

Notice of Public Meeting
Tuesday, February 21, 2017
11:00 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

AGENDA

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes** of January 23, 2017 Regular Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
 - A. **County Board**
 - ◆ DCEDC Annual Luncheon – April 26, 2017 – Stone Harbor Resort – Attendance
 - ◆ Door County Parks Tour - Attendance
 - ◆ Discussion on Poet Laureate
 - B. **County Administrator**
 - ◆ FYI: Out-of-State Travel: Nat'l Extension Conference on Volunteerism, Asheville, NC, April 9-13 – Dawn VandeVoort, 4-H Youth Development Educator
 - ◆ FYI: Out-of-State Travel: ABC360 Conference/Continuing Education, St. Louis, MO, April 11th & April 14th – Laurie Hasenjager and Ashley DeGrave, EMS Billing Specialists
 - ◆ Update/Discussion Sanitarian Merge with Planning Department
 - C. **Corporation Counsel**
 - ◆ Assistant Corporation Counsel Karyn Behling – Introduction
 - ◆ Shoreland Zoning Ordinance Amendment – Wis. DNR Certificate of Compliance
 - ◆ Medical Examiner Services – Proposed Second Addendum to Intergovernmental Agreement
 - ◆ Proposed “On-Call Policy” and Attendant Changes to Administrative Manual or Employee Handbook
 - ◆ Ozone NAAQA Attainment / Non-Attainment and Related Issues
 - ◆ “County v. Lo Artisan Distillery, LLC” Case #2016-CV-104 – Judgement Collection
 - D. **Human Resources**
 - ◆ Request to Refill Conservationist – Soil & Water
 - ◆ Request to Refill Case Manager Community Support
 - ◆ FYI: Successful Completion of Introductory Period: Brett Hayner, Cassy Schraft, Tanya Kavicky-Mels – Human Services
 - ◆ FYI: Letter of Resignation: Carmen Thiel – Soil & Water
 - ◆ FYI: Letter of Resignation: Amy Higginbotham – Human Services
 - ◆ FYI: Personnel Transactions
9. **Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**
10. **Vouchers, Claims and Bills**
11. **Next Meeting Date(s):** Regular Meeting: March 21, 2017 – 10:00 a.m.
12. **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 _____, 2017 by _____

MINUTES
Monday, January 23, 2017

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 Monday, January 23, 2017 Administrative Committee Meeting was called to order at 11:00 a.m. by Chairman David Lienau.

Establish a Quorum ~ Roll Call

Members present: David Lienau, Dan Austad, Ken Fisher, John Neinas, Kathy Schultz, and Richard Virlee. Joel Gunnlaugsson was excused.

Others present: Supervisor Susan Kohout, Administrator Ken Pabich, CC Grant Thomas, HR Director Kelly Hendee, Finance Director Mark Janiak, Planning Director Mariah Goode, Highway Commissioner John Kolodziej, County Treasurer Jay Zahn, County Clerk Jill Lau, and public.

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

Adopt Agenda / Properly Noticed

Motion by Austad, seconded by Schultz to approve the agenda. Motion carried by unanimous voice vote.

Approve Minutes of December 27, 2016 Regular Administrative Committee Meeting

Motion by Virlee, seconded by Fisher to approve the minutes of the December 27, 2016 meeting. Motion carried by unanimous voice vote.

Correspondence

No correspondence was presented.

Public Comment

No one from the public commented.

Old Business

No old business was presented.

New Business (Review / Action)

County Board

Vacant District 9 Supervisor Seat

FYI – the process was discussed at last month's meeting. Two persons returned Letters of Interest. County Board Chairman Lienau and Vice-Chair Fisher interviewed and have recommended Laura Vlies Wotachek. Confirmation of the appointment will come before County Board at tomorrow's meeting.

Compensation for Chairing a Committee

Following last month's County Board meeting a supervisor requested reimbursement for chairing a meeting held on the same day as County Board. Chairman Lienau clarified there is no compensation, including chair per diems, for meetings held on the same day as County Board.

Appointment of Poet Laureate

As of this date no one has come forward who is interested in being appointed the Poet Laureate. The County needs to determine if the position remains open until such time as a person is interested or if the County should discontinue appointment.

County Administrator Sanitarian Relocation Timeline

Administrator Pabich proposed changing the timeline of the relocation of the Sanitarian Department to March 1st. In part this is related to changes in FLSA and the cross-training needed for the sanitarians and zoning administrators. The trailer at the Senior Center is also nearing the end of the lease contract and the County will need to house some employees during the transition to the new senior center facility. RPL would be relocated to the Sanitarians office and the employees currently in the leased trailer would eventually be moved into RPL's current location.

Corporation Counsel §767.405, Wis. Stats. Family Court Services – 2016 Mediation Services Report

Information included in the meeting packet was reviewed. CC Thomas noted the report details the number of referrals and the number of cases closed in 2016.

“County v. Lo Artisan Distillery, LLC” Case #2016-CV-104 – Judgement Collection

The Writ of Assistance was executed and the County has physical possession of a stile pot, empty glass bottles, fermenting tanks, and a natural gas boiler. Staff from the Building and Grounds Department removed the equipment. A for sale ad has been placed in Saturday's paper. We are owed approximately \$34,000.

Shoreland Zoning Ordinance Amendment/Odyssey

Notice was received on January 13th that the DNR has accepted the ordinance. Waiting for certification.

Assistance Corporation Counsel Position

Karen Behling is scheduled to start on February 1st.

Human Resources

Request to Refill Chief Deputy-Treasurer

HR Director Hendee reviewed a memo included in the meeting packet. Administrator Pabich explained the review process and reasons for recommendations. Pabich explained a person needs to be in the office for coverage. Meetings were held with multiple department heads. Many ideas were reviewed and discussed. It was noted there is commonality between Real Property Listing and the Treasurer's office. Moving RPL to the Treasurer's office wasn't a viable option. Moving the Treasurer's office to co-locate with RPL, in the soon to be vacated Sanitarian's office, could work but may be too much to tackle at one time and may not be the best fit. The second option is a hybrid option; full-time chief deputy with the office remaining at its current location. This would provide full-time coverage during busy times; in the down time the position would be used for other offices in place of LTE's. Pabich reviewed all options considered and the reasons they weren't recommended. Pabich recommends moving forward with the hybrid option. The county should see a savings on the elimination of LTE's. The LTE used for scanning in the Finance Department is budgeted at approximately \$6,000 per year which would be eliminated. County Treasurer Zahn explained a training period of one to two years would be required before a person may become efficient in the job and may have time to be shared in other departments.

Motion by Austad, seconded by Fisher to approve option two (hybrid option) as presented. HR Director Hendee noted everyone will have to work together and learn to share as this position will be used as a float. The job description will need to be updated to reflect what the actual duties are expected to be. Starting wages are to be determined; a full-time position has been budgeted. Motion carried by unanimous voice vote.

Request to Refill Regional Comprehensive Community Services Coordinator-Human Services

This is a shared position funded by three counties. The revenue for the position off-sets the salary.

Motion by Austad, seconded by Fisher to refill the Regional Comprehensive Community Service Coordinator for Human Services. Motion carried by unanimous voice vote.

Request to Refill Highway Worker

The Highway Committee has approved the refill request.

Motion by Neinas, seconded by Virlee to approve the refill of the Highway Worker. Motion carried by unanimous voice vote.

Request to Refill Construction Superintendent

Motion by Neinas, seconded by Austad to approve the refill of the Construction Superintendent and all subsequent vacancies. Motion carried by unanimous voice vote.

FYI: Letter of Resignation: Jason Latva-Human Services

FYI: Successful Completion of Introductory Period: Kurt Wilke, Kevin Brungraber-Highway Dept.

FYI: Personnel Transactions

FYI's

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

- Special On-Call Pay

Vouchers, Claims and Bills

Reviewed without comment.

Next Meeting Date(s)

Regular Meeting: February 21, 2017 – 11:00 a.m.

Adjourn

Motion by Fisher, seconded by Austad to adjourn. Time: 11:40 a.m. Motion carried.

Respectfully submitted by Jill M. Lau, County Clerk

PABICH, KEN

From: Ralph Murre <littleeaglepress@gmail.com>
Sent: Wednesday, January 25, 2017 5:40 PM
To: PABICH, KEN
Subject: Re: Contact

25 January 2017

**Open Letter to Ken Pabich, Door County Administrator,
 and to Members of the Door County Board of Supervisors ~**

First, I wish to thank you for sanctioning the Door County Poet Laureate program. Of course, there is a Wisconsin state poet laureate, and several large cities have such a position, but I believe we are the only county in the state to have such a title, which I proudly hold for the April, 2015 - March, 2017 term. It is clear to me, as I travel around the county and the state that this "official" sanctioning has elevated Door County in the eyes of the literary community not only at home, but farther afield.

It is my hope that I have contributed, in some small way, to the county's great literary heritage and the purpose of this letter, as I near the end of my term, is simply to inform you of some of my activities as Door County Poet Laureate over the past two year period, which have included:

- > Spoke and read from my work at over 45 separate events, at locations within the county including The Miller Art Center, The Door Community Auditorium, Bjorklunden, Birch Creek, Scandia Village, The Washington Island Literary Festival, and at the ongoing Dickinson Poetry Series in Ephraim, and beyond the county from Fort Atkinson to Washburn. I organized, or helped organize, and served as M.C. at some of these events.**
- > Worked with several classes of Gibraltar School students on their writing projects.**
- > Worked with Write On Door County adult students on their poetry.**
- > Presented the poetry of other writers, some from Door County, to a world-wide audience on a website which I developed, littleeaglereverse.blogspot.com . (over 80 such entries in the time period in question)**
- > Read from my work and spoke a little about Door County and its laureate program on a podcast on the website *Poetry Spoken Here* for international distribution.**
- > Continued finding publication for my own work, both locally and nationally, in print and on the internet, mentioning Door County wherever possible in my author's notes.**

The selection process for my replacement is underway through Write On Door County, and I believe that person will be installed at your April meeting. Each person honored to be Door County's Poet Laureate will have his or her own agenda, of course, but perhaps this overview gives you some idea what I've been up to. A complete list of my work over the period is available, should you wish to see it.

Again, I thank you for your support of literature and the arts.

Sincerely, ~ Ralph Murre

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

(2017-01 Update)

Department: → UW-Extension ← enter Department name
 Employee: Dawn VandeVoort ← enter employee name
 Title / position: 4-H Youth Development Educator ← enter title / position

Purpose (identified): → Nat'l Extension Conference on Volunte ← Identify training
 Dates: April 10-13, 2017 ← 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: → Asheville, NC ← enter city, state
 Dates of travel: April 9-13 ← enter dates of travel
 Via: Air Land If Land, check one: County Personal Rental
 County Vehicle available: Yes No
 Time: _____ hours ← enter travel hours
 Miles: (round trip) _____ estimated miles: _____ ← 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: _____ Regular Hours Overtime
 # of Hours of Travel: _____ Regular Hours Overtime

Costs: (known / anticipated)	Qty	Cost	Extended
Mileage: <u>enter total mileage ---></u>			
<u>enter reimbursable mileage ---></u>		\$ 0.535	\$ -
Airfare: <u>enter # of airfares & cost if app ---></u>	<u>1</u>	\$ 351.00	\$ 351.00
Rental car: <u>enter # of days & rental cost if app ---></u>		\$ -	\$ -
Lodging: <u>enter # of nights & cost per night ---></u>	<u>4</u>	\$ 139.00	\$ 556.00
Meals: Breakfast: <u>enter # of breakfasts ---></u>		\$ 8.00	\$ -
Lunch: <u>enter # of lunches ---></u>		\$ 10.00	\$ -
Dinner: <u>enter # of dinners ---></u>		\$ 17.00	\$ -
Registration fees: <u>enter # of registration fees & cost each ---></u>	<u>1</u>	\$ 275.00	\$ 275.00
Other (detail): <u>detail other costs enter # & cost ---></u>		\$ -	\$ -
			\$ 1,182.00

Charge to account numbers

Budgeted training item: # enter account number
 Miles / meals /lodging: # enter account number
 Grant provided by: Prof. Dev funds from UWEX & Epsilon Sigma Phi have been reque:

Authorization

 Department / Program Director 1-25-17
Date

 County Administrator 1-26-17
Date

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



2017 NECV Footprint

	Monday April 10	Tuesday April 11	Wednesday April 12	Thursday April 13
7:30		Breakfast	Breakfast	Breakfast
8:00		7:30-8:30	7:30-8:30	7:30-8:30
8:30		Opening	Session #4	Session #7
9:00		Announcements	Concurrent Workshops	Concurrent Workshops
9:30		Keynote Speaker John-Paul 8:30-10:00	8:30-10:00	8:30-10:00
10:00		Break	Break	Break
		10:00-10:30	10:00-10:30	10:00-10:30
10:30		Session #1	Session #5	Capnote Session
		Concurrent Workshops	Concurrent Workshops	10:30-11:30
11:00		10:30-12:00	10:30-12:00	Conference Closing
	Pre-Conference			Evaluations
	Meetings:			11:30-12:00
	4-H and Master			
	Gardener Subject			
12:00	Areas (additional	Lunch	Lunch	
	fee to participate)	12:00-1:00	12:00-1:00	
12:30	9:30 - 4:30			
1:00		Session #2	Break	
		Concurrent Workshops	1:00- 1:30	
1:30		1:00-2:30		
2:00			General Session	
			1:30-3:00	
2:30		Break		
		2:30-3:00		
3:00		Session #3	Session #6	
		Concurrent Workshops	Concurrent Workshops	
3:30		3:00-4:30	or Super Seminar	
4:00				
4:30				
5:00	Registration			
	5:00-7:00			
5:30				
6:00				
6:30	Opening Event	Dinner on your own	Dinner c	
	Reception and			
7:00	Lightning talks			
7:30	6:00-8:00			
8:00				

I will be presenting during one of the concurrent sessions. (Unsure which one at this time.)

Awesome!

RB

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

(administrative 03-2007 revision 3)

Department: → EMERGENCY SERVICES ← enter Department name
 Employee: ASHLEY DEGRAVE ← enter employee name
 Title / position: BILLING SPECIALIST ← enter title / position

Purpose (identified): → ABC360 CONF/CONTINUING EDUCATION ← Identify training
 Dates: APRIL 12-13 ← enter dates of training
 Choose all that apply:

- Type: Mandatory Discretionary Personal
 Certified: State Agency Continuing Education
 Conference/seminar/etc.: State County Association

Destination: → ST. LOUIS, MO ← enter city, state
 Dates of travel: APRIL 11TH & APRIL 14TH ← enter dates of travel
 Via: Air Land If Land, check one: County Personal Rental
 County Vehicle available: Yes No
 Time: hours 8 HRS-ONE WAY ← enter travel hours
 Miles: (round trip) estimated miles: 1100 ← 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: 16 Regular Hours Overtime
 # of Hours of Travel: 16 Regular Hours Overtime

Costs: (known / anticipated)

	Qty	Cost	Extended
Mileage: <u>enter total mileage ---></u>	<u>1,100</u>		
<u>enter reimbursable mileage ---></u>	<u>1,100</u>	\$ 0.535	\$ 588.50
Airfare: <u>enter # of airmiles & cost if app ---></u>	-	\$ -	\$ -
Rental car: <u>enter # of days & rental cost if app ---></u>	-	\$ -	\$ -
Lodging: <u>enter # of nights & cost per night ---></u>	<u>3</u>	\$ 145.00	\$ 435.00
Meals: Breakfast: <u>enter # of breakfasts ---></u>	<u>2</u>	\$ 8.00	\$ 16.00
Lunch: <u>enter # of lunches ---></u>	<u>2</u>	\$ 10.00	\$ 20.00
Dinner: <u>enter # of dinners ---></u>	<u>3</u>	\$ 17.00	\$ 51.00
Registration fees: <u>enter # of registration fees & cost each ---></u>	<u>1</u>	\$ 555.00	\$ 555.00
Other (detail): <u>enter # & cost --></u>	-	\$ -	\$ -
			\$ 1,665.50

Charge to account numbers
 Budgeted training item: # 100.29.2112.54106.6935
 Miles / meals /lodging: # 100.29.2112.54102
 Grant provided by: enter grant information if applicable

Authorization

 Department / Program Director
 Date 2-17-17

 County Administrator
 Date 2-15-17

 Administrative Committee (out-of-state requests only)
 Date _____

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

(administrative 2009-09 Update)

Department: → Emergency Services ← enter Department name
 Employee: Laurie Hasenjager ← enter employee name
 Title / position: Billing Specialist ← enter title / position

Purpose (identified): → ABC 360 CAC Conference ← Identify training
 Dates: April 12, 2017 - April 13, 2017 ← 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: → St. Louis, MO ← enter city, state
 Dates of travel: April 11, 2017 & April 14, 2017 ← enter dates of travel

Via: Air Land If Land, check one: County Personal Rental
 County Vehicle available: Yes No

Time: _____ hours 8 - One Way ← enter travel hours
 Miles: (round trip) _____ estimated miles: _____ ← 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: 16 Regular Hours Overtime
 # of Hours of Travel: 16 Regular Hours Overtime

Costs: (known / anticipated)

	Qty	Cost	Extended
Mileage: <u>enter total mileage ---></u>			
<u>enter reimbursable mileage ---></u>		\$ 0.575	\$ -
Airfare: <u>enter # of airmiles & cost if app ---></u>		\$ -	\$ -
Rental car: <u>enter # of days & rental cost if app ---></u>		\$ -	\$ -
Lodging: <u>enter # of nights & cost per night ---></u>	<u>3</u>	\$ 145.00	\$ 435.00
Meals: Breakfast: <u>enter # of breakfasts ---></u>	<u>2</u>	\$ 8.00	\$ 16.00
Lunch: <u>enter # of lunches ---></u>	<u>2</u>	\$ 10.00	\$ 20.00
Dinner: <u>enter # of dinners ---></u>	<u>3</u>	\$ 17.00	\$ 51.00
Registration fees: <u>enter # of registration fees & cost each ---></u>	<u>1</u>	\$ 555.00	\$ 555.00
Other (detail): <u>Parking & Tolls enter # & cost --></u>		\$ 40.00	\$ 40.00
			\$ 1,117.00

Charge to account numbers

Budgeted training item: # 100.29.2112.54106.6935
 Miles / meals /lodging: # 100.29.2112.54102
 Grant provided by: _____

Authorization

 Department / Program Director 2-7-17
Date

 County Administrator 2-15-17
Date

 Administrative Committee (out-of-state requests only) _____
Date

State of Wisconsin
 DEPARTMENT OF NATURAL RESOURCES
 101 S. Webster Street
 Box 7921
 Madison WI 53707-7921

Scott Walker, Governor
 Cathy Stepp, Secretary
 Telephone 608-266-2621
 FAX 608-267-3579
 TTY Access via relay - 711



February 3, 2017

Jill Lau, County Clerk
 Door County
 421 Nebraska Street
 Sturgeon Bay, WI 54235

Re: Approval of Shoreland Zoning Amendments to the Door County Shoreland Zoning Ordinance

Dear Ms. Lau:


The amendments to the Door County Shoreland Zoning ordinance adopted by the Door County Board of Supervisors on December 22, 2016, comply with the current requirements of Chapter 115, Wisconsin Administrative Code and Section 59.692, Wisconsin Statutes. A Certificate of Compliance is enclosed with this correspondence.

We appreciate the county's efforts in adopting this ordinance. Successful shoreland management and implementation of these regulations will depend on effective administration and enforcement of the ordinance. Department staff will audit county shoreland zoning programs from time to time to assure continued compliance with the objectives of Wisconsin's Shoreland Management Program.

In the meantime, I am available at 920-303-5440 or email address dale.rezabek@wi.gov, to assist you with technical and administrative scenarios. Thank you for your assistance in continuing our partnership in the protection of Wisconsin's surface water resources.

STATE OF WISCONSIN
 DEPARTMENT OF NATURAL RESOURCES
 For the Secretary

By



 Dale Rezabek, Shoreland Zoning Specialist

CC: Kay Lutze, DNR Shoreland Policy Coordinator
 Mariah Goode, County Zoning Administrator

BEFORE THE
STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

In the Matter of Compliance)
with Shoreland Zoning) Decision
Standards in Door)
County, Wisconsin DNR)

FINDINGS OF FACT

1. On December 22, 2016, the Door County Board of Supervisors adopted shoreland zoning map and text amendments to the Door County Shoreland Zoning Ordinance by Ordinance number 2016-16 following public notice and hearing.
2. The Department has compared the shoreland zoning ordinance enacted by the county with the standards for shoreland regulation contained in ch. NR 115, Wis. Adm. Code and S. 59.692. .

CONCLUSIONS OF LAW

1. Door County has complied with the procedural requirements for shoreland zoning ordinance adoption and amendment required by s. 59.69, Wis. Stats., and NR 115, Wis. Adm. Code.
2. The current shoreland zoning ordinance enacted by the county complies with s. 59.692, Wis. Stats. and ch. NR 115, Wis. Adm. Code.

DECISION

The current shoreland zoning regulations enacted by Door County including recent amendments are hereby deemed compliant in accordance with ch. NR 115.06(2)(b)2.b., Wis. Adm. Code.

NOTICE OF APPEAL RIGHTS

If you believe that you have a right to challenge this decision, you should know that the Wisconsin statutes and administrative rules establish time periods within which requests to review Department decisions must be filed. For judicial review of a decision pursuant to sections 227.52 and 227.53, Wis. Stats., you have 30 days after the decision is mailed, or otherwise served by the Department, to file your petition with the appropriate circuit court and serve the petition on the Department. Such a petition for judicial review must name the Department of Natural Resources as the respondent.

To request a contested case hearing pursuant to section 227.42, Wis. Stats., you have 30 days after the decision is mailed, or otherwise served by the Department, to serve a petition for hearing on the Secretary of the Department of Natural Resources. All requests for contested case hearings must be made in accordance with section NR 2.05(5), Wis. Adm. Code, and served on the Secretary in accordance with section NR 2.03, Wis. Adm. Code. The filing of a request for a contested case hearing does not extend the 30 day period for filing a petition for judicial review.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
For the Secretary

By Dale Rezabek
Dale Rezabek, Shoreland Zoning Specialist

2/3/17
Date

Addendum A (Attachment to Resolution 2014-82)

INTERGOVERNMENTAL AGREEMENT - MEDICAL EXAMINER SERVICES
[§ 66.0901, Wis. Stats.]

The County of Door abolished the elective office of coroner, and established the medical examiner system, in 1983 by enactment of Ordinance No. 14-83.

Brown County and Door County desire to enter into this Agreement, whereby the Brown County Medical Examiner will provide medical examiner services for Door County.

The parties do hereby agree as follows:

1. This Agreement's term commences on January 1, 2015, and extends through December 31, 2015.
2. The Brown County Medical Examiner will perform medical examiner services for Door County, as contemplated by §§ 80.67(6), 59.34, 59.38 & 69.18, 146.82, 157.055, 157.06, 346.71, 350.155, and Ch. 979, Wis. Stats., as amended from time to time. This includes oversight of all death investigations, coordination of all autopsies, and issuance of cremation permits.
3. The Brown County Medical Examiner may appoint, supervise, and direct such Door County Medical Examiner's Assistants as the Door County Board of Supervisors authorizes. Door County Medical Examiner's Assistants shall be employees of, and be paid by, Door County.
4. Door County will provide 24-hour, 7-day-per-week, coverage by Door County Medical Examiner's Assistants. This includes suitable backup coverage.
5. The Brown County Medical Examiner, Chief Deputy Medical Examiner, and Medical Examiner's Assistants will attempt to be available for additional forensic investigations to assist the Door County Medical Examiner's Assistants if and to the extent that the Brown County Medical Examiner determines that such assistance is reasonable and necessary.
6. The Brown County Medical Examiner's Office shall issue standards, directives, policies, procedures, and protocols for the Door County Medical Examiner's Assistants.
7. The Brown County Medical Examiner's Office shall charge the Brown County rates for the following services:
 - a. Copies of records,
 - b. Death certificates,
 - c. Autopsy reports,
 - d. Laboratory reports,
 - e. Medical Examiner's Assistants' reports,
 - f. Cremation permits,
 - g. Disinterment permits,
 - h. Expert witness testimony,
 - i. Laboratory services beyond those provided by State of Wisconsin Laboratory of Hygiene,
 - j. Any services beyond those customary for a usual case.

Such charges shall be collected and retained by the Brown County Medical Examiner's Office

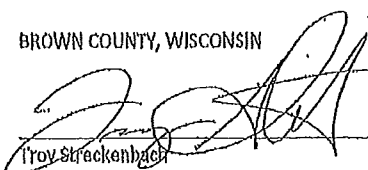
 ORIGINAL

Addendum A (Attachment to Resolution 2014-B2)

- 8. Door County will provide liability insurance for the appointed Door County Medical Examiner's Assistants. Brown County will provide liability insurance for the Brown County Medical Examiner, Chief Deputy Medical Examiner, and Medical Examiner's Assistants.
- 9. The total annual compensation paid to Brown County for all services rendered hereunder shall be \$45,006. Payment will be made in twelve (12) equal monthly installments of \$3,750.50. Payment is due within twenty (20) days of receipt of an invoice. Such compensation is in addition to charges set forth in Paragraphs 3, 7 and 9. Both parties acknowledge that situations (i.e., emergencies and other) may arise that will result in the need for services above and beyond what is contemplated by this Agreement. In that event, Door County agrees to provide additional compensation to Brown County for the reasonable costs and fees actually incurred in providing such services.
- 10. Brown County will maintain a complete and accurate accounting of all costs and fees it incurs hereunder. Copies of such accounting will be provided to Door County on an annual basis.
- 11. It is the desire of the Brown County Medical Examiner to participate in Door County's budgetary process, in order to assure proper funds are available for medical examiner services. Door County welcomes such participation.
- 12. This agreement may be terminated by either party, provided six (6) months prior written notice is given to the Corporation Counsel of the non-terminating county.
- 13. This agreement may be revised from time to time by prior mutual written agreement of the parties.

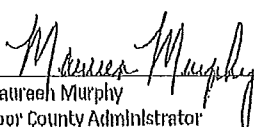
Date 10/3/14

BROWN COUNTY, WISCONSIN


Troy Streckenbach
Brown County Executive

DOOR COUNTY, WISCONSIN

Date 9/30/14


Maireen Murphy
Door County Administrator

ORIGINAL

**SECOND ADDENDUM TO INTERGOVERNMENTAL AGREEMENT
BROWN COUNTY AND DOOR COUNTY - MEDICAL EXAMINER SERVICES**

This Second Addendum is entered into by and between Brown County and Door County, both body corporates as that term is used in Wis. Stats. § 59.01 (collectively, 'the Parties'). This Second Addendum is incorporated by reference into, and is made part of, the existing *Intergovernmental Agreement for Medical Examiner Services* (the 'Brown-Door IGA') between the Parties that initially commenced on January 1, 2015, and that has been amended one time to date.

Currently, Brown County provides Medical Examiner Services to Door County per the Brown-Door IGA in exchange for compensation from Door County. Also currently, Door County must staff and fund its own Medicolegal Investigators.

Here, the Parties agree, in exchange for Brown County providing staff coverage for Medicolegal Investigators for Door County (which will eliminate the need for Door County to staff and fund its own Medicolegal Investigators), and in exchange for Door County paying Brown County for said staff coverage, to extend the Brown-Door IGA until December 31, 2017, and to amend the Brown-Door IGA as stated below.

1. The Parties agree that the annual compensation paid by Door County to Brown County for Brown County providing staff coverage for Medicolegal Investigators for Door County, shall be **\$61,821.00** for 2017. Said amount is in addition to payments already required to be made by Door County to Brown County per the Brown-Door IGA.
2. The parties recognize that Brown County has entered into an Intergovernmental Agreement with Dane County (the 'Brown-Dane IGA') to have Dane County provide Medical Examiner and Administrative Services, as well as to provide information technology and case management services, to Brown County, and the Parties recognize that the Brown-Dane IGA specifically allows Brown County to contract with Partner Counties (i.e., Oconto County and Door County) in order to allow Partner Counties to collectively benefit from said contractual relationship between Brown County and Dane County. Door County recognizes that some or all of the services provided by Brown County pursuant to the Brown-Door IGA may in practice be provided by and/or overseen by Dane County on behalf of Brown County pursuant to the Brown-Dane IGA.
3. The Parties agree that if a Mass Fatality (defined as a single event that produces five or more fatalities) occurs in Door County, it will likely result in additional costs to be passed on to and paid by Door County.
4. The Parties agree that Door County is responsible for the costs of final disposition of Unclaimed Bodies, which are most commonly cremated for an approximate cost of between \$300.00 and \$500.00.

- 5. The Parties agree that Brown County is responsible for overseeing the Bone and Tissue Donation process, and for ensuring applicable laws, procedures, and policies are followed and complied with regarding Bone and Tissue Donation. The Parties further agree that Brown County may enter into contracts to effectuate this provision.
- 6. The Parties recognize that, in an effort to improve the provision of services, Brown County is hiring one additional Full Time Employee Medicolegal Investigator, and is reclassifying its On-Call Medicolegal Investigator positions that were previously paid on a per diem basis to Limited Term Employee Medicolegal Investigator positions that are paid on an hourly basis in order to provide 24/7 coverage for Partner Counties.
- 7. The Parties agree that all other terms and conditions of the Brown-Door IGA not otherwise amended and/or modified by this Addendum shall remain in full force and effect.

By signing below, the Parties indicate that they have read and understand this Addendum, that they have authority to enter into it on behalf of their respective county, and that they desire to be bound by its terms and conditions.

BROWN COUNTY:

DOOR COUNTY:

Troy Streckenbach, Brown County Executive

Ken Pabich, Door County Administrator

Date Signed

Date Signed

This Document Drafted by:
David P. Hemery, BCCC
WI Bar No. 1033291
Brown County Corporation Counsel Office
305 East Walnut Street, Suite 680
Green Bay, WI 54301
Phone: (920) 448-4006
Fax: (920) 448-4003

ON-CALL POLICY

General Applicability

This policy is applicable only to FLSA non-exempt positions.

Departments / Positions / Employees Subject to On-Call

The Department Head will determine, based on operational needs and budget, whether or not, and to what extent, to make use of on-call time.

The Department Head (or her/his designee) will decide specifically which position(s), and which employee(s) in each position, will be subject to being on-call. These decisions should be reasonably and fairly made based on operational needs, employee qualifications, and employee availability.

An employee will, typically, be on-call for only one of the weeks **or** # of days during the pay period, and not more than two weeks **or** # of days every month.

On-call duty is not voluntary, but rather it is a job requirement. An employee may, with their supervisor's prior written consent, trade on-call responsibilities.

Employees who are on paid leave status, on a leave of absence, *or* not otherwise able or available for work are not eligible to be on-call unless prior written approval is obtained from the Human Resources Director.

On-Call "Nuts & Bolts"

On-call status begins after the completion of the employee's workday and continues until resuming work the following workday, unless a defined length of time is determined prior to the time on-call status commences.

While on-call an employee:

- Is not required to remain on Door County's premises.
- Is free to engage in personal activities.
- Must be reachable (i.e., carry a cell phone *or* a pager *or* leave a message where s/he can be reached) at all times.
- Must verify the working status of the cell phone *or* pager, and maintain the cell phone *or* pager in operational mode at all times.
- Must respond to a call or page or message within fifteen (15) minutes.
- If required to do so, report to work within one hour of determination or notification.
- Must arrive at work in a condition "fit" for duty. Thus, employees should abstain from alcohol and other (non-prescribed) drugs while on-call.

The intent here is that an employee be able to use on-call time effectively for personal purposes.

Unless directed otherwise by a supervisor, the employee, in the reasonable exercise of their judgment, is to decide whether the matter can be handled by telephone or computer or whether they must actually report in to work.

Employees will be considered engaged by Door County (i.e., actually working versus being on-call):

- When they answer the call, or make a call in response to a call or page or message, until the work is completed.
- If they must actually report to work, from the time they leave home until the work is completed and they return home. A maximum of two (2) hours travel time will be paid.

The foregoing will be considered worked time and must be tracked and recorded as such on the time record by the employee.

On-Call Compensation

On-call compensation is not pay for hours worked. Rather, it is pay for the inconvenience of being on call

An employee's on-call compensation will be one dollar and twenty five cents (\$1.25) for each whole hour that the employee is on-call.

The regular rate of pay for on-call employees must be based upon a workweek. Payment for on-call time must be attributed to the workweek in which the on-call hours occurred.

DRAFT 02-10-2017

2. Holiday Pay / Leave
 - a) Employees who are required to work their regularly scheduled work hours on a holiday (i.e., one of the holidays designated below herein) may be eligible to receive additional compensation or leave (at Employer's option) corresponding to the number of hours actually worked on the holiday.
 - b) See Administrative Manual for eligibility and bases of calculation for holiday pay / leave.
3. Merit Pay.
 - a) Merit pay gives Employer the flexibility to reward eligible employees for extra merit, special projects, and/or the achievement of strategic objectives by allowing lump sum awards outside of base pay.
 - b) Merit pay eligibility, criteria, and awards are at the sole discretion of the Employer and not the result of any agreement or promise to employees.
4. On-Call Time (Pay for Nonworking Time)
 - a) On-call time is time spent by employees, usually off the working premises, in their own pursuits, where the employee must remain available to be called or paged to work on short notice if the need arises. As a general rule, if an employee is free to use the time as s/he pleases, time spent waiting while on call is not considered working time.
 - b) There is no legal obligation for Employer to pay an employee for their being on-call. However, Employer may choose to pay employees for on call time that would not otherwise be considered hours worked.
 - c) Time spent at work once an employee arrives after being called into service will generally be considered compensable work time.
 - d) Not applicable to FLSA exempt employees.
5. Shift Differential.
 - a) Non-exempt employees may be eligible for a shift differential.
 - b) Typically shift differential pay will be considered for hours worked between 5:00 p.m. and 7:00 a.m., and on Saturday and Sunday.
6. Stand-By Time
 - a) Employees required to "stand by their posts ready for duty" generally should be paid for this time.
 - b) This is because the employee is controlled by the employer during these periods, and is not able to use the time for her or his own purposes.
 - c) Not applicable to FLSA exempt employees.

Refer to the Administrative Manual for additional information regarding employee compensation, including the definitions and classifications of positions.

XV. Employee ("Fringe") Benefits

- A. Employer offers a competitive benefits package. These benefits, including health insurance, are subject to change or elimination at Employer's sole discretion or by law. Employees may contact the Human Resources Department, or consult the Administrative Manual, for specific information on benefits offered by the Employer.

H. ORIENTATION

Replaces Policy	150.0
Adopted	7/23/1991

Purpose

Door County will follow established orientation procedures. All new or promoted County employees will receive orientation on all necessary policies and procedures.

On the first day of employment, or as soon as possible after beginning employment, all new employees will report to the Human Resources Department to complete the necessary forms. These forms shall include, but are not limited to:

- W-4 - Federal Withholding Form
- State Withholding Form
- Health/Dental Insurance Application
- Wisconsin Retirement System Participation Form
- Life Insurance Application
- I-9 - Employment Eligibility Verification
- Direct Deposit Form

The Human Resources Department will advise the new employee of the available benefit programs and provide him/her with a Handbook and Administrative Manual as well as benefit information explaining the benefit availability and usage, as well as other policies and procedures.

The new employee shall then report to his/her work site and supervisor for departmental orientation. This orientation shall include introduction to co-workers, work standards, job description, break/lunch periods, restrooms, supplies, and so on.

III. FORMS: Request to Fill/Refill Position, Job Description, Job Analysis fiscal impact - add

2.5 EMPLOYEE COMPENSATION

Replaces Policy	155.0/160.0
Adopted	12/17/1996 / 7/2/1991

THIS SECTION WILL REQUIRE FURTHER REVIEW UPON COMPLETION OF THE COMPENSATION STUDY

- A. The payroll period is two (2) weeks and begins on Sunday and ends on Saturday. Payday for all County employees is every other Friday. Employees are paid every other Friday for hours worked the previous two weeks, constituting a one-week holdback of wages.
- B. The paycheck earnings and deductions statement shall indicate regular hours worked, overtime hours worked, the rate of pay, and all deductions made in the payroll system. Federal laws require that income and social security taxes be withheld from paychecks. State laws require the withholding of an additional amount for state income tax purposes.
- C. Door County reserves the right to limit the number of payroll deductions according to the capabilities of the payroll system.

D. Special Pay

Crisis Premium

FLSA exempt employees within the Department of Human Services will receive fifty dollars (\$50.00) per week-day (Monday – Friday), seventy five dollars (\$75.00) per weekend-day (Saturday and Sunday), or ninety dollars (\$90.00) per paid holiday (i.e., any holiday recognized in the Employee

Handbook), when designated to be on call (for crises) and required to carry a pager or a cellular phone for a full (24-hour) day. Only two employees shall be on call per day.

Holiday Premium

FLSA non-exempt employees (except public safety employees and Bridgetenders) required to work a scheduled holiday will receive time and one-half for actual hours worked on the scheduled holiday. This shall be in addition to, and not in lieu of, payment for the holiday as provided in Section 2.9 herein.

Call-Out Premium

FLSA non-exempt employees (except public safety employees) will receive a minimum of two (2) hours pay (at their applicable straight-time or overtime rate) if the employee is called to work outside of his/her regular work schedule. Home to work and work to home travel is not work time.

Foreman Premium

FLSA non-exempt employees in the Highway Department will receive fifty cents (\$0.50) per hour when assigned to oversee the operations of the department in the absence of management.

Hot Mix Premium

FLSA non-exempt employees in the Highway Department will receive premium pay of \$2.00 per hour when performing Hot Mix Operator duties.

Winter Operations Premium – Ice and Snow Removal

FLSA non-exempt employees in the Highway Department will receive one and one half (1.5) times their regular rate of pay for non-FLSA overtime hours worked (on snow and ice removal) outside of his/her regular work schedule.

Telecommunicators

Shift Differential: Fifty (\$.50) cents per hour for the 3:00 p.m. - 11:00 p.m. shift; and Seventy (\$.70) cents per hour 11:00 p.m. - 7:00 a.m. shift

Anti-Stacking

Stacking of Special Pay is prohibited.

2.6 RECLASS/REALLOCATION REALLOCATION (this will be discussed in more detail during the Wipfli review)

Replaces Policy	390.0
Adopted	6/27/2006

Purpose: To provide standard criteria to be used when submitting requests for reclassification or reallocations.

General

The Human Resources Director, subject to oversight and approval of the County Administrator and Administrative Committee, is responsible for determining the job classification for all positions. A job classification assignment is determined at the time a position is first created and may be reviewed at the time it is refilled. A reclassification request may be made one time per year, and then only as part of the annual budget process.

Definitions:

Reclassification is the upgrading or downgrading of a position based upon significant change in duties and responsibilities whereby the overall level of duties and responsibilities of a given position are comparable to those of a different classification.



DOOR COUNTY

**Resolution No. 2017-____
REVISION TO THE DOOR COUNTY
ADMINISTRATIVE MANUAL**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
ENGLEBERT D.			
ENGLEBERT R.			
ENIGL			
FISHER			
GUNNLAUGSSON			
HALSTEAD			
KOCH			
KOHOUT			
LIENAU			
LUNDAHL			
MOELLER			
NEINAS			
ROBILLARD			
SCHULTZ			
SITTE			
SOHNS			
VIRLEE			
VLIES WOTACHEK			
WAIT			

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes _____ No _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: The estimated annual cost per on-call position is **\$9,996. MEJ**

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 24th day of February, 2017 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

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WHEREAS, The Door County Employee Handbook and Door County Administrative Manual were adopted by the Door County Board of Supervisors on October 22, 2013, and have been in full force and effect from and after January 1, 2014 (See: Resolution No. 2013-69); and

WHEREAS, Both the Employee Handbook and Administrative Manual have been amended, from time-to-time, since their adoption; and

WHEREAS, Review and revision of Door County’s existing on-call policies was deemed necessary and appropriate; and

WHEREAS, The Administrative Committee has reviewed and recommends County Board approval of the “On-Call Policy” (attached hereto as Addendum A and incorporated herein by reference as if set forth in full).

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors hereby approves the “On-Call Policy”.

BE IT FURTHER RESOLVED, That the Door County Board of Supervisors, hereby revises the Administrative Manual by addition of the On-Call Policy as §2.5 E.

BE IT FURTHER RESOLVED, By the Door County Board of Supervisors that these revisions will be in full force and effect from and after March 12, 2017.

**SUBMITTED BY:
Administrative Committee**

David Lienau, Chairperson

John Neinas

Ken Fisher

Kathy Schultz

Daniel Austad

Richard Virlee

Joel Gunnlaugsson

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 Soil & Water Conservation Dept Position Title: Conservationist

Position Status: Currently vacant Will be vacant Date Vacant: _____

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

Reason for Vacancy: Separation Transfer Retirement Resignation Death
 Conservationist Propsom retired June 2015. Conservationist LaPlant resigned March 2015. Conservationist Haight resigned May 2016. County Conservationist Schuster retired July 2016. Conservationist McCarthy resigned December 2016

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: Carmen Thiel

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: [Signature] Date 2-7-17

Financial Information:

Salary Range: 1x H 22.56 - 25.75 Is the Position Budgeted: Yes No

Funding Source: Levy % 40 Grant Funded % 60 Other _____ % _____

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO Technical FLSA Status 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 _____

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

Job Title	Conservationist	Last Revision	07/30/2015
Department	Soil & Water	HR Reviewed	01/01/2017
Division		Employee Group	General Municipal Employee
Report To	County Conservationist	FLSA Status	Exempt
Pay Grade	H	EEO Code	05 – Para/Pros

General Summary

Conservationists work independently on planning, designing and supervision of the installation of soil and water conservation projects. Also provide assistance to units of government and landowners on projects to improve the management of, and provide protection of, land, water and related natural resources.

Duties and Responsibilities

The Duties and Responsibilities listed are performed collectively by all the Conservationists. However, each individual Conservationist staff person is assigned their duties and responsibilities, but not all the duties are assigned to each of the Conservationists.

Essential Job Functions

1. Conduct landowner/operator contacts promoting, planning and implementing participation in SWCD conservation programming. Programming examples include but are not limited to agriculture water pollution control, non-agricultural water pollution control, nutrient management, storm water runoff control, wildlife crop damage, water quality monitoring, mine reclamation, invasive species control, beach water quality abatement, well abandonment and native tree and shrub planting.
2. Perform onsite inspections and reviews of properties to determine resource protection need. Plan, survey and design required best management practices. Inspect and monitor installation of best management practices. Prepare landowner/property conservation plans.
3. Prepare grant applications for SWCD projects and operation. Manage grant progress and complete reports.
4. Prepare landowner cost-share contracts. Manage grant progress, determine and prepare cost-share payments. Monitor landowner contract compliance.
5. Determine land operator and site compliance with environmental and conservation regulations. Proceed with and manage enforcement activities.
6. Prepare and review non-metallic mine reclamation plans and implementation thereof.
7. Conduct ground and surface water quality and watershed studies & monitoring projects.
8. Conducts conservation outreach and information/education activities including presentations, posters, field trips and training programs.

General Job Functions

1. Update and maintain ongoing status landowner and project files.
2. Prepare & submit monthly time and activity reports.
3. Attend and participate in governmental meetings.
4. Participate in continuing education and training sessions.

County of Door

Requirements

Training and Experience

1. A Bachelor of Science Degree in the natural resource field of soils, geology, forestry, hydrology, wildlife ecology, natural resource management or environmental science; or considered would be an exceptional candidate with an Associate Degree in one of the areas listed above with four or more years of practical work experience in the use and management of natural resources.
2. May be required to hold/obtain certifications specific to the duties assigned.
3. Minimum 1-year experience with GIS/Arc View and/or CAD strongly preferred.
4. Current valid Wisconsin driver's license required.

Knowledge, Skills, and Abilities Required (Assigned Duties Specific)

1. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
2. Ability to survey, plan, design, and supervise the construction of conservation and water quality practices.
3. Skill in using and interpreting aerial photos, soil surveys, topographic maps, geological and other resource information in hard copy and digital format.
4. Capable of dealing firmly, but with tact and courtesy, with employees, clients, supervisors, county officials, and other agencies.
5. Knowledge of Local, County, State and Federal laws on conservation and natural resource protection and related topics.
6. Capable of writing technical and non-technical assessment and investigative reports.
7. Ability to work with limited direct supervision and make decisions accurately and rapidly.
8. Ability and skill in the use and operation of computers, preferably knowledge working with Microsoft® software.
9. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical & Working Conditions (Assigned Duties Specific)

Both inside office & outside work, subject to all weather conditions. Outside activities occasionally include light to heavy lifting/carrying & walking in uneven terrain. Early work day starts and late day completions and evening meetings occasionally required. Outside work may be in close proximity of domestic/farm animals and construction equipment. Occasionally interaction with emotional, threatening, verbally aggressive and abrasive clients occurs.

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.

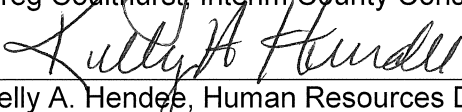
Approvals:



 Greg Couthurst, Interim, County Conservationist

2-7-17

 Date



 Kelly A. Hendee, Human Resources Director

2-7-17

 Date

Door County Human Resources Form #: 2015-05		Title: Job Analysis Questionnaire
Date Created 04/2015	Date Revised 01/2016	Admin. Manual or Handbook Reference: Administrative Manual, Section 2.04 – Creation & Classification of Positions

Current Position Title: Conservationist (Mitch McCarthy, Carmen Thiel, Catherine Haight)

Department Soil & Water Division Agricultural

Report to: (position title): Conservationists report to the County Conservationist for projects and general direction.

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

The primary purpose of this job is to implement and ensure compliance with state and local agricultural regulations by working with farmers throughout the county and educate county residents about environmental concerns, particularly having to do with surface and groundwater contamination. To protect the natural resources of Door County through assessment of the need, of soil and water resources and the impacts of land use through planning, design and installation of best management practices. The position performs many tasks including word processing, GIS mapping, presenting and communicating with the public, among others.

- 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.	Ensure compliance with state and local agricultural regulations with a focus on nutrient management.	45	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Implement of the state and local agricultural regulations through the distribution of cost-share funding.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Educational outreach	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Mapping with GIS.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Grant/other funding applications.	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Attending training sessions and informational meetings.	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Updating and reviewing state and local policies, annual plans, etc.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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:		
<input type="checkbox"/>	<input type="checkbox"/>	No formal education	
<input type="checkbox"/>	<input type="checkbox"/>	Less than high school education	
<input type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent	
<input type="checkbox"/>	<input type="checkbox"/>	Associate's degree or equivalent	Major: Agricultural Studies/Other Related Fields
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree or equivalent	Major: Environmental Studies/Biology/Natural Resources/ Agricultural Studies/Conservation/Policy/Other Related Fields
<input type="checkbox"/>	<input type="checkbox"/>	Graduate work or advance degree	Specify:
<input type="checkbox"/>	<input type="checkbox"/>	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)

<input type="checkbox"/>	No previous experience required.
<input type="checkbox"/>	Up to one year of experience required.
<input checked="" type="checkbox"/>	One to at least three years' experience required.
<input type="checkbox"/>	Over three years and up to and including six years' experience required.
<input type="checkbox"/>	Over six years and up to and including nine years' experience required.
<input type="checkbox"/>	Over ten (10) years of experience required.
<input type="checkbox"/>	Experience in related field
<input checked="" type="checkbox"/>	Experience in (specify): Computer and communication skills, environmental conservation; agriculture

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

1.	Certified Nutrient Management Planner
2.	Certified Concrete Tester
3.	
4.	
5.	
6.	Valid State of Wisconsin Driver's License Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> CDL Endorsement Required:

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light lifting: 10# max and occasional lifting of small articles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light lifting: 20# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 50# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 60# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy lifting: 100# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy lifting: in excess of 100#	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light carrying: 10# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light carrying: 20# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 50# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 60# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy carrying: 100# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy carrying: in excess of 100#	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity: Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Running	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Swimming	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Physically controlling another person	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Climbing stairs or ladders up or down	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs/routine non-emergency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs emergency – i.e. pursuit of suspect	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – routine – i.e. changing light bulbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – emergency – i.e. Fire truck aerial ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing while carrying – i.e. carrying parts, stretcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching up (to high shelf)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching across (work bench)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching down (to floor)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
 Effective Date
 Department

Conservationist

6 Mo
 Sub Dept

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Conservationist Pay Range H Min Step										
1.00	\$22.56	46,925					31,897			78,822
Current Conservationist 2017 Budget ★										
1.00	\$21.87	45,490					9,159			54,649
									Total Salary and Benefit Increase	24,173
FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Conservationist Pay Range H Control Pt										
1.00	\$25.78	53,622					33,170			86,792
Current Conservationist 2017 Budget ★										
1.00	\$21.87	45,490					9,159			54,649
									Total Salary and Benefit Increase	32,143

Dept Head Signature Mark E. Janich
 Date 2/7/2017

Finance Director

★ These were the amounts included in the 2017 budget. As a result of the Carlson-Dettman Compensation Plan the incumbent in this position would have had their hourly wage increase to \$22.56 on 1/1/2017. This would have raised their total 2017 salary/benefit cost to \$56,357.

Disclaimer: This Fiscal Impact does not include Step 2 \$23.20, Step 3 \$23.85, Step 4 \$24.49, or Step 5 \$25.14.

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



County of Door
DEPARTMENT OF COMMUNITY PROGRAMS
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Joseph Krebsbach
Program Director
(920) 746-2345
Fax: (920) 746-2439

Memo

To: Human Services Board
From: Joe Krebsbach
CC: Administrative Committee
Date: February 9, 2017
Re: Request to Refill Community Support Program (CSP) Case Manager
position

The CSP Program serves our residents with a severe and persistent mental illness. We have three Case Management positions in this program. A case manager by statute cannot have more than 20 cases. The program currently serves 53 consumers, with another admission scheduled for March. The goal of this program is to help these individuals integrate into our community and to keep them out of hospital placements. Providing services in the community is much more cost effective and provides better outcomes for our consumers.

I would be glad to answer any questions that you have about the program or the need for the position. I am respectfully requesting permission to refill the position.

Joe

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 Human Services Position Title: Community Support Case Manager

Position Status: Currently vacant Will be vacant Date Vacant: April 28th, 2017

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: 8 Refills since Jan. 2016

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

Name of Current / Most Recent Incumbent: Amy Higginbotham

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 1-9-17

Financial Information:

Salary Range: H - \$22.56 - \$25.78 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 Professional FLSA Status 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 _____

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 Case Manager-Community Support Program

Job Title	Community Support Program Case Manager/Worker	Last Revision	10/26/2015
Department	Human Services	HR Reviewed	01/01/2017
Division	Community Support Program	Employee Group	General Municipal Employee
Report To	Community Support Program Manager	FLSA Status	Exempt
Pay Grade	H	EEO Code	02 – Professionals

General Summary

Responsible for a wide range of highly creative case management services, provide individualized client centered treatment to facilitate, assist and enhance the ability of persons diagnosed with chronic persistent mental illness live in the community and reduce their risk of hospitalization.

Duties and Responsibilities

Essential Job Functions

1. Maintain a regular schedule of supportive 1:1 contacts both in-home and office contacts to monitor the client's day to day functioning, and symptoms.
2. Report medical/psychiatric concerns directly to CSP Coordinator and prescribing psychiatrist.
3. Provide support, crisis intervention, assist in development of natural supports, make necessary referrals for services, assist with activities of daily living and advocate for their clients to maximize their functional level as displayed by the consumer's community adjustment.
4. Complete required paperwork for state certification to include daily documentation of all 1:1 contacts and collateral contacts as well as treatment plans and crisis plans every 6 months, attend all psychiatric appointments and medical appointments as time allows.
5. Assist as necessary clients applying for Disability Benefits, Medicaid Applications and Reviews, Rental Assistance / Housing Authority, Energy Assistance, Payee Services, etc.
6. Provides coordination, including transportation as necessary, to ensure client attendance at clinical/medical appointments and other services necessary in the clients' case plans and/or for the client's well being.
7. Works with family members and significant others to provide support, education and maximize participation in clients' treatment programs.
8. Participates, along with other CSP staff, in organizing, facilitating and conducting large social, recreational and/or educational events or programs.

General Job Functions

1. Monitors Commitments and WATTS Reviews as needed.
2. Provides after hours emergency "On-call" services on rotating basis with other clinical staff.
3. Performs other related duties as assigned by the Program Director which may involve CCS case facilitation.

Requirements

Training and Experience

1. Graduate of a certified college or university with a Bachelors Degree in Social Work or related field required. MSW degree preferred.

County of Door Case Manager-Community Support Program

2. Two years of services working with individuals with severe and persistent mental illness required.
3. Complete State on-line training to be approved as screener for MH/AODA functional screen within six months.
4. Complete 40 hours of Crisis Services training to meet HFS 34 Crisis Orientation within 3 months.
5. Current valid Wisconsin drivers license required and automobile in good working condition.

Knowledge, Skills and Abilities Required

1. Demonstrated knowledge of the principles and practice of community mental health services and the ability to work therapeutically; deliver a broad range of intervention services to individuals with chronic persistent mental illness and their families.
2. Good organizational skills to assess arrange and conduct a variety of services as appropriate in often rapidly changing situations.
3. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
4. Maturity, good judgment and a high degree of patience.
5. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
6. Basic computer skills. Working knowledge of Word and Outlook are used for documentation and scheduling.

Physical & Working Conditions

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.

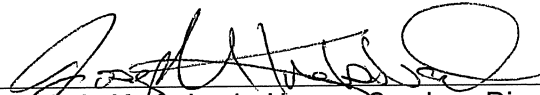
Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and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

Client's residences may have varying degrees of limits and potential harm or injury to self. Driving vehicle at all times of the day in varying climates.

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.

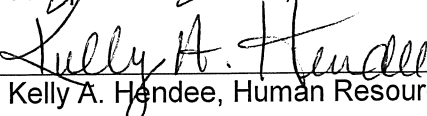
Approvals:



 Joseph A. Kredsbach, Human Services Director

2/9/17

 Date



 Kelly A. Hendee, Human Resources Director

2/9/17

 Date

Door County Human Resources Form #: 2015-05		Title: Job Analysis Questionnaire
Date Created 04/2015	Date Revised 10/2015	Admin. Manual or Handbook Reference: Administrative Manual, Section 2.04 – Creation & Classification of Positions

Current Position Title: Case Manager – Community Support Program

Department Human Services Division Community Support Program

Report to: (position title): Reports to the Community Support Manager.

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

Responsible for a wide range of highly creative case management services; provide individualized client centered treatment to facilitate, assist and enhance the ability of persons diagnosed with chronic persistent mental illness live in the community and reduce their risk of hospitalization. 50% of the work week consists of assisting consumers with activities of daily living in the community. Reports directly to the Community Support Coordinator, works as part of the multidisciplinary team consisting of psychiatrist, RN, MSW, CM and Mental Health Technician.

B. Fundamental duties of the position

- Write one duty per numbered space.
- Rank the duties in order of importance. The most important duty should be number one.
- After listing the specific duties, enter the percentage of time spent on each.
- Indicate which of the items are essential, which is determined considering the following:
 - Does the position exist to perform this function? OR
 - 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
 - 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.
- 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.	Direct case management responsibility for caseload of 18 to 20 individuals with chronic persistent mental illness; 50% of supportive 1:1 contact is in the community; remainder in office or other medical settings.	60	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Responsible for maintaining CSP Treatment plan on each consumer yearly; 6 month TX plan reviews; MH/AODA functional screens yearly and daily documentation of all supportive 1:1 contacts, phone calls and collateral contacts.	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Provide after hour Crisis On-Call Service on a rotating basis along with Behavioral Health clinical staff.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Works with Corporation Counsel to complete Emergency Detention orders, Commitment Extensions and WATTS Reviews as required by DCDHS on assigned cases.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Work with family members and significant others to provide support, education and maximize participation in client's treatment groups and larger socialization groups in community settings.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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
None			

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

- Instruct / train
- Review Work
- Act on Employee problems
- Select new employees
- Transfer / promote?
- Performance Evaluations
- Discipline
- Discharge
- Salary Increases
- Assign Work
- Maintain Standards
- Schedule/allocate personnel
- Coordinate Activities
- Plan Work of Others
- Schedule work of others
- (Recommend?)
- (Approve?)
- (Recommend?)
- (Conduct?)
- (Approve?)
- (Recommend?)
- (Conduct?)
- (Approve?)
- (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) Behavioral Health Staff and Behavioral Health Manager	DCDHS Crisis Team meets for Crisis Debriefing 8:10 am on Mondays.	Weekly
Other Departments (list other departments) Economic Support	Assist CSP consumers complete Medicaid and Food Share Reviews.	Every 6 months/as scheduled.
Customers – General Public (list all) Consumers referred to CSP by Clinic Psychiatrist. Door County residents in need of mental health crisis intervention.	Provide case management services for caseload not to exceed 20 certified CSP consumers. Crisis on-call provider as part of a rotating schedule.	Daily CM services. Weekly crisis rotation.
Suppliers/Vendors Family Services Crisis Center – 24/7 phone coverage	Take initial crisis calls 24/7 and dispatch mobile crisis workers as needed.	Weekly
Community / Trade / Professional Housing allowance	Assist clients with rental assistance and housing inspections.	Every 6 months as scheduled for consumer.
Federal / State Gov't =. / Regulatory HFS-63	CSP is certified by the Dept. of Health and Family Services.	Participate in agency site visits/recertification as scheduled
Other (specify): Lakeshore Cap, Inc.	Assist CSP clients to access food commodities.	Monthly

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:		
<input type="checkbox"/>	<input type="checkbox"/>	No formal education	
<input type="checkbox"/>	<input type="checkbox"/>	Less than high school education	
<input type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent	
<input type="checkbox"/>	<input type="checkbox"/>	Associate's degree or equivalent	Major:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree or equivalent	Major: BSW – Social Work with three year's experience with CMI population
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate work or advance degree	Specify: MSW with one year work experience with CMI population
<input type="checkbox"/>	<input type="checkbox"/>	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)

<input type="checkbox"/>	No previous experience required.
<input type="checkbox"/>	Up to one year of experience required.
<input checked="" type="checkbox"/>	One to at least three years' experience required.
<input type="checkbox"/>	Over three years and up to and including six years' experience required.
<input type="checkbox"/>	Over six years and up to and including nine years' experience required.
<input type="checkbox"/>	Over ten (10) years of experience required.
<input type="checkbox"/>	Experience in related field
<input type="checkbox"/>	Experience in (specify):

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

1.	MSW Licensed to practice in the State of WI with proof of 3000 hours supervised practice.	
2.	BSW Licensed to practice in the State of WI with three years direct work experience with adults (CMI population)	
3.		
4.		
5.		
6.	Valid State of Wisconsin Driver's License Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Basic office equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Typewriter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Computer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Copy machine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Calculator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Fax machine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Hand Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Hammers, wrenches, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Electrical power tools: saws, drills, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Gas power tools: weed-eater, chain-saw, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Yard/Garden tools: shovel, rake, broom, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Weapons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Handguns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Rifle/Shotgun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Baton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Communication Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Telephone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Cell Phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Mobile data terminal (MDT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Pager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Vehicles:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Automobiles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Light truck (pick-up)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Heavy truck (dump truck, fire truck, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Construction/heavy equipment (loader, tractor, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Boat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Medical Apparatus/Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. First aid equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Oxygen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Electronic monitoring equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Patient transport apparatus (spine board, stretcher, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light lifting: 10# max and occasional lifting of small articles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light lifting: 20# max	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 50# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 60# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy lifting: 100# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy lifting: in excess of 100#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light carrying: 10# max	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light carrying: 20# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 50# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 60# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy carrying: 100# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy carrying: in excess of 100#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Running	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Swimming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Physically controlling another person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Climbing stairs or ladders up or down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs/routine non-emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs emergency – i.e. pursuit of suspect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – routine – i.e. changing light bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – emergency – i.e. Fire truck aerial ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing while carrying – i.e. carrying parts, stretcher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching up (to high shelf)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching across (work bench)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching down (to floor)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Condition	Rarely	Occasionally	Constantly	Seasonally
Dirt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness/humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darkness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety: Check any of the following encountered on the job and note the frequency each is encountered

Electrical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights above 10 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bodily Injury – physical attack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving vehicles/traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (allergies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Demonstrate knowledge of the principles and practice of community mental health services and the ability to work therapeutically; deliver a broad range of intervention services to individuals with chronic persistent mental illness and their families. Good organizational skills to assess arrange and conduct a variety of services in rapidly changing crisis situations both in and out of the office. Staff must display maturity, good judgment and a high degree of patience in stressful work situations. Automobile in good working condition, proof of auto insurance, with valid driver's license; must use own vehicle when county vehicle is not available to transport clients to and from appointments. Basic computer skills to operate Word and Outlook programs. 50% of service hours are to be provided in client's home or community settings.

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

- Office / indoors
- Shop / warehouse
- Vehicle
- Outdoors
- Other: Client's home, JAK's Place, Medical Appointments, etc. – 50%

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? Three

III. Supervisor Comments _____

Signature Approvals

Supervisor _____
 Name Title Date

Dept. Head _____
 Name Title 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
 Effective Date
 Department

Case Manager - CSP

_____ 6 Mo
Human Services Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Case Manager - CSP Pay Range H Min Step									
1.00	\$22.56	46,925				31,900			78,825
Current Case Manager - CSP 2017 Budget									
1.00	\$26.52	55,162				33,465			88,627
Total Salary and Benefit Decrease									(9,802)
FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Case Manager - CSP Pay Range H Control Pt									
1.00	\$25.78	53,622				33,172			86,794
Current Case Manager - CSP 2017 Budget									
1.00	\$26.52	55,162				33,465			88,627
Total Salary and Benefit Decrease									(1,833)

Dept Head Signature

Mark E. Janich

Finance Director

Date

2/9/2017

Disclaimer: This Fiscal Impact does not include Step 2 \$23.20, Step 3 \$23.85, Step 4 \$24.49, or Step 5 \$25.14.

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 DEPARTMENT OF HUMAN SERVICES

421 Nebraska Street
Sturgeon Bay WI 54235
Main Line: 920-746-7155

Joseph Krebsbach, Director
1st Floor Fax: 920-746-2355
2nd Floor Fax: 920-746-2349
dhs@co.door.wi.us

February 2, 2017

Human Services Board
Chairman: Mark Moeller
421 Nebraska St.
Sturgeon Bay, WI 54235

RE: Completion of Introductory Period

Employee Name: Brett Hayner

Position: Social Worker

Start Date: May 23, 2016

Brett Hayner has successfully completed all requirements of his introductory period. He has completed all necessary orientation and training and has passed the exam to obtain his certification as a Social Worker in the state of Wisconsin. Brett has built his caseload over the past several months and has been a nice addition to the Children and Families Division in his role as Juvenile Justice social worker. It is without reservation that I recommend that Brett move to regular status effective February 24, 2017.

Sincerely,

Dori Goddard
Children & Families Manager
Department of Human Services

CC: Administrative Committee
Human Resources Department


DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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 Sturgeon Bay WI 54235
 Main Line: 920-746-7155

Joseph Krebsbach, Director
 1st Floor Fax: 920-746-2355
 2nd Floor Fax: 920-746-2349
dhs@co.door.wi.us

February 9, 2017

Human Services Board
 Chairman: Mark Moeller
 421 Nebraska St.
 Sturgeon Bay, WI 54235

RE: Completion of Introductory Period

Employee Name: Cassy Schraft
 Position: Behavioral Health Psychotherapist
 Start Date: August 15, 2016

Cassy Schraft will be successfully completing her six month probationary period as a psychotherapist with the Behavioral Health Program. She has integrated quickly into our BH clinical team and also serves as a Service Facilitator for clients in our CCS Program. She possesses the skills and knowledge to function independently when necessary and she continually exhibits sound judgement when required to make difficult decisions as part of her 24/7 crisis on-call responsibilities. Her enthusiastic and positive demeanor has been a true asset to our team on a daily basis and she has earned the respect of her colleagues in a relatively short period of time. She exhibits strong collaborative skills which are invaluable to the multifaceted role her position involves.

Cassy Schraft will have successfully completed her introductory period on February 15, 2017, and I would unequivocally recommend that she be transferred to regular status at that time.

Sincerely,

Jay Livingston LPC,SAC
 Behavioral Health Program Manager
 Department of Human Services

CC: Administrative Committee
 Human Resource Department



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

421 Nebraska Street
Sturgeon Bay WI 54235
Main Line: 920-746-7155

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2nd Floor Fax: 920-746-2349
dhs@co.door.wi.us

February 9, 2017

Human Services Board
Chairman: Mark Moeller
421 Nebraska St.
Sturgeon Bay, WI 54235

RE: Completion of Introductory Period

Employee Name: Tanya Kavicky-Mels
Position: Behavioral Health Psychotherapist
Start Date: May 23, 2016

Tanya Kavicky-Mels has successfully completed her six month probationary period as a psychotherapist with the Behavioral Health Program. She was initially hired as a Case Manager and subsequently transferred to her current role in May, 2016. She possesses excellent clinical judgement and skills which translates well when working with very challenging children and family cases. She has played a vital role in assisting all of DHS in our journey to become a Trauma Informed Care Agency. She arrived at DHS approximately one year ago with a wealth of knowledge and experience surrounding TIC which she obtained while working in the San Diego area. Tanya is also an active member of the on-call crisis team and tirelessly performs her duties 24/7 during her scheduled shifts.

Tanya Kavicky-Mels has satisfactorily completed her introductory period and I unequivocally recommend that she be transferred to regular status effective November 23, 2016.

Sincerely,

Jay Livingston LPC, SAC
Behavioral Health Program Manager
Department of Human Services

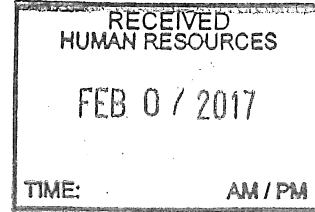
CC: Administrative Committee
Human Resources Department

Carmen M. Thiel

208 S 18th Ave Apt 2F | Sturgeon Bay, WI 54235 | (715) 574-9557 | carmenmthiel@gmail.com

February 6, 2017

Greg Coulthurst
Interim County Conservationist
Door County Soil and Water Conservation Department
421 Nebraska St
Sturgeon Bay, WI 54235



Dear Greg:

I would like to inform you that I am resigning from my position as Conservationist with the Door County Soil and Water Conservation Department, effective March 3, 2017.

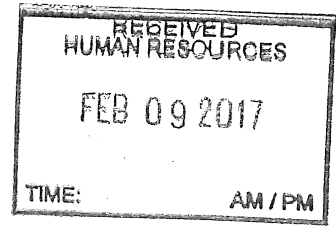
Thank you for the support and the opportunities that you have provided me during the last 1.5 years. I have enjoyed my tenure with the SWCD. I wish the best to everyone in the department and the county.

If I can be of any assistance during this transition, please let me know. I would be glad to help however I can.

Sincerely,

Carmen M. Thiel

Cc: Human Resources



Amy Higginbotham
1126 N. 8th Court
Sturgeon Bay, WI 54235
(920) 559-9001
Mrs.higgy@rocketmail.com

Joe Kresbach
Door County Department of Human Services
421 Nebraska Street
Sturgeon Bay, WI 54235
(920) 746-7155

February 3, 2017

To whom it may concern:

This letter is written to inform you of my resignation from the Community Support Case Manager effect April 28th, 2017. I have spoken with my supervisor Sheryl Flores and the rest of the CSP team so they are aware of my resignation.

I am hoping this will give ample time to make a smooth transition for the team, clients and on-call coverage. If I can help with making this transition easier, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Amy Higginbotham".

Amy Higginbotham



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
 February 2017 Report



Date	Transaction *	Department	Name		Position
02/07/2017	Hired	Sheriff's	Delebreau	John	Security (Jail) Deputy Part Time
02/10/2017	Hired	Sheriff's	Daoust	Nathanael	Security (Jail) Deputy Part Time
02/15/2017	Resignation	Medical Examiner	Stahl	Sheri	Medicolegal Investigator
02/27/2017	Hired	Soil & Water Conservation	Forest	Brian	Conservationist
03/03/2017	Resignation	Soil & Water Conservation	Thiel	Carmen	Conservationist
04/01/2017	Hired	Soil & Water Conservation	Hanson	Erin	County Conservationist
04/04/2017	Resignation	Human Services	O'Rourke	Collen	Psychiatrist
04/28/2017	Resignation	Human Services	Higginbothom	Amy	Case Manager Community Programs

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

CHILD SUPPORT OFFICE VOUCHERS
FEBRUARY 2017 Administrative Services Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52412	DDC DNA DIAGNOSTICS	PATERNITY BLOOD TESTS	\$72.00	
52302	RAY R VANDER PERREN	SERVICE CONTRACT	\$45.00	
53106	STAPLES ADVANTAGE	OFFICE SUPPLIES	\$457.27	
52302	STATE PROCESS SERVICE	SERVICE CONTRACT	\$114.75	
	PRE-PAID			
52302	DOOR COUNTY SHERIFF	SERVICE CONTRACT	\$195.00	JE
54102	ELAN	MILEAGE, MEALS & LODGING		\$90.00
TOTAL:			\$974.02	

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

Date: _____

 Chairman
 Administrative Services Committee

1/31/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

2016
SCHEDULE OF VOUCHERS

Page
DC40
27
2016

February
MEETING DATE

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

25 Court Systems
DEPARTMENT

Connie De Fere
DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 12/2016 Batch Nbr: 259110

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 15-PA-08 E.M.M.	189.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 09-FA-121 Thyrion vs McGraw	28.00
Vendor Total:							217.00 *
STEPHEN P JOHNSON ATTY	8947	1340	52101			Pro Services 16CT86 J. Kazenske	245.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 15-PA-16 S. Kennedy	1,080.00
PINKERT LAW FIRM LLP	9682	1340	52130			GAL Fees 16-PA-04 O Bowen	56.00
Vendor Total:							1,136.00 *
SWITS, LLC	13733	1340	52425			Intrprtr Fees December 2016 Telephonics	72.50
Schedule Total:							\$1,670.50 *
=====							

2/02/17

2017

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

February 21, 2017
MEETING DATE

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

Connie De Fere

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 01/2017 Batch Nbr: 259111

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
STEPHEN P JOHNSON ATTY	8947	1340	52101			Pro Services 16-CM-172 Jeffrey Kiehnau	495.50
JV TRANSLATOR, LLC	21104	1340	52425			Intrprtr Fees 16-CT-73 & 17-CF-17	168.67
NINA MARTEL SC	15303	1340	52130			GAL Fees 07-FA-09 & 16CV126 P. Kuehn	34.00
REME BASHI	18535	1340	52425			Intrprtr Fees 17CF17 Criscento Lopez	45.00
REETZ LAW OFFICE	6957	1340	52101			Pro Services 16CF79 TJ Vandertie	120.95
REETZ LAW OFFICE	6957	1340	52101			Pro Services 16CM93 E. Hovorka	324.10
						Vendor Total:	445.05 *
SKILLPATH SEMINARS	11413	1340	54101			Transition to Supervisor training	149.00
STAPLES ADVANTAGE	15069	1340	53106			3 Dsktop Heaters	77.13
WILLIAM A SCHMITT, PHD, LLC	22142	1340	52155			Psych Eval 07-CI-01	2,900.00
						Schedule Total:	\$4,314.35 *

=====

2/14/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

February 21, 2017
MEETING DATE

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

25 Court Systems
DEPARTMENT

Connie De Fere
DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 02/2017 Batch Nbr: 259138

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343		21102			GAL Fees 07-FA-91 James/Jacobson	14.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343		21102			GAL Fees 16-FA-121 Jeanquart	266.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 16-FA-121 Jeanquart	161.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 15-PA-08 E.M.M.	70.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1340	52130			GAL Fees 16-PA-08 A.L.M.	70.00
Vendor Total:							581.00 *
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-FA-23 L.R.B.	.80
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 14-FA-67 S.E.C.	14.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-PA-22 Z.L.M.W.	21.00
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 16-PA-04 O.D.B.	273.80
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 08-PA-14PJ A. Dalke	438.80
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-PA-24 L.R.M.	452.60
ERICKSON, PRIBYL, JOHNSON S.C.	3629		21102			Pro. Services 16-CM-141 R. Laaksonen	527.60
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			Pro. Services 16-CM-141 R. Laaksonen	252.40
Vendor Total:							1,981.00 *
NINA MARTEL SC	15303	1340	52130			GAL Fees 09-FA-22 N. Jaimes	31.60
NINA MARTEL SC	15303	1340	52130			GAL Fees 03-FA-179 D. Dejardin	22.14
NINA MARTEL SC	15303	1340	52130			GAL Fees 10-FA-65 C. Gajda	148.29
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-FA-128 Fields	105.69
NINA MARTEL SC	15303	1340	52130			GAL Fees 15-FA-102 Cowdery	52.75
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-FA-32 O. Salmon	53.69

2/14/17

G/L DATE: 02/2017

Batch Nbr: 259138

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-PA-04 K. Geiser	64.87
NINA MARTEL SC	15303	1340	52130			GAL Fees 07-FA-91 A & I Jacobson	8.64
NINA MARTEL SC	15303	1340	52130			GAL Fees 02-FA-07 Miettinen	99.74
NINA MARTEL SC	15303	1340	52130			GAL Fees 09-FA-22 N. Jaimes	204.09
NINA MARTEL SC	15303	1340	52130			GAL Fees 15-FA-128 Stewart	36.74
NINA MARTEL SC	15303	1340	52130			GAL Fees 10-PA-17PJ M Weborg	162.74
Vendor Total:							990.98 *
STAPLES ADVANTAGE	15069	1340	53106			Office Supplies	245.38
SWITS, LLC	13733	1340	52425			Intrprtr fees Jan 2017 16CT73 09FA22	92.50
TOFT LAW FIRM	965	1340	52130			GAL Fees 07-FA-20 Staats	1,312.50
TOFT LAW FIRM	965	1340	52130			GAL Fees 11-FA-120 Erickson	29.25
Vendor Total:							1,341.75 *
WCCCA	691	1340	52402			2017 WCCCA Membership Dues - For Connie	125.00
Schedule Total:							\$5,357.61 *
							=====

CORPORATION COUNSEL OFFICE			
01-17-17 to 02-13-17			
2017 VOUCHERS			
Fund-Dept-Sub-Acct.	Vendor	Description	Amount
100-14-1107-52101	PROFESSIONAL		
100-14-1107-52105	LITIGATION		
JE	Door County Sheriff's Office	2016-198 Summons/Complaint Service-17-CX-2	\$65.00
JE	Door County Sheriff's Office	2017-025 Notice of Hearing Service-17-ME-2	\$65.00
JE	Door County Sheriff's Office	2010-136 Writ of Assistance Service-16-CV-104	\$65.00
JE	Door County Sheriff's Office	2017-025 Amended Order and Notice-17-ME-05	\$65.00
	Public Access to Court Electronic Records	Research 10/01/16 to 12/31/16	\$21.00
100-14-1107-54406	TELEPHONE		
100-14-1107-52301	REPAIR/MAINTENANCE		
100-14-1107-52402	MEMBERSHIP		
	Wisconsin Assoc. of County Corp. Counsels	2017 Memberships-CC & ACC	\$70.00
100-14-1107-53102	POSTAGE		
100-14-1107-53106	OFFICE SUPPLIES		
	Schwaab, Inc.	Stamp and Ink Pads	\$30.75
	Staples Advantage	General Office Supplies	\$74.39
	Staples Advantage	General Office Supplies	\$306.32
100-14-1107-53131	LEGAL RESEARCH		
	BLR AKA M. Lee Smith Publishers	Wisconsin Employment Law Letter	\$199.55
	State Bar of Wisconsin	Elderlaw Code	\$72.85
	Card Member Services	Probate Bench Book	\$146.50
	Thomson Reuters-West Payment Center	West Information Charges-February	\$152.24
100-14-1107-54101	CONFERENCE FEES AND TRAINING		
100-14-1107-54102	TRAINING MILES, MEALS, LODGING		
100-14-1305-52401	COUNSELING CONTRACTED SERVICES		
	Gay Pustaver	Mediation Services-January, 2017	\$730.00
100-14-1350-53109	LAW LIBRARY		
	Thomson Reuters-West Payment Center	West Information Charges-February	\$1,254.69
		TOTAL:	\$3,318.29

DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS FEBRUARY MEETING VOUCHERS

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	Monthly Interagency Fee February 2017 - Brown County Medical Examiner	\$3,750.00	X
100.11.1101.52433	Town of Sevastopol	01/24/2017 Recording / DVD's	\$230.00	X
100.29.2112.52101	RW Management Group Inc.	Interim Department Management - EMS	\$8,500.00	X
110.45.6701.59124	Wisconsin Media	Notice of Sale of Commercial Distilling Equipment	\$19.07	X

County Administrator Vouchers:				
00.49.15.54120	DC Economic Development	Sponsorship of Door County Legislative Days	\$2,500.00	X

TOTAL: \$14,999.07

1/27/17

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

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 01/2017 Batch Nbr: 259100

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
DEPT OF ADMINISTRATION	33670		21102			CTY CLERK- DOG LICENSE FEE	330.30
DEPT OF ADMINISTRATION	33670		21312			CTY CLERK- MARRIAGE LIC FEES	6,650.00
Vendor Total:							6,980.30 **
JP GRAPHICS	21522	1110	53139			CTY CLERK - 2017 SPRING PRIMARY BALLOT	855.44
UNITED PARCEL SERVICE	34120	1340	53102			CTY CLERK - CLRK OF COURT UPS MAILING	4.03
UNITED PARCEL SERVICE	34120	1340	53102			CTY CLERK - CLRK OF COURT UPS MAILING	3.87
UNITED PARCEL SERVICE	34120	1340	53102			CTY CLERK- UWEX UPS MAILING	3.98
Vendor Total:							11.88 **
WISCONSIN MEDIA	14651	1101	52403			CTY CLERK - CTY BOARD 10-25-16 MINUTES	142.74
WISCONSIN MEDIA	14651	1101	52403			CTY CLERK - 11-15-2016 CTY BOARD MINUTES	134.84
WISCONSIN MEDIA	14651	1101	52403			CTY CLERK - ORDINANCE 2016-16	11.33
Vendor Total:							288.91 **
Schedule Total:							\$8,136.53 **** =====

2/14/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

2/15/17 Batch

MEETING DATE 2017

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

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 02/2017

Batch Nbr: 259137

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1310	52130			17JC5 Guardian ad Litem	98.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1310	52130			17JC1 Guardian ad Litem	196.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343	1310	52130			07GN13P Guardian ad Litem	70.00
Vendor Total:							364.00 **
BROWN COUNTY REGISTER IN PROBA	3674	1310	52101			January 2017 Mental Health Proceedings	35.00
ERI CKSON, PRI BYL, JOHNSON S. C.	3629	1310	52130			16JC7 Guardian ad Litem	700.00
ERI CKSON, PRI BYL, JOHNSON S. C.	3629	1310	52130			16JC3 Guardian ad Litem	14.00
ERI CKSON, PRI BYL, JOHNSON S. C.	3629	1310	52130			16GN2P Guardian ad Litem	91.20
ERI CKSON, PRI BYL, JOHNSON S. C.	3629	1310	52130			86GN9P Guardian ad Litem	33.21
ERI CKSON, PRI BYL, JOHNSON S. C.	3629	1310	52130			88GN18P Guardian ad Litem	21.20
Vendor Total:							859.61 **
LISA A HARTEL	2674	1310	52406			16CF120 DA transcript	22.00
LISA A HARTEL	2674	1310	52406			16CV75 DA transcript	113.50
LISA A HARTEL	2674	1310	52406			16CF134 DA transcript	41.50
Vendor Total:							177.00 **
HOLLY M JEWELL	6197	1310	52406			KAS search warrant transcript	15.00
HOLLY M JEWELL	6197	1310	52406			KAS search warrant transcript	5.00
HOLLY M JEWELL	6197	1310	52406			17TR0085 EJC search warrant transcript	18.00
Vendor Total:							38.00 **
NI NA MARTEL SC	15303	1310	52130			17JC2 Guardian ad Litem	98.00
NI NA MARTEL SC	15303	1310	52130			16GN18 Guardian ad Litem	42.67

2/14/17

G/L DATE: 02/2017 Batch Nbr: 259137

Vendor Name	Vendor No.	Sub Dept	Acct No.	Sub Proj	Description	Amount
NI NA MARTEL SC	15303	1310	52130		16GN1 Guardian ad Litem	14.20
NI NA MARTEL SC	15303	1310	52130		17JC4 Guardian ad Litem	91.60
Vendor Total:						246.47 **
STATE BAR OF W CONSI N	17463	1310	53104		MP Handbook	72.35
STATE BAR OF W CONSI N	17463	1310	53104		W Children's Code and Juv Justice Code	217.04
Vendor Total:						289.39 **
WEST GROUP PAYMENT CENTER	36721	1310	53104		January 2017 library plan charges	470.61
W CONSI N DOCUMENT IMAGING	5999	1310	55107		January 2017 copier lease	150.00
W JUVENILE COURT CLERKS ASSN	2669	1310	52402		2017 Membership Dues	40.00
Schedule Total:						\$2,670.08 **** =====

2/15/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

2016

SCHEDULE OF VOUCHERS

Page 1
DC404R

2/15/17 Batch

MEETING DATE

2017

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.

[Handwritten Signature]

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 02/2017 Batch Nbr: 259141

Vendor Name	Vendor No.	Sub Dept	Acct No.	Defl	Sub Proj	Description	Amount
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343		21102			16GJ2 Guardian ad Litem	84.00
BLAZKOVEC, BLAZKOVEC & DOWNEY	14343		21102			07GN13P Guardian ad Litem	35.00
Vendor Total:							119.00 **
PINKERT LAW FIRM LLP	9682		21102			12GN8P Annual Rvw Guardian ad Litem	250.00
Schedule Total:							\$369.00 **** =====

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

Acct No.	Vendor	Description	Amount
52408	Kewaunee County Sheriff	Process Service Fees	\$225.00
52408	Patrick L. Zelzer & Assoc.	Process Service Fees	\$485.00
52408	Sheboygan County Sheriff	Process Service Fees	\$60.00
53106	Staples Advantage	Office Supplies - DA	\$383.23
21102	Staples Advantage - 2016	Office Supplies - DA	\$25.11

TOTAL: \$1,178.34

VETERANS SERVICE OFFICE VOUCHERS
January 31st, 2017 Administrative Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
55107	WI Document Imaging	Copy Machine Bill	\$122.28	x
53106	Staples Advantage	Office Supplies	\$651.91	x
58129	Door-Tran, Inc.	Meal Reimbursement	\$10.00	x
TOTAL:			\$784.19	

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

Date: _____

David Lienau, Chairman
Administrative Committee