work overtime / extra hours as necessary.
- Ability to handle frequent exposure to high degrees of danger.
- Maintain a high degree of physical conditioning.
- **Essential Physical Demands**
  - Ability to stand, walk, and sit for extended periods.
  - Ability to occasionally lift or carry up to 50 lbs. and frequently up to 25 lbs. (e.g., supplies, equipment, or property). Understanding and utilizing proper body mechanics.
  - Ability to push, pull or move with a force of up to 51.2 lbs. (e.g., maneuvering carts, wheelchairs, or cell doors).

6/12/25, 11:41 AM

Job Bulletin

- Ability to climb stairs (up to 48 flights per shift).
- Ability to maintain balance and perform activities requiring stooping, kneeling, bending, reaching (high and low), and twisting.
- Frequent use of hands and wrists; use of both hands and both legs required.
- Effective verbal communication and hearing capabilities.
- Sufficient visual acuity to perform correctional officer duties safely and effectively.

**Work Environment**This position is performed within a secure correctional facility and may involve frequent exposure to individuals in custody. The environment includes:

- Working in close proximity to inmates, including those who may be uncooperative or confrontational.
  - Exposure to loud noises, unpleasant odors, and potentially stressful or emergency situations while maintaining composure and exercise good judgment.
  - Navigating secured areas, including locked doors, gates, and controlled access points.
  - Working both independently and as part of a team in a structured and regulated setting.
  - Frequent interaction with law enforcement personnel, medical staff, and other facility staff.
  - Shift work, including evenings, weekends, and holidays, may be required depending on operational needs.
- Safety protocols and training are provided to support staff in maintaining a secure and professional environment.
    - Ability to wear Personal Protective Equipment as required, including but not limited to tight-fitting respirators and gas masks

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER

**Benefits**



OUTAGAMIE COUNTY OFFERS A COMPREHENSIVE AND HIGHLY COMPETITIVE BENEFITS PACKAGE TO ITS EMPLOYEES.

LEVELS OF BENEFITS CAN VARY BASED ON EMPLOYMENT STATUS AND EMPLOYEE GROUP.

**Medical Coverage**

Outagamie County currently offers eligible employees a Low-Deductible Health Plan and a High Deductible Health Plan with a Health Savings Account (HSA). Each of these plans are available for single or family coverage at affordable rates.

**Dental Coverage**

Eligible employees may choose either single, limited family, or family coverage.

**Vision Coverage**

Outagamie County offers single, employee plus one, employee plus children, and family voluntary vision insurance for those that are benefit eligible. Vision *insurance* coverage provides an opportunity for employees to save money on routine vision exams, contacts, eyeglass frames, and lenses.

**Life Insurance**

Outagamie County provides group life insurance for full-time employees. The cost of this coverage is paid for in full by

6/12/25, 11:41 AM  
the County.

Job Bulletin

**Voluntary Short-Term Disability Insurance**

Short-Term Disability pays the employee a portion of his or her income for a specified period of time, as determined by the plan. The Short-Term Disability plan provides coverage for injuries and illnesses that occur outside of work. The premium for this coverage is paid entirely by the employee and is available to active employees that meet the hours threshold requirements.

**Long-Term Disability Insurance**

All regular, non-union full-time employees are eligible for long-term disability coverage. Premiums are fully paid by the County.

**Wisconsin Retirement System**

Wisconsin Retirement Program helps provide for financial security during retirement. Monthly annuity payments at retirement are calculated using years of creditable service, average earnings (based on three highest years of earnings), formula factors, age at retirement and selected annuity option.

The retirement plan consists of two parts: an employee-required portion and an employer-required portion. Outagamie County pays the employer portion, and employees are responsible for paying the employee-required portion, which is determined by the state each year. Enrollment is required for eligible employees. Eligibility is determined based on Wisconsin Retirement System plan rules.

**Flexible Spending Account Plan**

The Flexible Spending Account Plan saves money by allowing the employee to pay for certain medical related expenses and dependent care expenses on a pre-tax basis, reducing annual taxable income resulting in Federal, State, Social Security, and Medicare tax savings.

**Employee Assistance Program**

Outagamie County has an Employee Assistance Program (EAP). The services offered as part of the County's plan are a benefit provided at no cost to its employees and their immediate family members to help deal with life's stresses. EAP consists of caring individuals who are certified counselors. They offer professional support and direction towards resolving problems or concerns. They can also help by referring the employee to another resource if assistance is needed beyond the EAP.

**Paid Time Off**

Outagamie County offers several paid time off benefits that include: vacation, personal holidays, national holidays, sick leave, bereavement leave and military leave.

**Deferred Compensation**

Deferred Compensation allows employees to set aside pre-tax earnings toward retirement. Employees can save up to 100% of their compensation, to a maximum of \$20,500 annually, or as little as \$10.00 per paycheck. The amount deferred reduces year-end state and federal income tax base. All the earnings will accrue tax-deferred until such time as the assets are withdrawn, generally at retirement, termination, or other special circumstances. There is also an after-tax 457 Roth contribution option.

**Employee and Family Clinic**

Primary Health Services are available to employees and dependents ages 2 and up, who are covered on a county health plan.

**Pet Insurance**

Please note that the pet insurance offers are discounts offered to Outagamie County employees and are not programs sponsored by Outagamie County. Please contact the companies directly for any questions, concerns or service issues. If you would like to learn more, please click below about the benefits.

**CONTINUING EDUCATION**

Outagamie County encourages continuing education by offering Education Reimbursement. This reimbursement is intended to provide assistance to the employee for out-of-pocket expenses for continuing education for the mutual

6/12/25, 11:41 AM

Job Bulletin

benefit of the employee and Outagamie County, not covered in the departmental budget.

Any Outagamie County employee in good standing, averaging twenty (20) hours or more per week during the six (6) months prior to the start of the course, is eligible to apply. This statement is not all-inclusive in regard to tuition reimbursement.

<https://www.outagamie.org/government/departments-f-m/human-resources>

Outagamie County offers Benefit options and paid time off for team members that work 20+ or more hours per week.

Learn more today by visiting: <https://www.outagamie.org/government/departments-f-m/human-resources/employee-benefits-information>

**Outagamie County Diversity Statement:**

Outagamie County is committed to developing, nurturing, and sustaining an equitable community and workforce where all individuals can thrive. We pledge to amplify the voices of under-represented communities or those who were historically excluded, by removing barriers that result from racial, social injustice and inequities. We strive to ensure that equity, diversity, inclusion are embedded at all levels of Outagamie County programs and departments through acknowledging, analyzing, and addressing the root causes of inequities. We will create and advance equitable policies, practices and procedures, including, but not limited to County services, recruitment and retention, policies and practices, budgeting and procurement. We commit to being transparent and will continually evaluate and update our values when identified goals and objectives are not being achieved or sustained. Outagamie County will strive to create an inclusive environment where every community member feels like he/she/they belong.

OUTAGAMIE COUNTY IS AN EQUAL-OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

---

**Employer**

Outagamie County

**Address**

320 S. Walnut Street

Appleton, Wisconsin, 54911

**Phone**

(920) 832-1669

**Website**

<http://www.outagamie.org>

FUND: GENERAL 100

COST CENTER NAME: SHERIFF  
 COST CENTER NUMBER: 1008000, 1008005,  
 1008007, 1008011, 1008013, 1008015, 100817

DEPARTMENT NAME: SHERIFF

POSITION COUNT REGULAR POSITIONS:	2023		2024		2025		2026	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>COST CENTER 1008000</u></b>								
ACCOUNTANT	1	0	1	0	1	0	1	0
ADMINISTRATIVE SERVICES MANAGER	1	0	1	0	1	0	1	0
CHIEF DEPUTY	1	0	1	0	1	0	1	0
RECORDS SPECIALIST	5	1	5	1	5	1	5	1
SHERIFF	1	0	1	0	1	0	1	0
BUSINESS SYSTEMS ANALYST	2	0	2	0	2	0	2	0
<b>COST CENTER TOTALS</b>	<b>11</b>	<b>1</b>	<b>11</b>	<b>1</b>	<b>11</b>	<b>1</b>	<b>11</b>	<b>1</b>
<b><u>COST CENTER 1008005</u></b>								
PROCESS SERVER SPECIALIST	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b><u>COST CENTER 1008007</u></b>								
CAPTAIN - INVESTIGATIONS	1	0	1	0	1	0	1	0
CAPTAIN - LAW ENFORCEMENT	1	0	1	0	1	0	1	0
CAPTAIN - OPERATIONS	1	0	1	0	1	0	1	0
LAW ENFORCEMENT SPECIALIST	18	0	18	0	18	0	18	0
LIEUTENANT - PATROL	7	0	8	0	8	0	8	0
COMMANDER	1	0	1	0	1	0	1	0
PATROL OFFICER	44	24	44	24	45	26	45	26
<b>COST CENTER TOTALS</b>	<b>73</b>	<b>24</b>	<b>74</b>	<b>24</b>	<b>75</b>	<b>26</b>	<b>75</b>	<b>26</b>

FUND: GENERAL 100

COST CENTER NAME: SHERIFF  
 COST CENTER NUMBER: 1008000, 1008005,  
 1008007, 1008011, 1008013, 1008015, 100817

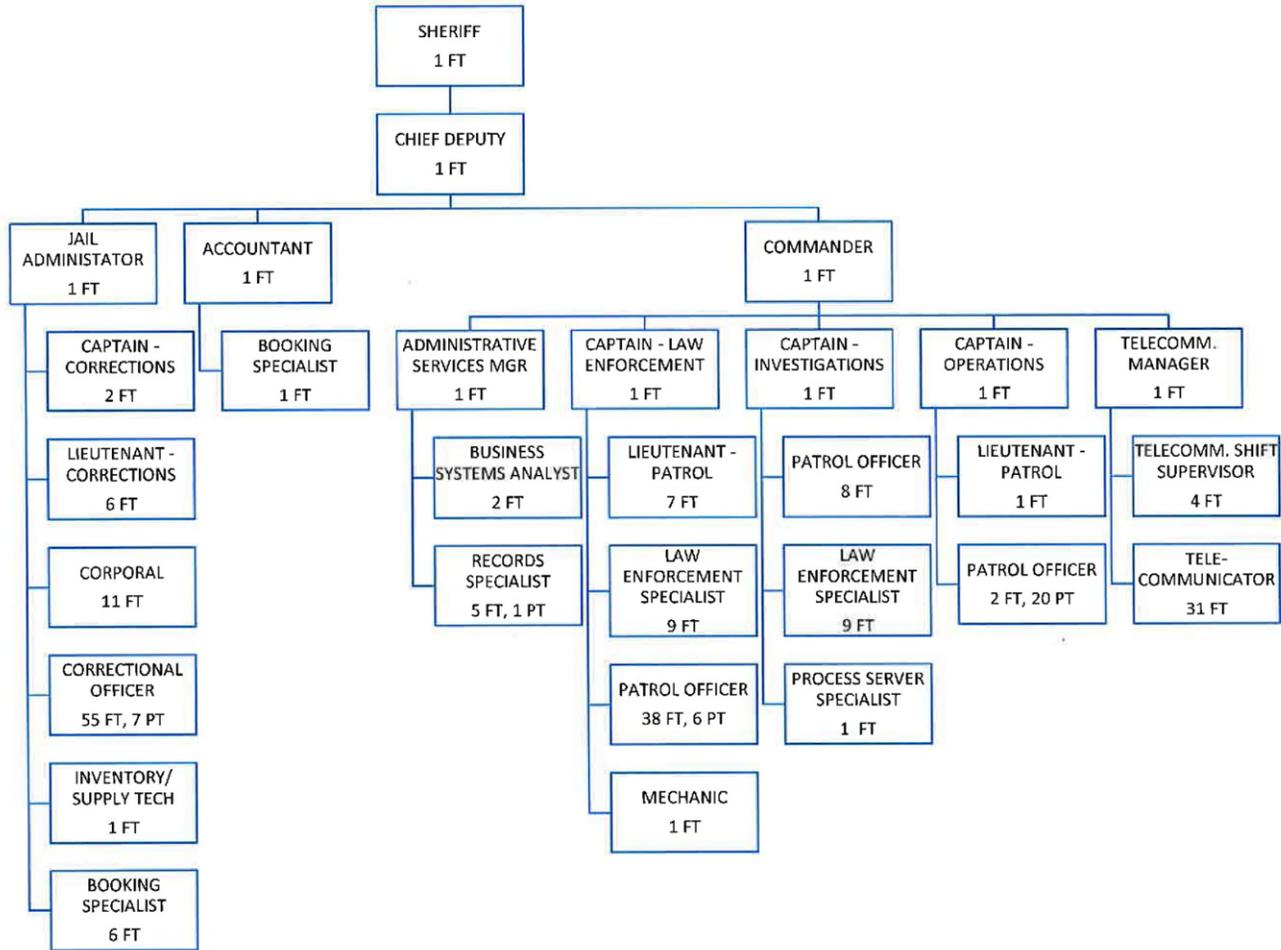
DEPARTMENT NAME: SHERIFF

POSITION COUNT REGULAR POSITIONS:	2023		2024		2025		2026	
	FT	PT	FT	PT	FT	PT	FT	PT
<b><u>COST CENTER 1008011</u></b>								
PATROL OFFICER	1	0	1	0	1	0	1	0
COST CENTER TOTALS	1	0	1	0	1	0	1	0
<b><u>COST CENTER 1008013</u></b>								
TELECOMMUNICATIONS SHIFT SUPERVISOR	4	0	4	0	4	0	4	0
TELECOMMUNICATIONS MANAGER	1	0	1	0	1	0	1	0
TELECOMMUNICATOR	31	0	31	0	31	0	31	0
COST CENTER TOTALS	36	0	36	0	36	0	36	0
<b><u>COST CENTER 1008015</u></b>								
BOOKING SPECIALIST	9	0	7	0	7	0	7	0
CAPTAIN - CORRECTIONS	2	0	2	0	2	0	2	0
CORPORAL	0	0	0	0	11	0	11	0
CORRECTIONAL OFFICER	63	11	63	11	52	11	55	7
INVENTORY/SUPPLY TECHNICIAN	0	0	0	0	1	0	1	0
JAIL ADMINISTATOR	1	0	1	0	1	0	1	0
LIEUTENANT - CORRECTIONS	7	0	7	0	6	0	6	0
COST CENTER TOTALS	82	11	80	11	80	11	83	7
<b><u>COST CENTER 1008017</u></b>								
MECHANIC	1	0	1	0	1	0	1	0
COST CENTER TOTALS	1	0	1	0	1	0	1	0
<b><u>COST CENTER 2170100</u></b>								
PATROL OFFICER	0	0	0	0	2	0	2	0
COST CENTER TOTALS	0	0	0	0	2	0	2	0
<b>TOTAL POSITIONS-REGULAR:</b>	<b>205</b>	<b>36</b>	<b>204</b>	<b>36</b>	<b>207</b>	<b>38</b>	<b>210</b>	<b>34</b>
<b>TOTAL ALL POSITIONS:</b>	<b>205</b>	<b>36</b>	<b>204</b>	<b>36</b>	<b>207</b>	<b>38</b>	<b>210</b>	<b>34</b>

FUND: GENERAL 100

DEPARTMENT NAME: SHERIFF

COST CENTER NAME: SHERIFF  
COST CENTER NUMBER: 1008000, 1008005,  
1008007, 1008011, 1008013, 1008015, 100817



# ***RESOLUTION NO.: 116—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The Outagamie County Executive has presented the 2026 Budget to the Outagamie  
2           County Board of Supervisors. The Outagamie County Board of Supervisors has  
3           completed its review, revisions and adoption of the 2026 Budget for Outagamie County.  
4

5           NOW THEREFORE, the undersigned members of the Finance Committee recommend adoption  
6           of the following resolution.

7           BE IT RESOLVED, that the following be and is hereby declared the tax levy for 2025, collected  
8           in 2026:

- |    |    |   |                          |
|----|----|---|--------------------------|
| 9  | 1. | There is levied upon the taxable property of  |                          |
| 10 |    | Outagamie County the sum of   | <u>N/A – 2026 Budget</u> |
| 11 |    | for State Tax (Forestry purposes).  |                          |
| 12 |    |   |                          |
| 13 | 2. | There is levied upon the taxable property of  |                          |
| 14 |    | Outagamie County the sum of   | <u>\$8,007,661.00</u>    |
| 15 |    | for debt service, all bonds, and notes legally required.                                    |                          |
| 16 |    |   |                          |
| 17 | 3. | There is levied upon the taxable property of  |                          |
| 18 |    | Outagamie County the sum of   | <u>\$2,292,868.00</u>    |
| 19 |    | for libraries. The Cities of Appleton, Kaukauna,  |                          |
| 20 |    | New London – 1 <sup>st</sup> and 2 <sup>nd</sup> Wards, and Seymour, and                    |                          |
| 21 |    | the Villages of Black Creek, Fox Crossing, Hortonville, Howard,                             |                          |
| 22 |    | Kimberly, Little Chute, Shiocton, and Wrightstown are not included.                         |                          |
| 23 |    |   |                          |
| 24 | 4. | There is levied upon the taxable property of  |                          |
| 25 |    | Outagamie County the sum of   | <u>\$1,533,717.00</u>    |
| 26 |    | for public health services. The City of Appleton is not included.                           |                          |
| 27 |    |   |                          |
| 28 | 5. | There is levied upon the taxable property of  |                          |
| 29 |    | Outagamie County the sum of   | <u>\$250,000.00</u>      |
| 30 |    | for County and Town Aid Bridges, excluding the  |                          |
| 31 |    | Cities of Appleton, Kaukauna, New London –  |                          |
| 32 |    | 1 <sup>st</sup> and 2 <sup>nd</sup> Wards, Seymour and the Villages of Howard, Fox Crossing |                          |
| 33 |    | Shiocton, and Wrightstown.  |                          |
| 34 |    |   |                          |
| 35 | 6. | There is levied upon the taxable property of  |                          |
| 36 |    | Outagamie County the sum of   | <u>\$58,598,181.00</u>   |
| 37 |    | for all other services provided.  |                          |
| 38 |    |   |                          |
| 39 |    | GRAND TOTAL OF ALL TAXES  | <u>\$70,682,427.00</u>   |

1 BE IT FURTHER RESOLVED, that this budget shall comply with all state rules and regulations  
2 and that should the final calculations create a noncompliant budget, it is therefore authorized that  
3 adjustments to the Reserve for Contingency be made to correct the unanticipated error, and

4 BE IT FINALLY RESOLVED, that the Outagamie County Executive and Outagamie County  
5 Clerk are hereby authorized to correct any apparent clerical errors, which may be discovered in the  
6 Budget in writing up the proceedings of the Board.

7 Dated this \_\_\_\_ day of November, 2025.

8 Respectfully Submitted,

9 FINANCE COMMITTEE

10  
11  
12  
13  
14 \_\_\_\_\_  
15 Chris Croatt

\_\_\_\_\_

16  
17  
18  
19 \_\_\_\_\_  
20 Karen Lawrence

\_\_\_\_\_

21  
22  
23  
24 \_\_\_\_\_  
25 Rick Lautenschlager

26  
27  
28 Duly and officially adopted by the County Board on: \_\_\_\_\_  
29  
30

31 Signed: \_\_\_\_\_  
32 Board Chairperson

\_\_\_\_\_

33  
34  
35 Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

36  
37  
38 Signed: \_\_\_\_\_  
39 County Executive

RESOLUTION No. XX - xx-xx  
LEVY AS PROPOSED BY FINANCE COMMITTEE

Number	PURPOSE	AMOUNT	TOTAL AMOUNT
1	STATE FORESTRY TAX		0.00
	<u>COUNTY TAX LEVY</u>		
2	DEBT SERVICE	8,007,661.00	
3	LIBRARIES AID	2,292,868.00	
4	PUBLIC HEALTH	1,533,717.00	
5	TOWN AID BRIDGES	250,000.00	
6	OTHER SERVICES	58,598,181.00	
	<b>TOTAL COUNTY TAXES</b>	<u>70,682,427.00</u>	<u>70,682,427.00</u>
	<b>GRAND TOTAL ALL TAXES</b>		<u>70,682,427.00</u>

BUDGET YEAR	EQUALIZED VALUE	COUNTY TAX LEVY	RATE/ \$1,000
2024	26,676,601,000.00	70,682,427.00	2.6496039
2025	24,577,224,700.00	69,379,600.00	2.8229225
CHANGE		<u>1,302,827.00</u>	<u>(0.1733186)</u>
% CHANGE		<u>1.88%</u>	<u>-6.14%</u>

IMPACT OF TAX LEVY ON AVERAGE HOMEOWNER

BUDGET YEAR	AVERAGE HOME VALUE	TAX RATE/\$1,000	TAXES	% INCREASE
2026	320,213	2.6496039	848.44	
2025	296,603	2.8229225	837.29	
			<u>11.15</u>	1.33%

\* \* MINUTES \* \*  
\* \* OUTAGAMIE COUNTY BOARD \* \*

Office of the County Clerk, October 28, 2025.

The Board met pursuant to adjournment, and was called to order by Chairperson Gabrielson at 7:00 p.m. in the County Board Room, located at 320 South Walnut Street, Appleton, Wisconsin.

ROLL CALL: 33 present, 3 absent. Members present: Johnson, Smith, Patience, Gabrielson, Kostelny, Hammen, Lawrence, Krueger, Lamers, Ferguson, McCabe, Hermes, MacDonald, Zabronsky, Croatt, Spears, Heiser, Mitchell, Cuff, Hagen, Klemp, Thiede, Janke, Weinberg, Monfils, Winterfeldt, Nejedlo, Clegg, Thyssen, VanderHeiden, Rettler, Koury, and Lautenschlager. Members absent: Supervisors Thompson, Wegand, and Culbertson.

The Board Chairperson requested the Board's confirmation to excuse Supervisors Thompson, Wegand, and Culbertson. No objections; so ordered.

The Pledge of Allegiance was led by Chairperson Gabrielson.

PUBLIC HEARING FOR THE PROPOSED 2026 OUTAGAMIE COUNTY BUDGET – Pursuant to Wisconsin Statutes Section 65.90.

Chairperson Gabrielson opened the public hearing at 7:03 p.m.

Janice Quinlan – 322 South Court, Appleton; spoke as a county resident and on behalf of the League of Women Voters of Appleton-Fox Cities. Ms. Quinlan commented on the following regarding the proposed County Budget:

- She thanked the County Board for the opportunity to speak and applauded the change in providing county residents with the flexibility to participate in the budget review sessions in-person or viewing the session through a livestream video feed. She suggested having the video streams recorded so the meeting could be reviewed to the public at a more convenient time.
- The technological upgrades in the audio system were noticed and helped user experience (whether in-person or viewing online).
- She applauded the exceptionalism and professionalism of Department Heads when it came to presenting their budgets from a narrative point of view (whether it was through the written budget, which could be reviewed online), and through the actual presentations during the budget review sessions. They were crafted in a way the public could understand.
- She was thankful the budget review sessions concluded before tonight's meeting, as it posed the most benefit in ensuring comprehensive understanding of the budget from the public perspective.
- She informed the County Board to expect a written letter providing feedback on budget changes and suggestions from the League of Women Voters of Appleton-Fox Cities.

Chairperson Gabrielson requested any further speakers, none came forward.

Supervisor Patience moved, seconded by Supervisor Krueger, to adjourn the public hearing and go into regular session at 7:08 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

ADJOURN PUBLIC HEARING; PROCEED WITH REGULAR MEETING

MINUTES OF THE OCTOBER 14, 2025 COUNTY BOARD MEETING

Supervisor Croatt moved, seconded by Supervisor Lautenschlager, to approve the minutes of the October 14, 2025 County Board meeting.

ROLL CALL: 31 yes, 2 abstain (Johnson, Thyssen), 3 absent. MINUTES OF THE OCTOBER 14, 2025 COUNTY BOARD MEETING ARE APPROVED.

SPECIAL ORDER OF BUSINESS –

Anne Van, Executive Operations and Public Relations Specialist, provided an update on the Uniquely Wisconsin film series featuring Outagamie County. Highlights of her update included:

- The second episode of Outagamie County’s three-part docuseries from Uniquely Wisconsin aired during the meeting. *Outagamie’s Past Preserved – inside the History Museum at the Castle*, which touched on the historical significance of the building, its many archived items, permanent exhibits, walking tour opportunities, and various traveling exhibits. Learning about the past helps shape the future of the county, preserving and celebrating the culture and rich history of Outagamie County.
- After the viewing of the episode, staff featured in the episode, Dustin Mack (Executive Director), Erin Comer (Education & Collections Manager), and Jan Krahn (Volunteer Archivist) thanked the County Board of Supervisors for the opportunity to showcase their museum and its continued impact on preserving regional history. Staff explained the museum is interested in 1960s to modern day items that have an interesting human element or story to accompany the tangible items. Should anyone have any item of interest, there is a form that can be completed through their website.

Kyle Sargent, Corporation Counsel, will give a presentation on the elected office of Coroner vs an appointed Medical Examiner.

- *Clerk’s Note: This presentation was bypassed, but will be shown at a later meeting when Resolution No. 86—2025-26 will be enacted on.*

ESTABLISH ORDER OF THE DAY– Chairperson Gabrielson reported Resolution No. 86—2025-26 was held in Legislative Audit Committee, so the item will not be enacted on tonight, but will be revisited at a later date.

COMMUNICATIONS –

Chairperson Gabrielson summarized the following communications:

- Supervisor Mitchell thanked the County Board for the floral arrangement in remembrance of his mother who recently passed away.
- The County Board is currently collecting donations for the “Adopt a Family Program” – donations will be accepted at the Legislative Services Office until November 17, 2025 – this year’s goal is \$500. Last year \$660 was raised for the program. Outagamie County families are referred to the opportunity, and this is an excellent way to give back to the community. An e-mail reminder will be sent out soon.
- County Board Supervisors should have received an e-mail recently from Benefits Specialist Kariann Hesse, Outagamie County’s HR Advisor and Benefits Specialist for the annual Open Enrollment for the county health insurance. If interested in enrolling in the county health plan, please complete the form included in the e-mail or contact Legislative Services; open enrollment ends November 13<sup>th</sup>, 2025.

- There are eleven (11) Supervisors who still need to complete the most recent cyber security training course, titled *Pick Your Path: A Fistful of Data*, e-mailed to mailboxes on October 6, 2025; this training should be completed by the end of October.
- Solid Waste Department received the 2025 Recycling Excellence award from the Wisconsin Department of Natural Resources award; Chairperson Gabrielson extended his congratulations to the department and their continued efforts to the county.
- Chairperson Gabrielson stated there were no October birthdays to announce.
- The next County Board meeting will be the Budget Adoption Meeting, and it will be held on Monday, November 3, 2025 at the special time of 5:30 p.m.

PUBLIC PARTICIPATION IS LIMITED TO ONLY MATTERS LISTED ON THE AGENDA AND FOR A TOTAL OF FIFTEEN MINUTES WHICH MAY BE EXTENDED TO 30 MINUTES AT THE DISCRETION OF THE CHAIR – None.

APPOINTMENTS –

County Executive Nelson nomination for appointment of Dustin Jerabek to the County Local Emergency Planning Committee (LEPC); said term expiring October 31, 2028.

Supervisor Patience moved, seconded by Supervisor Kostelny, for confirmation of the above-listed appointment.

ROLL CALL: 33 yes, 3 absent. DUSTIN JERABEK IS APPOINTED TO THE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC).

REPORT BY THE COUNTY EXECUTIVE – County Executive Thomas Nelson provided an Administrative Update.

UNFINISHED BUSINESS – None.

NEW BUSINESS –

Resolution No. 78—2025-26 – Public Safety Committee. Approve decreasing the Sheriff Corrections/Jail Purchased Services line item by \$20,000 and increasing the General Fund Surplus Operating Transfer Out line item, increasing the 2025 Capital Projects Operations Transfer In line item, and increasing the 2025 Capital Projects Capital Outlay line item by \$20,000 each, to be used for the Jail Third Floor Office Conversion project, as detailed on the attached fiscal note.

Supervisor Patience moved, seconded by Supervisor Lamers, for adoption.

ROLL CALL: 33 yes, 3 absent. RESOLUTION NO. 78—2025-26 IS ADOPTED.

Resolution No. 79—2025-26 – Property, Airport, Recreation and Economic Development Committee. Approve using 85.21 Department of Transportation Funds of \$69,600 toward the purchase of two modified UTVs, allowing access to areas of Mosquito Hill Nature Center property; and increase the 2025 Capital Projects UTV Purchase line item by \$69,600 and decreasing the Human Service Aging Services line item by \$69,600 as detailed on the attached fiscal note.

Supervisor Croatt moved, seconded by Supervisor Monfils, for adoption.

ROLL CALL: 33 yes, 3 absent. RESOLUTION NO. 79—2025-26 IS ADOPTED.

Resolution No. 80—2025-26 – Health and Human Services Committee. Approve increasing the Brewster Village Fund Balance Applied line item and the Brewster Village Capital Outlay line item by \$309,225 each, to be used for the Fire Alarm System project, as detailed on the attachments.

Supervisor McCabe moved, seconded by Supervisor Cuff, for adoption.

ROLL CALL: 33 yes, 3 absent. RESOLUTION NO. 80—2025-26 IS ADOPTED.

Resolution No. 81—2025-26 – Property, Airport, Recreation and Economic Development Committee. Approve the Fourth Addendum to Airline Operating Agreement (attached) between the Appleton International Airport and Allegiant Air LLC, to decrease the square footage by 63 square feet and reduce the monthly rent to \$7,333.61 in 2025, with no budget adjustment needed, as the revenue is included in the 2025 budget, as detailed on the attachments.

Supervisor Monfils moved, seconded by Supervisor Croatt, for adoption.

ROLL CALL: 33 yes, 3 absent. RESOLUTION NO. 81—2025-26 IS ADOPTED.

Resolution No. 82—2025-26 – Public Safety Committee. Approve the attached Agreement for Enhanced County Law Enforcement Services in the Village of Kimberly and costs as noted on Exhibit A, between the Outagamie County Sheriff's Office and the Village of Kimberly.

Supervisor Patience moved, seconded by Supervisor Lamers, for adoption.

ROLL CALL: 33 yes, 3 absent. RESOLUTION NO. 82—2025-26 IS ADOPTED.

Resolution No. 83—2025-26 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request for the addition of two full-time Patrol Officer positions, effective January 1, 2026, as detailed on the attachments; and increase the following Patrol cost center line items: Charges for Services by \$303,312.35; Salaries by \$136,890.00; Fringes by \$47,764.00; Supplies by \$32,720.00; Purchased Services by \$9,194.00; and increase the following Squad Cars cost center line items: Charges for Services by \$53,776.40; Capital Outlay by \$118,266.00, as detailed on the attachments.

Supervisor MacDonald moved, seconded by Supervisor Lautenschlager, for adoption.

ROLL CALL: 33 yes, 3 absent. RESOLUTION NO. 83—2025-26 IS ADOPTED.

Resolution No. 84—2025-26 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request for the addition of one full-time Lieutenant position, effective July 1, 2026, as detailed on the attachments; and increase the following Patrol cost center line items: Charges for Services by \$91,644.00; Salaries by \$49,929.00; Fringes by \$32,882.00; Supplies by \$16,090.00; Purchased Services by \$4,597.00; and increase the Squad Cars Charges for Services line item by \$22,843.60, as detailed on the attachments.

Supervisor Smith moved, seconded by Supervisor Lawrence, for adoption.

ROLL CALL: 33 yes, 3 absent. RESOLUTION NO. 84—2025-26 IS ADOPTED.

Resolution No. 85—2025-26 – Legislative/Audit and Human Resources Committee. Approve an in-year Table of Organization request for the addition of two full-time Patrol Officer positions, effective July 1, 2026, as detailed on the attachments; and increase the following Patrol cost center line items: Charges for Services by \$149,275.00; Salaries by \$68,445.00; Fringes by \$35,613.00; Supplies by \$32,180.00; Purchased Services by \$9,194.00; and increase the Squad Cars Charges for Services line item by \$39,588.20, as detailed on the attachments.

Supervisor Kostelny moved, seconded by Supervisor Janke, for adoption.

ROLL CALL: 33 yes, 3 absent. RESOLUTION NO. 85—2025-26 IS ADOPTED.

Resolution No. 86—2025-26 – Legislative/Audit and Human Resources Committee. With the Outagamie County Coroner’s current term ending on January 4<sup>th</sup>, 2027, approve the request to change the Outagamie County Coroner's Office to the Outagamie County Medical Examiner's Office; the Medical Examiner will be statutorily required to perform the same duties as the Coroner but would be an administrative employee, appointed by the board, under the supervision of the County Executive; with no immediate fiscal impact as this will only affect future budgets, as detailed on the resolution.

Chairperson Gabrielson reiterated this specific resolution was being held in Legislative Audit Committee.

Ordinance No. F—2025-26 – Finance Committee. Approve to amend Section 22-271 and Section 22-272, with updated language as pertains to the administration and management of tax-deeded lands of the Outagamie County Code of Ordinances, as detailed on the ordinance.

Supervisor Croatt moved, seconded by Supervisor Lawrence, for adoption.

ROLL CALL: 33 yes, 3 absent. ORDINANCE NO. F—2025-26 IS ADOPTED.

REPORTS – None.

ADJOURNMENT –

Supervisor Patience moved, seconded by Supervisor Krueger to adjourn until November 3, 2025 at the special time of 5:30 p.m. VOICE VOTE CARRIED UNANIMOUSLY.

The meeting adjourned at 7:43 p.m.



---

Kelly Gerrits, County Clerk

**ROLL CALL SUMMARY OCTOBER 28, 2025 COUNTY BOARD MEETING**

<b>DIST./NAME</b>	<b>NO. OF ROLL CALLS TAKEN THIS MEETING</b>	<b>NO. VOTES CAST THIS MEETING</b>	<b>CUMULATIVE CALLS TAKEN THIS TERM</b>	<b>NO. VOTES CAST THIS TERM</b>
1. Thompson	11	0	181	160
2. Johnson	11	11	181	130
3. Smith	11	11	181	153
4. Patience	11	11	181	181
5. Gabrielson	11	11	181	181
6. Kostelny	11	11	181	181
7. Hammen	11	11	181	154
8. Lawrence	11	11	181	145
9. Krueger	11	11	181	157
10. Lamers	11	11	181	145
11. Ferguson	11	11	181	181
12. McCabe	11	11	181	147
13. Wegand	11	0	181	84
14. Hermes	11	11	181	143
15. MacDonald	11	11	181	117
16. Zabronsky	11	11	84	73
17. Croatt	11	11	181	154
18. Spears	11	11	181	181
19. Heiser	11	11	181	181
20. Mitchell	11	11	181	177
21. Cuff	11	11	181	154
22. Hagen	11	11	181	181
23. Klemp	11	11	181	158
24. Thiede	11	11	181	181
25. Janke	11	11	181	139
26. Weinberg	11	11	181	157
27. Culbertson	11	0	181	170
28. Monfils	11	11	181	141
29. Winterfeldt	11	11	181	136
30. Nejedlo	11	11	181	181
31. Clegg	11	11	181	181
32. Thyssen	11	11	181	104
33. VanderHeiden	11	11	181	181
34. Rettler	11	11	181	147
35. Koury	11	11	181	122
36. Lautenschlager	11	11	181	181

Member(s) absent: Thompson, Wegand, and Culbertson

***RESOLUTION NO.: 117—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

*2/3 MAJORITY – 24 VOTES*

1           The Wisconsin Department of Justice is accepting grant applications for the 2026  
2           County/Tribal Law Enforcement Program. Applications must satisfy the requirements  
3           found in §165.90 Wis. Stats. The submitted plan must be jointly agreed upon by the County  
4           Board and Tribal Governing body, and must clearly describe planned activities, objectives,  
5           and expected results. The grant award will be approximately \$29,750. The award will be  
6           split equally, as in the past, with the Oneida Tribe of Indians. The Oneida Tribal Police  
7           are requesting to use funds toward Lexipol services and squad changeovers. The Sheriff's  
8           Office will be using \$14,875.00 to purchase seven (7) squad mounted Golden Eagle 2 Dual  
9           KA Antennas with DP, Tur Trak VSS and Smart Patrol Search and seven (7) ecosorb pads.  
10          A resolution from the county board supporting the program plan is required. There is no  
11          county match required for the grant, and any excess costs will come from previously  
12          budgeted funds. This adjustment is for the 2026 budget.

13  
14          NOW THEREFORE, the undersigned members of the Public Safety Committee recommend  
15          adoption of the following resolution.

16          BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve  
17          of the Sheriff's Office to apply for, accept and expend the 2026 County/Tribal Law Enforcement Program  
18          grant issued by the Wisconsin Department of Justice in the amount of \$29,750, said amount to be split  
19          equally with the Oneida Tribe of Indians, with no county match required, and

20          BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize  
21          and approve of increasing the following 2026 Sheriff Grants cost center line items: Intergovernmental  
22          Revenue by \$29,750; Supplies by \$14,875; Purchased Services by \$14,875 as detailed in the attached  
23          fiscal note, which by reference is made a part hereof, and

24          BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of  
25          this resolution to the Outagamie County Sheriff and the Outagamie County Finance Director.

26          Dated this \_\_\_\_ day of November 2025

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

\_\_\_\_\_  
Katrin Patience

\_\_\_\_\_  
Christine Lamers

\_\_\_\_\_  
Michael Smith

\_\_\_\_\_  
Timothy Hermes

\_\_\_\_\_  
Jeremy Thyssen

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

**OUTAGAMIE COUNTY FISCAL NOTE**

**INTRODUCTION:** This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1674), Controller (1675) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

**1. Subject:** Sheriff's Department to apply, accept and expend 2026 County/Tribal Law Enforcement Grant through Department of Justice.

**2. Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

The Wisconsin Department of Justice is accepting grant applications for the 2026 County/Tribal Law Enforcement Program. Applications must satisfy the requirements found in § 165.90, Wis. Stats. The submitted plan must be jointly agreed upon by the County Board and Tribal Governing body, and must clearly describe planned activities, objective and expected results. The grant award will be approximately \$29,750. The award will be split equally, as in the past, with the Oneida Tribe of Indians. The Oneida Tribal Police are requesting to use funds toward Lexipol services and squad change overs. The Sheriff's Department will be using \$14,875.00 to purchase (7) Squad mounted Golden Eagle 2 Dual KA Antennas with DP, Tur Trak VSS and Smart Patrol Search and (7) ecosorb pads. A resolution from the county board supporting the program plan is required. There is no county match required for the grant, and any excess costs will come from previously budgeted funds. This adjustment is for the 2026 budget.

**Current Year Budget Impact (Check one or more of the following boxes)**

Revenues                       Expenses (Cost)                       None – 2026 Budget

- 3. Is the specific cost or revenue included in the current year's budget?                      yes ( )    no ( )    partially ( ) N/A 2026
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item?                      yes ( )    no ( )    n/a (x)
- 5. Is the proposal to accept additional revenues only?                      yes ( )    no (x)
- 6. Does this request modify/adjust the current year budget?                      yes ( )    no (x)  
If no, skip to question 8 below.

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)  
The project on

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
Sheriff Grants	Intergovernmental Revenue	2101200.4240.100	29,750.00
Sheriff Grants	Supplies	2101200.5425.100	14,875.00
Sheriff Grants	Purchased Services	2101200.5525.19100	14,875.00

**Annual and Long-Term Impact**

- 8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue?                      yes (x)    no ( )    n/a ( )
- 9. What is the anticipated annual and/or long-term cost or revenue impact?                      Annual Cost                      0  
Annual Revenue                      0

Fiscal Note Prepared by: Jeff Dietzen

For Financial Services purposes only	
Reviewed By:  <i>Michelle Witenbroek</i>	if expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <u>Detail Expenditure Account Number</u> <u>Amount</u>  _____
Date: <u>10/22/25</u>	
Comments:	

***RESOLUTION NO.: 118—2025-26***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

*2/3 MAJORITY – 24 VOTES*

1           The Outagamie County Department of Health and Human Services Economic Support  
2           Division determines eligibility for FoodShare, which is federally funded and passed through  
3           the state on individual QUEST cards. Economic Support also provides funding to non-profit  
4           agencies to assist with basic needs. With the current Federal Government shutdown, funding  
5           for these programs is set to expire on October 31, 2025 and Outagamie County clients will not  
6           be able to obtain FoodShare benefits until the federal budget is signed. There is a large gap  
7           in food availability for over 13,000 people in Outagamie County, of which many of these  
8           individuals and families are Outagamie County clients. Additional funding to the Economic  
9           Support Division will allow the Division to provide similar FoodShare benefits to Outagamie  
10          County clients which would have been provided by the Federal Government had the  
11          Government shutdown not occurred.

12  
13          Pursuant to Wis. Stat. 59.53(21) the County Board may operate programs to provide relief for  
14          individuals residing in their county. Moreover, Wisconsin Statutes, §§46.22, 46.23, 49.143  
15          allow Counties to provide food or surplus commodities to residents, or to contract with outside  
16          agencies to do the same.

17  
18          This resolution approves creation of a Food Security Stabilization Fund within the Health and  
19          Human Services budget and authorizes a one-time transfer of \$200,000.00 from fund balance  
20          to the newly established fund, to be utilized for efforts aimed at reducing food insecurity among  
21          county clients.

22  
23  
24          NOW THEREFORE, the undersigned members of the Outagamie County Finance Committee  
25          recommend adoption of the following resolution.

26          BE IT RESOLVED, the end of Federal FoodShare Benefits has adversely affected thousands of  
27          people in Outagamie County, and

28          BE IT FURTHER RESOLVED, Wisconsin law allows the Health and Human Services  
29          Department to operate programs designed to address food insecurity, and

30  
31

1 BE IT STILL FURTHER RESOLVED, that the Outagamie County Board of Supervisors approves  
2 creation of the Outagamie County Food Security Stabilization Fund, and approves increasing the  
3 Economic Support Grants Other Special Contracts/Obligations line item and decreasing the Management  
4 & Support Other Financial Sources – Fund Balance Applied line item by \$200,000 each to help alleviate  
5 the fallout from the Federal Government shutdown, as noted on the attached fiscal note, which by  
6 reference is made a part hereof, and

7 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of  
8 this resolution to the Outagamie County Executive, the Outagamie County Health and Human Services  
9 Director, and the State and Federal Legislators representing Outagamie County.

10 Dated this \_\_\_\_\_ day of November 2025

11 Respectfully Submitted,  
12 FINANCE COMMITTEE

13  
14  
15 \_\_\_\_\_  
16 Chris Croatt

\_\_\_\_\_

17  
18  
19 \_\_\_\_\_  
20 Karen Lawrence

\_\_\_\_\_

21  
22  
23 \_\_\_\_\_  
24 Rick Lautenschlager

25  
26 Duly and officially adopted by the County Board on: \_\_\_\_\_

27  
28  
29 Signed: \_\_\_\_\_  
30 Board Chairperson

\_\_\_\_\_

31  
32 Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

33  
34  
35 Signed: \_\_\_\_\_  
36 County Executive

**OUTAGAMIE COUNTY FISCAL NOTE**

**INTRODUCTION:** This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1675), Controller (1674) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Department of Health and Human Services Requests to Provide Funds to Feeding America

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

The Outagamie County Department of Health and Human Services Economic Support Division determines eligibility for Food Share, which is federally funded and passed through the state on individual Quest cards. Economic Support also gives funding to non-profit agencies to assist with basic needs. Given the current Federal Government shut down funding for these programs is set to expire on 10/31/2025 and county clients will not be able to obtain Food Share benefits until the federal budget is signed. There is a large gap in food availability for over 13,000 people in Outagamie County. Many of these individuals and families are Outagamie County clients. Provision of additional funding to the Economic Support Division will allow the Division to provide similar food share benefits to Outagamie County Clients which would have been provided by the Federal Government but for the Government shut down.

Pursuant to Wis. Stat. 59.53(21) the County board may operate programs to provide relief for individuals residing in their county. Moreover, Wisconsin Statutes, §§46.22, 46.23, 49.143 allow Counties to provide food or surplus commodities to residents, or to contract with outside agencies to do the same.

The Finance Committee hereby approves and recommends to the Board to create a Food Security Stabilization Fund within the Health and Human Services Budget, and a one time in year transfer of \$200,000.00 from fund balance to the said Fund for use consistent with resolving food insecurity for county clients.

**Current Year Budget Impact (Check one or more of the following boxes)**

Revenues                       Expenses (Cost)                       None

- 3. Is the specific cost or revenue included in the current year's budget?                      yes ( ) no ( X ) partially ( )
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item?                      yes ( X ) no ( ) n/a ( )
- 5. Is the proposal to accept additional revenues only?                      yes ( ) no ( X )
- 6. Does this request modify/adjust the current year budget?                      yes ( X ) no ( )  
If no, skip to question 8 below.
- 7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

<u>Cost Center Name</u>	<u>Line Item</u>	<u>Account Number Including Cost Center</u>	<u>Increase (Decrease) Amount</u>
Economic Support Grants	Other Special Contracts/Obligations	2064020.5562.08	\$200,000
Management & Support	Other Financing Sources – Fund Balance Applied	2065010.8955	(\$200,000)

**Annual and Long-Term Impact**

- 8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue?                      yes ( X ) no ( ) n/a ( )
- 9. What is the anticipated annual and/or long-term cost or revenue impact?                      Annual Cost                      0  
Annual Revenue                      0

Fiscal Note Prepared by: Betty Gehring

---

For Financial Services purposes only							
Reviewed By: <i>Michelle Uitenbroek</i>	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <table><thead><tr><th><u>Detail Expenditures Account Number</u></th><th><u>Amount</u></th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	<u>Detail Expenditures Account Number</u>	<u>Amount</u>	_____	_____	_____	_____
<u>Detail Expenditures Account Number</u>	<u>Amount</u>						
_____	_____						
_____	_____						
Date: 10/30/2025							
Comments:							