

**RESOLUTION NO. \_\_\_\_\_ - 2017**

**RESOLUTION AUTHORIZING THE CREATION OF ONE HALF TIME  
ADMINISTRATIVE SUPPORT POSITION FOR THE SAUK COUNTY  
VETERANS SERVICE OFFICE EFFECTIVE JANUARY 1, 2018**

**Background:** The Sauk County Veterans Service Office currently consists of 2 veteran Benefit Specialists, one Assistant CVSO, and one CVSO, and have for the past 3 years been supplemented with a part-time person from the Experience Works (EW) program. The EW person finished up with program September 2017 and we have not been able to replace them through that program. Current and projected case load depends on having someone to handle phones and other projects in the department in order to maintain the current level of service. Making this position a county employee would further enhance the positive impact on this department and the veterans and their families that we serve. This will result in freeing up time for the 4 FTEs to focus on their case work and thus more federal dollars flowing into Sauk County, as well as reducing the burden on other county resources and departments. The Personnel and Finance Committees have reviewed the position request and determined that the need for a half-time Administrative Support position exists.

**Fiscal Impact:** [ ] None [ x ] Budgeted Expenditure [ ] Not Budgeted

**NOW, THEREFORE, BE IT RESOLVED**, by the Sauk County Board of Supervisors, met in regular session, that the Sauk County Veterans Service Office be authorize to create one half time equivalent (.5 FTE) Administrative Support position, effective January 1, 2018.

For consideration by the Sauk County Board of Supervisors on October 17, 2017.

Respectfully submitted,

SAUK COUNTY PERSONNEL  
COMMITTEE

SAUK COUNTY FINANCE COMMITTEE

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TIM MEISTER, Chair

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TOMMY LEE BYCHINSKI, Chair

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HENRY NETZINGER, Vice Chair

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KRISTIN WHITE EAGLE, Secretary

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TOMMY LEE BYCHINSKI

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RICHARD "MIKE" FLINT

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JEAN BERLIN

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ERIC PETERSON

**Fiscal Note:** The .5 FTE Administrative Support position has been budgeted in 2018 at \$17,584 for wages and benefits and \$0 in other costs including supplies, mileage and training.

**MIS Note:** None.