

Notice of Public Meeting
Tuesday, January 12, 2016
8:30 a.m.

**ADMINISTRATIVE
 COMMITTEE**

Door County Government Center
County Board Room, 1st floor
421 Nebraska Street, Sturgeon Bay, WI

Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, and Veteran's Service Office

***AMENDED AGENDA**

1. Call Meeting to Order
2. Establish a Quorum ~ Roll Call
3. Adopt Agenda / Properly Noticed
4. Approve Minutes of December 15, 2015 Regular Administrative Committee Meeting
5. Correspondence
6. Public Comment
7. Old Business
8. New Business (Review / Action)
 - A. County Board
 - ♦ Reimbursement for Expenses - Mileage Allowances
 - ♦ Airport Hangar Leases
 - B. Corporation Counsel
 - ♦ 2015 Wisconsin Act 79
 - ♦ File Management System
 - ♦ Shoreland Zoning – Post-2015 Wisconsin Act 55
 - ♦ Palmer Johnson Yachts, LLC CDBG Agreement & Promissory Note
 - ♦ Grievance Arbitration Case – Door County and DCES IAFF Local 4982 – WERC Case #184, No. 73147, MA-15295
 - C. Human Resources
 - ♦ *Portable Indoor Space Heater Policy
 - ♦ Request to Refill– Sheriff's Department – Security Deputy
 - ♦ HR Report on Neogov online Application
 - ♦ FYI: Personnel Transactions
 - ♦ FYI: Vouchers-November
 - D. Veterans
 - ♦ 2015 Carry-Over Funds
 - E. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
 - F. Vouchers, Claims and Bills
 - G. Next Meeting Date(s): Regular Meeting: February 16, 2016 8:30 a.m.
 - H. Adjourn

Deviation from order shown may occur

Members of the Door County Board of Supervisors and/or its sub-units may be in attendance at this meeting to listen and gather information. Notice is hereby given that the above meeting may constitute a meeting of the Door County Board of Supervisors or one of its sub-units. However no official action will be taken except by the Administrative Committee.

MINUTES
Tuesday, December 15, 2015

**ADMINISTRATIVE
COMMITTEE**

*Door County Government Center
Chambers Room, 1st floor
421 Nebraska Street, Sturgeon Bay, WI*

Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, and Veteran's Service Office

Call Meeting to Order

The Tuesday, December 15, 2015 meeting of the Administrative Committee was called to order by Chairman Dan Austad at 8:31 a.m.

Establish a Quorum ~ Roll Call

Members present: Dan Austad, David Lienau, Leo Zipperer, Ken Fisher, Richard Virlee, and John Neinas. Roy Englebert was excused.

Others present: Supervisor Susan Kohout, Supervisor David Enigl, Administrator Ken Pabich, CC Grant Thomas, HR Director Kelly Hendee, County Clerk Jill Lau, Reporter Peter Devlin, Charlie Carlson – Carlson & Dettmann, League of Women Voters Representative Barb Gaul, Reporter Peter Devlin, and public.

"These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting."

Present for a portion of the meeting: Finance Director Mark Janiak

Adopt Agenda / Properly Noticed

Motion by Fisher, seconded by Lienau to approve the agenda. Motion carried by unanimous voice vote.

Approve Minutes of November 17, 2015 Regular Administrative Committee Meeting

Motion by Virlee, seconded by Neinas to approve the minutes of the November 17, 2015 Regular Administrative Committee meeting. Motion carried by unanimous voice vote.

Correspondence

- DNR letter re: property being considered for inclusion in the Land Trust/Nature Conservancy

Public Comment

No one from the public commented.

Old Business

No old business was presented.

New Business (Review / Action)

County Administrator

FYI: CGI Communications – Videos on County Website

Administrator Pabich explained CGI Communications provides free videos which are posted on the County's website, homepage. The current videos posted will be updated. Administrator Pabich noted he is informing the committee in the event any of them receive calls or questions regarding the videos.

Update on Performance Audit

Administrator Pabich explained funds have been budgeted for a performance audit. A performance audit is an audit of an area looking at the overall performance (i.e. staffing levels, budgeting, finances, strategic plans). Plans are to have a performance audit for the IS Department and Building and Grounds Department. It is expected the IS Department will have the audit in 2016 with Building and Grounds to follow. Estimated costs for the IS performance audit is \$30,000.

County Board

Policy re: Exit Interviews

Supervisor Virlee noted if a person is willing to complete the Exit Interview and check the box for the Administrative Committee to view the Exit Interview should be brought to the Administrative Committee. Administrator Pabich suggested looking at a different process; perhaps committee members could view the Exit Interviews in the HR Office without the need to include in a meeting packet. CC Thomas noted a closed session generally is not allowed for review/discussion of Exit Interviews. Discussion regarding the need to continue with Exit Interviews and/or the need for the Administrative Committee to view. Supervisor Neinas noted the County Boards job is to make the County a place of employment of choice; without knowing the problems how can the Board accomplish the task?

Charlie Carlson noted it is more important for the committee to know how a current employee is developing and views the county versus knowing what an employee feels who is exiting the county. This will be reviewed further after the county develops the employee performance evaluation process.

WCA Legislative Exchange – 2016

Discussion on number of members who can attend. Supervisor Kohout requested members of the Legislative Committee be allowed to attend. This will be discussed at the next County Board meeting.

County Clerk

Voting Equipment and Software Upgrade/Replacement Update

County Clerk Lau reported all equipment has been acceptance tested and distributed to municipalities. No issues found with the testing. Municipalities have the Intergovernmental Agreement in their hands; have had no issues to date.

The Agreements will be returned to the county to be executed by Administrator Pabich, County Board Chairman Austad, and County Clerk Lau.

Corporation Counsel

Collective Bargaining – Public Safety Employees

Tentative Agreement - Door County Emergency Services Employees – IAFF, Local 4982

CC Thomas explained the agreement is for three years. Negotiations included Supervisor Gunnlaugsson. The across the board wage increase, Wisconsin Retirement System contribution, and insurance premium reduction were reviewed. External comparables were reviewed and used to determine the ABW increase. Probationary period reduced from 12 months to 6 months. Changes in language with respect to training, probationary employees holiday pay, sick leave, deleted YMCA offering, adjusted wording in regards to limiting holiday time off for specific holidays, work schedule, and shift trades.

Motion by Zipperer, seconded by Lienau to approve the agreement for the Door County Emergency Services Employees – IAFF, Local 4982 as presented. Motion carried by unanimous voice vote.

Tentative Agreement - Door County Deputy Sheriff's Association

CC Thomas reviewed the agreement. Negotiations included Supervisor Fisher. The across the board wage increase, Wisconsin Retirement System contribution, and insurance premium reduction were reviewed. Further review regarding comping holiday hours, moratorium on promotions, vacation use intervals, clothing allowance, holiday pay, vacation/time-off, court cancellation, investigator positions change in work schedule (trial basis), court security hours, flexible schedule, appointed positions returning to previous positions, road deputies start/end time, and establishment of positions.

Motion by Fisher, seconded by Virlee to approve the agreement for the Door County Deputy Sheriff's Association as presented. Motion carried by unanimous voice vote.

Grievance Arbitration Case – Door County and DCES IAFF Local 4982 – WERC Case #184, No. 73147, MA-15295 (Jeanquart)

CC Thomas explained briefing was completed on December 4th; record has been closed; awaiting decision.

Palmer Johnson Yachts, LLC

CDBG Agreement & Promissory Note

CC Thomas reported a payment was made on November 17th; paid through the end of September.

Former Highway Shop Lease

A payment was received yesterday; paid through October 2015. PJ's has requested an extension of the current lease agreement at the same cost on a month-to-month basis to allow time for PJ's to remove their equipment.

Year-End Wrap Up

CC Thomas reported he is caught up and prioritizing work due to the new administrator in place.

The committee recessed at 9:56 a.m. and reconvened at 10:05 a.m.

Human Resources

County Compensation Plan and Policy Review

Administrator Pabich reviewed the memo included in the meeting packet. Working with Carlson-Dettmann Administrator Pabich recommends trending the Compensation Plan 1.6% with no Cost of Living increase for 2016. Pay for Performance rates reviewed; recommendation is to set increases yearly as part of the budget process, tweak policy to remove the ability to move more than one step. Existing position review explained; 22 positions were submitted, Charlie Carlson reviewed the positions and recommends six positions be changed; Administrator Pabich recommends approval of the six changes effective with the first pay period of 2016. Charlie Carlson noted based on the limitations of the review, further review may be done on several of the positions. Administrator

Pabich recommends changes to the existing policy to include Pay for Performance updates, modifications to promotions, modifications to demotions, ability for the Human Resources Director to negotiate salaries to Midpoint; Midpoint and up to the Maximum requires approval of the County Administrator; exceptions to the policy require approval of the Administrative Committee.

Charlie Carlson explained the 1.6% aging recommendation is based on a survey preformed in the private sector.

Motion by Fisher, seconded by Lienau to accept the policy updates as presented. Motion carried by unanimous voice vote.

Resolution 2015-xx 2016 Compensation Plan Aging and Increases for General Employees

Motion by Fisher, seconded by Neinas to approve the draft resolution and send on to County Board for final approval. Motion carried by unanimous voice vote.

2016 County Evaluation Process

Administrator Pabich explained this will be a large undertaking. Planning to implement an employee evaluation software program in 2016. A minimum two month window expected for the evaluation process to be completed. For the first quarter of 2016 it is expected those employees requiring evaluations will be completed by the end of the quarter; any step or increase will be retroactive to the employee anniversary date. Going forward the remainder of employees are expected to be on schedule to meet their anniversary dates.

FYI: Personnel Transactions

Reviewed without comment.

FYI: Vouchers-November

Reviewed without comment.

Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee

Nothing as of this meeting.

Supervisor Zipperer commended Administrator Pabich on the work he put in to the Compensation Plan. Administrator Pabich thanked HR Director Hendee for her assistance with the Compensation Plan.

Vouchers, Claims and Bills

Reviewed without comment.

Next Meeting Date(s)

Regular Meeting: January 12, 2016 - 8:30 a.m.

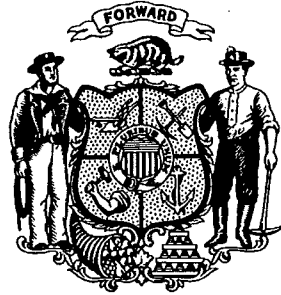
Adjourn

Adjourn

Motion by Fisher, seconded by Lienau to adjourn. Time: 10:49 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

State of Wisconsin



2015 Senate Bill 137

Date of enactment: **November 11, 2015**
 Date of publication*: **November 12, 2015**

2015 WISCONSIN ACT 79

AN ACT to amend 985.01 (7), 985.02 (2) (a), 985.02 (2) (b), 985.02 (2) (c), 985.02 (3) and 985.08 (1) of the statutes;
 relating to: publication of certain legal notices on an Internet site maintained by a municipality.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 985.01 (7) of the statutes is amended to read:

985.01 (7) "Wisconsin newspapers legal notices Web Internet site" means an Internet Web site maintained by Wisconsin newspapers for the purpose of providing and maintaining an electronic version of printed and published legal notices.

SECTION 2. 985.02 (2) (a) of the statutes is amended to read:

985.02 (2) (a) The notice must be posted in at least 3 public places likely to give notice to persons affected or must be posted in at least one public place likely to give notice to persons affected and placed electronically on an Internet site maintained by the municipality.

SECTION 3. 985.02 (2) (b) of the statutes is amended to read:

985.02 (2) (b) The notice posted before the act or event requiring notice shall be posted and, if applicable, placed electronically, no later than the time specified for the first newspaper publication.

SECTION 4. 985.02 (2) (c) of the statutes is amended to read:

985.02 (2) (c) The notice posted after the act or event requiring notice shall be posted and, if applicable, placed electronically, within one week after the act or event.

Actions of governing bodies posted after the act or event shall be effective upon posting.

SECTION 5. 985.02 (3) of the statutes is amended to read:

985.02 (3) The newspaper that publishes a legal notice shall, in addition to newspaper publication, place an electronic copy of the legal notice at no additional charge on the Wisconsin newspapers legal notice Web notices Internet site.

SECTION 6. 985.08 (1) of the statutes is amended to read:

985.08 (1) The fee for publishing a legal notice shall be not more than the rate issued by the department of administration for the first and subsequent insertions per standard line. The charge for the publication of a facsimile ballot shall be computed as if the area occupied by the ballot were set in standard lines. If a legal notice contains tabulated matter, then the fees allowable for the area containing such matter shall be increased 50% of the standard line base rate without adjustment for circulation premium. Composed matter shall be interpreted as being tabular when it contains 2 or more justifications per line. The standard line rate shall be reviewed annually, the adjustment, if any, to be effective on January 1 of each year to reflect the relevant change in costs of the newspaper publishing industry during the previous year, as determined by the department of administration in consultation with representatives of the daily and weekly

* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

2015 Wisconsin Act 79

- 2 -

2015 Senate Bill 137

newspaper industry of the state. In making the determination the department shall base the standard line rate upon the factors of wage and independent indices of newsprint costs in the proportions determined by the

department to be proper. No additional fee may be charged for placing a legal notice on the Wisconsin newspapers legal notice ~~Web~~ Internet site pursuant to s. 985.02 (3).

4.10 Policy on Use of Portable Indoor Space Heaters

Use of Portable Indoor Space Heaters

Door County buildings are operated under the Door County Buildings and Grounds Department, with oversight from the Door County Property Committee. The use of indoor space heaters is strictly limited due to risk of fire and concerns for energy consumption.

This policy and the use of indoor space heaters is monitored by the Building and Grounds Director and County Administrator and shall apply to all Door County personnel and Building structures.

Definitions

Space Heater: A space heater is a self-contained device for heating an enclosed area.

Scope

This policy applies to the use of portable space heaters in an indoor setting (offices, workshops, etc.) within County buildings or other buildings occupied by County employees or contracted workers.

This policy is meant to outline the minimum requirement for use of portable indoor space heaters. Individual Department Heads may use a departmental policy that meets the minimum requirement of this policy, and may set more stringent requirements.

The local fire inspector may further restrict use of portable indoor space heaters per local fire code or ordinance.

This policy does not apply to the following:

- The temporary use of portable heaters for construction, outdoor settings, or industrial/research support applications is outside the scope of this policy. Use in these circumstances should be governed by the work hazard planning process in place for the department.
- Non-portable area heaters that are wired or plumbed into the building utilities by the maintenance department or included in building construction are not covered under this policy.
- Heated footrests or heated floor mats of 200W or lower power are not considered space heaters under this policy.

Limited use approval

Appropriate adjustment of the building heating system should always be the preferred option for meeting the heating needs for employees, and guests in County buildings. When this is infeasible, Department Heads can authorize use and purchase with concurrence of the Building and Grounds Director to approve the use of certain space heaters in limited situations, such as where target temperatures cannot be maintained, for specific health needs, or for other extenuating circumstances. Under limited use approval, the selection and use of the space heater should follow the criteria in the *Safety and use requirements for space heaters* section, below.

Target temperature not maintained

If the central building heat system is unable to maintain a target work temperature, it may be determined that it is necessary to allow a space heater for temporary, supplemental heat until the comfort can be permanently resolved.

Specific health needs

The reason for the exemption should be documented. For example, if the need for using a heater is due to a medical reason, a document from a medical provider should be provided to Human Resources, who will in turn convey the justification to the Building and Grounds Director; no personal medical information will be shared.

Other extenuating circumstances

The Building and Grounds Director shall have the authority to handle other circumstances that may require the temporary use of portable indoor space heaters.

Safety and use requirements for space heaters

It is essential to ensure the safe and responsible use of the portable space heater in order to reduce the risk of fire danger. In the event an exemption is granted, only space heaters meeting the following criteria are permitted:

Product design

Electrically powered

- The heater must be electrically powered and designated as approved with a nationally recognized testing laboratory [common marks include Underwriters Laboratories (UL) or FM Global Technologies (FM)]. Other nationally recognized testing laboratories may certify these products; see <https://www.osha.gov/dts/otpc/nrtl/nrtlmrk.html> for more information.



- Liquid-fuel (propane, kerosene) space heaters are NOT permitted.

Thermostat

- The space heater must have a thermostat for heat regulation.
- Heaters without thermostats (e.g., simple “on/off” or “high/low” switches) **are not** permitted.

Tip-over protection

- Space heaters must have a tip-over shutdown feature. If the heater is knocked over, the unit must automatically shut off.

Overheat protection

- Space heaters must have overheat protection, which will automatically shut the unit off if there is an overheat situation.

Operating requirements

Approved space heaters may be used only if the following conditions are met:

Placement

- The heater may only be located on the floor. Heaters located on filing cabinets, tables, desks or other surfaces are more susceptible to being knocked over, resulting in accidents or fires.

- Heaters may only be placed on circuits sufficiently capable of handling the amperage draw of the heater and other equipment on the circuit. Building and Grounds Director may set limitations on approved heaters.
- Heaters may not be used in areas where flammable liquids are in use or stored.
- Employee-owned space heaters are not allowed. All space heaters shall be tagged by the Maintenance Department when placed into service and checked annually for operation.
- Keep the heater away from water and out of damp locations.
- Maintain minimum clearances as specified by the manufacturer. Combustible or flammable materials must be kept away from the heater.

Check for...

- Inspect the heater for broken or damaged parts. Never operate a heater you suspect is damaged.
- During use, check frequently to determine if the heater lug or cord, wall outlet, or faceplate is hot. If the plug, outlet, or faceplate is hot, discontinue use of the heater, and have a qualified electrician check and/or replace the plug or faulty wall outlet(s). If the cord is hot, disconnect the heater, and have it inspected/repared by an authorized repair person.

Power cord

- Heaters must be plugged directly into wall receptacle. Use of extension cords or power strips is not allowed. Electrical cords must be kept out of foot traffic paths to prevent tripping.
- Never run the heater's cord under doors, rugs, or carpeting. This can damage the cord, causing it and nearby objects to burn.

Other

- The heater must be turned off any time the room or area being heated is unoccupied, especially at the end of the workday.

Other Applicable policy information

In 2006, the University Of Wisconsin Department Of Administration issued the State of Wisconsin Energy-Use Policy. Two items in the policy pertain to use of portable indoor space heaters.

1. Work area target temperatures are dictated by winter thermostat setting (68F while open for business, 60F during unoccupied hours)
2. The policy seeks to eliminate the use of space heaters.

References for this Policy

UW-Milwaukee: "Use of Space Heaters" <http://www4.uwm.edu/usa/risk/policies/heaters.cfm> (12/12/2013)

UW-River Falls: "Space Heaters (AP-03-104)" <http://www.uwrf.edu/administration/policy/risk/ap03104.cfm> (12/12/2013)

United States Fire Administration: "Heating fire safety outreach materials" <https://www.usfa.fema.gov/prevention/outreach/heating.html>

US Consumer Product Safety Commission: “Reducing Fire Hazards for Portable Electrical Heaters”

<http://www.cpsc.gov/Global/Safety%20Education/Home-Appliances-Maintenance-Structure/098.pdf>

State of Wisconsin Department of Administration: State of Wisconsin Energy-Use Policy (2006)

DRAFT

Request to Refill Position

Must follow the process in the Administrative Manual, Section 2.04 – Creation and Classification of Positions.

DEPT. HEAD TO COMPLETE:

Department SHERIFF'S OFFICE Position Title: DEPUTY SHERIFF - JAIL

Position Status: ☐ Currently vacant ☒ Will be vacant Date Vacant: 1-3-15

☒ Full Time ☐ Part Time ☐ Limited Term ☐ Project Hours per week: _____

Reason for Vacancy: ☐ Separation ☐ Transfer ☒ Retirement ☐ Resignation ☐ Death

Discuss turnover with the department in the previous 18-24 months: _____

Transfer: why is the new position more attractive to employee than current one? _____

Name of Current / Most Recent Incumbent: JOHN MCCORMICK

Is office space, furniture, and office equipment available? ☐ Yes ☐ No

If not, explain plan to obtain: _____

Reviewed, updated, and submitted to Human Resources:

☐ Job Analysis Questionnaire

☐ Job Description

Completed by: _____ Date _____

Financial Information:

Salary Range: F Is the Position Budgeted: ☒ Yes ☐ No

Funding Source: ☒ Levy % 100 ☐ Grant Funded % _____ ☐ Other _____ % _____

☐ Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO _____ FLSA Status Non exempt

☒ Human Resources has performed a position review? KL (HR initial)

☒ The Job Analysis and Job Description have both been updated and signed? KL (HR initial)

Approvals:

County Administrator [Signature] Date 1-6-2016

☒ Oversight Committee Chair [Signature] Date 1-16-15

☐ I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

☐ I want to participate ☐ I do not wish to participate

Administrative Committee Chair _____ Date _____

☐ I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

☐ I want to participate ☐ I do not wish to participate

<p>Notice of Public Meeting</p> <p>Wed., December 16th, 2015</p> <p>8:30 a.m.</p>	<p>LAW ENFORCEMENT COMMITTEE</p>	<p>Door County Justice Center Sheriff's Office Multi-Purpose Room 1201 S. Duluth Ave., Sturgeon Bay, WI</p>
<p>Oversight for Sheriff's Department</p>		

AGENDA

1. Call Meeting to Order at 8:30 a.m.
2. Establish a Quorum
3. Adopt Agenda / Properly Noticed
4. Approve Minutes: 10/21/15 and 10/27/15 Committee Meeting
5. Correspondence
 - 5.1 Commendations
6. Public Comment
7. Personnel Update
 - 7.1 Resignation – Steve Wiegand
 - 7.2 Resignation – Brandon Cromwell
 - 7.3 Resignation – Randy Tassoul
 - 7.4 Termination – Eric Peil
 - 7.5 Retirement – John McCormick
 - 7.6 Request to Refill – Security Deputy
8. New Business
 - 8.1. Communication Division
 - 8.1.1. CATS Update
 - 8.2. Jail Division
 - 8.2.1. Daily Population Information Report –FYI
 - 8.2.2. Door County Jail Mental Health Statistics – FYI
 - 8.2.3. Amendment to Food Service Agreement - FYI
9. Door/Kewaunee Drug Task Force Grant
10. Request for Agenda items for next month's meeting
11. Vouchers, Claims and Bills ~ FYI
12. Next Meeting Date: **January 20th**, 2016 at 8:30 a.m.
13. Adjourn

Deviation from the order shown may occur

In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of the County Clerk at (920)746 2200. Notification 48 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

Posted date: 12/10/2015 By: Diane Franklin

"The minutes have not been reviewed by the oversight committee and are subject to approval or revision at the next regular committee meeting."

DOOR COUNTY LAW ENFORCEMENT COMMITTEE
Door County Justice Center, Multi-Purpose Room
December 16, 2015

Those in attendance: Kathy Schultz, Dick Haines, Jon Bur, Paul Kok, Don Sitte. Others present: Steve Delarwelle, Pat McCarty, Tammy Stenard, Peter Devlin, Diane Franklin - Recording Secretary. Excused: Charles Brann and Roy Englebert.

1. **Call Meeting to Order.** Schultz called the meeting to order at 8:30 a.m.
2. **Establish a Quorum – Roll Call** – Five members present.
3. **Adopt Agenda.** On a motion made by Bur and seconded by Kok the agenda was adopted.
4. **Approve Minutes: 10/21/15 and 10/27/15 Committee Meeting.** On a motion by Kok seconded by Sitte the minutes were approved. Motion carried unanimously.
5. **Correspondence.**
 - 5.1 **Commendations.**
Delarwelle read letters of commendation (that are included in the agenda packet) for Deputy Tom Lemke, Deputy Heather Bemann, Deputy Mark Schwartz, Deputy John Haase and Deputy Cory VandenBogart. Delarwelle also read letter of appreciation from Headwaters Search & Rescue for the donation from the County. Sitte states on behalf of the Law Enforcement Committee he commends the department as a whole for receiving letters of commendation.
6. **Public Comment.** None
7. **Personnel Update**
 - 7.1 **Resignation – Steve Wiegand.** Sitte makes motion to accept the resignation of Reserve Deputy Steve Wiegand, Haines seconds the motion. Motion carried unanimously.
 - 7.2 **Resignation – Brandon Cromwell.** Sitte makes motion to accept the resignation of On Call Security Deputy Brandon Cromwell, Haines seconds the motion. Motion carried unanimously.
 - 7.3 **Resignation – Randy Tassoul.** Sitte makes motion to accept the resignation of Special Deputy Randy Tassoul, Haines seconds the motion. Motion carried unanimously.
 - 7.4 **Termination – Eric Peil.** Sitte makes motion to accept the termination of Reserve Deputy Eric Peil, Kok seconds the motion. Motion carried unanimously.
 - 7.5 **Retirement – John McCormick.** Haines makes motion to accept the resignation of Security Deputy John McCormick, Kok seconds the motion. Motion carried unanimously.
 - 7.6 **Request to fill – Security Deputy.** Sitte makes motion to recommend to the Administrative Committee to refill the security deputy position, Bur seconds the motion. Motion carried unanimously.

The Committee thanks the above deputies for their years of service and dedication to the Sheriff's Department.
8. **New Business**
 - 8.1 **Communication Division**
 - 8.1.1 **CATS Update.** McCarty states he was not present at the last CATS meeting but did receive a few updates from Tim Ullmann. Regarding the Brussels Hill tower site there were four options for a shelter and whether to leave the old tower up or take it down. It was decided to go with the least expensive option of getting a used shelter and leaving the old tower up. Fiber work continues in southern Door County-should be done by January 31st; McCarty to meet with Tim Ullmann and go over the 2016 maintenance agreement with Bay Electronics; there

County of Door Security Deputy

Job Title	Security Deputy	Last Revision	
Department	Sheriff	HR Reviewed	09/11/2015
Division		Employee Group	Represented
Report To	Sheriff or his/her designee, Jail Lieutenant/Sergeant provide direct supervision	FLSA Status	Non-Exempt
Pay Range	Deputies Assn Grade F	EEO Code	04 – Protective Services

General Summary

Under the general direction of the Sheriff, and/or his/her designee. The Shift Sergeant is the direct supervisor. This position is responsible for enforcing all state, county, and federal laws and regulations; investigates criminal activities; assists citizens; makes arrests; does criminal & process serving; completes routine public relations activities; performs various duties within the County Jail. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Conduct prisoner intake procedures which include medical/mental health screenings, administering a PBT, pat-down search, fingerprinting, photos, inventory property, receipt money, enter data into records management system, assign clothing/bedding and appropriate housing assignments.
2. Supervise prisoners by conducting regular security checks of the general jail areas, housing units, kitchen, laundry, programs room, recreation area, Huber area and visitation. Conduct regular security inspections of all areas of the facility to help ensure the security and safety of prisoners, staff and visitors.
3. Prepare prisoners for travel to court, visits from attorneys and transport prisoners between the jail and the courts.
4. Works an assigned shift using own judgment in deciding course of action in dealing with routine duties, emergency situations, and overall jail operations.
5. Respond to prisoner disturbances, medical or mental health emergency or requests for assistance. Provide assistance to prisoners in dealing with medical or mental health needs.
6. Prepare reports including daily activity logs, visitation logs, intake and release paperwork, commissary records, incident reports, medical/mental health screening forms, etc.
7. Distribute prisoner medications, meals, laundry, mail and commissary.
8. Process Huber prisoners in and out of the facility for work release.
9. Confirm the prisoners are abiding by the established rules of the facility in documented reports and take appropriate disciplinary action for violations.
10. Carry out duties in conformance with Federal, State, County and City laws and within departmental policies and procedures.
11. Perform transports of prisoners outside the facility.

County of Door Security Deputy

General Job Functions

1. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
2. Coordinates activities with other officers/deputies or other departments as needed, exchanges information with officers/deputies in other law enforcement agencies, and obtains advice from the District Attorney's Office and Corporation Counsel Office regarding cases, policies and procedures, as needed and assigned.
3. Administer proper breathalyzer procedure.

Training and Experience

1. High School diploma or equivalent.
2. Minimum of two (2) year Associate Degree from an accredited technical school or sixty (60) credit hours from a college or university in police science, criminal justice, or related field.
3. Successful completion of Correction Training Officer (CTO) training and evaluation program within the first six (6) months of hire.
4. Ability to type a minimum of 30 words per minute determined by a standard keyboard test.

Knowledge, Skills and Abilities Required

1. Knowledge of laws, regulations, ordinances and departmental policies and procedures which impact duties in jail.
2. Knowledge of personal self-defense.
3. Knowledge of current policing jail methods and procedures.
4. Ability to use tact and discretion to optimize safety and control.
5. Ability to react quickly, both mentally and physically, to any situation.
6. Ability to prepare accurate reports.
7. Ability to operate a variety of jail equipment to include but not limited to: radio, handcuffs, computer, first aid equipment, copy machine, fax machine, camera, fingerprint equipment, intoxilyzer, PBT, Taser, SCBA equipment, and other related equipment.
8. Knowledge and ability to use a computer and current software programs.
9. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
10. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.

Physical and Work Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

County of Door Security Deputy

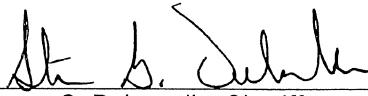
Work conditions vary by shift. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles, inspect buildings and jail cells, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses or suspects' testimonies, etc.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified." This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Door County retains and reserves any or all rights to change, modify, amend, add to or delete from the section of this document as it deems, in its judgment, to be proper.

Approvals:



Steven G. Delarwelle, Sheriff

10-15-15

Date



Kelly A. Hendee, Human Resources Director

10/22/15
Date

REQUEST FOR FISCAL IMPACT INFORMATION

17 of 30

RECLASSIFICATION
FTE/Hours
Job Class
Step
Rate

CHANGE FTE/Hours
From TO
CHANGE JOB CLASS/STEP
From TO

Position Title

Effective Date

Department

Jail Deputy

6 Mo

Sheriff

Sub Dept

FTE/Hrs	@ Rate	2016 TOTAL SALARY					2016 TOTAL BENEFITS				TOTAL SALARY and Benefits
Jail Deputy - Pay Grade F Step 1 and 2											
1.00	\$26.51/\$27.04	52,500					35,937				88,437
Current Jail Deputy budgeted for 2016											
1.00	\$30.24	59,666					37,667				97,333
Total Salary and Benefit Decrease											(8,896)
FTE/Hrs	@ Rate	2016 TOTAL SALARY					2016 TOTAL BENEFITS				TOTAL SALARY and Benefits
											-
											-
Total Salary and Benefit Increase											-

Dept Head Signature

Mark E. Janich

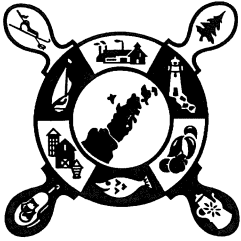
Finance Director

Date

1/6/2016

Disclaimer:

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.



County of Door
Human Resources
 County Government Center
 421 Nebraska Street
 Sturgeon Bay, WI 54235

Kelly A. Hendee
 Human Resources Director
 (920) 746-2305
 khendee@co.door.wi.us

TO: Administrative Committee

FROM: Heidiann Ullman
 Human Resources

SUBJECT: Monthly Personnel Transactions
 January 2016 Report

Date	Transaction *	Department	Name		Position
11/23/2015	Promotion	Emergency Services	LeClair	Aaron	Deputy Director
12/07/2015	Rehired	Treasurer's	Viste	Linda	LTE Office Clerical
12/07/2015	Rehired	Treasurer's	Pluff	Jane	LTE Office Clerical
12/07/2015	Rehired	Treasurer's	Robillard	Nancy	LTE Office Clerical
12/14/2015	Hired	Sheriff's	Ott	Christopher	On-Call Security Deputy
12/29/2015	Hired	Human Services	Kavicky-Mels	Tanya	Behavioral Health Case Manager
01/04/2016	Hired	Human Services	Latva	Jason	Comprehensive Community Service Coordinator (tri-County)
01/04/2016	Hired	Emergency Services	Dallman	Karen	Paramedic
01/04/2016	Hired	Human Services	Kettenhoven	Tammy	Social Worker
01/04/2016	Hired	Building & Grounds	Londo, Jr.	Daniel	Custodian
01/04/2016	Hired	Human Services	Purdy	Jessica	Economic Support Specialist
01/04/2016	Promotion	Library	Sawyer	Mary	Branch Manager 1 Ephraim

Transaction	Definition
Hired	Newly hired employees
Inactive	Regular, Limited Term and Seasonal Employees no longer working (separated from employment)
Re-Hired	Former Employees returning to employment in same category as originally hired. (Seasonal)
Resignation	Employees submitted correspondence indicating they are leaving employment and <u>not</u> retirement eligible.
Retirement	Employees qualified to retire because of "eligible years of service" or "eligible retirement age".
Termination	Employer terminates employment with employee (includes layoff)

**HUMAN RESOURCES DEPARTMENT
VOUCHER LISTING: January 2016**

Acct No.	Vendor	Description	Prepaid	Amount
53106	Staples	Office Supplies	Y	\$ 32.22
59119	Credit Card Members Services	Degree Verifications	Y	\$ 45.00
53106	Cabinet Creations & Design	Table Countertop	Y	\$ 276.75
52403	Peninsula Pulse	Ad: Medical Examiner	Y	\$ 50.08
55107	Wisconsin Document Imaging	December Copies	Y	\$ 178.53
				\$ 582.58

I hereby approve payment of the
monthly bills for the
HUMAN RESOURCES DEPARTMENT
as listed on this document.

Date: _____

Dan Austad, Chairman
Administrative Committee

CHILD SUPPORT OFFICE VOUCHERS
JANUARY 2016 Administrative Services Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52412	DDC DNA DIAGNOSTICS	PATERNITY BLOOD TESTS	\$151.25	
52302	RAY R VANDER PERREN	SERVICE CONTRACT	\$45.00	
52302	STATE PROCESS	SERVICE CONTRACT	\$30.25	
52302	WISCONSIN DOCUMENT	SERVICE CONTRACT	\$184.91	
TOTAL:			\$411.41	

I hereby approve payment of the
monthly bills for the
CHILD SUPPORT ENFORCEMENT AGENCY
as listed on this document.

Date: _____

Chairman
Administrative Services Committee

12, 15, 15

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

January
MEETING DATE

2016

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective names.

25 Court Systems
DEPARTMENTConnie DeFere
DEPARTMENT HEAD

COMMITTEE CHAIR / COUNTY ADMINISTRATOR

G/L DATE: 12/2015

Batch Nbr: 258238

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
ATTY DEBRA R MANCOSKE	14349	1340	52130			GAL FEES 11FA99 SCHREADER, TEAGAN	493.70
NINA MARTEL SC	15303	1340	52130			GAL FEES 11PA03PJ M.LALUZERNE	28.00
NINA MARTEL SC	15303	1340	52130			GAL FEES 10PA17PJ M. WEBORG	14.30
NINA MARTEL SC	15303	1340	52130			GAL FEES 09PA16PJ KARABUSH	105.20
NINA MARTEL SC	15303	1340	52130			GAL FEES 14FA122 KNAAPEN	147.89
NINA MARTEL SC	15303	1340	52130			GAL FEES 07PA27PJ	15.78
NINA MARTEL SC	15303	1340	52130			GAL FEES 10PA18PJ E.O.S.P.	15.38
NINA MARTEL SC	15303	1340	52130			GAL FEES 04FA110 M. GARZA	36.82
NINA MARTEL SC	15303	1340	52130			GAL FEES 15FA95 E.SPITTLEMEISTER	.89
NINA MARTEL SC	15303	1340	52130			GAL FEES 14FA122 KNAAPEN 12/4/15 INVOIC	48.82
Vendor Total:							413.08 **
SUSAN G RASCON	15825	1340	52425			INTRPRTR FEES TELEPHONIC 11/5/15 H.R.S.D	30.00
TOFT LAW FIRM	965	1340	52130			GAL Fees 10FA70 Manson	217.78
TOFT LAW FIRM	965	1340	52130			GAL FEES 14FA129 SCHNORR	895.40
Vendor Total:							1,113.18 **
Schedule Total:							\$2,049.96 **** =====

12, 29, 15

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DC404RCOUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

January 12th, 2016
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective names.

25 Court Systems
DEPARTMENTConnie De Fere
DEPARTMENT HEAD

COMMITTEE CHAIR / COUNTY ADMINISTRATOR

G/L DATE: 12/2015

Batch Nbr: 258257

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
FILING SYSTEMS SPECIALISTS INC	10652	1340	53106			NUMERIC, LTR & YEAR LABELS	102.81
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 04FA21 SHUDA/JAMES	21.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 07PA17PJ MERRIMAN,DUSTIN	365.50
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 15FA121 HIBBS, G & H	231.00
Vendor Total:							617.50 **
REETZ LAW OFFICE	6957	1340	52101			ATTY FEES 15CM043 A.JODARSKI	521.15
REETZ LAW OFFICE	6957	1340	52101			ATTY FEES 15CF063 A. GAUTHIER	822.49
Vendor Total:							1,343.64 **
STAPLES ADVANTAGE	15069	1340	53106			2 OFFICE CHAIRS	899.55
Schedule Total:							\$2,963.50 **** =====

1/05/16

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STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

January 12th 2016
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

25 Court Systems
DEPARTMENT

Connie DeFere
DEPARTMENT HEAD

COMMITTEE CHAIR / COUNTY ADMINISTRATOR

G/L DATE: 01/2016

Batch Nbr: 258279

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
CNA SURETY	3176	1340	52462			Notary Bond - Stoneman Schopf - Connie D	30.00
REME BASHI	18535	1340	52425			Intrprtr fees 15CT88 & 15CM201	134.00
REME BASHI	18535	1340	52425			Intrprtr fees mileage 15CT88 & 15CM201	76.50
Vendor Total:							210.50 *
WCCCA	691	1340	52402			2016 WCCCA Membership Dues-Connie DeFere	125.00
Schedule Total:							\$365.50 *
							=====

1/05/16

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SCHEDULE OF VOUCHERS

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WIJanuary 12th, 2016
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective name

25 Court Systems
DEPARTMENTConnie De Fere
DEPARTMENT HEAD

COMMITTEE CHAIR / COUNTY ADMINISTRATOR

G/L DATE: 12/2015

Batch Nbr: 258278

Vendor Name	Vendor No.	Sub Dept	Acct No.	Dctl	Sub Proj	Description	Amount
ATTY DEBRA R MANCOSKE	14349	1340	52130			GAL Fees 01FA51 A. McCarthy	356.00
ATTY DEBRA R MANCOSKE	14349	1340	52130			GAL Fees 12FA143 T. Coyer	510.69
Vendor Total:							866.69 *
NINA MARTEL SC	15303	1340	52130			GAL Fees 15FA95 E.SPITTLEMEISTER	56.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 13FA31 CONARD	147.91
NINA MARTEL SC	15303	1340	52130			GAL Fees 11PA03PJ M. LALUZERNE	132.83
NINA MARTEL SC	15303	1340	52130			GAL Fees 09PA16PJ KARABUSH	70.23
Vendor Total:							406.97 *
Schedule Total:							\$1,273.66 *
							=====

CORPORATION COUNSEL OFFICE			
Voucher Update			
		12/08/15 to 12/31/15	
Fund-Dept-Sub-Acct.	Vendor	Description	Amount
100-14-1107-52101	PROFESSIONAL		
100-14-1107-52105	LITIGATION		
	Heidi Stangel	2015-293 Interpreter Services Mediation	\$130.96
	FedEx	2012-435 Scherb Litigation Mailing	\$67.50
100-14-1107-54406	TELEPHONE		
100-14-1107-52301	REPAIR/MAINTENANCE		
100-14-1107-52402	MEMBERSHIP		
100-14-1107-53102	POSTAGE		
100-14-1107-53106	OFFICE SUPPLIES		
	Staples Advantage	General Office Supplies	\$77.13
	Safeguard Business Systems	General Office Supplies	\$20.54
100-14-1107-53131	LEGAL RESEARCH		
	Thomson Reuters-West Payment Center	West Information November Charges	\$111.26
100-14-1107-54101	CONFERENCE FEES AND TRAINING		
100-14-1107-54102	TRAINING MILES, MEALS, LODGING		
100-14-1305-52401	COUNSELING CONTRACTED SERVICES		
	Gay Pustaver	December 2015 Mediation Services	\$1,230.00
100-14-1305-53109	COUNSELING SERVICES PUBLICATION		
100-14-1350-53109	LAW LIBRARY		
	Thomas Reuters-West Payment Center	West Information November Charges	\$1,254.69
		TOTAL:	\$2,892.08

12/15/15

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

12/16/15 Batch

January ?
MEETING DATE

2016

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective names.

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COMMITTEE CHAIR / COUNTY ADMINISTRATOR

G/L DATE: 12/2015

Batch Nbr: 258232

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BROWN COUNTY REGISTER IN PROBA	3674	1310	52101			Nov 2015 Mental Health Proceedings	215.00
CNA SURETY	3176	1310	52462			Notary Public Surety Bond - Ripp	30.00
WI DEPT FINANCIAL INSTITUTION	17791	1310	52462			Notary Renewal - Ripp	20.00
LISA A HARTEL	2674	1310	52406			14CF79 DA transcript	14.00
LISA A HARTEL	2674	1310	52406			TJR search warrant transcript	18.00
LISA A HARTEL	2674	1310	52406			15CV109 transcript	52.00
LISA A HARTEL	2674	1310	52406			15CF113 transcript	60.00
LISA A HARTEL	2674	1310	52406			14CF107&118, 14CM214 DA transcripts	29.00
Vendor Total:							173.00 **
HOLLY M JEWELL	6197	1310	52406			14CF107&118, 14CM214 transcripts	20.00
HOLLY M JEWELL	6197	1310	52406			14CM166&216 DA transcript	242.50
Vendor Total:							262.50 **
KEYSTONE PSYCHOLOGY LLC	2288	1310	52101			05GN8P Guardianship examination	600.00
KEYSTONE PSYCHOLOGY LLC	2288	1310	52130			14GN19P Guardianship Examinations	600.00
Vendor Total:							1,200.00 **
NINA MARTEL SC	15303	1310	52130			14GN18P Guardian ad Litem	269.47
NINA MARTEL SC	15303	1310	52130			15GN16 Guardian ad Litem	124.10
NINA MARTEL SC	15303	1310	52130			15CV158 Guardian ad Litem	163.98
NINA MARTEL SC	15303	1310	52130			15JC4 Guardian ad Litem	175.00
NINA MARTEL SC	15303	1310	52130			03GN16 Guardian ad Litem	35.00
NINA MARTEL SC	15303	1310	52101			15GN17P Adversary Counsel	21.00

12/15/15

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Page 2
DC404R

G/L DATE: 12/2015

Batch Nbr: 258232

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount	
NINA MARTEL SC	15303	1310	52130			15JC6 Guardian ad Litem	70.00	
Vendor Total:							858.55	**
PINKERT LAW FIRM LLP	9682	1310	52130			15GN15 Guardian ad Litem	161.00	
TOFT LAW FIRM	965	1310	52130			10GN16P Guardian ad Litem annual review	200.00	
WEST GROUP PAYMENT CENTER	36721	1310	53104			November 2015 library plan	448.20	
WISCONSIN DOCUMENT IMAGING	5999	1310	55107			November 2015 copier lease	170.61	
Schedule Total:							\$3,738.86	****
							=====	

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

1/6/16 Batch
2015 Invoices

1/12
MEETING DATE

2016

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective names.

25 Court Systems
DEPARTMENT

[Signature]
DEPARTMENT HEAD

[Signature] 1/5/16
COMMITTEE CHAIR / COUNTY ADMINISTRATOR

G/L DATE: 01/2016

Batch Nbr: 258263

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1310	52130			07GN13P Guardian ad Litem Annual Review	200.00
HOLLY M JEWELL	6197	1310	52406			15CT2566 transcript	15.00
KEYSTONE PSYCHOLOGY LLC	2288	1310	52101			15ME61 independent psychological eval	450.00
MICHELE KRZNARICH	17951	1310	52406			15CF2&102 transcript	58.00
ATTY DEBRA R MANCOSKE	14349	1310	52130			15JV5 Guardian ad Litem	154.00
NINA MARTEL SC	15303	1310	52130			15JC6 Guardian ad Litem	63.00
NINA MARTEL SC	15303	1310	52101			15GN17P adverse counsel	24.00
NINA MARTEL SC	15303	1310	52130			10JV11 Guardian ad Litem	56.00
NINA MARTEL SC	15303	1310	52130			14GN18P Guardian ad Litem	36.38
Vendor Total:							179.38 **
MARTINSON LAW OFFICES	8710	1310	52130			14GN19P Guardian ad Litem	233.10
MARTINSON LAW OFFICES	8710	1310	52130			05GN8P Guardian ad Litem	284.90
Vendor Total:							518.00 **
PINKERT LAW FIRM LLP	9682	1310	52130			12JC9 Guardian ad Litem	84.00
Schedule Total:							\$1,658.38 **** =====

**DOOR COUNTY DISTRICT ATTORNEY'S OFFICE
VOUCHER LISTING:**

Acct No.	Vendor	Description	Amount
53106	FSS Business Systems Inc	Office Supplies	\$96.20
52408	Milwaukee County Sheriff Dept	Process Service Fees	\$60.00
52408	Patrick L. Zelzer & Assoc.	Process Service Fees	\$175.00
53106	Staples Advantage	Office Supplies VW & DA	\$782.00
TOTAL:			\$1,113.20

VETERANS SERVICE OFFICE VOUCHERS
December 31st, 2015 Administrative Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
59117.00	Sturgeon Bay Utilities	Assist Needy Veteran	\$363.32	x
53106.00	Staples Advantage	Office Supplies	\$40.28	x
59117	WPS	Assist Needy Veteran	\$258.88	x
TOTAL:			\$662.48	

I hereby approve payment of the
monthly bills for the
VETERANS SERVICE OFFICE
as listed on this document.

Date: _____

COMMITTEE CHAIR