

Notice of Public Meeting
Tuesday, September 18, 2018
9:30 a.m. or immediately
following the completion of the
Joint Administrative & Finance
Committee Meeting which
begins at 9:00 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 August 21, 2018 Regular Administrative Committee Meeting
5. Correspondence
6. Public Comment
7. Old Business
8. New Business (Review / Action)
 - ◆ Review and Recommendation re: Administrative Oversight Department Budgets for 2019:

Child Support	County Clerk	Human Resources
Court Systems	County Board	Medical Examiner
District Attorney	Corporation Counsel	Veterans Service Office
County Administrator		
 - ◆ Corporation Counsel
 - ◆ Motion to Reopen Judgment \$75.521, Wis. Stats. Judgment – Decision – Door County Case #2016-GF-03
 - ◆ Resolution Urging the State of Wisconsin to Increase Compensation for Defense Counsel Assigned by the State Public Defender (Referral from Legislative Committee)
 - ◆ Resolution 2018-___ In Support of Increased Child Support Funding
 - ◆ Reclassification of Jailer and Other Positions from Protective to General §§ 40.06(1)(d), 40.02(48)(a), & 111.70, Wis. Stats.
 - ◆ Resolution 2018-___ Classification of Employees for Purposes of the WRS Under §40.06(1)(d), Wis. Stats.
 - ◆ Status Update - Collective Bargaining - Public Safety Employees
 - ◆ Human Resources
 - ◆ Request to Refill – Case Manager Comprehensive Community Services – Human Services
 - ◆ Completion of Introductory Period – Donna Altepeter – Behavioral Health Program Manager
 - ◆ Completion of Introductory Period – Beth Chisholm – Children's Services Program Manager
 - ◆ FYI: Letter of Resignation – Cari Wild – Human Services
 - ◆ Personnel Transactions
10. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
11. Vouchers, Claims and Bills
12. Next Meeting Date(s)
 - Regular Meeting – October 16, 2018 – 9:00 a.m.
9. Meeting Per Diem Code
10. Adjourn

Deviation from order shown may occur

MINUTES
Tuesday, August 21, 2018

**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, August 21, 2018 Administrative Committee Meeting was called to order at 9:00 a.m. by Chairman David Lienau.

Establish a Quorum ~ Roll Call

Members present: Dan Austad, John Neinas, Joel Gunnlaugsson, Ken Fisher, Nancy Robillard, Susan Kohout, and David Lienau.

Others present: Administrator Ken Pabich, Finance Director Mark Janiak, CC Grant Thomas, HR Director Kelly Hendee, Sheriff Steve Delarwelle, Chief Deputy Pat McCarty, Jail Lt. Tammy Sternard, Door County Sheriff Deputies, Kewaunee County Sheriff Matt Joski, David Cornelius - Chief Deputy Kewaunee County Sheriff's Department, Lt. Chris VanErem - Kewaunee County Jail, DA Administrative Supervisor Melanie Hoffman, Human Services Director Joe Krebsbach, County Clerk Jill Lau, Media, 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 Robillard to approve the agenda. Motion carried by unanimous voice vote.

Approve Minutes of July 17, 2018 Regular Administrative Committee Meeting

Motion by Fisher, seconded by Kohout to approve the minutes of the July 17, 2018 regular meeting. Motion carried by unanimous voice vote.

Correspondence

No correspondence was presented.

Public Comment

- John Delebreau, Door County Jail part-time employee, commented on the reclassification of jailers noting it is the legal authority of the county but it is an ethical matter on how Door County wants to treat their employees. Also commented on the benefits of protected vs. general employee. Further commented on dealing with inmates who have drug and mental health issues.
- Jeff Reince, Door County Jailer, 18 years, commented on the reclassification of jailer position, noting mental health in Door County is a real issue within the jail. Experienced staff matters when dealing with inmates with mental health issues.
- TJ Parins, Attorney for Door County Deputy Sheriff's Association, echoed the comments of Deputy's Delebreau and Reince. The jail is a different place in this day and age with the mental health and drug issues. TJ further commented on the training standards the deputies have now; jails have changed from years ago. TJ asked that the county keep the protective status.
- Sheriff Matt Joski, Kewaunee County, commented on the changing of protected to general status. There may or may not be cost savings. Jails are volatile environments. Moral has suffered substantial in Kewaunee County following the change in status. Work performance has diminished, recruitment has diminished. The show of support for the men and women who put themselves in danger is paramount.
- Lt. Chris VanErem, Kewaunee County Jail, commented regarding his observations in the Kewaunee County Jail since Kewaunee County changed the status of the jailers.
- Scott Lohman, Door County Jailer, 8 years, asked the committee to consider putting everything in perspective when considering the change. The jail currently has great staff and administration; if it's not broke it doesn't need to be fixed. The job is getting more and more complicated with inmates with mental health issues.
- Supervisor Jon Koch sent a letter to fellow supervisors prior to the meeting. Supervisor Koch supports the jail staff remaining protected status. This is a County Board decision.

- David Cornelius, Chief Deputy Kewaunee County Sheriff's Department, commented the Kewaunee County department was torn apart and moral suffered immensely when the jailers were moved to general employee status.
- Sheriff Steve Delarwelle sent a letter to County Board Supervisors which explained protective status vs. general employee status. This is an important decision. Sheriff Delarwelle distributed a letter from ETF to Outagamie County who is looking at moving back to protective status. The County needs to determine if the jailers are considered law enforcement. Sheriff Delarwelle strongly supports keeping the jailers as protective status.
- Jail Lt. Tammy Sternard, commented on the day to day job getting harder and harder. More and more complicated responsibilities have been taken on without an increase in staffing levels. Experience matters; unexperienced personnel will lead to an increase in staffing levels. The County needs to be able to attract and recruit good people. Lt. Sternard questioned why make the change now.
- Chief Deputy Pat McCarty, commented on considering the effects outside the walls of the jail. Patrol deputies are trained in the jail and then recruited as patrol deputies from within the jail.

Old Business

No old business was presented.

New Business (Review / Action)

Corporation Counsel

Reclassification of Jailer and Other Positions from Protective to General §§ 40.06(1)(d), 40.02(48)(a), & 111.70, Wis. Stats.

CC Thomas noted the significant amount of information included in the meeting packet. The primary issue is whether the jailers should be classified as protected status or as general municipal employees. The topic is confined to the WETF and WRS. Prior to Act 10 the number of counties who had their jailers classified as protective status was 50/50. Following Act 10, 60 counties have determined their jailers should be classified as general employees. Why now as to Door County? The Collective Bargaining agreement expires at the end of the year and negotiations are beginning on a new contract. This is the first opportunity since the 2016 WETF case was decided. The County has the ability to do this. The County needs to look at the day to day job duties. The state has made the determination that the positions listed in the statutes are protective status employees. This listing does not include jailers. The County can make a determination of whether or not a position should have protected occupational status in accordance with the statutes and provisions. The decision needs to be made based on the statutes, WETF Board decisions, and case law. Through the bargaining contract the County made a decision to treat the jailers as Public Safety Employees. The duties and responsibilities within the jail would have to comprise 51% active law enforcement, frequent exposure to a high degree of danger or peril, and a high degree of physical conditioning to fall under protective status. For the jailer position to remain protective status the job description will need to change. CC Thomas noted he has not seen anything that increases the county liability if the change is made. Thomas reviewed overtime costs and regulations. Discussion regarding remaining status quo; CC Thomas explained the Board must make a decision, status quo cannot remain. Review of the definition of active law enforcement. Administrator Pabich explained this decision does not have to be made this month. The facts are in front of the board to make the decision however it can be delayed. Administrator Pabich pointed out levy limits, the need to treat the jailers fairly, respect their position and their work. Review of proposed legislation related to the jailer position having the ability to self-declare protective status which results in the employee paying in a higher portion to WRS. Chairman Lienau requested more information be provided regarding what additional requirements would need to be put in place to meet the definition for the protective status determination. There is no intention to reduce the current employees' wages if the change is made. The employees will be treated fairly just as the County did when Act 10 was implemented. Administrator Pabich reviewed his memo included in the meeting packet.

Motion by Austad, seconded by Robillard to postpone the decision until next month. Motion carried by unanimous voice vote.

The committee recessed at 10:38 a.m. and reconvened at 10:48 a.m.

New Business (Review / Action)**County Administrator****Position Requests and PT/LTE Pay Rate Requests – FYI**

Administrator Pabich distributed an updated listing of the requests and briefly reviewed each request. Further review will be given to the requests with final recommendations presented next month.

FYI: Out-of-State Training: Upper Midwest Invasive Species Conference, Oct. 15-18 – Rochester, MN – Krista Lutzke

FYI.

County Clerk**August 14, 2018 Partisan Primary Election**

County Clerk Jill Lau updated the committee on issues that arose the week previous to the election. On the afternoon of Tuesday, August 7th, during the countywide Public Test of the voting equipment, it was discovered that the entire county was, or would be, experiencing issues with the printed ballots. After working with a few municipal clerks and sending information to both our election programmer and printer it was determined there was a printing error. The county's ballot printer was contacted and an agreement was made that new ballots would be printed and delivered to arrive Thursday morning. On Wednesday the printer informed the county they were having issues with the ink drying and because of this there was no way to ship the ballots to arrive Thursday. An arrangement was made to have the ballot printer deliver the ballots to the county clerk's office by 8:30 a.m. Thursday. Lau worked with Sheriff Delarwelle who offered a Deputy to assist the office in delivering ballots to the northern door municipal clerks. Chief Deputy County Clerk Barb Pavlik delivered ballots to the southern door municipal clerks and a few municipalities picked up the reprinted ballots from the office. The Public Test was rescheduled to run from Thursday to Friday. In addition to the ballot printing issues Technology Services upgraded the phone system following the June election. The office was unable to test the modeming prior to the scheduled public test on Tuesday the 7th. Late Tuesday afternoon, with the assistance of TS Director Jason Rouer, Pavlik worked to print paper ballots that could be used to at least run a modem test yet that day. Paper was obtained from the Land Use Services Department which was cut to the appropriate size and paper ballots were printed. The modem test was run that evening and experienced a delayed pickup, nothing at that point that caused great concern. When the municipalities began to modem during the rescheduled public test the county experienced great difficulty receiving the results. Late Thursday afternoon into Thursday early evening Rouer, Jim Whitman, Cindy Welch, along with Karen Pick of Heartland Business Systems worked with the county clerk's office to obtain the best possible phone line capabilities. From that point forward modeming was the best it has been in a very, very long time. The Public Test was completed Friday. Election night results went very smooth with final results coming in at 8:28 p.m. Lau gave kudos and sincere thanks to Sheriff Delarwelle, Sheriff Deputy Greg Medlen, Technology Services Staff, Door County Municipal Clerks and Chief Deputy Barb Pavlik.

Corporation Counsel**HIPAA Policies & Procedures****HIPAA Security – Auditing and Monitoring****HIPAA Security – System Access****HIPAA Security – Contingency Plan / Disaster Recovery**

As part the county's ongoing request to be HIPAA compliant three policies were drafted.

Motion by Austad, seconded by Robillard to approve the HIPAA Security – Auditing and Monitoring, HIPAA Security – System Access, and HIPAA Security – Contingency Plan / Disaster Recovery policies. Motion carried by unanimous voice vote.

§767.405, Wis. Stats. Family Court Mediation Services- Request for Proposal

CC Thomas is requesting authorization to issue an RFP. We are one of the few counties in the state that do not have an in-house position.

Motion by Kohout, seconded by Robillard to approve issuing the RFP. Motion carried by unanimous voice vote.

Intergovernmental Agreement with the Town of Sevastopol – Tape and Rebroadcast Meetings §59.11(5), Wis. Stats.

Contract expires at year end. Grant will write a letter to the Town that there is interest in continuing the service and renewing the agreement.

Public Records Requests – Per Page Copy Cost/Fee

Regulations outline fees at \$.0135 and \$.0632 per copy. CC Thomas proposes to approach the Department Heads to develop a countywide policy for fees. Intending to have reasonable fees that cover all costs.

Status Update - Collective Bargaining - Public Safety Employees

CC Thomas explained the County is in the process of finalizing the initial proposals. Initial exchange is anticipated in September with bargaining to follow. Supervisor Fisher discussed the need to review and potentially adjust the Paramedics wages noting he has issues with employees being paid to sleep. Administrator Pabich explained county staff can look at the protective vs. general employee status. Paramedics would remain a bargaining unit regardless of status as the state has deemed Paramedics as Public Safety Employees. Adjustments to wages and scheduling would need to be negotiated through the bargaining unit. Scheduling and overtime needs to be addressed. Administrator Pabich noted a consultant is being budgeted in 2019 to study Emergency Services scheduling.

Human Resources

Policy Approval for Defined Term Employees

HR Director Hendee reviewed information included in the meeting packet. Hendee explained a couple of positions were approved and brought in under grant funding. The positions are eligible for the county's fulltime benefit package which includes health insurance and Cobra at the end of their employment. Regular FT employees are eligible for PTO accrued at 5.85 hours bi-weekly (152 hours annually) in the first year which is paid out at separation. Hendee recommends a Defined Term Employee be eligible for 5 PTO days per year, not to be paid out.

Motion by Austad, seconded by Gunnlaugsson to approve the Defined Term Employee benefits as presented. Motion carried by unanimous voice vote.

Request to Refill - Disabilities Benefit Specialists and Subsequent Vacancies-ADRC

HR Director Hendee explained the position is open due to an employee transfer. This is a required position through the ADRC state contract. The position will be reduced from 32 hours to 24 hours per week.

Motion by Gunnlaugsson, seconded by Austad to approve the request to refill the Disabilities Benefit Specialists position and all subsequent vacancies. Motion carried by unanimous voice vote.

Request to Refill - District Attorney Administrative Assistant II

HR Director Hendee explained the position is vacant due to separation. The current position is an Administrative Assistant I. The request is to refill and reclassify the position to an Administrative Assistant II. Additionally the request asks to move the current Administrative Assistant II position from 32 hours to 40 hours per week beginning January 1, 2019 which will move through the budget process. The previous request to add an additional 32 hour per week Administrative Assistant will be withdrawn if two requests today are approved.

Motion by Kohout, seconded by Gunnlaugsson to approve the request to reclassify and refill the DA Administrative Assistant II position. Motion carried by unanimous voice vote.

Limited Term Employee (LTE) Diversion Case Manager

Administrator Pabich explained the County received a Diversion Grant. Requesting an LTE for the remainder of this year and all of next, funded through the grant and additional bed stays in the jail to get the program operational.

Motion by Fisher, seconded by Gunnlaugsson to approve the LTE Diversion Case Manager position. Motion carried by unanimous voice vote.

Transportation LTE/Contracted Update

Administrator Pabich updated the committee. The transportation program has turned to a point where there is no longer reserve funding available to offset costs. There is an anticipated shortfall this year of \$32,000 and an expected shortfall next year. Intending to bring on a LTE to research the program to determine if the program can become viable in the future or if it should be discontinued. Would like to get a person on-board now with the position remaining through the end of 2019.

Motion by Fisher, seconded by Kohout to approve the Transportation LTE position. Motion carried by unanimous voice vote.

New Positions/Reclass/Part Time Pay Rate Request for 2019

Reviewed under County Administrator.

Closed Session

Convene into closed session pursuant to § 19.85(1)(c), Wis. Stats, for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, namely the Performance Evaluation of County Administrator Ken Pabich

Motion by Lienau, seconded by Kohout to convene in closed session. Motion carried by roll call vote with all members voting yes. Time: 11:49 a.m.

Reconvene in Open Session

Motion by Fisher, seconded by Austad to reconvene in open session. Motion carried by roll call vote with all members voting yes. Time: 12:33 p.m.

Discussion and Decision (if any)

County Administrator Contract Renewal

Motion by Fisher, seconded by Austad to accept the agreement to amend the County Administrators contract as discussed in closed session. Motion carried by unanimous voice vote.

Completion of Introductory Period – Michelle Paschke, Human Resources Generalist

Completion of Introductory Period – Catherine Keller, Activity & Volunteer Coordinator

Reviewed.

Personnel Transactions

Reviewed.

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

- Levy Limits – Amendments to Law – Pass to Legislative Committee

Vouchers, Claims and Bills

Reviewed.

Next Meeting Date(s)

- Joint Administrative/Finance Committee Meeting – September 18, 2018 – 9:00 a.m.
- Regular Meeting – September 18, 2018 – follows the joint meeting that begins at 9:00 a.m.

Meeting Per Diem Code

821.

Adjourn

Motion by Fisher, seconded by Robillard to adjourn. Time: 12:42 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund 100 - General Fund						
REVENUE						
Department 27 - Child Support						
43408	St Aid Child Support	368,513.00	100,088.88	268,424.00	358,514.00	358,514.00
43412	St Aid CS Incentive	40,500.00	794.14	39,706.00	40,500.00	40,500.00
46551	Child Support Lab Fees	1,000.00	299.61	400.00	800.00	800.00
48516	Indirect Costs	80,237.00	40,118.48	40,119.00	80,237.00	80,237.00
	Department 27 - Child Support Totals	\$490,250.00	\$141,301.11	\$348,649.00	\$480,051.00	\$480,051.00
	REVENUE TOTALS	\$490,250.00	\$141,301.11	\$348,649.00	\$480,051.00	\$480,051.00
EXPENSE						
Department 27 - Child Support						
Sub-Department 1302 - Child Support						
51101	Salary & Wages	283,242.00	110,768.22	155,784.00	284,156.00	284,156.00
51101.300P R	S&W Vac/PTO Vacation	.00	11,076.03	.00	.00	.00
51101.310P R	S&W Sick/EUSL Sick	.00	3,480.00	.00	.00	.00
51101.320P R	S&W Holiday Holiday	.00	2,133.76	.00	.00	.00
51101.390P R	S&W Personal Personal	.00	556.00	.00	.00	.00
51102	Salary & Wages Part Time	22,691.00	7,685.56	5,616.00	18,301.00	18,301.00
51102.379P R	PT Trng/Mtg PT Trng/Mtg	.00	319.88	.00	.00	.00
51104	Overtime	.00	6.78	.00	.00	.00
51201	Social Security	23,404.00	9,778.02	13,626.00	23,138.00	23,138.00
51202	Retirement	20,497.00	9,113.86	11,383.00	18,612.00	18,612.00
51203	Dental Insurance	5,623.00	2,811.96	2,811.00	5,623.00	5,623.00
51204	Health Insurance	97,788.84	48,894.36	48,894.00	95,471.00	95,471.00
51205	Life Insurance	200.00	108.96	91.00	218.00	218.00
51206	Workers Compensation	733.00	285.71	447.00	635.00	635.00
51207	Unemployment Compensation	.00	1,561.00	.00	.00	.00
52103	Independent Audit/Account	700.00	.00	700.00	700.00	700.00
52206	Telephone	700.00	321.10	325.00	700.00	700.00
52302	Service Contracts	3,000.00	1,779.83	1,500.00	3,200.00	3,200.00
52402	Membership Dues	800.00	794.00	.00	800.00	800.00
52412	Paternity Blood Tests	800.00	252.00	250.00	500.00	500.00
53102	Postage	3,500.00	1,584.55	1,700.00	3,500.00	3,500.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund	100 - General Fund					
	EXPENSE					
	Department 27 - Child Support					
	Sub-Department 1302 - Child Support					
53106	Office Supplies	3,000.00	1,472.37	1,500.00	3,000.00	3,000.00
53109	Publication&Subscription	500.00	348.93	100.00	500.00	500.00
54101	Conference Fees & Trainin	700.00	80.00	560.00	700.00	700.00
54102	Training Mile,Meals,Lodge	3,500.00	503.90	3,000.00	3,500.00	3,500.00
55105	Family Crt Comm Chges	1,000.00	225.30	250.00	1,000.00	1,000.00
55107	Leased Copying	.00	(18.96)	.00	.00	.00
55108	Clerk of Courts Charges	15,000.00	4,101.89	6,000.00	15,000.00	15,000.00
55114	District Attorney Chrges	500.00	95.85	150.00	500.00	500.00
55310	Indirect Costs	80,237.00	40,118.48	40,119.00	80,237.00	80,237.00
	Sub-Department 1302 - Child Support Totals	\$568,115.84	\$260,239.34	\$294,806.00	\$559,991.00	\$559,991.00
	Department 27 - Child Support Totals	\$568,115.84	\$260,239.34	\$294,806.00	\$559,991.00	\$559,991.00
	EXPENSE TOTALS	\$568,115.84	\$260,239.34	\$294,806.00	\$559,991.00	\$559,991.00
	Fund 100 - General Fund Totals					
	REVENUE TOTALS	\$490,250.00	\$141,301.11	\$348,649.00	\$480,051.00	\$480,051.00
	EXPENSE TOTALS	\$568,115.84	\$260,239.34	\$294,806.00	\$559,991.00	\$559,991.00
	Fund 100 - General Fund Totals	(\$77,865.84)	(\$118,938.23)	\$53,843.00	(\$79,940.00)	(\$79,940.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$490,250.00	\$141,301.11	\$348,649.00	\$480,051.00	\$480,051.00
	EXPENSE GRAND TOTALS	\$568,115.84	\$260,239.34	\$294,806.00	\$559,991.00	\$559,991.00
	Net Grand Totals	(\$77,865.84)	(\$118,938.23)	\$53,843.00	(\$79,940.00)	(\$79,940.00)

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund 100 - General Fund						
REVENUE						
Department 25 - Court Systems						
43251	St Aid Courts	156,508.00	63,242.00	63,369.00	126,800.00	126,800.00
43252	St Aid Guardian Ad Litem	.00	.00	27,448.00	27,500.00	27,500.00
45101	Co Share State Fines COC	50,000.00	22,099.14	26,000.00	50,000.00	50,000.00
45105	Co Ordin.Forfeitures COC	66,000.00	25,518.60	39,000.00	64,000.00	64,000.00
46112	Copy Revenue	1,500.00	1,798.90	2,400.00	4,800.00	4,800.00
46116	Child Support Revenues	15,000.00	4,101.89	4,200.00	8,400.00	8,400.00
46118	GAL Recoup COC	48,000.00	16,814.97	20,400.00	48,000.00	48,000.00
46118.1310	GAL Recoup Cir Crt Reg Pr GAL Cir Crt Reg Probate	4,000.00	2,069.76	2,000.00	3,000.00	3,000.00
46119	Atty Fees Recoup-COC	25,000.00	8,511.11	15,000.00	22,000.00	22,000.00
46121	Register of Probate Fees	10,000.00	4,973.21	5,000.00	10,000.00	10,000.00
46122	Clk of Ct Fees & Cost	80,000.00	39,305.00	40,000.00	80,000.00	80,000.00
46146	CS Rev-Fam Crt-Cir Crt	1,000.00	225.30	400.00	1,000.00	1,000.00
47102	Interpretor Serv Reimb	3,600.00	544.34	3,610.00	3,800.00	3,800.00
48125	Interest-Miscellaneous	1,000.00	1,003.82	1,000.00	2,000.00	2,000.00
Department 25 - Court Systems Totals		\$461,608.00	\$190,208.04	\$249,827.00	\$451,300.00	\$451,300.00
REVENUE TOTALS		\$461,608.00	\$190,208.04	\$249,827.00	\$451,300.00	\$451,300.00
EXPENSE						
Department 25 - Court Systems						
Sub-Department 1303 - Family Court Commissioner						
52402	Membership Dues	700.00	442.03	200.00	720.00	720.00
54101	Conference Fees & Trainin	500.00	.00	.00	200.00	200.00
54102	Training Mile,Meals,Lodge	.00	175.08	20.00	400.00	400.00
55301	S& W Allocation	11,000.00	4,351.07	5,000.00	10,000.00	10,000.00
Sub-Department 1303 - Family Court Commissioner Totals		\$12,200.00	\$4,968.18	\$5,220.00	\$11,320.00	\$11,320.00
Sub-Department 1310 - Circuit Court Judge						
51101	Salary & Wages	166,827.00	63,620.09	103,206.00	170,519.00	170,519.00
51101.300P R	S&W Vac/PTO Vacation	.00	8,149.01	.00	.00	.00
51101.320P R	S&W Holiday Holiday	.00	1,276.32	.00	.00	.00
51101.330P R	S&W Comp Taken Comp Taken	.00	10.88	.00	.00	.00
51101.380P R	S&W Trng/Meetng Trng/Meetng	.00	1,783.86	.00	.00	.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund 100 - General Fund						
EXPENSE						
Department 25 - Court Systems						
Sub-Department 1310 - Circuit Court Judge						
51101.390P R	S&W Personal Personal	.00	289.84	.00	.00	.00
51101.395P R	S&W Administrative Administrative	.00	1,449.20	.00	.00	.00
51102	Salary & Wages Part Time	16,372.00	8,050.79	8,321.00	16,841.00	16,841.00
51104	Overtime	.00	57.16	.00	.00	.00
51201	Social Security	14,014.00	6,111.51	7,902.00	14,334.00	14,334.00
51202	Retirement	11,177.00	5,134.67	6,042.00	11,170.00	11,170.00
51203	Dental Insurance	2,300.00	1,150.08	1,149.00	2,300.00	2,300.00
51204	Health Insurance	40,271.07	20,135.64	20,135.00	39,056.00	39,056.00
51205	Life Insurance	93.00	47.64	47.00	95.00	95.00
51206	Workers Compensation	440.00	177.82	262.00	394.00	394.00
52101	Professional Services	17,000.00	6,487.89	10,510.00	17,000.00	17,000.00
52130	PS-Guardian Ad Litem	20,000.00	14,435.10	10,000.00	20,000.00	20,000.00
52206	Telephone	1,200.00	403.94	700.00	1,200.00	1,200.00
52301	Repair & Maintenance	1,500.00	.00	1,000.00	1,000.00	1,000.00
52402	Membership Dues	700.00	322.19	300.00	700.00	700.00
52406	Reporter & Transcriber Fe	5,000.00	3,598.00	2,500.00	6,000.00	6,000.00
52462	Notary Bond Renewal	30.00	.00	.00	30.00	30.00
53102	Postage	4,000.00	1,381.95	2,000.00	3,500.00	3,500.00
53104	Law Library	6,500.00	3,046.92	3,400.00	6,500.00	6,500.00
53106	Office Supplies	3,500.00	1,423.43	2,000.00	3,500.00	3,500.00
53140	Gasoline, Oil & Antifreez	200.00	54.46	50.00	150.00	150.00
54101	Conference Fees & Trainin	150.00	246.87	.00	200.00	200.00
54102	Training Mile,Meals,Lodge	500.00	.00	200.00	450.00	450.00
55106	Printing	200.00	175.00	.00	200.00	200.00
55107	Leased Copying	.00	775.61	900.00	1,900.00	1,900.00
55301	S& W Allocation	(11,000.00)	(4,351.07)	(5,000.00)	(10,000.00)	(10,000.00)
Sub-Department 1310 - Circuit Court Judge Totals		\$300,974.07	\$145,444.80	\$175,624.00	\$307,039.00	\$307,039.00
Sub-Department 1340 - Clerk of Courts						
51101	Salary & Wages	289,037.00	119,820.96	169,216.00	293,511.00	293,511.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund 100 - General Fund						
EXPENSE						
Department 25 - Court Systems						
Sub-Department 1340 - Clerk of Courts						
51101.300P R	S&W Vac/PTO Vacation	.00	10,807.38	.00	.00	.00
51101.320P R	S&W Holiday Holiday	.00	1,705.60	.00	.00	.00
51101.380P R	S&W Trng/Meetng Trng/Meetng	.00	299.74	.00	.00	.00
51101.390P R	S&W Personal Personal	.00	168.40	.00	.00	.00
51104	Overtime	400.00	.00	200.00	400.00	400.00
51201	Social Security	22,143.00	9,447.37	.00	22,486.00	22,486.00
51202	Retirement	19,391.00	8,897.84	.00	19,252.00	19,252.00
51203	Dental Insurance	6,901.00	3,451.08	.00	6,134.00	6,134.00
51204	Health Insurance	120,589.61	60,294.72	.00	104,150.00	104,150.00
51205	Life Insurance	94.00	47.52	.00	95.00	95.00
51206	Workers Compensation	696.00	278.86	.00	619.00	619.00
52101	Professional Services	19,700.00	4,761.83	14,000.00	20,000.00	20,000.00
52130	PS-Guardian Ad Litem	48,000.00	11,381.31	34,000.00	48,000.00	48,000.00
52155	PS-Psychiatric Evals	12,000.00	.00	6,000.00	12,000.00	12,000.00
52206	Telephone	500.00	251.82	270.00	540.00	540.00
52301	Repair & Maintenance	100.00	.00	50.00	100.00	100.00
52402	Membership Dues	250.00	125.00	100.00	225.00	225.00
52406	Reporter & Transcriber Fe	100.00	.00	102.00	200.00	200.00
52425	Interpreter Services	6,000.00	1,848.52	3,880.00	6,000.00	6,000.00
52462	Notary Bond Renewal	50.00	50.00	.00	100.00	100.00
53102	Postage	3,500.00	2,558.69	2,250.00	4,800.00	4,800.00
53106	Office Supplies	4,000.00	1,744.90	2,300.00	4,100.00	4,100.00
53140	Gasoline, Oil & Antifreez	200.00	67.61	80.00	320.00	320.00
54101	Conference Fees & Trainin	170.00	85.00	85.00	170.00	170.00
54102	Training Mile,Meals,Lodge	886.00	255.58	228.00	779.00	779.00
54102.0421 1	Taxable Meals Taxable Meals	15.00	.00	.00	40.00	40.00
55101.100	IS Chgs-General Fd General Fund	500.00	.00	250.00	500.00	500.00
55107	Leased Copying	4,000.00	1,604.05	2,130.00	4,000.00	4,000.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund	100 - General Fund					
	EXPENSE					
Department	25 - Court Systems					
Sub-Department	1340 - Clerk of Courts Totals	\$559,222.61	\$239,953.78	\$235,141.00	\$548,521.00	\$548,521.00
Sub-Department	1341 - Jury Trials Expense					
51102	Salary & Wages Part Time	1,750.00	1,525.00	1,300.00	1,925.00	1,925.00
51104	Overtime	.00	66.00	.00	.00	.00
51201	Social Security	134.00	121.70	.00	147.00	147.00
51206	Workers Compensation	4.00	3.29	.00	4.00	4.00
52407	Jury Fees	19,200.00	13,976.14	14,550.00	32,400.00	32,400.00
53101	Other Materials & Supplie	540.00	457.32	220.00	720.00	720.00
53102	Postage	1,000.00	758.17	700.00	1,380.00	1,380.00
Sub-Department	1341 - Jury Trials Expense Totals	\$22,628.00	\$16,907.62	\$16,770.00	\$36,576.00	\$36,576.00
Department	25 - Court Systems Totals	\$895,024.68	\$407,274.38	\$432,755.00	\$903,456.00	\$903,456.00
	EXPENSE TOTALS	\$895,024.68	\$407,274.38	\$432,755.00	\$903,456.00	\$903,456.00
Fund	100 - General Fund Totals					
	REVENUE TOTALS	\$461,608.00	\$190,208.04	\$249,827.00	\$451,300.00	\$451,300.00
	EXPENSE TOTALS	\$895,024.68	\$407,274.38	\$432,755.00	\$903,456.00	\$903,456.00
Fund	100 - General Fund Totals	(\$433,416.68)	(\$217,066.34)	(\$182,928.00)	(\$452,156.00)	(\$452,156.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$461,608.00	\$190,208.04	\$249,827.00	\$451,300.00	\$451,300.00
	EXPENSE GRAND TOTALS	\$895,024.68	\$407,274.38	\$432,755.00	\$903,456.00	\$903,456.00
	Net Grand Totals	(\$433,416.68)	(\$217,066.34)	(\$182,928.00)	(\$452,156.00)	(\$452,156.00)

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund 100 - General Fund						
REVENUE						
Department 26 - District Attorney						
43255	St Aid Victim/Witness	38,000.00	.00	38,000.00	37,000.00	37,000.00
43257	ICAC Grant	.00	.00	.00	1,000.00	1,000.00
46112	Copy Revenue	9,000.00	8,408.03	592.00	9,000.00	9,000.00
46116	Child Support Revenues	500.00	95.85	404.00	300.00	300.00
46156	Discovery Revenue	250.00	.00	250.00	250.00	250.00
46349	Restitution-Surcharge	15,500.00	2,122.61	13,377.00	5,000.00	5,000.00
46352	DA Witness Fee	1,000.00	575.83	424.00	1,000.00	1,000.00
46353	Service by DA	5,000.00	1,276.98	3,723.00	2,000.00	2,000.00
48403	Miscellaneous Receipts	77.00	77.00	.00	.00	.00
Department 26 - District Attorney Totals		\$69,327.00	\$12,556.30	\$56,770.00	\$55,550.00	\$55,550.00
REVENUE TOTALS		\$69,327.00	\$12,556.30	\$56,770.00	\$55,550.00	\$55,550.00
EXPENSE						
Department 26 - District Attorney						
Sub-Department 1300 - Victim Witness Program						
51101	Salary & Wages	41,144.52	18,061.51	23,083.00	45,675.00	45,675.00
51101.300P R	S&W Vac/PTO Vacation	2,723.85	2,231.10	2,231.00	.00	.00
51101.320P R	S&W Holiday Holiday	520.88	345.68	175.00	.00	.00
51101.330P R	S&W Comp Taken Comp Taken	54.75	54.75	.00	.00	.00
51201	Social Security	3,400.00	1,470.94	1,471.00	3,494.00	3,494.00
51202	Retirement	2,978.00	1,386.41	1,591.00	2,992.00	2,992.00
51203	Dental Insurance	1,278.00	639.12	639.00	1,278.00	1,278.00
51204	Health Insurance	22,463.81	11,231.88	11,232.00	21,698.00	21,698.00
51205	Life Insurance	22.00	11.40	11.00	23.00	23.00
51206	Workers Compensation	107.00	43.47	64.00	96.00	96.00
52206	Telephone	250.00	93.67	156.00	250.00	250.00
52402	Membership Dues	60.00	35.00	25.00	40.00	40.00
52462	Notary Bond Renewal	.00	.00	.00	45.00	45.00
53102	Postage	950.00	692.44	258.00	950.00	950.00
53106	Office Supplies	413.34	108.14	305.00	450.00	450.00
53183	Data Processing Supplies	150.00	.00	150.00	150.00	150.00
54101	Conference Fees & Trainin	55.00	.00	55.00	75.00	75.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund 100 - General Fund						
EXPENSE						
Department 26 - District Attorney						
Sub-Department 1300 - Victim Witness Program						
54102	Training Mile,Meals,Lodge	375.00	.00	375.00	375.00	375.00
54102.0421	Taxable Meals Taxable Meals	50.00	.00	50.00	50.00	50.00
1						
55107	Leased Copying	550.00	117.68	432.00	550.00	550.00
59124	Misc Expense	36.66	36.66	.00	.00	.00
Sub-Department 1300 - Victim Witness Program	Totals	\$77,582.81	\$36,559.85	\$42,303.00	\$78,191.00	\$78,191.00
Sub-Department 1301 - District Attorney						
51101	Salary & Wages	118,101.46	52,516.25	65,585.00	130,580.00	130,580.00
51101.300P	S&W Vac/PTO Vacation	6,255.32	5,364.38	891.00	.00	.00
R						
51101.311P	PTO/Vac/Sick/EUSL Payout PTO/Vac/Sick/EUSL	.00	.00	231.00	.00	.00
R	Payout					
51101.320P	S&W Holiday Holiday	1,477.12	981.28	98.00	.00	.00
R						
51101.390P	S&W Personal Personal	322.09	322.09	.00	.00	.00
R						
51102	Salary & Wages Part Time	27,497.00	11,971.84	15,525.00	29,282.00	29,282.00
51102.299P	PT Vac/PTO PT Vacation	1,171.65	940.87	231.00	.00	.00
R						
51102.319P	PT Holiday PT Holiday	289.36	191.08	98.00	.00	.00
R						
51201	Social Security	11,866.00	5,165.84	6,700.00	12,230.00	12,230.00
51202	Retirement	10,392.00	4,843.33	5,549.00	10,471.00	10,471.00
51203	Dental Insurance	3,834.00	1,917.36	1,917.00	3,834.00	3,834.00
51204	Health Insurance	67,187.21	33,593.52	33,594.00	65,094.00	65,094.00
51205	Life Insurance	71.00	36.36	35.00	73.00	73.00
51206	Workers Compensation	372.00	151.75	220.00	336.00	336.00
52101	Professional Services	7,000.00	1,925.90	5,074.00	500.00	500.00
52116	Expert Witness	500.00	.00	500.00	500.00	500.00
52206	Telephone	600.00	248.49	352.00	600.00	600.00
52402	Membership Dues	1,300.00	1,157.65	132.00	1,300.00	1,300.00
52403	Advertising & Legal Notic	550.00	.00	550.00	550.00	550.00
52408	Process Service Fee	5,500.00	1,092.24	4,408.00	5,500.00	5,500.00
52409	Witness Fees	3,500.00	977.40	2,522.00	3,500.00	3,500.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund	100 - General Fund					
	EXPENSE					
	Department 26 - District Attorney					
	Sub-Department 1301 - District Attorney					
52414	Investigative Expense	178.63	6.49	172.00	200.00	200.00
52462	Notary Bond Renewal	90.00	45.00	45.00	90.00	90.00
52467	Electronic Discovery Exp.	500.00	242.67	257.00	500.00	500.00
53102	Postage	1,200.00	732.30	468.00	1,200.00	1,200.00
53106	Office Supplies	3,500.00	920.60	2,579.00	3,500.00	3,500.00
53109	Publication&Subscription	400.00	189.34	211.00	400.00	400.00
53140	Gasoline, Oil & Antifreez	50.00	.00	50.00	50.00	50.00
54101	Conference Fees & Trainin	588.00	275.00	313.00	700.00	700.00
54102	Training Mile,Meals,Lodge	662.00	164.00	498.00	550.00	550.00
54111	Conf/Workshop Expense	1,577.00	1,577.00	.00	.00	.00
55106	Printing	400.00	.00	400.00	400.00	400.00
55107	Leased Copying	4,500.00	1,144.96	3,355.00	3,500.00	3,500.00
59124	Misc Expense	21.37	.00	21.00	.00	.00
59153	Operational Travel Exp	50.00	.00	50.00	.00	.00
Sub-Department 1301 - District Attorney Totals		\$281,503.21	\$128,694.99	\$152,631.00	\$275,440.00	\$275,440.00
Department 26 - District Attorney Totals		\$359,086.02	\$165,254.84	\$194,934.00	\$353,631.00	\$353,631.00
EXPENSE TOTALS		\$359,086.02	\$165,254.84	\$194,934.00	\$353,631.00	\$353,631.00
Fund 100 - General Fund Totals						
REVENUE TOTALS		\$69,327.00	\$12,556.30	\$56,770.00	\$55,550.00	\$55,550.00
EXPENSE TOTALS		\$359,086.02	\$165,254.84	\$194,934.00	\$353,631.00	\$353,631.00
Fund 100 - General Fund Totals		(\$289,759.02)	(\$152,698.54)	(\$138,164.00)	(\$298,081.00)	(\$298,081.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$69,327.00	\$12,556.30	\$56,770.00	\$55,550.00	\$55,550.00
EXPENSE GRAND TOTALS		\$359,086.02	\$165,254.84	\$194,934.00	\$353,631.00	\$353,631.00
Net Grand Totals		(\$289,759.02)	(\$152,698.54)	(\$138,164.00)	(\$298,081.00)	(\$298,081.00)

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund 100 - General Fund						
EXPENSE						
Department 49 - Administrator						
Sub-Department 1115 - Administrator						
51101	Salary & Wages	166,722.00	69,772.01	90,238.00	176,793.00	176,793.00
51101.300P R	S&W Vac/PTO Vacation	.00	4,708.97	.00	.00	.00
51101.310P R	S&W Sick/EUSL Sick	.00	80.70	.00	.00	.00
51101.320P R	S&W Holiday Holiday	.00	1,274.72	.00	.00	.00
51101.330P R	S&W Comp Taken Comp Taken	.00	9.44	.00	.00	.00
51101.390P R	S&W Personal Personal	.00	637.36	.00	.00	.00
51105	Longevity	400.00	.00	400.00	400.00	400.00
51111.261	Per Diem Administrative Administrative Committee	4,900.00	2,676.25	2,224.00	5,200.00	5,200.00
51111.271	Per Diem Economic Develo Economic Development	1,100.00	587.50	512.00	1,100.00	1,100.00
51111.279	Per Diem Legislative Legislative Committee	3,600.00	840.00	2,160.00	3,000.00	3,000.00
51111.282	Per Diem Local Elect Offi Local Elected Officials	300.00	.00	300.00	300.00	300.00
51111.290	Per Diem Sister City Adv Sister City Advisory Grp.	800.00	.00	.00	.00	.00
51111.291	Per Diem Revolving Loan Revolving Loan Committee	200.00	.00	.00	.00	.00
51201	Social Security	13,619.00	5,607.92	8,012.00	14,290.00	14,290.00
51202	Retirement	11,197.00	5,124.36	6,073.00	11,606.00	11,606.00
51203	Dental Insurance	2,556.00	1,278.24	1,278.00	2,556.00	2,556.00
51204	Health Insurance	44,927.62	22,463.76	22,463.00	43,396.00	43,396.00
51205	Life Insurance	31.00	15.72	15.00	31.00	31.00
51206	Workers Compensation	427.00	161.87	265.00	392.00	392.00
52206	Telephone	600.00	296.40	304.00	600.00	600.00
52402	Membership Dues	1,800.00	1,344.00	456.00	1,800.00	1,800.00
52462	Notary Bond Renewal	.00	.00	.00	50.00	50.00
53102	Postage	60.00	32.31	27.00	60.00	60.00
53106	Office Supplies	650.00	128.39	521.00	600.00	600.00
53109	Publication&Subscription	70.00	.00	70.00	70.00	70.00
53140	Gasoline, Oil & Antifreez	400.00	61.02	338.00	400.00	400.00
54101	Conference Fees & Trainin	700.00	150.00	550.00	700.00	700.00
54102	Training Mile,Meals,Lodge	1,200.00	333.45	866.00	1,200.00	1,200.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund 100 - General Fund						
EXPENSE						
Department 49 - Administrator						
Sub-Department 1115 - Administrator						
54102.261	ADMINISTRATION Administrative Committee	1,798.00	596.25	1,201.00	1,600.00	1,600.00
54102.271	ECONOMIC DEVELOPMENT Economic Development	521.00	46.87	474.00	200.00	200.00
54102.279	LEGISLATIVE Legislative Committee	803.00	168.42	634.00	400.00	400.00
54102.282	LOCAL ELECTED OFFICIAL Local Elected Officials	385.00	.00	.00	100.00	100.00
54102.290	SISTER CITY ADVISORY GRP. Sister City Advisory Grp.	128.00	.00	.00	.00	.00
54102.291	REVOLVING LOAN COMMITTEE Revolving Loan Committee	9.00	.00	.00	.00	.00
54120	Intergovernmentl Relations	3,000.00	174.00	2,826.00	3,000.00	3,000.00
54121	Digital County Program	1,000.00	1,000.00	.00	.00	.00
55107	Leased Copying	1,200.00	661.47	538.00	1,200.00	1,200.00
59124	Misc Expense	.00	937.42	.00	.00	.00
Sub-Department 1115 - Administrator Totals		\$265,103.62	\$121,168.82	\$142,745.00	\$271,044.00	\$271,044.00
Department 49 - Administrator Totals		\$265,103.62	\$121,168.82	\$142,745.00	\$271,044.00	\$271,044.00
EXPENSE TOTALS		\$265,103.62	\$121,168.82	\$142,745.00	\$271,044.00	\$271,044.00
Fund 100 - General Fund Totals		\$265,103.62	\$121,168.82	\$142,745.00	\$271,044.00	\$271,044.00
EXPENSE TOTALS		\$265,103.62	\$121,168.82	\$142,745.00	\$271,044.00	\$271,044.00
Fund 100 - General Fund Totals		(\$265,103.62)	(\$121,168.82)	(\$142,745.00)	(\$271,044.00)	(\$271,044.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS		\$265,103.62	\$121,168.82	\$142,745.00	\$271,044.00	\$271,044.00
Net Grand Totals		(\$265,103.62)	(\$121,168.82)	(\$142,745.00)	(\$271,044.00)	(\$271,044.00)

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund 100 - General Fund						
REVENUE						
Department 10 - County Clerk						
44102	Marriage License-Co Share	9,000.00	2,040.00	5,000.00	8,000.00	8,000.00
44109	Temp Vehicle Plates	1,500.00	510.00	500.00	1,000.00	1,000.00
46103	Directories	25.00	22.68	20.00	25.00	25.00
46125	Copy Fees	.00	13.94	.00	.00	.00
46151	Election/SVRS	16,000.00	.00	16,000.00	12,000.00	12,000.00
46153	Election Equip Maint Reim	9,700.00	.00	9,700.00	9,700.00	9,700.00
48201	Rent Cnty Bldg & Offc	12,300.00	3,179.64	6,300.00	10,000.00	10,000.00
Department 10 - County Clerk Totals		\$48,525.00	\$5,766.26	\$37,520.00	\$40,725.00	\$40,725.00
REVENUE TOTALS		\$48,525.00	\$5,766.26	\$37,520.00	\$40,725.00	\$40,725.00
EXPENSE						
Department 10 - County Clerk						
Sub-Department 1103 - County Clerk						
51101	Salary & Wages	103,443.00	47,598.61	55,844.00	105,647.00	105,647.00
51101.300P R	S&W Vac/PTO Vacation	.00	811.74	.00	.00	.00
51101.320P R	S&W Holiday Holiday	.00	306.56	.00	.00	.00
51104	Overtime	425.00	342.41	240.00	437.00	437.00
51201	Social Security	7,947.00	3,439.15	4,508.00	8,082.00	8,082.00
51202	Retirement	6,959.00	3,286.97	3,673.00	6,920.00	6,920.00
51203	Dental Insurance	2,556.00	1,278.24	1,278.00	2,556.00	2,556.00
51204	Health Insurance	44,927.62	22,463.76	22,464.00	43,396.00	43,396.00
51205	Life Insurance	28.00	14.40	14.00	29.00	29.00
51206	Workers Compensation	250.00	102.80	147.00	222.00	222.00
52206	Telephone	350.00	91.10	100.00	350.00	350.00
52402	Membership Dues	125.00	125.00	.00	125.00	125.00
53102	Postage	250.00	40.91	50.00	200.00	200.00
53106	Office Supplies	550.00	1.60	548.00	550.00	550.00
53140	Gasoline, Oil & Antifreez	100.00	.00	75.00	100.00	100.00
54101	Conference Fees & Trainin	600.00	165.00	100.00	700.00	700.00
54102	Training Mile,Meals,Lodge	850.00	327.00	400.00	850.00	850.00
55107	Leased Copying	2,200.00	1,377.70	822.00	2,200.00	2,200.00
Sub-Department 1103 - County Clerk Totals		\$171,560.62	\$81,772.95	\$90,263.00	\$172,364.00	\$172,364.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund 100 - General Fund						
EXPENSE						
Department 10 - County Clerk						
Sub-Department 1110 - Elections						
51101	Salary & Wages	500.00	.00	.00	500.00	500.00
51104	Overtime	505.00	.00	.00	583.00	583.00
51201	Social Security	77.00	.00	.00	83.00	83.00
51202	Retirement	68.00	.00	.00	71.00	71.00
51206	Workers Compensation	1.00	.00	.00	1.00	1.00
52104	Board of Canvassers	450.00	104.21	.00	300.00	300.00
52302	Service Contracts	14,000.00	13,886.00	.00	14,000.00	14,000.00
52403	Advertising & Legal Notic	7,200.00	6,813.83	5,000.00	5,500.00	5,500.00
53102	Postage	150.00	2.46	75.00	150.00	150.00
53105	Election Supplies	1,500.00	845.19	850.00	1,500.00	1,500.00
53139	Ballots & Programming	30,000.00	13,315.22	17,000.00	15,000.00	15,000.00
54101	Conference Fees & Trainin	.00	125.00	.00	.00	.00
Sub-Department 1110 - Elections Totals		\$54,451.00	\$35,091.91	\$22,925.00	\$37,688.00	\$37,688.00
Sub-Department 9102 - Postage Machine						
53101.6506	Oth Materials Gov Ctr Govt Center	1,500.00	686.31	350.00	1,500.00	1,500.00
53102.6501	Postage-JC Justice Center	.00	(1,185.09)	.00	.00	.00
53102.6506	Postage-Govt Ctr Govt Center	.00	1,284.52	.00	.00	.00
59113	Leased Equipment	8,000.00	3,900.84	4,100.00	8,000.00	8,000.00
Sub-Department 9102 - Postage Machine Totals		\$9,500.00	\$4,686.58	\$4,450.00	\$9,500.00	\$9,500.00
Department 10 - County Clerk Totals		\$235,511.62	\$121,551.44	\$117,638.00	\$219,552.00	\$219,552.00
EXPENSE TOTALS		\$235,511.62	\$121,551.44	\$117,638.00	\$219,552.00	\$219,552.00
Fund 100 - General Fund Totals						
REVENUE TOTALS		\$48,525.00	\$5,766.26	\$37,520.00	\$40,725.00	\$40,725.00
EXPENSE TOTALS		\$235,511.62	\$121,551.44	\$117,638.00	\$219,552.00	\$219,552.00
Fund 100 - General Fund Totals		(\$186,986.62)	(\$115,785.18)	(\$80,118.00)	(\$178,827.00)	(\$178,827.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$48,525.00	\$5,766.26	\$37,520.00	\$40,725.00	\$40,725.00
EXPENSE GRAND TOTALS		\$235,511.62	\$121,551.44	\$117,638.00	\$219,552.00	\$219,552.00
Net Grand Totals		(\$186,986.62)	(\$115,785.18)	(\$80,118.00)	(\$178,827.00)	(\$178,827.00)

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund 100 - General Fund						
EXPENSE						
Department 11 - County Board						
Sub-Department 1101 - County Board						
51102	Salary & Wages Part Time	10,200.00	5,100.00	5,100.00	10,200.00	10,200.00
51111	Per Diem	10,000.00	9,347.50	10,653.00	20,000.00	20,000.00
51111.260	Per Diem County Board County Board	50,400.00	13,650.00	24,150.00	37,800.00	37,800.00
51111.263	Per Diem Emergency Serv Emergency Services	.00	(62.50)	62.00	.00	.00
51111.264	Per Diem Finance Finance Committee	.00	(50.00)	50.00	.00	.00
51111.265	Per Diem Information Syst Information Systems	.00	(50.00)	50.00	.00	.00
51111.267	Per Diem Property Property Committee	.00	(112.50)	113.00	.00	.00
51201	Social Security	5,401.00	4,942.60	458.00	5,202.00	5,202.00
51206	Workers Compensation	171.00	136.95	34.00	142.00	142.00
52206	Telephone	30.00	.00	.00	.00	.00
52402	Membership Dues	6,000.00	5,837.00	.00	6,000.00	6,000.00
52403	Advertising & Legal Notic	2,800.00	1,795.78	2,204.00	4,000.00	4,000.00
52433	Video Taping Meetings	2,400.00	1,300.00	1,500.00	2,800.00	2,800.00
53101	Other Materials & Supplie	750.00	32.58	500.00	750.00	750.00
53102	Postage	600.00	209.51	290.00	500.00	500.00
53106	Office Supplies	75.00	.00	50.00	50.00	50.00
53109	Publication&Subscription	1,200.00	.00	.00	1,250.00	1,250.00
53130	Name Plates, Plaques,Tags	1,200.00	689.55	9,310.00	10,000.00	10,000.00
53140	Gasoline, Oil & Antifreez	300.00	43.57	57.00	100.00	100.00
54101	Conference Fees & Trainin	5,000.00	1,575.00	3,425.00	5,600.00	5,600.00
54102	Training Mile,Meals,Lodge	13,000.00	7,119.37	10,000.00	17,000.00	17,000.00
54103	Emp Training In-House	800.00	.00	800.00	800.00	800.00
54115	Jingdezhen Sister City	9,101.23	5,022.11	4,000.00	5,000.00	5,000.00
55107	Leased Copying	2,850.00	2,180.52	1,500.00	3,000.00	3,000.00
Sub-Department 1101 - County Board Totals		\$122,278.23	\$58,707.04	\$74,306.00	\$130,194.00	\$130,194.00
Department 11 - County Board Totals		\$122,278.23	\$58,707.04	\$74,306.00	\$130,194.00	\$130,194.00
EXPENSE TOTALS		\$122,278.23	\$58,707.04	\$74,306.00	\$130,194.00	\$130,194.00
Fund 100 - General Fund Totals						
EXPENSE TOTALS		\$122,278.23	\$58,707.04	\$74,306.00	\$130,194.00	\$130,194.00
Fund 100 - General Fund Totals		(\$122,278.23)	(\$58,707.04)	(\$74,306.00)	(\$130,194.00)	(\$130,194.00)
Net Grand Totals						

REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS	\$122,278.23	\$58,707.04	\$74,306.00	\$130,194.00	\$130,194.00
Net Grand Totals	(\$122,278.23)	(\$58,707.04)	(\$74,306.00)	(\$130,194.00)	(\$130,194.00)

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund 100 - General Fund						
REVENUE						
Department 14 - Corporation Counsel						
46114	Corp Counsel Rev/Reimburs	1,500.00	.00	1,500.00	1,500.00	1,500.00
46142	Divorce Mediation Fees	2,000.00	775.00	1,225.00	2,000.00	2,000.00
46150	Divorce Medtn-\$20 Surtax	4,000.00	1,160.00	2,840.00	4,000.00	4,000.00
	Department 14 - Corporation Counsel Totals	\$7,500.00	\$1,935.00	\$5,565.00	\$7,500.00	\$7,500.00
	REVENUE TOTALS	\$7,500.00	\$1,935.00	\$5,565.00	\$7,500.00	\$7,500.00
EXPENSE						
Department 14 - Corporation Counsel						
Sub-Department 1107 - Corporation Counsel						
51101	Salary & Wages	249,830.00	92,691.45	157,139.00	244,237.00	244,237.00
51101.300P R	S&W Vac/PTO Vacation	.00	6,404.69	.00	.00	.00
51101.311P R	PTO/Vac/Sick/EUSL Payout PTO/Vac/Sick/EUSL Payout	.00	2,474.68	.00	.00	.00
51101.320P R	S&W Holiday Holiday	.00	1,877.28	.00	.00	.00
51101.380P R	S&W Trng/Meetng Trng/Meetng	.00	877.00	.00	.00	.00
51101.390P R	S&W Personal Personal	.00	917.92	.00	.00	.00
51101.395P R	S&W Administrative Administrative	.00	2,207.88	.00	.00	.00
51105	Longevity	400.00	400.00	.00	.00	.00
51201	Social Security	19,143.00	8,033.72	11,109.00	18,685.00	18,685.00
51202	Retirement	16,766.00	7,060.23	9,706.00	15,998.00	15,998.00
51203	Dental Insurance	3,067.00	1,320.82	1,746.00	3,834.00	3,834.00
51204	Health Insurance	53,606.62	23,205.74	30,401.00	65,094.00	65,094.00
51205	Life Insurance	90.00	44.88	45.00	90.00	90.00
51206	Workers Compensation	601.00	224.41	377.00	513.00	513.00
52101	Professional Services	2,775.00	.00	2,775.00	2,775.00	2,775.00
52105	Litigation	8,700.00	5,245.00	3,455.00	8,700.00	8,700.00
52206	Telephone	300.00	68.07	232.00	300.00	300.00
52301	Repair & Maintenance	450.00	.00	450.00	450.00	450.00
52402	Membership Dues	1,700.00	1,907.65	200.00	1,900.00	1,900.00
53102	Postage	825.00	235.05	590.00	825.00	825.00
53106	Office Supplies	1,250.00	1,598.68	300.00	1,250.00	1,250.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund	100 - General Fund					
	EXPENSE					
	Department 14 - Corporation Counsel					
	Sub-Department 1107 - Corporation Counsel					
53109	Publication&Subscription	.00	80.00	.00	.00	.00
53131	Legal Research	7,200.00	3,031.60	4,168.00	7,200.00	7,200.00
54101	Conference Fees & Trainin	1,250.00	120.00	1,130.00	1,250.00	1,250.00
54102	Training Mile,Meals,Lodge	225.00	59.00	166.00	225.00	225.00
55107	Leased Copying	1,800.00	1,461.61	1,450.00	1,800.00	1,800.00
	Sub-Department 1107 - Corporation Counsel Totals	\$369,978.62	\$161,547.36	\$225,439.00	\$375,126.00	\$375,126.00
	Sub-Department 1305 - Counseling Serv Act355					
52401	Contracted Services	8,000.00	4,940.00	4,900.00	8,000.00	8,000.00
	Sub-Department 1305 - Counseling Serv Act355 Totals	\$8,000.00	\$4,940.00	\$4,900.00	\$8,000.00	\$8,000.00
	Sub-Department 1350 - Law Library					
53109	Publication&Subscription	11,760.00	6,221.44	5,539.00	11,760.00	11,760.00
	Sub-Department 1350 - Law Library Totals	\$11,760.00	\$6,221.44	\$5,539.00	\$11,760.00	\$11,760.00
	Department 14 - Corporation Counsel Totals	\$389,738.62	\$172,708.80	\$235,878.00	\$394,886.00	\$394,886.00
	EXPENSE TOTALS	\$389,738.62	\$172,708.80	\$235,878.00	\$394,886.00	\$394,886.00
	Fund 100 - General Fund Totals					
	REVENUE TOTALS	\$7,500.00	\$1,935.00	\$5,565.00	\$7,500.00	\$7,500.00
	EXPENSE TOTALS	\$389,738.62	\$172,708.80	\$235,878.00	\$394,886.00	\$394,886.00
	Fund 100 - General Fund Totals	(\$382,238.62)	(\$170,773.80)	(\$230,313.00)	(\$387,386.00)	(\$387,386.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$7,500.00	\$1,935.00	\$5,565.00	\$7,500.00	\$7,500.00
	EXPENSE GRAND TOTALS	\$389,738.62	\$172,708.80	\$235,878.00	\$394,886.00	\$394,886.00
	Net Grand Totals	(\$382,238.62)	(\$170,773.80)	(\$230,313.00)	(\$387,386.00)	(\$387,386.00)

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund 100 - General Fund						
REVENUE						
Department 44 - Human Resources						
49110.750	Operating Transfer In	2,000.00	.00	.00	2,000.00	2,000.00
	Department 44 - Human Resources Totals	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
	REVENUE TOTALS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
EXPENSE						
Department 44 - Human Resources						
Sub-Department 1114 - Human Resources						
51101	Salary & Wages	192,355.00	75,501.63	96,560.00	200,781.00	200,781.00
51101.300P R	S&W Vac/PTO Vacation	.00	5,078.39	.00	.00	.00
51101.320P R	S&W Holiday Holiday	.00	1,312.40	.00	.00	.00
51101.390P R	S&W Personal Personal	.00	546.24	.00	.00	.00
51101.395P R	S&W Administrative Administrative	.00	864.50	.00	.00	.00
51104	Overtime	.00	7.49	.00	.00	.00
51111.278	Per Diem Negotiations Negotiations Committee	2,000.00	.00	.00	.00	.00
51111.283	Per Diem Risk Management Risk Management Insurance	1,000.00	.00	.00	.00	.00
51201	Social Security	14,792.00	6,013.94	7,130.00	15,360.00	15,360.00
51202	Retirement	12,888.00	5,581.76	5,600.00	13,150.00	13,150.00
51203	Dental Insurance	3,067.00	1,320.68	1,365.00	3,067.00	3,067.00
51204	Health Insurance	53,065.44	22,916.40	24,000.00	52,075.00	52,075.00
51205	Life Insurance	102.00	54.06	40.00	123.00	123.00
51206	Workers Compensation	468.00	174.94	250.00	422.00	422.00
52101	Professional Services	.00	45.00	.00	.00	.00
52121	Cafeteria Plan Admin	8,000.00	3,698.82	3,750.00	8,000.00	8,000.00
52149	Wellness	.00	(225.00)	.00	.00	.00
52206	Telephone	400.00	116.59	200.00	400.00	400.00
52402	Membership Dues	650.00	124.33	500.00	650.00	650.00
52403	Advertising & Legal Notic	8,000.00	960.82	4,500.00	8,000.00	8,000.00
53102	Postage	750.00	376.11	350.00	750.00	750.00
53106	Office Supplies	1,800.00	1,222.52	400.00	1,800.00	1,800.00
53109	Publication&Subscription	200.00	108.01	100.00	200.00	200.00
53140	Gasoline, Oil & Antifreez	300.00	111.20	200.00	300.00	300.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund 100 - General Fund						
EXPENSE						
Department 44 - Human Resources						
Sub-Department 1114 - Human Resources						
54101	Conference Fees & Trainin	1,800.00	325.00	700.00	1,800.00	1,800.00
54102	Training Mile,Meals,Lodge	1,342.00	1,087.01	300.00	1,400.00	1,400.00
54102.0421 1	Taxable Meals Taxable Meals	.00	.00	.00	20.00	20.00
54102.278	NEGOTIATION Negotiations Committee	903.00	.00	900.00	900.00	900.00
54102.283	RISK MANAGEMENT Risk Management Insurance	484.00	.00	484.00	500.00	500.00
55106	Printing	.00	.00	2,000.00	2,000.00	2,000.00
55107	Leased Copying	3,000.00	870.58	1,800.00	3,000.00	3,000.00
Sub-Department 1114 - Human Resources Totals		\$307,366.44	\$128,193.42	\$151,129.00	\$314,698.00	\$314,698.00
Sub-Department 1127 - Civil Service Commission						
51112	Per Diem Civil Service	2,000.00	1,830.00	200.00	2,000.00	2,000.00
51201	Social Security	153.00	.00	153.00	153.00	153.00
51206	Workers Compensation	5.00	.00	5.00	4.00	4.00
54102	Training Mile,Meals,Lodge	105.00	43.60	40.00	105.00	105.00
54104	Emp Testing	1,200.00	396.00	300.00	1,200.00	1,200.00
59119	Background Checks	100.00	.00	.00	.00	.00
59171	PS-Psychiatric Evals	3,000.00	3,239.70	550.00	2,500.00	2,500.00
Sub-Department 1127 - Civil Service Commission Totals		\$6,563.00	\$5,509.30	\$1,248.00	\$5,962.00	\$5,962.00
Sub-Department 1132 - Personnel Administration						
52146	Drug Screens	1,000.00	25.00	100.00	1,200.00	1,200.00
52147	Independent Medical Exp	1,700.00	560.00	1,200.00	1,700.00	1,700.00
52151	EAP Administration	6,100.00	2,775.24	2,000.00	6,100.00	6,100.00
52867	Safety Training Expense	2,000.00	.00	2,000.00	2,000.00	2,000.00
54103	Emp Training In-House	8,000.00	1,708.00	6,000.00	8,000.00	8,000.00
54118	Leadership DC Sponsorship	750.00	.00	750.00	750.00	750.00
59109	Employee Testing	1,800.00	385.60	400.00	1,800.00	1,800.00
59119	Background Checks	1,000.00	225.95	200.00	1,000.00	1,000.00
59166	Employee Resource Assist	2,000.00	.00	2,000.00	2,000.00	2,000.00
59169	Job Function Tests	2,700.00	2,030.00	300.00	2,700.00	2,700.00
59178	Wellness Prog Inelig Exp	3,500.00	774.00	300.00	100.00	100.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund	100 - General Fund					
	EXPENSE					
Department	44 - Human Resources					
Sub-Department	1132 - Personnel Administration	\$30,550.00	\$8,483.79	\$15,250.00	\$27,350.00	\$27,350.00
	Totals					
Department	44 - Human Resources Totals	\$344,479.44	\$142,186.51	\$167,627.00	\$348,010.00	\$348,010.00
	EXPENSE TOTALS	\$344,479.44	\$142,186.51	\$167,627.00	\$348,010.00	\$348,010.00
Fund	100 - General Fund Totals					
	REVENUE TOTALS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
	EXPENSE TOTALS	\$344,479.44	\$142,186.51	\$167,627.00	\$348,010.00	\$348,010.00
Fund	100 - General Fund Totals	(\$342,479.44)	(\$142,186.51)	(\$167,627.00)	(\$346,010.00)	(\$346,010.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
	EXPENSE GRAND TOTALS	\$344,479.44	\$142,186.51	\$167,627.00	\$348,010.00	\$348,010.00
	Net Grand Totals	(\$342,479.44)	(\$142,186.51)	(\$167,627.00)	(\$346,010.00)	(\$346,010.00)

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund	100 - General Fund					
	EXPENSE					
	Department 39 - Medical Examiner					
	Sub-Department 1351 - Medical Examiner					
52401	Contracted Services	119,191.00	53,413.50	53,414.00	106,827.00	106,827.00
	Sub-Department 1351 - Medical Examiner Totals	\$119,191.00	\$53,413.50	\$53,414.00	\$106,827.00	\$106,827.00
	Department 39 - Medical Examiner Totals	\$119,191.00	\$53,413.50	\$53,414.00	\$106,827.00	\$106,827.00
	EXPENSE TOTALS	\$119,191.00	\$53,413.50	\$53,414.00	\$106,827.00	\$106,827.00
	Fund 100 - General Fund Totals					
	EXPENSE TOTALS	\$119,191.00	\$53,413.50	\$53,414.00	\$106,827.00	\$106,827.00
	Fund 100 - General Fund Totals	(\$119,191.00)	(\$53,413.50)	(\$53,414.00)	(\$106,827.00)	(\$106,827.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$119,191.00	\$53,413.50	\$53,414.00	\$106,827.00	\$106,827.00
	Net Grand Totals	(\$119,191.00)	(\$53,413.50)	(\$53,414.00)	(\$106,827.00)	(\$106,827.00)

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund 100 - General Fund						
REVENUE						
Department 20 - Veteran's Service						
43409	St Aid Veterans Service	10,000.00	10,000.00	.00	10,000.00	10,000.00
43413	St Aid WDVA Transportatio	1,000.00	1,064.70	.00	1,000.00	1,000.00
	Department 20 - Veteran's Service Totals	\$11,000.00	\$11,064.70	\$0.00	\$11,000.00	\$11,000.00
	REVENUE TOTALS	\$11,000.00	\$11,064.70	\$0.00	\$11,000.00	\$11,000.00
EXPENSE						
Department 20 - Veteran's Service						
Sub-Department 3801 - Veterans Relief						
59117	Veterans Relief Expenses	7,000.00	1,202.92	5,797.00	7,000.00	7,000.00
	Sub-Department 3801 - Veterans Relief Totals	\$7,000.00	\$1,202.92	\$5,797.00	\$7,000.00	\$7,000.00
Sub-Department 3802 - Veteran's Service Office						
51101	Salary & Wages	97,418.00	38,565.98	52,576.00	100,109.00	100,109.00
51101.300P R	S&W Vac/PTO Vacation	.00	3,968.59	.00	.00	.00
51101.320P R	S&W Holiday Holiday	.00	747.36	.00	.00	.00
51101.390P R	S&W Personal Personal	.00	373.68	.00	.00	.00
51101.395P R	S&W Administrative Administrative	.00	1,185.99	.00	.00	.00
51111.273	Per Diem Veterans Service Veterans Service Comm	1,280.00	602.50	678.00	1,280.00	1,280.00
51201	Social Security	7,551.00	3,295.54	4,255.00	7,756.00	7,756.00
51202	Retirement	6,527.00	3,004.32	3,523.00	6,557.00	6,557.00
51203	Dental Insurance	1,789.00	894.60	894.00	1,789.00	1,789.00
51204	Health Insurance	31,163.22	15,581.64	15,582.00	30,377.00	30,377.00
51205	Life Insurance	60.00	30.00	30.00	60.00	60.00
51206	Workers Compensation	236.00	95.15	141.00	213.00	213.00
52206	Telephone	1,100.00	1,223.59	.00	1,100.00	1,100.00
52402	Membership Dues	180.00	.00	180.00	180.00	180.00
52419	Burial Indigent Veterans	800.00	.00	800.00	800.00	800.00
53102	Postage	1,000.00	237.11	763.00	1,000.00	1,000.00
53106	Office Supplies	2,950.00	531.74	2,418.00	2,800.00	2,800.00
53140	Gasoline, Oil & Antifreez	200.00	.00	200.00	200.00	200.00
54101	Conference Fees & Trainin	150.00	60.00	90.00	150.00	150.00
54102	Training Mile,Meals,Lodge	875.00	.00	875.00	875.00	875.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2018 Amended Budget	2018 Actual Amount	2018 Estimated Amount	2019 Dept Requested	2019 Co Admin/Fi Dir Recomm
Fund	100 - General Fund					
	EXPENSE					
	Department 20 - Veteran's Service					
	Sub-Department 3802 - Veteran's Service Office					
54102.0421	Taxable Meals Taxable Meals	50.00	.00	50.00	50.00	50.00
1						
54102.273	VETERANS SERVICE Veterans Service Comm	841.00	233.27	608.00	1,024.00	1,024.00
54201	Committee Conf & Training	80.00	.00	80.00	80.00	80.00
55107	Leased Copying	2,788.00	794.61	1,993.00	2,788.00	2,788.00
58129	Veterans Outreach	.00	99.45	.00	.00	.00
59106	Care of Veterans Graves	500.00	60.00	440.00	500.00	500.00
	Sub-Department 3802 - Veteran's Service Office	\$157,538.22	\$71,585.12	\$86,176.00	\$159,688.00	\$159,688.00
	Totals					
	Sub-Department 3805 - CVSO Grant					
55101.100	IS Chgs-General Fd General Fund	.00	1,272.00	.00	.00	.00
58129	Veterans Outreach	10,000.00	1,817.64	8,182.00	10,000.00	10,000.00
	Sub-Department 3805 - CVSO Grant Totals	\$10,000.00	\$3,089.64	\$8,182.00	\$10,000.00	\$10,000.00
	Sub-Department 3806 - WDVA Transportation					
53140	Gasoline, Oil & Antifreez	800.00	651.15	149.00	800.00	800.00
58105	WDVA Transp Expense	.00	.00	200.00	200.00	200.00
	Sub-Department 3806 - WDVA Transportation Totals	\$800.00	\$651.15	\$349.00	\$1,000.00	\$1,000.00
	Department 20 - Veteran's Service Totals	\$175,338.22	\$76,528.83	\$100,504.00	\$177,688.00	\$177,688.00
	EXPENSE TOTALS	\$175,338.22	\$76,528.83	\$100,504.00	\$177,688.00	\$177,688.00
	Fund 100 - General Fund Totals					
	REVENUE TOTALS	\$11,000.00	\$11,064.70	\$0.00	\$11,000.00	\$11,000.00
	EXPENSE TOTALS	\$175,338.22	\$76,528.83	\$100,504.00	\$177,688.00	\$177,688.00
	Fund 100 - General Fund Totals	(\$164,338.22)	(\$65,464.13)	(\$100,504.00)	(\$166,688.00)	(\$166,688.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$11,000.00	\$11,064.70	\$0.00	\$11,000.00	\$11,000.00
	EXPENSE GRAND TOTALS	\$175,338.22	\$76,528.83	\$100,504.00	\$177,688.00	\$177,688.00
	Net Grand Totals	(\$164,338.22)	(\$65,464.13)	(\$100,504.00)	(\$166,688.00)	(\$166,688.00)

FILED
09-06-2018
Door County
Clerk of Courts
2016GF000003

BY THE COURT:

DATE SIGNED: September 6, 2018

Electronically signed by D. Todd Ehlers
Circuit Court Judge

STATE OF WISCONSIN :: CIRCUIT COURT :: DOOR COUNTY
 BRANCH 1

**IN THE MATTER OF THE FORECLOSURE
OF TAX LIENS UNDER 75.521, WIS. STATS.
BY DOOR COUNTY, LIST OF TAX LIENS
FOR 2011 AND 2012, IN REM NO. 2016.**

Case No.: 16-GF-03

**DECISION ON SUSAN M. ROVE'S
MOTION TO REOPEN JUDGMENT**

In this file on May 2, 2018, Susan M. Rove filed a Motion to Reopen the 2016 Judgment in this matter. A hearing on that motion was conducted on July 17, 2018. Three witnesses testified at that hearing and nine exhibits were received into the record.

Door County on August 1, 2018, filed its Post Hearing Brief of Door County. On August 10, 2018, Susan Rove filed Reply Brief of Susan Rove. Finally, on August 16, 2018, Door County filed its Reply Brief of Door County. I have now had an opportunity to review the above referenced pleadings along with the file in this matter. I am now prepared to issue this written Decision on Ms. Rove's pending motion in this matter.

The relevant significant facts in this case are not in dispute. Ms. Rove is the Land Contract vendor of a parcel of property which was foreclosed upon by Door County in this matter for unpaid taxes under Wisconsin Statutes Section 75.521. Ms. Rove's pre-judgment

address in Door County's pleadings in this matter was listed as "UNKNOWN" and consequently no certified mailing of these proceedings was provided to her by Door County as mandated in Wisconsin Statutes Section 75.521(3). Door County ultimately took a judgment of foreclosure on the property in August of 2016. In 2017, Door County sold that property to Trish K. Bauldry-Kubala and Robert P. Kubala (Exhibit 5).

Door County and Ms. Rove agree that Wisconsin case law interpreting Section 75.521 provides that the taking of land by the government from an individual for failure to pay taxes on the land is a very drastic measure. They further agree with the concept that the government is obligated under that statute to strictly comply with the statutory procedures to so foreclose.

I did make some initial findings on the record at the conclusion of the July 17th hearing. I did find that Door County had not strictly complied with the notice requirements to Ms. Rove as mandated in the statute. I found that Door County had not made a reasonable effort to obtain her address and provide her with the certified mailing notice. Exhibit 8 from the July 17th hearing is a copy of Ms. Rove's 2005 Land Contract with Jennifer Ribbens. Ms. Rove's address on Highway F, Fish Creek, WI, here in Door County is listed at page 1 of that Land Contract. That information was available to Door County in its own Register of Deeds Office. Door County's failure to provide Ms. Rove with a certified mailing notice of these foreclosure proceedings did not strictly comply with the statutory requirements.

Door County in its post-hearing briefs argues that Ms. Rove had actual notice of these proceedings. Those arguments include the fact that the Guardian ad Litem in this case provided Ms. Rove with notice by mail, pre-judgment. Door County further argues that Ms. Rove had notice of these foreclosure proceedings based upon contact her son had with the Corporation

Counsel prior to judgment being entered and contact the Corporation Counsel had with an attorney who was investigating this matter post-judgment on Ms. Rove's behalf.

I am not convinced that Door County's arguments that Ms. Rove had actual notice of these foreclosure proceedings pre-judgment and post-judgment relieves Door County from its statutorily mandated obligation to strictly comply with the notice requirements. As I have already summarized in this Decision, foreclosure of land by the government as a result of failure to pay taxes is a very drastic remedy. I do not believe the fact that Ms. Rove may have had actual notice of these proceedings relieves the County from their strict procedural obligations.

Ms. Rove testified at the July 17th hearing that the approximate outstanding balance on Ms. Ribbens' Land Contract with her was \$20,000.00. At the conclusion of the July 17th hearing, on the record I indicated that I believed the appropriate and equitable remedy in this matter would be Door County reimbursing Ms. Rove that sum. Door County at the July 17th hearing and in its post-hearing briefs strenuously objects to that remedy. Door County argues that the only remedy available to the Court upon a finding that the foreclosure judgment was improperly granted is to void that judgment and return the foreclosure proceedings to square one.

Attorney Nesbitt on Ms. Rove's behalf in his August 10th brief cites to the case of Interest of E.C. He specifically includes two cites from that case at page 3 of that brief. I concur with Attorney Nesbitt's argument that under the circumstances of this case under a variant of the inherent authority doctrine, I can grant equitable remedies to private litigants in situations in which there is no explicit statutory authority and in which the available legal remedy is inadequate to do complete justice in the case.

Door County in its August 1st brief specifically acknowledges that my voiding Door County's 2017 sale of the property to the Kubalas will have "unfortunate results." I could not

agree more. I cannot fathom under any reasonable or equitable scenario where my voiding the 2017 sale by Door County to the Kubalas would be beneficial to anyone. The Kubalas in good faith acquired this property over a year ago and presumably have lived there since that time.

I am not insinuating that Door County did not act in good faith in selling this property to the Kubalas. Additionally, I am not insinuating Door County acted maliciously or improperly in not providing Ms. Rove with the statutory notice required pre-judgment. Ms. Rove bears some of the responsibility for her delay in seeking relief in this matter. The only truly innocent parties in this matter, namely, the Kubalas, though, would end up being the most egregiously affected parties if I were to void the foreclosure judgment and their subsequent purchase of the property from Door County. Obviously the Kubalas would get their purchase price reimbursed from Door County, but obviously such a drastic remedy would wreck havoc in their lives.

I continue to believe that the only appropriate and equitable relief in this matter is for Door County to reimburse Ms. Rove for the \$20,000.00 remaining vendor interest she had in the property prior to it being foreclosed upon. Under this scenario the Kubalas retain the property. Ms. Rove receives that \$20,000.00 interest. Door County comes out with an \$18,000.00 profit from this transaction. Door County sold the property to the Kubalas for \$54,000.00. If I order Door County to pay Ms. Rove \$20,000.00, they have a net profit of \$34,000.00. When the \$16,000.00 of unpaid taxes and costs the County had regarding the property is considered, they are still netting an \$18,000.00 profit. I view this as a win-win-win situation for everyone.

The County in its August 16th brief argues that this result puts Ms. Rove in a better position than she is entitled to be in and that it results in her "having her cake and eating it too." I do not agree with that analysis.

If I were to void the foreclosure judgment, Door County would be obligated to reimburse the Kubalas their \$54,000.00 purchase price. These foreclosure proceedings then revert back to the beginning. Ms. Rove could redeem the property for Door County's unpaid taxes and costs of \$16,000.00. The County at that point would be made whole. Ms. Rove would then be in a position to foreclose on her Land Contract and acquire title to the property. She could then presumably sell the property for \$54,000.00, which would net her \$38,000.00. In reality voiding the judgment would put her in a better position, namely, ~~having \$38,000.00 versus \$20,000.00.~~ Door County under my proposed relief nets \$18,000.00 versus the \$16,000.00 it would recover for the unpaid taxes and costs if the foreclosure sale was voided. The only party harmed by my voiding the foreclosure judgment would be the Kubalas.

Instead of Attorney Bruce's "cake" expression, I believe Door County's position in this matter is more attune to the expression of "Cutting off your nose to spite your face." As I have already summarized in this Decision, Door County comes out \$2,000.00 ahead under my resolution. I acknowledge Door County loses \$20,000.00 of its \$38,000.00 of the profit as a result of my finding it did not strictly comply with the statutory requirements, but that decision has already been made by me. Tax foreclosure proceedings, though, are not intended to be profit-generating scenarios for the government. Instead, they are intended to make the government whole for their loss and my proposed remedy does just that.

I conclude that Door County's argument the only remedy available to me in the absence of their strict compliance is to void the foreclosure judgment and send these proceedings as to that property back to square one would work a significant injustice to Ms. Rove and the Kubalas. That is a road I am not going down. Clearly the statutorily authorized remedy in Section 75.521

of voiding the foreclosure judgment is inadequate to do complete justice for these parties and the Kubalas.

I would ask that Attorney Nesbitt prepare an order in conformity with the findings and rulings I have made in this Decision.

BARRON COUNTY RESOLUTION NO. 2018 - 24**Resolution Urging the State of Wisconsin to Increase Compensation for Defense Counsel Assigned by the State Public Defender****TO THE BARRON COUNTY BOARD OF SUPERVISORS:**

1 **WHEREAS**, both the United States Constitution and the Wisconsin State
2 Constitution provide that persons accused of a crime have the right to counsel. In
3 Wisconsin the Office of the State Public Defender, SPD, provides counsel to those persons
4 meeting income eligibility guidelines for services. Where SPD is unable to provide
5 representation, due to conflict or other reasons, the SPD appoints private attorneys to
6 provide representation. Almost 40% of all SPD cases are appointed to private attorneys,
7 and
8

9 **WHEREAS**, the compensation rate for private bar appointed attorneys in
10 Wisconsin has not been increased since 1995 and currently stands at \$40.00 per hour. It is
11 the lowest in the nation, failing to even cover an appointed attorney's overhead costs. As
12 a result private attorneys are increasingly declining to accept SPD appointments, which is
13 creating an increasing burden on the courts and Wisconsin Counties. Costs to Counties are
14 increasing as circuit court judges are being forced to appoint counsel at county expense
15 and accused persons are being held in jail longer pending appointment of counsel. These
16 delays also lead to inefficiency for courts and law enforcement agencies, and additional
17 delay for obtaining justice for victims, and
18

19 **WHEREAS**, in May of 2018 the Wisconsin Supreme Court authorized an increase
20 in the hourly rate from \$70.00/hr. to \$100.00/hr. for attorney's appointed by the County,
21 this increase to go into effect on January 1st, 2020, and
22

23 **WHEREAS**, the increase authorized to private attorneys, at County expense, may
24 cost Barron County between \$70,000 and \$100,000 annually depending on case load, and
25 complexity, and
26

27 **WHEREAS**, the disparity created between the two rates, SPD \$40.00/hr., County
28 \$100.00/hr., will cause private attorneys to refuse SPD cases, and
29

30 **WHEREAS**, other Counties in Wisconsin are passing resolutions similar to this
31 one, including our neighboring County, Dunn, and

32 **WHEREAS**, this resolution was approved by the Executive Committee on June
33 29, 2018, on a vote of 9 - 0 with Okey, Buchanan, Bartlett, Hanson, Horstman, McRoberts,
34 Heinecke, Heller and Rindsig (alternate for Thompson) voting in favor and no members
35 voting against. Thompson was absent.
36

37 **NOW, THEREFORE, BE IT RESOLVED**, that the Barron County Board of
38 Supervisors does hereby urge the State of Wisconsin to provide sufficient resources to the
39 Office of the Public Defender to ensure the criminal justice system operates effectively and

BARRON COUNTY RESOLUTION NO. 2018 - 24


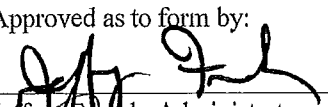
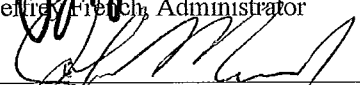

**Resolution Urging the State of Wisconsin to Increase Compensation for Defense
Counsel Assigned by the State Public Defender**

efficiently, including increasing the rate of reimbursement for private attorney appointed by the Public Defender to a market rate that will ensure prompt appointment of counsel and that cases are handled in a timely and efficient manner, by at minimum, increasing the hourly rate paid to SPD appointed private attorney's to the same amount as those recently authorized by the Wisconsin Supreme Court.

BE IT FURTHER RESOLVED, that the County Clerk is directed to send a copy of this resolution to Governor Scott Walker, the Wisconsin Counties Association, the Wisconsin Towns Association, the League of Wisconsin Municipalities, all members of the State Legislature and to each Wisconsin County, and

BE IT FURTHER RESOLVED that publication of this resolution may occur through posting in accordance with Section 985.02 of the Wisconsin Statutes.

OFFERED THIS 16th day of July, 2018.

<p>Number of readings required: One (X) Two ()</p> <p>Vote required for passage: Majority () 2/3 Entire Board (20) (X)</p> <p>Source of funding: Budgeted () General Fund (X) Grant () Contingency (X) Other () Details _____</p> <p>Fiscal impact:</p> <ul style="list-style-type: none"> - Current year total amount: \$ - Future years total amount: \$ - Effect on tax levy – current year: \$ - Effect on tax levy – future years: \$ <p>Fiscal impact reviewed by:</p> <p> Jodi Busch, Finance Director</p> <p>Approved as to form by:</p> <p> Jeffrey French, Administrator</p> <p> John Muench, Corporation Counsel</p>	<p> Louie Okey, Executive Committee Chair</p> <p>(The Committee Chair signature verifies the action taken by the Committee.)</p> <p>Board Action: Adopted (X) Failed () Tabled ()</p> <p>Administrator French gave an explanation of the Supreme Court ruling regarding County assigned attorneys and the pay discrepancy in comparison to State Public Defenders. Administrator French and Corporation Counsel Muench answered questions from the Board. Motion: (Schradle/Rindsig) to approve. Carried.</p>
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DOOR COUNTY

Resolution No. 2018-____

**RESOLUTION IN SUPPORT OF INCREASED
COUNTY CHILD SUPPORT FUNDING**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Door County administers the Child Support Enforcement Program on behalf of the state, providing services to Door County residents including paternity establishment, obtaining child support and health insurance orders for children, and enforcing and modifying those orders; and

WHEREAS, Our children's well-being, economic security and success in life are enhanced by parents who provide financial and emotional support; and

WHEREAS, Door County's Child Support Agency ensures that parents take responsibility for the care and well-being of their children, supports the involvement of parents in their children's lives and provides services to both custodial and noncustodial parents; and

WHEREAS, The Child Support Enforcement Program is an effective investment in Wisconsin's future as child support increases self-sufficiency, reduces child poverty, and has a positive effect on children's well-being; and

WHEREAS, Wisconsin's Child Support Enforcement Program is ranked 2nd in the nation for collecting current support; and

WHEREAS, Wisconsin's Child Support Enforcement Program is incredibly cost-effective, collecting an average of \$5.56 in support for every dollar invested in the program; and

WHEREAS, County child support agencies collected \$934 Million in child support during 2017, 95% of which went directly to families while 5% reimbursed public assistance programs; and

WHEREAS, Child support agencies help save taxpayer dollars by establishing health insurance orders for 97% of cases, which reduces state Medicaid costs by moving children from public assistance to private insurance; and

WHEREAS, State funding for county child support services has not increased above the 2007 funding level while county agency costs have steadily increased due to growing caseloads, inflation and new federal regulations; and

WHEREAS, Wisconsin's strong performance in child support is at risk without additional state funding. Diminished performance would result in reduced federal funding to Wisconsin; and

WHEREAS, Decreased federal funding would lead to less funding for Door County's Child Support Agency. This could lead to reductions in child support enforcement staff and services and reduced child support collections; and



DOOR COUNTY

RESOLUTION 2018-____

RESOLUTION IN SUPPORT OF INCREASED COUNTY CHILD SUPPORT FUNDING

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
BULTMAN			
CHOMEAU			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HALSTEAD			
KOCH			
KOHOUT			
LIENAU			
LUNDAHL			
NEINAS			
NORTON			
ROBILLARD			
SCHULTZ			
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: There is no fiscal impact associated with the adoption of this resolution. 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 27th day of September, 2018 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

WHEREAS, New state investments in child support are amplified by a generous federal match. Every \$1 of state GPR invested in the Child Support Program generates \$2 in federal matching funds.

NOW, THEREFORE, BE IT RESOLVED. That the Door County Board of Supervisors respectfully requests that state funding for county child support agencies be increased by \$1.5 million GPR in each fiscal year of the 2019-21 Wisconsin state budget, which will generate approximately \$3 million in additional federal funding each year. This investment will ensure that counties can continue to effectively provide economic support to our children.

BE IT FURTHER RESOLVED, That a copy of this resolution be forwarded by the County Clerk to the Governor of the State of Wisconsin, State Senators and State Representatives representing Door County, the Secretary of the Wisconsin Department of Administration, and the Wisconsin Counties Association for consideration.

SUBMITTED BY: ADMINISTRATIVE COMMITTEE

David Lienau, Chair

Susan Kohout

Ken Fisher

John Neinas

Dan Austad

Nancy Robillard

Joel Gunnlaugsson



DOOR COUNTY

Draft

ROLL CALL	Board Member			
AUSTAD				
BACON				
BULTMAN				
CHOMEAU				
D. ENGLEBERT				
R. ENGLEBERT				
ENIGL				
FISHER				
GUNNLAUGSSON				
HALSTEAD				
KOCH				
KOHOUT				
LIENAU				
LUNDAHL				
NEINAS				
NORTON				
ROBILLARD				
SCHULTZ				
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 fiscal impact is negligible for the first year. The savings will be the result of a reduced WRS Employer Contribution rate.

STW

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 27th day of September, 2018 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

Resolution No. 2018-____

CLASSIFICATION OF EMPLOYEES FOR PURPOSES OF THE WISCONSIN RETIREMENT SYSTEM UNDER § 40.06(1)(d), WIS. STATS.

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Participating employers are responsible for classification of all participating employees, including those employees classified as protective occupation participants determined in accordance with §§ 40.06 (1)(d) and 40.02 (48), Wis. Stats.

WHEREAS, § 40.02(48), Wis. Stats. lists specific positions that typically qualify as protective occupation participants, and jailer is not among the positions listed.

WHEREAS, The standard an employer must use in determining whether an employee should be classified and reported as a WRS protective occupation participant is set forth in § 40.02(48)(a), Wis. Stats. An employer may not classify an employee as a protective occupation participant without first making a determination that their principle duties:

- Involve active law enforcement;
- Require frequent exposure to a high degree of danger or peril; and
- Require a high degree of physical conditioning.

The Wisconsin Department of Employee Trust Funds ("ETF") Board and reviewing courts have: a) interpreted: "principal duties" to require that 51% or more of the employee's time be spent in active law enforcement; b) interpreted "active law enforcement" as being actively, currently and directly involved in detecting and preventing crime, and enforcing laws or ordinances of the participating employer; and c) consistently classified jailers as 'general' and not 'protective occupation' participants for WRS purposes.

WHEREAS, the Corporation Counsel, Human Resources Director and County Administrator have opined that no Door County Security Deputy, Security Sergeant, Court Security/Transport Deputy or Jail Lieutenant meets the requirements for being considered a protective occupation participant.

WHEREAS, After consideration of the foregoing, it has been determined that the proper classification of each Door County Security Deputy, Security Sergeant, Court Security/Transport Deputy, and Jail Lieutenant is that of 'general' and not 'protective occupation' participant for WRS Purposes.

NOW, THEREFORE, BE IT RESOLVED, By the Door County Board of Supervisors that the proper classification of each Door County Security Deputy, Security Sergeant, Court Security/Transport Deputy, and Jail Lieutenant is that of 'general' and not 'protective occupation' participant for WRS Purposes and that the Wisconsin DETF will be notified of the same consistent with § 40.06(1)(d), Wis. Stats.

SUBMITTED BY: ADMINISTRATIVE COMMITTEE

David Lienau, Chair_____
Susan Kohout_____
Ken Fisher_____
John Neinas_____
Dan Austad_____
Nancy Robillard_____
Joel Gunnlaugsson

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: Comprehensive Community Support Program Case Manager

Position Status: ☒ Currently vacant ☐ Will be vacant Date Vacant: 8-31-18

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

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

Discuss turnover with the department in the previous 18-24 months: Decreased over previous years

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

Name of Current / Most Recent Incumbent: Cari Wild

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 9-5-18

Financial Information:

Salary Range: H \$22.56 - 29.65 Is the Position Budgeted: ☒ Yes ☐ No

Funding Source: ☐ Levy % _____ ☐ Grant Funded % _____ ☒ Other Revenue generated through billing % 100

☐ Fiscal Impact, from Finance Department, completed and attached


HR TO COMPLETE:

EEO 02- Professionals FLSA Status Exempt

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

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

Approvals:

County Administrator  Date 9-5-2018

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 – Comprehensive Community Services

Job Title	Case Manager-Comprehensive Community Services	Last Revision	8/9/2018
Department	Human Services	HR Reviewed	
Division	Behavioral Health/CCS	Employee Group	General Municipal Employee
Report To	Comprehensive Community Services Program Manager	FLSA Status	Exempt
Pay Grade	H	EEO Code	02 – Professionals

General Summary

This advanced position is responsible for a wide range of individualized, client centered, and trauma-informed case management and service facilitation services to individuals across the lifespan affected by mental health and/or substance use problems and to children involved in multiple systems of care. The case manager performs intake functions and screens individuals presenting to the county system for services. The case manager provides assessment, resource development and coordination of services; conducts ongoing monitoring of strengths, needs, and goals; facilitates team meetings; and works with consumers and their teams to develop recovery-focused treatment plans to help individuals receive the most appropriate level of support to achieve their goals.

Duties and Responsibilities

Essential Job Functions

1. Develops and maintains knowledge of specific program requirements set forth by Wis. Stats. related to Comprehensive Community Services, Coordinated Services Teams and related programs and services.
2. Conducts necessary screenings and assessments, including AODA/Mental Health functional screen and child functional screens (state screen certified) to determine all program eligibility; completes other state required program documents and tools as assigned.
3. Identifies needs and strengths, and conducts individual assessments regarding the nature of a client's abilities, disabilities and potential for maximized community and family living.
4. Facilitates team meetings with consumers, providers, family members and other informal supports to develop, implement, and monitor person-centered, recovery-focused treatment plans.
5. Assists clients and families to obtain all available resources (financial, social, remedial) to enable clients to reach established goals and objectives.
6. Monitors, reviews and provides follow-up consultation to ensure client needs are being met.
7. Procures and authorizes services to be delivered by service providers. Monitors the quality and quantity of purchased services to ensure they are consistent with the individual's goals set forth on the treatment plan and in compliance with authorized hours. Follows up with the provider in a timely manner when adjustments are needed.
8. Prepares and maintains treatment plans and individual progress notes for each assigned client in an electronic record system.
9. Prepares state and federally mandated reports regarding individuals on caseload related to case management functions.
10. Advocates on behalf of clients to ensure needs are met and client rights are protected, enhancing natural supports to the greatest extent possible.
11. Conducts and/or participates in community awareness, education, resource development, and option exploration activities.

County of Door

Case Manager – Comprehensive Community Services

General Job Functions

1. Participates in continuing appropriate professional training.
2. Provides regular supportive contacts with the service providers, team members, and other community partners.
3. Participates in weekly team meetings to review client/clinical supervision issues and receive division program updates.
4. Strictly follows federal and state laws and regulations, county and departmental policies and procedures in regard to privacy, security and confidentiality of individuals' personal and health information.

Requirements

Training and Experience

1. Minimum of Bachelor's degree in Social Work, Psychology, Sociology, Special Education, Human Development or related degree.
2. Two (2) years demonstrated experience working with individuals with behavioral health issues strongly preferred.
3. Current valid Wisconsin driver's license required and access to a reliable standard automobile.

Knowledge, Skills, and Abilities Required

1. Ability to conduct a comprehensive individual assessment, develop individual service plans and activities, and work creatively and independently.
2. Ability to listen carefully, communicate respectfully and engage in conflict resolution and problem-solving.
3. Ability to read, comprehend, and communicate, both orally and in writing, as well as effectively administer program requirements by written and oral communications.
4. Ability to perform basic mathematical calculations; ability to compare invoices to authorizations and service notes and resolve discrepancies.
5. Ability to use tact and courtesy in maintaining an effective working relationship with clients, department employees, county supervisors, county officials, and the general public.
6. Ability to prioritize multiple tasks in an organized, efficient manner.
7. Required to complete 40 hours of state-mandated CCS training within 3 months of hire.
8. Required to complete training and pass Department of Health Services exams to become certified as a functional screener and Child & Adolescent Needs Assessment (CANS) assessor within three months of hire.

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).

County of Door

Case Manager – Comprehensive Community Services

Very frequent face to face and over the telephone oral communication with clients, their families and the public. Sitting and standing are required 100% of the time spent on the job. Occasional climbing of stairs.

Work includes driving vehicle to visit clients in their homes and other community settings; interacting with and observing actions of clients to assess needs. Occasional pushing of clients in wheel chairs (20-40 lbs.). Frequent writing or typing of case notes.

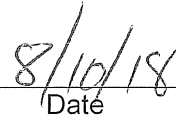
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

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

Approvals:



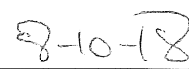
 Joseph A. Krebsbach, Human Services Director



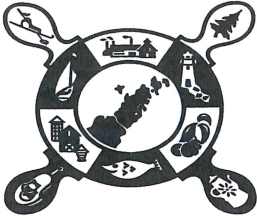
 Date



 Kelly A. Hendee, Human Services Director



 Date



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

August 15, 2018

Helen Bacon
Human Services Board Chair
421 Nebraska St.
Sturgeon Bay, WI 54235

RE: Completion on Introductory Period
Employee Name: Donna Altepeter
Position: Behavioral Health Program Manager
Start Date: March 12, 2018

As of September 12, Donna Altepeter will have successfully completed her introductory period as Behavioral Health Program Manager in the Human Services Department. Donna has completed all orientation and introductory training required of her position. She is meeting or exceeding all expectations of the Behavioral Health Manager position and is performing assigned duties and responsibilities at a high level.

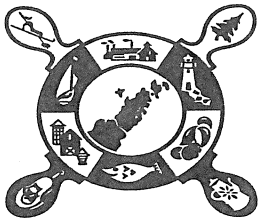
Donna exhibits excellent clinical skills and provides strong supervision, support, and direction to her team. She has brought a sense of calm and stability to the division. In her management role, she has demonstrated a solid grasp on the program areas she oversees and has already implemented several changes in policies and procedures to facilitate effective clinic and program operations.

Donna is a great addition to our Behavioral Health team and our management team, having quickly earned the respect, trust, and admiration of her colleagues. We are very fortunate to have Donna in the Department. Without hesitation, I recommend that she move to regular employment status effective September 12, 2018.

Sincerely,

Cori McFarlane
Deputy Director

Cc: Joe Krebsbach, Human Services Director
Kelly Hendee, Human Resources Director



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

September 4, 2018

Helen Bacon
Human Services Board Chair
421 Nebraska St.
Sturgeon Bay, WI 54235

RE: Completion on Introductory Period
Employee Name: Beth Chisholm
Position: Behavioral Health Program Manager
Start Date: March 26, 2018

On September 26, Beth Chisholm will have successfully completed her introductory period as Children's Services Program Manager in the Human Services Department. Beth has completely all orientation and introductory training required of her position. She is meeting or exceeding all expectations of the position, and I could not be more pleased with how she has managed the transition to this role.

Beth was well known to the Department of Human Services, having served many years as a Child Protection Social Worker before being selected for this management position. We knew Beth had natural leadership ability, but she has surpassed expectations with how smoothly she has made the shift to manager/supervisor and how easily she has fit in with her new team in an entirely different program area in children's long term support. In her first 6 months, Beth has helped us to reorganize the division, transition caseloads, and made many positive contributions in the areas of quality assurance, policy and procedure development, and preparation for an upcoming state on-site review.

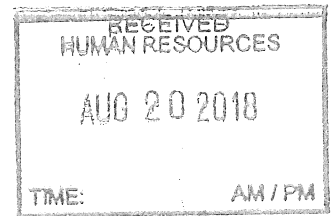
I wholeheartedly recommend that Beth move to regular employment status effective September 26, 2018.

Sincerely,

Cori McFarlane
Deputy Director

Cc: Joe Krebsbach, Human Services Director
Kelly Hendee, Human Resources Director

August 16th, 2018



To Jamie Cole and Human Resources:

I would like to notify you after LONG consideration, due to having been offered a full time internship in order to complete my LPC, it is with regret I need to resign from my current position to be effective August 31st.

I thank you for the opportunity I have had here at Door County, but feel for my health and future advancement in my career this is necessary.

Thank you

Cari Wild

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

SUBJECT: Monthly Personnel Transactions
September 2018 Report

[illegible]

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

**HUMAN RESOURCES DEPARTMENT
VOUCHER LISTING: Sept. 2018**

Acct No.	Vendor	Description	Prepaid	Amount
52121	Diversified Benefit Services	Administrative Services	Y	\$ 553.50
55107	WI Document Imaging	August Copies	Y	\$ 189.25
53106	Staples	Office Supplies	Y	\$ 54.80
21210-21250	Minnesota Life Insurance	October Life Insurance Premiums	Y	\$ 10,119.40
52403	Peninsula Pulse	Advertising - Open Positions	Y	\$ 208.02
				\$ 11,124.97

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

Date: _____

David Lienau, Chairman
Administrative Committee

CHILD SUPPORT OFFICE VOUCHERS
SEPTEMBER 2018 Administrative Services Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52412	DDC DNA DIAGNOSTICS	PATERNITY BLOOD TESTS	\$511.00	
52302	MARQUETTE CO SHERIFF	SERVICE CONTRACT	\$48.24	
52302	METRO LEGAL SERVICES	SERVICE CONTRACT	\$65.00	
52302	ONEIDA COUNTY SHERIFF	SERVICE CONTRACT	\$55.00	
53106	STAPLES ADVANTAGE	OFFICE SUPPLIES	\$124.71	
	PRE-PAID			
52302	DOOR COUNTY SHERIFF	SERVICE CONTRACT	\$65.00	JE
9776	ELAN	MILEAGE, MEALS, LODGING		\$82.00
54101	WCSEA	CONFERENCE FEES & TRAINING		\$600.00
TOTAL:			\$1,550.95	

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

Date: _____

Chairman
Administrative Services Committee

Door County

Accounts Payable by G/L Distribution Report

G/L Date Range 08/16/18 - 09/04/18

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 25 - Court Systems										
Sub-Department 1340 - Clerk of Courts										
Account 52101 - Professional Services										
8947 - STEPHEN P JOHNSON ATTY	2018-00000292	Court Appointed Attorney Fees	Paid by Check # 660284		08/17/2018	08/17/2018	08/17/2018		08/23/2018	664.50
9492 - THE LAW OFFICE OF JAMES R.E. SMITH, S.C.	2018-00000312	Court Appointed Attorney Fees	Paid by Check # 660560		08/31/2018	08/31/2018	09/04/2018		09/05/2018	1,205.75
Account 52101 - Professional Services Totals									Invoice Transactions 2	<u>\$1,870.25</u>
Account 52130 - PS-Guardian Ad Litem										
14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY	2018-00000291	Court Appointed Attorney Fees	Paid by Check # 660277		08/17/2018	08/17/2018	08/17/2018		08/23/2018	455.00
15303 - NINA MARTEL SC	2018-00000293	GAL Fees	Paid by Check # 660278		08/17/2018	08/17/2018	08/17/2018		08/23/2018	7.00
9682 - PINKERT LAW FIRM LLP	2018-00000295	Court Appointed GAL Fees	Paid by Check # 660279		08/17/2018	08/17/2018	08/17/2018		08/23/2018	21.00
9332 - SCHAEFER LAW FIRM, S.C.	2018-00000297	Court Appointed GAL Fees	Paid by Check # 660282		08/17/2018	08/17/2018	08/17/2018		08/23/2018	294.00
15303 - NINA MARTEL SC	2018-00000311	Court Appointed GAL Fees	Paid by Check # 660558		08/31/2018	08/31/2018	09/04/2018		09/05/2018	1,001.00
Account 52130 - PS-Guardian Ad Litem Totals									Invoice Transactions 5	<u>\$1,778.00</u>
Account 52425 - Interpreter Services										
21327 - PROFESSIONAL INTERPRETING ENTE	2018-00000294	Interpreter Fees	Paid by Check # 660280		08/17/2018	08/17/2018	08/17/2018		08/23/2018	560.00
18535 - REME BASHI	2018-00000290	Interpreter Fees	Paid by Check # 660281		08/17/2018	08/17/2018	08/17/2018		08/23/2018	444.36
15825 - SUSAN G RASCON	2018-00000296	Interpreter Fees	Paid by Check # 660285		08/17/2018	08/17/2018	08/17/2018		08/23/2018	293.84
13733 - SWITS, LLC	2018-00000313	Interpreter Services	Paid by Check # 660559		08/31/2018	08/31/2018	09/04/2018		09/05/2018	245.50
Account 52425 - Interpreter Services Totals									Invoice Transactions 4	<u>\$1,543.70</u>
Account 53106 - Office Supplies										
15069 - STAPLES ADVANTAGE	2018-00000298	Office Supplies	Paid by Check # 660283		08/17/2018	08/17/2018	08/17/2018		08/23/2018	17.36
Account 53106 - Office Supplies Totals									Invoice Transactions 1	<u>\$17.36</u>
Account 54101 - Conference Fees & Trainin										
691 - WCCCA	2018-00000314	COC Fall Conference Registration	Paid by Check # 660561		08/31/2018	08/31/2018	09/04/2018		09/05/2018	85.00
Account 54101 - Conference Fees & Trainin Totals									Invoice Transactions 1	<u>\$85.00</u>
Sub-Department 1340 - Clerk of Courts Totals									Invoice Transactions 13	<u>\$5,294.31</u>
Department 25 - Court Systems Totals									Invoice Transactions 13	<u>\$5,294.31</u>
Fund 100 - General Fund Totals									Invoice Transactions 13	<u>\$5,294.31</u>
Grand Totals									Invoice Transactions 13	<u>\$5,294.31</u>

* = Prior Fiscal Year Activity

VOUCHER

STATE OF WISCONSIN

Door County

VENDOR # _____

11

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

VENDOR NAME: Month of August 2018

VENDOR Name: 2017TR000912 City Sturgeon Bay vs. Curtis P. Wynveen

VENDOR Name: _____

VENDOR Name: _____

Submitted By:

Approved by: Department Head:

Connie De Fere

Approved by: Committee Chair:

☐ Added to Voucher Listing

☐ Voucher Listing Signed / Approved

☐ Hold For Approval / Documentation
After Processing

PAID BY

CHECK # _____

Date _____

Paid _____

Fund	Dept	Sub Dept	Account Number	Description	Qty	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
				2017CV000912 City of St. Bay vs. Curtis Paul Wynveen					
100	25	1341	52407	Jurors 2 day trial with Judge Weber			\$ 1,219.22	08/22/2018	COC
VOUCHER TOTAL →							\$1,219.22	← VOUCHER TOTAL	

CORPORATION COUNSEL OFFICE
September Committee Meeting
2018 Vouchers

Fund-Dept-Sub-Acct.	Vendor	Description	Amount
100-06-1161-52158			
	Boerner Consulting, LLC	Professional Services	\$1,512.50
100-34-5202-52101			
	Cardmember Service	Lodging at Alpine Resort for cave mapping experts	\$476.00
100-21102			
100-14-1107-52101	PROFESSIONAL		
100-14-1107-52105	LITIGATION		
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	Office Supplies - August Order	\$54.24
	Staples	Office Supplies - September Order	\$60.16
100-14-1107-53131	LEGAL RESEARCH		
	Gannett WI Media	Door County Advocate Subscription	\$56.35
	State Bar of Wisconsin	Wisconsin Judicial Benchmark vol. V: Probate, Guardianship, and Mental Health - 2018-19 Supplement	\$72.81
	State Bar of Wisconsin	WI Guide to Citation Ed 9-Rev (FY19)	\$60.81
	State Bar of Wisconsin	WI Judicial Benchbook: Probate Ed 5-S1 (FY19)	\$72.81
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	2018 Bill for Mediation Services #8-2018	\$905.00
100-14-1350-53109	LAW LIBRARY		
100-14-1107-55107	LEASED PRINTING		
		TOTAL:	\$3,270.68

DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS SEPTEMBER MEETING VOUCHERS

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	September Interagency Fee - Brown County Medical Examiner	\$8,902.25	X
100.06.1161.52159	Somerville Architects Engineers	Project 6753 Government Center Space Needs Study - Building Plan Revisions	\$1,762.16	X
100.11.1101.52433	Town of Sevastopol	08/28/2018 Recording / DVD's	\$323.00	X
100.11.1101.54115	Laddie Chapman	Computer consulting, extracting video + thumb drive	\$25.00	X
County Administrator Vouchers:				
100.49.1115.54120	Cardmember Service	8/7/18 Working Lunch - Negotiating Group	\$17.83	X
100.49.1115.54101	Cardmember Service	Registration for WCA Annual Conf.	\$175.00	X
TOTAL:			\$11,205.24	

VOUCHER

STATE OF WISCONSIN

Door County

Submitted By:

J.LAU 8-22-18

Approved by: Department Head:

Fun ni leu

Approved by: Committee Chair:

VENDOR # 18426

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

VENDOR NAME: ELIZABETH ROSSBERG

VENDOR ADDRESS: _____

VENDOR ADDRESS: _____

VENDOR ADDRESS: _____

☐ Added to Voucher Listing

PAID BY
CHECK # _____

Date _____
Paid _____

☐ Voucher Listing Signed / Approved

Meeting Date _____

☐ Hold For Approval / Documentation
After Processing

Fund	Dept	Sub Dept	Account Number	Description	Qnty	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
100	10	1110	52104	BRD OF CANVASSERS 8-14-18 Election	3	25.0	\$75.00		
100	10	1110	52104	MILEAGE-3.6 MILES		.545	\$1.96		
VOUCHER TOTAL →						\$ 76.96	←	VOUCHER TOTAL	

VOUCHER

STATE OF WISCONSIN

Door County

VENDOR # 12930

223

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

VENDOR NAME: JANE PLUFF

VENDOR ADDRESS: _____

VENDOR ADDRESS: _____

VENDOR ADDRESS: _____

Submitted By:

J.LAU 8-22-18

Approved by: Department Head:

Approved by: Committee Chair:

☐ Added to Voucher Listing

PAID BY

CHECK # _____

Date _____

Paid _____

☐ Voucher Listing Signed / Approved

Meeting Date _____

☐ Hold For Approval / Documentation
After Processing

Fund	Dept	Sub Dept	Account Number	Description	Qnty	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
100	10	1110	52104	BRD OF CANVASSERS 8-14-18 Election	3	25.00	\$75.00		
100	10	1110	52104	MILEAGE	50	.545	\$27.25		
VOUCHER TOTAL							\$ 102.25		VOUCHER TOTAL

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

Acct No.	Vendor	Description	Amount
52408	Chippewa County Sheriff	Process Service Fees	\$26.00
52414	Fond Du Lac County Clerk	Investigative Expense	\$6.25
52408	Patrick L. Zelzer & Assoc	Process Service Fees	\$325.00
52408	Portage County Sheriff	Process Service Fees	\$60.00
TOTAL:			\$417.25

VETERANS SERVICE OFFICE VOUCHERS
August 31st, 2018 Administrative Committee Meeting

Acct No.	Vendor	Description	Amount
58129	Door-Tran, Inc.	Meal Reimbursements	\$14.30
58129	James Parsons, CPA	Veteran Benefit Accounting Assistance	\$75.00
55107	Wisconsin Document Imaging	Copy Machine Monthly Bill	\$132.04
58129	Wisconsin Public Service	Electric Bill for Needy Veteran	\$500.00
54102.273	Bill Erickson, WSACVSC	Veterans Service Cmsn. Dues & Registration	\$60.00
53106	ACCO Brands Direct	2018 Calendar	\$17.69
52206	Cellcom	Monthly Cellcom Charges	\$175.00
53106	Staples Advantage	Office Supplies	\$36.74
58129	Gannett Wisconsin Media	Door County Advocate Subscription	\$56.35
TOTAL:			\$1,067.12

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

Date: _____

David Lienau, Chairman
Administrative Committee