

# SHEBOYGAN COUNTY NEWS

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## *Register of Deeds Safeguards Historic Documents*

*by Ellen Schleicher, Register of Deeds*

The Register of Deeds Office is statutorily required and provides the official county repository for real estate (land records) and vital records (birth, death, marriage, and domestic partnerships). Office staff record, index, provide safe archival storage for and maintain documents of significance to the community. These documents include certified survey maps, subdivision plats, condominium plats, county plats, cemetery plats, transportation project plats, federal tax liens, real estate Uniform Commercial Code documents, articles of incorporation, firm names, and military discharge records. Convenient access to these public records is provided. Certified copies of recorded and filed records are issued upon request and required fees are collected. Our regular customers include citizens, genealogists, attorneys, employees of Title Companies and Funeral Directors.

Land records establish title and property rights. We are able to tell the story of any property in the county: ownership, property boundaries, and when it was purchased and sold. This is extremely important because recorded land records are the basis of the real estate property tax. Translated into monetary terms, the land records maintained in the Sheboygan County Register of Deeds Office represent \$8.6 billion in real estate lying within the borders of Sheboygan County. These land records are in a database that is also used by the County Treasurer's Office for preparing real estate taxes and by the County Planning & Conservation Department relating to zoning and administering certain county ordinances and providing property maps.

The volume of land record recordings fluctuates with the real estate market and reflects how the economy is performing in Sheboygan County. If there is a large influx of documents to record, it is an indication that homes are selling and the market price may increase. If there are fewer documents recorded, it indicates that homes are not selling and the market price may decrease. During the recent economic decline there was a significant increase in foreclosures. As a result, home values depreciated. This was evident with the last property assessment done in the City of Sheboygan.

Vital records document the span of our lives from birth to death. Citizens rely on accurate vital records to obtain a passport, social security and military benefits, public assistance, child support, drivers and marriage licenses. Vital records are also important to governmental agencies, employers, insurance companies, financial institutions, military personnel and law enforcement.

Your vital records may be obtained from county Register of Deeds offices. Statutes require that the person requesting the records must have a "direct and tangible" interest in the record. Direct and tangible is defined as current spouse, parent, brother, sister, grandparent, child or current domestic partner. Proper identification as defined in the statutes must be presented at the time of the request showing the customer's current name and address. Birth certificates are filed in the county of birth as well as the mother's county of residence, death certificates are filed in the county of death as well as the deceased county of residence, marriage certificates are filed in the county where the marriage occurs, and domestic partnerships are filed in the county that issued the domestic partnership. Fees required by WI Statute for vital records are \$20 for the first copy and \$3 for each additional copy of the same document. An online application to obtain vital records is available at the Register of Deeds page on the Sheboygan County website.

There are a variety of statutory fees collected for certified copies requested in the Register of Deeds Office. A percentage of those fees are distributed to the Wisconsin Department of Revenue, Land Information Program and Children's Trust Fund. The remainder stays with the County. The Register of Deeds Office generates enough revenue to be self-sufficient, meaning no property tax levy dollars are allocated to the office.

On a typical day, staff in the Register of Deeds Office record 75 to 150 land records. They average 278 vital record requests per month and answer nearly 1,400 customer phone calls and walk-ins per month in addition to requests received via mail.

All Land and Vital records are permanently archived and will always remain within the Register of Deeds Office. Land records are on file dating back to 1838 when Sheboygan County was officially formed; however, 1848 is the year when the most complete records begin. Approximately 1.5 million of the 2.1 million documents on file have been scanned to digital format to preserve them. This is an ongoing process.

We house a large variety of books that tell the history of what transpired in Sheboygan County since its inception. There are church charters, when businesses started and ended, Stallion breeding agreements and so much more. You can really learn a lot about your county within the confines of the Register of Deeds Office!

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Court Clerk Barb Sertich-Kress (right) who decorated the Courthouse lobby Christmas tree, with the help of her mother, Jean Sertich and Julie Jekenewicz (left) of the Veterans Services.



## ***InHealth Clinic Provides Health & Wellness Services***

*by Julie Kinney, Senior Human Resources Generalist*

Employees and family members enrolled in the Sheboygan County Health Insurance plan have full access to services provided at our InHealth Clinic located at 615 Pennsylvania Avenue in Sheboygan. Appointments with an Advanced Practice Nurse Practitioner (NP), lab tests and immunizations are available at no cost to the patient. Chiropractic care is also available with a \$10 co-pay charged at each visit. There are no insurance claims or invoices associated with use of the clinic.

The clinic is staffed with NP's who provide a wide range of primary and preventative medical care to diagnose and treat illnesses. Nurse Practitioners build long-lasting relationships with an overall focus on health promotion, health education and wellness. Services include immunizations and laboratory testing ordered by the NP or an outside provider. Referrals are made to specialists when necessary.

The **Health Track Disease Management Program** is an enhanced care program that assists plan members who have been diagnosed with high blood pressure, high cholesterol or diabetes by partnering with the patient to significantly reduce the risk of complications related to the condition. *Program participants receive prescriptions for these conditions at no cost.* To enroll, patients must make an appointment with the NP and agree to an ongoing regime of care.

The InHealth Clinic operates on an appointment scheduling basis; however, accommodations are often made for same day appointments due to a cancellation and several time slots are reserved for urgent need appointments. Enrolled members may email [SheboyganInHealthClinic@interrahealth.com](mailto:SheboyganInHealthClinic@interrahealth.com), call 920-547-4210, or connect through the My Interra App to schedule appointments, re-fill prescriptions, request referrals, or obtain health education or other supportive services.

The Sheboygan County InHealth Clinic shares services with the Sheboygan Area School District and the City of Sheboygan. This is a stand-alone clinic and all services are kept in complete confidence. None of your personal health information is shared with Sheboygan County or anyone else unless you have provided written authorization to do so.

The InHealth Clinic is a cost effective initiative that helps Sheboygan County manage the ever rising cost of the health plan benefit. Additionally, the InHealth Clinic simplifies your life by saving you time and money. We encourage employees and enrolled members to explore the InHealth Clinic for health care needs—the value added benefit of good health and wellness is priceless!



## ***Fitness Center Enrollment Flourishes***

*by Julie Kinney, Senior Human Resources Generalist*

During two special enrollment periods in 2015, Sheboygan County offered benefit eligible employees the opportunity to enroll in the YMCA or Planet Fitness in an effort to further engage employees to focus on their health and the health of their family members. 172 employees took advantage of this new benefit and that number doubles when you consider family members who are also participating.

Kudos to those employees who have taken measures to get fit or maintain fitness by participating in a fitness plan, whether it is on your own or supported by this new County benefit. Life is better with a pattern of healthy exercise—stay fit and stay well!



## ***Sheboygan County Government Makes Good Things Happen***

*by Adam Payne, County Administrator*

I'm very pleased to share that Sheboygan County employees and County Board Supervisors generously donated \$29,826.73 to the United Way of Sheboygan County this year—an increase of 8.6% over last year and our highest annual total participation and contributions since we started participating in the annual United Way Campaign two decades ago!



Fifty percent of the departments met my challenge and had an increase in participation and contributions over last year. Employees in those departments will receive coffee and bagels—my treat—in the near future.

When we all pull together we help make good things happen. We build the strength of our neighborhoods. We bolster the health of our communities. And we change the lives of those who walk by us every day. **Thank you** for helping our neighbors in need.

I am very proud of our organization and sincerely appreciate your generosity.



## County Moves To Pay For Performance In 2016

by Jean Gallimore, Human Resources Director

Sheboygan County remains committed to building and maintaining positive relationships with staff members through meaningful work relationships, while providing feedback and opportunity through a formal annual performance evaluation. The employee performance evaluation process, including goal setting, performance management, regular performance feedback, and employee recognition helps ensure employee and program success. The process – done with care and understanding – helps employees see how their jobs and expected contributions fit within the bigger picture of the organization.

All employees receive an annual performance evaluation. Newly hired employees receive a performance evaluation upon completion of their initial period of employment. For all other employees, the performance evaluation due date will be from November through March of each year in order to be eligible for a Pay-for-Performance/Merit Increase as of January 1. The performance evaluation forms are available on the shared drive (S:) SheboyganCounty/Human Resources/Forms. Managers, supervisors and employees are to select the appropriate form that applies to the individual position being reviewed – either Supervisory/Management or Non-Supervisory.

How does Pay for Performance tie into the Performance Evaluation Process at the County?

In June of 2015, the County Board approved the Comprehensive Compensation Study which formally takes effect as of January 1, 2016. As an important part of this initiative, a Pay-for-Performance/Merit Plan was also approved. Pay-for-Performance ties an employee's pay to their performance on the job, and links their pay to some measure of individual and overall organization performance. The performance management process includes setting clear and specific performance expectations for each employee and providing periodic informal and formal feedback about employee performance relative to those stated goals. Performance goals for individual employees should align with organizational goals. Setting clear and specific performance criteria is critical to achieving effective performance results. Performance related pay can be used in a business context for how an individual, a team or the entire company performs during a given time frame. An employee's opportunity for a Pay-for-Performance Salary Increase will be subject to their overall performance evaluation rating, in conjunction with the Pay-for-Performance Chart, Ordinance 03 within Chapter 47. Additional information regarding Pay-for-Performance may be found on the shared drive (S:) SheboyganCounty/Human Resources/Pay-for-Performance.

Proponents of Pay-for-Performance programs believe they will attract and retain better employees and offer incentives to motivate and reward improved performance. In addition to rewarding outstanding performers, standards-based methods can provide a level of standardization in employee evaluations. Sheboygan County is committed to the Pay-for-Performance model, and believes "Making People Our Priority" will make a difference.

## Planning & Conservation Announce Annual Tree Sale

by Aaron Brault, Planning & Conservation Director

The often long, cold and dreary Wisconsin winters can be depressing and make it hard to keep in good spirits. For some, it can be therapeutic to think SPRING even in the dead of winter. That is what the Sheboygan County Planning & Conservation Department is asking you to do as we announce the start of the annual Tree & Shrub Sale.

For those not familiar with the program, our Department has been hosting a tree and shrub sale since 1999. Since that time, over 1 million trees have been purchased through the program. More than 40 species of trees and shrubs are being offered for 2016. New species include Canaan Fir, Eastern Hemlock, Meyer Spruce (potted), Bigtooth Aspen, Midwest Crabapple, Pin Oak, Eastern Redbud, Prairie Crabapple, Common Pear, Highbush Cranberry, Nannyberry, Red Macintosh Apple, Royal Ann Cherry, Early Red Haven Peach and Red Anjou Pear. All trees are sold in bundles of ten except fruit trees which are sold individually.

We often receive questions regarding fruit tree pollination. Most of the trees we sell are self-fertile meaning they will bear fruit without a cross pollinator nearby. However, all trees yield better with cross pollination so we are again selling the Whitney Crabapple, an apple pollinator.

In addition to numerous varieties of trees and shrubs, we also sell potted-stock evergreens and a bird and butterfly packet which consists of ten small trees and bushes. For hunters and wildlife enthusiasts we offer numerous food plot seed mixtures.

We will also be providing information regarding native pollinators to anyone who orders trees this year. As you may know, native pollinators such as the honey bee and monarch butterfly are facing drastic population declines. This can be blamed on a number of factors such as habitat loss (including degradation and fragmentation), introduction of non-native species, disease, pollution, pesticide use and climate change. According to the Natural Resource Conservation Service, honey bees pollinate an estimated \$15 billion worth of crops annually, including more than 130 fruits and vegetables. One out of every three bites of food in the United States depends on honey bees and other pollinators. The Planning & Conservation Department would like to inform the public of these circumstances with the hope you may choose to practice any number of conservation methods that may improve food sources or habitats for native pollinators.

Order forms, species descriptions and pictures are available on our department webpage. If you have additional questions please contact our office at (920) 459-1370.

Orders will be accepted now through February 25, 2016. Pick up dates are scheduled for late April at the County's Aging and Disability Resource Center (ADRC) located at 650 Forest Avenue in Sheboygan Falls. Spring will be here soon!

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## *Telephone Numbers for Winter Road Conditions*

*by Greg Schnell, Highway Commissioner*

Winter has arrived and it's always helpful to be reminded of important numbers to call to check on road conditions. To report a slippery intersection or dangerous area that needs attention within the county, call the Sheriff's Department at 459-3111 and they will notify the Highway Department of the concern via phone or radio. If you need to travel when the conditions are not the best, you can call for reports on local and State-wide road conditions. For local road conditions, call 459-4304. For State-wide road conditions, call 1-866-511-9472 or you can check online at [www.511wi.gov](http://www.511wi.gov). Please drive safely this winter.

## *Human Resources Policy Manual Refined*

*by Penny Buchanan-Elsner, Human Resources Analyst*

The Human Resources Policy Manual is designed to promote consistent, uniform human resource administration throughout Sheboygan County. Its purpose is to provide guidance to all employees regarding the terms and conditions of employment.

The current manual, prepared in October 2012, has recently been refined. The changes more clearly state and clarify specific policies. In addition, there are three new policies:

- 315 – In Health Clinic
- 316 – Fitness
- 407 – Legal Representation of Employees

The Human Resources Department will roll out the revised manual in January 2016 with all employees receiving it electronically. It will continue to be accessible on the shared drive at SheboyganCounty/Human Resources/Policy Manual, and Information Technology staff will be placing a Policy Manual icon on desk top computers for easy access. We welcome and encourage your constructive feedback on the usefulness and completeness of the manual. Please direct any and all comments you may have to the Sheboygan County Human Resources Department at [hr.help@SheboyganCounty.com](mailto:hr.help@SheboyganCounty.com).

Included with this newsletter are two forms you must **sign and return to HR no later than January 31, 2016:**

- Receipt of the updated HR Policy Manual
- Personal Information and Emergency Contact form

Thank you for your years of service. We wish you the best!



David Jaeckels

Mary Wegmann

Patrick Weber





# EMPLOYEE PERSONAL INFORMATION SHEET

The Human Resources and Payroll departments would like to ensure accurate and current record of contact information for all employees. This will allow timely electronic communication to all employees on various internal topics throughout the year, as well as allow for timely benefit related updates if applicable. Please be advised that this information will be used solely for this purpose and will be kept confidential in accordance with applicable laws and regulations.

All employees: please complete both sides of this important document and return to the Human Resources Department at [hr.help@sheboygancounty.com](mailto:hr.help@sheboygancounty.com) or returned via interoffice or U.S. mail no later than January 31, 2016.

Employees are responsible on an ongoing basis for updating this information; therefore, if there are any changes during your employment, please update this form and submit to Human Resources. Forms may be found on the shared drive S://SheboyganCounty/HumanResources/Forms/Employee Personal Information Sheet.

## PERSONAL INFORMATION:

NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

MARITAL STATUS:       Single                       Married                       Divorced                       Widowed

## EMAIL INFORMATION:

If you do not already have your Paystub being emailed to your work address, and you would like this to begin, please indicate address: \_\_\_\_\_

If you do not have a County email address:

➤ Would you like your paystub and other Human Resources information emailed to your personal email address:  
 YES     NO

If so, please indicate address: \_\_\_\_\_

## PRIMARY EMERGENCY CONTACT:

NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

## SECONDARY EMERGENCY CONTACT:

NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_



## ACKNOWLEDGEMENT OF RECEIPT 2016 HUMAN RESOURCES POLICY MANUAL

I acknowledge that I have received access to review the updated Human Resources Policy Manual dated January 1, 2016 for Sheboygan County. I understand it is my responsibility to read the Manual and abide by County Policies effective January 1, 2016.

I understand that I must comply with the policies in this Manual except to the extent that they may conflict with the terms or binding practices of a valid collective bargaining agreement for a unit of which I am a member, in which case the collective bargaining agreement will control.

I understand that the policies and benefits described in the Human Resources Policy Manual are subject to change at any time and may be revised by the County at the County's sole discretion. The current version of this Manual will always be available to me through the County's shared drive.

I understand that the contents of this Human Resources Policy Manual do not constitute the terms of a contract of employment.

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Employee Name (printed)

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Employee Number

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Employee Signature

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Date

All employees: please complete both sides of this important document and return to the Human Resources Department at [hr.help@sheboygancounty.com](mailto:hr.help@sheboygancounty.com) or returned via interoffice or U.S. mail no later than January 31, 2016.