



Issue 37

County Administration Newsletter

Vision & Stewardship

April 2017

Administration

Employee Assistance Programs (EAPs) were formed in the 1940's to assist organizations and businesses regarding employee substance abuse issues. WWII was in full swing and employers were in need of skilled, stable workers. What they were seeing however, were employees that were experiencing alcohol abuse issues – creating increased and undesirable turnover rates.

Over time, EAPs have evolved to focus on a wider variety of productivity and behavioral matters to assist employees with issues that might be affecting

their work. These programs should look beyond the problems identified and be designed as a solution-based service and support.

Chapter 15 of the Burnett County Policy Manual is designated to our Employee Assistance Program and reflects the County Board's goal to support staff throughout the course of their employment. The Employee Assistance Coordinator will assist employees with obtaining information regarding appropriate sources of assistance. The role of the Employee Assistance Coordinator is

strictly limited to referral and follow-up.

If you are experiencing difficulties that are impacting your well-being and/or job performance, the EAP is available to provide referrals to appropriate sources of assistance. Please reach out to your Employee Assistance Coordinator, Jessica Rubin, for questions and/or support at: jrubin@burnettcounty.org or 715-349-2182 ext. 1329. All communications between the employee and the Employee Assistance Coordinator are confidential.

-Nate

Aging and Disability Resource Center

Each year around September, Home Delivered and Congregate participants are asked to complete a survey regarding the Nutrition Program. The State of Wisconsin recently released 2016 statistics for the Elderly Nutrition Program (ENP) that are based on those survey. The ENP falls under Title III of the Older Americans Act which was enacted in 1965. This Act established the Administration on Aging (AoA) and state agencies on aging to address the social ser-

vices need of older people. The Act is considered the major vehicle for promoting the delivery of social services to the aging population. The mission is broad: to help older people maintain maximum independence in their homes and communities, and to promote a continuum of care for the vulnerable elderly.

In 2016, we served 1,565,818 Congregate Meals and 2,262,692 Home Delivered Meals to 66,515 older adults (60+) in Wisconsin. Locally, the ENP served 63,889 meals to 855 participants.

Some of the things that we learned from information compiled by the Greater WI Agency on Aging (GWAAR) from State-wide 2016 Satisfactory Survey Results include:



(Continued on Page 2)

(Continued from Page 1)

1) People rely on our Meals for Food Security

- 74% of Home Delivered and 64% of Congregate participants said the meal provided half or more of their total daily intake.
- Almost half (45%) of the Home Delivered Meal participants said they would NOT have at least one, hot, freshly prepared meal per day without our meals.
- About 1 in 3 (29%) Home Delivered Meal participants said there would be days they don't get enough to eat without our meals.

2) Health & Chronic Conditions Improved & We Play a Key Role in Continuity of Care

- 47% of Home Delivered and 43% of Congregate participants said the meals maintain or improve their chronic condition.
- 85% of Home Delivered and 78% of Congregate folks say they eat healthier.

• About 1 in 5 participants for both programs say the meals and daily safety check help prevent or decrease unplanned medical or hospital visits.

• 89% of Home Delivered and 81% of Congregate folks say the meal program improves their quality of life.

3) Safety Check & Socialization

- When asked, on most days, is the Meals on Wheels driver the only person you see? 1 in 5 said yes!
- Having meals delivered in person offers: Safety/Security Check (44%), Link to Other Supports (41%), Someone to talk to (35%), which all lead to a decrease in loneliness and isolation.

4) Funding: Participants Value & Support the Program

- Wisconsin's elderly aren't looking for a free meal. In fact, some areas of the state report 50% or more of pro-

gram funding (33% statewide average or \$11.2 million in 2016), coming from those who receive meals and their communities. This is significant when you consider the Older Americans Act only allows us to ask for a donation. We cannot charge participants for their meals. In other words, this program is so highly valued that folks contribute despite no requirement to do so, which stretches every State & Federal dollar.

For more information on the ENP, you can contact Dawn Sargent, ADRC Aging Unit Supervisor at 1-877-485-2372.



** Mark Your Calendars **

May is Older American's Month!

Emergency Management

I have moved into my office – Room 196 – and am working on getting organized. As I said last time, please stop in and say Hi! While my designated phone extension is 1244, it is probably easier to reach me via my cell 715-222-9376.

SKYWARN 2017

Skywarn training was very successful this year. It was hosted

by Grantsburg Fire Department and over 40 people attended.

LTPO in BC

We are continuing to working on plans for Long Term Power Outage and, as is often the case, every time a stone is kicked over, there are a number of new surprises. In May, we plan on activating the Emergency Operations

Center (EOC) with slightly different focus than drills in the past.

National Prep Month

September is National Preparedness Month and this year, I want to focus on encouraging each household to purchase and store enough food and water for 3-7 days.

(Continued on Page 3)

(Continued from Page 2)

At this time, I'm looking for outside partners to work with, but what I really need is a logo and catch phrase. "Bullets and Booze, Stock up or Loose" was suggested, but I think something more "family friendly" might work better. I want to move away from the Doomsday

Prepper tone to one that might be more approachable, less scary, and one the family (and kids!) can have fun with. Does anyone have any great ideas? I'm creatively challenged!

Your Household - We are certainly headed for the wild weather season, so make sure:

- Your weather radio is

plugged in and has fresh batteries

- Your household has a severe weather shelter plan
- You have household medication needs covered
- You could feed yourself for at least a few days without needing to get to the store

Health & Human Services

The month of April is National Child Abuse Prevention Month. Throughout the Government Center, displays have been established highlighting child abuse awareness. New this year is the blue pinwheel display on the front lawn of the Government Center that was placed by BACA (Bikers Against Child Abuse). Wisconsin's ongoing campaign, "Say Something, Do Something for Kids", is one effort to recognize that every child deserves a safe, stable and nurturing environment. Wisconsin has expressed a commitment to the "Say Something, Do Something for Kids" campaign to address child abuse prevention efforts and recognize that children are the foundation of our future.

Focusing efforts on prevention results in better childhoods, healthier families and stronger communities.

The Children and Families Unit would encourage you to be a part of the "Say Something, Do Something for Kids" campaign. Reporting suspected or known child abuse is an act that may help prevent a child from being harmed or from further harm continuing. A report of suspected or concerned child abuse can be made by anyone. Reporting your concerns can be one way that you as a community member, neighbor or even family member can clearly show that child maltreatment is not tolerated in our communities. The

Children and Families Unit can be reached at (715)349-7600, during our regular business hours. If there are after hours concerns, an on call social worker can be reached through the Burnett County Sheriff's Department.

We would also encourage you to participate in prevention efforts occurring throughout the community. Agencies such as CRA, Restorative Justice, and the Burnett County Family Resource Center, to name a few, are all offering services and support to families as well as outreach to the greater community in an effort to prevent child abuse.

Resilient communities
Strong families
Great childhoods
begin with all of us

April is Child Abuse Prevention Month
Learn. Act. Donate. | nhchildrenstrust.org



Land and Water Conservation

Ann Lane was awarded the 2017 Outstanding Conservation Employee Award – Administrative Assistant category - at the 64th annual WI Land & Water Conference, held on March 15 – 17, 2017, at the Osthoff Resort in Elkhart Lake, WI. Approximately 350 people attended, representing all 72 counties and additional partnering agencies.



Ann Lane posing with her OCE Award

Ann is the Administrative Assistant for the Burnett County Land & Water Conservation Department located at the Government Center in Siren and has performed those duties since 2000.

The purpose of the award is to

recognize a Land & Water Conservation (LWCD) employee who has made significant contributions to land and water conservation in their county and possibly beyond.

Nominations are open to the entire state and candidates can be nominated by anyone in the field such as coworkers, supervisors, peers, conservation partners, and cooperating agencies.

Important factors in judging this award are leadership, effectiveness and the nominee’s efforts to demonstrate a commitment to conservation as evidenced in the following:

- Ways in which they perform normal duties with exceptional quality
- Outstanding contributions to better public understanding of natural resource conservation and the goals of the LWCD
- Providing outstanding personal assistance to the LWCD

- Exceptional service in furthering the cause of the LWCD, strengthening conservation partnerships and assistance to the programs of the LWCD
- Other special attributes or characteristics

The annual event also recognizes outstanding performance in other categories: Conservation Technician, County Conservationist, Conservation Steward, Outstanding Supervisor, and Friend of Conservation.

The WI Land & Water Conservation Association is a non-profit membership organization that supports the efforts of 450 Land Conservation Committee supervisors and 350 conservation staff in 72 county offices. They provide training, develop conservation standards, promote youth education, issue grants, build partnerships, and provide advocacy for their members.

Congratulations Ann!

Local Group Fighting Pasture

Spotted knapweed, a noxious weed on Wisconsin’s list of restricted invasive species, seems perfectly suited to take over pastures, road ditches, yards, and natural areas in Northwestern Wisconsin. It withstands mowing and grazing with vigor and wears out the most avid efforts of hand pullers and diggers. Spotted knapweed prefers sandier soils and forms dense single stands, and its roots exude compounds that inhibit the growth of surrounding vegetation. This behavior allows it to widely displace native plants - reducing forage for livestock and wildlife.

A group of citizens and some agency staff recently received a grant to expand upon a successful effort to control spotted knapweed. The St. Croix - Red Cedar Cooperative Weed Management Area (of which Burnett County LWCD is a member) received funding from the National Fish

(Continued on Page 5)

(Continued from Page 4)

and Wildlife Foundation to increase biological control efforts in Northwestern Wisconsin with a focused release of a species of root weevil officially known as *Cyphoconus achates*.

This life cycle of this beetle, along with several other species of insects that were released beginning in 1991, is linked specifically to spotted knapweed. Collectively these insects gang up on spotted knapweed and begin to reduce the plant's vigor. According to statewide expert Wade Oehmichen of BASF Corporation, "having multiple species of spotted knapweed biological control agents has been shown to increase knapweed control. The release of more *Cyphoconus achates* will be the final step for the Wisconsin spotted knapweed biological control program, and will help. Over time these insects will eat their way towards controlling, not eliminating, the abundance of this pesky pasture plant." Optimal release sites have been identified. Several sites were chosen in Burnett County and plans for those beetle releases are in the works. The SC-RC CWMA hosts workshops and professional training to help landowners control spotted knapweed, buckthorn, and other noxious plants. For more information about this project and how to control other invasive pests please contact the Burnett County Land & Water Conservation Department.



Register in Probate/Juvenile Clerk

Voluntary electronic filing (e-filing) of probate cases is tentatively scheduled to begin this coming August in the Register in Probate's Office, with other case types to follow. Juvenile Case types will be implemented in 2018 after more programming is completed by the Consolidated Court Automation Programs (CCAP) and the partners they are working with who file the majority of documents in juvenile case types (District Attorney, Dept. of Health & Human Services, and Corp. Counsel's Office in some counties).

This office began scanning Probate cases only in 2010 and all cases (Guardianships, Mental Health Commitments, Juvenile Cases, Termination of Parental Rights, and Adoptions) in 2013. Eventually, this office went paperless for all case types in 2015.

Paperless means after the documents are scanned into the computer system, the paper is shredded, and there is no paper file. E-filing is the natural progression in this process and this office is very excited for it to start. The benefits of e-filing are many:

1. Documents can be filed faster by those using the e-filing system. Instead of the traditional postal service which can take days to deliver a package, it should take seconds to transmit a legal document electronically to the Court.
2. There is no need for this office to purchase paper files and there is no need for physical space to store paper files which is not only a cost savings, but also improves storage security of the file.
3. The ease of finding and re-

viewing a file is at your fingertips. All parties on a case (the Judge, Court staff, and e-filers) could review the file simultaneously. There is no searching for a paper file, trying to figure out who may have it if it is not on the shelf. This also results in more efficient responses to inquiries about a file. In addition, the e-filer will have the court file available to review whenever it is convenient for them. They can work from anywhere they have computer access.

4. Court staff time used for data entry creating a case on the computer and scanning documents into the computer will be greatly reduced by e-filers.

(Continued on Page 6)

(Continued from Page 5)

Pro se filers (those parties without an attorney) will still be allowed to file paper documents, they will not be mandatory e-filers.

5. Those e-filing will save costs on printing, copying and preparing papers for filing, ser-

vice and delivery. While there is a cost for those parties signing onto e-filing, it is believed it will be less than the cost for the time required to prepare and arrange to deliver the traditional paper documents.

6. E-filing allows e-filers to receive notices, orders, and

judgments electronically which allows the e-filer to get their information quicker and reduces the time used by the Clerk printing and mailing the documents out. For these reasons, this office is looking forward to the future of e-filing!

County Clerk

If you are planning a trip where you will be crossing the borders of Canada or Mexico or flying out of the country, you will need to apply for a passport or passport card for travel. A passport card, at a smaller fee, can be used for persons crossing the borders of Canada and Mexico by ground travel, and to a few U.S. Territories by air travel. Otherwise, a passport book is required for travel to other countries.

The County Clerk's office is a certified passport acceptance facility with three certified passport acceptance agents. We provide this service Monday through Friday during the hours of 8:30 a.m. to 3:30 p.m.

When a person applies for a new passport for themselves or a child, they must first complete the DS-11 Application for a U.S. Passport. They can fill out an application on line at the U.S. Department of State website: <https://travel.state.gov/content/passports/en/passports.html>, print and bring to our office in person, along with the required

documents for one of our agents to complete, collect fees and send for processing. They can also get a blank copy from our office to fill out and complete at their convenience before finishing the process at our office. There may be other additional forms and/or documents required to be submitted along with an application, depending on each individual circumstance, that may be necessary to obtain a passport.

To renew your passport if it is close to expiring, or has been expired for less than five years, you are able to complete the DS-82 U.S. Passport Renewal Application for Eligible Individuals. By going to the above mentioned U.S. Department of State website, you can fill out the application on line, print and send the application along with any documents necessary and the applicable fee to the appropriate address. You can also obtain a form from our office. For renewals, it is not necessary to have a passport acceptance facility process and mail the application and documents. It is the responsibility

of the applicant to submit all documents for renewal.

Whether a passport is new for a first time applicant or for a renewal, age 16 and above, the passport does not expire for 10 years. If under the age of 16, a passport is only valid for five years.

With all passport applications, it is necessary to have a photo taken and attached to your application. Photos must meet special requirements which are outlined in the instructions of the DS-11 and DS-82. Our office also provides photo service that meets those requirements for a \$10.00 fee.

Complete information on applying for a passport, new or renewal and specific requirements, can be found on the U.S. Department of State website or on the County Clerk page under passports at <http://www.burnettcounty.com/index.aspx?NID=434>. If you have questions, please feel free to contact our office at 715-349-2173 or email whinrichs@burnettcounty.org.