

TITLE 11

County Departments

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Chapter 1

Accounting

11-1-1 Accounting

Sec. 11-1-1 Accounting.

- (a) **Creation and Purpose.** There is hereby created a Columbia County Accounting Department, under the direction of the Comptroller, which fulfills the duties of the County Auditor as defined in Section 59.72, Wis. Stats., and develops and maintains the county's financial reporting system in accordance with generally accepted accounting principles and governmental accounting, auditing, and financial reporting guidelines.
- (b) **County Budget.** The department shall prepare the County budget as directed by the Finance Committee.
- (c) **Revolving Loan Fund.** The department shall administer the Revolving Loan Fund, which was created under the Wisconsin Economic Development Program.
- (d) **Debt Management.** The department oversees the repayment of long term debt acquired by the Columbia County Board of Supervisors.
- (e) **Fixed Asset System.** The department maintains the Fixed Asset System for Columbia County property.
- (f) **Labor Negotiations.** The department provides financial analysis for all wage and benefit proposals during union labor negotiations.
- (g) **Internal Audit.** The department performs internal auditing for all departments, as well as prepares all schedules for the county independent audit.
- (h) **Grant Reporting.** The department is responsible for compliance with all grant reporting requirements.
- (i) **Transaction Processing.** The department shall process journal entries, post receipts, allocate insurance to departments, and bill applicable users of county service.

Chapter 2

Buildings and Grounds

11-2-1 Buildings and Grounds

Sec. 11-2-1 Buildings and Grounds.

- (a) **Creation and Purpose.** There is hereby created the Columbia County Buildings and Grounds Department to maintain the physical upkeep of the buildings and grounds and technical systems for all buildings under the governance of the Information Services and Property Committee.
- (b) **Surplus Office Equipment.** The department shall store and have physical custody of surplus county office equipment for all departments and offices.
- (c) **Tax Delinquent Property.** The department shall, at the request of the Information Services and Property Committee, secure and perform necessary maintenance on tax delinquent property.

Chapter 3

Columbia Health Care Center

11-3-1 Columbia Health Care Center

Sec. 11-3-1 Columbia Health Care Center.

- (a) **Creation and Purpose.** There is hereby created a Columbia Health Care Center, a skilled nursing facility. The Center is to provide quality health care and comply with State and Federal laws governing nursing homes.
- (b) **Services.** Services offered at the Health Care Center include: medical and psychiatric care; dietary monitoring; occupational, speech, and physical therapy; social service intervention; and recreational therapy.
- (c) **Alzheimer's Disease Unit.** The Health Care Center shall maintain and provide care and monitoring for residents diagnosed with Alzheimer's Disease.

Chapter 4

Management Information Services

11-4-1 Management Information Services

Sec. 11-4-1 Management Information Services.

- (a) **Creation and Purpose.** There is hereby created a Columbia County Management Information Services Department whose purpose shall be to plan, implement, and direct the daily operation of Columbia County's computer systems and data network. The Management Information Services Department is responsible for designing, acquiring, and implementing software systems that eliminate non-productive procedures, organize information, and improve the productivity of county employees.
- (b) **Telephone and Cellular System Administration.** The Management Information Services Department shall administer the cellular systems used by all county employees. The Management Information Services Department shall administer the non-cellular telephone systems used in all county departments except the Highway Department and Solid Waste Department.
- (c) **County Information Technology Security Officer.** The Management Information Services Department shall serve as the county information technology security officer for the Wisconsin Department of Justice (DoJ), Department of Children and Families (DCF) and Department of Workforce Development (DWD) by approving security codes to allow access to the DoJ, DCF and DWD computer systems. The Management Information Services Department shall review the data security of the county's computer systems.
- (d) **Computer Authorization.** The Management Information Services Department shall review, recommend and approve requests to purchase computer equipment within all county departments.
- (e) **Audio & Video Authorization.** The Management Information Services Department shall review, recommend and approve requests to purchase network connected audio and video equipment within all county departments.

Chapter 5

Emergency Management

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| 11-5-1 | Emergency Management |
| 11-5-2 | Declarations of Emergencies |
| 11-5-3 | Emergency Ordinances |

Sec. 11-5-1 Emergency Management.

- (a) **Creation.** There is hereby created a Columbia County Emergency Management Office to ensure that the County of Columbia will be prepared to cope with emergencies resulting from enemy action or resulting from natural and manmade disasters, pursuant to Chapter 166 of the Wis. Statutes.
- (b) **Purpose.** The purpose of the Columbia County Emergency Management Office is to plan for, respond to, and coordinate emergencies resulting from enemy action or natural and manmade disasters.
- (c) **Local Emergency Planning Committee.** There shall be a Local Emergency Planning Committee appointed by the Columbia County Board of Supervisors, pursuant to Section 59.54(8), Wis. Statutes.
- (d) **Qualification for Grants.** The Emergency Management Office shall perform its duties in such a manner as to maximize the payment of State and Federal grants for emergency preparation.
- (e) **Emergency Operations Plan.** The Emergency Management Office shall maintain and update a countywide Operations Plan, which shall set forth the succession of county offices to respond to emergencies.
- (f) **Penalties.** It shall be unlawful for any person willfully to obstruct, hinder, or delay the enforcement of any order, rule, regulation, or plan issued pursuant to the authority contained in this section. Violations shall be subject to penalties as listed in the penalty section of the Code of Ordinances.

Sec. 11-5-2 Declarations of Emergencies.

- (a) A state of emergency in Columbia County may be declared by the Governor, County Board Chair, or in his/her absence, the County Board Vice Chair, or by a resolution passed by a majority of the County Board.
- (b) Upon declaration of a state of emergency by the Governor, County Board Chair, or in his/her absence, the County Board Vice Chair, or by a majority of the County Board, the issuing authority may issue all necessary proclamations as to the existence of a state of emergency and may issue such disaster warnings or alerts as may be required in the county emergency plan.
- (c) The Emergency Management Coordinator may take action in accordance with the county emergency management plan and after the declaration of an emergency and the issuance of official disaster warnings.

- (d) Such state of emergency shall continue until terminated by the issuing authority, provided that any such declaration not issued by the Governor may be terminated at the discretion of the County Board Chair.

Sec. 11-5-3 Emergency Ordinances.

Whenever necessary to meet an emergency for which adequate ordinances have not been adopted by the County Board, the County Board Chair, or in his/her absence, the County Board Vice Chair may proclaim, promulgate and enforce orders, rules and ordinances relating to the conduct of persons and the use of property which are necessary and expedient for the safety, welfare and good order of the county and to necessary and expedient for the safety, welfare and good order of the county and to protect public peace, health and safety, and preserve lives and property, and to ensure the cooperation in emergency management activities. Such proclamation shall be posted in three (3) public places and may be rescinded in writing by the issuing authority or by resolution of the County Board.

Chapter 6

Health and Human Services

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Sec. 11-6-1 Establishment and Intent.

There is established a Health and Human Services Program for Columbia County.

- (a) The intent of this ordinance is to define the Columbia County Health and Human Services Board's organization and responsibilities. The ordinance is designed to develop and make available to all Columbia County citizens a comprehensive range of health and human services in an integrated and efficient manner, to utilize and expand existing governmental, voluntary, and private community resources for the provision of services to prevent or reduce social, mental, physical disabilities, and problems associated with aging; to provide for the integration of administration of those services through the establishment of a unified governing and policy making board of directors, in accordance with Sec. 46.23, and Chapter 251, Wis. Stats.

Sec. 11-6-2 Purpose.

The program shall possess all the powers and duties, and carry out the responsibilities, of the Health and Human Services Board and programs, established under Sec. 46.22, 46.23, 48.067, 48.069, 51.42, 51.437, and 251.04, Wis. Stats., Federal Older Americans Act, and 1991 Wisconsin Act 235, and rules and ordinances adopted pursuant thereto.

Sec. 11-6-3 Health and Human Services Board Composition, Terms of Office, and Compensation.

- (a) **Health and Human Services Board.** There shall be appointed a governing and policy making Health and Human Services Board composed of nine members. Members of the Health and Human Services Board shall be appointed as rules of the County Board provide, and in compliance with state and federal regulations and specifications. No more than six shall be members of the Columbia County Board of Supervisors, and the chairman and the vice-chairman of the Health and Human Services Board shall be members of the County Board. There shall be representation of the interests of the mentally ill, the developmentally disabled, alcoholic and drug dependent, and senior citizens by persons of recognized ability and demonstrated interest in these conditions; there shall also be a consumer or a family member of a consumer who is or has received Human Services; and there shall be a good faith effort to have a registered nurse and physician.
- (b) **Terms of Office.** The term of office of each member of the Health and Human Services Board shall be three years except that in establishing the initial Health and Human Services Board hereunder, one-third for a term of one year, one-third for a term of two years, and the remainder for a term of three years. Vacancies for unexpired terms shall be filled in the same manner as original appointments. Any member appointed hereunder, may be removed by the appointing authority in accordance with the procedure and authority set forth in the statutes.
- (c) **Compensation.** Members of the Health and Human Services Board shall be paid for their mileage and per diem at meetings of the Health and Human Services Board and other Health and Human Services Board-related business at the rate applicable to meetings of other County Board committees.

Sec. 11-6-4 Health and Human Services Board Powers and Duties: Meetings.

- (a) **Powers.** A Health and Human Services Board shall possess all the powers and duties assigned by law to personnel and boards organized under Sec. 46.22, 46.23, 48.067, 48.069, 51.42, 51.437, and 251.04, Wis. Stats., the Federal Older Americans Act, and under Chapters 46, 48, and 59, Wis. Stats., except as otherwise specified in this section or as specified by other Columbia County ordinances.
- (b) **Duties.** The Health and Human Services Board:
 - (1) Shall prepare a local plan and budget in accordance with Sec. 46.031, Wis. Stats., for the delivery of health and human services which includes an inventory of all existing resources, identifies needed new resources and services, and contains a plan for meeting the health, mental health, and social service needs of individuals and families. The budget shall attempt to capture appropriate federal and state funds available to Columbia County.
 - (2) With the approval of the State of Wisconsin Department of Health Services (DHS) and the Department of Children and Families (DCF), the Health and Human Services Board may expend these budgeted funds consistent with any service provided under Sec. 49.52 (1)(d), 51.42, and 251.10, Wis. Stats.

- (3) Shall determine administrative and program policies within limits established by the State Department of Health Services and the Department of Children and Families and shall establish priorities in addition to those mandated by the State Department of Health Services and the Department of Children and Families.
- (4) Shall determine whether services are provided or purchased by contract from other providers. The Health and Human Services Board shall monitor the performance of such contracts. Purchase of service contracts shall be subject to the conditions specified in Sec. 46.036, Wis. Stats., regarding "Purchase of Care and Service." The Health and Human Services Board shall receive recommendations from the Health and Human Services Director regarding all contracts and shall authorize any such contracts.
- (5) May by majority vote recommend to the County Board of Supervisors the removal of the Director for just cause. The County Board of Supervisors may remove the director for cause by two-thirds' vote on due notice in writing and hearing of the charges against the Director.
- (6) Shall develop Health and Human Services Board operating procedures and policies.
- (7) Shall oversee the operation of service delivery systems and programs.
- (8) Shall annually evaluate service delivery.
- (9) Shall elect from its membership a chairperson, vice-chairperson and secretary annually who will be members of the Executive Committee.
- (10) Shall receive recommendations from the Health and Human Services Director regarding salaries and classifications of all employees, and take action in accordance with the County personnel code.
- (11) Shall review all new positions if such positions have funds allocated to cover the full costs in the annual budget or in special grants, if the positions are recommended by the Health and Human Services Director. The Health and Human Services Board's review shall be forwarded to the County Human Resources, Executive, and Finance Committees for action if the position is recommended.
- (12) Shall coordinate services and cooperate to the extent feasible with local school districts, health planning agencies, law enforcement agencies, and other human service agencies, committees, and planning bodies in the geographic area serviced by the Health and Human Services Board.

(c) **Meetings.**

- (1) The Health and Human Services Board shall conduct monthly meetings. Meetings shall be at a time and place to be determined by the Health and Human Services Board and with an agenda clearly stating the purpose and business to be transacted and in conformity with Chapter 19 of the Wisconsin Statutes.
- (2) Other meetings of the Health and Human Services Board or its committees may be called by the Health and Human Services Board chairperson upon approval of the County Board Chair.
- (3) The Health and Human Services Board and committee members are to be notified of all Health and Human Services Board meetings at least five working days prior to the meeting. Such notice shall set forth the time, date, place, and the subject matter to be discussed at such meeting.

(d) **Annual, and Other, Required Reports.**

The Health and Human Services Director, on behalf of the Board, shall make an annual report to the County Board of Supervisors and shall make or cause to be made such reports as may be required by law.

Sec. 11-6-5 Health and Human Services Director: Powers and Duties.

(a) All the administrative and executive powers and duties of managing, operating, maintaining, and improving programs shall be vested in the Health and Human Services Director, subject to such delegation of authority as is consistent with this section and the rules promulgated by the Wisconsin Department of Health Services and the Department of Children and Families under this section. In consultation with the Health and Human Services Board and subject to its approval, the Health and Human Services Director shall:

- (1) Be responsible to the Health and Human Services Board.
- (2) Prepare an annual plan and budget of all funds necessary for the program and services authorized by this section in which priorities and objectives for the year are established, as well as any modifications of long-range objectives.
- (3) Prepare such other reports as are required by the Secretary of the Department of Health Services, Secretary of the Department of Children and Families, and the County Board of Supervisors.
- (4) Make recommendations to the Health and Human Services Board for staffing needs and classification of employees.
- (5) Propose operational policies, inform the Health and Human Services Board of areas needing policy, and carry out Health and Human Services Board adopted policies.
- (6) Make recommendations for changes in organization, management, and program services as need dictates.
- (7) Develop contingency plans in the event financial resources are not as anticipated.
- (8) Execute financial controls on contracts, programs, and all other agency spending.
- (9) Gather data, carry out a planning process, and recommend alternatives to the Health and Human Services Board on client/patient needs in Columbia County.
- (10) Develop community-based prevention programs and recommend alternatives to the Health and Human Services Board.
- (11) Develop new programs based on needs, studies, and authorized by the Health and Human Services Board.
- (12) Recommend areas in which technical assistance is needed.
- (13) Represent the Health and Human Services Board in negotiations with the state and federal governments, as well as service providers.

Sec. 11-6-6 Advisory Committees.

The Health and Human Services Board shall create or cause to be created all such committees as required by state statute or county policy as are necessary to properly comply with these regulations or in any way assist the operation of the Health and Human Services Board.

Sec. 11-6-7 Purchased and Provided Services.

The following criteria shall be used in determining whether to purchase or provide services and shall be the duty of the Health and Human Services Board to implement:

- (a) To determine to purchase or provide services, weights must be given to cost, price, service effectiveness, availability, continuity of care and service, quality and accountability. When cost-effect alternatives are found to be available by the Health and Human Services Board, they may either utilize existing vendors or request proposals.
- (b) Preference must be given to providing services which require the use of government police powers.
- (c) Administrative costs shall be determined on all service contracts as applied to the contract period.
- (d) All service contracts shall have a mandatory audit clause, unless waived by the Purchaser or the Department, requiring a complete audit report within 90 days of completion of the contract period, and an "engagement letter of intent" within 30 days of the end of the contract period. The 90 days may be waived for cause and upon mutual agreement of the parties.

Sec. 11-6-8 Representative Payee.

- (a) The Health and Human Services Board is hereby authorized to be representative payee for the residents of Columbia County who receive aid from the Social Security Administration, Veteran's Administration, or Economic Support Programs, but who are not competent or have otherwise shown an inability to handle such aid directly.
- (b) The Health and Human Services Board may delegate to the Health and Human Services Director the administrative responsibility of establishing representative payee's accounts referred to in (a). The Health and Human Services Board shall establish guidelines for the handling of these accounts, to insure that the client may benefit from financial counseling, as well as having strict accountability for his/her aid.
- (c) It shall be the policy of this County not to permit the administration or staff of the places of residences of the client to control, but only to advise, in any way on the use of personal allowance or finances of clients who are served under this ordinance.

Sec. 11-6-9 Public Health Division.

- (a) **Incorporation.** There is hereby incorporated as a part of the Health and Human Services Department of Columbia County Public Health Division, which conducts a generalized Community Health Program for residents of Columbia County, under the authority of Chapter 250-255, Wis. Stats. The program is supervised by the Administrator of the Public Health Division under the governance of the Health and Human Services Board in cooperation with the Wisconsin Department of Health and Family Services, Division of Health.
- (b) **Purpose.** The purpose of the Columbia County Health Division is to further community health through the selective application of nursing and public health measures within the framework of the total community health effort.
- (c) **Gifts and Grants.** The Columbia County Health Division is hereby authorized to accept or reject gifts or grants. Gifts or grants accepted shall be maintained in a non-lapsing account and used in the discretion of the Columbia County Health Division after approval of the Health and Human Services Board.

Sec. 11-6-10 Implementation of this Chapter.

The Health and Human Services Board, Health and Human Services Director, and Department staff will implement this chapter in a cooperative and professional manner.

Chapter 7

Land and Water Conservation

11-7-1 Land and Water Conservation

Sec. 11-7-1 Land and Water Conservation.

- (a) **Creation and Purpose.** There is hereby created a Columbia County Land and Water Conservation Department to protect and enhance the county resource base by reducing erosion and improving water quality through technical and educational assistance to landowners, schools, municipalities, and other concerned individuals, pursuant to Chapter 92, Wis. Stats.
- (b) **Conservation Plans.** The Department shall write conservation plans for landowners or operators in Columbia County to reduce erosion and improve water quality.
- (c) **Farmland Preservation Program.** The Department shall enforce conservation compliance within the county to assure that landowners are fulfilling the conservation requirements to maintain eligibility under the Farmland Preservation Program.
- (d) **Priority Watershed Projects.** The Department shall participate in watershed projects as approved by the Columbia County Board of Supervisors.
- (e) **Wildlife Damage Abatement and Claims Program.** The Department shall administer the Wildlife Damage Abatement Program within Columbia County, pursuant to Sec. 29.598, Wis. Stats.
- (f) **Barnyard and Feedlot Runoff Administration.** If the Wisconsin Department of Natural Resources finds a water quality problem in Columbia County caused by barnyard and feedlot runoff, the Department shall provide assistance and administer funding to correct the problem, pursuant to NR-243.
- (g) **Animal Waste.** The Department shall administer the Columbia County Animal Waste Ordinance.
- (h) **Tree Program.** The Department coordinates the provision of trees in Columbia County through the Tree Program in order to improve air quality, reduce erosion, provide wildlife habitat, and increase the County's real and aesthetic values.
- (i) **Conservation Fund Projects.** The Department shall administer the County Fish and Game Aid Program to assist in the improvement of fish and game resources by implementing DNR Manual Code 8718-NR 50.14, pursuant to Sec. 23.09, Wisconsin Statutes.
- (j) **Environmental Awareness.** The Department shall recognize individuals for outstanding conservation accomplishments and contributions, provide scholarships for teachers to attend Trees for Tomorrow Natural Resources Education Center and youth to attend Wisconsin Land Conservation Association (WLCA) Youth Camp, promote youth environmental speaking and poster contest, and deliver educational booklets to Columbia County Fifth Graders.
- (k) **Aerial Imagery.** The Department shall establish a historical record of all Columbia County resources, via digitized aerial imagery stored on optical compact disks. It is designed for use by many agencies (Federal, State, and Local) and for private enterprise.

Chapter 8

Land Information

11-8-1 Land Information

Sec. 11-8-1 Land Information.

- (a) **Creation and Purpose.** There is hereby created a Columbia County Land Information Department to provide the public with access to land records and pertinent data regarding property located within Columbia County, pursuant to Sec. 16.967 and 70.09, Wis. Stats.
- (b) **Real Property Lister.** The duties of the Real Property Lister shall be assigned to the Land Information Department.
- (c) **Land Records Modernization.** The Land Information Department shall provide leadership to county departments in the modernization of land records.
- (d) **Qualification for Grants.** The Land Information Department shall perform its duties in such a manner as to maximize the payment of State grants for the design, development, and implementation of a land information system, pursuant to Sec. 16.967 (7), Wis. Stats.
- (e) **County Surveyor Records.** The Land Information Department shall serve as the office of the County Surveyor, and the records of the County Surveyor shall be stored and maintained by the Land Information Department.

Chapter 9

Human Resources

11-9-1 Human Resources

Sec. 11-9-1 Human Resources.

- (a) **Creation and Purpose.** There is hereby created a Columbia County Human Resources Department, to maintain Columbia County compliance with Federal, State, and local laws relating to employment and labor relations. The Department shall implement County Board approved personnel policies and procedures, maintain and administer the payroll and fringe benefit functions, and negotiate collective bargaining agreements.
- (b) **Equal Employment Opportunity, Affirmative Action, and American With Disabilities Act Compliance.** The Department shall be responsible for Columbia County's compliance with Equal Employment Opportunity, Affirmative Action, and American With Disabilities Act laws.

Chapter 10

Planning and Zoning

11-10-1 Planning and Zoning

Sec. 11-10-1 Planning and Zoning.

- (a) **Creation.** There is hereby created a Columbia County Planning and Zoning Department to participate in planning and establish and enforce the usage regulations for all unincorporated land within Columbia County.
- (b) **Purpose.** The purpose of the Planning and Zoning Department is to participate in land use planning and administer and enforce the following ordinances:
 - (1) Zoning
 - (2) Land Division and Subdivision
 - (3) Sanitary Code
 - (4) Floodplain
 - (5) Shoreland-Wetland Zoning
- (c) **Farmland Preservation Program.** The Planning and Zoning Department shall administer the Farmland Preservation Program to assist in providing tax credits for farmland eligible under standards of Chapter 91, Wisconsin Statutes.
- (d) **Wisconsin Fund.** The Planning and Zoning Department shall administer the Wisconsin Fund to assist in providing funding for the replacement of septic systems within Columbia County.
- (e) **Uniform Rural Numbering System.** The Department shall maintain the Uniform Rural Numbering System, issue new numbers, keep a record of all numbers assigned, and forward all numbers assigned to the Columbia County Sheriff's Office, Land Information Department, and the Clerk of the municipality in which the number was assigned.

Chapter 11

University of Wisconsin Extension

11-11-1 University of Wisconsin Extension

Sec. 11-11-1 University of Wisconsin Extension.

- (a) **Creation.** The Columbia County Board of Supervisors does hereby authorize entering into a contract with the University of Wisconsin Extension to provide staff for the Columbia County University of Wisconsin Extension Department to provide services to Columbia County citizens as directed by the Columbia County Board of Supervisors, pursuant to Sec. 59.87, Wis. Stats. The salaries for the Extension Agents are to be shared jointly by Columbia County and the University of Wisconsin Extension.
- (b) **Purpose.** The purpose of the University of Wisconsin Extension Department is to provide, jointly with the University of Wisconsin Extension and Columbia County, an extension program designed to apply research, knowledge, and resources to meet the educational needs of Columbia County citizens.
- (c) **Specific Programs.** The University of Wisconsin Extension Department shall provide educational programs in the areas of agriculture, youth, families, and resource development. Emphasis shall be placed on the following specific programs:
- (1) families and youth at risk,
 - (2) improving the quality of water,
 - (3) managing society's wastes,
 - (4) local issues identified in strategic planning,
 - (5) community economic development,
 - (6) community revitalization and development,
 - (7) local government education,
 - (8) 4-H youth development,
 - (9) changing families and youth development,
 - (10) programs for limited resource families,
 - (11) volunteer development,
 - (12) agricultural business management,
 - (13) dairy,
 - (14) forage crops,
 - (15) fruit crops,
 - (16) grain crops,
 - (17) meat animals,
 - (18) other animals,
 - (19) other crops,
 - (20) urban horticulture,
 - (21) vegetable crops,
 - (22) agriculture and agriculture businesses,
 - (23) environmental education,
 - (24) natural resource management, and
 - (25) food safety, quality, and human health.

The department shall assist in such activities as the county fair, dairy brunch, 4-H program, breed associations, commodity organizations, and similar projects.

- (d) **Grants.** The University of Wisconsin Extension Department shall attempt to utilize grant funding to supplement available resources to fulfill educational projects, as authorized by the Columbia County Board of Supervisors.
- (e) **Advisory Committees.** The 4-H Leaders Association, Columbia County Association for Home and Community Education, Holstein Breeders Association, Columbia County Pork Partners, Central Wisconsin Sheep Producers, Central Wisconsin Cattlemens Association, and similar groups, shall serve in an advisory capacity to the department in determining priority needs for educational activities.

Chapter 12

Veterans Service Office

11-12-1 Veterans Service Office

Sec. 11-12-1 Veterans Service Office.

- (a) **Creation and Purpose.** There is hereby created a Columbia County Veterans Service Office to fulfill the duties of a County Veterans Service Officer by advising veterans of all wars residing in the county who were engaged in the service of the United States relative to any complaint or problem arising out of war service and rendering them and their dependents all possible assistance, pursuant to Chapter 45, Wis. Stats.
- (b) **Specific Programs.** Through cooperation with State and Federal agencies, the Veterans Service Officer shall provide information which explains veteran's compensation, pension, hospitalization, vocational training, educational programs, loan applications, insurance, domiciliary care, hospital care, burial benefits, employment counseling, and benefits to dependents.
- (c) **Veterans Service Commission.** A Veterans Service Commission, comprised of three county residents who are veterans and who are appointed for three year terms by the County Board Chair and approved by the County Board of Supervisors, shall investigate claims for aid, determine eligibility, and authorize assistance for applying veterans and dependents, pursuant to Chapter 45, Wis. Stats. The Commission may delegate its administrative duties to the County Veterans Service Officer, who shall serve as its Executive Secretary.