

Notice of Public Meeting
Tuesday, October 16, 2018
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 September 18, 2018 Regular Administrative Committee Meeting and the September 18, 2018 Joint Administrative & Finance Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
 - ◆ **Child Support**
 - ◆ 2018 Federal Fiscal Year Performance
 - ◆ **County Administrator**
 - ◆ FYI: Out of State Travel: Anna Deutsch, November 4-17, 2018, Chiang Mai, Thailand
 - ◆ **Corporation Counsel**
 - ◆ §767.405, Wis. Stats. Family Court Mediation Services – Review of Proposals and Award of Contract
 - ◆ Resolution 2018-__ §48.09 Wis. Stats Designation Applicable to §48.977 Wis. Stats. Guardianships
 - ◆ A Day-in-the-Life-of the Assistant Corporation Counsel
 - ◆ **Human Resources**
 - ◆ Completion of Introductory Period – Julie Grondin – Children & Family Aide
 - ◆ Completion of Introductory Period – Andrew Schwark – Maintenance Tech
 - ◆ FYI: Letter of Retirement – James Werner – Sheriff's Dept.
 - ◆ FYI: Letter of Resignation – McKenzie Erickson – 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 Administrative Committee Meeting – November 12, 2018 – 9:00 a.m.
9. **Meeting Per Diem Code**
10. **Adjourn**

Deviation from order shown may occur

MINUTES
Tuesday, September 18, 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, September 18, 2018 Administrative Committee Meeting was called to order at 9:41 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: Supervisor David Englebert, Supervisor Laura Vlies-Wotachek, Supervisor Bob Bultman, Supervisor Linda Wait, Administrator Ken Pabich, Finance Director Mark Janiak, CC Grant Thomas, HR Director Kelly Hendee, Assistant Finance Director Steve Wipperfurth, Sheriff Steve Delarwelle, Jail Lt. Tammy Sternard, Door County Sheriff Deputies, Human Services Director Joe Krebsbach, Veterans Services Officer Scott McFarlane, 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 Kohout to approve the agenda. Motion carried by unanimous voice vote.

Approve Minutes of August 21, 2018 Regular Administrative Committee Meeting

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

Correspondence

- A packet of information related to the reclassification of the jailers and other positions was delivered to each County Board Supervisor by Sheriff Department Staff.
- TJ Parins distributed information to committee members related to the reclassification of the jailers and other positions specific to Oconto County.

Public Comment

- TJ Parins, Door County Deputy Sheriff's Association, asked committee members to review the packet of information which was distributed to them. Specifically asked members to review case law. Addressed the Court Security Officers included in the resolution – believes the position needs to be removed from the resolution due to their work related to, arrests, enforcement and the carrying of a weapon. Also requested the Jail Lieutenant be removed from the resolution as this is a position assigned by the Sheriff. Commented regarding disability pay available to protected vs. general municipal employees.

Old Business

New Business (Review / Action)

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.

Motion by Austad, seconded by Neinas to send the draft resolution to the County Board with no recommendation from the Administrative Committee. Motion carried by unanimous voice vote.

Review and Recommendation re: Administrative Oversight Department Budgets for 2019:

Administrator Pabich reviewed the highlights of each department's budget.

Overall budget increases of approximately 2% are related to wages.

Child Support

5.8% increase; due to decrease in collectable revenue.

Court Systems

5.45% increase; due to decrease in collectable revenue.

District Attorney

7.07% increase; due to decrease in collectable revenue.

County Administrator

3.23% increase; related to wages/salaries.

County Clerk

3.57% decrease; related to election cycle.

County Board

10.17% increase; related to conference expenses, meeting per diems, and years of service of employees. Discussion regarding years of service of employees expenses to a different department and/or renaming the line item. Review of Jingdezhen Sister City budget.

Corporation Counsel

3.09% increase; related to wages/salaries.

Human Resources

1.32% increase; related to wages/salaries.

Medical Examiner

No change from 2018.

Veterans Service Office

1.92% increase; related to wages/salaries

Administrator Pabich noted there is no area of major concern. All budgets were well prepared. Overall increase in total budget is 6.12%. Items to note Facilities and Parks increase in Non-CIP projects and Technology Services increase in licensing fees. The 2019 budget puts the County in a good position however the County will need to begin to evaluate services. Refinancing of the debt, and not filling positions within departments all have added up but won't be enough. Consolidations and adjustments have been made in the County. Administrator Pabich noted the 2019 budget allows the Maintenance Repair Reserve and Technology Services Reserve to have significant contributions in order to establish the funds. The allowable levy cannot fund the natural growth of the County going forward. In 2020 the budget will be tight with the years following getting harder and harder.

Motion by Austad, seconded by Fisher to approve the budgets as presented and send the budgets back to the Finance Committee. Motion carried by unanimous voice vote.

Corporation Counsel**Motion to Reopen Judgment \$75.521, Wis. Stats. Judgment – Decision – Door County Case #2016-GF-03**

Information included in the meeting packet was reviewed. CC Thomas explained a procedural error was brought to the County's attention by Ms. Rove's attorney. If the County accepts Judge Ehlers decision the County must pay Ms. Rove \$20,000. The County sold the property for \$54,000; the taxes and expenses were \$16,000; profit of \$38,000. The County could also appeal the decision and if successful the judgement would be voided; the \$54,000 would be returned to the people that purchased the property in 2016 and the In Rem proceeding would commence again. The house that was sold was deemed inhabitable and currently no one resides in it. CC Thomas is leaning towards accepting the Judges recommendation but will meet with County Treasurer Zahn and bring the issue before the Finance Committee and then send on to County Board.

Resolution Urging the State of Wisconsin to Increase Compensation for Defense Counsel Assigned by the State Public Defender (Referral from Legislative Committee)

CC Thomas reviewed the resolution included in the meeting packet. The purpose of the resolution is to get the State to even-up the rates they pay.

Motion by Robillard, seconded by Kohout to approve the resolution and forward it on to County Board. Motion carried by unanimous voice vote.

Resolution 2018-_____ In Support of Increased Child Support Funding

CC Thomas reviewed the draft resolution included in the meeting packet. We are going into the twelve year without an increase in funding.

Motion by Kohout, seconded by Robillard to approve the resolution and forward it on to County Board. Motion carried by unanimous voice vote.

Status Update - Collective Bargaining - Public Safety Employees

CC Thomas explained the County has the initial proposals drafted which are currently being reviewed internally.

Human Resources

Request to Refill – Case Manager Comprehensive Community Services – Human Services

HR Director Hendee explained the vacancy is due to a resignation.

Motion by Fisher, seconded by Gunnlaugsson to approve the request to refill the Case Manager Comprehensive Community Services position. Motion carried by unanimous voice vote.

Completion of Introductory Period – Donna Altepeter – Behavioral Health Program Manager

Completion of Introductory Period – Beth Chisholm – Children’s Services Program Manager
FYI.

FYI: Letter of Resignation – Cari Wild – Human Services

FYI.

Personnel Transactions

Reviewed.

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

Nothing as of this meeting.

Vouchers, Claims and Bills

Reviewed.

Next Meeting Date(s)

Regular Meeting – October 16, 2018 – 9:00 a.m.

Meeting Per Diem Code

819.

Adjourn

Motion by Fisher, seconded by Gunnlaugsson to adjourn. Time: 10:47 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

| | | |
|--|--|--|
| <p style="text-align: center;">MINUTES</p> <p style="text-align: center;">Tuesday, September 18, 2018</p> | <p style="text-align: center;">JOINT ADMINISTRATIVE COMMITTEE & FINANCE COMMITTEE MEETING</p> | <p style="text-align: center;"><i>Door County Government Center Chambers Room, 1st floor 421 Nebraska Street, Sturgeon Bay, WI</i></p> |
| <p><i>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</i></p> | | |

Call Meeting to Order

The Tuesday, September 18, 2018 joint meeting of the Administrative Committee and Finance Committee was called to order by Chairman David Lienau at 9:01 a.m.

Establish a Quorum ~ Roll Call

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

Finance Committee members present: Kathy Schultz, Nancy Robillard, Laura Vlies Wotachek, Susan Kohout, and David Englebert. Richard Virlee was excused. David Enigl was absent.

Others present: Administrator Ken Pabich, CC Grant Thomas, Finance Director Mark Janiak, HR Director Kelly Hendee, Assistant Finance Director Steve Wipperfurth, Human Services Director Joe Krebsbach, County Clerk Jill Lau, Media Rep Peter Devlin, and public.

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

Adopt Agenda / Properly Noticed

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

Public Comment

No one from the public participated.

New Business (Review / Action)

Resolution 2018-__ New Position(s), Reclassifications and Change in Hours

Administrator Pabich reviewed the requests and recommendations.

DA request to move from .8 to FTE equivalent Administrative Assistant; recommended approval by Administrator; fiscal impact reviewed.

Human Services – reclassification request for WI Home Energy Assistance Program position and Support Specialist position – reviewed by consultant; no change recommended.

Human Services/ADRC - .5 to 1 FTE cook; increase LTE hours at ADRC; both recommended by Administrator. 1 FTE Transportation position (previously approved and included in the 2019 budget).

Human Services – 1 FTE Psychiatrist; recommended approval by Administrator. 1 FTE Childrens Long-Term Care Case Manager – not recommended by Administrator. 1 FTE Comprehensive Community Services Case Manager; not recommended by Administrator. Attempting to control the growth and grow responsibly in terms of operations.

Library – Archives Researcher (related to Archives through the Museum); funded by the Museum Reserve account for 1 year; recommend approval by Administrator.

Sheriff Department – 1 FTE Case Manager LTE; approved and included in the budget; funded partially through a grant and increased jail bed stays.

Part-time pay rate requests reviewed and include:

Emergency Services Paramedic and EMT-Basic; no change recommended by Administrator. Will relook at this next year.

Highway & Parks Season Class I-IV; no change recommended by Administrator. Will increase marketing to attract applicants. Security Class V added and recommended by Administrator. Stand-by Bridgetender increase by \$.75; no change recommended by Administrator.

Museum Director and Curator 3% increase; recommended approval by Administrator.

Sheriff's Department Non-Sworn, Sworn Deputies, Reserve Coordinator (new class requested); no change or new class recommended by Administrator. Will work with Sheriff to further review the requests.

Total fiscal impact on recommended changes (\$19,550).

Motion by Schultz, seconded by Fisher to approve the changes and recommendations as presented and forward on to County Board. Motion carried by unanimous voice vote.

Resolution 2018-__ Part-time Pay Rates

Administrator Pabich reviewed the changes which include changes to stand-by Bridgetender and Museum Director and Assistant Curator.

Motion by Fisher, seconded by Robillard to approve the changes as recommended. Motion carried by unanimous voice vote.

Resolution 2018-__ Transfer of Non-Budgeted Funds - Recruitment and Retention of Psychiatrist

Administrator Pabich explained the County has tried unsuccessfully to recruit a psychiatrist for the past year and one half. The County is currently in talks with a potential candidate; if the talks end the County is looking to hire a recruiter to fill the position. Estimated costs for the recruiter are \$26,000 plus expenses. The current Psychiatrist is behind in workload. Current new patient appointments are out until the end of December.

Motion by Kohout, seconded by Fisher to approve the transfer of non-budget funds to recruit and retain a psychiatrist. Motion carried by unanimous voice vote.

Adjourn

The per diem code is 243/918.

Motion by Fisher, seconded by Robillard to adjourn. Time: 9:33 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, Door County Clerk



County of Door CHILD SUPPORT AGENCY

Justice Center
1211 S. Duluth Avenue
Sturgeon Bay, WI 54235

Rodney W. Dequaine

Director / Attorney
(920) 746-2231
rdequaine@co.door.wi.us

To: Members of the Administrative Committee
County Administrator Ken Pabich

From: Rodney Dequaine, Door County CSA

Re: 2018 Federal Fiscal Year Performance

Date: October 10, 2018

The performance figures are out for the federal fiscal year ending September 30, 2018. Door County CSA performance was as follows:

| | 2018 | Incr./Dcr. From 2017 | Fed. Std. |
|----------------------|---------|-------------------------|-----------|
| Court Order Rate: | 94.89% | +2.27% | 80% |
| Paternity Rate: | 109.94% | +9.09% | 90% |
| Current Support: | 82.41% | -0.12% | 80% |
| Arrears Collections: | 82.92% | +2.68% | 80% |

We had the second largest increase in Arrears collections among counties already collecting at 80%+; meeting all four measures is a great accomplishment!

To give credit where it is due - Jim, Cathy, Becky, Amy and Courtney in the CSA (and Asst. Corp. Counsel Karyn Behling) – THANK YOU for the tremendous effort you put forth to establish and collect for the people of Door County and the State of Wisconsin!

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

(2016-03 Update)

Department: → UW-Extension ← enter Department name

Employee: Anna Deutsch ← enter employee name

Title / position: Agriculture Educator ← enter title / position

Purpose (identified): → Professional Development ← Identify training

Dates: November 4 - 17, 2018 ← enter dates of training

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

Choose all that apply:

Type: ☐ Mandatory ☒ Discretionary ☐ Personal

Certified: ☐ State ☐ Agency ☐ Continuing Education

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

Destination: → Chiang Mai, Thailand ← enter city, state

Dates of travel: November 3-5th and 16-18th ← enter dates of travel

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

County Vehicle available: ☐ Yes ☐ No

Time: _____ hours 30 ← enter travel hours

Miles: (round trip) estimated miles: 370 miles driving ← enter est miles **Round Trip**

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

Exempt ☒ Check here if Exempt

of hours in Training / Conference: _____ ☐ Regular Hours ☐ Overtime

of Hours of Travel: _____ ☐ Regular Hours ☐ Overtime

Costs: (known / anticipated)

| | Qty | Cost | Extended |
|--|------------|-----------|--------------------|
| Mileage: enter total mileage ---> | <u>370</u> | | |
| enter reimbursable mileage ---> | <u>370</u> | \$ 0.540 | \$ 199.80 |
| Airfare: enter # of airfares & cost if app ---> | <u>1</u> | \$ 922.30 | \$ 922.30 |
| Rental car: enter # of days & rental cost if app ---> | | \$ - | \$ - |
| Lodging: enter # of nights & cost per night ---> | <u>12</u> | \$ 5.00 | \$ 60.00 |
| Meals: Breakfast: enter # of breakfasts ---> | | \$ 8.00 | \$ - |
| Lunch: enter # of lunches ---> | | \$ 10.00 | \$ - |
| Dinner: enter # of dinners ---> | | \$ 17.00 | \$ - |
| Registration fees: enter # of registration fees & cost each ---> | | \$ - | \$ - |
| Other (detail): <u>Bus from Madison to O'Hare</u> enter # & cost --> | <u>61</u> | \$ - | \$ - |
| | | | \$ 1,182.10 |

Charge to account numbers

Budgeted training item: # 100.26111.2126

Miles / meals /lodging: # 100.26111.2126

Grant provided by: _____

Authorization

[Signature]
Department / Program Director

[Signature]
County Administrator

Administrative Committee (out-of-state requests only)

10/4/18
Date

10-4-18
Date

Date



DOOR COUNTY

| 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 additional fiscal implication with the adoption of this resolution. 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 23rd day of October, 2018 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

Resolution No. 2018-____

§48.09, Wis. Stats. Designation (Applicable to §48.977, Wis. Stats. Guardianships)

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, Pursuant to §48.09, Wis. Stats., the district attorney
2 represents the interest of the public in any matter arising under §48.977,
3 Wis. Stats.; and

4 **WHEREAS**, The county board may transfer this responsibility and
5 authority to the corporation counsel as provided in §48.09, Wis. Stats.; and

6 **WHEREAS**, It is deemed appropriate to designate the corporation
7 counsel as the person to represent the interests of the public in
8 proceedings arising under §48.977, Wis. Stats.

9 **NOW, THEREFORE, BE IT RESOLVED**, By the Door County Board
10 of Supervisors that the corporation counsel is designated as the person
11 responsible to represent the interests of the public in proceedings arising
12 under §48.977, Wis. Stats.

13 **BE IT FURTHER RESOLVED**, That this designation shall be effective
14 on September 1, 2019, consistent with §48.09, Wis. Stats.

15 **BE IT FURTHER RESOLVED**, That the Wisconsin Department of
16 Administration shall be notified of this change not later than January 1,
17 2019.

SUBMITTED BY: ADMINISTRATIVE COMMITTEE

David Lienau, Chairman

Susan Kohout

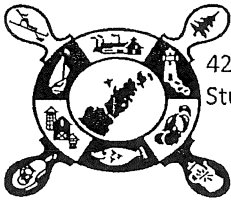
Ken Fisher

John Neinas

Dan Austad

Nancy Robillard

Joel Gunnlaugsson



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

09/05/2018

Human Resources

RE: Julie Grondin Probation period approval

Julie Grondin has been a positive and active employee since her start date. Julie has met all competency expectations to date. She continues to be a valuable member of the team. This manager recommends Julie move to permanent status as a Door County employee.

Sincerely,

Dori Goddard, MSW

CPS/JJ Manager

Door County Department of Human Services

County of Door



County of Door MAINTENANCE DEPARTMENT

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Wayne Spritka

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

MEMORANDUM

TO: Human Resources Director
Facilities and Parks Committee
Administrative Committee

FM: Wayne Spritka *W. J. Spritka*
Director Facilities and Parks

Subject: APPROVAL OF INTRODUCTORY PERIOD – ANDREW SCHWARK

DATE: September 17, 2018

On March 5th 2018 we hired Andrew Schwark to fill a full time Maintenance Technician position in the Door County Facilities and Parks Department. I would like to recommend to the Facilities and Parks Committee and Administrative Committee that we continue to employee Andrew as a regular full time employee.

Andrew has demonstrated a dedication to his craft and a willingness to learn new skills as witnessed by his outward drive to exceed standard expectations. Andrew has crossed trained within the Department and performed duties throughout the County's many properties not limited to Government Center, Community Center, all EMS Stations, and Highway Shop locations.

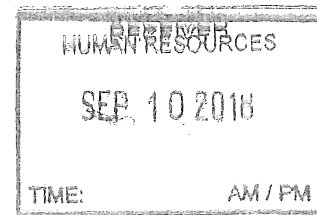
#

James P. Werner

10538 Melrose Road

Sister Bay, WI 54234

920-854-9485



September 10, 2018

Steven Delarwelle
Sheriff
Sheriff's Department
1201 South Duluth Avenue
Sturgeon Bay, WI 54235

RE: Intent to Retire

Dear Sheriff Delarwelle,

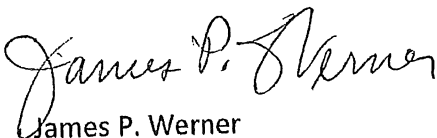
This letter is to inform you that I am retiring from my Deputy Sheriff position with the Door County Sheriff's Office. My last date of employment will be October 1, 2018.

I had not planned for a career in law enforcement, but I thank then-Sheriff Brann and then-Chief Deputy Bies for affording me that trust and honor. That was 1996. Over the many years that followed, I found that the jail suited me best. I worked for, and was given, many opportunities and duties which I embraced. Having had no law enforcement experience prior to this, I learned from all of those around me, both positive and negative.

I will miss working for the department and all that it stands for. We have built a reputable, proud, and respected agency. Mostly, I will miss the friends I have made and worked with, side by side, over the years. With the exception of a very slight few, I was able to have worked in the jail with most of our current staff – both of those who are currently in the jail and with those who once were and have since transferred to other divisions.

Needless to say, I am looking forward to retirement, as is my wife and our children and grandchildren. I will always have pride in having served as a Sheriff's Deputy.

Sincerely,


James P. Werner

**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

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

| | |
|-----------------|---------|
| HUMAN RESOURCES | |
| OCT 04 2018 | |
| TIME: | AM / PM |

Joseph Krebsbach, Director

1st Floor Fax: 920-746-2355

2nd Floor Fax: 920-746-2349

dhs@co.door.wi.us

10/04/2018

This is a formal notice that I will be putting in my two weeks-notice with the Department as of today, October 4th 2018, and my last day will be on October 18th, 2018.

Thank you,

A handwritten signature in black ink, reading "McKenzie Erickson". The signature is fluid and cursive, with the first name "McKenzie" being more prominent than the last name "Erickson".

McKenzie Erickson



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

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

TO: Administrative Committee
 FROM: Human Resources

 SUBJECT: Monthly Personnel Transactions
 October 2018 Report

| Date | Transaction * | Department | Name | | Position |
|----------|------------------|--------------------------------|----------|-------------|----------------------------|
| 9/17/18 | Hired | Soil & Water | James | Salscheider | LTE Conservationist |
| 9/24/18 | Terminated | Facilities & Parks | Mary | Green | Seasonal-Cleaning |
| 10/01/18 | Promotion | Finance | Steve | Wipperfurth | Finance Director |
| 10/01/18 | Retirement | Sheriff's Dept. | James | Werner | Security Deputy |
| 10/01/18 | Hired | Sheriff's Dept./Human Services | Kelsey | Christensen | Case Manager Diversion |
| 10/18/18 | Resignation | Human Services | McKenzie | Erickson | Social Worker |
| 10/22/18 | Hired | District Attorney | Laurie | Wilke | Administrative Assistant 2 |
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| 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: Oct. 2018**

| Acct No. | Vendor | Description | Prepaid | Amount |
|-------------|------------------------------|------------------------------------|---------|--------------|
| 52121 | Diversified Benefit Services | Administrative Services | Y | \$ 555.38 |
| 55107 | WI Document Imaging | September Copies | Y | \$ 95.56 |
| 54101 | Credit Card | Conference | Y | \$ 75.00 |
| 52149 | Credit Card | Wellness Gift Certificates | Y | \$ 100.00 |
| 52403 | Peninsula Pulse | Advertising open Positions | Y | \$ 81.34 |
| 21210-21250 | Minnesota Life | Life Insurance Premiums - November | Y | \$ 9,938.55 |
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| | | | | \$ 10,845.83 |

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
OCTOBER 2018 Administrative Services Committee Meeting

| Acct No. | Vendor | Description | Amount | Prepaid |
|----------|------------------------|--------------------------|----------|----------|
| 52402 | STAPLES ADVANTAGE | OFFICE SUPPLIES | \$365.04 | |
| 53109 | STATE BAR OF WISCONSIN | SUBSCRIPTION/PUBLICATION | \$65.53 | |
| 52302 | WISCONSIN DOCUMENT | SERVICE CONTRACT | \$182.68 | |
| | | | | |
| | PRE-PAID | | | |
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| 54102 | ELAN | MILEAGE, MEALS & LODGING | | \$185.10 |
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| | | | | |
| TOTAL: | | | \$798.35 | |

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

Date: _____

Chairman
Administrative Services Committee

VOUCHER

STATE OF WISCONSIN

Door County

VENDOR # _____

11

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

VENDOR NAME: Month of September 2018

VENDOR Name: 2017CF000112 State of WI vs Carl D Beckstrom

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 _____

[illegible]

Door County

Accounts Payable by G/L Distribution Report

Invoice Date Range 09/01/18 - 09/30/18

| 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 | | | | | | | | | | |
| 3629 - ERICKSON PRIBYL S.C. | 2018-00000320 | Court Appointed Attorney Fees | Paid by Check # 660708 | | 09/12/2018 | 09/14/2018 | 09/14/2018 | | 09/17/2018 | 777.80 |
| 8947 - STEPHEN P JOHNSON ATTY | 2018-00000321 | Court Appointed Attorney Fees | Paid by Check # 660711 | | 09/12/2018 | 09/14/2018 | 09/14/2018 | | 09/17/2018 | 796.25 |
| Account 52101 - Professional Services Totals | | | | | | | | | Invoice Transactions 2 | \$1,574.05 |
| Account 52130 - PS-Guardian Ad Litem | | | | | | | | | | |
| 3629 - ERICKSON PRIBYL S.C. | 2018-00000320 | Court Appointed Attorney Fees | Paid by Check # 660708 | | 09/12/2018 | 09/14/2018 | 09/14/2018 | | 09/17/2018 | 644.00 |
| 15303 - NINA MARTEL SC | 2018-00000322 | Court Appointed GAL Fees | Paid by Check # 660709 | | 09/12/2018 | 09/14/2018 | 09/14/2018 | | 09/17/2018 | 105.00 |
| 9332 - SCHAEFER LAW FIRM, S.C. | 2018-00000323 | Court Appointed Attorney Fees | Paid by Check # 660710 | | 09/12/2018 | 09/14/2018 | 09/14/2018 | | 09/17/2018 | 885.00 |
| Account 52130 - PS-Guardian Ad Litem Totals | | | | | | | | | Invoice Transactions 3 | \$1,634.00 |
| Account 52425 - Interpreter Services | | | | | | | | | | |
| 13733 - SWITS, LLC | 2018-00000368 | Interpreter Fees | Paid by Check # 661162 | | 09/28/2018 | 09/28/2018 | 10/02/2018 | | 10/02/2018 | 153.00 |
| Account 52425 - Interpreter Services Totals | | | | | | | | | Invoice Transactions 1 | \$153.00 |
| Account 53106 - Office Supplies | | | | | | | | | | |
| 15069 - STAPLES ADVANTAGE | 2018-00000369 | Office Supplies | Paid by Check # 661161 | | 09/28/2018 | 09/28/2018 | 10/02/2018 | | 10/02/2018 | 493.84 |
| Account 53106 - Office Supplies Totals | | | | | | | | | Invoice Transactions 1 | \$493.84 |
| Sub-Department 1340 - Clerk of Courts Totals | | | | | | | | | Invoice Transactions 7 | \$3,854.89 |
| Department 25 - Court Systems Totals | | | | | | | | | Invoice Transactions 7 | \$3,854.89 |
| Fund 100 - General Fund Totals | | | | | | | | | Invoice Transactions 7 | \$3,854.89 |
| Grand Totals | | | | | | | | | Invoice Transactions 7 | \$3,854.89 |

* = Prior Fiscal Year Activity

**CORPORATION COUNSEL OFFICE
October Committee Meeting
2018 Vouchers**

| Fund-Dept-Sub-Acct. | Vendor | Description | Amount |
|----------------------------|---------------------------------------|---|-------------------|
| 100-06-1161-52158 | | | |
| 100-34-5202-52101 | | | |
| | Johanna Kovarik | Reimbursement - Car Rental Related to 8/11/18 Horseshoe Bay Cave Survey & Mapping | \$318.79 |
| 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 | | |
| 100-14-1107-53131 | LEGAL RESEARCH | | |
| | Thompson Reuters | Government Select on Westlaw - Wpack (September) | \$228.24 |
| | BLR | Fair Labor Standards Handbook for Public Employees | \$566.53 |
| | BLR | Wisconsin Employment Law Letter | \$491.00 |
| | State Bar of Wisconsin | WI Governmental Claims & Immunities Ed 3-S2 (FY19) | \$51.38 |
| 100-14-1107-54101 | CONFERENCE FEES AND TRAINING | | |
| | FVTC | November 9 CLE Conference Registration | \$99.00 |
| 100-14-1107-54102 | TRAINING MILES, MEALS, LODGING | | |
| 100-14-1305-52401 | COUNSELING CONTRACTED SERVICES | | |
| | Gay Pustaver | 2018 Bill for Mediation Services #9-2018 | \$555.00 |
| | John Schad | Mediation Services - Door County Case NO. 2013-PA-17PJ | \$160.00 |
| 100-14-1350-53109 | LAW LIBRARY | | |
| | Thompson Reuters | Government Select on Westlaw - Wpack (September) | \$1,293.36 |
| 100-14-1107-55107 | LEASED PRINTING | | |
| | | | |
| | | TOTAL: | \$3,763.30 |

DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS OCTOBER MEETING VOUCHERS

| Acct No. | Vendor | Description | Amount | Prepaid |
|--|----------------------------|---|------------|---------|
| COUNTY BOARD or OTHER VOUCHERS: | | | | |
| 100.39.1351.52401 | Brown County Treasurer | October Interagency Fee - Brown County Medical Examiner | \$8,902.25 | X |
| 100.11.1101.53101 | Staples Business Advantage | 2019 Calendar - Austad | \$10.80 | X |
| | | | | |
| | | | | |
| | | | | |
| 100.11.1101.52433 | Town of Sevastopol | 09/27/2018 Recording / DVD's | \$421.00 | X |
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| County Administrator Vouchers: | | | | |
| 100.49.1115.54102 | Cardmember Service | 9/19/18 Working Lunch - Broadband | \$57.00 | X |
| 100.49.1115.53106 | Staples Business Advantage | Office Supplies | \$42.65 | X |
| 100.49.1115.53106 | Staples Business Advantage | Office Supplies | \$50.61 | X |
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| | | | | |
| TOTAL: | | | \$9,484.31 | |

Door County

Accounts Payable Invoice Report

G/L Date Range 09/01/18 - 09/30/18

Report By Department - Batch - Vendor - Invoice
Summary Listing

| Invoice Number | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Net Amount |
|---|--|-----------------------------|-------------|--------------|------------|-----------------------------|---------------|--------------|--------------------|
| Department 10 - County Clerk | | | | | | | | | |
| Batch Number 2018-00000413 | | Batch Date 09/04/2018 | | | | Entered by User Barb Pavlik | | | |
| Vendor 14651 - WISCONSIN MEDIA | | | | | | | | | |
| 0001838869 | County Clerk- Newspaper ads | Paid by Check #660581 | | 09/04/2018 | 09/04/2018 | 09/04/2018 | | 09/06/2018 | 172.24 |
| 0001839673 | County Clerk - Newspaper ads | Paid by Check #660581 | | 09/04/2018 | 09/04/2018 | 09/04/2018 | | 09/06/2018 | 672.32 |
| Vendor 14651 - WISCONSIN MEDIA Totals | | | | | | Invoices | 2 | | \$844.56 |
| Batch Number 2018-00000413 Totals | | | | | | Invoices | 2 | | \$844.56 |
| Batch Number 2018-00000443 | | | | | | | | | |
| Batch Date 09/14/2018 | | Entered by User Barb Pavlik | | | | | | | |
| Vendor 8182 - PITNEY BOWES INC | | | | | | | | | |
| 3306947232 | Cty Clerk - Postage Meter Leases | Paid by Check #660922 | | 09/14/2018 | 09/14/2018 | 09/14/2018 | | 09/20/2018 | 1,950.42 |
| Vendor 8182 - PITNEY BOWES INC Totals | | | | | | Invoices | 1 | | \$1,950.42 |
| Vendor 37621 - WISCONSIN COUNTIES ASSOCIATION | | | | | | | | | |
| 09062018 | Cty Clerk - Cty Board Virlee WCA Reg Fee | Paid by Check #660923 | | 09/14/2018 | 09/14/2018 | 09/14/2018 | | 09/20/2018 | 175.00 |
| Vendor 37621 - WISCONSIN COUNTIES ASSOCIATION Totals | | | | | | Invoices | 1 | | \$175.00 |
| Vendor 14651 - WISCONSIN MEDIA | | | | | | | | | |
| 0001953896 | Cty Clerk - Election 8/14/18 Type B & D Ad | Paid by Check #660924 | | 09/14/2018 | 09/14/2018 | 09/14/2018 | | 09/20/2018 | 2,199.60 |
| 0001954678 | Cty Clerk - Newspaper Ad | Paid by Check #660924 | | 09/14/2018 | 09/14/2018 | 09/14/2018 | | 09/20/2018 | 73.32 |
| Vendor 14651 - WISCONSIN MEDIA Totals | | | | | | Invoices | 2 | | \$2,272.92 |
| Batch Number 2018-00000443 Totals | | | | | | Invoices | 4 | | \$4,398.34 |
| Department 10 - County Clerk Totals | | | | | | Invoices | 6 | | \$5,242.90 |
| 10 County Clerk | | | | | | | | | |
| Grand Totals | | | | | | Invoices | 6 | | \$5,242.90 |

Door County 9/12/18

11. Trad L
9/13/18

Accounts Payable Invoice Report

G/L Date Range 09/14/18 - 09/14/18

Report By Department - Batch - Vendor - Invoice

Summary Listing

| Invoice Number | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Net Amount |
|---|---------------------------|--|-------------|--------------|------------|------------|----------------------------------|--------------|--------------------|
| Department 25 - Court Systems | | | | | | | | | |
| Batch Number 2018-00000435 | | Batch Date 09/12/2018 | | | | | Entered by User Jennifer Moeller | | |
| Vendor 9142 - BEHAVIORAL CONSULTANTS INC | | | | | | | | | |
| 1559269 | 18JV4A evaluation | Edit | | 09/14/2018 | 09/14/2018 | 09/14/2018 | | | 450.00 |
| | | Vendor 9142 - BEHAVIORAL CONSULTANTS INC Totals | | | | Invoices | 1 | | \$450.00 |
| Vendor 3629 - ERICKSON PRIBYL S.C. | | | | | | | | | |
| 10458 | Guardian ad Litem fees | Edit | | 09/14/2018 | 09/14/2018 | 09/14/2018 | | | 1,163.40 |
| | | Vendor 3629 - ERICKSON PRIBYL S.C. Totals | | | | Invoices | 1 | | \$1,163.40 |
| Vendor 6197 - HOLLY M JEWELL | | | | | | | | | |
| 17119 | 17FA119 transcript | Edit | | 09/14/2018 | 09/14/2018 | 09/14/2018 | | | 68.00 |
| | | Vendor 6197 - HOLLY M JEWELL Totals | | | | Invoices | 1 | | \$68.00 |
| Vendor 14030 - JAMES SKYBERG ATTORNEY | | | | | | | | | |
| 46782 | 99GN14P Guardian ad Litem | Edit | | 09/14/2018 | 09/14/2018 | 09/14/2018 | | | 250.00 |
| | | Vendor 14030 - JAMES SKYBERG ATTORNEY Totals | | | | Invoices | 1 | | \$250.00 |
| Vendor 2288 - KEYSTONE PSYCHOLOGY LLC | | | | | | | | | |
| 2553 | 95GN22P evaluation | Edit | | 09/14/2018 | 09/14/2018 | 09/14/2018 | | | 675.00 |
| | | Vendor 2288 - KEYSTONE PSYCHOLOGY LLC Totals | | | | Invoices | 1 | | \$675.00 |
| Vendor 2674 - LISA A HARTEL | | | | | | | | | |
| 1693 | transcripts | Edit | | 09/14/2018 | 09/14/2018 | 09/14/2018 | | | 1,499.00 |
| | | Vendor 2674 - LISA A HARTEL Totals | | | | Invoices | 1 | | \$1,499.00 |
| Vendor 10371 - MANCI LAW OFFICE | | | | | | | | | |
| 22 | 97GN1P Guardian ad Litem | Edit | | 09/14/2018 | 09/14/2018 | 09/14/2018 | | | 250.00 |
| | | Vendor 10371 - MANCI LAW OFFICE Totals | | | | Invoices | 1 | | \$250.00 |
| Vendor 8710 - MARTINSON LAW OFFICES | | | | | | | | | |
| 181 | 18GN1Guardian ad Litem | Edit | | 09/14/2018 | 09/14/2018 | 09/14/2018 | | | 306.22 |
| | | Vendor 8710 - MARTINSON LAW OFFICES Totals | | | | Invoices | 1 | | \$306.22 |
| Vendor 15303 - NINA MARTEL SC | | | | | | | | | |
| 2018-00000326 | Guardian ad Litem fees | Edit | | 09/14/2018 | 09/14/2018 | 09/14/2018 | | | 266.40 |
| | | Vendor 15303 - NINA MARTEL SC Totals | | | | Invoices | 1 | | \$266.40 |
| Vendor 9332 - SCHAEFER LAW FIRM, S.C. | | | | | | | | | |
| 1364 | 14GN11P Guardian ad Litem | Edit | | 09/14/2018 | 09/14/2018 | 09/14/2018 | | | 231.00 |
| | | Vendor 9332 - SCHAEFER LAW FIRM, S.C. Totals | | | | Invoices | 1 | | \$231.00 |

Door County

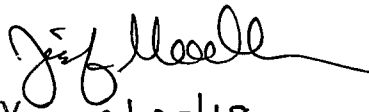
Accounts Payable Invoice Report

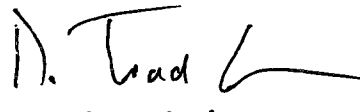
G/L Date Range 09/14/18 - 09/14/18

Report By Department - Batch - Vendor - Invoice
Summary Listing

| Invoice Number | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Net Amount |
|---|-------------------------------------|-----------------------|--|--------------|------------|----------------------------------|---------------|--------------|--------------------|
| Batch Number 2018-00000435 | | Batch Date 09/12/2018 | | | | Entered by User Jennifer Moeller | | | |
| Vendor 10922 - UW LAW SCHOOL | | | | | | | | | |
| 56F13356 | WI Criminal Jury Instructions Br. 1 | Edit | | 09/14/2018 | 09/14/2018 | 09/14/2018 | | | 95.00 |
| | | | Vendor 10922 - UW LAW SCHOOL Totals | | | Invoices | 1 | | \$95.00 |
| Vendor 5999 - WISCONSIN DOCUMENT IMAGING | | | | | | | | | |
| 42360 | August 2018 copier lease | Edit | | 09/14/2018 | 09/14/2018 | 09/14/2018 | | | 156.83 |
| | | | Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals | | | Invoices | 1 | | \$156.83 |
| | | | Batch Number 2018-00000435 Totals | | | Invoices | 12 | | \$5,410.85 |
| Batch Number 2018-00000436 | | Batch Date 09/14/2018 | | | | Entered by User Connie DeFere | | | |
| Vendor 3629 - ERICKSON PRIBYL S.C. | | | | | | | | | |
| 2018-00000320 | Court Appointed Attorney Fees | Edit | | 09/12/2018 | 09/14/2018 | 09/14/2018 | | | 1,421.80 |
| | | | Vendor 3629 - ERICKSON PRIBYL S.C. Totals | | | Invoices | 1 | | \$1,421.80 |
| Vendor 15303 - NINA MARTEL SC | | | | | | | | | |
| 2018-00000322 | Court Appointed GAL Fees | Edit | | 09/12/2018 | 09/14/2018 | 09/14/2018 | | | 105.00 |
| | | | Vendor 15303 - NINA MARTEL SC Totals | | | Invoices | 1 | | \$105.00 |
| Vendor 9332 - SCHAEFER LAW FIRM, S.C. | | | | | | | | | |
| 2018-00000323 | Court Appointed Attorney Fees | Edit | | 09/12/2018 | 09/14/2018 | 09/14/2018 | | | 885.00 |
| | | | Vendor 9332 - SCHAEFER LAW FIRM, S.C. Totals | | | Invoices | 1 | | \$885.00 |
| Vendor 8947 - STEPHEN P JOHNSON ATTY | | | | | | | | | |
| 2018-00000321 | Court Appointed Attorney Fees | Edit | | 09/12/2018 | 09/14/2018 | 09/14/2018 | | | 796.25 |
| | | | Vendor 8947 - STEPHEN P JOHNSON ATTY Totals | | | Invoices | 1 | | \$796.25 |
| | | | Batch Number 2018-00000436 Totals | | | Invoices | 4 | | \$3,208.05 |
| | | | Department 25 - Court Systems Totals | | | Invoices | 16 | | \$8,618.90 |
| 25 Court Systems | | | | | | | | | |
| | | | Grand Totals | | | Invoices | 16 | | \$8,618.90 |

Door County


 9/27/18


 9/27/18

Accounts Payable Invoice Report

G/L Date Range 09/28/18 - 09/28/18

Report By Department - Batch - Vendor - Invoice
Summary Listing

| Invoice Number | Invoice Description | Status | Held Reason | Invoice Date | Due Date | G/L Date | Received Date | Payment Date | Invoice Net Amount |
|--------------------------------------|--|------------|----------------------------------|---|------------|------------|---------------|--------------|--------------------|
| Department 25 - Court Systems | | | | | | | | | |
| Batch Number | 2018-00000463 | Batch Date | 09/27/2018 | Entered by User Jennifer Moeller | | | | | |
| Vendor | 6197 - HOLLY M JEWELL | | | | | | | | |
| 17761776 | transcripts for judge for 17CF76 | Edit | | 09/28/2018 | 09/28/2018 | 09/28/2018 | | | 2,784.00 |
| | | | Vendor | 6197 - HOLLY M JEWELL Totals | | Invoices | | 1 | \$2,784.00 |
| Vendor | 2674 - LISA A HARTEL | | | | | | | | |
| 16159 | transcripts | Edit | | 09/28/2018 | 09/28/2018 | 09/28/2018 | | | 86.00 |
| | | | Vendor | 2674 - LISA A HARTEL Totals | | Invoices | | 1 | \$86.00 |
| Vendor | 9682 - PINKERT LAW FIRM LLP | | | | | | | | |
| 53020109 | Guardian ad Litem fees | Edit | | 09/28/2018 | 09/28/2018 | 09/28/2018 | | | 504.00 |
| | | | Vendor | 9682 - PINKERT LAW FIRM LLP Totals | | Invoices | | 1 | \$504.00 |
| Vendor | 90278 - RICHARD R LAURENT | | | | | | | | |
| 984 | 98GN4P GAL Annual Review | Edit | | 09/28/2018 | 09/28/2018 | 09/28/2018 | | | 250.00 |
| | | | Vendor | 90278 - RICHARD R LAURENT Totals | | Invoices | | 1 | \$250.00 |
| Vendor | 1749 - STEPHANIE K SCHREIBER | | | | | | | | |
| 1693 | 16CF93 DA transcript | Edit | | 09/28/2018 | 09/28/2018 | 09/28/2018 | | | 4.00 |
| | | | Vendor | 1749 - STEPHANIE K SCHREIBER Totals | | Invoices | | 1 | \$4.00 |
| Vendor | 36721 - WEST GROUP PAYMENT CENTER | | | | | | | | |
| 838916792 | August library plan | Edit | | 09/28/2018 | 09/28/2018 | 09/28/2018 | | | 528.73 |
| | | | Vendor | 36721 - WEST GROUP PAYMENT CENTER Totals | | Invoices | | 1 | \$528.73 |
| Vendor | 5999 - WISCONSIN DOCUMENT IMAGING | | | | | | | | |
| 45327 | September 2018 copier lease | Edit | | 09/28/2018 | 09/28/2018 | 09/28/2018 | | | 150.00 |
| | | | Vendor | 5999 - WISCONSIN DOCUMENT IMAGING Totals | | Invoices | | 1 | \$150.00 |
| | Batch Number | | 2018-00000463 Totals | | | Invoices | | 7 | \$4,306.73 |
| | Department | | 25 - Court Systems Totals | | | Invoices | | 7 | \$4,306.73 |
| 25 Court Systems | | | | | | | | | |
| | | | | Grand Totals | | Invoices | | 7 | \$4,306.73 |

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

| Acct No. | Vendor | Description | Amount |
|----------|----------------------------|----------------------------------|----------|
| 52467 | Everson Law Firm | Electronic Discovery Exp. Refund | \$33.61 |
| 52408 | Patrick L. Zelzer & Assoc. | Process Service Fees | \$350.00 |
| 53106 | Staples Advantage | Office Supplies | \$313.43 |
| 53109 | West Group Payment Center | Publications | \$17.00 |
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| TOTAL: | | | \$714.04 |

VETERANS SERVICE OFFICE VOUCHERS
September 30, 2018 Administrative Committee Meeting

| Acct No. | Vendor | Description | Amount |
|----------|-------------------------------|---------------------------------------|----------|
| 55107 | Wisconsin Document Imaging | Copy Machine Monthly Bill | \$120.07 |
| 58129 | James W. Parsons, CPA | Veteran Benefit Accounting Assistance | \$270.00 |
| 52206 | Cellcom | Monthly Cell Phone Bill | \$93.76 |
| 53106 | Staples Advantage | Office Supplies | \$45.64 |
| 54102 | CVSO Association of Wisconsin | Annual Dues | \$100.00 |
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| TOTAL: | | | \$629.47 |

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

Date: _____

David Lienau, Chairman
Administrative Committee