

Notice of Public Meeting
Tuesday, March 21, 2017
10:00 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 February 21, 2017 Regular Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
 - A. **County Board**
 - ◆ FYI – Poet Laureate Appointment of Sharon Auberle
 - B. **County Administrator**
 - ◆ Organizational Structure of ADRC
 - C. **Corporation Counsel**
 - ◆ Proposed “On-Call Policy” and Attendant Changes to Administrative Manual or Employee Handbook
 - ◆ Ozone NAAQS Attainment / Non-Attainment and Related Issues
 - ◆ “County v. Lo Artisan Distillery, LLC” Case #2016-CV-104 – Judgement Collection
 - ◆ Budget Carryforward (2016–to-2017)
 - ◆ Foreclosure of Tax Liens by Action in Rem §75.521, Wis. Stats.
 - D. **Human Resources**
 - ◆ Request to Refill Aging and Disabilities Resources Center (ADRC) Director
 - ◆ Sponsor Leadership Door County Employee for 2017-2018 Session
 - ◆ FYI: Successful Completion of Introductory Period: Robert Ek-Building & Grounds
 - ◆ FYI: Successful Completion of Introductory Period: Kathy Fairchild-Human Services
 - ◆ FYI: Successful Completion of Introductory Period: Melanie Hoffmann-Hass-DA Office
 - ◆ FYI: Summary of Exit Interviews
 - ◆ FYI: Letter of Resignation: Rachele Gramann- Aging and Disabilities Resources Center (ADRC) Director
 - ◆ FYI: Letter of Resignation: Christopher Hanke-Behavioral Health Therapist
 - ◆ FYI: Letter of Retirement: Greg Thiede-Sanitarian
 - ◆ FYI: Letter of Retirement: Marcia Carr-Library
 - ◆ FYI: Letter of Retirement: Connie Schuster-Sheriff's Dept.
 - ◆ 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: TBD
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
Tuesday, February 21, 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 Tuesday, February 21, 2017 Administrative Committee Meeting was called to order at 11:00 a.m. by Vice-Chairman Ken Fisher.

Establish a Quorum ~ Roll Call

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

Others present: Supervisor Susan Kohout, Administrator Ken Pabich, CC Grant Thomas, Assistant CC Karyn Behling, HR Director Kelly Hendee, Finance Director Mark Janiak, Planning Director Mariah Goode, Human Services Director Joe Krebsbach, Building and Grounds Director Wayne Spritka, 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 January 23, 2017 Regular Administrative Committee Meeting

Motion by Austad, seconded by Neinas to approve the minutes of the January 23, 2017 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

DCEDC Annual Luncheon – April 26, 2017 – Stone Harbor Resort – Attendance

Administrator Pabich asked the committee to determine who can attend and if there is a per diem. Vice-Chairman Fisher explained past practice has been to pay for the lunch for County Board Supervisors with no per diem paid. The same practice will apply this year.

Door County Parks Tour – Attendance

Supervisor Austad explained there has been a suggestion that the entire County Board be invited on a parks tour. A trolley or bus will be rented. This would be a full day with a per diem paid at the rate for a County Board Meeting. The tour would be coordinated by the Parks Director and Airport & Parks Committee Chairman. It has been several years since the last County Board parks tour.

Motion by Austad, seconded by Schultz to allow all County Board Supervisors to attend, the tour will be one day, the per diem will be \$150 for a County Board meeting, and the tour will be coordinated by the Parks Director. Motion carried by unanimous voice vote.

Discussion on Poet Laureate

Administrator Pabich explained the term of the Poet Laureate expires in April. The County's current Poet Laureate, Ralph Murre, provided an update on his activities over the past year. The update was included in the meeting packet. The update notes Write On Door County is working on a search for a new appointment. The position can remain open until such time as a name is submitted. CC Thomas noted the Poet Laureate represents the County in a very limited sense. Vice-Chairman Fisher doesn't feel a person appointed as Poet Laureate should be allowed to make political statements while holding the appointment. CC Thomas explained there is little that can be done to

control a person's personal statements outside of the Poet Laureate appointment. Supervisor Neinas noted Governor Walker eliminated all funding for the Wisconsin State Poet Laureate and questioned if there is still a State Poet Laureate supported by the State. Administrator Pabich noted the position is not funded by the state. It appears the position retained the title of State Poet Laureate, however, it is not a state appointed position. Discussion regarding Write On Door County to appoint their own Door County Poet Laureate without affiliation with county government. If a name is submitted Administrator Pabich will bring the name forward to the Administrative Committee for consideration for appointment.

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.

FYI: Out-of-State Travel: ABC360 Conference/Continuing Education, St. Louis, MO, April 11th & April 14th – Laurie Hasenjager and Ashley DeGrave, EMS Billing Specialists

FYI. Administrator Pabich has asked the EMS Interim Director Roemer to research opportunities for in-state or on-line training going forward. Supervisor Austad requested the Administrator research if EMS billing should be outsourced. CC Thomas noted the County is currently under a HIPPA Compliant Audit; the outcome of the audit may determine if billing remains in-house or if it is outsourced.

Update/Discussion Sanitarian Merge with Planning Department

Administrator Pabich explained the merge is moving forward and is expected to begin March 6th. This is a complete merge with John Teichtler and staff now reporting to Planning Director Goode. Classification of the Sanitarian Director's position will be reviewed at year end. Furthermore, a position in the Sanitarian Department will be eliminated as planned due to the lack of workload.

Corporation Counsel

Assistant Corporation Counsel Karyn Behling – Introduction

CC Thomas introduced Assistant Corporation Counsel Karyn Behling. Karyn presented a brief background. The Committee welcomed Karyn.

Shoreland Zoning Ordinance Amendment – Wis. DNR Certificate of Compliance

DNR has certified the County's ordinance.

Medical Examiner Services – Proposed Second Addendum to Intergovernmental Agreement

CC Thomas introduced Barry Irmen, Director of Operations for Dane County Medical Examiner's Office. Information included in the meeting packet was reviewed which included the original Intergovernmental Agreement and a proposed Second Addendum. Door County has not been able to recruit or retain medical examiners under the original agreement. The County currently is without a medical examiner. The Second Addendum proposes that the Brown County Medical Examiner's Office and Brown County Medical Investigators provide the service to Door County. The agreement runs through the end of the year. Costs were reviewed; \$61,821.

Motion by Austad, seconded by Virlee to approve the Second Addendum for the remainder of the year. Motion carried by unanimous voice vote.

Proposed "On-Call Policy" and Attendant Changes to Administrative Manual or Employee Handbook

CC Thomas explained and reviewed the draft On-Call Policy which was included in the meeting packet. This policy only applies to non-exempt, hourly employees. Administrator Pabich explained certain positions require an employee to take a phone home and be on-call. Other counties were surveyed and the draft policy was written. Two areas need discussion; the rate proposed is \$1.25/hour. Based on surveys the rates ranged from \$1-\$2/hour; average is \$1.45/hr. If an individual gets called, they log in and they begin getting paid their

hourly rate. This is only for FLSA non-exempt positions. The Maintenance Department and IS Department would be effected and the Highway Department could be effected depending on the policy adopted. In IS there are three staff members who are non-exempt however at times exempt positions take the phones. In Maintenance there are times where the Building & Grounds Director, an exempt position, takes the on-call phone. Highway Department also has exempt positions taking the phone and being on-call. CC Thomas' suggestion would be, if the committee decided to add exempt positions that take the phone, add language in/under Special Pay. The anticipated fiscal impact is \$9,996 per department for non-exempt positions. The County isn't obligated to pay people to be on-call; there is an obligation to pay for time worked. On-call time does not apply to the positions 40 hours of working hours

unless they are actually called in to work. Discussion if the minimum call out 2 hour pay will continue. Current policies will stay in place; the On-Call Policy will be added to the current policies.

Minor editing of the draft policy will need to be completed. Special Pay Crisis Premiums for exempt employees needs to be expanded beyond Human Services to the Highway Department. \$1.25/hr agreed. Exempt positions, not including Department Heads, be included in the On-Call Policy.

Ozone NAAQA Attainment / Non-Attainment and Related Issues

CC Thomas has been working with Godrey and Kahn. Thomas and Pabich attended a meeting of a workgroup with DNR staff in Madison last week. Fairly likely Door County will be pushed into a non-attainment status. Attempting to work with DNR staff and EPA staff. Administrator Pabich has reached out to neighboring lakeshore communities and local companies.

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

Advertised for bids on equipment. Bids were opened on Friday. \$13,500 bid received for the still. CC Thomas suggests accepting the bid. A number of bids were received; most in the \$8,000 - \$9,000 range. CC Thomas will contact the highest bidder. The County still has the boiler and other equipment and will need to determine how to dispose of those. Thomas doesn't expect the County will collect on the remaining amount owed.

Human Resources

Request to Refill Conservationist – Soil & Water

HR Director Hendee explained this is the third position vacated in the past few months.

Motion by Neinas, seconded by Virlee to approve the request to refill the Conservationist position. Motion carried by unanimous voice vote.

Request to Refill Case Manager Community Support

Motion by Austad, seconded by Schultz to approve the request to refill the Case Manager Community Support position. Motion carried by unanimous voice vote.

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's.

FYI: Personnel Transactions

FYI.

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

- Exit interviews

Vouchers, Claims and Bills

Reviewed without comment.

Next Meeting Date(s)

Regular Meeting: March 21, 2017 – 10:00 a.m.

Adjourn

Motion by Schultz, seconded by Virlee to adjourn. Time: 12:41 a.m. Motion carried.

Respectfully submitted by Jill M. Lau, County Clerk

ON-CALL POLICY

General Applicability

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

This policy does not apply to:

- any "protective occupation participant", e.g., law enforcement or EMT-Paramedic (See: § 40.02(48), Wis. Stats.); or
- Highway Department employees during winter operations (e.g., snow and ice control/removal).

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.

ADMINISTRATIVE MANUAL

§ 2.5 EMPLOYEE COMPENSATION

D. Special Pay

Crisis Premium

Any FLSA exempt employees ~~s within the Department of Human Services~~ (sans Department Heads) will receive fifty dollars (\$50.00) per week-day (Monday-Friday), seventy five dollars (\$75.00) per weekend day (Saturday - Sunday), or ninety dollars (\$90.00) per paid holiday (i.e., any holiday recognized in the Employee Handbook) when specifically designated by the Department Head to be on call (*for crises*) and required to carry a pager or cellular phone for a full (24-hour) day. No more than ~~Only~~ two employees shall be on call (*for crises*) per day - per Department.

Anti-Stacking

Stacking of special pay is prohibited. Special pay and on-call compensation are mutually exclusive.



**County of Door
CORPORATION COUNSEL**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Grant P. Thomas, Esq.
Corporation Counsel
(920) 746-2228
Fax No. (920) 746-2339
gthomas1@co.door.wi.us

MEMORANDUM

TO: Administrative Committee

FR: Grant P. Thomas *GPT*
Corporation Counsel *03-14-17*

RE: Budget Carryforward Request (2016 to 2017)

DATE: March 14, 2017

In order to preserve the funding necessary for the pending HIPAA compliance review, it is requested that \$2,775 from the 2016 Corporation Counsel Budget (Sub-Department 1107, Acct. No. 52101 Professional Services) be carry-forwarded to the 2017 Corporation Counsel Budget. This is aligned with and will allow the original goals and objectives (i.e. HIPAA compliance) to be achieved.

Thank you.

GPT/mal



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: March 9, 2017
Re: Request to Refill Aging and Disabilities Resources Center (ADRC) Director Position

The ADRC Director position is required to meet our contract requirements with the State. This is a critical position in our Department, and filling it is necessary both from a funding standpoint as well as an operational standpoint.

As you are aware, the ADRC of Door County was launched in 2013. Since that time we have had four different ADRC Directors. Both of the last two directors have left the position after about one year. At this point we have determined we need to further refine the position and the responsibilities to make this job more manageable and to ensure we attract the right candidate. We will be making some organizational changes within the department to shift some of the responsibilities of the Director to other staff.

The timing of these changes coincides with the movement into the new building and an integration of the ADRC and Aging programs. Filling the adjusted position with a strong manager as quickly as possible will be important to getting services at the new building off on the right foot.

As this time I am asking for permission to refill the position. I would be glad to discuss the changes that we are looking to make and answer any questions that you may have.

Respectfully submitted,


Joe

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 Human Services Position Title: Aging and Disability Resource Center Director

Position Status: Currently vacant Will be vacant Date Vacant: 3/17/17

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: This position was turned over twice in the past two years.

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

Name of Current / Most Recent Incumbent: Rachelle Gramann

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

If not, explain plan to obtain: _____

Reviewed, updated, and submitted to Human Resources:

Job Analysis Questionnaire

Job Description

Completed by: Joe Krebsbach Date 3/6/17

Financial Information:

Salary Range: Grade K \$28.04 - \$36.86/hr. Is the Position Budgeted: Yes No

Funding Source: Levy % 50 Grant Funded % 50 Other _____ % _____

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO Professional FLSA Status Exempt

Human Resources has performed a position review? AK (HR initial) Date 3-7-17

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

Approvals:

County Administrator [Signature] Date Mar 8 17

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

ADRC/Aging Program Director

Job Title	ADRC/Aging Program Director	Last Revision	10/26/2015
Department	Human Services	HR Reviewed	01/01/2017
Division	ADRC	Employee Group	General Municipal Employee
Report To	Human Services Director or designee	FLSA Status	Exempt
Pay Grade	K	EEO Code	02 – Professionals

General Summary

This position is responsible for the development, administration, and operation of programs and services offered by the ADRC, Elder & Adult at Risk programs, and the Aging Unit, in accordance with State and Federal laws, rules, and regulations. Some of the key services provided are: information and assistance, benefits counseling, long term care options counseling, health and safety services for elders / adults at risk, as well as a full array of Older Americans' Act services in our Aging Unit. This position is also responsible for the overall coordination and integration of these program areas that serve elderly persons, persons with physical or developmental disabilities, and their families.

Duties and Responsibilities

Essential Job Functions

1. Provides leadership and oversight that promotes and enhances the operations and collaboration of the ADRC, Elder at Risk/Adult at Risk Program and Aging Unit.
2. Ensures core functions of the ADRC and Aging Unit are carried out in compliance with State contracts.
3. Provides direct supervision of ADRC staff.
4. Represents the Department to the Human Services Board, the Aging and Disability Resource Center Advisory Board, and the community.
5. In conjunction with the Human Services Director, determines program specific funding needs and prepares the annual ADRC/Aging program budgets.
6. Monitors expenses and revenues related to all mentioned program areas.
7. Promotes public awareness and understanding of the ADRC and represents the ADRC and its' interests to the news media, community agencies, professional organizations, and the general public.
8. Assists the Aging Program Manager in preparing, implementing, interpreting, and monitoring multi-year Aging Plans and Updates, including budgets, which meet statutory guidelines set by the Older Americans' Act.

General Job Functions

1. Works with staff to develop goals to improve the quality of services and develop programs to best meet the needs of our elderly and disabled adult populations.
2. Works in collaboration with community organizations to identify and maximize services to meet the needs of the elderly and disabled adult population.
3. Serves as a representative and advocate for elderly persons and persons with physical or developmental disabilities on various committees and boards in the community.
4. Promotes, evaluates, and facilitates consumer involvement in planning services.
5. Completes annual performance evaluations on all direct report staff.

Requirements

COUNTY OF DOOR ADRC/Aging Program Director

Requirements

Training and Experience

1. Graduate of an accredited college or university with a Bachelor's degree in social work or a closely related field. (Master's degree preferred).
2. Three (3) years of progressively responsible experience in a management or administrative capacity, preferably in a governmental setting.
3. Five (5) years of experience in planning, organizing, implementing, and administering programs serving elderly persons and / or persons with physical or developmental disabilities, and their support systems.
4. AIRS certification within 2 years of hire.
5. The County of Door reserves the right to consider candidates whose education and work experience provides comparable knowledge, skills and abilities.

Knowledge, Skills and Abilities Required

1. Knowledge of budgetary, contract, and grant administration processes.
2. Strong leadership qualities, and ability to develop and effectively lead a well-functioning team.
3. Experience with leading innovative projects or systems change.
4. Ability to manage multiple projects simultaneously.
5. Skill in establishing and maintaining community collaborations.
6. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
7. Ability to proficiently use a computer and related office equipment; demonstrating familiarity with required software and database programs.
8. Knowledge of or experience in public benefit programs such as Medicare, Medical Assistance, Medicaid waiver programs, Family Care, etc.
9. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical and Working Conditions

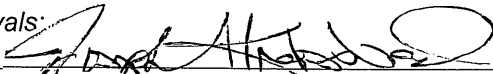
Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

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).

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

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

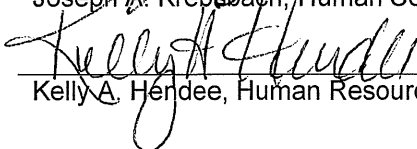
Approvals:



Joseph A. Krebsbach, Human Services Director

3/7/17

Date



Kelly A. Herdee, Human Resources Director

3-7-17

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: ADRC/Aging Program Director

Department Human Service Division ADRC / Senior Resource Center

Report to: (position title): This position reports to the Director of the Department of Human Services or designee.

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

This position is responsible for the development, administration, and operation of programs and services offered by the ADRC, Elder & Adult at Risk programs, and the Aging Unit, in accordance with State and Federal laws, rules, and regulations. Some of the key services provided are: information and assistance, benefits counseling, long term care options counseling, health and safety services for elders / adults at risk, as well as a full array of Older Americans' Act services in our Aging Unit. This position is also responsible for the overall coordination and integration of these program areas that serve elderly persons, persons with physical or developmental disabilities and their families.

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.	Promotes public awareness and understanding of the ADRC and represents the ADRC and its' interests to the news media, community agencies, professional organizations, and the general public.	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	For the Elder / Adult at Risk program, assigns new cases and related duties, monitors safety plans and compliance, and provides direct supervision of staff.	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Similar	<input type="checkbox"/>
3.	Provides direct supervision of ADRC staff which delivers I & A services, disability and elderly benefits services, and support staff services.	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Similar	<input type="checkbox"/>
4.	Provides direct supervision for the Aging Program Manager, including assistance with the multi-year Aging Plans and Updates, annual budget, and compliance with Older American's Act requirements.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Provides leadership and oversight that promotes and enhances the operations and collaboration of the ADRC, Elder at Risk / Adult at Risk Program, and the Aging Unit.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Similar	<input type="checkbox"/>
6.	Fiscal oversight of all 3 program areas, including budget preparation, monitoring, and contract negotiation / compliance, in conjunction with the Human Services Director.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Represents the Department to the County Board, Human Services Board, ADRC Advisory Board, and the community.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Similar	<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
Aging Program Manager	1	Social Worker – Adult Protective Services	3
Information & Assistance Specialists	3		
Elderly Benefits Specialist	1		
Disability Benefits Specialist	1		

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

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Instruct / train | <input checked="" type="checkbox"/> Assign Work | <input checked="" type="checkbox"/> Coordinate Activities |
| <input checked="" type="checkbox"/> Review Work | <input checked="" type="checkbox"/> Maintain Standards | <input checked="" type="checkbox"/> Plan Work of Others |
| <input checked="" type="checkbox"/> Act on Employee problems | <input checked="" type="checkbox"/> Schedule/allocate personnel | <input checked="" type="checkbox"/> Schedule work of others |
| <input checked="" type="checkbox"/> Select new employees | | |
| <input checked="" type="checkbox"/> Transfer / promote? | <input checked="" type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Approve?) |
| <input checked="" type="checkbox"/> Performance Evaluations | <input type="checkbox"/> (Recommend?) | <input checked="" type="checkbox"/> (Conduct?) |
| <input checked="" type="checkbox"/> Discipline | <input type="checkbox"/> (Recommend?) | <input checked="" type="checkbox"/> (Conduct?) |
| <input checked="" type="checkbox"/> Discharge | <input type="checkbox"/> (Recommend?) | <input checked="" type="checkbox"/> (Conduct?) |
| <input checked="" type="checkbox"/> Salary Increases | <input checked="" type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Conduct?) |
| | | <input type="checkbox"/> (Approve?) |
| | | <input type="checkbox"/> (Approve?) |
| | | <input type="checkbox"/> (Approve?) |
| | | <input type="checkbox"/> (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
<u>Employees</u> in same or other department(s) <ul style="list-style-type: none"> • Behavioral Health Program Manager • Community Support Program Manager • Developmental Disabilities Program Manager 	Supervises of Human Services	Daily
Other <u>Departments</u> (list other departments)		
Customers – General Public (list all)	General Public – emphasis on senior population	Daily
Suppliers/Vendors	Update on services	Monthly
Community / Trade / Professional		
Federal / State Gov't =. / Regulatory	Older American's Act, DHS	Weekly
Other (specify):		

D. Minimum Education , Experience and Certification Requirements

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

Required	Preferred:		
<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: Social Work / Gerontology / Related Human Services field
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	One to at least three years' experience required.
<input checked="" 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.	
2.	
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: No

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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Fax machine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other: Paper shredder	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 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 checked="" type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Activity: Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Crawling	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness/humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darkness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Health and Safety: Check any of the following encountered on the job and note the frequency each is encountered				
Electrical hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights above 10 ft.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bodily Injury – physical attack	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving vehicles/traffic	<input type="checkbox"/>	<input checked="" 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.

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

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

Supervisor Review:

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

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

III. Supervisor Comments _____

Signature Approvals

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

_____ **ADRC Director** _____
 _____ 6 Mo _____
 _____ **ADRC** _____ Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
ADRC Director Pay Range K Min Step										
1.00	\$28.04	58,323					34,058			92,381
Current ADRC Director 2017 Budget										
1.00	\$30.28	62,982					11,967			74,949
Total Salary and Benefit Increase										17,432
FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
ADRC Director Pay Range K Control Pt										
1.00	\$32.05	66,664					35,642			102,306
Current ADRC Director 2017 Budget										
1.00	\$30.28	62,982					11,967			74,949
Total Salary and Benefit Increase										27,357

_____ Dept Head Signature Mark E. Janich
 _____ Date 3/7/2017

Finance Director

Disclaimer: This Fiscal Impact does not include Step 2 \$28.85, Step 3 \$29.65, Step 4 \$30.45, or Step 5 \$31.25.

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
MAINTENANCE DEPARTMENT**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Wayne Spritka
Buildings & Grounds Director
(920) 746-2211
Mobil 920-495-2131
wspritka@co.door.wi.us

MEMORANDUM

TO: Human Resources Director
Property Committee
Administrative Committee

FM: Wayne Spritka *W. J. Spritka*
Director Buildings and Grounds

Subject: APPROVAL OF INTRODUCTORY PERIOD – ROBERT EK

DATE: February 8, 2017

On 6/27/2016 we hired Robert EK “Rob” to fill a part time Custodian position in the Door County Building & Grounds Department. I would like to recommend to the Property Committee and Administrative Committee that we continue to employ Rob as a regular employee.

Rob has demonstrated a dedication and a willingness to learn new skills as demonstrated by his outward drive to exceed standard expectations.

#



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: 920-746-2439

dhs@co.door.wi.us

March 6, 2017

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

RE: Completion of Introductory Period

Employee Name: Kathy Fairchild
Position: WHEAP/Resource Specialist
Start Date: October 11, 2016

Kathy has been a very sound employee in her first six months of employment as the WI Home Energy Assistance Program /ES Resource Specialist. Requirements in the initial period for this position consist of learning WHEAP policy, navigation of the WHEAP databases, entering applications timely and accurately, meeting with clients in person or processing applications over the telephone. Other duties are answering clients questions regarding eligibility, making furnace and weatherization referrals, collaboration with utility companies, outreach and crisis efforts. Kathy also has a role in learning support functions for Economic Support, which requires satisfactory completion of state mandated training within the first six months.

Kathy continually demonstrates competence in her understanding of policies of the WHEAP program. She regularly handles all of the WHEAP appointments on her own, in addition to scheduling appointments and returning client's calls as well as handling crisis calls. While we do have two employees who can help process WHEAP applications, Kathy has been able to do all of the required WHEAP case work on her own after her second week of employment, with only limited help. Kathy has continually demonstrated the ability to learn the programs and apply the policies with accuracy and timeliness. She continues to demonstrate practical knowledge while acting diligently in cases where quality control or other concerns may be an issue.

Kathy works independently and has a full case load. She is a great team player and often assists her co-workers. She has been a remarkable addition to the Economic Support team and to Door County Human Services. She will complete her introductory period and successfully moves to regular status as of April 11, 2017.

Sincerely,

A handwritten signature in black ink that reads "Carol Wautlet". The signature is written in a cursive style with a large initial 'C'.

Carol Wautlet
Economic Support Manager
Department of Human Services

CC: Administrative Committee
Human Resources Department

RECEIVED
HUMAN RESOURCES
MAR 03 2017
TIME: AM / PM



**County of Door
OFFICE OF THE DISTRICT ATTORNEY**

County Justice Center
1215 S Duluth Avenue, Sturgeon Bay, WI 54235
Phone: (920) 746-2284 Fax: (920) 746-2381

COLLEEN C. NORDIN
District Attorney

Joan M. Korb
Assistant District Attorney

Lisa Mraz
Victim/Witness Coordinator
(920) 746-2388

March 2, 2017

Door County Human Resources Dept.
Attn: Kelly Hendee
421 Nebraska Street
Sturgeon Bay WI 54235

Re: Door County District Attorney Office Coordinator – Employment Status

Dear Ms. Hendee,

As you know, Melanie Hoffman-Hass is the Door County District Attorney Office Coordinator. It is my understanding that Ms. Hoffmann-Hass' employment status is currently categorized as "Introductory" and that her introductory period is complete at the end of March 2017.

This letter is sent to formally request that Ms. Hoffmann-Hass' employment status be converted from "Introductory" to "Regular Employee" as she has completed all of the requirements necessary to be eligible for status as a regular employee.

I have been more than satisfied with Ms. Hoffmann-Hass' performance as Office Coordinator, and find that she plays an essential role in the efficiency and success of this office.

As always, if you have any questions or concerns, or if you need additional information, please do not hesitate to contact me.

Sincerely,

Colleen C. Nordin
Door Co. District Attorney

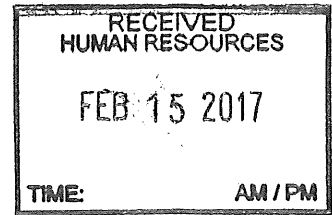
cc: Melanie Hoffmann-Hass

Melanie Hoffmann-Hass
Administrative Supervisor/
Juveniles
(920) 746-2321

Sally Hall
Traffic/Forfeiture/
Intake
(920) 746-2230

Lisa Giraud
Worthless Checks/
Reception/Discovery
(920) 746-2284

Jessica Werner
Transports/Discovery/
Billing
(920)746-2236



Rachelle Gramann
619 S. 18th Ave.
Sturgeon Bay, WI 54235

February 14, 2017

Mr. Joseph Krebsbach, Director
Door County Human Services
421 Nebraska Street
Sturgeon Bay, WI 54235

Dear Mr. Krebsbach,

Per our conversation today, please accept this letter as formal notification that I am leaving my position as the Director of the Aging & Disability Resource Center of Door County on March 17, 2017.

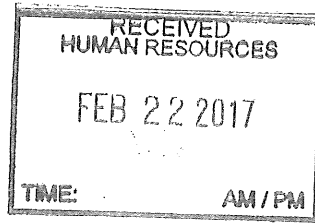
Thank you for the opportunities you have provided me during my time with Door County. If I can be of any assistance during this transition, please let me know.

Best Regards,

A handwritten signature in cursive script that reads "Rachelle Gramann".

Rachelle Gramann

Received 2/22/17
J. Hanke



2/21/17

Mr. Jay Livingston,

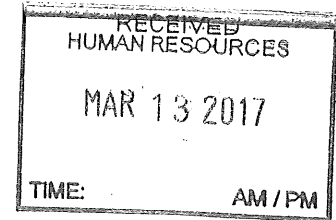
I am writing to inform that I am resigning from my position as a Behavioral Health Therapist with Door County Department of Human Services. My last day of work will be March 29th, 2017. I want to thank you for the opportunity of working for Door County and wish everyone in the department the very best that life has to offer.

Sincerely,

A handwritten signature in cursive script that reads "C. Hanke".

Christopher Hanke

Greg Thiede
5287 Nelson Lane
Sturgeon Bay, WI 54235
920-493-7210
gthiede@co.door.wi.us



John Teichtler/Mariah Goode
Planning/Sanitarian

RE: Intent to Retire


Dear John and Mariah:

I would like to inform you that I am retiring from my Assistant Sanitarian position in the Door County Sanitarian Department, effective March 31, 2017.

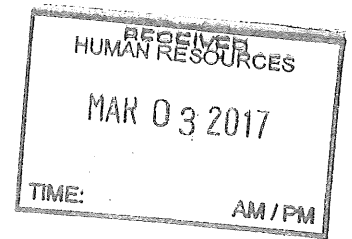
Thank you for the opportunity for professional and personal development that you have provided me over the years. I have enjoyed working for Door County and appreciate the support provided me during my tenure with the county.

While I look forward to enjoying my retirement, I will miss working with everyone. If I can be of any assistance during this transition, please let me know.

Sincerely,


Greg Thiede

Cc: Human Resources



March 1, 2017

To: Laura Kayacan, Interim Director, Door County Library &

Members of the Door County Library Board

RE: Washington Island Library

Dear Laura and Members of the Board,

This letter is to inform you of my decision to retire from my position as Branch Manager of the Washington Island Branch of the Door County Library. My plan is to work through the month of May 2017. My last day of work would be Friday, June 2, 2017.

I have loved being the Island Librarian for the last 29 years. It has been a rewarding and fulfilling job. I have met many wonderful and interesting people and have seen several generations of children move through the Island school system and the Library Summer Reading Programs. I will miss my interactions with patrons and co-workers but I am also looking forward with great anticipation to having more time to devote to my children and grandchildren, my home remodeling project, my gardens and maybe even a little fishing, boating and traveling.

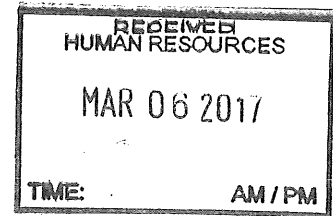
Please inform me of any responsibilities and duties I may need to fulfill before my retirement date.

Sincerely

Marcia Carr – Branch Manager

Washington Island Branch – Door County Library

Connie M. Schuster
1107 Green Bay Rd.
Sturgeon Bay, WI 54235
Cell phone: 920-495-5606
Email: rcschuster@charter.net



March 6, 2017

Sheriff Steven Delarwelle
Door County Sheriff
1201 S. Duluth Ave.
Sturgeon Bay, WI 54235

RE: Intent to Retire

Sheriff Delarwelle:

I would like to inform you that I am retiring from my Investigative Sergeant position with the Door County Sheriff's Department; my last day will be on May 15, 2017.

Thank you for the opportunity to serve the citizens of Door County over the past 34 years. As others have said, the time went quickly and I look forward to the next phase of my life. I have worked with many fine, professional men and women over the years and now. There will be times, I'm sure, that I will miss working here.

I am confident that the next Investigative Sergeant will bring new ideas to the position. I wish the Door County Sheriff's Department continued success and safety.

Sincerely,

A handwritten signature in cursive script that reads "Connie M. Schuster".

Connie M. Schuster

CC: Human Resources



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

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

TO: Administrative Committee
 FROM: Heidiann Ullman
 Human Resources

SUBJECT: Monthly Personnel Transactions
 March 2017 Report

Date	Transaction *	Department	Name		Position
02/15/2017	Resignation	Sheriff's	Buren	Angela	Telecommunicator
03/01/2017	Hired	Human Services	Headrick	Timothy	Business Manager
03/06/2017	Hired	Human Services	LaLuzerne	Ashley	Administrative Assistant
03/07/2017	Hired	Soil & Water Conservation	Hanson	Erin	County Conservationist
03/17/2017	Resignation	Human Services	Gramann	Rachelle	ADRC/Aging Program Director
03/20/2017	Hired	Treasurer's	Schley	Ryan	Chief Deputy Treasurer
03/28/2017	Resignation	Human Services	Hanke	Christopher	Behavioral Health Therapist
04/03/2017	Hired	Highway	Robison	Robert	Construction Superintendent
04/03/2017	Hired	Library	Kakuske	Kristine	Library Director
05/15/2017	Retirement	Sheriff's	Schuster	Connie	Investigations Sergeant
06/02/2017	Retirement	Library	Carr	Marcia	Washington Island Branch Manager

Transaction	Definition
Hired	Newly hired employees
Inactive	Regular, Limited Term and Seasonal Employees no longer working (separated from employment)
Re-Hired	Former Employees returning to employment in same category as originally hired. (Seasonal)
Resignation	Employees submitted correspondence indicating they are leaving employment and <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
MARCH 2017 Administrative Services Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52412	DDC DNA DIAGNOSTICS	PATERNITY BLOOD TESTS	\$216.00	
52302	RAY R VANDER PERREN	SERVICE CONTRACT	\$55.00	
53106	STAPLES ADVANTAGE	OFFICE SUPPLIES	\$249.42	
52302	STATE PROCESS	SERVICE CONTRACT	\$42.50	
	PRE-PAID			
54101	BUREAU CHILD SUPPORT	CONFERENCE FEES/TRAINING		\$40.00
52302	DOOR COUNTY SHERIFF	SERVICE CONTRACT	\$130.00	JE
52402	RACINE COUNTY CHILD	MEMBERSHIP DUES		\$135.00
52302	WI SCTF	SERVICE CONTRACT		\$1,385.38

TOTAL: \$2,253.30

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

Date: _____

 Chairman
 Administrative Services Committee

3/01/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

March 21st 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 DeFere
DEPARTMENT HEAD

25 Court Systems
DEPARTMENT

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 03/2017 Batch Nbr: 259164

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
CONNIE DEFERE	2930	1340	54102			COC Institute Room fees at WI Dells cmd	164.00
SCHAEFER LAW FIRM, S.C.	9332	1340	52130			GAL Fees 11-FA-160 Hayes	28.00
SCHAEFER LAW FIRM, S.C.	9332	1340	52130			GAL Fees 15-PA-15 Lara - Hembel	154.00
SCHAEFER LAW FIRM, S.C.	9332	1340	52130			GAL Fees 15-PA-18 Beck-Parissenti	161.00
Vendor Total:							343.00 *
STAPLES ADVANTAGE	15069	1340	53106			Office Supplies - Envelopes	91.29
Schedule Total:							\$598.29 *

3/13/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

March 30th

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 DeFere

25 Court Systems
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 03/2017

Batch Nbr: 259188

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 14-FA-67 S.E.C.	644.20
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 16-PA-04 O.D.B.	71.40
ERICKSON, PRIBYL, JOHNSON S.C.	3629	1340	52130			GAL Fees 15-PA-24 L.R.M.	94.00
Vendor Total:							809.60 *
NINA MARTEL SC	15303	1340	52130			GAL Fees 10-FA-65 Carson Gajda	32.84
NINA MARTEL SC	15303	1340	52130			GAL Fees 07-FA-91 A & I Jacobson	1.74
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-FA-107 Beyer	14.00
NINA MARTEL SC	15303	1340	52130			GAL Fees 02-FA-07 Miettinen	1.74
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-FA-128 Fields	9.63
NINA MARTEL SC	15303	1340	52130			GAL Fees 10-FA-65 Carson	295.74
NINA MARTEL SC	15303	1340	52130			GAL Fees 16-PA-04 K. Geiser	63.87
NINA MARTEL SC	15303	1340	52130			GAL Fees 12-FA-83 M. Merkle	63.58
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	510.51
NINA MARTEL SC	15303	1340	52130			GAL Fees 08-FA-45 Smith	63.69
NINA MARTEL SC	15303	1340	52130			GAL Fees 17-PA-04 D. Avila	16.36
NINA MARTEL SC	15303	1340	52130			GAL Fees 03-FA-179 Dejardin	300.10
Vendor Total:							1,410.54 *
REME BASHI	18535	1340	52425			Intrprtr Fees 17CF66 B. Lopez 3/6/17	61.50
REME BASHI	18535	1340	52425			17CF66 Bernabe Lopez 3/13/2017	217.52
Vendor Total:							279.02 *

3/13/17

G/L DATE: 03/2017

Batch Nbr: 259188

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
TOFT LAW FIRM	965	1340	52130			GAL Fees 07-FA-20 Staats	35.00
TOFT LAW FIRM	965	1340	52130			GAL Fees 14-FA-129 Schnorr	466.70
Vendor Total:							501.70 *
Schedule Total:							\$3,000.86 *

CORPORATION COUNSEL OFFICE			
2/14/17 - 3/13/17			
2017 VOUCHERS			
Fund-Dept-Sub-Acct.	Vendor	Description	Amount
100-14-1107-52101	PROFESSIONAL		
100-14-1107-52105	LITIGATION		
	Clerk of Courts	2012-435 Satisfaction Fee	\$5.00
100-14-1107-54406	TELEPHONE		
100-14-1107-52301	REPAIR/MAINTENANCE		
100-14-1107-52402	MEMBERSHIP		
100-14-1107-53102	POSTAGE		
100-14-1107-53106	OFFICE SUPPLIES		
	Staples Advantage	Office Supplies	\$53.38
100-14-1107-53131	LEGAL RESEARCH		
	Thompson-A Division of BLR	Guide to HIPAA Compliance	\$536.99
	Thompson-A Division of BLR	Wisconsin Employment Law Letter	\$479.00
	Thomson Reuters-West Payment Center	February West Information Charges	\$152.24
100-14-1107-54101	CONFERENCE FEES AND TRAINING		
	Wisconsin Counties Association	WCA Education Seminar-CC	\$65.00
100-14-1107-54102	TRAINING MILES, MEALS, LODGING		
100-14-1305-52401	COUNSELING CONTRACTED SERVICES		
	Gay Pustaver	Mediation Services February, 2017	\$715.00
100-14-1350-53109	LAW LIBRARY		
	Thomson Reuters-West Payment Center	February West Information Charges	\$1,254.69
		TOTAL:	\$3,261.30

DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS MARCH MEETING VOUCHERS

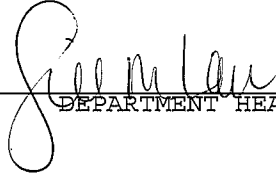
Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	Monthly Interagency Fee March 2017 - Brown County Medical Examiner - <i>Not received yet</i>		
100.11.1101.52433	Town of Sevastopol	02/24/2017 Recording / DVD's	\$190.00	X
100.29.2112.52101	RW Management Group Inc.	Interim Department Management - EMS	\$8,500.00	X
100.35.5111.52120	Conservation Consulting Group	DC Historical Museum Strategic Plan: Benchmark: Leadership Planning Retreat and Draft Strategic Plan; + expenses	\$9,734.64	X
100.11.1101.53101	Staples Business Advantage	Document covers, Parchment paper	\$35.88	X
County Administrator Vouchers:				
100.49.1115.54102	Cardmember Service	DC Fire Company - Lunch w/DH candidate	\$36.40	X
100.49.15.53106	Staples Business Advantage	Office Supplies	\$22.23	X
100.49.1115.52402	Wisconsin Counties Assn.	2017 WCEA and NACA dues	\$50.00	X
TOTAL:			\$18,569.15	

SCHEDULE OF VOUCHERS

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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: 02/2017 Batch Nbr: 259149

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
BEAR GRAPHICS INC	2140	1110	53105			CTY CLERK - ABSENTEE ENVELOPES	640.84
DOMINION VOTING SYSTEMS, INC	16973	1110	52302			CTY CLERK - EQUIP MAINT/ANNUAL LIC	13,886.00
INTAB, LLC	21549	1110	53105			CTY CLERK - EASY PULL SEALS	219.01
PITNEY BOWES INC	8182	9102	53101	6506		CTY CLERK - POSTAGE METER SUPPLIES	50.14
UNITED PARCEL SERVICE	34120	2101	53102			CTY CLERK - SHERIFFS DEPT MAILING	3.66
UNITED PARCEL SERVICE	34120	2101	53102			CTY CLERK - SHERIFFS DEPT MAILING	3.66
UNITED PARCEL SERVICE	34120	2101	53102			CTY CLERK - SHERIFFS DEPT MAILING	3.66
Vendor Total:							10.98 **
WISCONSIN MEDIA	14651	1110	52403			CTY CLERK - ABSENTEE VOTING AD	376.77
WISCONSIN MEDIA	14651	1111	53120			CTY CLERK - NOTICE OF RABIES AD	70.79
Vendor Total:							447.56 **
WOLTER ENGRAVING SERVICE	39170	1101	53130			CTY CLERK - VLIES WOTACHEK NAME PLATE	21.30

Schedule Total: \$15,275.83 ****
=====

VOUCHER

STATE OF WISCONSIN

Door County

Submitted By:

J. LAU 3-2-17

Approved by: Department Head:

J. M. Lau

Approved by: Committee Chair:

VENDOR # 9776

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

VENDOR NAME: ELAN

VENDOR ADDRESS: _____

VENDOR ADDRESS: _____

VENDOR ADDRESS: _____

Added to Voucher Listing

↓ This Area to be Completed by Finance Department ↓

PAID BY _____ **Date** _____

CHECK # _____ **Paid** _____

Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation After Processing

Fund	Dept	Sub Dept	Account Number	Description	Qty	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
100	11	1101	54101	REGISTRATION - 2017 WCA LEGISLATIVE EXCHNG	1	160	\$ 160.00	1-25-17	COUNTY BOARD
				Laura Vlies Wotacheck					
100	11	1101	54102	MADISON CONCOURSE HOTEL - 2017 WCA LEG EXCH					
				ROOM W/PARKING	5	258.00	\$ 1,290.00	2-10-17	
				ROOM ONLY	5	238.00	\$ 1,190.00	2-10-17	
				ROOM - VLIES WOTACHEK	1	328.00	\$ 328.00	2-10-17	
100	49	1115	54102	ROOM W/PARKING - ADMINISTRATOR PABICH	1	258.00	\$ 258.00	2-10-17	

VOUCHER TOTAL →

\$ 3,226.00

← **VOUCHER TOTAL**

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.

11 County Board
DEPARTMENT

Jim Law
DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 02/2017

Batch Nbr: 259162

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
WI LAND + WATER CONSVTN ASSOC	7134	1101	54101			CTY CLERK- CONFERENCE REGIST-4 PEOPLE	1,100.00

Schedule Total: \$1,100.00 ****
=====

3/13/17

Page 1
DC404R

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

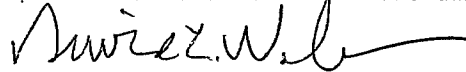
SCHEDULE OF VOUCHERS

3/15/17
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: 03/2017

Batch Nbr: 259189

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
ERICKSON, PRI BYL, JOHNSON S. C.	3629	1310	52130			16JC7 Guardian ad Litem	622.00
ERICKSON, PRI BYL, JOHNSON S. C.	3629	1310	52130			88GN18P Guardian ad Litem	136.60
ERICKSON, PRI BYL, JOHNSON S. C.	3629	1310	52130			16JC3 Guardian ad Litem	105.00
ERICKSON, PRI BYL, JOHNSON S. C.	3629	1310	52130			16GN2P Guardian ad Litem	88.00
ERICKSON, PRI BYL, JOHNSON S. C.	3629	1310	52130			86GN9P Guardian ad Litem	70.00
Vendor Total:							1,021.60 **
LISA A HARTEL	2674	1310	52406			17CT4 DA transcript	5.50
LISA A HARTEL	2674	1310	52406			17CT1 DA transcript	6.00
LISA A HARTEL	2674	1310	52406			CLM search warrant transcript	19.50
LISA A HARTEL	2674	1310	52406			CK DA transcript	22.00
LISA A HARTEL	2674	1310	52406			KH DA transcript	24.00
LISA A HARTEL	2674	1310	52406			17CF46 DA transcript	22.00
LISA A HARTEL	2674	1310	52406			17CF47 DA transcripts	20.00
LISA A HARTEL	2674	1310	52406			17CM33 DA transcript	30.00
LISA A HARTEL	2674	1310	52406			17CF48 & 17CT8 DA transcripts	40.00
LISA A HARTEL	2674	1310	52406			AM DA transcript	26.00
LISA A HARTEL	2674	1310	52406			17CF45 DA transcript	26.00
LISA A HARTEL	2674	1310	52406			17CF48 DA transcript	40.00
Vendor Total:							281.00 **
HOLLY M JEWELL	6197	1310	52406			AJM search warrant transcript	16.50
HOLLY M JEWELL	6197	1310	52406			AJJ search warrant transcript	13.50

3/13/17

G/L DATE: 03/2017

Batch Nbr: 259189

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
HOLLY M JEWELL	6197	1310	52406			17CF58 DA transcript	9.00
HOLLY M JEWELL	6197	1310	52406			15CF152, 16CF84 transcript	44.00
Vendor Total:							83.00 **
KEYSTONE PSYCHOLOGY LLC	2288	1310	52101			07GN13P independent evaluation	600.00
NI NA MARTEL SC	15303	1310	52130			17JC2&3 Guardian ad Litem	392.00
NI NA MARTEL SC	15303	1310	52130			16GN18 Guardian ad Litem	64.78
NI NA MARTEL SC	15303	1310	52130			16JC2 Guardian ad Litem	17.65
NI NA MARTEL SC	15303	1310	52130			17JC4 & 17DO91 Guardian ad Litem	168.00
NI NA MARTEL SC	15303	1310	52130			16GN1 Guardian ad Litem	59.47
Vendor Total:							701.90 **
STATE BAR OF W CONSI N	17463	1310	53104			Contract Law supplement	73.40
WEST GROUP PAYMENT CENTER	36721	1310	53104			February Library Charges	470.61
Schedule Total:							\$3,231.51 **** =====

DOOR COUNTY DISTRICT ATTORNEY'S OFFICE
VOUCHER LISTING:

Acct No.	Vendor	Description	Amount
52408	Dane County Sheriffs Office	Process Service Fees	\$63.40
52408	Kewaunee County Sheriff	Process Service Fees	\$75.00
52414	Marathon County Clerk of Ct	Investigative Expense	\$14.90
52414	Outagamie County Sheriff	Investigative Expense	\$6.25
52408	Patrick L. Zelzer & Assoc.	Process Service Fees	\$175.00
54101	SPET	Conference Fee - (CCN)	\$140.00
53106	Staples Advantage	Office Supplies DA & VW	\$469.17
TOTAL:			\$943.72

**HUMAN RESOURCES DEPARTMENT
VOUCHER LISTING: March 2017**

Acct No.	Vendor	Description	Prepaid	Amount
52121	Diversified Benefit Services	Flexible spending admin services	Y	\$ 589.50
59119	Staples	Office Supplies	Y	\$ 112.00
21210-21250	Minnesota Life	April Life Insurance Prems	Y	\$ 9,220.61
54102-53106	Credit Card	Lodging; office supplies	Y	\$ 341.59
52403	WI Media	Advertising	Y	\$ 1,036.40
				\$ 11,300.10

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

Date: _____

David Lienau, Chairman
Administrative Committee

VETERANS SERVICE OFFICE VOUCHERS
February 28th, 2017 Administrative Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52206	Cellcom	Monthly Bill	\$162.32	x
53106	Staples Advantage	Office Supplies	\$51.67	x
58129	Door-Tran, Inc.	Veteran Trip	\$113.40	x
TOTAL:			\$327.39	

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

Date: _____

 David Lienau, Chairman
 Administrative Committee