



GRANT COUNTY

EXECUTIVE COMMITTEE AGENDA

The Executive Committee of the Grant County Board of Supervisors will meet on Tuesday, August 4, 2026 at **9:30 a.m.** in Room 264 in the Administration Building, 111 S. Jefferson Street, Lancaster, WI 53813.

Join Zoom Meeting

<https://co-grant-wi-gov.zoom.us/j/82144850046?pwd=qlelY1uzmQ1bcTsejDnbflHu6RUjS.1>

Meeting ID: 821 4485 0046

Passcode: 128677

Dial: (312) 626-6799

Consideration will be given and/or action taken on any or all of the following items:

1. Call to order
2. Certification of compliance with open meeting law
3. Approval of agenda
4. Approval of minutes
5. Finance
 - Treasurer's Report
 - Revenue and Expense Report
 - Review Vouchers
 - Finance Director's Report
6. Discussion and Possible Action on creation of UCS Compliance Manager position
7. Facilities and Maintenance
 - Facilities and Maintenance Manager's Report
8. Information Technology
 - IT Director's Report
9. Administrator
 - Administrator's Report
10. Human Resources
 - Staffing Update
 - Policy Updates
 - Vacation Policy
 - Holidays Policy
11. Adjournment

Prepared by: TW 07/30/2026

Posted: 07/30/2026

Grant County's mission is to provide the public with needed goods and services in a cost-efficient manner.

Integrity

Efficiency

Respect

Honesty



GRANT COUNTY

Members present: Robert Keeney, Gary Ranum, Kathy Kopp, Joseph Mumm, Carol Beals and Mike Timmerman (Zoom).

Agenda: Kathy Kopp, seconded by Joseph Mumm, made a motion to approve the agenda. Motion carried without negative vote.

Finance

Revenue and Expense Report: The Committee reviewed the revenue and expense report.

Finance Director's Report: Finance Director Angie Runde provided her report in writing and noted:

- 2.7 Investments Policy:** Carol Beals, seconded by Joseph Mumm, made a motion to forward the updated policy, with additional corrections, to the County Board. Motion carried without negative vote.

Presentation by Cottingham & Butler on wage schedule update: Shanon Swaney with Cottingham & Butler presented information on the compensation structure. Grant County will be provided a pay administration guide, an executive summary and summary of key findings and recommendations.

Discussion and possible action on new wage schedule implementation recommendation: After discussion, the consensus of the Committee was to proceed with option one as presented.

Discussion on long term general obligation debt for highway projects: County Highway Commissioner Steve Morgan provided an update on the 2027 capital projects. Brad Viegut with Baird presented three possible options for long term general obligation debt.

Facilities and Maintenance Manager's Report: Maintenance Manager Garry Pluemer provided his report in writing.

Discussion and possible action on out of budget spending for flag pulley system on courthouse dome:
The flag does not spin around but does go up and down. In order to replace the truck, a crane would need to

be brought in at an estimated cost of \$7,600. Pluemer will investigate whether there is a company in the area able to perform the work.

Information Technology

IT Director's Report: IT Director Shane Drinkwater provided his report in writing and noted:

- There were multiple CVEs on the NetScaler. In the following week, the insurance company reached out and advised that, if the County has a Netscaler, it should be patched.
- Fairgrounds access points: one has been replaced and two others will be replaced before the fair.
- 911 has been switched over to the fiber optic loop.

Administrator

Administrator's Report: Administrator Nate Dreckman provided his report in writing and noted:

- An update on county operations will be given at next week's County Board meeting.

Discussion and possible action on creation of UCS Compliance Manager position: No action was taken.

Human Resources

Staffing Update: The staffing update was provided in writing. There were eight workers compensation claims from April through June. Five were information only claims and have been closed; three remain open.

Policy Updates

Overtime and Compensatory Time Policy: Joseph Mumm, seconded by Kathy Kopp, made a motion to forward the overtime and compensatory time policy to the County Board. Motion carried without negative vote.

Mileage Reimbursement Policy: Carol Beals, seconded by Gary Ranum, made a motion to approve and forward the mileage reimbursement policy to the County Board. Motion carried without negative vote.

Discussion and Possible Action on Resolution 2026-15 Establishing an Ad Hoc Strategic Planning

Committee: Kathy Kopp, seconded by Gary Ranum, made a motion to approve Resolution 2026-15 Establishing an Ad Hoc Strategic Planning Committee to the County Board. Motion carried without negative vote.

Adjournment: Carol Beals, seconded by Joseph Mumm, made a motion to adjourn to August 4, 2026 at 9:00 a.m. Motion carried without negative vote.

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DATE	CHK #	DEPT #	VENDOR NAME	TYPE	INVOICE DESCRIPTION	ACCOUNT	OBJECT DESCRIPTION	INVOICE #	AMOUNT
07/10/26	4494	Fac Maint	AMAZON CAPITAL SERVICES, INC	EFT	Air Freshener, Polyurethane	10022002-524004	Bldg Maint/Repair	1GFW-V3TY-JQL1	129.91
07/10/26	4494	IT	AMAZON CAPITAL SERVICES, INC	EFT	Ethernet Cable	10024001-539002	Information Tech Supplies	1M6T-QL73-176M	38.86
07/10/26	4494	IT	AMAZON CAPITAL SERVICES, INC	EFT	Webcam	10024001-539002	Information Tech Supplies	1LJQ-PDHW-Q7KT	67.90
07/10/26	4494	IT	AMAZON CAPITAL SERVICES, INC	EFT	Tri-Band WiFi	10024001-539002	Information Tech Supplies	1CK9-3LXF-7CY6	345.99
07/10/26	4494	Fac Maint	AMAZON CAPITAL SERVICES, INC	EFT	Lawn Mower Tire	10022001-524003	Small Equip Maint/Repair	1XJQ-X7K7-NHMD	84.99
07/10/26	4502	HR	Amy Budworth	EFT	Mileage for April, May, & July 2026	10012001-533000	Mileage & Travel	April/May/July 2026	69.31
07/10/26	4512	Admin	Nate Dreckman	EFT	Mileage	10011001-533000	Mileage & Travel	Q1-Q2 Mileage 2026	169.65
07/10/26	4542	Fac Maint	VILLAGE OF MUSCODA UTILITY DEPT	EFT	Electric Tower	10022006-522002	Lights	2475-10 6.10.26	82.17
07/10/26	4568	IT	SHI INTERNATIONAL CORP	EFT	VMware	10024001-524001	Support/Maint Agreements	B21347387	24,750.72
07/10/26	4576	Cty Board	TDS Telecommunications	EFT		10010001-522004	Phone and Internet	608-723-4739 7.4.26	0.08
07/10/26	4576	HR	TDS Telecommunications	EFT		10012001-522004	Phone and Internet	608-723-4739 7.4.26	0.15
07/10/26	4576	Fac Maint	TDS Telecommunications	EFT		10022001-522004	Phone and Internet	608-723-4739 7.4.26	89.55
07/10/26	4576	Veterans	TDS Telecommunications	EFT		10021001-522004	Phone and Internet	608-723-4739 7.4.26	0.08
07/10/26	4576	Finance	TDS Telecommunications	EFT		10023001-522004	Phone and Internet	608-723-4739 7.4.26	0.08
07/10/26	4576	IT	TDS Telecommunications	EFT		10024001-522004	Phone and Internet	608-723-4739 7.4.26	0.08
07/10/26	4576	Corp Couns	TDS Telecommunications	EFT		10026001-522004	Phone and Internet	608-723-4739 7.4.26	42.45
07/10/26	4587	IT	USIC Locating Services LLC	EFT	Service Call	10024001-524001	Support/Maint Agreements	819019	3,620.92
07/10/26	4588	Veterans	UNITED STATES POSTAL SERVICE	EFT	USPS POC #8082641	10021001-531001	Postage	65256	7.53
07/10/26	4588	HR	UNITED STATES POSTAL SERVICE	EFT	USPS POC #8082641	10012001-531001	Postage	65256	1.48
07/10/26	4588	Finance	UNITED STATES POSTAL SERVICE	EFT	USPS POC #8082641	10023001-531001	Postage	65256	1.48
07/10/26	4588	Fac Maint	UNITED STATES POSTAL SERVICE	EFT	USPS POC #8082641	10022001-531001	Postage	65256	0.74
07/10/26	2026697	Fac Maint	BARD MATERIALS	Printed	Roadstone	10022004-524004	Bldg Maint/Repair	1730981	309.40

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07/10/26	2026705	Fac Maint	CAPITAL SANITARY SUPPLY CO INC	Printed	Bathroom Supplies	10022001-534006	Janitorial Supplies & Services	D171330	362.32
07/10/26	2026705	Fac Maint	CAPITAL SANITARY SUPPLY CO INC	Printed	Trash Bags	10022001-534006	Janitorial Supplies & Services	D171312	62.40
07/10/26	2026705	Fac Maint	CAPITAL SANITARY SUPPLY CO INC	Printed	Cleaning Supplies	10022001-534006	Janitorial Supplies & Services	D171280	480.35
07/10/26	2026705	Fac Maint	CAPITAL SANITARY SUPPLY CO INC	Printed	Bathroom Supplies	10022001-534006	Janitorial Supplies & Services	D171276	453.78
07/10/26	2026705	Fac Maint	CAPITAL SANITARY SUPPLY CO INC	Printed	Trash Bags	10022001-534006	Janitorial Supplies & Services	D170854A	423.60
07/10/26	2026705	Fac Maint	CAPITAL SANITARY SUPPLY CO INC	Printed	Trash Bags	10022001-534006	Janitorial Supplies & Services	D170716A	80.96
07/10/26	2026705	Fac Maint	CAPITAL SANITARY SUPPLY CO INC	Printed	Cleaning Supplies	10022001-534006	Janitorial Supplies & Services	D172368	551.15
07/10/26	2026705	Fac Maint	CAPITAL SANITARY SUPPLY CO INC	Printed	Cleaning Supplies	10022001-534006	Janitorial Supplies & Services	D172520	258.03
07/10/26	2026715	Fac Maint	COMPLTE CONTROL INC	Printed	Service Call	10022004-524004	Bldg Maint/Repair	88170	165.00
07/10/26	2026719	IT	Core92 Inc	Printed	Switch Updates	40024001-581000	Capital Projects	INV/2026/00294	17,400.00
07/10/26	2026723	Fac Maint	Joseph P. Devlin	Printed	Interior Painting	10022002-524004	Bldg Maint/Repair	914223	487.00
07/10/26	2026739	Fac Maint	FIRST SUPPLY LLC - LACROSSE	Printed	Fiberglass Insulation	10022003-524004	Bldg Maint/Repair	15183430-01	94.32
07/10/26	2026777	Fac Maint	CITY OF LANCASTER	Printed	Water Admin Bldg	10022002-522001	Water & Sewer	3-0090-00 6.30.26	429.97
07/10/26	2026777	Fac Maint	CITY OF LANCASTER	Printed	Water Courthouse	10022003-522001	Water & Sewer	3-0100-00 6.30.26	437.72
07/10/26	2026777	Fac Maint	CITY OF LANCASTER	Printed		10022004-522001	Water & Sewer	3-6541-00 6.30.26	3,159.71
07/10/26	2026790	Fac Maint	McDonald Supply/Div of HAJOCA	Printed	Brass Plug	10022004-524004	Bldg Maint/Repair	S023672410.001	36.45
07/10/26	2026868	Fac Maint	PAGEL SERVICES, LLC	Printed	Clean up Debris	10022003-524005	Grounds Maintenance	2026000234 4.23.26	500.00
07/10/26	2026868	Fac Maint	PAGEL SERVICES, LLC	Printed	Clean Up Debris	10022004-524005	Grounds Maintenance	2026000234 4.23.26	750.00
07/10/26	2026891	Veterans	SCENIC RIVERS ENERGY COOPERATIVE	Printed	scenic rivers bill for ID 1541	10021002-534008	Veterans Relief	2710600	150.00
07/10/26	2026928	IT	WIN, LLC	Printed	Managed Internet Transit Service	10024001-524001	Support/Maint Agreements	CI-206492	728.27
07/10/26	2026929	Fac Maint	Winona Heating & Ventilating Company Inc	Printed	Repair AC at Annex Bldg	10022008-524004	Bldg Maint/Repair	126319	741.78
07/10/26	2026932	IT	WISCONSIN COUNTIES ASSOCIATION	Printed	WCA Conference Registration	10024001-533002	Registration, Fees, & Tuition	7.2.26	180.00

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07/10/26	2026932	Cty Board	WISCONSIN COUNTIES ASSOCIATION	Printed	CHAIR WCA CONFERENCE	10010001-533002	Registration, Fees, & Tuition	07022026	180.00
07/10/26	2026932	Cty Board	WISCONSIN COUNTIES ASSOCIATION	Printed	BOARD WCA CONFERENCE	10010002-533002	Registration, Fees, & Tuition	07022026	475.00
07/24/26	4632	Fac Maint	AMAZON CAPITAL SERVICES, INC	EFT	Flag Pole Rope	10022004-524004	Bldg Maint/Repair	1WVH-CDPD-QVWJ	75.60
07/24/26	4632	Fac Maint	AMAZON CAPITAL SERVICES, INC	EFT	Razor Blade Scraper	10022002-524004	Bldg Maint/Repair	19C9-JN3F-LHLJ	11.39
07/24/26	4632	Fac Maint	AMAZON CAPITAL SERVICES, INC	EFT	Power Strips	10022002-524004	Bldg Maint/Repair	1X4W-YFVR-7MXK	164.32
07/24/26	4632	Fac Maint	AMAZON CAPITAL SERVICES, INC	EFT	Paint Remover	10022008-524004	Bldg Maint/Repair	1WDG-6TXF-KLHK	33.98
07/24/26	4632	Fac Maint	AMAZON CAPITAL SERVICES, INC	EFT	Lawn Dethatcher	10022001-524003	Small Equip Maint/Repair	1K47-1XC1-91L9	57.78
07/24/26	4632	IT	AMAZON CAPITAL SERVICES, INC	EFT	Webcam'	10024001-539002	Information Tech Supplies	17NK-Q3GL-MTCR	38.10
07/24/26	4632	IT	AMAZON CAPITAL SERVICES, INC	EFT	Nanobeam	10024001-539002	Information Tech Supplies	1Q6L-WVP7-TQTG	229.00
07/24/26	4632	IT	AMAZON CAPITAL SERVICES, INC	EFT	Outdoor Tri-Band WiFi	10024001-539002	Information Tech Supplies	1YNX-3LGX-XFPY	689.98
07/24/26	4632	IT	AMAZON CAPITAL SERVICES, INC	EFT	Disc Reader	10024001-539002	Information Tech Supplies	1LN4-JWK3-JDGC	11.89
07/24/26	4646	Fac Maint	W W GRAINGER INC	EFT	Locking Plug	10022002-524004	Bldg Maint/Repair	9001582882	26.14
07/24/26	4646	Fac Maint	W W GRAINGER INC	EFT	Nut Setter, Drive Guide, Insert Bit	10022002-524004	Bldg Maint/Repair	9979454809	210.13
07/24/26	4646	Fac Maint	W W GRAINGER INC	EFT	Insert Bit	10022002-524004	Bldg Maint/Repair	9979454791	35.80
07/24/26	4660	Fac Maint	VILLAGE OF MUSCODA UTILITY DEPT	EFT	Electric Tower	10022006-522002	Lights	2475-10 7.10.26	84.71
07/24/26	4689	Veterans	UNITED STATES POSTAL SERVICE	EFT	USPS POC #8082641	10021001-531001	Postage	65957	3.08
07/24/26	4689	HR	UNITED STATES POSTAL SERVICE	EFT	USPS POC #8082641	10012001-531001	Postage	65957	13.98
07/24/26	4689	Finance	UNITED STATES POSTAL SERVICE	EFT	USPS POC #8082641	10023001-531001	Postage	65957	0.78
07/24/26	4701	IT	CARDMEMBER SERVICES	Direct	Fibre Channel	10024001-539002	Information Tech Supplies	IT CC 7.6.26	171.00
07/24/26	4702	Fac Maint	CARDMEMBER SERVICES	Direct	Express Item	10022004-524004	Bldg Maint/Repair	Maint CC 7.6.26	29.32
07/24/26	4702	Fac Maint	CARDMEMBER SERVICES	Direct	Wisconsin Flag	10022004-524004	Bldg Maint/Repair	Maint CC 7.6.26	835.80

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07/24/26	4702	Fac Maint	CARDMEMBER SERVICES	Direct	Threaded Brass Insert, Facing Tape	10022004-524004	Bldg Maint/Repair	Maint CC 7.6.26	81.40
07/24/26	4702	Fac Maint	CARDMEMBER SERVICES	Direct	Miscellaneous	10022004-524004	Bldg Maint/Repair	Maint CC 7.6.26	0.01
07/24/26	4717	Cty Board	CARDMEMBER SERVICES	Direct	Ranum WCA Conference	10010002-533006	Lodging	2026julycc3696	209.00
07/24/26	2026977	Fac Maint	TINA JONES	Printed	Maintenance Fuel	10022001-535001	Fuel	0179151	374.32
07/24/26	2026978	Fac Maint	ALLIANT ENERGY RESOURCES INC	Printed	Electric Admin Bldg	10022002-522002	Lights	8418040000 7.13.26	4,700.82
07/24/26	2026978	Fac Maint	ALLIANT ENERGY RESOURCES INC	Printed	Electric Courthouse	10022003-522002	Lights	4100410000 7.13.26	3,815.52
07/24/26	2026978	Fac Maint	ALLIANT ENERGY RESOURCES INC	Printed	Electric Bagley Tower	10022006-522002	Lights	6501967597 7.13.26	130.73
07/24/26	2026978	Fac Maint	ALLIANT ENERGY RESOURCES INC	Printed	Electric Bloomington Tower	10022006-522002	Lights	9844354290 7.13.26	129.74
07/24/26	2026978	Fac Maint	ALLIANT ENERGY RESOURCES INC	Printed	Electric Boscobel Tower	10022006-522002	Lights	2525341528 7.13.26	138.00
07/24/26	2026978	Fac Maint	ALLIANT ENERGY RESOURCES INC	Printed	Electric Cassville Tower	10022006-522002	Lights	4835162281 7.13.26	130.78
07/24/26	2026978	Fac Maint	ALLIANT ENERGY RESOURCES INC	Printed	Electric Potosi Tower	10022006-522002	Lights	0246072769 7.13.26	131.14
07/24/26	2026994	Fac Maint	CAPITAL SANITARY SUPPLY CO INC	Printed	Cleaning Supplies	10022001-534006	Janitorial Supplies & Services	D172883	503.53
07/24/26	2026994	Fac Maint	CAPITAL SANITARY SUPPLY CO INC	Printed	Febreze	10022001-534006	Janitorial Supplies & Services	D172368A	74.64
07/24/26	2026994	Fac Maint	CAPITAL SANITARY SUPPLY CO INC	Printed	Cleaning Supplies	10022001-534006	Janitorial Supplies & Services	D172884	236.70
07/24/26	2027022	Fac Maint	FIRST SUPPLY LLC - LACROSSE	Printed	Boiler Ignitor	10022004-524004	Bldg Maint/Repair	15205394-00	722.00
07/24/26	2027026	Fac Maint	GASSER HARDWARE, INC	Printed	Nipple, Elbow, Tubing	10022003-524004	Bldg Maint/Repair	858434	74.34
07/24/26	2027026	Fac Maint	GASSER HARDWARE, INC	Printed	Spray Gun, Filter, Hose Barb	10022004-524004	Bldg Maint/Repair	859001	18.97
07/24/26	2027026	Fac Maint	GASSER HARDWARE, INC	Printed	Bolts, Washers, Nuts, Hamm Bit	10022003-524004	Bldg Maint/Repair	859257	83.79
07/24/26	2027026	Fac Maint	GASSER HARDWARE, INC	Printed	Sealant, Shim	10022003-524004	Bldg Maint/Repair	859286	41.94
07/24/26	2027026	Fac Maint	GASSER HARDWARE, INC	Printed	Grass Seed, Oil	10022004-524005	Grounds Maintenance	859290	93.72
07/24/26	2027026	Fac Maint	GASSER HARDWARE, INC	Printed	Ready Mix Pail, Expand Foam	10022003-524004	Bldg Maint/Repair	859308	41.15
07/24/26	2027039	Fac Maint	J.F. Ahern Co	Printed	Fire Inspections	10022004-524004	Bldg Maint/Repair	832509 7.10.26	380.64

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07/24/26	2027042	Fac Maint	JOHNSON CONTROLS FIRE PROTECTION LP	Printed	Chiller	10022004-524004	Bldg Maint/Repair	1-137925032357	293.70
07/24/26	2027060	HR	LINCOLN NATIONAL LIFE INSURANCE COMPANY	Printed	2nd QTR EAP Charges to HR	10012001-521000	Professional/Contracted Svcs	4/1/26-6/30/26	1,508.76
07/24/26	2027069	Fac Maint	MENARDS	Printed	Refridge	10022008-524004	Bldg Maint/Repair	63473	449.00
07/24/26	2027073	Cty Board	MORRIS NEWSPAPER CORP OF WISCONSIN	Printed	May County Board minutes	10010002-532001	Publication-Legal Notices & Pr	555796	147.50
07/24/26	2027079	Fac Maint	NEW HORIZONS SUPPLY CO-OP	Printed	Maintenance Fuel	10022001-535001	Fuel	26-6804	67.66
07/24/26	2027084	Fac Maint	O'REILLY AUTO PARTS	Printed	Battery	10022001-524002	Vehicle Maint/Repair	2476-207953	149.34
07/24/26	2027110	Fac Maint	PAGEL SERVICES, LLC	Printed	Weed & Feed	10022003-524005	Grounds Maintenance	2026001413 (2)	196.00
07/24/26	2027110	Fac Maint	PAGEL SERVICES, LLC	Printed	Weed & Feed	10022004-524005	Grounds Maintenance	2026001413 (2)	825.00
07/24/26	2027120	Fac Maint	PREMIER COOPERATIVE	Printed	Duracor, Cornerstone Plus	10022004-524005	Grounds Maintenance	419237	625.50
07/24/26	2027129	Fac Maint	RICHLAND ELECTRIC COOPERATIVE	Printed	Electric Tower	10022006-522002	Lights	2368700 7.2.26	114.64
07/24/26	2027132	Fac Maint	SCENIC RIVERS ENERGY COOPERATIVE	Printed	Electric Towers	10022006-522002	Lights	3079300 7.7.26	526.00
07/24/26	2027136	IT	SERGEANT LABORATORIES, INC	Printed	Phone Support, Hardware & Warranty, Program	10024001-524001	Support/Maint Agreements	021326-09	11,780.94
07/24/26	2027137	Fac Maint	SHERWIN-WILLIAMS CO	Printed	Paint	10022002-524004	Bldg Maint/Repair	92872198970726	170.35
07/24/26	2027161	Fac Maint	WISCONSIN ELECTRIC POWER COMPANY	Printed	Heat Admin Bldg	10022002-522003	Heat	6005562934	814.35
07/24/26	2027161	Fac Maint	WISCONSIN ELECTRIC POWER COMPANY	Printed	Heat Courthouse	10022003-522003	Heat	6005933297	487.76
07/24/26	2027161	Fac Maint	WISCONSIN ELECTRIC POWER COMPANY	Printed		10022004-522003	Heat	6005548219	1,583.96
07/24/26	2027162	Fac Maint	WEST END SALVAGE	Printed	C&D Waste	10022002-524004	Bldg Maint/Repair	181475	20.00
07/24/26	2027171	Cty Board	WISCONSIN COUNTIES ASSOCIATION	Printed	WCA annual conference	10010002-533002	Registration, Fees, & Tuition	7212026	115.00
07/24/26	2027173	Corp Couns	WOOD LAW FIRM, LLC	Printed		10026001-521003	Legal Fees-Contracted Counsel	July 2026	8,266.67
07/24/26	2027173	Corp Couns	WOOD LAW FIRM, LLC	Printed		10026001-482400	Office Rent	July 2026	-300.00
								Total	101,079.12

GRANT COUNTY EXECUTIVE COMMITTEE

FINANCE REPORT

Reporting Period: AUGUST 2026

Prepared By: ANGELA RUNDE, FINANCE DIRECTOR/COUNTY AUDITOR

1. Executive Summary

Andrea with Baker Tilly will be presenting the 2025 County Audit and Single Audit at the August 18th County Board meeting. We are in the middle of the single audit and are finishing up the County Financial Statements yet this week. We are still on track to meet all reporting deadlines.

As this meeting was moved up a week, we are unable to complete accurate mid-month reports. We will be providing two months of reports at the September Executive Meeting.

2. Year-to-Date Financial Snapshot – All Funds Countywide: To be reported next month

Category	Budget	Actual / YTD	Remaining Budget	Status
Total Revenues				
Total Expenditures				
Net Position / Operating Results				

3. Key Revenue Highlights

- **Property Tax / Levy:** Treasurer will report on.

4. Key Expenditure Highlights

- **Personnel Costs:** Budget: To be reported next month, as this month is still open
- **Operating Expenses: Budget:** To be reported next month, as this month is still open

5. Budget History

- Attached is a history of the amount of property tax levy is appropriated to each department. As we enter the 2027 budget cycle, it may be helpful to understand how the various departments have changed over the years.

6. Action Items / Board Considerations

- No action at this time.

7. Summary

- The Finance Department's primary focus for July has been working on the audit, cross-training within the department and also continued assistance to other departments. We have begun budget prep with review of the 2026 YTD Budget, Appropriation and Levy History and preparing the 2027 Staffing Budgets for each department.

Fund	Account Description	2026 Budget	%	2025 Budget	%	2024 Budget	%	2023 Budget	%	2022 Budget	%	2021 Budget	%	2020 Budget	%	2019 Budget	%	2018 Budget	%
100	General Fund Tax Levy	(5,090,370.80)	34%	(2,775,669.64)	19%	(4,650,548.00)	29%	(4,810,106.00)	33%	(3,665,089.00)	27%	(3,824,139.00)	30%	(3,648,606.00)	28%	(3,640,605.00)	29%	(3,755,104.00)	32%
201	Social Services Tax Levy	(2,150,320.23)	14%	(2,088,301.80)	14%	(1,663,557.00)	11%	(1,403,575.00)	10%	(1,589,329.00)	12%	(1,203,698.00)	9%	(1,001,622.00)	8%	(1,036,624.00)	8%	(1,061,785.00)	9%
203	ADRC Tax Levy	(635,964.66)	4%	(673,537.00)	5%	(652,101.00)	4%	(454,573.00)	3%	(284,632.00)	2%	(323,515.00)	3%	(228,174.00)	2%	(187,187.00)	1%	(216,113.00)	2%
300	Debt Service Tax Levy	(3,365,000.00)	22%	(2,117,604.00)	15%	(3,221,595.00)	20%	(2,275,873.00)	16%	(972,298.00)	7%	(779,625.00)	6%	(779,625.00)	6%	(779,625.00)	6%	(779,625.00)	7%
400	Cap Projects Tax Levy	-	0%	-	0%	-	0%	(779,625.00)	5%	(779,625.00)	6%	(972,273.00)	8%	(1,120,241.00)	9%	(1,062,784.00)	8%	(230,373.00)	2%
601	Orchard Manor Tax Levy	-	0%	-	0%	(301,769.00)	2%	(207,846.00)	1%	(866,831.00)	6%	(652,134.00)	5%	(572,562.00)	4%	(554,723.00)	4%	(450,955.00)	4%
603	Farm Tax Levy	-	0%	111,628.00	-1%	126,628.00	-1%	120,708.00	-1%	102,508.00	-1%	-	0%	-	0%	-	0%	-	0%
603	UCS Tax Levy	(369,483.00)	2%	(929,974.00)	6%	(647,962.00)	4%	(574,875.00)	4%	(577,375.00)	4%	(538,127.00)	4%	(551,425.00)	4%	(484,758.00)	4%	(484,758.00)	4%
701	Highway Tax Levy	(3,415,264.31)	23%	(5,985,089.56)	41%	(4,804,555.00)	30%	(4,203,446.00)	29%	(4,917,148.00)	36%	(4,612,949.00)	36%	(5,029,856.00)	39%	(4,912,071.00)	39%	(4,796,130.00)	41%
Levy Total:		(15,026,403.00)		(14,458,548.00)		(15,815,459.00)		(14,589,211.00)		(13,549,819.00)		(12,906,460.00)		(12,932,111.00)		(12,658,377.00)		(11,774,843.00)	

Organization	Object	Account Description	2026 Increase over 2018									
			2026 Budget	2025 Budget	2024 Budget	2023 Budget	2022 Budget	2021 Budget	2020 Budget	2019 Budget	2018 Budget	2026 Increase over 2018
10000000	411100	Gen Property Tax Levy	(5,090,370.80)	(2,775,669.64)	(4,650,548.00)	(4,810,106.00)	(3,665,089.00)	(3,824,139.00)	(3,648,606.00)	(3,640,605.00)	(3,755,104.00)	36%
10000000	499999	Gen Cnty Fndng Appr	16,001,099.44	15,197,220.78	13,245,194.00	11,893,444.00	10,816,972.00	10,655,700.00	10,670,082.00	10,331,731.00	9,746,933.00	64%
10010001	499999	Cnty Brd Chair Cnty Fndng Appr	(44,412.00)	(70,341.44)	(75,658.00)	(137,612.00)	(139,173.00)	(139,623.00)	(145,424.00)	(134,062.00)	(132,049.00)	-8%
10010002	499999	Cnty Board Cnty Fndng Appr	(77,342.00)	(68,502.00)	(73,980.00)	-	-	-	-	-	-	
10011001	499999	Admin Cnty Fndng Appr	(196,710.00)	(191,356.03)	-	-	-	-	-	-	-	100%
10012001	499999	Personnel Cnty Fndng Appr	(330,322.00)	(320,937.00)	(273,162.00)	(249,459.00)	(234,459.00)	(225,866.00)	(215,184.00)	(213,747.00)	(201,864.00)	64%
10013001	499999	CCT Crt Cnty Fndng Appr	(324,246.50)	(272,317.00)	(247,753.00)	(132,428.00)	(161,728.00)	(121,658.00)	(181,478.00)	(165,772.00)	(147,269.00)	120%
10014001	499999	Reg Probate Cnty Fndng Appr	(203,764.50)	(194,385.00)	(178,177.00)	(188,380.00)	(170,559.00)	(194,418.00)	(214,133.00)	(171,306.00)	(158,098.00)	55%
10014040	499999	Trmt Crt Cnty Fndng Appr	(41,556.00)	(35,653.00)	(33,566.00)	-	-	-	-	-	-	0%
10014045	499999	CJCC Cnty Fndng Appr	-	-	-	-	-	-	-	-	-	0%
10015001	499999	Cnty Clerk Cnty Fndng Appr	(1,652,312.53)	(1,435,721.86)	(1,466,685.00)	(1,232,738.00)	(1,193,032.00)	(1,160,996.00)	(1,262,875.00)	(1,361,721.00)	(1,487,436.00)	11%
10016001	499999	Treasurer Cnty Fndng Appr	807,069.25	1,071,119.40	1,171,292.00	462,106.00	356,508.00	394,746.00	519,208.00	416,856.00	306,356.00	163%
10017001	499999	DA Cnty Fndng Appr	(288,364.00)	(275,206.00)	(244,582.00)	(266,172.00)	(250,313.00)	(240,894.00)	(237,055.00)	(234,802.00)	(213,024.00)	67%
10017002	499999	Victim Wit Cnty Fndng Appr	(66,595.00)	(62,132.60)	(57,434.00)	-	-	-	-	-	-	0%
10018001	499999	Reg Deeds Cnty Fndng Appr	99,756.00	43,023.00	128,143.00	-	-	-	-	-	-	87%
10018002	499999	Land Info Cnty Fndng Appr	-	-	(25,981.00)	231,411.00	154,842.00	92,702.00	76,601.00	73,669.00	53,212.00	0%
10020001	499999	Child Supp Ded Cnty Fndng Appr	(71,658.00)	(77,975.00)	(79,911.00)	(87,230.00)	(48,043.00)	(48,063.00)	(45,418.00)	(49,898.00)	(43,035.00)	67%
10021001	499999	Veterans Cnty Fndng Appr	(173,730.00)	(168,105.00)	(159,454.00)	(128,419.00)	(125,090.00)	(119,969.00)	(115,647.00)	(113,011.00)	(109,178.00)	59%
10022001	499999	Maint Cnty Fndng Appr	(1,389,927.00)	(1,529,686.00)	(1,155,195.00)	(935,897.00)	(788,908.00)	(854,174.00)	(710,459.00)	-	-	96%
10023001	499999	Finance Cnty Fndng Appr	(571,202.00)	(442,915.00)	(398,778.00)	(323,552.00)	(323,485.00)	(321,916.00)	(328,834.00)	(285,508.00)	(220,794.00)	159%
10024001	499999	IT Cnty Fndng Appr	(1,290,358.00)	(1,511,425.98)	(1,267,036.00)	(1,090,679.00)	(828,259.00)	(771,783.00)	(728,994.00)	(588,598.00)	(539,067.00)	139%
10026001	499999	Corp Counsel Cnty Fndng Appr	(96,500.00)	(96,500.00)	(76,150.00)	(76,150.00)	(76,150.00)	(76,150.00)	(76,150.00)	(76,150.00)	(76,150.00)	27%
10030001	499999	Coroner Cnty Fndng Appr	(94,495.00)	(90,980.00)	(66,220.00)	(107,504.00)	(49,535.00)	(61,135.00)	(62,060.00)	(76,633.00)	(79,936.00)	18%
10040001	499999	Sheriff Adm Cnty Fndng Appr	(7,563,550.00)	(7,351,615.00)	(6,638,244.00)	(5,864,198.00)	(5,473,474.00)	(5,104,232.00)	(5,229,684.00)	(5,780,779.00)	(5,151,929.00)	47%
10050001	499999	Emerg Mgmt Cnty Fndng Appr	(223,575.00)	(213,679.00)	(168,144.00)	(138,020.00)	(107,946.00)	(107,734.00)	(131,630.00)	(99,271.00)	(96,797.00)	131%
10060001	499999	Res/Tourism Cnty Fndng Appr	(125,208.66)	(81,568.66)	(82,005.00)	(82,005.00)	(81,455.00)	(85,373.00)	(85,373.00)	(85,373.00)	(85,373.00)	47%
10061001	499999	Extension Cnty Fndng Appr	(332,923.00)	(376,517.00)	(353,072.00)	(333,178.00)	(351,095.00)	(338,521.00)	(339,713.00)	(332,484.00)	(329,213.00)	1%
10062001	499999	Land/Water Cnty Fndng Appr	(524,813.00)	(687,287.00)	(515,172.00)	(456,131.00)	(432,990.00)	(429,957.00)	(460,354.00)	(445,900.00)	(433,969.00)	21%
10065001	499999	Fair Cnty Fndng Appr	(99,930.00)	(118,050.00)	(79,298.00)	(79,330.00)	(131,040.00)	(121,563.00)	(185,168.00)	(95,344.00)	(77,363.00)	29%
10065010	499999	Youth/Ag Cnty Fndng Appr	(189,705.50)	(199,719.00)	(179,936.00)	(216,049.00)	(154,426.00)	(149,893.00)	(147,702.00)	(143,320.00)	(139,588.00)	36%
10070000	499999	Health Dept Cty Fund Approp	(934,725.00)	(745,525.00)	(649,036.00)	(461,830.00)	(207,162.00)	(469,310.00)	(388,636.00)	(390,657.00)	(399,469.00)	134%
20175000	411100	Property Tax Levy	(2,150,320.23)	(2,088,301.80)	(1,663,557.00)	(1,403,575.00)	(1,589,329.00)	(1,203,698.00)	(1,001,622.00)	(1,036,624.00)	(1,061,785.00)	103%
20380000	411100	ADRC Gen Property Tax Levy	(635,964.66)	(673,537.00)	(652,101.00)	(454,573.00)	(284,632.00)	(323,515.00)	(228,174.00)	(187,187.00)	(216,113.00)	194%
30000000	411100	Debt Property Tax Levy	(3,365,000.00)	(2,117,604.00)	(3,221,595.00)	(2,275,873.00)	(972,298.00)	(779,625.00)	(779,625.00)	(779,625.00)	(779,625.00)	332%
40000000	411100	Cap Proj Property Tax Levy	-	-	-	(779,625.00)	(779,625.00)	(972,273.00)	(1,120,241.00)	(1,062,784.00)	(230,373.00)	-100%
60185000	411100	OM Gen Property Tax Levy	-	-	(301,769.00)	(207,846.00)	(866,831.00)	(652,134.00)	(572,562.00)	(554,723.00)	(450,955.00)	-100%
60286001	411100	Farm Property Tax Levy	-	111,628.00	126,628.00	120,708.00	102,508.00	-	-	-	-	0%
60390000	411100	UCS Property Tax Levy	(369,483.00)	(929,974.00)	(647,962.00)	(574,875.00)	(577,375.00)	(538,127.00)	(551,425.00)	(484,758.00)	(484,758.00)	-24%
70195100	411100	Highway Property Tax Levy	(3,415,264.31)	(5,985,089.56)	(4,804,555.00)	(4,203,446.00)	(4,917,148.00)	(4,612,949.00)	(5,029,856.00)	(4,912,071.00)	(4,796,130.00)	-29%
Total Levy:			15,026,403.00	14,765,284.39	15,815,459.00	14,589,211.00	13,549,819.00	12,906,540.00	12,958,191.00	12,680,457.00	11,789,943.00	27%
Increase from prior year:			1.77%	-6.64%	8.41%	7.67%	4.98%	-0.40%	2.19%	7.55%		

34%

-2%

Position Title: Compliance Manager
Department: Unified Administration
Reports To: Unified Director

FLSA Status: Exempt

Position Summary

The Compliance Manager manages, develops, implements, and maintains an agency-wide compliance program. This position provides **operational oversight** for medical billing and revenue cycle functions, serves in a lead compliance role across agency programs, supports quality assurance activities, oversees credentialing and staff compliance tracking.

Essential Duties and Responsibilities

- Develop, implement, and maintain a comprehensive agency-wide compliance program.
- Create, review, update, and monitor compliance-related policies and procedures to ensure agency adherence.
- Serve as a compliance officer for agency programs, including behavioral health and other service lines, and collaborate with program areas to address compliance-related concerns.
- Create, manage, monitor, implement, and track quality assurance processes across the agency.
- Facilitate quarterly quality assurance audits as requested, distribute audit results, and maintain related records.
- Track employee licensure, credentialing, training, continuing education, and supervision requirements.
- Maintain systems to monitor staff compliance with credentialing and licensure requirements and communicate renewal or deficiency issues to staff.
- Educate staff regarding documentation standards, compliance requirements, insurance requirements, release of information requirements, and Centers for Medicare and Medicaid Services updates.
- Respond to staff questions related to compliance and documentation across programs.
- Serve as the HIPAA Privacy Officer.
- Review agency processes for HIPAA compliance, ensure release-of-information compliance, document privacy violations, conduct follow-up, and provide education and corrective action as appropriate.
- Generate charges for services provided and process claim batches with Medicaid, ForwardHealth, third-party payers, self-pay accounts, grants, and other payers as applicable.
- Track, trend, and analyze claim denials.
- Perform root cause analysis, develop corrective actions, coordinate appeals or system updates as needed, and educate staff to reduce recurring denials.
- Resolve system-generated errors to maintain workflow continuity, create and edit services in the electronic health record, monitor dashboard data, and collaborate with IT or vendors regarding system issues and updates.

- Develop and implement finance-related and compliance-related policies, procedures, and workflow guidance where processes are not yet established.

• **Required Knowledge, Skills, and Abilities**

- Knowledge of revenue cycle operations, medical billing processes, payment posting, reconciliation, claim submission, and denial management.
- Knowledge of compliance program development, policy administration, HIPAA privacy requirements, and quality assurance practices.
- Knowledge of credentialing, staff licensure tracking, training compliance, and documentation requirements.
- Ability to interpret and apply policies, procedures, payer requirements, and compliance standards.
- Ability to analyze issues, identify root causes, and implement practical corrective actions.
- Ability to communicate effectively with staff, leadership, insurers, vendors, and external partners.
- Ability to manage multiple priorities, maintain accurate records, and meet deadlines in a dynamic environment.
- Proficiency in Microsoft Excel, Outlook, Word, Echo, and Notepad++.
- Working knowledge of electronic health record structure and configuration.
-

• **Minimum Qualifications**

- Bachelor's degree in a related field.
- Two to three years of relevant experience.

Preferred Qualifications

- Experience in healthcare compliance, medical billing, revenue cycle operations, or finance management.
- Experience working with electronic health records, payer systems, and compliance monitoring processes.
- Experience in behavioral health, human services, or public sector/community-based service environments.

Physical Demands and Work Environment

Work is primarily performed in an indoor office environment with extensive sitting and repetitive hand movement associated with computer and office equipment use. The position occasionally requires standing, walking, bending, reaching, and lifting up to 10 to 25 pounds.

Work-related travel may occur on a low-frequency basis. The role may occasionally involve interaction with irritated, agitated, hostile, or violent individuals.

Equipment and Technology

Uses standard office technology and related equipment, including laptop, printer, copier, scanner, multi-line phone system, and remote headset technology. Proficiency with agency software and related systems is required.

New Position	Weekly Hours	Total Hours	Hourly Wage		Total Wages	Social Security	Retirement	Health	Life	AD&D	LTD	Total Cost
	40	2080	\$	32.54	\$ 67,683.20	\$ 5,177.76	\$ 4,873.19	\$ 24,024.36	\$ 29.76	\$ 3.60	\$ 158.38	\$ 101,950.25
				First Check in Aug Cost	\$ 28,635.20	\$ 2,190.59	\$ 2,061.73	\$ 10,010.15	\$ 12.40	\$ 1.50	\$ 67.01	\$ 42,978.58

Executive 8/4/2026

Administration: The carpet replacement has been completed the Health Department. I used the crack filler to seal the west side of the building to stop water from filtering in.

Courthouse: The chiller is having water flow issues. The chiller piping has developed a couple small leaks that is being repaired under warrantee. I have not received any return calls yet regarding the flag pole.

Community Service Building: There is one circuit that trips out on the chiller. It requires Johnson Controls to come in to get into the system to reset.

Annex: I also used crack filler to seal next to the building and under the canopy.

Orchard Manor: We are trying to get the punch list for the dirt work completed by 7/17. The engineers continue to work on the 2Nd phase of the parking lot.

Towers: We are doing Preventative maintenance and mowing of the sites. We are starting to remove generators and tanks. We will be bring them back to Lancaster for storage.

Unified Community Services (UCS): Everything is good at this time.

General: Everything seems to be going good at this time.

Thank you,

Garry Pluemer

System Downtimes

No Downtimes to report

Network review

- a. The South Mesh access point (AP) went offline at the fairgrounds after a round of thunder storms last week. IT replaced the Sale barn's North Mesh with a more capable unit. The old North Mesh unit will be installed on the South side of the Sales barn. Information Technology also replaced the Eckstein East AP and the Grand Stands East AP.
- b. A Point-to-Point link for the Highway sign shop has been repaired. The damage appears to be caused by water.
- c. Information Technology had a meeting with Hewlett Packard Enterprise networking. The meeting focused on a roadmap for core networking gear that will be End of Life in the next 5 years.

County Systems

- a. Information Technology is conducting a POC or Proof of Concept for a county phone system. Information Technology has started the POC of the Forti Voice phone system. Currently the department has
 - i. Built a functional phone system complete with high availability
 - ii. The Forti Voice has been interfaced to the current Mitel phone system. This allows the team to function test the new system by placing and receiving calls.
 - iii. The County's Active Directory has been seeded with phone and extension information for the Forti Voice system to use
 - iv. The County IT team is working with Fortinet support to test all of the capabilities of the system.
- b. Information Technology has completed its 6-month emergency image backups for the County. This includes copies of important VMs to offline storage.
- c. CSZD and Information Technology are working with CATALIS on a new system.
 - i. CATALIS is still working on MFA for the new system
 - ii. CSZD is reviewing a test version of the CATALIS database
 - iii. CSZD and Information Technology are working on a workflow to scan permits in with Laserfiche.
- d. The Information Technology department is working with the County Administrator on migration to T Mobile for the County's cellular carrier. Currently
 - i. All of the Cradle Points for the squad cars have arrived. IT is testing a Cradle Point to verify the configuration.
 - ii. Phones have arrived. Information Technology will distribute the phones as they are ready.

**County Administrator's Report
Executive Committee
August 4, 2026**



Summary: From July 14-31, there were 42 scheduled work-related meetings and activities.

Key Activity Areas

- County Board and committee support: Participated in County Board, Executive Committee, ADRC Committee, UCS Committee, Highway Committee, and Ag & Extension/Fair Committee.
- UCS oversight and service coordination: Continued attention to UCS operations through Oversight Commission activity, UCS Committee participation, meetings with the Interim UCS Director, UCS finance discussions, client discussions, and operational support.
- Labor relations and human resources: Participated in collective bargaining/initial WPPA proposal exchange, HR/County Administrator huddles, and ongoing policy and procedure huddles.
- Public safety and communications: Engaged in dispatch consolidation feasibility discussions, cell phone vendor migration follow-up, and technology infrastructure discussions relevant to operational continuity.
- Technology, records, and administrative systems: Participated in Tyler weekly team meetings, NextRequest updates, GovAI for Finance webinar, and other follow-up items.
- Leadership and intergovernmental coordination: Continued weekly briefings, WCA leadership meetings, department heads meetings based on need, and County Administrators weekly leadership meetings.

During the reporting period, the County Administrator focused on operational oversight, board and committee support, and coordination of several priority administrative matters. This included continued attention to UCS operations and financial issues, labor relations preparation, public safety communications, policy and procedure development, and open records request management. Regular engagement with department heads, committees, statewide county organizations, and peer administrators helped support continuity across county operations.

Staffing Report

Total Grant County Employees as of July 27, 2026:

	As of 07/27/2026	Openings
Full-time Benefit	329	15
Regular Part-time Benefit	53	4
Part-time/Limited Term and PRN	149	7
Total Employees	531	26

Retirees Honored by County Board for Over 20 Years of Service:

Department	Name	Years	Recognition Month
Health	Lorna Wolf	29	August
Orchard Manor	Kathy Ames	45	September

Positions Filled During Period 06/28/2026 thru 07/25/2026:

New Hires/Internal Position Transfers	15
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Case Manager – FTE (1)
Case Manager CCS Serv Facilitator – BSN (1)
CNA (Health Dept) – PRN (1)
Dietary Aide – PTE (1)
Dietary Aide – RPT (1)
Health Nurse ADN (Home/Hospice) – FTE (1)
Health Nurse ADN (Hospice) – PTE (1)

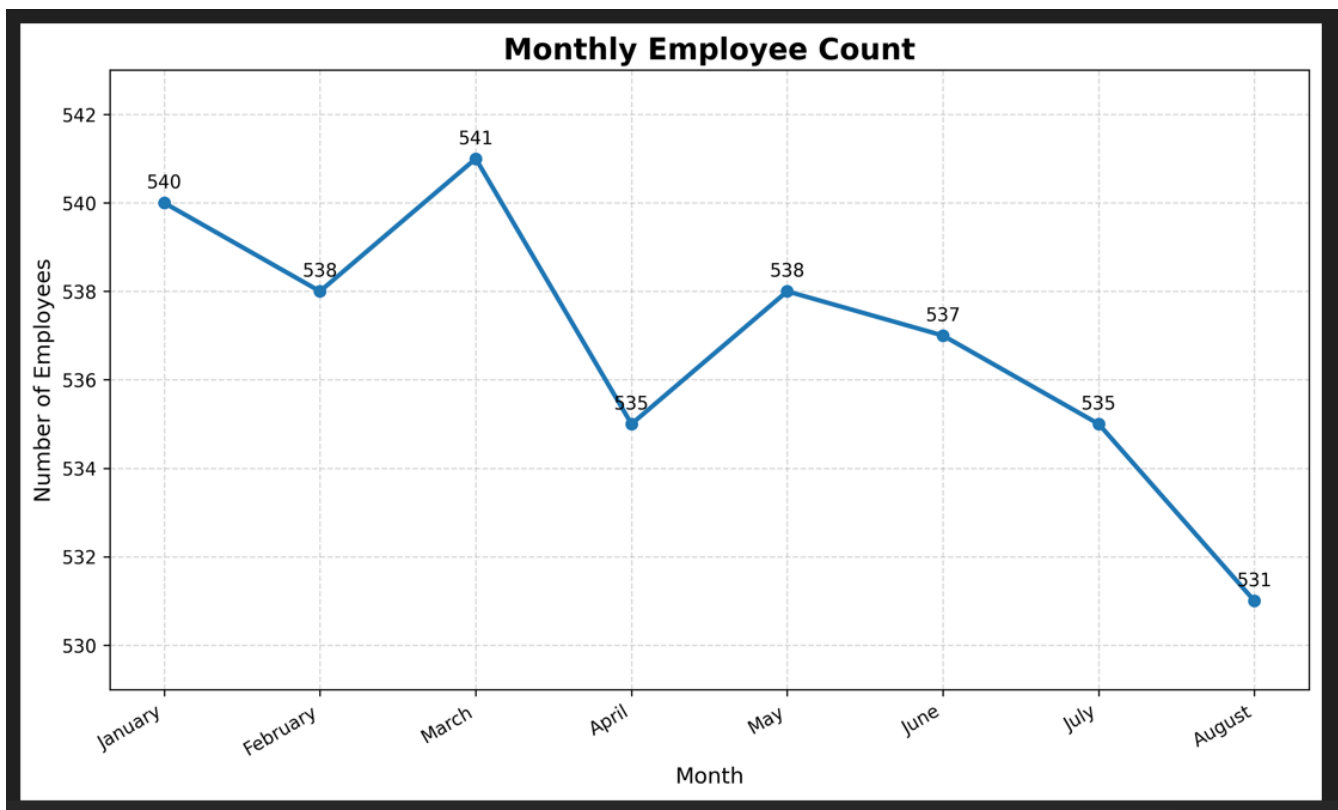
Housekeeping Aide – RPT (1)
Om CNA 12 Hour – RPT (1)
Om CNA 8 Hour – PTE (2)
Om CNA 8 Hour – RPT (2)
Tourism and Marketing Coordinator (1)
Veterans Service Officer (1)

Position Vacancies as of 07/27/2026

Department	Position	Status (Full-time, etc.)
Health	WIC Director / Dietitian	(1) Full-time - <i>On hold</i>
	Physical Therapist	(1) Full-time
Orchard Manor	CNA'S	(2) Regular part-time
	Housekeeping Aide	(1) Regular part-time
	Dietary Aide	(1) Regular part-time
	Dietary Cook	(1) Full-time
	Dietary Manager	(1) Full-time
ADRC	Meal Site Manager Substitute	(1) PRN
	Meal Site Manager (Platteville)	(1) PTE
	Taxi Driver Substitute	(1) PRN
	Van Driver Substitute	(1) PRN
Social Services	Economic Support Specialist	(1) Full-time

Finance	Finance Manager/County Auditor	(2) Full-time
Veterans	Assistant Veterans Service Officer	(1) Full-time – <i>Filled as of 8/24/26</i>
Highway	Section Patrol Operator	(3) Full-time - <i>On hold</i>
	Professional Engineer	(1) Full-time - <i>On hold</i>
Sheriff	Jailers	(1) Part-time
	Jailer (Female)	(1) Full-time
	Dispatcher	(1) Part-time
Unified	Mobile Crisis Workers	(1) Part-time - <i>On hold</i>
	Finance Manager	(1) Full-time
	CCS Service Facilitator	(1) Full-time
	Behavioral Health Clinician (AODA)	(1) Full-time – <i>Filled 7/24/26</i>
	Bookkeeper	(1) Full-time

Workers Compensation: *Will be reported quarterly. Report will be given at the October meeting for July – September 2026.*



Vacation

1. "Vacation Year" is defined as the anniversary year.
2. Vacation for which an employee is eligible will normally be taken during the employee's anniversary year.
3. Vacation eligibility is determined based on the employee's most recent date of hire to a regular full or regular part-time position with the County (benefit anniversary date).
4. New Employees: Full-time employees will enjoy 40 hours of vacation to be used within their first year of employment; prorated for regular part-time. Any alternative vacation schedule shall be determined by the Department Head and Human Resources Manager, not to exceed 3 weeks of vacation based on knowledge, skills, experience, and internal equity, subject to final approval of the County Administrator. Anything beyond 3 weeks shall be brought forth to the Executive Committee for approval.

Employees granted more than one week of vacation at hire shall move through the vacation schedule once the schedule catches up to them.

For example: Employee is hired with 80 hours of vacation. Employee will receive 80 hours of vacation until they complete 4 years of service, at which time, they will move to the next increment at year 5 of 100 hours.

~~An employee who resigns from employment or is terminated prior to completing one year of continuous service, shall reimburse the county for vacation used pro-rated based on time in position.~~

~~For example: Employee is hired with 40 hours of vacation and leaves employment after 10 months. The employee used 35 hours of vacation. Pro-rated vacation would be 10 / 12th times 40 hours of vacation (33.25 hours). The employee used 1.75 hours more than their pro-rated amount and needs to pay that back to the County.~~

5. Employees shall earn vacation time in the current service year (anniversary date to anniversary date) for use in the following service year. Full-time employees (2,080 hours per year, not including overtime) shall be eligible for the following vacation upon completion of each anniversary year.

At Hire	40 hours
After the completion of each anniversary year, the employee may use	
1 thru 4	80 hours vacation
5 thru 6	100 hours vacation
7 thru 9	120 hours vacation
10 thru 14	140 hours vacation
15 thru 19	160 hours vacation
20 thru 24	184 hours vacation
25 and thereafter	200 hours vacation

Note:

- Employees moving onto this schedule whose current accrual is more than what is provided for in their anniversary year will maintain that until the schedule catches up.
 - Regular part-time employees shall receive pro-rated vacation based on 2,080 hours per year. Full-time employees who have time off without pay shall have their vacation accrual reduced on a pro-rata basis.
6. An employee who resigns from employment or is terminated prior to completing one year of continuous service shall not be eligible for any vacation payment. ~~and shall reimburse the county for vacation used pro-rated based on time in position.~~
 7. A part-time employee who works less than 30 hours per week (*effective 01/01/2017*), a temporary or limited term employee, or a seasonal employee will not be eligible for paid vacation. Such employees will be informed of their ineligibility at time of employment on a part-time, temporary, or seasonal basis.
 8. In the event of resignation, retirement, or death of an employee after one year of employment and prior to the completion of a current anniversary year, the amount of compensation due the individual shall include unused and pro-rated accrued vacation to date. (See also the Separation of Employment section in the Grant County Employee Handbook.) In the event of death, vacation pay shall be sent either to the employee's spouse, the employee's estate, children of the employee or other living dependent who was residing with the employee at death.
 9. Vacation not used in an anniversary year is lost. However, in extraordinary circumstances up to five (5) days of vacation may be carried over into the next anniversary year, by the written approval of the Department Head within one week of the employee's anniversary date. Vacation carried over into the next anniversary year must be used in that year or it is lost. Any vacation carried over into the next anniversary year will be the first vacation used in that

next anniversary year. This policy also applies to department heads except that in the case of a department head the request to carry vacation over must be made to the County Administrator. If the request is granted, the Finance Department will be notified, in writing, by the department head within one week of their anniversary date. No cash payment will be made for unused vacation.

10. Department heads are responsible for ensuring that each employee is provided an opportunity to schedule and take vacations.
11. Vacations must be arranged so that normal operations and essential departmental functions are disrupted as little as possible. Employees are required to get advance approval for vacation time from their immediate supervisor. Grant County reserves the right to determine when an employee actually takes vacation.
13. Holidays falling in a vacation period will not be considered as counting against vacation time.

Holidays

The following shall be observed as holidays in each year:

- New Year's Day
- Friday Afternoon before Easter (12:30 p.m. to 4:30 p.m.)
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- December 24th
- December 25th.

When holidays fall or are celebrated on a regular workday, eligible employees will receive ~~one (1) day's~~ **8 hours'** pay at the straight-time rate for the hours they would normally work on their regular schedule.

If any of the foregoing days listed shall fall on a Saturday, that holiday shall generally be observed on the preceding Friday. If any of those days fall on Sunday, that holiday shall generally be observed on the following Monday. In the case of 24-hour-per-day service agencies, holidays shall be recognized according to a plan approved by the respective Governing Committee and the Executive Committee. The County Board Chair may change holiday scheduling.

Regular part-time employees are eligible for holiday pay on a pro-rated basis according to the percentage of full-time they regularly work.

To be eligible for holiday pay, an employee must work his or her last regularly scheduled workday immediately preceding the holiday and his or her regularly scheduled workday immediately following the holiday. No payment shall be made for employees out on workers' compensation, or unpaid medical or personal leave. Holidays falling in the paid sick leave period will not be considered as counting against sick leave time.

Limited-term and part-time employees are not eligible for holiday pay. Non-exempt employees required to work a scheduled holiday shall be compensated at time and one-half for actual hours worked on the scheduled holiday, plus applicable holiday pay.