

RESOLUTION NO.: 46—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Outagamie County Brewster Village is requesting approval to add two (2) part-time Driver
2 positions and reclassify one (1) full-time Maintenance Lead position.
3

4 Valley Transit served the Brewster Village transportation needs for many years. However,
5 notification was received at the end of 2023 that Valley Transit would no longer be serving
6 nursing homes. Therefore, Brewster Village purchased a second van using ARPA funds and
7 transportation was brought in-house. The maintenance staff was trained and performed
8 villager transports in order to have concrete data to better understand the labor needs. It was
9 determined that the number of labor hours needed is too much for current maintenance staff to
10 handle and has interfered with day-to-day job duties. After five (5) months, it was determined
11 that there is a need for two (2) part-time drivers as well as utilizing current maintenance staff
12 for anything that exceeds these hours.
13

14 Recently, the Facilities and Operations Department has expanded to include Brewster Village's
15 Systems Analyst position and the in-house transportation program. Due to these added
16 responsibilities and oversight, a Maintenance Lead position is needed to support the Facilities
17 and Operations Manager and act as a lead for the maintenance team, in addition to monitoring
18 and ensuring Life Safety Code compliance.
19

20 There is no budget adjustment needed at this time, as costs will be included in future budgets.
21

22 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources

23 Committee recommend adoption of the following resolution.

24 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby approve an in-
25 year Table of Organization request to add two (2) part-time Driver positions and reclassify one (1) full-
26 time Maintenance Lead position effective September 8, 2024 for the Brewster Village, with no budget
27 adjustment needed at this time, as noted on the attached Position Addition Form, Position
28 Classification/Grade Change Form, Job Descriptions, Table of Organization, and fiscal note, which by
29 reference are made a part hereof, and

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

Dated this _____ day of August 2024

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			
Completion Checklist			
- o A visual of your proposed Table of Organization - o Job description/class specification for the position request below, highlighting any changes			
Request Details			
Effective Date of Requested Change:	9/8/2024		
Department:	Brewster Village		
Department Head:	Taya Walk		
Cost Center Number:	5017551		
Position Title:	Driver		
Sunset Position? (Yes or No)			
Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt		
Pay Grade of Position:	105		
Estimated Starting Step:	1		
Position exists in current the Table of Organization?	No		
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time:		
	Part Time:		2
If Part Time position, how many hours per week will this position be working?	Hours:		15
What other alternatives were considered?	We utilized Valley Transit for the service, but they were no longer willing to serve nursing homes. Since February, our maintenance staff have been transporting villagers to appointments, but it challenging to complete both maintenance duties and transportation		
If deleting a position to add this position; which position(s) will be deleted?	N/A		
(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.			
Valley Transit has been serving our villager transportation needs for many years, but we received notification at the end of 2023 that they were not longer serving nursing homes. Brewster Village purchased a second van with ARPA funds and transportation was brought in-house. The maintenance staff were trained and did villager transports so that we could have some concrete data to better understand the labor needs. After 5 months, it is determined that we will need two part time drivers and also utilize our maintenance staff for anything that exceeds these hours. The number of labor hours needed is too much for our maintenance staff to handle on their own and has interfered with their job duties.			
Employee(s) Impacted By This Change (if no one in position - leave blank)			

Fiscal Data	
How will this position be funded (choose from drop-down list)?	Other
PROJECTED 2024 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 10,998
Fringe Benefits	\$ 1,600
Travel/Training	\$ -
Supplies - IT	
Supplies - Other	\$ -
Purchased Services - IT	
Purchased Services - Other	\$ -
Capital Outlay	\$ -
TOTAL EXPENDITURES	\$ 12,598
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>
Deleted Position (if applicable)	
	\$ -
	\$ -
TOTAL COST SAVINGS/REVENUES	\$ -
NET COUNTY COST (Levy/Fund Bal)	\$ 12,598
PARTIAL YEAR FUNDING - ANNUAL PROJECTION	
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:	
Salary	\$ -
Fringe Benefits	\$ -
Other Expenditures	\$ -
TOTAL EXPENDITURES	\$ -
Deleted Position (if applicable)	
Less Increased Revenue/Cost Savings (enter as negative)	\$ -
NET COUNTY COST (Levy/Fund Bal)	\$ -

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

8/1-12/31

Hourly Rate	\$	16.92	
Annual (2 @ 15 hrs)	\$	26,395.20	\$ 10,998.00
FICA	\$	2,019.23	\$ 841.35
WRS	\$	1,821.27	\$ 758.86
	\$	3,840.50	\$ 1,600.21



OUTAGAMIE COUNTY

SHORT-TERM REHABILITATION
AND LONG-TERM CARE COMMUNITY**Brewster Village Wheelchair Van Driver**

Brewster Village is looking for a kind and compassionate person who is interested in a rewarding part-time position transporting our Villagers to and from their medical appointments. This position will report to our Facilities and Operations Manager and will have the possibility of working up to 20 hours per week. Schedule will vary based on transportation needs, typically Monday thru Friday and between the hours of 6am and 5pm and no Holidays or Weekends. As a Wheelchair Van Driver, you will play a vital role in the health and well-being of our Villagers.

Qualifications:

- Valid driver's license with a clean driving record
- Excellent communication and interpersonal skills
- Ability to remain calm and professional in stressful situations
- Strong attention to detail
- Basic knowledge of vehicle maintenance and safety practices
- Ability to understand and follow oral and written instructions
- Physical ability to assist residents with boarding and disembarking the van
- Empathy and patience when dealing with elderly or disabled individuals
- Flexibility to work varying shifts, including weekends and holidays
- CPR certification is required

Responsibilities:

- As a Wheelchair Van Driver, you will play a vital role in transporting our Villagers to and from medical appointments
- Safely operate a wheelchair accessible van to transport Villagers
- Assist Villagers in boarding and disembarking the van, ensuring their safety throughout the process
- Follow pre-established routes and schedules to ensure on-time arrivals and departures
- Provide a warm and friendly atmosphere during transportation, engaging with Villagers and maintaining a positive rapport
- Keeping the vans clean and well-maintained, reporting any maintenance issues to the appropriate personnel
- Adhere to all traffic laws and regulations, prioritizing the safety of Villagers and other road users
- Maintain accurate records of transportation activities and any incidents that occur
- Collaborate with other staff members to ensure the overall well-being of the Villagers
- Comply with all County policies and procedures, including infection control and safety protocols
- Securely fastening Villagers using appropriate equipment and techniques to ensure their safety during transport

Benefits:

- Competitive pay

POSITION CLASSIFICATION/GRADE CHANGE FORM	
Completion Checklist	
☐ A visual of your proposed Table of Organization ☐ Job description/class specification for the position request below, highlighting any changes	
Request Details	
Effective Date of Requested Change:	9/8/2024
Department:	Brewster Village
Department Head:	Taya Walk
Cost Center Number:	5017551
Position Title:	Maintenance Lead
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: (based on market data received from HR)	135
New Step(s) in New Grade:	4
Number of Employees: <i>(if more than 1, complete the "Multiples" worksheet)</i>	1
Position Justification	
Briefly summarize why this Classification Change is needed, as well as areas of revenue and savings.	
Recently, the Facilities and Operations department has expanded to include Brewster Village's Systems Analyst position and the in-house transportation program. Due to these added responsibilities and oversight, a Maintenance Lead position is needed to support the Facilities and Operations Manager and act as a lead for the maintenance team, in addition to monitoring and ensuring Life Safety Code compliance.	
Employee(s) Impacted By This Change (if no one in position - leave blank)	
Scott Secor	
Fiscal Data	
How will this position change be funded (choose from drop-down list)?	Non-Levy (Chgs for Service)
NET PROJECTED 2024 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 1,300
Fringe Benefits	\$ 189
Other (Describe):	\$ -
Other (Describe):	\$ -
TOTAL EXPENDITURES	\$ 1,489
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)
	\$ -
	\$ -
	\$ -
TOTAL COST SAVINGS/REVENUES	\$ -
NET COUNTY COST (Levy/Fund Balance)	\$ 1,489

TO BE COMPLETED BY HUMAN RESOURCES:

Reviewed by HR	
County Executive Decision (Approved/Denied)	

	Position Add	Position Delete	Add'l Annual Expense	8/1-12/31
Hourly Rate	\$ 27.75	\$ 26.25		
Annual Salary	\$ 57,720.00	\$ 54,600.00	\$ 3,120.00	\$ 1,300.00
FICA	\$ 4,415.58	\$ 4,176.90	\$ 238.68	\$ 99.45
WRS	\$ 3,982.68	\$ 3,767.40	\$ 215.28	\$ 89.70
		Annual Impact	\$ 3,573.96	



OUTAGAMIE COUNTY

SHORT-TERM REHABILITATION
AND LONG-TERM CARE COMMUNITY

Brewster Village Lead Maintenance Technician

Reporting to the Facility and Operations Manager the Lead Maintenance Technician assists with overseeing the day to day facility operations. This position will make repairs at a Journeymen level, will assist with tracking of all Life Safety Code Compliance inspections and repairs are taking place in accordance with NFPA 101. Will step in when the Manager is out of the office, collect quotes for contracted maintenance services and will have the ability to approve agreements of up to 2,500 dollars for maintenance related repairs and services.

Typical work schedule will be 7:00am to 3:30pm and will participate in every third weekend rotation for weekend and on-call coverage with other Maintenance staff.

Key Responsibilities:

- Provide leadership at a Lead level and act as the department authority in the absence of the Facility and Operations Manager.
- Assist with the oversight of the tracking and timely completions of inspections required by the Life Safety Code. Ensure documentation is complete and complete corrective action as needed.
- Facilitate facility projects and repairs. Communicate with, coordinate and oversee the contractors and ensure work is acceptable and complete.
- Collect quotes from contractors for services and repairs
- Assist with the oversight of the preventative maintenance program and ensure actions are documented.
- Provides recommendations for Capital Improvement Projects
- Promotes empowerment of the team in providing person-directed living by providing leadership and vision to Brewster Village and serving as a role model. Participates in team problem solving.
- Provides a multifaceted approach to the use of root cause analysis to ensure completion of all repairs.
- Performs skilled work at the journeyman level in one or more trades, electrical/electronics, HVAC and/or low voltage controls.
- Tests, troubleshoots, maintains, and evaluates equipment performance using instruments such as voltmeters, ohmmeters, pyrometers, hygrometers, hydrometers, and pressure gauges.
- Performs various skilled and semi-skilled repairs, troubleshooting, and preventative maintenance on but not limited to pumps, motors, boilers, air handling units, water heaters, generators, lifts, beds, commercial kitchen equipment, automatic door systems, building automation systems, fire alarm systems, fire sprinkler systems, nurse call systems, commercial refrigeration equipment, and general locksmithing.
- Performs grounds work including mowing lawns, snow removal, and landscape maintenance.
- Provides on call support to provide Brewster Village with continual coverage.
- Prepares accurate records on the facility work order system for preventative maintenance and general work orders.
- Maintains records in accordance with Department requirements and State regulations.
- Has a working knowledge of and performs repairs compliant with all aspects of Life Safety Code NFPA 101.
- Troubleshoots commercial refrigeration equipment.
- Performs skilled maintenance activities including construction, welding, brazing, soldering and plumbing.
- Installs electrical conduit, wiring, switching devices, controls, outlets, fixtures, motors and other such equipment.
- Checks and repairs pumps, fans, valves, and motors.
- Troubleshoots, adjusts, repairs, and replaces electrical and electronic low voltage relays.

- Answers questions and provides information to contractors, custodial workers, and other maintenance technicians.
- Communicates issues to the department Manager.
- Maintains regular and predictable attendance, works overtime/extra hours as needed.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements:

- High school diploma or equivalent
- Five years experience in building or facility maintenance
- Strong skills in at least one of the following Trades: electrical/electronics, HVAC and/or low voltage controls. Journeyman or Electro/ Mechanical trade certification preferred.
Or, any combination of education and experience which provides equivalent knowledge, skills and abilities.
- Valid Drivers license is required.
- Have the ability to pass all required background checks

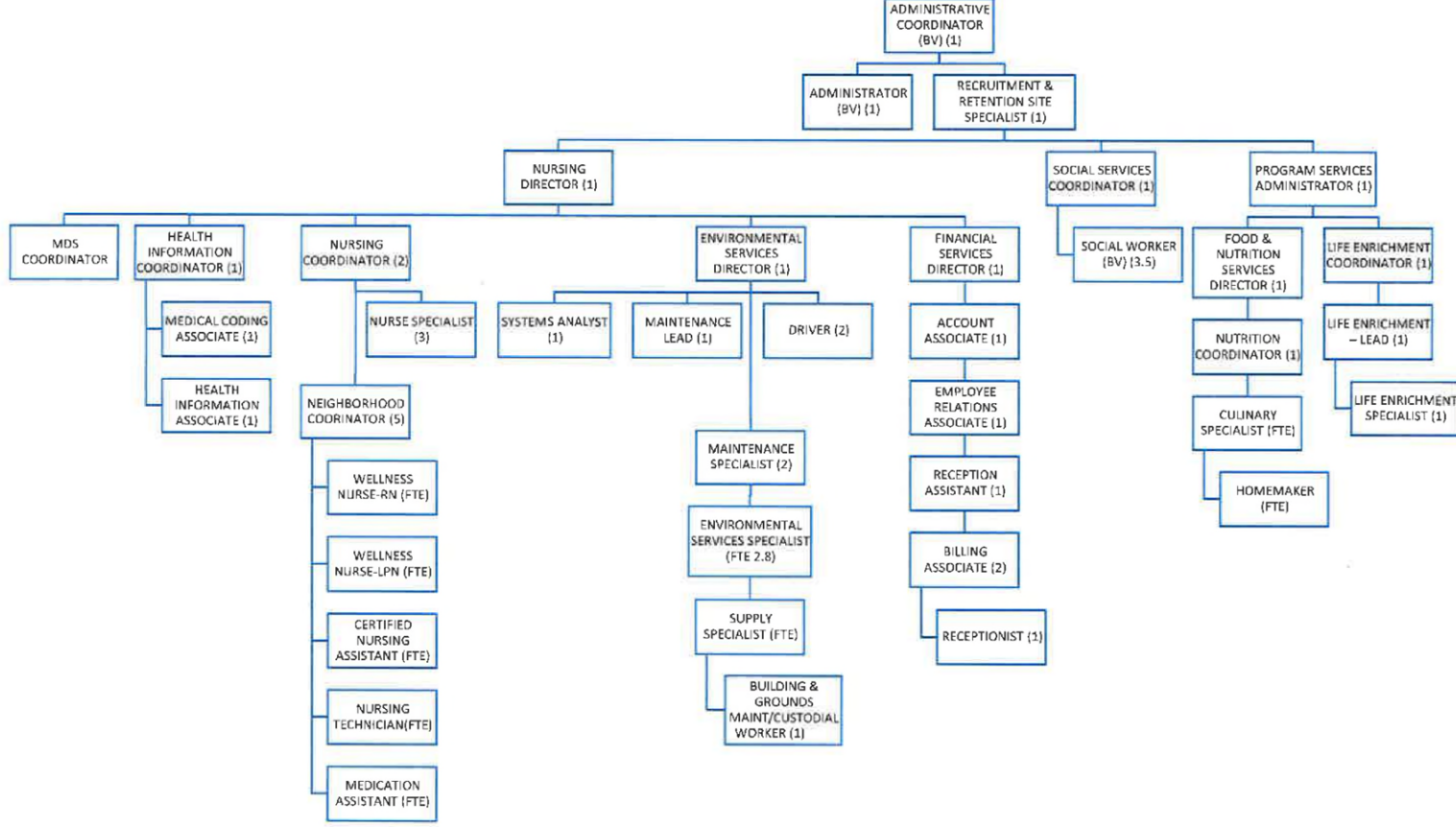
Required or Preferred Skills

- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Environmental Services Department, Brewster Village, and Outagamie County work rules and terms of employment.
- Understanding of basic electronics related to computerized building maintenance systems and ability to troubleshoot and program these systems.
- Considerable knowledge of the methods, materials, tools and practices used in at least two of the building, electrical or mechanical trades.
- Considerable knowledge of the occupational hazards and safety precautions of the trades involved.
- Skill in the care and use of tools and equipment used in the trades involved.
- Ability to detect defects in equipment and to make proper repairs or adjustments.
- Ability to lead a small group of semi-skilled workers and custodians.
- Ability to interpret and work from pencil sketches and diagrams.
- Good communication skills, oral and written, to relate to supervisors and co-workers in problem identification and solving.
- Ability to stoop, bend and lift up to 50 pounds frequently and up to 100 pounds occasionally, understanding and utilizing proper body mechanics.
- Ability to read and understand code enforcement manuals and ensure compliancy with current codes. Ability to read and understand building prints and equipment manuals.
- Possess necessary interpersonal skills to effectively communicate with Villagers and Brewster Village staff.
- Ability to work in a mutli trade setting that involves daily work with plumbing, hvac, fire sprinkler, fire alarm, mechanical, and electrical trades.
- Ability to order parts and maintain proper stocking levels.
- Ability to assure that federal, state and local laws as well as accepted professional standards and principles of professional organization, boards and councils are followed.
- Ability to operate and understand general mechanical equipment, computer equipment, and a variety of software applications.

Essential Physical Requirements:

- Standing, walking, Sitting for periods ot time
- Ability to work in diffuclut positions at times
- Ability to work from heights in excess of 50 feet in the air.
- Lift/carry 100 lbs. from floor to waist level occasionally and 41.4 lbs. to head height
- Push/pull 200 lbs. on a two-wheel cart
- Pulling hand over hand
- Climbing stairs, ladders
- Balancing, Stooping, Kneeling, Repetative bending,

- ☐ Ability for rapid mental/muscular coordination simultaneously
- ☐ Ability to communicate verbally
- ☐ Visual requirements to perform maintenance technician work



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:** In Year Brewster Village position requests

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)

Request to add in year positions for a Maintenance Lead and two – (2) Part Time Driver's for the van for transportation. The increase cost for the maintenance lead of \$3,573.96 will be absorbed in the current salary and fringe lines. The cost for the part time drivers of \$1,600.21 per month will be charged to the ARPA funding that provided for the purchase of the additional van and operations through the end of 2024.

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 (x)

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 () 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
No budget adjustment needed			

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 To be included in
Future budgets
Annual Revenue To be included in
Future budgets

Fiscal Note Prepared by: Taya Walk

For Financial Services purposes only

Reviewed By:

Michelle Witenbrook

Date: 7/9/2024

Comments:

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:

Detail Expenditure Account Number

Amount