Notice of Public Meeting **Tuesday, March 15, 2016** **8:30 a.m.**	**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

AMENDED* **AGENDA

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes** of February 16, 2016 Regular Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**

A. <u>County Board</u>

- DCEDC Annual Luncheon – April 7, 2016 – Stone Harbor Resort – Attendance & Possible Sponsorship
- Recommendation from Human Services Board Re: CCS/CLTS/COP Committee Changes
- Recommendation from Museum and Archive Committee for Future Composition of the Committee
- Discussion on Committee Size and Committee Interest Form

B. <u>County Administrator</u>

- Update on IS Performance Audit
- FYI: Out-of-State Training: Public Library Assoc. 2016 Conference, Denver, CO - Laura Kayacan

C. <u>County Clerk</u>

- *Authorization to Engage an LTE for Election Data Entry

D. <u>Corporation Counsel</u>

- Grievance Arbitration Case – Door County and DCES IAFF Local 4982 – WERC Case #184, No. 73147, MA-15295
  1) Arbitrator Houlihan's February 19, 2016, Arbitration Award
- 2015 Wisconsin Act 149
  1) Impact on Resolution No. 2011-76 – Door County Weapons Policy
  2) Impact on Ch. 31, Door County Code, Including §§31.07, 31.14 & 31.37 DCC
- Ordinance 2016- ___ - Amendment of Ch. 31.14 "Carrying a Concealed Weapon" Door County Code
- Palmer Johnson Yachts, LLC CDBG Agreement & Promissory Note
- Ch.'s 173 & 951, Wis. Stats. Animal Mistreatment Cases

E. <u>Human Resources</u>

- Request to Refill- Maintenance Technician HVAC-Refrigeration Specialist and Subsequent Positions
- Request to Refill- Telecommunicator
- Request to Refill- Nutrition Site Manager
- Policy Recommendation for Dual Capacity Employment
- FYI: Letter of Resignation – Mike Paye
- FYI: Letter of Retirement – Jeanne Majeski
- FYI: Letter of Retirement – Judy Orthober
- FYI: Personnel Transactions
- FYI: Vouchers-November

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

G. Vouchers, Claims and Bills

H. Next Meeting Date(s): Regular Meeting: April Meeting TBD

I. 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.

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 72 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

AGENDA Posted _____, 2016 by _____

MINUTES **Tuesday, February 16, 2016**	**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, February 16, 2016 meeting of the Administrative Committee was called to order by Chairman Dan Austad at 8:30 a.m.

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

Establish a Quorum ~ Roll Call
Members present: Dan Austad, David Lienau, Roy Englebert, Ken Fisher, Richard Virlee, and John Neinas. Leo Zipperer was excused.

Others present: Supervisor Joel Gunnlaugsson, Administrator Ken Pabich, CC Grant Thomas, HR Director Kelly Hendee, Finance Director Mark Janiak, Building and Grounds Director Wayne Spritka, Sheriff Steve Delarwelle, EMS Director Dan Williams, EMS Deputy Director Aaron LeClair, Library Administrative Assistant Kay Jensen, County Clerk Jill Lau, and public.

Present for a portion of the meeting: Supervisor Mark Moeller, ROD Carey Petersilka, County Treasurer Jay Zahn, Museum Curator Maggie Weir, and Museum Assistant Curator Virginia Haen.

Adopt Agenda / Properly Noticed
Motion by Englebert, seconded by Virlee to approve the amended agenda. Motion carried by unanimous voice vote.

Approve Minutes of January 12, 2016 Regular Administrative Committee Meeting
Motion by Virlee, seconded by Lienau to approve the minutes of the January 12, 2016 Regular Administrative Committee meeting. Motion carried by unanimous voice vote.

Correspondence
No correspondence presented.

Public Comment
No one from the public commented.

Old Business
No old business was presented.

New Business (Review / Action)
County Administrator
Request for 2015 Year End Carry Over
Administrator Pabich explained he is requesting a $600 carry over for an office chair.

Motion by Lienau, seconded by Fisher to approve the request of $600 for a carry over for a chair. Motion carried by unanimous voice vote.

County Board
Proposed Resolutions
Central Ambulance Station & Human Services Resource Center Project(s)
Chairman Austad explained the Property Committee made a motion to send the issue on to County Board without a recommendation. CC Thomas drafted two resolutions. Discussion on the need to cap the total cost of the project. CC Thomas noted the resolutions are minimal and allow the County Board to act on it with options to be decided. The County Board needs to make a decision to authorize the project; costs can be decided at a later date.

Motion by Fisher, seconded by Virlee to support the resolution for the Central Ambulance Station and Human Services Resource Center Projects. Motion carried by unanimous voice vote.

Central Ambulance Station & Human Services Resource Center Project
Chairman Austad explained the resolution allows the County to proceed with the project in phases. There are opportunities within the resolution to further review the project.

Motion by Fisher, seconded by Virlee to support the resolution for the Central Ambulance Station and Human Services Resource Center Project. Motion carried by unanimous voice vote.

County Clerk
Request for 2015 Year End Carry Over
County Clerk Lau explained after further review with Finance Director Janiak a carry-over will not be necessary.

Corporation Counsel
§767.405, Wis. Stats. Family Court Services 2015 Annual Report
CC Thomas reviewed information included in the meeting packet.

Conducting Meetings Electronically (Teleconference, Videoconference or Other Technologies)
CC Thomas reviewed information included in the meeting packet. Thomas noted conducting meetings electronically is possible but it should be used sparingly. If the County decided to move forward a policy would need to be created; could define when appropriate to use. Supervisor Lienau explained the Village of Sister Bay implemented a policy to allow teleconference; issues experienced were noted and Lienau doesn't recommend moving forward based on his experience. CC Thomas explained a policy could be drafted limiting the usage. This issue was brought to Chairman Austad's attention after some county committees didn't have a quorum to hold a meeting. Chairman Austad explained a motion is expected to come forward at the April County Board meeting to authorize the County Board Chairman be considered a member of a committee to meet a quorum. No further action at this time.

Supervisor Compensation and Reimbursement for 2-Year Term Starting April 19, 2016 (§59.10(3)(f)-(j), Wis. Stats.)
CC Thomas explained this issue was brought forward by Supervisor Fisher. CC Thomas reviewed his notes and didn't find any discrepancies between his notes and the drafted and adopted resolution. The County is beyond the time to make any changes; changes must be done at the November meeting prior to the time of taking out nomination papers. CC Thomas noted if he found definitive reasons that a Scribner's error was made he could justify making the changes; however, there is no information that leads to making the change. Supervisor Fisher noted it was never his intent to pay $50 for the first hour of a committee meeting; his intent was $50 for the first 2 hours of a meeting.

Ch.'s 173 & 951, Wis. Stats. Animal Mistreatment Cases
The case is pending in court.

Grievance Arbitration Case – Door County and DCES IAFF Local 4982 – WERC Case #184, No. 73147, MA-15295
Had anticipated a decision, however, have not received anything as of this meeting.

Palmer Johnson Yachts, LLC CDBG Agreement & Promissory Note
Status quo.

Human Resources
Presentation from Carlson Dettmann – Patrick Glynn
Administrator Pabich introduced Patrick Glynn who will be the lead person who will perform a complete review of the County's Compensation Plan. Patrick explained Carlson Dettmann was approached last year to review the County's plan. Patrick noted the Compensation Plan completed in 2013 only compared three counties; Patrick recommends using more than three comparable counties going forward. Job documentation, including job descriptions and job analysis questionnaires, will need to be up-to-date and will be used in coordination with meetings with department heads when reviewing the Compensation Plan. HR Director explained a full market review will be completed every three to five years. Administrator Pabich noted the review of the Comp Plan has been budgeted. Any recommended changes, after review, will be implemented in 2017. Eight counties along with the private market will be used for comparisons in the review. The basic compensation plan will remain in place along with the implemented pay policies; Carlson Dettmann will review each job, assign points to the job and determine if the job is in the correct pay range.

The committee recessed at 9:40 a.m. and reconvened at 9:50 a.m.

Working in Dual Capacity Roles
HR Director Hendee noted an email was sent to Supervisors this morning from Jennifer Munao which was read aloud regarding her dual capacity roles in county employment. There is a request for persons to be allowed to work in more than one position within the County; both the Library and the EMS Department have made requests. Hendee noted a policy needs to be created. Any person allowed to work two positions would require dual cooperation between departments. Administrator Pabich noted if the employee is

working minimal hours, such as in the case of Jennifer Munao, working in dual role capacities makes sense. However, in other cases things could be triggered such as overtime and benefits which could both be unbudgeted expenses. It was noted that finding EMT's in Door County is a problem; Supervisors expressed the need for the County to draft a policy that allows decisions to be based on individual requests. Supervisor Gunnlaugsson explained this issue was brought to his attention and after much discussion he cautions the committee on moving forward, however, he strongly suggests the County move cautiously forward on developing a policy to address the dual capacity role issue. CC Thomas explained the committee needs to decide if the County is interested in dual capacity employment, if so, staff would then research, review, and analyze the impact on the County and will make recommendations of how to move forward. EMS Director Dan Williams explained the classes of employees within the EMS Department noting on-call hours with limited restrictions do not count as "real hours". CC Thomas explained the County needs to take a look at the policies to make certain the policy defines what on-call hours, stand-by hours and working hours are.

Motion by Fisher, seconded by Lienau to allow dual employment on a case-by-case basis to be decided by HR. Both Supervisor Neinas and Supervisor Englebert expressed concerns with deciding on a case-by-case basis and recommended creation of a policy. Fisher rescinded his motion and Lienau rescinded his second. Currently Jennifer Munao has given up the Library position due to being instructed by HR that she could not work in a dual role capacity.

Motion by Fisher, seconded by Virlee to allow Jennifer Munao to continue to work in the dual role capacity for both casual call hours at the Library and the EMT position in the EMS Department and to direct staff to research and recommend a policy regarding dual capacity roles and bring their recommendations and/or policy to next month's meeting. Motion carried by voice vote with Englebert and Neinas voting no.

Draft Resolution - Salaries for Elected Officials
HR Director Hendee reviewed information included in the meeting packet. Hendee noted the salaries need to be set prior to the first day for circulating papers which is April 15th. Hendee explained the process she used to arrive at the proposed salaries. Hendee used comparable counties and used the County's Compensation Plan to relate where the Elected Officials would potential fall into the plan. Administrator Pabich explained the proposal is fair and matches with the County's pay plan philosophy and is in line with comparable counties.

Motion by Fisher, seconded by Englebert to approve the resolution for Salaries of Elected Officials. Motion carried by unanimous voice vote.

Request to fund/fill LTE Museum Program Administrator
HR Director Hendee reviewed information included in the meeting packet. This is a position to head-up fundraising at the Museum. This is a limited term position based on approximately 23 hours per week. Administrator Pabich explained there is not a clear vision or definition of where the County is headed. A strategic plan needs to be developed before fundraising begins. $500,000 was allocated for the Museum Expansion Project; a transfer of funds to cover the costs related to the LTE could come from the monies reserved. The Museum and Archives Committee recommended the position. The LTE positon would start this year and may be budgeted for in 2017; following 2017 the County needs to determine how to fund all Museum positions moving forward.

Motion by Lienau, seconded by Virlee to proceed forward. It was noted this is a new position and does not replace any current position at the Museum. Motion carried by unanimous voice vote.

Request to Refill – Field Services Lieutenant and Subsequent Positions
Motion by Fisher, seconded by Neinas to approve the request to refill the position and any vacancies created. HR Director Hendee reviewed the information included in the meeting packet. Motion carried by unanimous voice vote.

Request to Fund/Refill Part Time Custodian
HR Director Hendee explained the positon was created approximately 4 years ago. About a one and one half years ago the positon was vacated and left unfilled. Building and Grounds Director Spritka has reviewed the need to refill and has requested the position be refilled. Administrator Pabich noted changes at the Justice Center added additional cleaning needs and requires additional personnel.

Motion by Virlee, seconded by Englebert to approve the refill of the part time custodian position. Administrator Pabich explained areas that were cleaned by Huber Inmates now require the Building and Grounds Department personnel to clean the area due to problems experienced with the Huber Inmates. Building and Grounds Director Spritka explained if the position isn't filled the department will have to cut cleaning at the Highway Department. Motion carried by unanimous voice vote.

Retirement Letter from Field Services Lt. Jeff Farley
Information included in the meeting packet was reviewed.

Retirement Letter from Telecommunicator Linda Nault
Information included in the meeting packet was reviewed.

FYI: Personnel Transactions
Information included in the meeting packet was reviewed.

FYI: Vouchers-November
Reviewed without comment.

Veterans
Request for 2015 Carry Over Funds
Motion by Fisher, seconded by Virlee to approve the 2015 carry over funds. Administrator Pabich noted Veterans Service Officer McFarlane presented information at last month's meeting. Motion carried by unanimous voice vote.

Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
Nothing as of this meeting.

Vouchers, Claims and Bills
Reviewed without comment.

Next Meeting Date(s)
Regular Meeting: March 15, 2016 8:30 a.m.

Adjourn
Motion by Fisher, seconded by Englebert to adjourn. Time: 11:07 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

Committee Structure Proposal

BACKGROUND:

Currently Door County has the following advisory/oversight committees addressing the needs of individuals with mental health and substance abuse disorders and physical, developmental and emotional disabilities:

- Comprehensive Community Services (CCS) Coordinating Committee
- Coordinated Services Teams (CST) Coordinating Committee
- Long Term Support Planning Committee
- Family Support Advisory Committee

In 2015, Family Care was implemented, resulting in responsibility for all adult long care programs transitioning from the county to two Managed Care Organizations. Effective January 1, 2016, the current Family Support Program (FSP) and what remains with the county of the former Community Options Program (COP) will be merged to form a new Children's Community Options Program (CCOP).

2015 Wis. Act 55 created a new statutory provision under chapter 46.272, specifying that counties must appoint members to an advisory committee or appoint an existing committee in the service area as the Children's Community Options (CCOP) Advisory Committee. The Long Term Support Committee and Family Support Advisory Committee are no longer required.

PROPOSAL:

1) By motion of the county board, formally disband the Long Team Support Planning Committee and the Family Support Program Advisory Committee.
2) Move to merge the current CCS and CST Coordinating Committees into a combined 12-member **CCS/CST Coordinating Committee** with meets the statutory requirements and appoint new membership.
3) Create a new 8-member **CCOP Advisory Committee**. Where appropriate, include members overlapping with the CCS/CST Coordinating Committee. (See membership requirements attached.)
4) Because of the similarities in program mission and service populations, it is important to ensure planning for these crucial services is done in a seamless fashion, with stakeholders fully informed of the full continuum of services. Therefore, whenever feasible, meetings of the CCS/CST Coordinating Committee and CCOP Advisory Committee will be scheduled on the same day, back-to-back, with a time for networking and updates between the business meetings.
5) Ad hoc committees or workgroups may be formed to address program-specific business, cross-functional issues, or to work on projects better suited to a smaller number of participants.

MEMBERSHIP RECOMMENDATIONS (with committee/statutory requirements each fulfills):

CCS/CST Coordinating Committee

Mark Moeller, Chairman (CCS, CCOP & CST)
Behavioral Health Manager (CCS, CST)
Cindy Zellner-Ehlers (CCS, CCOP & CST)
Comm. Provider – Kathie Birmingham (CCS, CST, CCOP)
Comm. Provider – Julie Davis? (CCS, CST)
Seth Wiederanders (NAMI – Advocate) (CCS)
Adult Consumer Rep. _____(CCS)
Adult Consumer Rep. – Barb Snow (CCS)
Adult Consumer Rep. – Sandy Hilmer (CCS)
Parent (Child w/ MH) _____(CCS, CST, CCOP)
Parent (Child w/ MH) _____(CCS, CST, CCOP)
School Rep. (SB)_____ (CST/CCOP)
Juvenile Court Rep. (CST) _____

12 members + Chair

Children's COP Advisory Committee

Mark Moeller, Chairman (CCS, CCOP & CST)
Cindy Zellner-Ehlers (CCS, CCOP & CST)
School Rep. (SB) _____(CST/CCOP)
Comm. Provider - Kathie Birmingham or Julie Davis
Public Health _____(CCOP)
Parent (Child w/ MH) _____ (CCS, CST, CCOP)
Parent (Child w/ MH) _____ (CCS, CST, CCOP)
Parent (Child w/ DD) _____ (CCOP)
Parent (Child w/ PD) _____ (CCOP)

8 members + Chair

Combined Membership = 15 members + Chair

CCS Coordinating Committee

1.

(a) The CCS shall appoint a coordination committee that includes representation from various county or tribal departments, including individuals who are responsible for MH and SA services, service providers, community mental health and substance abuse advocates, consumers, family members and interested citizens.

(b) An existing committee within the county or tribe may serve as the coordinating committee if it has the membership required.

2. At least 1/3 of the total membership must be consumers. No more than 1/3 can be county employees or providers.

3. Roles: review and make recommendations regarding the initial and any revised CCS plan, the CCS quality improvement plan, personnel policies, and other policies, practices, or information that the committee deems relevant to determining the quality of the CCS program and protection of consumer rights. Must maintain written minutes. Meet at least quarterly.

CST COORDINATING COMMITTEE.

(a) The coordinating committee shall include representatives from all of the following:
1. The county department responsible for child welfare and protection services or,
2. The county department responsible for mental health and alcohol and drug abuse services for children and families
3. The county department responsible for providing services for children who have developmental disability.
4. The family support program
5. The juvenile court administrator or another representative appointed by the judge responsible for cases heard under chs. 48 and 938
6. The largest school district in the county and any cooperative educational service agency, if it provides special education in the county
7. At least 2 parents, or the number that equals 25% of the coordinating committee's membership, whichever is greater, of children who are involved in 2 or more systems of care.
8. The agency responsible for economic support programs.
(b) The coordinating committee may include any of the following:
1. Representatives of the vocational rehabilitation office
2. Representatives of a technical college district
3. Physicians specializing in care for children.
4. Representatives of health maintenance organizations
5. Representatives of law enforcement agencies
6. Representatives of the county health department
7. Representatives of agencies that are located in the county
8. Local elected officials.
9. Representatives of a vocational and technical school.

10. Local business representatives.
11. Representatives of the county board
12. Representatives of the regional offices of the department.
13. Representatives of the local faith-based community.
14. Representatives of probation and parole agencies.
15. Representatives of economic support agencies and the Wisconsin Works agency
16. Representatives of vocational rehabilitation programs.

Children's COP Committee:

DUTIES OF PARTICIPATING COUNTY DEPARTMENTS. EACH PARTICIPATING COUNTY DEPARTMENT SHALL DO ALL OF THE FOLLOWING:
46.272(4)(A)(A) APPOINT MEMBERS TO AN ADVISORY COMMITTEE OR APPOINT AN EXISTING COMMITTEE IN THE SERVICE AREA AS THE CHILDREN'S COMMUNITY OPTIONS ADVISORY COMMITTEE TO ASSIST IN DEVELOPING THE PROGRAM PLAN AND TO MONITOR THE PROGRAM. THE COMMITTEE SHALL INCLUDE, BUT NEED NOT BE LIMITED TO, THE FOLLOWING MEMBERS:
46.272(4)(A)1.1. PARENTS OF CHILDREN WITH DISABILITIES INCLUDING, IF POSSIBLE, PARENTS FROM FAMILIES THAT PARTICIPATE IN THE CHILDREN'S COMMUNITY OPTIONS PROGRAM. TO THE MAXIMUM EXTENT POSSIBLE, THE PARENTS SHALL BE REPRESENTATIVE OF THE VARIOUS DISABILITY, RACIAL, AND ETHNIC GROUPS IN THE SERVICE AREA. THE MEMBERS SPECIFIED UNDER THIS SUBDIVISION SHALL CONSTITUTE A MAJORITY OF THE MEMBERSHIP OF THE COMMITTEE.
46.272(4)(A)2.2. PERSONS FROM THE SERVICE AREA REPRESENTING THE COUNTY DEPARTMENT UNDER S. 46.23, 51.42, OR 51.437 AND THE COUNTY DEPARTMENT UNDER S. 46.215 OR 46.22, SCHOOL DISTRICTS, AND LOCAL HEALTH DEPARTMENTS, AS DEFINED IN S. 250.01 (4). AT LEAST ONE OF THE COMMITTEE MEMBERS SELECTED UNDER THIS SUBDIVISION SHALL BE A PERSON PROVIDING COMMUNITY SOCIAL SERVICES TO CHILDREN WITH DISABILITIES WHO ARE ELIGIBLE FOR THE PROGRAM.
46.272(4)(A)3.3. PERSONS IN THE SERVICE AREA WHO PROVIDE SOCIAL OR EDUCATIONAL SERVICES TO CHILDREN WHO HAVE DISABILITIES OTHER THAN THE PROVIDERS SPECIFIED IN SUBD. 2.

Door County Board of Supervisors
Committee Interest / Preference form

Draft

Supervisor Name _____ District _____ # of Years on County Board _____

County Board Rules of Order – Organizational Meeting state:
Appointment of the Standing Committees shall be made by the Chairperson in consultations with a Committee on Committees appointed by him/her. Committee selections shall be announced on the same day of the Organizational meeting.

In addition, State Statutes provide for some commissions and boards to be appointed by the Administrator with confirmation by the County Board.

In an effort to facilitate the appointment of Committees, Commissions and Boards, please complete the form below, indicating the committees on which you would be most interested in serving. This will be taken into consideration when making appointments.

Please indicate your top choices in the boxes below, with 1 being your top choice, etc. Yellow =Committees w/regular monthly meetings

Committee (# of CB members)		1st	2nd	3rd	4th	5th	6th	*Interested in Chairing*	Comments / Notes:
Administrative	(7)	☐	☐	☐	☐	☐	☐	☐	
Agriculture & Extension	(5)	☐	☐	☐	☐	☐	☐	☐	
Airport & Parks	(7)	☐	☐	☐	☐	☐	☐	☐	
Emergency Services	(7)	☐	☐	☐	☐	☐	☐	☐	
Finance	(7)	☐	☐	☐	☐	☐	☐	☐	
Highway *(elected)*	(5)								
Information Systems	(7)	☐	☐	☐	☐	☐	☐	☐	
Law Enforcement	(7)	☐	☐	☐	☐	☐	☐	☐	
Property	(7)	☐	☐	☐	☐	☐	☐	☐	
Resource Planning *(chair elected)*	(5)	☐	☐	☐	☐	☐	☐	☐	
ADRC Advisory Board	(1)	☐	☐	☐	☐	☐	☐	☐	
Board of Health	(5)	☐	☐	☐	☐	☐	☐	☐	
Economic Development	(2)	☐	☐	☐	☐	☐	☐	☐	
Human Services Board	(5)	☐	☐	☐	☐	☐	☐	☐	
Land Conservation *(2 members in common w/Ag & Ext)*	(4)	☐	☐	☐	☐	☐	☐	☐	
Library Board *(Pres. Elected)*	(2)	☐	☐	☐	☐	☐	☐	☐	
Please indicate your preferences for committees that do not meet every month.									
Legislative	(5)	☐	☐	☐	☐	☐	☐	☐	
Negotiating	(5)	☐	☐	☐	☐	☐	☐	☐	
Risk Management Committee	(5)	☐	☐	☐	☐	☐	☐	☐	
Ad Hoc Jingdezhen Advisory Committee	(4)	☐	☐	☐	☐	☐	☐	☐	
Bay Lake Region Planning Commis.	(1)	☐	☐	☐	☐	☐	☐	☐	
C.A.T.S. (Comm. Advisory Technical Subcommittee) (Law Enf. Rep + IS Comm. Rep	(2)	☐	☐	☐	☐	☐	☐	☐	
Highway Safety Commission *Highway Committee Chair*	(1)	☐	☐	☐	☐	☐	☐	☐	
Lake Shore Cap Rep	(1)	☐	☐	☐	☐	☐	☐	☐	
Land Information Council	(1)	☐	☐	☐	☐	☐	☐	☐	
Local Elected Officials	(1)	☐	☐	☐	☐	☐	☐	☐	
Local Emerg. Planning Comm.	(1)	☐	☐	☐	☐	☐	☐	☐	
Long Term Support Planning	(2)	☐	☐	☐	☐	☐	☐	☐	
Museum – Archives	(2)	☐	☐	☐	☐	☐	☐	☐	
WI Dev. Fund Grant-Loan Review	(1)	☐	☐	☐	☐	☐	☐	☐	

COMMITTEE APPOINTMENTS – CURRENT

Through April 18, 2016

(Updated 03-08-16 llh)

Committee (# of CB members)	Austad	Bacon	Brann	Bur	Englebert	Enigl	Fisher	Gunnlaugsson	Haines	Halstead	Koch	Kohout	Kok	Lienau	Moeller	Neinas	Schultz	Sitte	Sohns	Virlee	Zipperer
STANDING COMMITTEES:																					
Administrative (7)	C				X		X							X		X				X	X
Agriculture & Extension (5)				X	C					X						X		X			
Airport & Parks (7)			X				X	X	X					X	X					C	
Emergency Services (7)			X	X				C	X	X	X	X									
Finance (7)			X			X						X		C	X		X				X
Highway *(elected)* (5)					X		X	X								C					X
Information Systems (7)						C		X	X		X			X	X			X			
Law Enforcement (7)			C	X	X				X				X				X	X			
Legislative (5)				X		X						C					X		X		
Negotiating (5)	X						X	X						X							C
Property (7)							X		X	X	X								X	C	X
Resource Planning *chair elected)* (5)						X	C					X		X				X			
Risk Management Committee (5)					X	X					X									X	C
OTHER COMMITTEES:																					
Ad Hoc Jingdezhen Advisory Committee (4)		X			X							X								X	
ADRC Advisory Board (1)														C							
Bay Lake Region Planning Commis. (1)							X														
Board of Health (5)		X		X									X				C		X		
C.A.T.S. (Comm. Advisory Technical Subcommittee) (Law Enf. Rep + IS Comm. Rep) (2)															C			X			
Economic Development (2)			X														X				
Highway Safety Commission (1) *Highway Committee Chair*																C					
Human Services Board (5)		X			X							X	X		C						
Lake Shore Cap Rep (1)															X						
Land Conservation (4) *(2 members in common w/Ag & Ext)*							C			X						X				x	
Land Information Council (1)						X															
Library Board *(Pres. Elected)* (2)		x															X				
Local Elected Officials (1)																				X	
Local Emerg. Planning Comm. (1)								X													
Long Term Support Planning (2)												X	C								
Museum – Archives (2)						X									C						
WI Dev. Fund Grant-Loan Review (1)									X												
# of Committees w/regular monthly meetings	1	3	5	4	5	3	6	4	5	4	3	4	3	6	4	4	5	4	2	4	4
TOTAL NUMBER OF APPTS:	2	4	5	5	7	7	8	6	6	4	4	7	4	7	7	5	6	5	3	7	6

C= Chairman

(Note: LCC went from 4 to 6 CB members in April 2006; and from 6 to 4 in April 2008)
(Note: Administrative and Finance committee went from 5 to 7 members in April 2012)
(Note: 2014 Legislative went from 3 to 5 members; Negotiating from 4 to 5 members; Increased Airport & Parks, Emergency Services, Information Systems, Law Enforcement and Property from 5-7 members)

(Under present structure, 83 opportunities for regular monthly meetings, or average 3.95)

Employee Development and Training
for "Out of County/Overnight Travel"

(administrative 2009-09 Update)

Department: → Library ← *enter Department name*

Employee: Laura Kayacan ← *enter employee name*

Title / position: Adult Services Librarian ← *enter title / position*

Purpose *(identified):* → Public Library Assoc. 2016 Conference ← *Identify training*

Dates: [redacted] ← *enter dates of training*

or Blanket Request: _____ to _____ *For recurring meetings .. Must be filled out annually*

Choose all that apply:

Type: ☐ Mandatory ☐ Discretionary ☐ Personal

Certified: ☐ State ☐ Agency ☒ Continuing Education

Conference/seminar/etc.: ☐ State ☐ County ☒ Association

Destination: → Denver, Colorado ← *enter city, state*

Dates of travel: [redacted] ← *enter dates of travel*

Via: ☒ Air ☐ Land If Land, check one: ☐ County ☐ Personal ☐ Rental

County Vehicle available: ☐ Yes ☐ No

Time: hours 8 ← enter travel hours

Miles: *(round trip)* estimated miles: 1,151 ← *enter est miles* ***Round Trip***

Time allocation *fill in number of hours for training & travel & indicate whether regular or overtime*

Exempt ☒ Check here if Exempt

# of hours in Training / Conference: 32 ☒ Regular Hours ☐ Overtime

# of Hours of Travel: 8 ☒ Regular Hours ☐ Overtime

Costs: *(known / anticipated)*

		Qty	Cost	Extended
Mileage:	*enter total mileage --->*			
	enter reimbursable mileage --->		$ 0.575	$ -
Airfare:	*enter # of airfares & cost if app --->*		$ -	$ 591.00
Rental car:	*enter # of days & rental cost if app --->*		$ -	$ -
Lodging:	*enter # of nights & cost per night --->*		$ -	$ 1079.59
Meals:	Breakfast: *enter # of breakfasts --->*	4	$ 8.00	$ 32.00
	Lunch: *enter # of lunches --->*	4	$ 10.00	$ 40.00
	Dinner: *enter # of dinners --->*	4	$ 17.00	$ 68.00
Registration fees:	*enter # of registration fees & cost each --->*		$ -	$ 255.00
Other *(detail):*	*detail other costs* *enter # & cost -->*		$ -	$ -
Funded by: Nicolet Federated Lib.Sys Laura Kayacan			$ 1,500.00 565.59	$ 2,065.59

Charge to account numbers

Budgeted training item: # *enter account number*

Miles / meals /lodging: # *enter account number*

Grant provided by: ~~enter grant information if applicable~~

Authorization

Department / Program Director — 3-9-16 Date

County Administrator — 3/9/16 Date

Administrative Committee *(out-of-state requests only)* — Date

Please refer to Policy 226.0 - Employment Development/Training and 330.0 - Expense reimbursement

James R. Scott
Chairman
Rodney G. Pasch
Commissioner
James J. Daley
Commissioner

Mailing Address
4868 High Crossing Blvd.
Madison, WI 53704-7403
Telephone: (608) 243-2424
Fax: (608) 243-2433

Writer's Direct Line: (608) 243-2422
Email: William.Houlihan@wisconsin.gov

State of Wisconsin
Employment Relations Commission

DOOR COUNTY, WI
RECEIVED
FEB 22 2016
CORPORATION COUNSEL

February 19, 2016

Mr. Grant P. Thomas
Door County Corporation Counsel
421 Nebraska Street
Sturgeon Bay, WI 54235-2225

Mr. John B. Kiel
Law Office of John B. Kiel LLC
P.O. Box 147
Salem, WI 53168-0147

Re: Door County (Fire Fighters)
Case 184 No. 73147 MA-15295

Dear Counsel:

Enclosed please find a copy of the Arbitration Award issued in the above-referenced matter.

Very truly yours,

WISCONSIN EMPLOYMENT RELATIONS COMMISSION

William C. Houlihan

WCH/dmc
Enclosure

DOOR COUNTY, WI
RECEIVED

FEB 22 2016

CORPORATION COUNSEL

BEFORE THE ARBITRATOR

In the Matter of a Dispute Between

DOOR COUNTY

and

DOOR COUNTY EMERGENCY SERVICES, INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL 4982

Case 184
No. 73147
MA-15295

AWARD NO. 7922

Appearances:

Grant P. Thomas, Door County Corporation Counsel, 421 Nebraska Street, Sturgeon Bay, Wisconsin, appearing on behalf of the County.

John B. Kiel, Law Office of John B. Kiel LLC, P.O. Box 147, Salem, Wisconsin, appearing on behalf of the Union.

ARBITRATION AWARD

On April 14, 2014, Door County and the Door County Emergency Services, International Association of Fire Fighters, Local 4982, filed a request with the Wisconsin Employment Relations Commission seeking a roster of arbitrators to hear and decide a matter pending between them. From that roster, the parties selected William C. Houlihan, a member of the Commission's staff, to hear the dispute. A hearing was conducted on July 28 and 29, 2014, and on October 5 and 6, 2015, in Sturgeon Bay, Wisconsin. A transcript of the proceedings was taken and distributed. Post-hearing briefs and reply briefs were filed and received by December 7, 2015.

ISSUE

The parties stipulated to the following issue:

Did the County have just cause to discharge the grievant on March 24, 2014?

The parties further stipulated that should I determine that the County lacked just cause I would retain jurisdiction to hear the second portion of the stipulated issue:

If not, what is the appropriate remedy?

BACKGROUND AND FACTS

Door County operates an Emergency Medical Services Department (hereinafter "Department"). As a part of that service, the Department responds to medical emergencies which occur. The Department operates from four stations. The central station is in Sturgeon Bay, with satellite stations in Sister Bay, Brussels, and Washington Island. At the time of these proceedings, there were 12 paramedics, approximately 40 EMTs, and approximately 100 first responders. With office staff and management, the Department employed approximately 155 employees. Department paramedics provide services akin to those provided by a hospital emergency room. EMTs provide a number of services, including CPR, splinting, and the administration of medications.

Grievant Chris Jeanquart was hired by Door County as a paramedic in 1995. He worked in that capacity until the date of his termination. During the course of his employment, Jeanquart generally received strong performance evaluations and was considered an effective and competent paramedic. The record contains a number of letters of praise and commendation. Prior to the events giving rise to this proceeding, Jeanquart had never been disciplined.

During the course of his employment, Jeanquart had taken the initiative to address matters in need of attention, many of which did not fall within his job description or within the expectations of his job. Those efforts included: painting, mowing, fertilizing and landscaping the grounds; installing a light switch dimmer; purchasing boxes to store patient records and transferring the records to those boxes; performing general station repairs, installing smoke detectors; reorganizing the supply room; installing lights, a siren, and a radio in a newly acquired truck assigned to the director; installing a cabinet in the back of a truck to allow for the secure storage of equipment; repairing a leak in the window of a truck; and building brackets to hold and secure oxygen tanks while being stored. Many of these tasks were performed on his own without direction from anyone else. He was not compensated for this work and at times he incurred out-of-pocket expenses to accomplish the tasks.

The Department maintains a stock of drugs in connection with its mission. Those drugs are regularly dispensed in the course of calls. The drugs were stored in a refrigerator in the

central station supply area. The refrigerator was locked with a padlock. The key to the padlock was hung approximately three feet from the lock. The room was unsecured. Security for the drugs did not meet the minimum standards required by law. Anyone with knowledge of the situation had access to the refrigerator.

The protocol for handling the narcotics or scheduled drugs called for two persons to be present whenever the drugs were handled. Securing the drugs, administering the drugs, and stocking or restocking the drugs required the presence of two people. Control sheets existed for the purpose of documenting the handling / use of certain drugs. The two-person protocol was largely, though not universally, followed.

Fentanyl is a Class II category controlled substance. It is a pain control medication, the use of which is regulated by both the State of Wisconsin and the United States federal government. The Wisconsin EMS Controlled Substance Management Guidelines describe Class II products as "High potential for abuse. Use may lead to severe physical or psychological dependence."

Door County stocks and uses fentanyl as one of the drugs carried by its emergency services teams. The County stocks fentanyl in two forms, vials and carpujects. The vial is a glass bottle with a metal cap crimped over the top. The top of the cap has a rubber center. A needle and syringe are used to extract the liquid. The vial is capped with a green top, which provides security and protection to the top of the vial. The carpuject is a prepackaged syringe-like device. The Department's concerns with Jeanquart's handling and use of the fentanyl vials is what led to his termination.

The event which first gave rise to Department concerns occurred on October 5, 2013. That day, Jeanquart discovered that a vial of fentanyl was missing from one of the ambulance rigs to which he was assigned. It was Jeanquart's testimony that he searched for the missing vial and, when he could not find it, he called Ashley Bittorf who had worked the previous shift and signed the control log. Bittorf had no idea why there would be a shortage. Jeanquart documented the missing vial and restocked the medicine bag. He did not immediately file a report to Departmental management. It was Jeanquart's testimony that Eric Christensen, the Director of the Department, did not work on weekends and would not return to the office until Monday, October 7, 2013.

Anthony Luchini was the Deputy Director of the Department. When Christensen resigned on October 11, 2013, Luchini took over as acting director until a permanent director was hired. On October 6, 2013, Luchini received a report from paramedic Ann Schartner indicating, among a number of things, that Jeanquart had reported a missing fentanyl vial. The report caused Luchini to go to the central station on October 6, 2013, to examine the logs. He sent Jeanquart an email requesting that Jeanquart fill out and turn in an incident report. Jeanquart replied that he would do so, but had hoped to talk with Luchini first and felt the report could wait until Monday.

Monday, October 7, 2013, was the first workday for Jeanquart since he reported the lost fentanyl on October 5, 2013. It was cleaning day and Jeanquart was in the process of cleaning. Jeanquart testified that, while he was in the act of cleaning, Aaron LeClair, a co-worker, and Luchini were standing by an ambulance rig. It was Jeanquart's testimony that he was handling a mop and bucket when he discovered the missing vial of fentanyl. Jeanquart testified the top of the vial was off, he saw the vial and called out to the other two that he had found the vial, and he picked up the vial and handed it to Luchini. Luchini's account is similar, except he indicated that he was just entering the room as Jeanquart discovered the vial. Jeanquart filed a report indicating that the vial was found and broken.

Luchini filed an incident report on October 7, 2013. While the record is not clear as to what hour of the day the report was drafted, it summarizes the events of October 6 and 7, 2013. The report indicated that Luchini observed that there was documentation on the refrigerator signed by Jeanquart which provided "... restock from broken vial ...." That entry is under the October 6, 2013 observation. Luchini further noted the events of October 7, 2013, as follows:

> Chris Jeanquart stopped me in the ambulance garage, and stated "look at this." I walked over by the mops and then mop buckets and behind one of the mop buckets was a vial of fentanyl with the cap removed. Chris then picked up the vial and stated "found the missing vial, unreal." The vial had clear fluid in it and appeared to be tampered with. Chris wanted to waste the vial and throw it away and I stated that I would be keeping it and contacting medical control.

Luchini testified that he could not understand how the reference to broken vial could have been on the report on October 6, 2013, when the vial was not discovered until October 7, 2013. Jeanquart testified that his initial entry was "restock." He indicated that he completed the entry by adding the words "from broken vial" after he discovered the vial.

Luchini turned the vial over to Christensen and the two men extracted and measured its contents. The vial was supposed to contain 2ml. The vial they measured was reported to have held 2.5ml. They did not document their actions in removing and replacing the fluid. The vial was sent to a private lab for testing, and the lab results came back indicating there was only a trace of fentanyl. Covert cameras were installed in the supply room. The cameras did not work properly. No images were captured.

On January 9, 2014, Jeanquart and LeClair were sent to the Door County Memorial Hospital to pick up medications. They were provided with authorization forms by Luchini and secured 20 morphine and 10 fentanyl vials. Jeanquart and LeClair returned to the central station and placed the drugs into the refrigerator.

On January 20, 2014, Jeanquart and Brian Geibel were sent to the hospital to pick up another drug order. While there, Geibel entered into a conversation with his wife, who is employed at the hospital, and with Dr. George Gorchynsky, who also works at the hospital and is the Medical Director of the Door County Emergency Services. It is under Dr. Gorchynsky's license that the various controlled substances are secured. Jeanquart indicated that at one point Geibel made a crack to the effect of "hey, do you want to party" while holding up a box of morphine.

Jeanquart left the conversation and returned to the pharmacy area of the hospital. Once there he talked with a pharmacy technician, Sue Kipp. Jeanquart explained to Kipp that he believed the Department was experiencing the tops of fentanyl containers coming off and wondered if the pharmacy ever had the same experience and, if so, how they addressed it. Kipp indicated that she had just experienced having medicine caps come off when she opened a box and caught the caps with the cardboard box top. Kipp was commenting on a non-controlled substance, since she was not approved to handle controlled substances. She talked with coworkers and advised Jeanquart that they used foil seals to attach to open vials within the pharmacy. Kipp then provided Jeanquart with a sleeve of approximately 30 foils.

Jeanquart returned to Geibel and the two of them returned to the central station. The drugs were placed in the refrigerator. Jeanquart testified that he then went to see Luchini. It was his testimony that he went to Luchini, returned the DEA form that accompanies a drug pick up, and showed Luchini the blue foils. Jeanquart indicated that he explained the purpose of the foils was to keep the tops of the fentanyl vials from falling off. Jeanquart indicated that Luchini said "okay" which Jeanquart took as authorization to apply the foils. Jeanquart also indicated that he reported the "let's party" comment which he regarded as inappropriate.

At hearing, Luchini denied that Jeanquart ever advised him of the existence of the foils on January 20, 2014. Aaron LeClair testified that he talked with Luchini between January 20 and 29, 2014. LeClair indicated that Luchini expressed doubt about applying blue foils to the fentanyl. LeClair indicated that Luchini referred to the foils as if the decision to apply them was a shared decision.

Jeanquart testified that he left Luchini's office and went to the supply room to apply the foils to the fentanyl vials. As he began to do so, Jeanquart found that the foils would not adhere to the vials, notwithstanding the adhesive on the inside of the foils. He attributed the lack of adhesion to the condensation coming off the cold vials. To overcome the problem, Jeanquart went to a toolbox and secured glue. He indicated he then took each of the 20 vials of fentanyl, turned them upside down, applied two drops of glue to the side of the metal caps below the green tops, and may have turned the foil to secure the glue. Jeanquart indicated that no caps came off while he worked. He then returned the fentanyl to the refrigerator. There were no witnesses to Jeanquart's actions. Jeanquart did not document the application of the foils.

The fentanyl vial is a small glass bottle with a sharply tapered neck. It is approximately 1½ inches tall. It holds about 2ml of liquid. There is a metal cap crimped to the neck of the glass vial. The metal cap measures less than ¼ inch down the side of the vial and has a ½ inch diameter on top. The cap holds a rubber center which is about ¼ inch in diameter. To extract the contents, a syringe with a needle is plunged through the rubber center. The vial is secured by a green plastic cap, which sits on top of the metal cap and extends slightly over the metal cap. It covers the rubber stop. The green cap is secured by a thin circular strip that is embedded on the inside of the green cap. That strip is secured to a circular extrusion built into the underside of the cap. The metal circle is attached to the metal top in a way which permits the green cap to spin when fully attached. All witnesses testified that it is not possible to extract fluid from the vial with the green cap secured to the vial.

The vials with foils were in service for a period beginning January 20, 2014. During this period, two of the vials with foils were used in service runs. One of those runs involved Schartner, who used a vial prepared by Jeanquart. Luchini retrieved the vial from a sharps container. The second run involved Ashley Bittorf.

On January 29, 2014, Jeanquart had a conversation with Schartner where he advised her that he had placed the foils on the containers and had applied them with glue. She told him that it was a mistake to do so. Jeanquart then went to speak with Luchini. In their conversation, he advised Luchini that he had placed glue on the vials as he applied the foils. Luchini told him he should not have done so, and Jeanquart admitted that it was not a good idea. Luchini testified that the January 29, 2014 conversation was the first time he became aware that foils had been placed on the fentanyl vials.

Luchini did not take the vials out of circulation. Rather, he waited until Monday, February 3, 2014, which was his next day of work. After thinking about it for a long weekend, Luchini determined that the vials should be removed. On Monday, February 3, 2014, he and LeClair took the vials out of service.

Luchini called the Door County Sheriff's Department and Jeff Farley, the Field Service Lieutenant, came over to inspect. He directed Mark Hilsabeck, the Sheriff's Department's drug investigator, to take possession of the drugs. On February 4, 2014, Hilsabeck retrieved and secured the vials. He subsequently did a field test on the vials and believed they were missing the fentanyl. Hilsabeck did not have the ability to test with precision so he invited Luchini to bring a vial which he was sure had fentanyl in it for purposes of comparison. They concluded the foil covered vials were missing fentanyl and, on February 24, 2014, sent four of them to an independent lab for testing.

The Department suspected Jeanquart and, on February 5, 2014, Luchini, Farley and Kelly Hendee, Door County Human Resources Director, went to Jeanquart's home with a letter suspending him from work and directing him to be drug tested. Jeanquart drove himself

to the hospital, submitted to a drug test, and tested negative. LeClair was also tested. Luchini also submitted to a drug test. All tested negative.

On March 14, 2014, the lab report came back on the four vials sent for testing. Three came back showing a trace of fentanyl. They were filled with some other liquid. One came back showing a full measure of fentanyl. An investigation was conducted. All of the paramedics were interviewed during the month of February 2014. The Department concluded that Jeanquart had tampered with the fentanyl and terminated him on March 24, 2014, by the following letter:

> March 24, 2014
>
> Chris Jeanquart
> ...
>
> RE: Disciplinary Action – Discharge from Employment
>
> Dear Mr. Jeanquart:
>
> Door County's investigation is judged complete. It has been determined that, by virtue of your acts and omissions from on or about January 9, 2014 – February 5, 2014, you engaged in conspicuously bad, and arguably flagrant and dishonest, misconduct.
>
> Grounds for this determination ... include the following:
>
> A. Tampering with Fentanyl Vials.
>
> * * *
>
> 3. Sometime from January 9, 2014, through January 20, 2014, you tampered with Fentanyl vials. Specifically, you: retrieved the Fentanyl vials from the locked refrigerator situated at the Center Station; removed the protective caps from the vials and applied glue (not approved for medical use) to the underside of each protective cap and reinstalled the protective caps or injected glue (not approved for medical use) underneath the protective cap of each vial; placed a foil seal over the top of each vial; and returned the vials that you tampered with to the locked refrigerator.

4. By virtue of your tampering, you created an unacceptable risk that the vials of Fentanyl were contaminated and not sterile.

B. Diversion of Fentanyl from Vials that You tampered With.

1. Your misappropriation of Fentanyl from approved and/or legitimate patient usage, through substitution or theft.

* * *

3. The evidence indicates that it is highly probable, and we are reasonable [sic] certain, that you are the primary culprit with respect to the diversion of Fentanyl.

C. You Knowingly Placed these Tampered and/or Adulterated Vials of Fentanyl, Into Service.

1. By your actions, as described herein, you left these vials of Fentanyl in the system, to be used by unsuspecting EMT-Paramedics on unknowing patients (i.e., members of the general public).

2. In so doing, you exposed patients (i.e., members of the general public) to the unacceptable and adverse risk of being administered contaminated and/or compromised medication.

3. Two patients (and possibly more) actually received contaminated (not sterile) and / or adulterated / compromised medication ...

* * *

N. Other factors judged to be aggravating include:

1. Your conduct, as described herein, was deliberate over a period of time, and not the result of a mere momentary lapse of judgment.

2. Your conduct, as described herein, has an element of dishonesty. This includes: constructing and perpetuating the myth that there was a significant issue with Fentanyl vial caps, and creating a "problem" to fit your "solution" (glue and foil); offering inaccurate explanations and assurances to co-workers to avoid suspicion and detection; and diversion and substitution, which involves representing the vials as containing a specified quantity of Fentanyl while knowing full well the vials do not.

* * *

O. Door County EMS Medical Director Dr. George Gorchynsky, MD has or will withdraw your credentials, consistent with Sec. DHS 110.52(6) Wis. Adm. Code.

1. Being credentialed, per DHS 110.52 Wis. Adm. Code, is a condition precedent to an individual providing emergency medical care as an EMT-Paramedic for a particular emergency medical services provider.

* * *

Just cause exists for disciplinary action. This letter is intended as a written notice of your discharge from employment with Door County effective March 24, 2014.

* * *

Dr. Gorchynsky withdrew Jeanquart's credentials to provide emergency medical services simultaneous with the termination.

Post discharge a number of employees approached the use of controlled substances with a heightened sense of concern. Employees filed more reports relative to concerns with the integrity of drugs. There were a variety of concerns brought forward. None of those concerns addressed caps coming off fentanyl vials. Following his discharge, Jeanquart researched and found a number of drug recalls, some involving fentanyl. The recalls involved crimps, under-filled vials and particulates found in packaging. None involved loose security caps coming off.

RELEVANT PROVISIONS OF THE COLLECTIVE BARGAINING AGREEMENT

ARTICLE 4 – GRIEVANCE PROCEDURE

* * *

D. Arbitration Award: The power of the Arbitrator is limited as follows: His or her function is limited to interpreting and applying the provisions of this Agreement. He or she has no power to add to, subtract from, or modify any of the terms of this Agreement.

* * *

ARTICLE 24 – DISCIPLINARY PROCEDURE

The following disciplinary procedure is intended as a legitimate management device to inform employees of work habits, etc. which are not consistent with the aims of the Employer's public function, and thereby to correct those deficiencies.

Any employee may be disciplined, demoted, suspended or discharged for just cause. It is understood that just cause for immediate discharge includes, but is not limited to being under the influence of intoxicants or controlled substance on duty, dishonesty, flagrant insubordination or flagrant misconduct. This expression of specific reasons for discharge shall not preclude discharge for other reasons normally considered just cause.

The normal sequence of disciplinary action for offenses shall be:

1. Letter of Criticism
2. Letter of Reprimand
3. Suspension
4. Termination

* * *

DISCUSSION

The collective bargaining agreement has a just cause provision. Article 24 outlines how discipline is to be applied. The provision contemplates progressive discipline. The second paragraph outlines certain conduct that can lead to immediate discharge without benefit of progressive discipline. Jeanquart was not given progressive discipline. The question in this proceeding is whether Jeanquart's conduct involved dishonesty, flagrant misconduct, or some similar behavior.

Jeanquart worked for the County for 19 years, had a good work record, no history of discipline, and exhibited the initiative to reach out and extend himself in a variety of ways that benefitted the County. His work history is such that he is entitled to consideration in the application of severe discipline involving a first offence.

The events of October 5 through 7, 2013, set the stage for what ultimately played out. A vial of fentanyl was identified as missing and was subsequently found by Jeanquart. The vial was broken. The accounts of Jeanquart and Luchini conflict in a meaningful way. If Jeanquart is to be credited, Luchini could not have seen the reference to the broken vial on Sunday, October 6, 2013. It would mean that Luchini misrepresented what he saw or reconstructed what he observed on October 6, 2013. If Luchini is to be credited, the reference to the broken vial was entered before the vial was discovered on October 7, 2013, which is when Jeanquart ostensibly found the vial and discovered it was broken.

Assuming Jeanquart's testimony to be accurate, there was good cause for Luchini and Christensen to proceed as they did. I observed the vials of fentanyl. The vial is described above. The managers in question have been around strictly controlled vials for years. If a vial that normally holds 2ml has 2½ ml of fluid, it would be obvious to the trained eye. The overage would jump out. They had just received a broken vial of fentanyl that had been missing for two days which appeared to be overfilled. They measured the content. The reaction to measure the content was natural. The failure to document the fact that they had removed the content is not explained in the record. Luchini in particular testified in detail and at length about the need to document the handling of controlled substances. As they emptied and refilled the vial, they had to assume that they may well be handling fentanyl. The Union makes much of the failure to document the measurement of the fluid and the failure of Luchini to testify that the measurement was taken. The Union's criticism has merit.

The vial was sent for testing and the results came back indicating there was no fentanyl. Cameras were set up. I think at this point the Department was reasonably concerned that something was going on. The Union objects to the focus on Jeanquart and points to Luchini as having failed in his supervisory role and as lacking credibility. As to the supervisory role, Luchini had only been serving as acting director since October 11, 2013. The October vial

disappeared and was found before he was named acting director. Luchini was the deputy director prior to that. He was hired by the Department on March 11, 2013, seven months before the October vial incident. The security shortcomings certainly predated his temporary appointment and likely predated his hire. It is difficult to see how Luchini had a role in the disappearance and diversion of the October vial. Bittorf worked the day before and logged the level of fentanyl for the outgoing shift. Jeanquart documented the level of fentanyl for the incoming shift.

There is a dispute as to whether or not Jeanquart talked with Luchini about the foils on January 20, 2014. LeClair corroborates Jeanquart's claim that the two men talked and that Luchini said okay to the foils. For purposes of this award, I have assumed that to be the case. Jeanquart affixed the foils to the vials and, when he struggled to do so, applied glue. It is uncontroverted that Jeanquart never advised Luchini that he was using glue.

In his investigatory interview, Jeanquart indicated he told everybody, including the next crew, about the foils. There was no record evidence to support the notion that coworkers were told by anyone of the existence and purpose of the foils. Jeanquart handled 20 vials of fentanyl alone. He did not record what he had done. At a minimum, he altered the appearance of a controlled substance and applied glue to a vial, the content of which was intended to be injected into the human bloodstream. I find the absence of notice of that fact to be unsettling. Using glue from a toolbox to glue foil to a vial of controlled substance, standing alone, is a very bad idea.

Luchini left the glued foils in service for several days. No one informed the staff as to why the fentanyl was appearing with blue foil and glue. The failure to notify staff is unexplained.

It is the Union's view that Jeanquart was a demonstrated problem solver. Once he identified a problem, he took the initiative to solve the problem and did so without direction. The record supports that description. However, the many initiative-based actions described in the record are distinguishable in two meaningful ways. First, this dispute involves a controlled substance which is heavily regulated. Unlike the various matters described above, the law and drug protocol bar the unauthorized and solitary modification of the containers. Jeanquart was well aware of that fact. Second, the various prior actions addressed real problems. The office files were a mess. The light system impeded the work of staff. The command car came without flashing lights, a siren or a radio. I do not believe a real problem existed with the fentanyl caps.

Jeanquart indicated that staff members complained that caps were coming off the fentanyl vials. When pressed, he identified two incidents involving him and one involving Schartner. Numerous witnesses testified that they did not experience the caps falling off. The Union points to the testimony of certain drugstore personnel. However, I believe the Union reads more into their testimony than is warranted. The Union points to the testimony of Kipp

for the proposition that the store had a problem with caps coming off. Kipp's testimony was that she accidentally knocked caps off a medication when attempting to open a box. The pharmacist, Amy Konop, testified that she had not experienced tops coming off fentanyl vials. As a part of the investigation, Luchini interviewed another pharmacist at the hospital and recorded the following exchange:

> Q: Do the caps ever fall off?
>
> A: Not typically, however some are loose and come off very easy.

I do not believe that any of the testimony from the pharmacy employees supports the claim that caps came off the fentanyl vials.

Jeanquart testified that he turned the vials upside down, placed two drops of glue on the side of the metal caps, and believed he turned the foil to secure the glue. He indicated that none of the caps came off. Jeanquart's testimony as to how the glue was applied is inconsistent with the testimony of every witness who observed the glue on the vials.

A number of individuals had the opportunity to handle or view the vials after the foils were attached. Hilsabeck indicated he opened all 15 of the vials he had in his possession. He testified that when he opened the tape the little green caps fell off. Hilsabeck indicated he saw adhesive on the silver tops of the vials located inside the caps. He indicated the majority was on top of the silver portion of the vials. Hilsabeck testified that in his opinion the caps had to be off to apply the glue and indicated that some glue was closer to the middle of the vials. Farley testified that the glue was carefully placed all the way around the top of the vials. He indicated that the glue held the tops to the vials. Farley further indicated that the glue circled the tops of the silver portion and that there was glue on the stoppers.

Luchini indicated that the glue was placed under the cap of the vial. He said the cap was off when the glue was placed on the vial. Luchini's report confirmed the testimony of Hilsabeck and Farley, that when they removed the seals the cap came off with it. Luchini reported none of the caps were attached; they fell off when the foil was removed.

When Luchini removed the vial from the sharps container, Schartner observed the vial. Schartner indicated she saw what appeared to be glue. She saw two clear, hard dots on top of the vial. Similarly, Bittorf used one of the foil wrapped vials. When Bittorf discarded the vial, she observed glue on the top of the metal ring that goes around the top of the vial.

The critical difference in the testimony is that Jeanquart described an application that was done without breaking the security provided by the green caps. All other witnesses described seeing a glue pattern that could only have occurred if the glue was applied under the green cap.

The Union sought to inspect the vials but was precluded from doing so. The parties were in the process of attempting to arrange for a visual inspection when the vials were seized by the Federal Drug Administration, which retained custody of the vials through the proceeding. Following a long postponement, the parties proceeded to hearing with the vials in the hands of the FDA. The record would have been improved had all parties been permitted to inspect the vials. That proved to be impossible. I am not willing to exclude or discount the testimony of the individuals who did see the vials. Five people testified as to what they saw. They had varying roles and relationships to Jeanquart. The Union has attacked Luchini's testimony, but his observations served only to corroborate what others saw.

The lab reports from the four vials that were tested could be read to indicate that some of the green caps were secure and that one vial lacked a foil. I have drawn no such implication from the reports, because I believe the foils were removed and the caps fell off while the vials were in the custody of law enforcement and before they were sent for testing.

The Union says anyone might have diverted the fentanyl. The security surrounding the drugs was inadequate. The drugs were accessible to a large number of people. However, the security caps were intact when the glue was applied. Law enforcement officers indicated that they removed the foils by breaking the glue.

I believe the County has established that Jeanquart engaged in the behaviors for which he was terminated. There was a level of dishonesty and flagrant misconduct involved. This is not the conduct that is traditionally addressed through progressive discipline.

AWARD

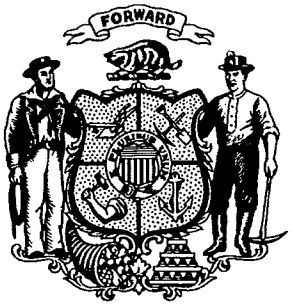
The grievance is denied.

Signed at the City of Madison, Wisconsin, this 19th day of February 2016.

WISCONSIN EMPLOYMENT RELATIONS COMMISSION

William C. Houlihan, Arbitrator

State of Wisconsin



2015 Assembly Bill 142

Date of enactment: **February 6, 2016**
Date of publication*: **February 7, 2016**

2015 WISCONSIN ACT 149

AN ACT *to repeal* 941.24; *to amend* 66.0409 (title), 66.0409 (2), 66.0409 (3) (a), 66.0409 (6), 175.60 (1) (j), 938.78 (3), 939.632 (1) (e) 3., 947.01 (2) and 968.255 (1) (a) 2.; and *to create* 66.0409 (3) (c), 941.23 (1) (ap) and 941.231 of the statutes; **relating to:** knives and preemption of regulation of knives and providing a criminal penalty.

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

SECTION 1. 66.0409 (title) of the statutes is amended to read:

66.0409 (title) **Local regulation of ~~firearms~~ weapons.**

SECTION 2. 66.0409 (2) of the statutes is amended to read:

66.0409 **(2)** Except as provided in subs. (3) and (4), no political subdivision may enact or enforce an ordinance or adopt a resolution that regulates the sale, purchase, purchase delay, transfer, ownership, use, keeping, possession, bearing, transportation, licensing, permitting, registration, or taxation of any knife or any firearm or part of a firearm, including ammunition and reloader components, unless the ordinance or resolution is the same as or similar to, and no more stringent than, a state statute.

SECTION 3. 66.0409 (3) (a) of the statutes is amended to read:

66.0409 **(3)** (a) Nothing in this section prohibits a county from imposing a sales tax or use tax under subch. V of ch. 77 on any knife or any firearm or part of a firearm, including ammunition and reloader components, sold in the county.

SECTION 3d. 66.0409 (3) (c) of the statutes is created to read:

66.0409 **(3)** (c) Nothing in this section prohibits a political subdivision from enacting or enforcing an ordinance or adopting a resolution that prohibits the possession of a knife in a building, or part of a building, that is owned, occupied, or controlled by the political subdivision.

SECTION 4. 66.0409 (6) of the statutes is amended to read:

66.0409 **(6)** Unless other facts and circumstances that indicate a criminal or malicious intent on the part of the person apply, no person may be in violation of, or be charged with a violation of, an ordinance of a political subdivision relating to disorderly conduct or other inappropriate behavior for loading~~,~~ a firearm, or for carrying~~,~~ or going armed with a firearm or a knife, without regard to whether the firearm is loaded or the firearm or the knife is concealed or openly carried. Any ordinance in violation of this subsection does not apply and may not be enforced.

SECTION 5. 175.60 (1) (j) of the statutes is amended to read:

175.60 **(1)** (j) "Weapon" means a handgun, an electric weapon, as defined in s. 941.295 (1c) (a), ~~a knife~~

* 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."

~~other than a switchblade knife under s. 941.24,~~ or a billy club.

SECTION 6. 938.78 (3) of the statutes is amended to read:

938.78 **(3)** RELEASE OF INFORMATION WHEN ESCAPE OR ABSENCE; RULES. If a juvenile adjudged delinquent under s. 48.12, 1993 stats., or s. 938.12 or found to be in need of protection or services under s. 48.13 (12), 1993 stats., or s. 48.13 (14), 1993 stats., or s. 938.13 (12) or (14) on the basis of a violation of s. 943.23 (1m) or (1r), 1999 stats., or s. 941.10, 941.11, 941.20, 941.21, 941.23, 941.231, 941.235, 941.237, ~~941.24,~~ 941.26, 941.28, 941.295, 941.298, 941.30, 941.31, 941.32, 941.325, 943.02, 943.03, 943.04, 943.10 (2) (a), 943.23 (1g), 943.32 (2), 948.02, 948.025, 948.03, 948.05, 948.055, 948.085 (2), 948.60, 948.605, or 948.61 or any crime specified in ch. 940 has escaped from a juvenile correctional facility, residential care center for children and youth, inpatient facility, as defined in s. 51.01 (10), juvenile detention facility, or juvenile portion of a county jail, or from the custody of a peace officer or a guard of such a facility, center, or jail, or has been allowed to leave a juvenile correctional facility, residential care center for children and youth, inpatient facility, juvenile detention facility, or juvenile portion of a county jail for a specified time period and is absent from the facility, center, home, or jail for more than 12 hours after the expiration of the specified period, the department or county department having supervision over the juvenile may release the juvenile's name and any information about the juvenile that is necessary for the protection of the public or to secure the juvenile's return to the facility, center, home, or jail. The department shall promulgate rules establishing guidelines for the release of the juvenile's name or information about the juvenile to the public.

SECTION 7. 939.632 (1) (e) 3. of the statutes is amended to read:

939.632 **(1)** (e) 3. Any misdemeanor under s. 940.19 (1), 940.225 (3m), 940.32 (2), 940.42, 940.44, 941.20 (1), 941.23, 941.231, 941.235, ~~941.24~~ or 941.38 (3).

SECTION 8. 941.23 (1) (ap) of the statutes is created to read:

941.23 **(1)** (ap) Notwithstanding s. 939.22 (10), "dangerous weapon" does not include a knife.

SECTION 9. 941.231 of the statutes is created to read:

941.231 Carrying a concealed knife. Any person who is prohibited from possessing a firearm under s. 941.29 who goes armed with a concealed knife that is a dangerous weapon is guilty of a Class A misdemeanor.

SECTION 10. 941.24 of the statutes is repealed.

SECTION 11. 947.01 (2) of the statutes is amended to read:

947.01 **(2)** Unless other facts and circumstances that indicate a criminal or malicious intent on the part of the person apply, a person is not in violation of, and may not be charged with a violation of, this section for loading~~,~~ a firearm, or for carrying~~,~~ or going armed with a firearm or a knife, without regard to whether the firearm is loaded or the firearm or the knife is concealed or openly carried.

SECTION 12. 968.255 (1) (a) 2. of the statutes is amended to read:

968.255 **(1)** (a) 2. A person arrested for any misdemeanor under s. 167.30 (1), 940.19, 941.20 (1), 941.23, 941.231, 941.237, ~~941.24,~~ 948.60, or 948.61.

Quarles & Brady LLP

Publications & Media

Say What? Concealed Knives and Switchblades Are Now Permissible Without a License

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The movie West Side Story is a fan favorite. It has everything any musical fanatic would want—forbidden love, great music, **and switchblades**. However, one of the side-effects of West Side Story's success is that it caused countless politicians to panic and enact laws prohibiting the possession of switchblades in the 1950s and 1960s.

Now, following the success of Wisconsin's 2011 Concealed Carry Law, on February 6, 2016, Wisconsin passed 2015 Wisconsin Act 149 (Act 149), permitting the concealed carry of all knives, including switchblades, without a concealed carry license. Act 149 is a dramatic departure from Wisconsin's prior prohibition of all switchblades and raises significant questions as to what private employers can do to prohibit employees and other individuals from bringing concealed knives into the workplace.

What is a switchblade?

Unless you grew up watching West Side Story on repeat (or illegally carried a switchblade), you may need a primer on what a switchblade is or how it is different from any other knife. In the simplest terms, a switchblade, or "automatic knife," is a knife that

opens by the simple press of a button or device on the blade's handle. A video discussing switchblades is here.

What does Act 149 mean for switchblades?

In the broadest terms, Act 149 has made the concealed possession of all knives, including switchblades, lawful in almost all situations. Act 149's key takeaways include:

- Act 149 has removed knives of all types from being considered a "weapon" subject to Wisconsin's concealed carry law. In other words, the concealed carry of a knife, including a switchblade, is not subject to Wisconsin's Concealed Carry Law, and individuals carrying concealed knives are not required to have a concealed carry license.

- The only people prohibited from carrying a concealed knife are individuals: (1) "prohibited from possessing a firearm"; and (2) who go "armed with a concealed knife that is a dangerous weapon." (Wis. Stat. § 941.231) However, because Act 149 specifically excluded knives from the definition of a "dangerous weapon," it is unclear as to under what circumstances a "concealed knife is a dangerous weapon."

- Act 149 prohibits local governments from enacting knife regulations or ordinances stricter than Act 149.

- Act 149 permits "political subdivision(s)" to enact and enforce ordinances prohibiting the possession of a knife in a building, or part of a building, owned, occupied, or controlled by the political subdivision. Act 149, however, makes no reference as to what private employers can do prohibit the possession of knives on their premises.

What can employers do?

Many questions remain as to what employers can do to prevent employees, customers, patients, or visitors from carrying knives and switchblades onto their property. Unlike the changes made in 2011 to Wisconsin's Concealed Carry Law, which prohibited employers from restricting the rights of employees to store weapons in their personal vehicles, even if on company property, Act 149 does not address employers' rights at all. Thus, employers should still be able to enforce employment policies prohibiting

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knives and other weapons in the workforce. Similarly, property owners should still have the ability to prohibit knives and other dangerous items on their property.

What should employers do?

Though it remains unclear as to how Act 149 impacts private employers, employers should review their workplace policies to decide how and whether they need to be modified to specifically address the possession of knives in the workplace. Moreover, in the event an employer has signs informing the public that weapons are prohibited at in the workplace, it should consider modifying those signs to specifically address knives, as well as other types of prohibited weapons. Finally, in the event an employer decides to do nothing, it should be cognizant of how the possession of concealed knives can raise serious occupational safety and health issues related to workplace violence and could expose employers to liability under the Occupational Safety and Health Act, wrongful injury claims, and workers' compensation claims.

If you have questions about AB142, health law, healthcare regulatory requirements, OSHA requirements, or other employment related issues, please contact, Sarah E. Coyne at (608) 283-2435/sarah.coyne@quarles.com, Michael Aldana at (414) 277-5151/michael.aldana@quarles.com, Kerry M. Mohan at (608) 283-2620/kerry.mohan@quarles.com, or your Quarles & Brady LLP attorney.

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DOOR COUNTY

Resolution No. 2011-76

DOOR COUNTY'S WEAPON POLICY

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
ANDERSON	X		
AUSTAD	X		
BRANN	X		
DeBAKER	X		
DeWITT	X		
FISHER	X		
FONTAINE	X		
GUNNLAUGSSON	X		
HAINES	X		
LIEBE	X		
LIENAU	X		
MEYER	X		
MOELLER	X		
MULLIKEN	X		
NEINAS	X		
OLSON	X		
RUNQUIST	X		
SCHULTZ	X		
VIRLEE	X		
WIEGAND	X		
ZIPPERER	X		
	21	0	0

BOARD ACTION

Vote Required: Majority Vote of A Quorum.

Motion to Approve — Adopted [X]

1st Lienau — Defeated [ ]

2nd DeBaker

Yes: 21 No: 0 Exc: 0

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: This resolution sets policy to be consistent with state and federal law. No other fiscal impact. sms

Certification:

I, Jill M. Lau , Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 29th day of September , 2011 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

WHEREAS, 2011 Wisconsin Act 35 [commonly referred to as the Carrying a Concealed Weapon (hereafter "CCW") Law] was enacted on July 8, 2011, published on July 22, 2011, and goes in to full force and effect on November 1, 2011; and

WHEREAS, The CCW Law allows certain persons, *subject* to licensing requirements, to carry concealed weapons [See: Sections 175.60 (1) – (15) Wisconsin Statutes]; and

WHEREAS, Pursuant to Section 175.60(15m) Wisconsin Statutes an employer may, except as provided in Section 175.60 (16) (b) Wisconsin Statutes, prohibit an employee from carrying a concealed weapon in the course of the employee's employment; and

WHEREAS, A county may, consistent with Section 943.13 (1m) (c) 4. Wisconsin Statutes, prohibit persons from entering or remaining in a building that is owned, occupied, or controlled by the county while carrying a firearm. Persons must be notified of these prohibitions by the posting of signs in accordance with Sections 943.13 (2) (bm) 1. & 2. am. Wisconsin Statutes; and

WHEREAS, The organizers of a "special event", as defined in Section 943.13(1e) (h) Wisconsin Statutes, may prohibit persons carrying a firearm from entering or remaining at the "special event" pursuant to Section 943.13(1m) (c) 3.Wisconsin Statutes. Persons must be notified of these prohibitions by the posting of signs as set forth in Sections 943.13 (2) (bm) 1. & 2. c. Wisconsin Statutes; and

WHEREAS, County's adoption of a weapons policy, which is consistent with state and federal law (including Wisconsin's CCW Law), is both reasonable and necessary for the safety of County's employees and others.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors hereby adopts Door County's *Weapons Policy*, attached hereto as *Exhibit A* and incorporated herein by reference as if set forth in full.

SUBMITTED BY:
ADMINISTRATIVE COMMITTEE & FINANCE COMMITTEE

Leo Zipperer, Administrative Committee Chair

Daniel Austad, Finance Committee Chair

Charles Brann

Kenneth Fisher

Cletus Fontaine

David Lienau

John Neinas

Richard Virlee

DOOR COUNTY'S WEAPON POLICY

I. Preamble

This policy was prompted, in significant part, by 2011 Wisconsin Act 35. It is intended to preserve and promote public protection and safety, public peace and good, and workplace safety and health.

II. Definitions

A. "Law Enforcement Officer" means a Wisconsin law enforcement officer, as defined in Section 175.46(1)(g) Wisconsin Statutes or a federal law enforcement officer, as defined in Section 175.40(7)(a)1. Wisconsin Statutes.

B. "Licensee" means an individual holding a valid license to carry a concealed weapon under Section 175.60 Wisconsin Statues or an out-of-state licensee per Section 175.60(1)(f) 1.-2. Wisconsin Statutes.

C. "Motor Vehicle" means a vehicle which is self-propelled, including but not limited to a passenger car, truck, and van, bus, taxi, commercial motor vehicle, motorcycle, moped, motor bicycle, snowmobile, and all-terrain vehicle.

D. "Placard" means a small card or plaque.

E. "Sign" means a sign that states a restriction imposed hereunder and that is at least 5 inches by 7 inches.

F. "Special Event" means an event that is open to the public, is for a duration of not more than three (3) weeks, and either has designated entrances to and from the event that is locked when the event is closed or requires an admission.

G. "Weapon" includes, without limitation, any firearm (including a handgun), an electric weapon (as defined in Section 941.295(1c)(a) Wisconsin Statutes), a knife (except a pocket knife with a blade less than 2.5 inches), a switchblade (as defined in Section 941.24(1) Wisconsin Statutes), a billy club, oleoresin capsicum (OC) spray devices (also known as pepper spray or pepper mace), Metallic knuckles, nunchaku, shuriken, cestus, manrikigusari, or any device designed or used as a weapon and capable of producing great bodily harm or death.

III. Prohibitions

A. County employees are prohibited from carrying or possessing a concealed weapon (or a weapon that is not concealed) in the course (or during any part) of their employment.

This prohibition does not apply to:

1. Certified law enforcement officers, entitled to carry a weapon, while acting in their official capacity and with lawful authority.

2. An employee, who is a Licensee, properly storing a weapon or ammunition in the employee's own motor vehicle, regardless of whether the motor vehicle is used in the course of employment or whether the motor vehicle is driven or parked on property used by the County.

B. Persons are prohibited from carrying or possession of a concealed weapon (or a weapon that is not concealed) while operating or being a passenger in any County owned or leased motor vehicle.

This prohibition does not apply to certified law enforcement officers, entitled to carry a weapon, while acting in their official capacity and with lawful authority.

C. No person may, while carrying or possessing a weapon, enter or remain in any part of a building that is owned, occupied, or controlled by the County

This prohibition does not apply to:

1. Certified law enforcement officers, entitled to carry a weapon, while acting in their official capacity and with lawful authority.
2. A person who leases residential or business premises in the building.
3. A person *if* a firearm is in a vehicle driven or parked in the parking facility, or to any part of the building used as a parking facility.

D. Organizers of any "special event" may prohibit any persons carrying or possessing a weapon from entering or remaining at the "special event".

This prohibition does not apply to:

1. Certified law enforcement officers, entitled to carry a weapon, while acting in their official capacity and with lawful authority.
2. If the firearm is in a vehicle driven or parked in the parking facility, or to any part of the special event grounds or building used as a parking facility.

IV. Notice

A. For purposes of *III. Prohibitions A.* above:

County employees will be notified, either orally or in writing, of the restriction.

B. For purposes of *III. Prohibitions B.* above:

1. A placard may be posted, that is located in a prominent place within or on the motor vehicle, such that any person who is an operator or occupant of the vehicle can be reasonably expected to see the placard.

Suggested language for the placard:

ENTRY TO THIS VEHICLE WHILE CARRYING OR POSSESSING A CONCEALED FIREARM OR OTHER WEAPON (OR A FIREARM OR OTHER WEAPON THAT IS NOT CONCEALED) IS FORBIDDEN.

or

2. Any motor vehicle operator or occupant will be notified, either orally or in writing, of the restriction.

C. For purposes of *III. Prohibitions C.* above:

1. A sign will be posted that is located in a prominent place near all of the entrances to any building to which the restrictions apply, where any individual entering the building can be reasonably expected to see the sign.

2. Suggested language for a sign:

"NO PERSON MAY ENTER OR REMAIN IN THIS BUILDING WHILE CARRYING OR POSSESSING A FIREARM OR OTHER WEAPON"

D. For purposes of *III. Prohibitions D.* above:

1. A sign will be posted that is located in a prominent place near all of the entrances to the special event, such that any individual attending the special event can be reasonably expected to see the sign.

2. Suggested language for a sign:

"NO PERSON MAY ATTEND THIS INSERT NAME OF SPECIAL EVENT WHILE CARRYING OR POSSESSING A FIREARM OR OTHER WEAPON"

V. Miscellaneous Provisions

A. This policy is intended to be consistent with, and cannot supersede, state law/ or federal law.

B. If any provision or clause of this policy or its application to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this policy that can be given effect without the invalid provision or application, and to this end the provisions of this policy are severable.

C. Reference to the Wisconsin Statutes herein include as such statutes now exist or are hereafter amended.

VI. Penalties for Violation

A. If applicable, referral to law enforcement or the district attorney for prosecution as applicable under Wisconsin Statutes, including Section 943.13 Wisconsin Statutes; *and/or*

B. For County employees, discipline up to and including discharge from employment.

VII. Effective Date

This Weapon Policy becomes effective November 1, 2011.

DOOR COUNTY

Ordinance 2012-06

RE-CREATE CHAPTER 31.37 DOOR COUNTY CODE

The Door County Board of Supervisors does hereby ordain the re-creation of Chapter 31.37 Door County Code:

Ordinance is re-titled "Carrying a Firearm in Public Building"

A) AUTHORITY / CONSTRUCTION:

1. This ordinance is enacted under the authority granted by Sec. 59.54(22) and 66.0113 Wis. Stats.
2. For the purposes of construction and enforcement of this ordinance, all references to the Wisconsin Statutes shall be as those statutes presently exist or as they may be hereafter revised.

B) PROHIBITIONS.

1. Sec. 941.235 Wis. Stats., as it presently exists or may be hereafter revised, is incorporated herein by reference as if fully set forth.
2. Any act required to be performed or prohibited by Sec. 941.235 Wis. Stats. is required or prohibited by this ordinance.
3. No person, except those listed in Sec. 941.235(2)(a)-(e) Wis. Stats., may go armed in a public building owned or leased by the County of Door.

C) PENALTIES.

1. Violators shall:
    a. Pay a forfeiture of not less than $50.00 nor more than $1,000.00.
    b. Pay costs, fees and surcharges imposed under Ch. 814 Wis. Stats.
    c. Make restitution under Sec. 800.093 Wis. Stats
    d. Make any other payment authorized by law.

D) ENFORCEMENT PROCEDURES.

1. Issuance of a citation by law enforcement officers of the county.
2. The form of the citation shall be as prescribed in Sec. 66.0113(1)(b) Wis. Stats.
3. The alleged violator's options and procedures on default shall be as set forth in Sec. 66.0113(3) Wis. Stats.
4. The alleged violator may elect to make a deposit, in cash, money order, or certified check of the specified amount. Deposits shall include a forfeiture, and the assessments and/or fees prescribed by Sec. 66.0113(1)(c), Wis. Stats., in accordance with the schedule of cash deposits. Deposits shall be made, in cash, money order, or certified check, to the Clerk of Court. Receipts shall be given for deposits made.

DOOR COUNTY

Ordinance 2012-06

RE-CREATE CHAPTER 31.37 DOOR COUNTY CODE

ROLL CALL Board Members	Aye	Nay	Exc.
ANDERSON	X		
AUSTAD	X		
BRANN			X
DeBAKER	X		
DeWITT	X		
FISHER	X		
FONTAINE	X		
GUNNLAUGSSON	X		
HAINES	X		
LIEBE	X		
LIENAU	X		
MEYER	X		
MOELLER	X		
MULLIKEN	X		
NEINAS	X		
OLSON	X		
RUNQUIST	X		
SCHULTZ	X		
VIRLEE	X		
WIEGAND	X		
ZIPPERER	X		
	20	0	1

BOARD ACTION

Vote Required: Majority Roll Call Vote of a Quorum

Motion to Approve — Adopted [X]

1st Lienau — Defeated [ ]

2nd DeBaker

Yes: 20 No: 0 Exc: 1

Reviewed by: , Corp. Counsel

Reviewed by: Administrator

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of an ordinance that was enacted on the 24th day of January, 2012 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

COUNTERSIGNED

Chairman, Leo W. Zipperer
Door County Board of Supervisors

E) NON-EXCLUSIVITY:

1. The adoption and authorization for use of a citation under this section shall not preclude the governing body from adopting any other ordinance or providing for the enforcement of any other law or ordinance relating to the same or any other matter.
2. The issuance of a citation under this section shall not preclude the proceeding under any other ordinance or law relating to the same or any other matter.
3. The proceeding under any other ordinance or law relating to the same or any other matter shall not preclude the issuance of a citation under this section.

This ordinance supersedes any prior ordinance or resolution pertaining to the same subject matter.

Chapter 31 Door County Code shall remain unchanged and shall continue in full force and effect except as amended by this ordinance.

This Amendatory Ordinance shall be in full force and effect from and after its enactment and publication.

SUBMITTED BY:
ADMINISTRATIVE SERVICES COMMITTEE

Leo Zipperer, Chair

Daniel Austad, Chair

Charles Brann

Kenneth Fisher

Cletus Fontaine

David Lienau

John Neinas

Richard Virlee

DOOR COUNTY

Ordinance 2012-03

AMENDMENT OF CHAPTER 31.07 "WEAPONS IN BUILDING" DOOR COUNTY CODE

The Door County Board of Supervisors does hereby ordain the following amendment to Chapter 31.07 "Weapons in Building" Door County Code:

Ordinance is re-titled "Carrying a Firearm Where Alcohol Beverages May be Sold "

A) AUTHORITY / CONSTRUCTION:

1. This ordinance is enacted under the authority granted by Sec. 59.54(22) and 66.0113 Wis. Stats.
2. For the purposes of construction and enforcement of this ordinance, all references to the Wisconsin Statutes shall be as those statutes presently exist or as they may be hereafter revised.

B) PROHIBITIONS.

1. Sec. 941.237 Wis. Stats., as it presently exists or may be hereafter revised, is incorporated herein by reference as if fully set forth.
2. Any act required to be performed or prohibited by Sec. 941.237 Wis. Stats. is required or prohibited by this ordinance.
3. No person, except those listed in Sec. 941.237(3)(a)-(j) Wis. Stats., may go armed on any premises where alcohol beverages may be sold or consumed.

C) PENALTIES.

1. Violators shall:
    a. Pay a forfeiture of not less than $50.00 nor more than $1,000.00.
    b. Pay costs, fees and surcharges imposed under Ch. 814 Wis. Stats.
    c. Make restitution under Sec. 800.093 Wis. Stats
    d. Make any other payment authorized by law.

D) ENFORCEMENT PROCEDURES.

1. Issuance of a citation by law enforcement officers of the county.
2. The form of the citation shall be as prescribed in Sec. 66.0113(1)(b) Wis. Stats.
3. The alleged violator's options and procedures on default shall be as set forth in Sec. 66.0113(3) Wis. Stats.
4. The alleged violator may elect to make a deposit, in cash, money order, or certified check of the specified amount. Deposits shall include a forfeiture, and the assessments and/or fees prescribed by Sec. 66.0113(1)(c), Wis. Stats., in accordance with the schedule of cash deposits. Deposits shall be made, in cash, money order, or certified check, to the Clerk of Court. Receipts shall be given for deposits made.

DOOR COUNTY

Ordinance 2012-03

AMENDMENT OF CHAPTER 31.07 "WEAPONS IN BUILDING" DOOR COUNTY CODE

ROLL CALL Board Members	Aye	Nay	Exc.
ANDERSON	X		
AUSTAD	X		
BRANN			X
DeBAKER	X		
DeWITT	X		
FISHER	X		
FONTAINE	X		
GUNNLAUGSSON	X		
HAINES		X	
LIEBE	X		
LIENAU	X		
MEYER	X		
MOELLER	X		
MULLIKEN	X		
NEINAS	X		
OLSON	X		
RUNQUIST	X		
SCHULTZ	X		
VIRLEE	X		
WIEGAND	X		
ZIPPERER	X		
	19	1	1

BOARD ACTION

Vote Required: Majority Roll Call Vote of a Quorum

Motion to Approve — Adopted [X]

1st Fisher — Defeated [ ]

2nd Lienau

Yes: 19 No: 1 Exc: 1

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of an ordinance that was enacted on the 24th day of January, 2012 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

COUNTERSIGNED

Chairman, Leo W. Zipperer
Door County Board of Supervisors

E) Non-Exclusivity:

1. The adoption and authorization for use of a citation under this section shall not preclude the governing body from adopting any other ordinance or providing for the enforcement of any other law or ordinance relating to the same or any other matter.
2. The issuance of a citation under this section shall not preclude the proceeding under any other ordinance or law relating to the same or any other matter.
3. The proceeding under any other ordinance or law relating to the same or any other matter shall not preclude the issuance of a citation under this section.

This ordinance supersedes any prior ordinance or resolution pertaining to the same subject matter.

Chapter 31 Door County Code shall remain unchanged and shall continue in full force and effect except as amended by this ordinance.

This Amendatory Ordinance shall be in full force and effect from and after its enactment and publication.

SUBMITTED BY:
ADMINISTRATIVE SERVICES COMMITTEE

Leo Zipperer, Chair

Daniel Austad, Chair

Charles Brann

Kenneth Fisher

Cletus Fontaine

David Lienau

John Neinas

Richard Virlee

DOOR COUNTY

Ordinance 2012-04

AMENDMENT OF CHAPTER 31.14 "CARRYING A CONCEALED WEAPON" DOOR COUNTY CODE

The Door County Board of Supervisors does hereby ordain the following amendment to Chapter 31.14 "Carrying a Concealed Weapon" Door County Code:

A) AUTHORITY / CONSTRUCTION:

1. This ordinance is enacted under the authority granted by Sec. 59.54(22) and 66.0113 Wis. Stats.
2. For the purposes of construction and enforcement of this ordinance, all references to the Wisconsin Statutes shall be as those statutes presently exist or as they may be hereafter revised.

B) PROHIBITIONS:

1. Sec. 941.23 Wis. Stats., as it presently exists or may be hereafter revised, is incorporated herein by reference as if fully set forth.
2. Any act required to be performed or prohibited by Sec. 941.23 Wis. Stats. is required or prohibited by this ordinance.
3. No person, except those listed in Sec. 941.23(2)(a)-(d) Wis. Stats., may carry a concealed and dangerous weapon.

C) PENALTIES:

1. Violators shall:
    a. Pay a forfeiture of not less than $50.00 nor more than $1,000.00.
    b. Pay costs, fees and surcharges imposed under Ch. 814 Wis. Stats.
    c. Make restitution under Sec. 800.093 Wis. Stats
    d. Make any other payment authorized by law.

D) ENFORCEMENT PROCEDURES:

1. Issuance of a citation by law enforcement officers of the county.
2. The form of the citation shall be as prescribed in Sec. 66.0113(1)(b) Wis. Stats.
3. The alleged violator's options and procedures on default shall be as set forth in Sec. 66.0113(3) Wis. Stats.
4. The alleged violator may elect to make a deposit, in cash, money order, or certified check of the specified amount. Deposits shall include a forfeiture, and the assessments and/or fees prescribed by Sec. 66.0113(1)(c), Wis. Stats., in accordance with the schedule of cash deposits. Deposits shall be made, in cash, money order, or certified check, to the Clerk of Court. Receipts shall be given for deposits made.

DOOR COUNTY

Ordinance 2012-04

AMENDMENT OF CHAPTER 31.14 "CARRYING A CONCEALED WEAPON" DOOR COUNTY CODE

ROLL CALL Board Members	Aye	Nay	Exc.
ANDERSON	X		
AUSTAD	X		
BRANN			X
DeBAKER	X		
DeWITT	X		
FISHER	X		
FONTAINE	X		
GUNNLAUGSSON	X		
HAINES	X		
LIEBE	X		
LIENAU	X		
MEYER	X		
MOELLER	X		
MULLIKEN	X		
NEINAS	X		
OLSON	X		
RUNQUIST	X		
SCHULTZ	X		
VIRLEE	X		
WIEGAND	X		
ZIPPERER	X		
	20	0	1

BOARD ACTION

Vote Required: Majority Roll Call Vote of a Quorum

Motion to Approve — Adopted [X]

1st Fisher — Defeated [ ]

2nd Olson

Yes: 20 No: 0 Exc: 1

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of an ordinance that was enacted on the 24th day of January, 2012 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

COUNTERSIGNED

Chairman, Leo W. Zipperer
Door County Board of Supervisors

E) NON-EXCLUSIVITY:

1. The adoption and authorization for use of a citation under this section shall not preclude the governing body from adopting any other ordinance or providing for the enforcement of any other law or ordinance relating to the same or any other matter.
2. The issuance of a citation under this section shall not preclude the proceeding under any other ordinance or law relating to the same or any other matter.
3. The proceeding under any other ordinance or law relating to the same or any other matter shall not preclude the issuance of a citation under this section.

This ordinance supersedes any prior ordinance or resolution pertaining to the same subject matter.

Chapter 31 Door County Code shall remain unchanged and shall continue in full force and effect except as amended by this ordinance.

This Amendatory Ordinance shall be in full force and effect from and after its enactment and publication.

SUBMITTED BY:
ADMINISTRATIVE SERVICES COMMITTEE

Leo Zipperer, Chair

Daniel Austad, Chair

Charles Brann

Kenneth Fisher

Cletus Fontaine

David Lienau

John Neinas

Richard Virlee

DOOR COUNTY

Ordinance 2016-___

AMENDMENT OF CHAPTER 31.14 "CARRYING A CONCEALED WEAPON" DOOR COUNTY CODE

The Door County Board of Supervisors does hereby ordain the following amendment to Chapter 31.14 "Carrying a Concealed Weapon" Door County Code:

A) AUTHORITY / CONSTRUCTION:

1. This ordinance is enacted under the authority granted by Sec. 59.54(22) and 66.0113 Wis. Stats.
2. For the purposes of construction and enforcement of this ordinance, all references to the Wisconsin Statutes shall be as those statutes presently exist or as they may be hereafter revised.

B) PROHIBITIONS:

1. Sec. 941.23 Wis. Stats., and Sec. 941.231, Wis. Stats. as ~~it~~ each presently exists or may be hereafter revised, ~~is~~ are incorporated herein by reference as if fully set forth.
2. Any act required to be performed or prohibited by Sec. 941.23 Wis. Stats. and Sec. 941.231, Wis. Stats., is required or prohibited by this ordinance.
3. No person, except those listed in Sec. 941.23(2)(a)-(d) Wis. Stats., may carry a concealed and dangerous weapon.

C) PENALTIES:

1. Violators shall:
    a. Pay a forfeiture of not less than $50.00 nor more than $1,000.00.
    b. Pay costs, fees and surcharges imposed under Ch. 814 Wis. Stats.
    c. Make restitution under Sec. 800.093 Wis. Stats
    d. Make any other payment authorized by law.

D) ENFORCEMENT PROCEDURES:

1. Issuance of a citation by law enforcement officers of the county.
2. The form of the citation shall be as prescribed in Sec. 66.0113(1)(b) Wis. Stats.
3. The alleged violator's options and procedures on default shall be as set forth in Sec. 66.0113(3) Wis. Stats.
4. The alleged violator may elect to make a deposit, in cash, money order, or certified check of the specified amount. Deposits shall include a forfeiture, and the assessments and/or fees prescribed by Sec. 66.0113(1)(c), Wis. Stats., in accordance with the schedule of cash deposits. Deposits shall be made, in cash, money order, or certified check, to the Clerk of Court. Receipts shall be given for deposits made.

DOOR COUNTY

Ordinance 2016-___

AMENDMENT OF CHAPTER 31.14 "CARRYING A CONCEALED WEAPON" DOOR COUNTY CODE

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
BRANN			
BUR			
ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HAINES			
HALSTEAD			
KOCH			
KOHOUT			
KOK			
LIENAU			
MOELLER			
NEINAS			
SCHULTZ			
SITTE			
SOHNS			
VIRLEE			
ZIPPERER			

BOARD ACTION

Vote Required: Majority Roll Call Vote of a Quorum

Motion to Approve — Adopted ☐

1st _____ — Defeated ☐

2nd _____

Yes: ____ No: ____ Exc: ____

Reviewed by:

_____, Corp. Counsel

Reviewed by:

_____, Administrator

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of an ordinance that was enacted on the 22nd day of March, 2016 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

COUNTERSIGNED

Chairman, Daniel R. Austad
Door County Board of Supervisors

E) NON-EXCLUSIVITY:

1. The adoption and authorization for use of a citation under this section shall not preclude the governing body from adopting any other ordinance or providing for the enforcement of any other law or ordinance relating to the same or any other matter.
2. The issuance of a citation under this section shall not preclude the proceeding under any other ordinance or law relating to the same or any other matter.
3. The proceeding under any other ordinance or law relating to the same or any other matter shall not preclude the issuance of a citation under this section.

This ordinance supersedes any prior ordinance or resolution pertaining to the same subject matter.

Chapter 31 Door County Code shall remain unchanged and shall continue in full force and effect except as amended by this ordinance.

This Amendatory Ordinance shall be in full force and effect from and after its enactment and publication.

SUBMITTED BY:
ADMINISTRATIVE COMMITTEE

_____ Daniel Austad, Chair

_____ David Lienau

_____ Roy Englebert

_____ Ken Fisher

_____ John Neinas

_____ Richard Virlee

_____ Leo Zipperer

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: Maintenance Department Position Title: Maintenance Technician- HVAC Refrigeration Specialist

Position Status: ☐ Currently vacant ☒ Will be vacant Date Vacant: April 9, 2015

☒ Full Time ☐ Part Time ☐ Limited Term ☐ Project Hours per week: 40

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

Discuss turnover with the department in the previous 18-24 months: 2nd position to be refilled within 18 months

Transfer: why is the new position more attractive to employee than current one? Life long dream job

Name of Current / Most Recent Incumbent: Mike Paye

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: Wayne J. Spritka Date 2-23-16

Financial Information:

Salary Range: Range 13: Min. - $19.75 - Mid. - $23.24 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 08 - Service / Maintenance FLSA Status Non-exempt

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

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

Approvals:

County Administrator _____ Date 2/23/16

Oversight 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

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

County of Door
HVAC/Refrigeration Specialist - Advanced

Job Title	HVAC/Refrigeration Specialist – Advanced	**Last Revision**	03/25/2015
Department	Building & Grounds	**HR Reviewed**	
Division		**Employee Group**	General Municipal Employee
Report To	Director of Building & Grounds	**FLSA Status**	Non-Exempt
Pay Range	13	**EEO Code**	08 – Service/Maintenance
Created			

General Summary

Under the direction of the Building and Grounds Director, Maintenance Department, this position is primarily responsible for the operation, inspection, repair, installation, and preventative maintenance of mechanical, HVAC/Refrigeration systems and related electrical, pneumatic, electronic and computerized direct digital temperature controls. This position will perform system analysis, maintenance and repairs on HVAC/Refrigeration equipment including but not limited to air handlers, exhaust fans, humidification systems, boilers, chillers, circulating pumps, air and water filtration systems, pneumatic, electric and direct digital (DDC) temperature controls, air cooled and water cooled condensers and evaporative cooling towers. This position will provide other maintenance or repairs on emergency generators, plumbing equipment and lighting control systems as well as collaborating with building occupants and Building and Ground Director with recommending, implementing and maintaining energy savings initiatives. 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. Repair, maintain, adjust or replace malfunctioning components in HVAC and refrigeration equipment, including temperature control air handlers, air dryers and all temperature control systems.
2. Provide HVAC and refrigeration system and control diagnostic, calibration, and repair/replacement efforts for equipment malfunctions.
3. Read and interpret building construction plans as well as complex systems diagrams to perform analysis and repairs or to make adjustments.
4. Access and interpret direct digital control (DDC) system performances and initiate adjustments and program changes in response to customer complaints and system malfunctions.
5. Identify and initiate appropriate actions to address seasonal needs for indoor air quality, freeze coil protection, cooling towers, heating and cooling system change over requirements.
6. Maintain and implement changes to building HVAC equipment list, operational records, building construction plans, and respective temperature control plans as equipment changes or temperature control strategies are modified.
7. Provide lead role as the HVAC/Refrigeration and building support system expert resource on assigned projects and repair/improvement efforts.
8. Serve as first point of contact on appropriate HVAC/ Refrigeration and other building mechanical needs, including communicate, receive and prioritize service requests.
9. Provide scheduled maintenance services for all respective HVAC/ Refrigeration equipment and pneumatic electric, electronic controls as well as DDC systems where applicable in assigned buildings.
10. Where required, disassemble and inspect malfunctioning temperature control valves, thermostats, controllers as well as other HVAC/Refrigeration equipment and calibrate/repair equipment to ensure

reliable and efficient operation. Research and locate parts at most cost effective prices for repair and maintenance.
11. Monitor state of building UPS systems.
12. Provide maintenance and repair services to plumbing systems as requested.
13. Relocate and set up office spaces and equipment.
14. Perform other work assigned, which may include tasks not specifically enumerated above, necessary to meet the operational needs of the Maintenance Department.

General Job Functions

1. Provide required repair work, resulting from customer requests, Building and Grounds Director, or work noted during maintenance and inspection efforts on HVAC/Refrigeration and temperature control equipment.
2. Perform scheduled maintenance and necessary repairs, on all HVAC/Refrigeration equipment, temperature controls and computerized direct digital control systems (DCC) in assigned buildings coordinating all work and system outages with building occupants.
3. Maintain communications to designated Building Contacts.
4. Cuts grass, trims shrubs, shovels snow, and performs various grounds maintenance tasks.
5. Perform Maintenance Technician duties and assist as needed.
6. May perform duties of Custodian as needed.
7. Keeps maintenance records, logs, and readings on a variety of equipment.

Requirements

Training and Experience

1. High School diploma or equivalent required.
2. Associate Degree in Heating, Ventilation, Air Conditioning and Refrigeration Technology of HVAC or commensurate course work required.
3. A minimum of three (3) years of progressive work experience in maintenance area with emphasis on mechanical, plumbing and electrical work.
4. Licensed Electrician or Plumber is beneficial.
5. Current valid Wisconsin driver's license required.

Knowledge, Skills, and Abilities Required

1. Advanced knowledge of operation and maintenance of various types of large and small HVAC/Refrigeration equipment typically provided in commercial office buildings, industrial garages and data centers.
2. Advanced analytical skills necessary to diagnose and correct mechanical system failures in HVAC/Refrigeration equipment.
3. Ability to read and understand blue prints, operation and maintenance manuals and HVAC/Refrigeration equipment temperature control sequence drawings.
4. Advanced experience, knowledge and ability to locally or remotely access various types/manufactures of computerized direct digital control (DDC) systems as such that your level of understanding allows you to monitor, modify and troubleshoot various types of control systems.
5. Advanced knowledge and skills using various types of HVAC/Refrigeration testing equipment to enhance diagnostic analysis and the recording as well as documentation of performance data for various types of forced air and fluid heat transfer systems.
6. Interpersonal skills necessary to interact effectively with the public, contractors, fellow employees and management.

County of Door
HVAC/Refrigeration Specialist - Advanced

7. Ability to learn and perform all essential job functions accurately and safely with minimal supervision.
8. Basic mathematical skills, including addition, subtraction, multiplication, and basic algebra, necessary to complete HCAV/Refrigeration work.
9. One to three years of progressive work experience in the maintenance area, with emphasis on mechanical, plumbing and electrical work. Needs to have computer internet search skills.
10. The following list is not an exhaustive list but only provides examples of tools and equipment operated: calculator, copy machine, measuring devices, hand tools, automobile, truck, and air hammer, material handling equipment, lawn mower, and snow blower/plow, tractor with loader, brush and aerial boom truck. Personal protective equipment includes but is not limited to eye and ear protection, safety harnesses, breathing apparatus and hand protection (gloves).
11. Ability to use tack and courtesy in maintaining and effective working relationship with department employees, county supervisors, county officials, and general public.
12. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.

Physical & Working Conditions

Approximately 50% of the time worked is spent standing. Approximately 25% of the time worked would include walking or crouching or listening or using near vision, lifting, carrying, pushing or pulling, and handling tools or equipment. Approximately 10% of the time worked includes sitting or stooping or kneeling or climbing or talking or lifting objects from 10 lbs. to 80 lbs. or carrying objects weighting 10 lbs. to 40 lbs. or pushing objects weighing 10 lbs. to 50 lbs. or handling tools or equipment.

Approximately 75% of time worked is spent indoors and 25% of time worked is out of doors. In unusual situations work is performed in extreme cold, extreme heat, in humid conditions, with noise that may require hearing protection, and exposure to vibrations. Hazards include but are not limited to electrical, mechanical, chemical, heights, burns and physical attack, but they are minimized or eliminated by following proper safety procedures.

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.

Approvals:

W J Spritka — 10-1-15

Wayne J. Spritka, Building & Grounds Maintenance Director — Date

Kelly A. Hendee — 10/2/2015

Kelly A. Hendee, Human Resources Director — Date

REQUEST FOR FISCAL IMPACT INFORMATION

_____ RECLASSIFICATION

_____ FTE/Hours

_____ Job Class

_____ Step

_____ Rate

CHANGE FTE/Hours

From _____ TO _____

CHANGE JOB CLASS/STEP

From _____ TO _____

Position Title: HVAC Refrigeration Specialist

Effective Date: _____ 6 Mo _____

Department: Maintenance Sub Dept _____

FTE/Hrs	@ Rate	2016 TOTAL SALARY					2016 TOTAL BENEFITS				TOTAL SALARY and Benefits
HVAC Refrigeration Specialist Pay Range 13 Min Step											
1.00	$19.75	41,080					30,748				71,828
Current HVAC Refrigeration Specialist Budget for 2016											
1.00	$22.30	46,384					10,053				56,437
							Total Salary and Benefit Increase				15,391

FTE/Hrs	@ Rate	2016 TOTAL SALARY					2016 TOTAL BENEFITS				TOTAL SALARY and Benefits
HVAC Refrigeration Specialist Pay Range 13 Mid Step											
1.00	$23.24	48,339					32,121				80,460
Current HVAC Refrigeration Specialist Budget for 2016											
1.00	$22.30	46,384					10,053				56,437
							Total Salary and Benefit Increase				24,023

_____ Dept Head Signature Mark E. Jarvis Finance Director

Date 2/24/2016

Disclaimer: This Fiscal Impact does not include Step 1 $20.34, Step 2 $20.92, Step 3 $21.50, Step 4 $22.08, or Step 5 $22.66.

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.

Door County Human Resources Form #: 2015-04		Title: **Request to Refill Position**
Date Created 11/19/2014	Date Revised 07/23/2015	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

DEPT. HEAD TO COMPLETE:

Department SHERIFF Position Title: DISPATCHER

Position Status: ☐ Currently vacant ☒ Will be vacant Date Vacant: 8-1-16

☒ 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: LINDA NAULT

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: SHERIFF DELARWELLE Date 9-11-15

Financial Information:

Salary Range: 15 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 06 - Office/Clerical FLSA Status non-exempt

☑ Human Resources has performed a position review? KH *(HR initial)*

☑ The Job Analysis and Job Description have both been updated and signed? KH *(HR initial)*

Approvals:

County Administrator _____ Date 2/16/2016

* Oversight Committee Chair Kathryn D. Schultz Date 2-17-16

☒ 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

County of Door
Telecommunicator

Job Title	Telecommunicator	**Last Revision**	09/11/2015
Department	Sheriff	**HR Reviewed**	09/11/2015
Division		**Employee Group**	General Municipal Employee
Report To	Sheriff or his/her designee – Telecommunications Supervisor is direct supervisor	**FLSA Status**	Non-Exempt
Pay Range	15	**EEO Code**	06 – Office/Clerical

General Summary:

Operates emergency communications equipment, which receives and dispatches police, fire and emergency medical calls via telephone and electronic dispatch equipment. Also, operates various on-line data entry terminals. The Communications Center is a 24/7/365 operation so you will be required to work nights/weekends/holidays and mandatory overtime. 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. Must have the ability to multitask (listen to radio traffic, listen to the caller on the phone and type information into the computer at the same time).
2. Answers and routes telephone calls and messages of an emergency and non-emergency nature to the proper public service agency.
3. Implements proper and current data input procedure on keyboard terminals in order to ensure data is properly transmitted to the computer.
4. Ascertains proper routing of incident information through geographic knowledge of the County.
5. Relays further information as needed throughout the duration of an emergency situation.
6. Keeps records and data in accordance with department rules.
7. Approves phone line traces after following all required procedures and guidelines.
8. Logs calls and activities as required.
9. Monitors weather radar and follows severe weather procedures when situation dictates such.
10. Must be proficient in the Transaction Information for the Management of Enforcement (TIME) System which includes; entry of warrants, restraining orders, missing persons, stolen items, criminal histories, administrative messages, hit confirmations etc. and is used during all traffic stops.
11. Routes, transmits and interprets teletype messages.
12. Operates radio transmitter in accordance with Federal Communications Commission Rules and Regulations.
13. Participates and attends job related meetings and training.
14. Briefs incoming shift regarding status of current incidents, problems, etc.
15. Performs clerical duties as assigned by the Telecommunications Supervisor.
16. Performs additional related duties at the discretion of the Telecommunications Supervisor.

County of Door
Telecommunicator

Requirements

Training and Experience

1. High school diploma or equivalent.
2. Completion of Fundamentals of Emergency Dispatch course preferred.
3. Ability to record computer data rapidly and accurately.
4. Ability to type a minimum of 35 words per minute determined by a standard keyboard test.
5. Able to obtain certification in CPR within 6 months of hire.
6. Must obtain Basic and Advanced TIME System certifications within 1 year of hire.
7. Successful completion of telecommunications field training and evaluation program within six (6) months of hire.

Knowledge, Skills, and Abilities Required

1. Strong ability to orally communicate effectively and precisely.
2. Ability to hear at a level commensurate with working conditions.
3. Vision correctable to 20/20 on a Snellen eye chart.
4. Considerable ability to remain emotionally stable during periods of emergency and stress. Ability to extract information from distraught callers. Related emergency situation experience preferred.
5. Familiarity with incidents relating to critical law enforcement activities. Ability to maintain security and confidentiality.
6. Continuous working knowledge of emergency medical terms and situations.
7. Continuous working knowledge of the County's geography.
8. Ability to learn and comprehend Federal Communications Commissions rules and regulations.
9. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
10. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Equipment Operated
Telephone, 911 communications console, keyboard, computer, TDD, alternate paging source.

Physical and Working Conditions

Almost one hundred percent (100%) of time spent seated in front of dispatch console listening and speaking to others using dispatching equipment. Approximately seventy five percent (75%) of time using medium fingering (using keyboard to enter data on computer).

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

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.

County of Door
Telecommunicator

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.

Approvals:

Steven G. Delarwelle, Sheriff — Date 2-19-16

Kelly A. Hendee, Human Resources Director — Date 2-19-16

Door County Human Resources Form #: 2015-05		Title: **Job Analysis Questionnaire**
Date Created 04/2015	Date Revised 09/2015	Admin. Manual or Handbook Reference: **Administrative Manual, Section 2.04 – Creation & Classification of Positions**

Current Position Title: Telecommunicator

Department Sheriff's Division 911 Communications Center

Report to: (position title): Under the general direction of the Sheriff or his/her designee. The Telecommunications Supervisor is the direct supervisor.

A. Job Summary (Purpose): Use two or three brief, **specific** statements to summarize the overall purpose of the job.

The 911 Communications Center operates all emergency communications equipment which receives and dispatches police, fire and emergency medical calls for all of Door County including the City of Sturgeon Bay.

B. Fundamental duties of the position

1. Write one duty per numbered space.
2. Rank the duties in order of importance. The most important duty should be number one.
3. After listing the specific duties, enter the percentage of time spent on each.
4. Indicate which of the items are essential, which is determined considering the following:
   a. Does the position exist to perform this function? OR
   b. Are there a limited number of employees who can do this duty? Particularly, to the extent that if this position did not perform this duty, it would not get done? OR
   c. Does the function require highly specialized skills or expertise that most other employees do not possess? Would the person be hired specifically because of their skill or expertise in performing the function? (i.e. A draftsman is hired because of their skill in precision drawing).

   If "yes" can be answered to any of the above, mark "yes" in the "essential function" column.
5. Indicate whether other employees in the department perform this function.

Item No.	Duty	% of Total Time	Essential		Do Others Perform the Same Duty?	
			Yes	No	Yes	No
1.	Answer Administrative calls.	25	■	☐	■	☐
2.	Answer 911 Calls.	5	■	☐	■	☐
3.	Answer radio traffic.	16	■	☐	■	☐
4.	Page EMS and Fire agencies.	5	■	☐	■	☐
5.	Dispatch Law Enforcement units (City and County).	16	■	☐	■	☐
6.	Logs calls and activities as required.	16	■	☐	■	☐
7.	All TIME System related duties.	11	■	☐	■	☐
8.	Briefs incoming shift regarding status of current incidents, problems, etc.	3	■	☐	■	☐
9.	Participates and attends job related meetings and training.	1	■	☐	■	☐
10.	Performs clerical duties as assigned by the Telecommunications Supervisor.	1	■	☐	■	☐
11.	Performs additional related duties at the discretion of the Telecommunications Supervisor.	1	■	☐	■	☐

Supervisory Responsibility: Write the position titles of all employees who report directly to you. Also, indicate the number of employees who in turn report to them. Write "none" if this is not applicable.

Position Title	# of Employees who in turn report to them	Position Title	# of Employees who in turn report to them

Check below those supervisory responsibilities that are a part of your job:

- ☐ Instruct / train
- ☐ Assign Work
- ☐ Coordinate Activities
- ☐ Review Work
- ☐ Maintain Standards
- ☐ Plan Work of Others
- ☐ Act on Employee problems
- ☐ Schedule/allocate personnel
- ☐ Schedule work of others
- ☐ Select new employees
- ☐ Transfer / promote? ☐ (Recommend?) ☐ (Approve?)
- ☐ Performance Evaluations ☐ (Recommend?) ☐ (Conduct?) ☐ (Approve?)
- ☐ Discipline ☐ (Recommend?) ☐ (Conduct?) ☐ (Approve?)
- ☐ Discharge ☐ (Recommend?) ☐ (Conduct?) ☐ (Approve?)
- ☐ Salary Increases ☐ (Recommend?) ☐ (Conduct?) ☐ (Approve?)

C. Work Relationships: For any of the contacts listed below that you have regarding company business, indicate the frequency (e.g. daily, weekly, monthly, etc.) and nature or purpose (e.g. obtain /provide information, negotiate contracts, etc.) of the contact.

CONTACT	PURPOSE OF CONTACT	FREQUENCY
Employees in same or other department(s) Clerical Staff Patrol Deputies	 Enters Warrants Constant contact on radio, license registration, warrants, etc.	 As needed Daily
Other Departments (list other departments) Sturgeon Bay Police Department, All County Fire Departments, Emergency Services, Coast Guard, Wisconsin Department of Natural Resources	Dispatch Calls	Daily
Customers – General Public (list all) General Public	Answer questions, complaints, gather information for patrol	Daily
Suppliers/Vendors		
Community / Trade / Professional		
Federal / State Gov't =. / Regulatory		
Other (specify):		

D. Minimum Education , Experience and Certification Requirements

Education: Check the statement below which indicates the educational requirements for the job (not necessarily your educational background). If a higher degree of education is preferred, please check the appropriate column.

Required	Preferred:			
☐	☐	No formal education		
☐	☐	Less than high school education		
■	☐	High School Diploma or equivalent		
☐	☐	Associate's degree or equivalent	Major:	
☐	☐	Bachelor's degree or equivalent	Major:	
☐	☐	Graduate work or advance degree	Specify:	
☐	☐	Professional license required (list below under certification)		

Experience: Check the amount of experience needed to perform this job (not the experience you brought to the job)

☐	No previous experience required.	
☐	Up to one year of experience required.	
☐	One to at least three years' experience required.	
☐	Over three years and up to and including six years' experience required.	
☐	Over six years and up to and including nine years' experience required.	
☐	Over ten (10) years of experience required.	
☐	Experience in related field:	
■	Experience in (specify):	Ability to type a minimum of 35 words per minute determined by a standard keyboard test. Ability to record computer data rapidly and accurately.

Certification: List any licenses, certifications, statutory requirements or registrations required for this position. Use the exact name of license, certification, etc.

1.	CPR – obtain certification within 6 months of hire.
2.	Basic and Advanced TIME System – Must obtain certification within 1 year of hire.
3.	Successful completion of telecommunications field training and evaluation program within six (6) months of hire.
4.	
5.	
6.	Valid State of Wisconsin Driver's License Required? ☐ Yes ■ No
	Type: ☐ Regular ☐ CDL Endorsement Required:

E. Equipment and Machinery: Indicate equipment and/or machinery that is necessary to accomplish the job, and the amount of time per week which involves using each piece of equipment.

No.	Equipment Used	Freq.	Daily	Weekly	Monthly	As Needed
1.	No equipment used.	☐	☐	☐	☐	☐
2.	Basic office equipment	☐	☐	☐	☐	☐
	a. Typewriter	☐	☐	☐	☐	■
	b. Computer	■	☐	☐	☐	☐
	c. Copy machine	☐	☐	■	☐	☐
	d. Calculator	☐	☐	☐	■	☐
	e. Fax machine	☐	☐	■	☐	☐
	f. Other:	☐	☐	☐	☐	☐
3.	Hand Tools	☐	☐	☐	☐	☐
	a. Hammers, wrenches, etc.	☐	☐	☐	☐	☐
	b. Electrical power tools: saws, drills, etc.	☐	☐	☐	☐	☐
	c. Gas power tools: weed-eater, chain-saw, etc.	☐	☐	☐	☐	☐
	d. Yard/Garden tools: shovel, rake, broom, etc.	☐	☐	☐	☐	☐
	e. Other:	☐	☐	☐	☐	☐
4.	Weapons	☐	☐	☐	☐	☐
	a. Handguns	☐	☐	☐	☐	☐
	b. Rifle/Shotgun	☐	☐	☐	☐	☐
	c. Baton	☐	☐	☐	☐	☐
	d. Other:	☐	☐	☐	☐	☐
5.	Communication Equipment:	☐	☐	☐	☐	☐
	a. Telephone	■	☐	☐	☐	☐
	b. Cell Phone	☐	☐	☐	☐	■
	c. Radio	■	☐	☐	☐	☐
	d. Mobile data terminal (MDT)	☐	☐	☐	☐	☐
	e. Pager	■	☐	☐	☐	☐
	f. Other: TIME System	■	☐	☐	☐	☐
6.	Vehicles:	☐	☐	☐	☐	☐
	a. Automobiles	☐	☐	☐	☐	☐
	b. Light truck (pick-up)	☐	☐	☐	☐	☐
	c. Heavy truck (dump truck, fire truck, etc.)	☐	☐	☐	☐	☐
	d. Construction/heavy equipment (loader, tractor, etc.)	☐	☐	☐	☐	☐
	e. Bus	☐	☐	☐	☐	☐
	f. Motorcycle	☐	☐	☐	☐	☐
	g. Boat	☐	☐	☐	☐	☐
	h. Other:	☐	☐	☐	☐	☐
7.	Medical Apparatus/Equipment:	☐	☐	☐	☐	☐
	a. First aid equipment	☐	☐	☐	☐	☐
	b. Oxygen	☐	☐	☐	☐	☐
	c. Electronic monitoring equipment	☐	☐	☐	☐	☐
	d. Patient transport apparatus (spine board, stretcher, etc.)	☐	☐	☐	☐	☐
	e. Miscellaneous	☐	☐	☐	☐	☐
	f. Other:	☐	☐	☐	☐	☐
8.	Other:	☐	☐	☐	☐	☐

F. Physical Demands: For each of the activities, please answer the questions asked regarding the intensity, precision and frequency of the listed items.

	Not Required	Required only in unusual situations	Required for 1 hour or less per shift	Required for approx. 2 hours per shift	Required for approx. 4 hours per shift	Required for 6 or more hours per shift
Activity: Lifting	☐	☐	☐	☐	☐	☐
Very light lifting: 10# max and occasional lifting of small articles	☐	■	☐	☐	☐	☐
Light lifting: 20# max	■	☐	☐	☐	☐	☐
Medium lifting: 50# max	■	☐	☐	☐	☐	☐
Medium lifting: 60# max	■	☐	☐	☐	☐	☐
Heavy lifting: 100# max	■	☐	☐	☐	☐	☐
Very heavy lifting: in excess of 100#	■	☐	☐	☐	☐	☐
Activity: Carrying	☐	■	☐	☐	☐	☐
Very light carrying:10# max	☐	■	☐	☐	☐	☐
Light carrying: 20# max	■	☐	☐	☐	☐	☐
Medium carrying: 50# max	■	☐	☐	☐	☐	☐
Medium carrying: 60# max	■	☐	☐	☐	☐	☐
Heavy carrying: 100# max	■	☐	☐	☐	☐	☐
Very heavy carrying: in excess of 100#	■	☐	☐	☐	☐	☐
Activity: Standing	■	☐	☐	☐	☐	☐
Activity: Walking	■	☐	☐	☐	☐	☐
Activity: Sitting	☐	☐	☐	☐	☐	■
Activity: Stooping	■	☐	☐	☐	☐	☐
Activity: Crawling	■	☐	☐	☐	☐	☐
Activity: Running	■	☐	☐	☐	☐	☐
Activity: Swimming	■	☐	☐	☐	☐	☐
Activity: Physically controlling another person	■	☐	☐	☐	☐	☐
Activity: Climbing stairs or ladders up or down	■	☐	☐	☐	☐	☐
Climbing stairs/routine non-emergency	■	☐	☐	☐	☐	☐
Climbing stairs emergency – i.e. pursuit of suspect	■	☐	☐	☐	☐	☐
Climbing ladders – routine – i.e. changing light bulbs	■	☐	☐	☐	☐	☐
Climbing ladders – emergency – i.e. Fire truck aerial ladders	■	☐	☐	☐	☐	☐
Climbing while carrying – i.e. carrying parts, stretcher	■	☐	☐	☐	☐	☐
Activity: Reaching	■	☐	☐	☐	☐	☐
Reaching up (to high shelf)	■	☐	☐	☐	☐	☐
Reaching across (work bench)	■	☐	☐	☐	☐	☐
Reaching down (to floor)	■	☐	☐	☐	☐	☐

G. Working Conditions – Environmental Conditions: Check any conditions encountered on an annual basis

Condition	Rarely	Occasionally	Constantly	Seasonally
Dirt	☐	☐	☐	☐
Dust	☐	☐	☐	☐
Heat	☐	☐	☐	☐
Cold	☐	☐	☐	☐
Noise	☐	☐	■	☐
Fumes	☐	☐	☐	☐
Odors	☐	☐	☐	☐
Wetness/humidity	☐	☐	☐	☐
Vibrations	☐	☐	☐	☐
Sudden temp. changes	☐	☐	☐	☐
Darkness	☐	☐	☐	☐
Health and Safety: Check any of the following encountered on the job and note the frequency each is encountered				
Electrical hazards	☐	☐	☐	☐
Fire hazards	☐	☐	☐	☐
Mechanical hazards	☐	☐	☐	☐
Chemical hazards	☐	☐	☐	☐
Explosives	☐	☐	☐	☐
Heights above 10 ft.	☐	☐	☐	☐
Bodily Injury – physical attack	☐	☐	☐	☐
Moving vehicles/traffic	☐	☐	☐	☐
Other (allergies)	☐	☐	☐	☐

H. Additional Physical Requirements: List any additional physical activities, not previously listed, which are required in the position. Also list the frequency with which the activity is performed.

Ability to hear at a level commensurate with working conditions. Vision correctable to 20/20 on a Snellen eye chart.

I. Location: Check the location where the majority of the work is performed.

- ■ Office / indoors
- ☐ Shop / warehouse
- ☐ Vehicle
- ☐ Outdoors
- ☐ Other:

Supervisor Review:

I. Your signature below indicates that you have reviewed this questionnaire. If you want to make revisions, please enter them in the margins in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question. These items will be reviewed with you before a final position description is prepared.

II. How many employees under your supervisor perform the same job described above by this employee? _____

III. Supervisor Comments _____

Signature Approvals

	Name	Title	Date
Supervisor	[signature]	SHERIFF	10-22-15
Dept. Head			

REQUEST FOR FISCAL IMPACT INFORMATION

NEW POSITION	
FTE/Hours	
Job Class	
Step	
Rate	

CHANGE FTE/Hours From _____ TO _____

CHANGE JOB CLASS/STEP From _____ TO _____

Position Title: Telecommunicator

Effective Date: _____ 6 Mo _____

Department: Sheriff Sub Dept _____

FTE/Hrs	@ Rate	2016 TOTAL SALARY	2016 TOTAL BENEFITS	TOTAL SALARY and Benefits
Telecommunicator - Pay Range 15 Min Step				
1.00	$17.09	33,326	27,808	61,134
Current Telecommunicator Budgeted for 2016				
1.00	$22.05	42,998	29,211	72,209
			Total Salary and Benefit Decrease	(11,075)

FTE/Hrs	@ Rate	2016 TOTAL SALARY	2016 TOTAL BENEFITS	TOTAL SALARY and Benefits
Telecommunicator - Pay Range 15 Mid Step				
1.00	$20.10	39,195	28,659	67,854
Current Telecommunicator Budgeted for 2016				
1.00	$22.05	42,998	29,211	72,209
			Total Salary and Benefit Decrease	(4,355)

Dept Head Signature: Mark E. Jarvis Finance Director

Date: 2/17/2016

Disclaimer: This Fiscal Impact does not include step1 $17.59, step 2 $18.09, step 3 $18.59, step 4 $19.10, step 5 $19.60 for pay range 15.

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.

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: Door County Human Services Position Title: Nutrition Site Manager (PT)

Position Status: ☐ Currently vacant ☒ Will be vacant Date Vacant: June 10,2016

☐ 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: Significant

Transfer: why is the new position more attractive to employee than current one? N/A

Name of Current / Most Recent Incumbent: Judy Orthober

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: Joe Krebsbach Date 3-3-16

Financial Information:

Salary Range: 20 Is the Position Budgeted: ☒ Yes ☐ No

Funding Source: ☒ Levy % 50 ☒ Grant Funded % 50 ☐ Other Estamate %

☒ Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO Service/Maint. FLSA Status Non exempt

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

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

Approvals:

County Administrator _____ Date 3/3/16

Oversight Committee Chair _____ Date 3-8-16

☒ 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

County of Door
Nutrition Site Manager (PT)

Job Title	Nutrition Site Manager (PT)	**Last Revision**	10/26/2015
Department	Human Services	**HR Reviewed**	10/12/2015
Division	Senior Resource Center	**Employee Group**	General Municipal Employee
Report To	Aging Program Manager	**FLSA Status**	Non-Exempt
Pay Range	20	**EEO Code**	08 – Service/Maintenance

General Summary

This position is responsible for the coordination and delivery of a hot meal at the Forestville and Baileys Harbor meal sites. In addition, they are responsible for serving according to safe food handling procedures. 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. Receives dietician-approved menus and transports the meals from the Sturgeon Bay Site to other meal sites maintaining approved temperatures.
2. According to Serving Safe food standards, serves the food to meal program participants and uses proper sanitation methods for clean-up at the site.
3. Tabulates monetary donations and makes bank deposits on a daily basis and reports to the Account Clerk monthly.

General Job Functions

1. Reports any concerns about participants to the Supervisor of the Senior Resource Center.
2. Takes meal reservations and records attendance at the site: reports data to the Sturgeon Bay site.
3. Supervises kitchen volunteers, records volunteer hours and reports data to the Sturgeon Bay site.
4. Coordinates speakers and activities at the sites.

Requirements

Training and Experience

1. High School Diploma or equivalent.
2. Associate Degree in Food Service or related training preferred.
3. Two (2) years of responsible work experience, preferably in a food service related setting.
4. Current valid Wisconsin driver's license required.

Knowledge, Skills, and Abilities Required

1. Ability to pass the exam associated with the Serving Safe Food course.
2. Ability to coordinate the work of volunteers.
3. Ability to record information accurately and timely.
4. Skills to relate to the needs of older adults and persons with disabilities.

County of Door
Nutrition Site Manager (PT)

5. Ability to use tack and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
6. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.

Physical & Working Conditions

Kitchen environment in public setting. Daily travel required.

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.

Approvals:

Joseph A. Krebsbach, Human Services Director — Date 10/26/15

Kelly A. Hendee, Human Resources Director — Date 12/8/15

REQUEST FOR FISCAL IMPACT INFORMATION

_____ RECLASSIFICATION

_____ FTE/Hours

_____ Job Class

_____ Step

_____ Rate

CHANGE FTE/Hours

From _____ TO _____

CHANGE JOB CLASS/STEP

From _____ TO _____

Position Title: Nutrition Site Manager

Effective Date: _____ 6 Mo _____

Department: Senior Center Sub Dept _____

FTE/Hrs	@ Rate	2016 TOTAL SALARY					2016 TOTAL BENEFITS				TOTAL SALARY and Benefits
Nutrition Site Manager Pay Range 20 Min Step (19 hrs per week)											
0.48	$11.88	11,861					2,244				14,105
Current Nutrition Site Manager Budget for 2016											
0.48	$16.36	16,334					3,091				19,425
										Total Salary and Benefit Decrease	(5,320)

FTE/Hrs	@ Rate	2016 TOTAL SALARY					2016 TOTAL BENEFITS				TOTAL SALARY and Benefits
Nutrition Site Manager Pay Range 20 Mid Step (19 hrs per week)											
0.48	$13.98	13,958					2,641				16,599
Current Nutrition Site Manager Budget for 2016											
0.48	$16.36	16,334					3,091				19,425
										Total Salary and Benefit Decrease	(2,826)

_____

Dept Head Signature: Mark E. Janish 5W

Date: 3/4/2016

Finance Director

Disclaimer: This Fiscal Impact does not include Step 1 $12.23, Step 2 $12.58, Step 3 $12.93, Step 4 $13.28, or Step 5 $13.63.

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.

Date: February 23, 2016

Wayne Spritka

RE: Notification of Intent to Resign

Dear Wayne Spritka:

I have been offered and accepted a position with the Sturgeon Bay Fire Department. Please be notified that my last day of work will be April 9th, 2016. It has been a pleasure working for Door County, it has been both challenging and rewarding over the last 3 years.

Sincerely,

Michael Joseph Paye

Michael Joseph Paye

Cc: Human Resources Department

Property Committee

Administrative committee

RECEIVED
HUMAN RESOURCES
FEB 23 2016

Jeanne Majeski
[redacted]

February 10, 2016

Rebecca Berger, Director
[redacted]

RE: Intent to Retire

Dear Ms Berger,

It is with very mixed feelings that I am writing to inform you I am retiring from my McArdle Library Branch Manager position with the Door County Library. My last date of work will be April 16, with my retirement effective as of April 17, 2016.

Working in this position for over 25 years has brought me a great amount of pride, satisfaction and joy. I will miss my co-workers, my library patrons, and the library itself. There is a special magic closing up the library after everyone else has gone, being alone, surrounded by all the books. I am sure you understand.

My husband, Joe, and I will be moving from Door County mid-April to pursue new adventures in new places. I will never forget the wonderful experience it has been to be part of the Door County Library System. Thank you for all you do to make the library a vibrant, intellectually stimulating, caring, comfortable, happy place for patrons and employees alike.

Sincerely,

Jeanne Majeski

Cc: Human Resources

RECEIVED
HUMAN RESOURCES
FEB 12 2016
TIME: AM

Judy Orthober

[redacted]

[redacted]

[redacted]

March 3, 2016

Door County Senior Resource Center

Meal Site Manager-Baileys Harbor, Forestville

[redacted]

[redacted]

RE. Intent to retire.

Dear Jake Erickson:

I would like to inform you that I am retiring from my meal-site manager position with the Door County Senior Resource Center, effective June 10, 2016.

Thank you for everything you have provided me over the years. I have enjoyed working For Door County and appreciate the support shown to me during my tenure with the County.

While I look forward to enjoying my retirement, I will miss working for the Senior Resource Center. If I can be of any assistance during this transition, please let me know.

Sincerely,

Judy Orthober

Judy Orthober

RECEIVED
HUMAN RESOURCES
MAR 04 2016
TIME: AM/PM

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
March 2016 Report

Date	Transaction *	Department	Name		Position
02/01/2016	Hired	Human Services	Gramann	Rachelle	ADRC/Aging Program Director
02/15/2016	Hired	Museum	Weir	Margaret	Director
02/29/2016	Hired	Senior Resource Center	Fitzgerald	Jennifer	Activities Assistant
03/07/2016	Hired	Human Services	Erickson	McKenzie	Social Worker
03/07/2016	Hired	Medical Examiner	Tebo	Scott	Medicolegal Investigator
04/09/2016	Resignation	Building & Grounds	Paye	Michael	HVAC Refrigeration Specialist
04/16/2016	Retirement	Library	Majeski	Jeanne	Baileys Harbor Branch Librarian
06/10/2016	Retirement	Senior Resource Center	Orthober	Judith	Nutrition Site Manager

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 not 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: March 2016

Acct No.	Vendor	Description	Prepaid	Amount
52403	Gannett Wisconsin Media	Various Ads	Y	$ 228.60
21210-21250	Minnesota Life Ins.	March Life Insurance Premiums	Y	$ 9,226.42
55107	WI Document Imaging	February Copies	Y	$ 131.66
52403	Peninsula Pulse	Various Employment Ads	Y	$ 232.39
53106	Schwaab,Inc	Date Stamps	Y	$ 152.24
				$ 9,971.31

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
MARCH 2016 Administrative Services Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52412	DDC DNA DIAGNOSTICS	PATERNITY BLOOD TESTS	$24.00	
52302	OCONTO COUNTY SHERIFF	SERVICE CONTRACT	$51.60	
52302	RAY R VANDER PERREN	SERVICE CONTRACT	$45.00	
53106	STAPLES ADVANTAGE	OFFICE SUPPLIES	$183.27	
	PRE-PAID			
52302	DOOR COUNTY SHERIFF	SERVICE CONTRACT	$210.00	JE
52402	CHAD HOAG, POLK CSA	MEMBERSHIP DUES		$90.00
52302	KENOSHA COUNTY	SERVICE CONTRACT		$3.00
53240	STATE VITAL RECORDS	PATERNITY JUDGMENTS		$10.00
		TOTAL:	$616.87	

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

Date: _____

_____
Chairman
Administrative Services Committee

1/20/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

February 16, 2016
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested t 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 ADMINISTRAT

G/L DATE: 12/2015 Batch Nbr: 258322

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL fees 06FA45 H.M.T.	175.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 14FA09 Benn/Hanley	119.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 15PA08 E.M.M.	725.76
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 13FA89 STIMERS	161.00
						Vendor Total:	1,180.76 *
BROOKS, KASE & ERICKSON, SC	3629	1340	52130			GAL FEES 15FA23 L.R.B.	105.00
BROOKS, KASE & ERICKSON, SC	3629	1340	52130			GAL FEES 15FA08 L.&P. ROCKWELL	168.40
BROOKS, KASE & ERICKSON, SC	3629	1340	52101			ATTY FEES 15CF58 B.CONDRA	2,081.64
BROOKS, KASE & ERICKSON, SC	3629	1340	52101			ATTY FEES 15CM125 MIZANUR KHAN	1,740.34
BROOKS, KASE & ERICKSON, SC	3629	1340	52101			ATTY FEES 15CM164 SCOTT HUBER	514.44
BROOKS, KASE & ERICKSON, SC	3629	1340	52101			ATTY FEES 14CM191 TERRY KOLSTAD	264.34
BROOKS, KASE & ERICKSON, SC	3629	1340	52101			ATTY FEES 15CF101 TERRY KOLSTAD	183.28
						Vendor Total:	5,057.44 *
STEPHEN P JOHNSON ATTY	8947	1340	52101			ATTY FEES 14CF147 DEVON KELLER	524.25
SCHAEFER LAW FIRM, S.C.	9332	1340	52130			GAL FEES 02PA28 F.RINCONES	14.00
SCHAEFER LAW FIRM, S.C.	9332	1340	52130			GAL FEES 11FA153 ENGLEBERT	147.00
SCHAEFER LAW FIRM, S.C.	9332	1340	52130			GAL FEES 14PA10 ENGLEBERT/BADER	63.00
						Vendor Total:	224.00 *
LAW OFFICE OF TRAVIS A CROWELL	21498	1340	52101			2015 ATTY FEES 15CM161 & 15CM174	1,407.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 09FA68 COWDERY	147.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 07PA14PJ D.MERRIMAN	63.00

G/L DATE: 12/2015 Batch Nbr: 258322

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount	
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 15PA16 S.KENNEDY	567.00	
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 13PA8PJ WACASER	21.00	
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 04FA021 SHUDA/JAMES	7.00	
						Vendor Total:	805.00	*
REETZ LAW OFFICE	6957	1340	52101			ATTY FEES 15CM007 AMANDA ROWLES 2015	1,407.00	
SWITS, LLC	13733	1340	52425			INTERPRETER TELEPHONICS DEC 2015	180.00	
TOFT LAW FIRM	965	1340	52130			GAL FEES 14FA129 R. & C. SCHNORR	1,680.00	
TOFT LAW FIRM	965	1340	52130			GAL FEES 12FA105 B.E.&M. ISAACSON	367.50	
						Vendor Total:	2,047.50	*
						Schedule Total:	$12,832.95	*

1/20/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

February 16th, 2016
MEETING DATE

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

25 Court Systems
DEPARTMENT

Connie DeKere
DEPARTMENT HEAD

COMMITTEE CHAIR / COUNTY ADMINISTRAT

G/L DATE: 01/2016 Batch Nbr: 258323

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
FILING SYSTEMS SPECIALISTS INC	10652	1340	53106			2 BOXES MANILA FILE FOLDERS	178.75
LAW OFFICE OF TRAVIS A CROWELL	21498	1340	52101			2016 ATTY FEES 15CM161 & 15CM174	290.09
REETZ LAW OFFICE	6957	1340	52101			ATTY FEES 15CM007 A. ROWLES JAN 2016	356.28

Schedule Total: $825.12 *

2/03/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

February 16, 2016
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested t 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 ADMINISTRAT

G/L DATE: 12/2015 Batch Nbr: 258369

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
FIERCE COMPASSION , LLC	21504	1340	52155			PSYCHOLOGICAL EVALUATION	2,600.00
STEPHEN P JOHNSON ATTY	8947	1340	52101			COURT APPT'D ATTY FEES	42.00
SCHAEFER LAW FIRM, S.C.	9332	1340	52101			COURT APPT'D ATTY FEES	385.00
ATTY DEBRA R MANCOSKE	14349	1340	52130			GAL FEES 11FA99 TEAGAN SCHREADER	182.00
NINA MARTEL SC	15303	1340	52130			GAL FEES 07-PA-27 ROMAN DEREMO	2.58
NINA MARTEL SC	15303	1340	52130			DEPOSITION COSTS 07-PA-27 ROMAN DEREMO	169.00
						Vendor Total:	171.58 *
						Schedule Total:	$3,380.58 *

2/03/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

February 16, 2016
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested t 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 ADMINISTRAT

G/L DATE: 02/2016 Batch Nbr: 258370

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
ATTY DEBRA R MANCOSKE	14349	1340	52130			GAL FEES 01FA51 ALEXIS ROSE MCCARTHY	7.00
NINA MARTEL SC	15303	1340	52130			GAL FEES 07-PA-27 ROMAN DEREMO	33.04
NINA MARTEL SC	15303	1340	52130			GAL FEES 13-FA-31 CONARD CHILDREN	36.78
NINA MARTEL SC	15303	1340	52130			GAL FEES 09-PA-16PJ KARABUSH CHILD	9.47
NINA MARTEL SC	15303	1340	52130			GAL FEES 11-PA-03PJ MARIAH LALUZERNE	125.83
NINA MARTEL SC	15303	1340	52130			GAL FEES 10-PA-17PJ MIA WEBORG	15.78
NINA MARTEL SC	15303	1340	52130			GAL FEES 05-FA-157 AINSLEY STEPHAN	56.00
NINA MARTEL SC	15303	1340	52130			GAL FEES 16-FA-05 KASTNER CHILD	15.18
						Vendor Total:	292.08 *
REME BASHI	18535	1340	52425			INTRPRTR FEES 15CF129 ADOLFO AGUALLO	100.00
REME BASHI	18535	1340	52425			INTRPRTR TRAVEL 15CF129 ADOLFO AGUALLO	43.86
						Vendor Total:	143.86 *
SUSAN G RASCON	15825	1340	52425			INTRPRTR FEES 15CF31 LGJ / 15CF121 JVG	160.00
SUSAN G RASCON	15825	1340	52425			INTRPTR MILEAGE FEES 15CF31 / 15CF121	85.68
						Vendor Total:	245.68 *
SPAN WISH, LLC	19805	1340	52425			INTRPRTR FEES 15CT64 HIG /15CT98 JPR	123.75
SPAN WISH, LLC	19805	1340	52425			MILEAGE INTRPTR FEES 15CT64 / 15CT98	53.90
						Vendor Total:	177.65 *
STAPLES ADVANTAGE	15069	1340	53106			OFFICE SUPPLIES	87.43
TOFT LAW FIRM	965	1340	52130			GAL FEES 12-FA-105 B.E. & M. MASON	797.50
						Schedule Total:	$1,751.20 *

2/08/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

February 16th, 2016
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested t 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 ADMINISTRAT

G/L DATE: 02/2016 Batch Nbr: 258377

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
DOOR COUNTY CLERK OF COURT	11150	1341	52407			REPLENISH PETTY CASH - JURY	101.04

Schedule Total: $101.04 *

2/16/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

March , 2016
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested t 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 ADMINISTRAT

G/L DATE: 02/2016 Batch Nbr: 258398

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount	
BROOKS, KASE & ERICKSON, SC	3629	1340	52130			GAL FEES 15FA08 LEO & PIERCE ROCKWELL	798.00	
BROOKS, KASE & ERICKSON, SC	3629	1340	52101			ATTY FEES 15CT104 REGINEL VALENZUELA	424.62	
BROOKS, KASE & ERICKSON, SC	3629	1340	52101			ATTY FEES 15CM164 SCOTT HUBER	63.20	
BROOKS, KASE & ERICKSON, SC	3629	1340	52130			GAL FEES 14FA67 S.E.C.	504.00	
BROOKS, KASE & ERICKSON, SC	3629	1340	52130			GAL FEES 15FA23 L.R.B.	203.00	
						Vendor Total:	1,992.82	*
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 04FA21 SHUDA/JAMES	63.00	
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 09FA68 JADE/JESKA COWDERY	49.00	
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 05FA98 ST.ARNOLD/DYLAN & AUSTIN	84.00	
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 13PA6PJ LEVON J PARINS	70.00	
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 07PA14PJ DUSTIN MERRIMAN	315.00	
						Vendor Total:	581.00	*
REME BASHI	18535	1340	52425			Intrprtr fees 15CM201, 15CT112, 15CT38	100.00	
REME BASHI	18535	1340	52425			INTRPRTR MILEAGE 15CM201-15CT112-15CT38	43.86	
						Vendor Total:	143.86	*
						Schedule Total:	$2,717.68	*

3/01/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

March 15, 2016
MEETING DATE

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested t 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 ADMINISTRAT

G/L DATE: 03/2016 Batch Nbr: 258421

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount	
A'VIANDS, LLC	19165	1341	52407			02/03/2016 JURY MEALS 13CF121	38.25	
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52101			Court Appt Atty Fees 16CV19	35.00	
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL fees 14PA22PJ	28.00	
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL FEES 13FA89 STIMERS	525.00	
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL FEES 14FA120 KWATERSKI	35.00	
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL FEES 15PA08 E.M.M.	84.00	
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL FEES 06FA45 H.M.T.	161.00	
						Vendor Total:	868.00	*
CONNIE DEFERE	2930	1340	54101			CLERK INSTITUTE Feb 17-18, 2016 Room	164.00	
CONNIE DEFERE	2930	1340	52462			Notary Application Filing Fee	20.00	
						Vendor Total:	184.00	*
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 09PA02PJ GROVOGEL/GEORGIA	217.00	
PINKERT LAW FIRM LLP	9682	1340	52130			GAL FEES 15PA16 SHILAH KENNEDY	315.00	
						Vendor Total:	532.00	*
SUSAN G RASCON	15825	1340	52425			Telephonic Interpreter 16CM08 J.G.R.G.	45.00	
SPAN WISH, LLC	19805	1340	52425			INTRPRTR MILEAGE 15CT98 & 15CT64	50.60	
SPAN WISH, LLC	19805	1340	52425			INTEPRETER FEES 15CT98 & 15CT64	123.75	
						Vendor Total:	174.35	*
STAPLES ADVANTAGE	15069		21102			OFFICE SUPPLIES 2015	450.20	
						Schedule Total:	$2,291.80	*

ADMINISTRATIVE COMMITTEE

CLERK OF CIRCUIT COURT / JURY TRIALS

Feb-16

Acct No.	Vendor	Description	Amount
100.25.			
1341-52407	Jurors	13CF121 3 days with Judge Diltz	3,016.31
1341-52407	Bailiff	13CF121 3 days with Judge Diltz	277.50
1341-52407	Jurors	14CF17 2 days with Judge Diltz	2,368.55
1341-52407	Witness Fee	14CF17 2 days with Judge Diltz	35.60
1341-52407	Bailiff	14CF17 2 days with Judge Diltz	255.00
1341-52407	Jurors	15CM20 1 day trial with Judge Ehlers	1,220.01
1341-52407	Bailiff	15CM20 1 day trial with Judge Ehlers	95.00
		SUBTOTAL:	$7,267.97

TOTAL OF VOUCHERS $7,267.97

Approved by: Department Head: Connie DeFere

CORPORATION COUNSEL OFFICE			
02/09/16 to 03/07/16 Voucher List			
Fund-Dept-Sub-Acct.	**Vendor**	**Description**	**Amount**
100-14-1107-52101	**PROFESSSIONAL**		
100-14-1107-52105	**LITIGATION**		
	Door County Sheriff's Office	2016-022 Process Service Fees	$65.00
100-14-1107-54406	**TELEPHONE**		
100-14-1107-52301	**REPAIR/MAINTENANCE**		
100-14-1107-52402	**MEMBERSHIP**		
	Wis. Association of County Corp. Counsels	2016 Membership Fees	$70.00
	BLR fka M. Lee Smith Publishers	Wisconsin Employment Law Letter	$505.35
	State Bar of Wisconsin	Supp 2016 Atty Guide to 7th Circuit Ct.	$68.15
100-14-1107-53102	**POSTAGE**		
100-14-1107-53106	**OFFICE SUPPLIES**		
	Safeguard Businnes Systems	Expansion File Folders	$570.19
	Staples Advantage	Office Supplies	$73.26
	Schwaab, Inc.	Replacement Ink Pads	$47.75
100-14-1107-53131	**LEGAL RESEARCH**		
	Thomas Reuters-West Payment Center	January 2016 Information Services	$111.26
100-14-1107-54101	**CONFERENCE FEES AND TRAINING**		
	Card Member Services	HIPAA COW 2016 Spring Conference	$125.00
100-14-1107-54102	**TRAINING MILES, MEALS, LODGING**		
100-14-1305-52401	**COUNSELING CONTRACTED SERVICES**		
	Gay Pustaver	February Mediation Services	$445.00
100-14-1350-53109	**LAW LIBRARY**		
	Thomas Reuters-West Payment Center	January 2016 Information Services	$1,254.69
		TOTAL:	**$3,335.65**

DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS
MARCH MEETING VOUCHERS

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	Monthly Interagency Fee January 2016 - Brown County Medical Examiner + shift coverage	$4,028.20	X
100.11.110.54115	Sister Cities International	2016 Membership	$580.00	X
County Administrator Vouchers:				
		TOTAL:	$4,608.20	

VOUCHER

STATE OF WISCONSIN

Door County

VENDOR # 9776

☐ N ew Vendor (Please Assign New #)

☐ One Time Vendor (Please Assign New #)

VENDOR NAME: ELAN

VENDOR ADDRESS: _____

VENDOR ADDRESS: _____

VENDOR ADDRESS: _____

Submitted By: J. LAU

Approved by: Department Head: Jen Lau

Approved by: Committee Chair: _____

☐ Added to Voucher Listing

This Area to be Completed by Finance Department

PAID BY

CHECK # _____

Date Paid _____

☐ Voucher Listing Signed / Approved

Meeting Date _____

☐ Hold For Approval / Documentation After Processing

Fund	Dept	Sub Dept	Account Number	Description	Qnty	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
100	11	1101	54102	Hotel Charges - Madison Concourse					
				WCA Legislative Conference 2/1-2/3/2015					
				David Enigl W/Parking Fees		1	$ 254.00	2-4-16	
				Randy Halstead		1	$ 234.00	2-4-16	
				Roy Englebert W/Parking Fees		1	$ 254.00	2-4-16	
				Joel Gunnlaugsson		1	$ 254.00	2-4-16	
100	49	1115	54102	Ken Pabich W/Parking Fees		1	$ 254.00	2-4-16	
100	10	1110	53105	INTAB - ELECTION SUPPLIES		1	$ 167.90	2-4-16	
VOUCHER TOTAL →							$ 1,417.90	← VOUCHER TOTAL	

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COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

_____, _____
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.

10 County Clerk
DEPARTMENT

DEPARTMENT HEAD

COMMITTEE CHAIR / COUNTY ADMINISTRATOR

G/L DATE: 03/2016 Batch Nbr: 258430

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount	
BEAR GRAPHICS INC	2140	1110	53105			CTY CLERK- ABSENTEE, PROVIS, GAB 120	840.47	
DOMINION VOTING SYSTEMS, INC	16973	1110	53139			CTY CLERK- 2/16 ELECTION PROGRAMMING	1,250.00	
PIP PRINTING	25032	1110	53105			CTY CLERK - PAPER FOR BALLOTS	28.80	
PITNEY BOWES	25070	9102	59113			CTY CLERK- POSTAGE MACHINE LEASE - JC	325.07	
UNITED PARCEL SERVICE	34120	1114	53102			CTY CLERK- UPS MAILING- HUM RESOURCES	10.71	
WISCONSIN MEDIA	13278	1111	53120			CTY CLERK - DOG NOTICE	321.78	
WISCONSIN MEDIA	13278	1110	52403			CTY CLERK - ELECTION TYPE E NOTICE	330.94	
						Vendor Total:	652.72	**
						Schedule Total:	$3,107.77	****

VOUCHER

STATE OF WISCONSIN

Door County

Submitted By: B. PAVLIK 3-02-16

Approved by: Department Head:

Approved by: Committee Chair:

☐ N ew Vendor (Please Assign New #)

☐ One Time Vendor (Please Assign New #)

VENDOR # _____

VENDOR NAME: GERRI FRIEDBERG

VENDOR ADDRESS: 7547 BLUFF PASS

VENDOR ADDRESS: EGG HARBOR WI 54209

VENDOR ADDRESS: _____

☐ Added to Voucher Listing

This Area to be Completed by Finance Department

PAID BY

CHECK # _____

Date Paid _____

☐ Voucher Listing Signed / Approved

Meeting Date _____

☐ Hold For Approval / Documentation After Processing

Fund	Dept	Sub Dept	Account Number	Description	Qnty	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
100	10	1110	52104	BRD OF CANVASSERS 2-16-16 Election	1.25	25.0	$31.25		
100	10	1110	52104	MILEAGE-30 MILES	30	.54	$16.20		
VOUCHER TOTAL →							$ 47.45	← VOUCHER TOTAL	

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VOUCHER

STATE OF WISCONSIN

Door County

Submitted By: B. PAVLIK 3-02-16

Approved by: Department Head:

Approved by: Committee Chair:

☐ N ew Vendor (Please Assign New #)

☐ One Time Vendor (Please Assign New #)

VENDOR # _____

VENDOR NAME: CAROL BERGLUND

VENDOR ADDRESS: 3870 RILES POINT RD

VENDOR ADDRESS: STURGEON BAY WI 54235

VENDOR ADDRESS: _____

☐ Added to Voucher Listing

This Area to be Completed by Finance Department

PAID BY

CHECK # _____

Date Paid _____

☐ Voucher Listing Signed / Approved

Meeting Date _____

☐ Hold For Approval / Documentation After Processing

Fund	Dept	Sub Dept	Account Number	Description	Qnty	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
100	10	1110	52104	BRD OF CANVASSERS 2-16-16 Election	1.25	25.0	$31.25		
100	10	1110	52104	MILEAGE-10 MILES		.54	$5.40		
VOUCHER TOTAL →							$ 36.65	← VOUCHER TOTAL	

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2/12/16

2016

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COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS
2/17/16
Batch

March 2016
MEETING DATE

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

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD 2/12/16

COMMITTEE CHAIR / COUNTY ADMINISTRAT

G/L DATE: 02/2016 Batch Nbr: 258389

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BROWN COUNTY REGISTER IN PROBA	3674	1310	52101			January 2016 Mental Health Proceedings	105.00
HOLLY M JEWELL	6197	1310	52406			16TR156 search warrant transcript	15.00
NINA MARTEL SC	15303	1310	52130			15JC4 Guardian ad Litem	98.00
NINA MARTEL SC	15303	1310	52130			14GN18P Guardian ad Litem	435.58
NINA MARTEL SC	15303	1310	52130			15JC6 Guardian ad Litem	7.00
						Vendor Total:	540.58 *
PINKERT LAW FIRM LLP	9682	1310	52130			14JC27 Guardian ad Litem	21.00
WISCONSIN DOCUMENT IMAGING	5999	1310	55107			January 2016 copier lease	150.00
WI JUVENILE COURT CLERKS ASSN	2669	1310	54101			Juv Court Clk Conf Fee	40.00
						Schedule Total:	$871.58 *

2/12/16

2015

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COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS
2/17/16
Batch

March 2016
MEETING DATE

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

25 Court Systems 2/12/16
DEPARTMENT DEPARTMENT HEAD COMMITTEE CHAIR / COUNTY ADMINISTRAT

G/L DATE: 02/2016 Batch Nbr: 258391

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
REFF BAIVIER BERMINGHAM & LIM	16803	1310	52130			03GN9P Guarian ad Litem	231.00

Schedule Total: $231.00 *
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3/01/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS
3/2/16 Batch

March 15, 2016
MEETING DATE

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

25 Court Systems
DEPARTMENT

3/1/16
DEPARTMENT HEAD

COMMITTEE CHAIR / COUNTY ADMINISTRAT

G/L DATE: 03/2016 Batch Nbr: 258417

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1310	52130			15PR76 Guardian ad Litem	21.00
JAGDISH S. DAVE, M.D.	1897	1310	52101			16ME6 independent evaluation	600.00
LISA A HARTEL	2674	1310	52406			15CF81, 15CF84 transcripts	62.50
LISA A HARTEL	2674	1310	52406			13CF26 transcripts	9.50
						Vendor Total:	72.00 *
HOLLY M JEWELL	6197	1310	52406			13CF121 Transcript	45.50
KEYSTONE PSYCHOLOGY LLC	2288	1310	52101			16ME6 Independent Evaluation	525.00
KEYSTONE PSYCHOLOGY LLC	2288	1310	52101			10GN15 Independent Evaluation	600.00
						Vendor Total:	1,125.00 *
PINKERT LAW FIRM LLP	9682	1310	52130			15GN21 Guardian ad Litem	175.00
PINKERT LAW FIRM LLP	9682	1310	52130			15GN1P Guardian ad Litem	42.00
						Vendor Total:	217.00 *
STAPLES ADVANTAGE	15069	1310	53106			3293733935 office supplies	189.29
STAPLES ADVANTAGE	15069	1310	53106			3293042119 office supplies	149.99
STAPLES ADVANTAGE	15069	1310	53106			3292307563 office supplies	70.54
STAPLES ADVANTAGE	15069	1310	53106			3292885446 office supplies	20.91
STAPLES ADVANTAGE	15069	1310	53106			3292885447 office supplies	12.99
						Vendor Total:	443.72 *
STATE BAR OF WISCONSIN	17463	1310	53104			WI Children's & Juv Just Code 2016	217.04
WEST GROUP PAYMENT CENTER	36721	1310	53104			January 2016 library plan charges	448.20
						Schedule Total:	$3,189.46 *

3/01/16

2015

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COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

3/2/16 Batch

3/15 MEETING DATE, 2016

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

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD 3/1/16

COMMITTEE CHAIR / COUNTY ADMINISTRAT

G/L DATE: 03/2016 Batch Nbr: 258424

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1310	52130			15PR76 Guardian ad Litem	35.00

Schedule Total: $35.00 *

3/09/16

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COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

March, 2016
MEETING DATE

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

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COMMITTEE CHAIR / COUNTY ADMINISTRAT

G/L DATE: 03/2016 Batch Nbr: 258447

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
PINKERT LAW FIRM LLP	9682	1310	52130			15GN1P Guardian ad Litem	42.00

Schedule Total: $42.00 *

3/01/16

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COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS
3/2/16 Batch

March 15, 2016
MEETING DATE

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

25 Court Systems
DEPARTMENT

3/1/16
DEPARTMENT HEAD

COMMITTEE CHAIR / COUNTY ADMINISTRAT

G/L DATE: 03/2016 Batch Nbr: 258417

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1310	52130			15PR76 Guardian ad Litem	21.00
JAGDISH S. DAVE, M.D.	1897	1310	52101			16ME6 independent evaluation	600.00
LISA A HARTEL	2674	1310	52406			15CF81, 15CF84 transcripts	62.50
LISA A HARTEL	2674	1310	52406			13CF26 transcripts	9.50
						Vendor Total:	72.00 *
HOLLY M JEWELL	6197	1310	52406			13CF121 Transcript	45.50
KEYSTONE PSYCHOLOGY LLC	2288	1310	52101			16ME6 Independent Evaluation	525.00
KEYSTONE PSYCHOLOGY LLC	2288	1310	52101			10GN15 Independent Evaluation	600.00
						Vendor Total:	1,125.00 *
PINKERT LAW FIRM LLP	9682	1310	52130			15GN21 Guardian ad Litem VOIDED	~~175.00~~
PINKERT LAW FIRM LLP	9682	1310	52130			15GN1P Guardian ad Litem	42.00
						Vendor Total:	217.00 *
STAPLES ADVANTAGE	15069	1310	53106			3293733935 office supplies	189.29
STAPLES ADVANTAGE	15069	1310	53106			3293042119 office supplies	149.99
STAPLES ADVANTAGE	15069	1310	53106			3292307563 office supplies	70.54
STAPLES ADVANTAGE	15069	1310	53106			3292885446 office supplies	20.91
STAPLES ADVANTAGE	15069	1310	53106			3292885447 office supplies	12.99
						Vendor Total:	443.72 *
STATE BAR OF WISCONSIN	17463	1310	53104			WI Children's & Juv Just Code 2016	217.04
WEST GROUP PAYMENT CENTER	36721	1310	53104			January 2016 library plan charges	448.20
						Schedule Total:	$3,189.46 *

DOOR COUNTY DISTRICT ATTORNEY'S OFFICE
VOUCHER LISTING:

Acct No.	Vendor	Description	Amount
52409	AmericInn Lodge	Witness Fees	$72.16
52408	Fond du Lac Co. Sheriff	Process Service Fees	$55.00
53106	Staples Advantage	Office Supplies DA & VW	$585.78
		TOTAL:	$712.94

VETERANS SERVICE OFFICE VOUCHERS
February 29th, 2016 Administrative Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52448	Door-Tran	Transportation of Veterans	$81.52	x
52206	Cellcom	Monthly Charges	$14.00	x
53106	Staples Advantage	Office Supplies	$900.78	x
53106.00	Wisconsin Document Imaging	Copy Machine	$234.05	x
54102.00	Beth Wartella	Training Materials	$395.99	x
53106.00	Cardmember Services	Office Supplies	$149.71	x
54102.00	Scott McFarlane	Veterans Outreach	$848.23	
		TOTAL:	$2,624.28	

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

Date: _____

_____
COMMITTEE CHAIR