

Notice of Public Meeting
Tuesday, January 8, 2019
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 December 11, 2018 Regular Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
 - ◆ **County Administrator**
 - ◆ Washington Island Intergovernmental Agreement
 - ◆ 2019 County Board Retreat
 - ◆ 2018 County Clerk Budget
 - ◆ **Corporation Counsel**
 - ◆ WCMIC / Aegis Corp Liability Loss Run – 01-01-2018 – 12-01-2018
 - ◆ Records Retention and Disposition
 - ◆ Levy Limits
 - ◆ **Human Resources**
 - ◆ Request to Refill – Case Manager-Children & Families
 - ◆ Request to Refill – Case Manager-Community Support Program
 - ◆ Request to Refill – Highway Worker
 - ◆ Request for Leave of Absence (LOA) – Sheriff Tammy Sternard
 - ◆ Exit Interview Summary (Last Quarter 2018)
 - ◆ FYI: Completion of Introductory Period – Gloria Schneider – Human Services
 - ◆ FYI: Completion of Introductory Period – Hope Klatt – Human Services
 - ◆ FYI: Completion of Introductory Period – Jamie Cole – Human Services
 - ◆ FYI: Completion of Introductory Period – Dan Kane – Emergency Management & Communications
 - ◆ FYI: Completion of Introductory Period – Julie Behnke – Human Services
 - ◆ FYI: Completion of Introductory Period – Ashley DeGrave – Technology Services
 - ◆ FYI: Letter of Resignation – Tammy Sternard – Sheriff's Dept.
 - ◆ FYI: Letter of Retirement – Kris Wagner-Maclean – Human Services
 - ◆ FYI: Letter of Resignation – Nicole Kahler – 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 – February 19, 2019 – 10:00 a.m.
9. **Meeting Per Diem Code**
10. **Adjourn**

Deviation from order shown may occur

MINUTES
Tuesday, December 11, 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, December 11, 2018 Administrative Committee Meeting was called to order at 10:01 a.m. by Chairman David Lienau at the Door County Government Center.

Establish a Quorum ~ Roll Call

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

Others present: Supervisor Laura Vlies Wotachek, Administrator Ken Pabich, Finance Director Mark Janiak, CC Grant Thomas, HR Director Kelly Hendee, Incoming Finance Director Steve Wipperfurth, Highway Commissioner John Kolodziej, County Clerk Jill Lau, and Media Rep Peter Devlin.

"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 Fisher to approve the agenda. Motion carried by unanimous voice vote.

Approve Minutes of November 12, 2018 Regular Administrative Committee Meeting

Motion by Fisher, seconded by Robillard to approve the minutes of the November 12, 2018 regular meeting. Motion carried by unanimous voice vote.

Correspondence

No correspondence was presented.

Public Comment

None.

Old Business

No old business was presented.

New Business (Review / Action)

County Administrator

Resolution 2018-__ Transfer of Powers and Duties to the Door County Department of Human Services

Administrator Pabich presented the draft resolution. Staff recommendation is to proceed forward. The state has reviewed and approved. The Board of Health and the Human Services Board will remain intact for the remainder of 2019 and into 2020 with review prior to committee appointments in 2020.

Motion by Fisher, seconded by Kohout to approve the resolution. Motion carried by unanimous voice vote.

Corporation Counsel

HIPAA Security Policy & Procedure: Facility Access

CC Thomas distributed a printed copy of the policy which was not included in the meeting packet. The policy would take effect January 1, 2019.

Motion by Fisher, seconded by Gunnlaugsson to approve the policy as presented. Motion carried by unanimous voice vote.

Year-In-Review

CC Thomas reported 2018 was a good year. The department is fully staffed, staff is doing well, and the year has gone well.

Human Resources

Resolution - Door County Performance-Based Compensation System 2019 Increases/Structure Aging

HR Director Hendee reviewed the resolution and memo included in the meeting packet. The compensation structure hasn't been aged since 2016. The recommendation is to age the plan 3% and provide performance based increases (same rate of increases as provided last year). Hendee explained the levels of performance based increases which range from 1.75% to 2.5% or bonuses for those above the 114.99% level. The fiscal impact for 2019 was reviewed as well as moving forward, 2020 and beyond. For 2019 the impact has been budgeted. Going forward the County will need to look at ways to absorb the increases. Concerns were expressed regarding levy limits as the county naturally grows.

Motion by Austad, seconded by Robillard to approve the resolution and adopt the compensation plan with the 2019 increases and structure aging as presented and send on to County Board. Motion carried by unanimous voice vote.

Request to Refill – Highway Worker

HR Director Hendee explained the request is due to a resignation. The resignation is an Equipment Operator position which is expected to be filled internally which would open up a Highway Worker position.

Motion by Gunnlaugsson, seconded by Kohout to approve the request to refill the Equipment Operator position and all subsequent vacancies. Motion carried by unanimous voice vote.

FYI: Completion of Introductory Period – Sandra Bekkela – Human Services

FYI: Completion of Introductory Period – Emma Lehman – Human Services

FYI: Completion of Introductory Period – Robin Gordon – Emergency Services

FYI: Completion of Introductory Period – Robert Schultz – Emergency Services

Reviewed.

FYI: Letter of Resignation – Jennifer Munao – Library

FYI: Letter of Resignation – Maxwell Bley – Highway Dept.

FYI: Letter of Resignation – Randy Krueger – Highway Dept.

Reviewed.

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 Administrative Committee Meeting – January 8, 2019 – 9:00 a.m.

Meeting Per Diem Code

1211.

Adjourn

Motion by Austad, seconded by Gunnlaugsson to adjourn. Time: 10:39 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement (“Agreement”) is made this [redacted] day of [redacted], 2019 by and between the County of Door ("County") and the Town of Washington ("Town"), each a body corporate of the State of Wisconsin.

WHEREAS, § 66.0301, Wis. Stats. encourages and allows intergovernmental cooperation by and between the County and the Town;

WHEREAS, the cooperative action contemplated herein between the County and Town serves legitimate public purposes *and* will assist each in the furnishing of services (e.g., emergency medical and fire) and exercise of their powers and duties under the law; and

Whereas, this Agreement is deemed to be of benefit to each of the parties and is consistent with their powers or duties under law.

Now, therefore, it is agreed and understood as follows:

- A. County is the prospective donee of a ~10 acre vacant parcel of land (PIN 028-02-36342934B1) situated in the Town of Washington, Door County, Wisconsin (hereafter “subject parcel”).
- B. County intends to construct a facility (or facilities) for emergency medical and other services on the subject parcel.
- C. That, if practicable, a portion of the subject parcel will be made available by the County to the Town *if and when* the Town decides to construct a new fire station on the subject parcel.
- D. This Agreement constitutes the entire agreement between the parties. No modification of this Agreement shall be effective unless and until such is reduced to writing and executed by the parties hereto.

Accepted and Agreed this _____ day of _____, 2019.

Gordon Jaeger, Town Board Chairperson

Accepted and Agreed this _____ day of _____, 2019.

Kenneth Pabich, County Administrator

Approved as to form this ____ day of _____, 2019.

Grant P. Thomas, County Corporation Counsel

Appendix II



Door County Citizen Survey Report, 2009

James Janke
David Trechter
Shelly Hadley
Survey Research Center Report 2009/23
September 2009

Staff and students working for the Survey Research Center at UW-River Falls were instrumental in the completion of this study. We would like to thank Denise Parks, Grady Stehr, and Mandy Speerstra. We gratefully acknowledge their hard work and dedication. The SRC would also like to thank Rob Burke, Door County UW-Extension Community, Natural Resource and Economic Development Educator for his substantial assistance. Finally, we would like to thank the Door County residents who took the time to complete their questionnaires.

Table of Contents

<u>Executive Summary</u>	2
<u>Survey Purpose</u>	3
<u>Survey Methods</u>	3
<u>Profile of Respondents</u>	4
<u>Quality of Life</u>	6
<u>General Value and Performance of Door County Government</u>	7
<u>Importance Ratings of County Functions and Services</u>	8
<u>Overview of All Functions and Operations</u>	9
<u>Operations and Administration</u>	11
<u>Natural Resources and Environment</u>	12
<u>Public Safety and Law Enforcement</u>	13
<u>Human Services and Health</u>	14
<u>Transportation</u>	14
<u>Other services and functions</u>	15
<u>Door County Government Priorities</u>	16
<u>Open-Ended Comments</u>	17
<u>Conclusions</u>	18
<u>Appendix A – Non-Response Bias Test</u>	20
<u>Appendix B –Door County Public Opinion Survey Comments</u>	21
<u>Appendix C - Quantitative Summary of Responses by Question</u>	i

Executive Summary

In May 2009, the Survey Research Center (SRC) at the University of Wisconsin – River Falls mailed surveys to 1,123 Door County residences. The surveys were followed up with reminder postcards and a second mailing to non-respondents. The overall response rate was 45 percent (506 completed questionnaires). The results provided in this report are expected to be accurate to within plus or minus 4.4 percent with 95 percent confidence. Statistical tests do not indicate that “non-response bias” is a problem in this sample. However, the demographic profile of the sample contains fewer women, renters and young people than would be expected. The SRC notes differences of opinion among different demographic groups throughout the report.

Door County respondents said they are generally pleased with the quality of life they enjoy. Over 80 percent rated the quality of life as “good” or “excellent”, and just one in six respondents rate it as only “fair” or “poor.” Large majorities think Door County is a “good” or “excellent” place to raise children or to retire. Perhaps reflecting the deep economic recession at the time of the survey, they are displeased with the overall economy in the County and the job prospects within the County.

Respondents gave lukewarm ratings to the value they receive for taxes paid to Door County, the County’s communication with its citizens about important issues and decisions, and how well the County welcomes citizen involvement. Respondents said direct mailings are their preferred method to be informed about important County issues and decisions.

When asked to rate the importance of 30 Door County services and operations on a scale from “very important” to “not important,” a majority of respondents said most (28 of 30) were “important” or “very important.” In order to better differentiate the services and functions viewed as most important, the SRC examined the rank order of services and operations based on their percentage of “very important” responses. From the list of 30, at least 50 percent of respondents rated 12 services and operations “very important.” These services and operations are the following (in descending order): Protecting ground and surface water quality, providing the countywide ambulance service, responding to public safety concerns, maintaining roads & bridges, recording and maintaining vital records, prosecuting criminal cases, enforcing child support orders, conducting elections, monitoring beach water quality, enforcing environmental rules & regulations, collecting property taxes, and providing public health services.

When asked to choose their top three priorities from a list of 13 potential Door County actions, a majority of respondents included controlling taxes/spending and promoting economic development and jobs in the County among their top three priorities. Protecting the natural environment rounded out the top three priorities, with 41 percent.

Survey Purpose

The purpose of this study was to gather opinions of residents about priorities for Door County government. The County chose to work with the Survey Research Center (SRC) at the University of Wisconsin – River Falls to conduct a random sample survey of the adult population to assess their opinions about the importance of various County services.

Survey Methods

In May 2009, the Survey Research Center (SRC) at the University of Wisconsin – River Falls mailed surveys to 1,123 County residences. The surveys were followed up with reminder postcards and a second mailing to non-respondents. The overall response rate was 45 percent (506 completed questionnaires). Based on the estimated number of adults in the population of the County (24,246)¹, the results provided in this report are expected to be accurate to within plus or minus 4.4 percent with 95 percent confidence.

Any survey has to be concerned with “non-response bias.” Non-response bias refers to a situation in which people who don’t return a questionnaire have opinions that are systematically different from the opinions of those who return their surveys. **Based upon a standard statistical analysis that is described in Appendix A, the Survey Research Center (SRC) concludes that there is no evidence that non-response bias is a concern for this sample.**

In short, the data gathered in this survey is expected to accurately reflect public opinion among Door County adults.

In addition to the numeric responses, respondents provided additional written comments which were compiled by the SRC from the surveys. By prior agreement with Door County officials, the SRC stopped compiling comments after 378 surveys were received. **Appendix B to this report contains the compilation of the comments on the first 378 returned surveys.**

Appendix C contains a copy of the survey questionnaire with a quantitative summary of responses by question.

¹ 2008 Wisconsin Department of Administration Estimate

Profile of Respondents

Table 1 summarizes the demographic profile of respondents to the Door County Citizen Survey. Where comparable data were available from the 2000 Census of Population and Housing, they were included to indicate the degree to which the sample represents the underlying adult population in the County.

There are more males in the sample than would be expected. Statistical tests revealed notable differences between men and women in only five questions.

A second deviation from the expected demographic profile is with respect to age. There are fewer people under 45 years of age in this sample than the Census indicates should have been included. Our experience is that younger residents in most jurisdictions are less likely to participate in surveys than are their older neighbors.

A third demographic variable that deviated from the expected profile is the proportion of owners and renters. The population of renters is under represented among the respondents. Again, the experience of the SRC is that renters are less likely to return a completed survey than homeowners.

The sample contained a higher proportion of respondents with post-secondary education than was reported in the Census. The proportion of households with incomes above \$50,000 was slightly greater than reported in the 2000 Census. However, comparison of income data to the Census is problematic due to the age of the data and the growth of incomes since the 2000 Census.

With respect to employment status and the presence of children in the household, the sample aligns closely with the Census data.

The survey mailing list included only Door County addresses, and 95 percent of the respondents identified themselves as year-round Door County residents, with the remainder identifying themselves as seasonal residents. The opinions of the seasonal residents are remarkably similar to the year-round residents. Among the 40 questions on the survey, there were only four questions on which the response pattern of the seasonal residents differed significantly from the year-round residents. In those four cases, a higher proportion of seasonal residents chose the “don’t know” or “unfamiliar/no opinion” response, and these instances are noted in the text of the report.

The geographic distribution of respondents’ ZIP code aligns with the pattern of residential location for the adult population of the County.

The SRC performed additional analysis on the place of residence data by assigning the ZIP codes in the County to one of three “areas”: north of Sturgeon Bay, south of Sturgeon Bay, and the Sturgeon Bay area. Table 1a shows the distribution of ZIP codes into “north area,” “south area,” and “Sturgeon Bay area.”

About two-thirds of respondents have lived in Door County for more than 20 years, while about one in six respondents have lived in the County for ten or fewer years.

As we analyze the data, we will identify when various demographic groups have significantly different views.

Table 1. Demographic Profile of Respondents							
Gender	Count	Male	Female				
Sample	476	58%	42%				
Census	21,789	49%	51%				
Age 18+	Count	18 – 24	25 – 34	35 – 44	45 – 54	55 – 64	65+
Sample	471	1%	6%	9%	22%	26%	37%
Census	21,789	8%	12%	20%	20%	16%	24%
Children in Household	Count	With Children	Without Children				
Sample	467	23%	77%				
Census	11,828	28%	72%				
Residential Status	Count	Own	Rent	Seasonal			
Sample	487	87%	8%	6%			
Census	11,828	79%	21%				
ZIP code of Residence	54201	54202	54204	54205	54209	54210	54211
Sample ²	2%	5%	4%	0%	4%	3%	0%
2009 Estimate ³	1%	6%	7%	<1%	5%	<1%	1%
ZIP Code of Residence	54212	54213	54217	54226	54234	54235	54246
Sample ²	4%	3%	1%	<1%	5%	64%	3%
2009 Estimate ³	5%	<1%	2%	0%	7%	64%	3%
Length of Residency	Count	0 – 10 yrs	11 – 20 yrs	20+ yrs	NA		
Sample ⁴	476	17%	14%	66%	3%		
Employment Status	Count	Full-Time	Part-Time	Self Empl.	Unemp.	Retired	Other
Sample	476	37%	13%	9%	5%	35%	2%
Census (Age 16+)	22,710	54% ⁵		7%	4%	34% ⁶	
Highest Level of Education	Count	Less than High Sch.	High Sch. Dipl.	Some College/ Tech	Tech College Grad.	Bachelor Degree	Graduate/ Profess. Degree
Sample	476	3%	22%	26%	11%	21%	16%
Census (age 25+)	20,062	12%	39%	21%	7%	15%	7%
Annual Household Income Range	Count	<\$15,000	\$15-\$24,999	\$25-\$49,999	\$50-\$74,999	\$75-\$99,999	\$100,000+
Sample	455	7%	16%	25%	28%	13%	12%
Census	11,811	6%	12%	34%	27%	9%	12%

² Includes only ZIP codes in Door County. Three percent of respondents listed ZIP codes outside Door County (See Appendix B for detail).

³ 2008 Wisconsin Department of Administration Estimate

⁴ Census data does not contain a length of residence category.

⁵ Census employment data does not differentiate between full-time and part-time workers.

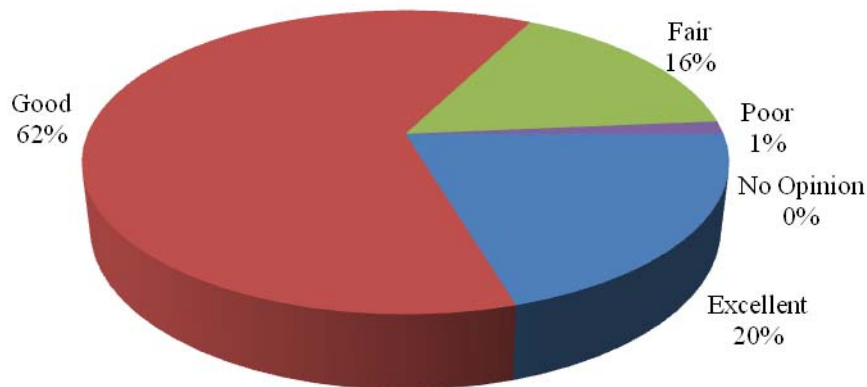
⁶ Receiving Social Security income

Table 1a. Assignment of ZIP Codes for Geographic Analysis		
North Area	South Area	Sturgeon Bay Area
Bailey's Harbor — 54202	Algoma — 54201	Sturgeon Bay — 54235
Egg Harbor — 54209	Brussels — 54204	
Ellison Bay — 54210	Casco — 54205	
Ephraim — 54211	Forestville — 54213	
Fish Creek — 54212	Luxemburg — 54217	
Sister Bay — 54234	Maplewood — 54226	
Washington Is. — 54246		

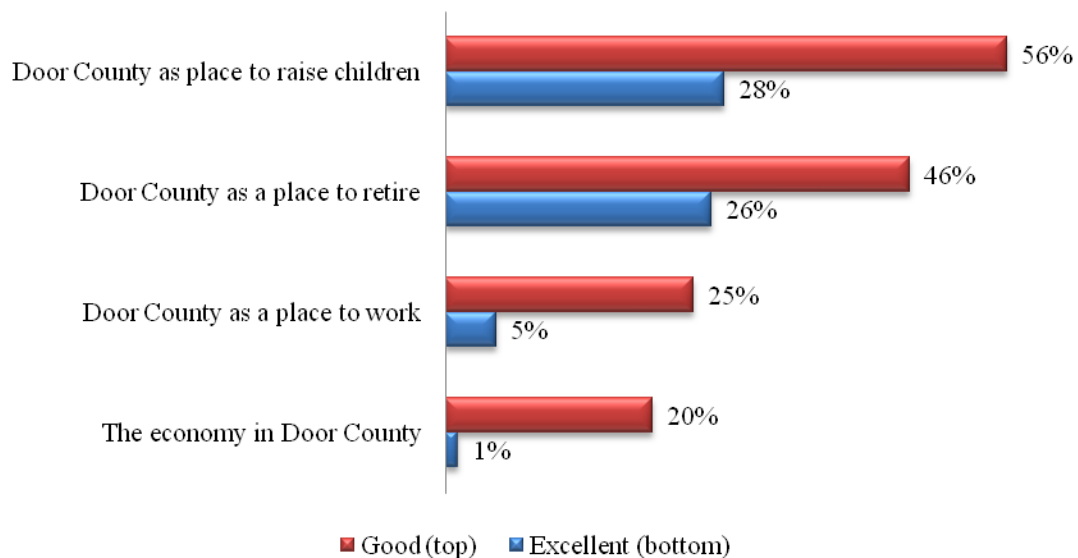
Quality of Life

The initial section of the survey asked respondents a series of questions about the quality of life in Door County. Chart 1 shows that a large majority of respondents felt that the overall quality of life in the County is good (62%) or excellent (20%). A higher proportion of respondents from the northern area of the County said the quality of life was “excellent.”

Chart 1. Overall Quality of Life Rating



The next four questions asked respondents to rate specific components of the County's quality of life. Chart 2 shows the proportions of those rating each of the four components as “excellent” or “good.” Substantial majorities gave “excellent” or “good” ratings to Door County as a place to raise children or as a place to retire. These positive opinions were in stark contrast to the lower ratings for the two economic questions. Less than a third said Door County is an “excellent” (5%) or “good” (25%) place to work. Only 20 percent said the County economy is “good,” and one percent said it is “excellent.” The survey was conducted during a severe global economic downturn, which undoubtedly affected the response pattern. Concerns about the economy and jobs are, as we will see, recurring themes in the results of the survey.

Chart 2. Opinions About Quality of Life Components

Among the demographic variables, the only noteworthy differences related to the area of residence within the County are:

- Regarding Door County as a place to raise children, a higher percentage of respondents from the north area and south area gave a rating of “excellent,” while those residing in the Sturgeon Bay area were more likely to give a rating of “good.” Seasonal residents were more likely to say they have “no opinion.”
- Respondents from the north area gave higher ratings to Door County as a place to retire.

General Value and Performance of Door County Government

When asked a series of three questions regarding their rating of the general value and performance of Door County government, respondents gave lukewarm ratings to all three: the value they receive for taxes paid, the County’s communication with its citizens about important issues and decisions, and how well the County welcomes citizen involvement. As shown in Table 2, most of the ratings were split between “good” and “fair.” The percentage of “fair” responses exceeded the “good” ratings for value of services for taxes paid and the rating for the communication between the county and its citizens. Slightly more respondents gave a “good” rating than a “fair” rating to the County’s welcome of citizen involvement. Relatively few respondents gave a rating of “excellent” or “poor” to any of the three items, although the percentage of “poor” ratings exceeded the percentage of “excellent” ratings in each question.

While the survey data do not provide an explanation for the relatively negative assessment of the value of services received for taxes paid to Door County, some possible explanations may include the following.

- First, communication with the public may be an issue. Given that six in ten respondents said communication from the County was “fair” or “poor,” a significant portion of Door County residents may have an incomplete awareness of the range of services and programs made available through Door County government.
- Second, and possibly related to the first, is potential misunderstanding among the public regarding the roles and responsibilities county government. The open-ended comments at the end of the survey sometimes pertained to services, programs, and decisions that are the responsibility of jurisdictions other than the County. Improved public understanding of the specific services and

programs that are the responsibility of Door County government may lead to an improvement in the perceived value of their taxes paid to the County.

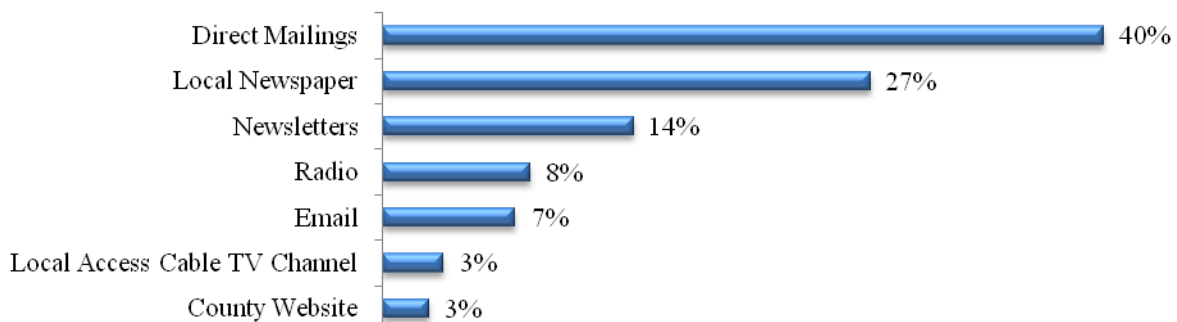
- Third, as noted previously, this survey was conducted during a severe economic recession, and the public sensitivity to tax issues was probably higher than usual.

Among the demographic groups, seasonal residents had a higher percentage of “don’t know” responses regarding how well the County welcomes citizen involvement.

Table 2. Ratings of General Value and Performance of Door County Government						
	Count	Excellent	Good	Fair	Poor	Don't Know
Value of services for the taxes paid to Door County	502	6%	33%	42%	14%	5%
Door County government’s welcome of citizen involvement	497	4%	36%	32%	13%	15%
Door County government’s communication with citizens about important issues and decisions	497	2%	28%	42%	22%	6%

As shown in Chart 3, respondents have definite preferences regarding the method of communication from the County about important issues and decisions. When asked for the best way to receive communication, the largest portion (40%) chose direct mailings. The local newspaper came in a distant second, with 27 percent. Newsletters, radio, email, local access cable TV, and the County website were far behind, polling no more than 14 percent and as little as 2 percent. Given earlier lukewarm ratings for the County’s current communication with its residents, County officials may wish to increase the use of direct mailings to keep residents informed about important issues and decisions.

Chart 3. Preferred Method of Communication from County Government



Although direct mailings are the preferred means of communication for both retirees and those currently employed, retirees more strongly favored direct mailings than respondents currently in the workforce.

Importance Ratings of County Functions and Services

The largest portion of the survey was devoted to asking respondents to rate the level of importance of 30 Door County services and operations. The services and operations were divided into five topical categories: Operations and Administration; Natural Resources and Environment; Public Safety and Law

Enforcement; Human Services and Health; Transportation, and Other. Respondents were asked to rate each item on the following scale: Very Important, Important, Somewhat Important, Not Important, or Unfamiliar/No Opinion.

Overview of All Functions and Operations

Before analyzing the specific categories, we will examine an overview of the comparative levels of importance of all 30 items across all categories. Chart 4a and Chart 4b present two overviews of the data.

Chart 4a combines the percentages of “very important” and “important” responses for each service and operation and lists them in descending order. A majority of respondents said most county services and operations listed in the questionnaire are “very important” or “important.” The percentages among the 30 items ranged from 45 percent to nearly 100 percent. At least half of the respondents rated all but two items as “very important” or “important.” Several services and operations exceeded 90 percent, including road and bridge maintenance, which topped the list at 97%. Operating the countywide ambulance service, responding to public safety concerns, and prosecuting criminal cases had 95 percent each. Other items exceeding 90 percent included protecting ground and surface water quality, recording and maintaining vital records, and collecting property taxes.

At the other end of the spectrum, maintaining the County Fairgrounds was the lowest rated item (45%) and was the only item rated as “very important” or “important” by fewer than half of the respondents. Other operations and services that rated relatively lower (less than 60%) include maintaining the Cherryland Airport, financial assistance to landowners implementing environmental protection measures, and expanding parklands and outdoor recreation areas.

Chart 4a. Importance of County Services and Operations
Very Important + Important

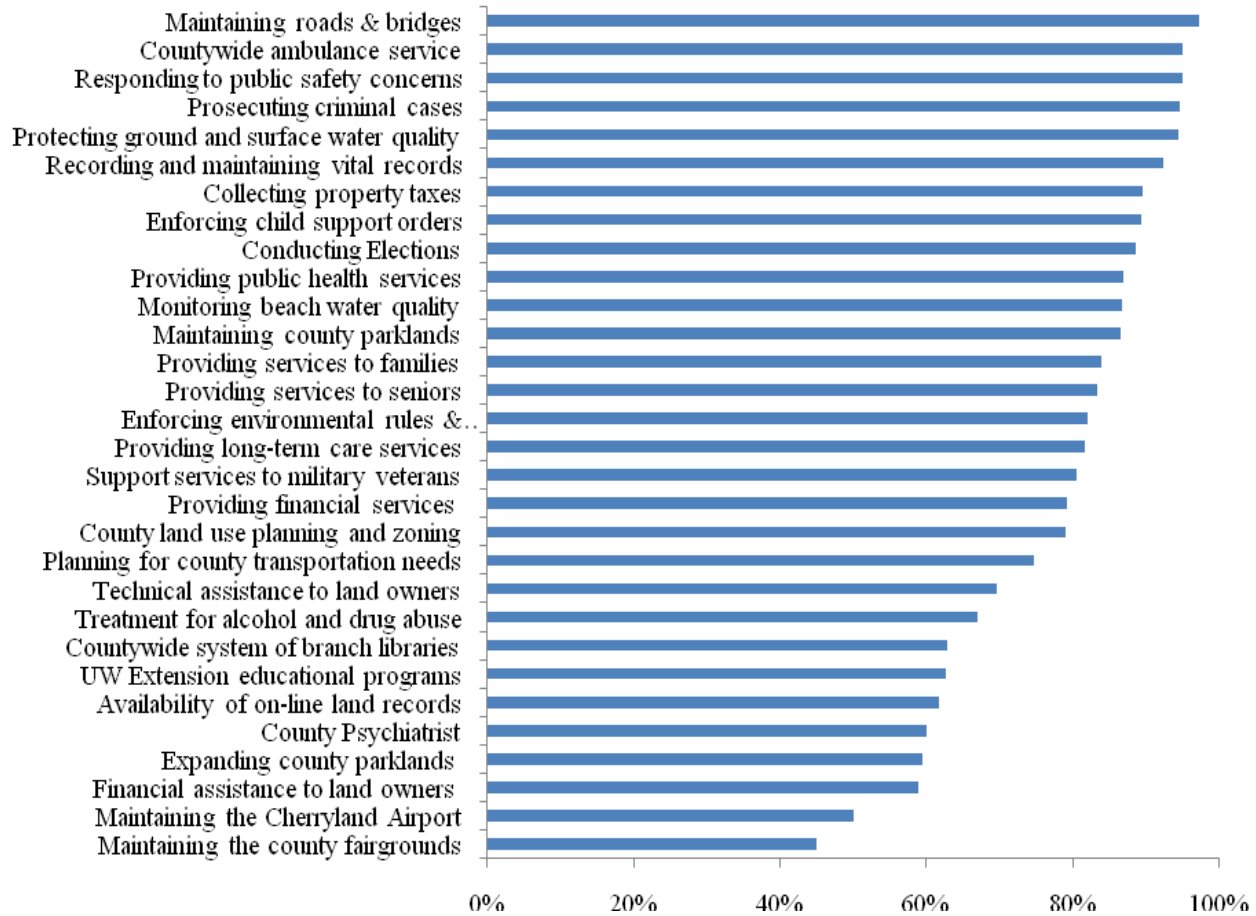
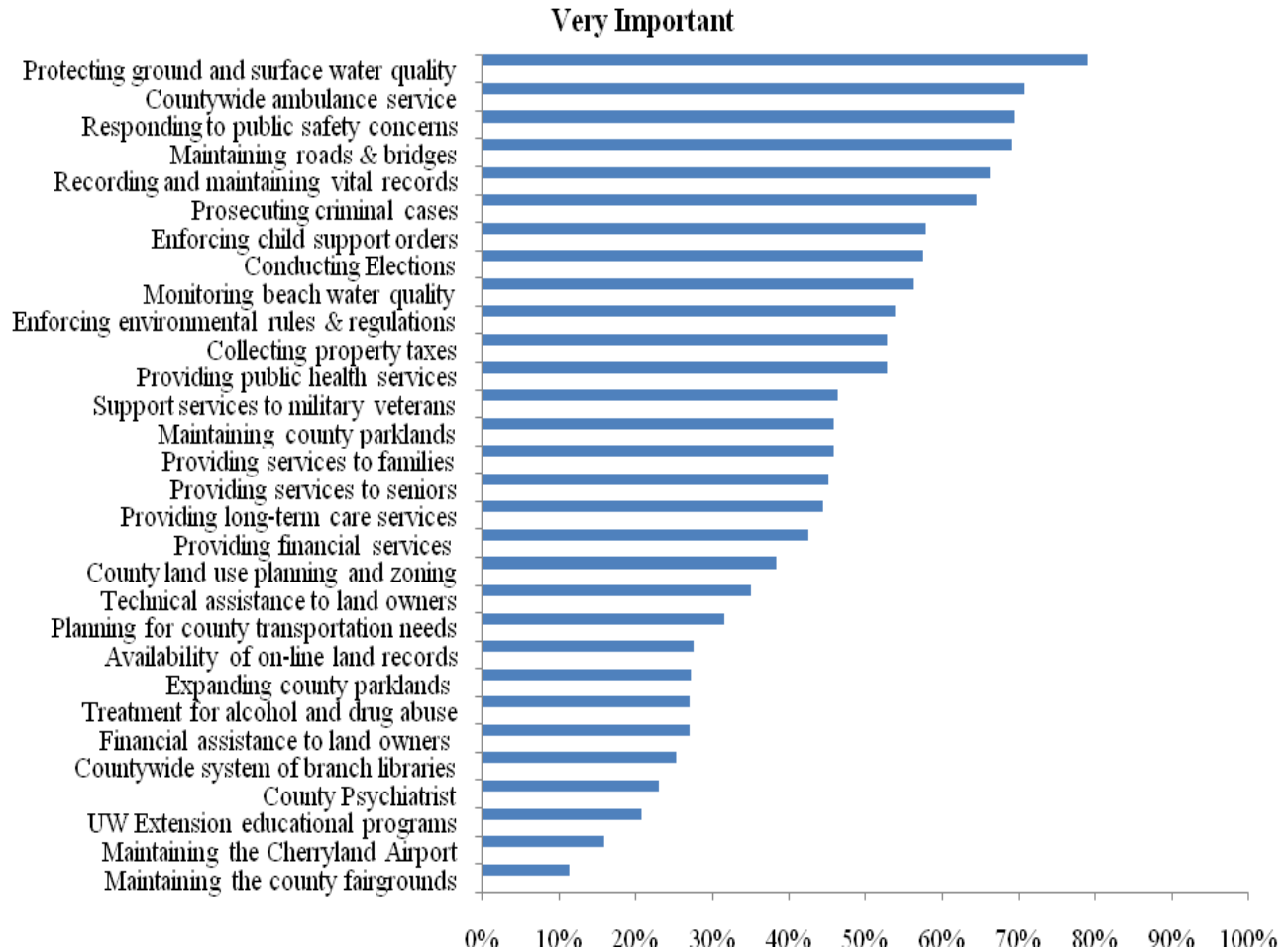


Chart 4b examines only the percentage of respondents identifying a Door County service or operation as “very important.” When comparing Chart 4b to Chart 4a, there are similarities in the rank order of the importance of services and operations. On Chart 4b, protection of ground and surface water quality has the highest ranking (79% “very important”). Operation of the countywide ambulance service (71%) and responding to public safety concerns (69%) are in second and third place on both charts. Maintenance of roads and bridges moved from first place on Chart 4a to a tie for third place (69%).

Additional operations and services which were viewed as “very important” by at least 50 percent of the respondents include the following: recording and maintaining vital records, prosecuting criminal cases, enforcing child support orders, conducting elections, monitoring beach water quality and posting appropriate warnings/closure announcements, enforcing environmental protection rules and regulations, collecting property taxes, and providing public health services.

Chart 4b. Importance of County Services and Operations

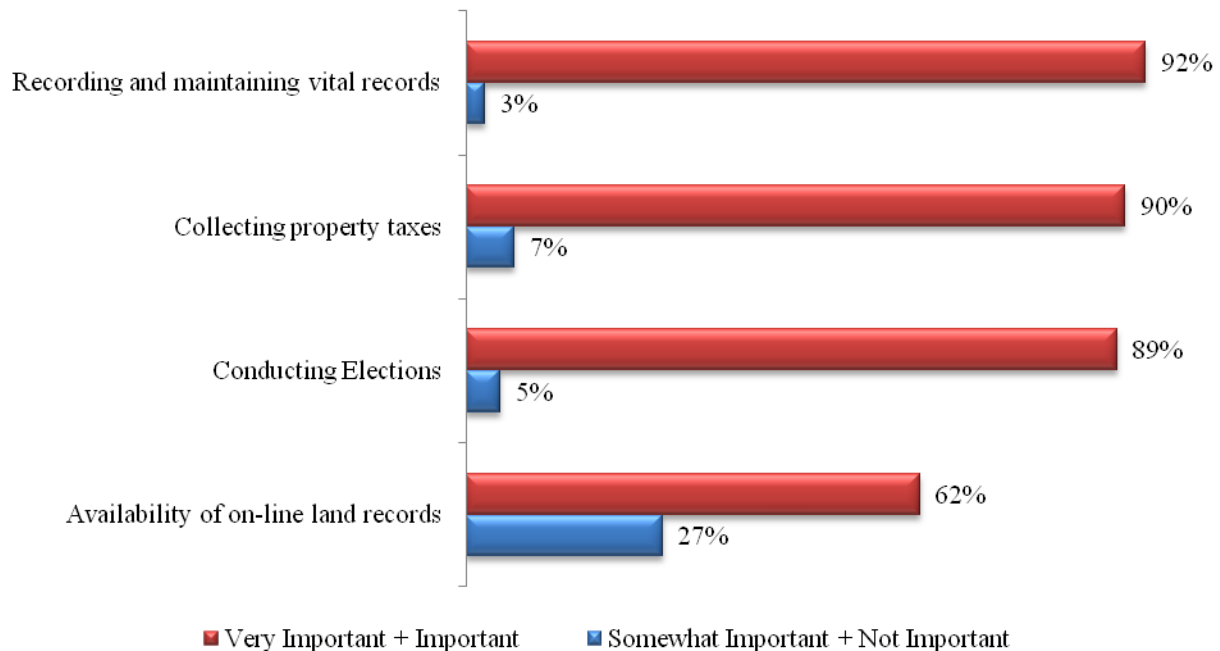


The following sub-sections summarize the importance ratings by category. To simplify the presentation, the charts in each sub-section combine the responses into two categories: “very important plus important” (top bar) and “somewhat important plus not important” (bottom bar). The “unfamiliar/no opinion” responses are not shown in the charts. For complete detail, refer to Appendix C.

Operations and Administration

This section asked respondents to rate the importance of three basic functions of Door County government and one newer service being offered by many counties. The three basic functions are recording and maintaining vital records, collecting property taxes, and conducting elections. As shown in Chart 5, large majorities, ranging from 89 percent to 92 percent, said these functions are “very important” or “important.” Although nearly two-thirds of respondents (62%) placed the availability of on-line land records in the top two categories on the importance scale, their overall importance rating of this newer service was substantially lower than the other three.

Chart 5. Importance of County Operations and Administration



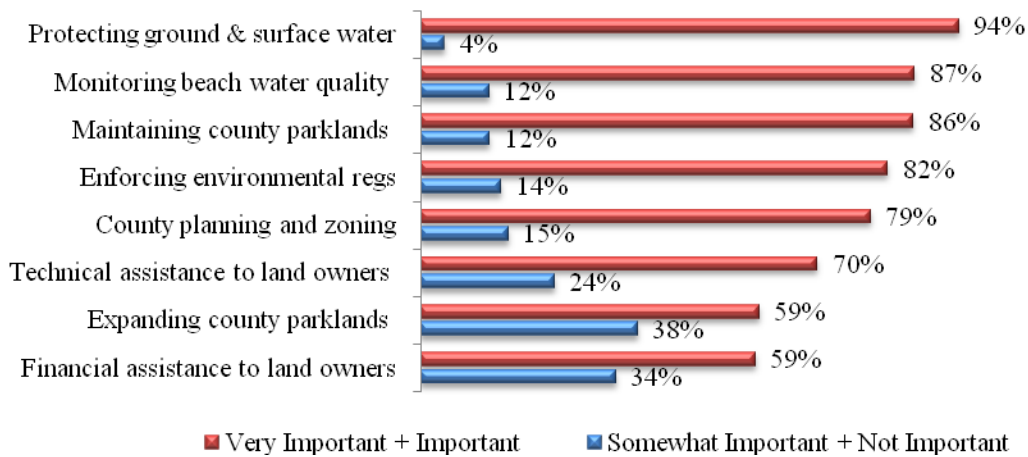
Among the demographic groups, women gave a higher rating to collecting property taxes compared to men. Seasonal residents were more likely to choose the “unfamiliar/no opinion” option regarding the administration of elections and the availability of online land records.

Natural Resources and Environment

As shown in Chart 6, Door County respondents gave high levels of importance to county operations and services related to the protection of the County’s natural resources and environment. Water quality topics were at the top of the rankings. More than nine in ten respondents said protecting ground and surface water quality is “very important” or “important.” Nearly as many (87%) placed high importance on monitoring the water quality of the beaches and posting appropriate notices when problems are observed. Additional evidence for the high value residents place on the natural resources of Door County is shown by the large majorities who said maintaining the County’s parklands (86%) and enforcing environmental regulations (82%) are “important” or “very important.” Other services and functions with high importance rankings include countywide planning and zoning (79%) and technical assistance to landowners implementing environmental protection measures (59%). Since Door County is well known for its natural beauty, it is not surprising that respondents placed a high level of importance on protecting the environment. The services and operations that protect those environmental amenities that make Door County an appealing place to live and that bring tourist dollars to the local economy are important to them.

Although still rated by a majority in the top two categories of importance, Door County respondents are less sure about the importance of expanding parklands and providing direct financial assistance (as opposed to technical assistance) to landowners implementing environmental protection measures. About six in ten respondents placed these two items in the top two importance categories, while more than a third said these items were “somewhat important” or “not important.”

Chart 6. Importance of Natural Resources and Environment



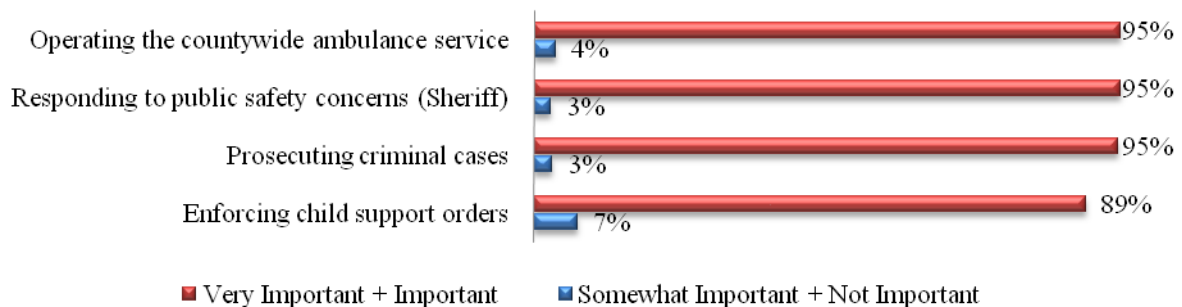
Among the demographic groups:

- A larger proportion of women said it is “very important” to monitor beach water quality and post warnings/closings as appropriate.
- Respondents younger than age 45 and those who rent their place of residence were more likely to say that it is “very important” to expand county parklands and outdoor recreation facilities.
- Those with post-secondary education and higher household incomes gave lower ratings to providing financial assistance to landowners implementing environmental protection measures.
- Ratings for the maintenance of parklands and outdoor recreation areas were not quite as high among respondents from the southern portion of the County.

Public Safety and Law Enforcement

When asked to rate four items related to public safety and law enforcement, Chart 7 shows very large majorities rated all four as “very important” or “important.” The highest percentages of ratings were in the “very important” category, ranging from 58 percent for enforcement of child support orders to 71 percent for the countywide ambulance service.

Chart 7. Importance of Public Safety and Law Enforcement



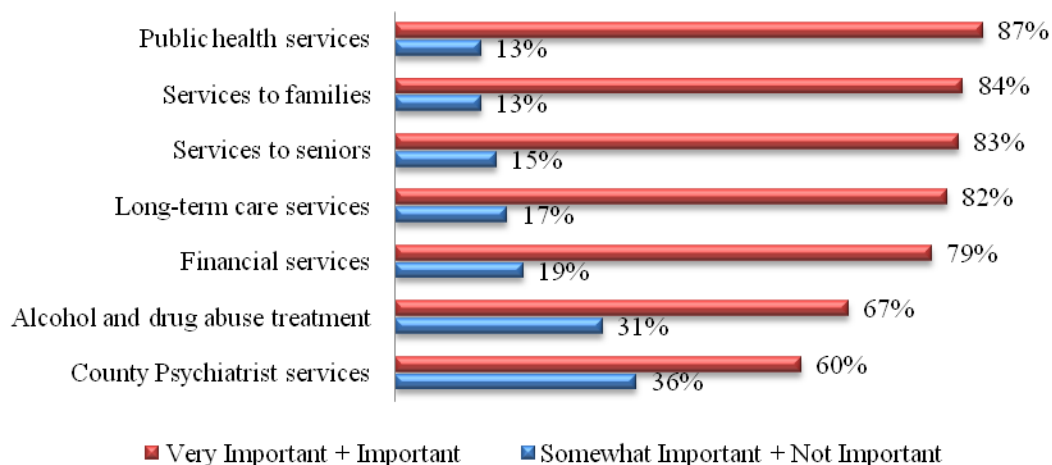
Women and those who rent their residence were more likely to rate enforcement of child support orders as “very important.”

Human Services and Health

Door County respondents were next asked to rate the importance of human services and health related functions. Again, large majorities gave high ratings to most items listed (See Chart 8). At least four of five respondents rated the following as “very important” or “important:” public health services, family services, senior services, long-term care services, and financial services. Respondents tended to split their ratings fairly evenly between “very important” and “important,” resulting in slightly smaller percentages of ratings in the “very important” category than was the case among the ratings in the natural resources & environment category and in the public safety & law enforcement category.

Smaller majorities also rated alcohol and drug treatment and the services of the County Psychiatrist as “very important” or “important.”

Chart 8. Importance of Human Services & Health



Among the demographic groups:

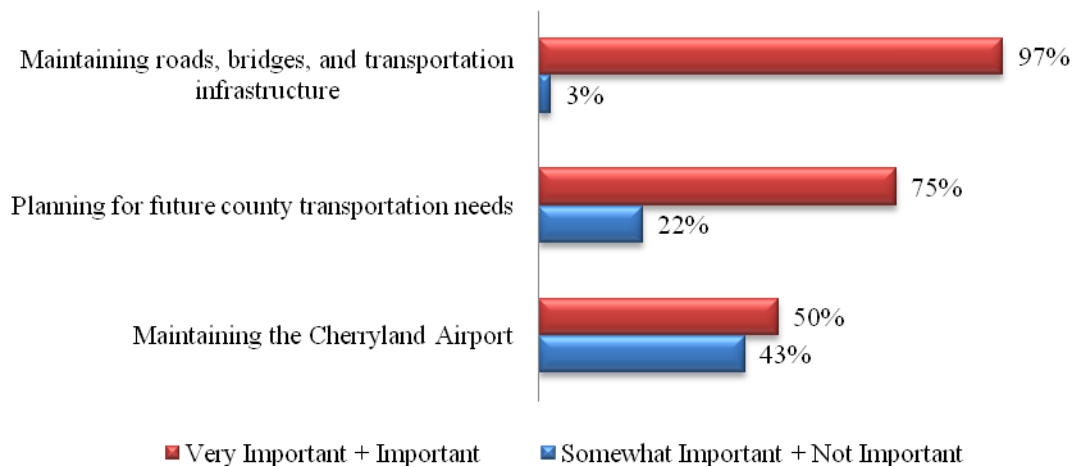
- Women were more likely to rate public health services as “very important.”
- A higher percentage of renters said financial services and long-term care services were “very important.”

Transportation

As shown in Chart 9, the maintenance of roads and bridges rated high on the importance scale among respondents. Within the 97 percent who rated it as “very important” or “important,” by far the largest proportion (69%) included it in the “very important” category. Although planning for future transportation needs was relatively high in importance, respondents tended to rate this item in the “important” category (43%) rather than as “very important” (32%).

Door County gave noticeably lower ratings to the importance of maintenance of the Cherryland Airport. While half of the respondents rated this item as “important” or “very important,” relatively few (16%) chose the “very important” rating. The highest proportion of responses falls in the two middle rating categories, with 63 percent of respondents having chosen either “important” or “somewhat important.”

Chart 9. Importance of Transportation

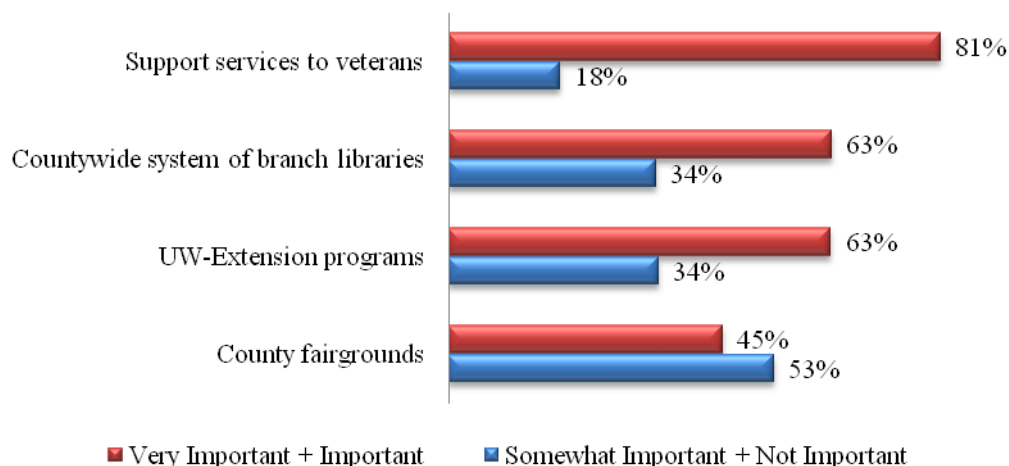


There were no differences across demographic groups in terms of their ratings of the transportation items.

Other services and functions

The last sub-section asked respondents to rate the importance of four items that did not fit into the previous sub-categories. This group included support services to veterans, the countywide system of branch libraries, the County Office of the University of Wisconsin – Extension, and maintenance of the County Fairgrounds. Chart 10 shows that support service to veterans received the highest importance ratings; eight in ten respondents placed it in the top two categories. Majorities said that the countywide branch library system and the programs from UW-Extension are “very important” or “important” (63%).

Chart 10. Importance of "Other" Services



Respondents had mixed opinions regarding the importance of maintaining the County’s fairgrounds. Slightly more than half said it was “somewhat important” (39%) or “not important” (14%), while fewer than half (45%) said it is “very important” or “important.” The SRC notes that maintenance of the fairgrounds is the only service or function among the 30 included in the survey for which fewer than half of the respondents rated as “very important” or “important.”

Although all demographic groups gave high ratings to support services for veterans, respondents without post-secondary education and those with household incomes below \$50,000 were more likely to say veteran's services are "very important" rather than "important." Respondents from the northern portion of Door County were more likely to rate the countywide library system as "very important."

Door County Government Priorities

The last two quantitative questions in the survey presented a list of 13 potential priority actions for Door County and asked respondents first to choose their top three priorities and then to identify their single highest priority from the list. Chart 11 combines the results of both questions. The top bar indicates the percentage of respondents placing each action among their top three priorities, and the bottom bar shows the percentage of respondents choosing each action as their single highest priority. The rank order of the priority actions is nearly identical whether ranked by the percentage in the "top three" or by the percentage of "highest priority."

Two priorities stood out at the top of the list and accounted for 70 percent of the votes for the highest priority. Not surprisingly, controlling taxes and spending was the top-ranking priority, having been chosen by 42 percent as their highest priority and included in their top three priorities by 73 percent of respondents. (In other surveys conducted by the SRC, concern about taxes and spending is usually the top issue among respondents.) Concerns about the employment opportunities in Door County and the County's overall economic condition expressed earlier in the survey (see Chart 2) were evident in the second place ranking for promoting economic development and jobs. More than six in ten respondents placed economic development and jobs among their top three priorities, and 28 percent said it was their top priority.

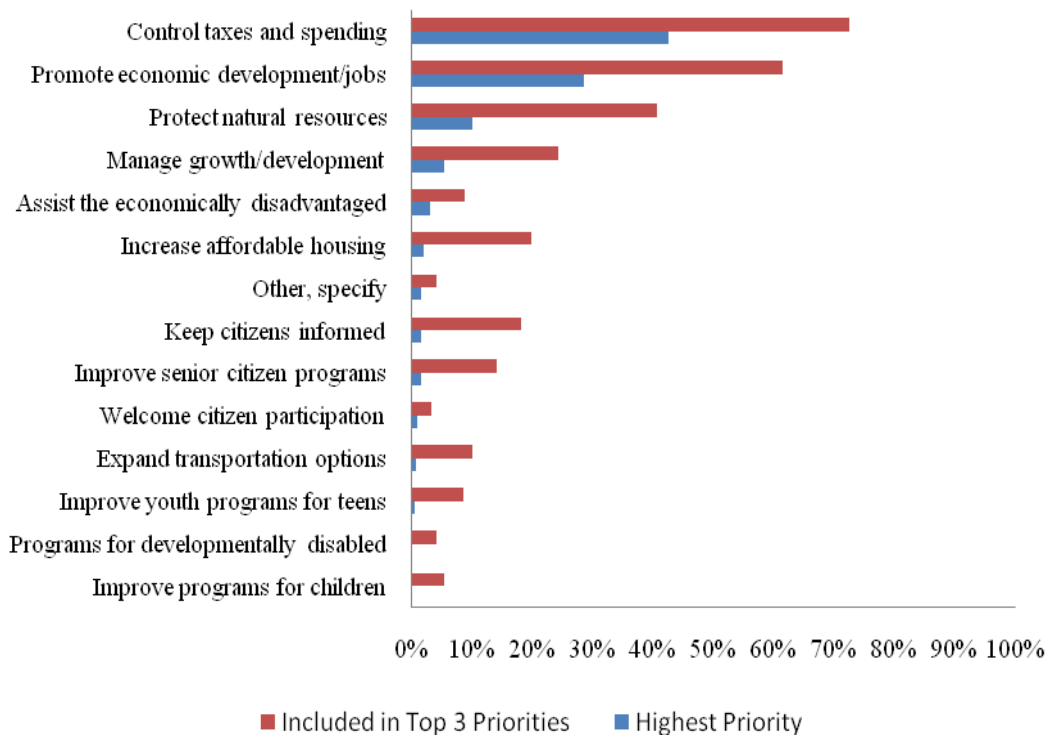
Rounding out the top three was protection of natural resources and the environment, which was chosen as the top priority by 10 percent and included among their top three by 41 percent.

There were several statistically significant differences among the demographic groups.

- Although control of taxes and spending was the top priority for nearly all demographic groups, it received a higher percentage of votes among men, those without post-secondary education, homeowners, and long-term residents (more than 20 years). The difference between homeowners and renters was the most evident; among renters control of taxes slipped to eighth place in their ranking.
- Promoting economic development and jobs was particularly important among the following groups: younger respondents (less than age 45), respondents who are employed, households with children under age 18, and those who have lived in the County for 20 years or less.
- Respondents with post-secondary education and respondents who have lived in Door County for 20 years or less were more likely to include the protection of natural resources and the environment among their top priorities.
- Management of growth and development was a higher priority among respondents above age 45, households without children, and among those with post-secondary education.
- Assistance to economically disadvantaged persons was a higher priority among lower income households and renters. However, respondents from the lowest income households still ranked this item as a relatively low priority.
- Renters were much more likely to give a higher priority to affordable housing.
- The following demographic groups were more likely to include the improvement of senior citizen programs among their top three priorities: retirees, respondents age 65 and above, respondents

without post-secondary education, households with no children, and households with less than \$50,000 annual income.

Chart 11. Priorities for Door County



Open-Ended Comments

Near the end of the survey, respondents were asked the following open-ended question, “Please add any comments that you would like considered during the 2010 budget process or that would enable Door County to provide better service in the future.” By prior agreement with Door County officials, the SRC stopped compiling comments after 378 surveys were received, resulting in the processing of 176 comments. In public opinion surveys like this, respondents who complete open-ended questions usually have relatively strong positive or negative feelings about some topic. It is worth noting, therefore, that in comparison to other public opinion surveys conducted by the SRC in Wisconsin, the 47 percent of respondents who completed this question (176 comments) is a smaller percentage than we normally receive. This might suggest a citizenry with relatively neutral opinions about Door County government.

Topic	Count	%
Services	51	29%
Taxes/Spending	34	19%
Infrastructure/Utilities	28	16%
Jobs/Economic Development	15	9%
Environment	13	7%
Communication	9	5%
Business	5	3%
Miscellaneous	21	12%
Total	176	

Further, as noted at the bottom of page 8, some of the comments reveal a level of misunderstanding about county government responsibilities. This suggests a need for the County to improve/expand its outreach efforts to citizens about the goods and services that local taxes provide.

The SRC grouped the answers into broad categories and are summarized in Table 3. The complete list of responses is included in Appendix B.

A broad category containing various services topped the list with 29 percent of the responses. Within the services category were law enforcement, health care, planning & zoning, youth service, senior services, education, and solid waste management. Although law enforcement and health care had the most comments among the services, respondents spread their comments widely among the types of services. Among the 51 comments in this broad category, law enforcement was mentioned eight times and health care was mentioned seven times. This large category was followed by the more specific categories of taxes/spending (19%) and infrastructure/utilities (16%).

Comments related to taxes and spending subdivided into smaller categories. Whether directed at a specific budget item or more broadly stated, the 34 comments on this topic focused on reduced spending. The following comments express that sentiment: *“Reduce property taxes, please.”* *“Seek control of expenses and keep taxes down.”*

The next largest group of comments focused on infrastructure and utilities (16%). Within this group, the largest number (22 of 28 comments) were related to transportation. Most comments about utilities called for increased availability of high-speed Internet service throughout the County.

If we examine specific topics within all the 176 written comments, the largest number of comments are specifically related to taxes/spending and transportation issues. (The numerically larger “Services” category contains several sub-categories unlike the more homogeneous “Taxes/Spending category”). The vast majority of comments regarding taxes called for reduced taxes and spending. At the same time, many other comments expressed a desire for additional or expanded services. This highlights a common dilemma for elected officials, i.e., the tension between taxpayer desire for fiscal restraint and requests for more public services.

There was a substantial drop-off to the remaining topics in the respondents’ comments. Jobs/economic development had 9 percent, and comments related to environmental issues had 7 percent.

Conclusions

The results of this survey indicate that, in large measure, Door County residents are pleased with the overall quality of life they have in the County. They are pleased with the County as a place to raise children and a place to retire. Perhaps reflecting the deep economic recession at the time of the survey, they are displeased with the County’s economy and with job prospects in the County.

When given a list of 30 Door County services and operations and asked to rate the importance of each, a majority of respondents tended to rate all as “very important” or “important.” This presents a dilemma for Door County decision makers when making budgetary decisions in difficult economic conditions.

The “Very Important” Priorities

Examination of only the “very important” responses helps identify the priorities of respondents. Twelve of the 30 services and operations were rated as **“very important” by at least half of the respondents** and are shown in rank order below.

1. **Protecting ground and surface water quality**
2. **Countywide ambulance service**
3. **Responding to public safety concerns**
4. **Maintaining roads & bridges**
5. **Recording and maintaining vital records**
6. **Prosecuting criminal cases**
7. **Enforcing child support orders**
8. **Conducting elections**
9. **Monitoring beach water quality**
10. **Enforcing environmental rules & regulations**
11. **Collecting property taxes**
12. **Providing public health services**

At the same time as they rate many County services and operations high on the importance scale, only four in ten respondents said they are receiving “excellent” or “good value” for their tax dollars paid to Door County.

Improving communication with citizens regarding county programs, services, issues, and decisions may offer an opportunity to improve the public’s understanding of county government.

Given their concern about the value they receive from their taxes paid and their concern about the economy and job prospects in Door County, it is not surprising that respondents said the top two priority actions by the County should be to control taxes/spending and to promote economic development and job creation. The third place rank for protection of the natural environment is also consistent with high importance ratings given to protecting natural resource and enforcement of environmental rules and regulations.

Appendix A – Non-Response Bias Test

Any survey has to be concerned with “non-response bias.” Non-response bias refers to a situation in which people who don’t return a questionnaire have opinions that are systematically different from the opinions of those who return their surveys. For example, suppose most non-respondents gave low ratings to the overall quality of life in Door County (Question 1), whereas most of those who returned their questionnaires gave high ratings to the County’s quality of life. In this case, non-response bias would exist, and the raw results would overrate public’s opinion about the quality of life in Door County.

The standard way to test for non-response bias is to compare the responses of those who return the first mailing of a questionnaire to those who return the second mailing. Those who return the second questionnaire are, in effect, a sample of non-respondents (to the first mailing), and we assume that they are representative of that group. In this survey, 352 people responded to the first mailing, and 154 responded to the second mailing.

We found seven variables with statistically significant differences between the mean responses of these two groups of respondents out of 60 tested. Table A1 indicates that even when statistical differences exist, the magnitude of this difference is very small and the interpretation of the results is not affected. **The Survey Research Center (SRC) concludes that there is no evidence that non-response bias is a concern for this sample.**

Table A1 – Statistically Significant Differences Between Responses of First and Second Mailings			
Variable	Statistical Significance	Mean First Mailing	Mean Second Mailing
5. The economy in Door County	.001	2.97	3.23
6. Value of services for the taxes paid to Door County	.039	2.72	2.90
7. Door County government’s welcome of citizen involvement	.001	2.90	3.25
8. Door County government’s communication with citizens about important issues and decisions	.033	2.97	3.16
15. Providing <u>financial assistance</u> to land owners implementing environmental protection measures	.013	3.11	2.85
38. Providing support services to military veterans	.037	2.77	2.60
39. Maintaining the county fairgrounds	.041	3.58	3.40

Appendix B –Door County Public Opinion Survey Comments

Question 40. From the following list, please identify what you feel should be the three most important priorities for Door County government.

'Other' responses

- Public Safety (2x)
- Badger Care
- Broad Band
- County health concerns
- County-wide system bike/walking paths.
- Downtown bridge traffic
- Extended home care
- Health, exercise, nutrition
- Help for dental health for young and old
- High Speed Internet access, county wide
- Improve drinking programs
- Law Enforcement/emergency planning
- Maintain psychiatric and mental health services
- Maintain roads
- Maintain roads and infrastructure
- Promote Tourism
- Property tax
- Providing affordable health care for all
- Road and highway safety
- These are all important to some persons. They all need help but work and help for those in need always are.
- Tourism
- Water protection
- Water quality

Question 42. Please add any comments that you would like considered for the 2010 budget process or that would enable Door County to provide better service in the future.

Services (51 responses)

- Law Enforcement (9x)
 - For the number of citizens and the crime rate in Door County, there are too many police. This number, if decreased, could save a substantial amount of tax dollars.
 - Improve on protecting rental property owners. Laws and system protects the criminal, currently.
 - Improving law enforcement of drunk driving and drug use in evening-too routine schedule
 - Need to work on our drug problems in Sturgeon Bay.
 - Reduce Sherriff's department manpower per capita to match other areas in the state.
 - S.B. Police: at 7am, drive north on 42, typically you will see 3 squad cars. There's too many law officers during winter and fall seasons!!
 - Too many police riding around in city, park cars and walk streets.
 - When you arrest someone, follow through. Don't keep giving (illegible) court system? Hard to live next to a drunk (DUI) shooting into neighbors home. Him and wife drunk all the time. I'm scared. A family might have Badger Care, but you cannot find doctors or dentists that will take Badger Care.
- Health Care (6x)
 - All the above are important, I am very concerned about the mental health system; they are given too many dangerous drugs with horrible side affects and told they must live like this. They are given no hope at all. They are just given a bag of drugs to live with I am sorry, but I will not live like this. I believe in other forms of healing: Christ's LOVE!
 - Consider extended home care for the elderly with the immediate need of a nursing home. It may be even less expensive. The elderly would appreciate living in their own home
 - Long-term care is not the job of government. Promote tourism. It brings the bulk of revenue to Door County.
 - Lower medical costs-such as office calls-health screenings, so people can afford these health screenings and have them done, instead of not.
 - Make the national focus issues the county focus issues: i.e. health care.
 - Question 25. should not be a county responsibility. Privatize. Too big cost. People do not pay, it's written off.
- Planning and Zoning (6x)
 - Comprehensive planning and zoning countywide. Discourage overly restrictive regulations by individual townships.
 - Stop the building of any more condominiums.
 - Too much zoning laws that are made for the rich not for common sense.
 - Use common sense to interpret laws and regulations before insulting home owners request for improvements. Look, appreciate what a citizen may have don't in past. i.e. planting more trees than what may have been on property before killing any request.
 - We need affordable housing--keep Door County open to all.
 - Zoning office is over staffed and zoning fees are too high.
- Youth Services (5x)
 - Collaborate with more organizations like the YMCA.
 - Expand child and youth programs.
 - I think it's sad that the only programs offered to youth regularly come from the YMCA with its unaffordable membership rates and expensive program fees.
 - Safe recreation areas designed for youth/teens.
 - We need programs for the children to do so they stay out of trouble.
- Senior Citizen Services (5x)

- Help seniors with low incomes.
- It is important that the citizens of Washington Island, especially our elderly citizens, receive the same level of benefits as those living on the main land.
- Place funding for the elderly before material wants, i.e. purchase of real estate, memorials, etc.
- The lack of public transportation is a detriment to the quality of senior citizens lives. Our county is so ideal as a place to live but seniors definitely need a way to get to doctor, hospital, dentist, lawyer, etc.
- With future high projection rates of citizens in Door County over the age of 65, I am concerned about having sufficient medical and other services for the elderly.
- Education (4x)
 - Education, energy.
 - Education: bring in a college here in Door County.
 - Merge schools
 - NWTC is outlandish especially because the Island receives almost no benefit.
- Solid Waste Management (3x)
 - I would like to make a comment about Sturgeon Bay's "Spring Pick-Up." My understanding is that it was discontinued because of the mess. I would like to suggest, as would many other residents I've spoken to, that the Spring Pick-Up be brought back. However, I think the "window" of having items curbside should be narrowed to 2 weeks. MANY of the items would be picked up to be used by others and metals would be collected and sold. Not only is this a way to shave unwanted items with others, it is obvious that so much less
 - Provide more free appliance, TV, monitors, battery recycle drop-off events. Better upkeep and maintenance at our local public cemeteries.
 - Trash must be picked up by city workers or added to the landfill. Please consider my suggestions.
- Other Services and general comments (13x)
 - 26 - 28 should only be U.S. citizens. People realize it is easy to get benefits up in Door County. Non-mandated services need to be phased out - costs are killing us.
 - Address needs of Hispanic community.
 - All government business or requests for assistance in English!!
 - Always be sure that county government is not providing services that can be or are available through other entities or organizations.
 - Care of most fragile people and families should be valued.
 - Help people that need to put in septic systems that are low income that need help. Also help people who need to have a place to live like low income places for them, and help people that are disabled and can not work get their social security.
 - Human services are more important then acquiring equipment of things
 - I don't think Door County can provide better service.
 - Look at splitting monies used for the baseball fields with the soccer fields.
 - The county provides a valuable records storage service.
 - The government can not provide for every human need. People need to take responsibility for themselves.
 - We think the county is doing a good job with the social services offered.
 - With the information available on the computer the extension office serves no purpose. I enjoy county fairs, but the participation in and quality of the Door Cty. Fair is low and should be eliminated.

Taxes/Spending (34 responses)

- Controlling taxes and spending is important but often spending is tied to state mandates and it is difficult to make considerable cuts.
- Cut cost of repair by privatizing the work to other constructions companies. Save taxpayer money by having only one superintendent for all the schools in Door County.
- Cut unnecessary programs
- Do not be so fast in giving money out. Some people are playing the system. Better check on people asking for help.
- Don't mortgage our future.
- Except for major one-time expenditures (i.e. Justice Center, Highway Shop or major road improvement projects), the county should not borrow money long term to pay for yearly services.
- Eliminate overlap of regulation between state and county regarding many land use issues i.e. if state regulates wetlands and storm water, why waste county tax \$ doubling up on bureaucracy?
- Government should be expedient.
- High property taxes are killing growth of city.
- Hold accountable any person or persons employed by, or elected to any governing body or bureaucracy, or "service" program/position. That means when there is waste, poor decision-making, financial irresponsibility, ineptitude, or just plain stupidity (i.e. Head of County Parks), make them accountable to the taxpayer, and make the consequences public!
- How about giving seniors on SS a break on our taxes. Between the city and county taxes, you are taxing us out of our homes.
- I feel we do not need a county administrator because it would save the county over \$100K/year. I think the county would run just as well without this position.
- If everyone else is down 20% on workforce, wage, and employees, why isn't county?
- If the county could do anything to control or lobby against high real estate taxes that would be welcome. Did not mark that as a top priority, I do realize to accomplish or meet other priorities, taxes are a necessity, but just feel property taxes is not always most agreeable type of tax.
- Keep a balanced budget even if it means cutting services!

- Less government! Unfortunately, County government is following state and federal-bigger is better. We are becoming a nation relying on government hand outs. We need to keep our personal independence. We must have a balanced budget and take a serious look at cutting programs across the board.
- Lower taxes for low income widow's such as myself.
- Management is top heavy. If layoffs are needed, all county employees should be considered, not just union employees.
- Marina's crazy spending - Egg Harbor, Gill's Rock. Fire Dept's crazy spending. Justice center, crazy spending. Door County seniors drive the economy
- Most important is control of taxes and spending.
- Our home values have "plummeted" and yet our taxes keep going up!!
- People without children should pay less taxes than with same goes for single people.
- Pretty soon we'll be taxed out of our homes and forced to leave. 37 other states than Wisconsin are good to seniors and freeze or limit tax increases and provide help. Not Wisconsin!
- Privatize Sturgeon Bay Street Department (downsize number of employees that overate out of Court House). Greatly overstaffed for services that are provided. Could cut 33% and not lose any services. Most (retirees) have no voting privileges, they're down south in winter, and are forced to pay.
- Quit dragging things out and taxing to micro manage
- Reasonable increase in taxes for our government services is okay and supported.
- Reduce property taxes, please.
- Seek control of expenses and keep taxes down.
- Stop acquiring more property, i.e. parks, airport and properly maintain properties already held.
- Stop wasting tax payers money. Example, street sweeper. It does nothing; waste of gas and labor cost. County Highway employees. I see five guys standing around talking and one guy is working. I see this far too often.
- Take into consideration the programs available and funded by the state and fed when budgeting for "entitlement" programs.
- Taxes are too high on Washington Island because we pay for services we don't get.
- Try to lower taxes, the average person is almost impossible to retire in Door County because the unbelievable prices of homes and tax rates of Door Cty. I know of people that retire in Keweenaw Co., Manitowoc Co, Sheboygan Co, because the difference in prices on homes--paid about 2/3 the price for the same quality, I can't believe it.
- Your priority should be cutting property taxes.

Infrastructure (29 responses)

- Transportation (22x)
 - Better planning--the new bridge layout is a disaster
 - Clearing roads in winter.
 - Close the Race Track completely if you are not going to enforce the noise ordinance. I have recorded decibel readings well above the 85-decibel limit set by the city for this racetrack. It is time to close it or move it or make the cars quieter and stop the dusty pollutants that come and cover our cars and homes. We have to breathe that toxic stuff. Wise up and use your common sense. It's time for change!!!
 - Do not take over bridge or do not purchase old bridge as you did railroad bridge for a dollar. Learn!
 - I have 40 years+ experience in highway maintenance and construction. Door County Highway is the most inefficient operation I've seen. I could recommend many many improvements. Your management staff and union employees are both responsible for your unproductive environment. Get together and operate like a business!!
 - Dump the old bridge in the bay!!
 - I think the County Highway Department and City Street Department should be one organization.
 - I would like to see the county side roads plowed better. I am an emergency medical personnel and live close to two others. We need these roads plowed better and more often.
 - Improve crack filling with tar on roadways, strips of tar coming up from bad procedures all over town.
 - Provide walking friendly environment in Door County (sidewalks). Sturgeon Bay needs sidewalks, especially down Egg Harbor Road that are tree lined!! We need a walking friendly city.
 - Realistic highway budget to provide better level of service and not an attractive budget to County Board.
 - Remove old down town bridge!
 - Road Work--why do 1 mile or 9 miles of a county road ("S") without doing it all?
 - Lack of public transportation can be overwhelming.
 - Take down the old bridge. It is an eyesore that would free up money to do more important and worthwhile things.
 - Take the 13 million dollars and use it for more economical things than refurbishing the ages old bridge.
 - Terrible plowing of snow in winter. Sometimes it takes two days to get roads plowed. Not safe anymore to travel in Door County in winter, will consider leaving county if things don't change soon!
 - The county definitely has a responsibility to provide a safe, functioning transportation system (roads, etc.).
 - The traffic pattern caused by the new bridge needs to be studied and changed. The north bound traffic is just "dumped" into the neighborhoods on the north side of the bridge. 3rd Ave should be made 2 way and traffic should be encouraged towards the commercial district.
 - Very important for Sturgeon Bay to get their streets "two way," proper signages to bridges and STOP LIGHTS where necessary. It's amazing there have not been more accidents at Third and Fourth Avenues/Michigan Street (straight ahead/South, left or right turn). One is so busy looking for sights one-way, etc. You can't look at the store fronts.

- Work to provide paths and alternate routes for biking and walking. Door County is a great place to promote biking-there is no reason a system of transportation can't be built linking the towns. many of the roads are not wide enough to simply put up a sign and call that a bike path/lane.
- Would be great for county to provide a skateboard/bike park for youth in the city. More bicycle lanes would be appreciated. Some of the city streets are in need of immediate repair.
- Utilities (Internet, Telecommunication) (5x)
 - Broadband access - the "privates" have had ample opportunity and have failed. This is the cornerstone to economic development and to educational enrichments for all, especially the student population. When the top officer of one of the nation's largest foundations must leave their homes and travel to an in town coffee shop "to connect", there is something very wrong with Door's infrastructure.
 - Countywide access to affordable high speed Internet service should be a top priority.
 - I would like to see rural areas receive cable/DSL service and anything you could do to promote that would be appreciated.
 - Look to offer cable countywide, which would allow a better potential computer service.
 - Need to bring in more companies in the electronic field like internet, cell phone services to start catching up with the rest of the world
- Other infrastructure (1x)
 - For seniors up north there is little or no infrastructure.

Jobs/Economic Development (15 responses)

- Better paying permanent jobs are needed besides tourism.
- Bring in jobs.
- Create more jobs with decent wages and benefits. Most jobs are part time with no benefits or seasonal jobs. Young people are leaving after high school and going out of Door County to find work. It is hard to raise a family and stay in Door County if there aren't many jobs or decent paying jobs. Employers need to start hiring more Door County residents also, instead of hiring elsewhere. Put people to work-get them off assistance.
- Full time job opportunities year round are lacking.
- I think the biggest issue concerning Door County is to attract industry that would provide the residents opportunities to earn a wage they can live on. The tourism industry does not provide these opportunities.
- Jobs that enable our citizens to live and remain here
- Promote green jobs with benefits to help keep people working in Door County.
- Promote jobs.
- Promote/support economic growth. In order for young families to return home, we need to receive a decent wage job.
- Since tourism accounts for a significant portion of the economy, and since so many tourism businesses fail, county government needs to work with tourism to identify ways to make this part of our economy better and support the tourism industry.
- The average worker cannot make enough money to live here and most who do work 2-3 jobs just to make ends meet.
- The promotion of jobs is necessary for Door County. The above (extended home care) would probably create more jobs.
- We need jobs that allow us to afford to comfortably live in Door County
- We need year round jobs to keep our young people home or wanting to come back after college to live and work here instead of working outside Door County and coming back after retiring.
- What is Door County? Tourism based (service jobs) or manufacturing based? Must decide and strive for that!!! Ever growing gap between upper and lower classes. No middle class left.

Environment (13 responses)

- Abandoned buildings torn down for green space (i.e. Kmart)
- As hard as it was to prioritize without protecting and sustaining our environment, which supports all life, all the rest is pointless. Respecting our environment first results in respecting everything else that is life sustaining.
- Door County has so much to offer--beautiful land and water.
- Important to Door County: clean air, water, beaches, woods and parks.
- In Door County, each village or township has its own zoning laws. Can Door County legally establish uniform zoning to prevent inappropriate land use? It's a complicated issue, but Door County's environment is fragile. (In some spots, it's 10 minutes to the water table-crevices abound!) Zoning control is needed to protect our beautiful Peninsula from over development. For my part, for example, Wisconsin Dells is a perfect eye sore i.e. what could happen to Door County if human greed is allowed.
- Incorporate sustainable practices. Employ the Natural Step framework and there will be a trickle down of positive benefits.
- Maintain air quality. Keep up what you're doing, good job.
- Need more useable, child friendly green space.
- Need to protect the ground water quality and surface lakes.
- Renewable energy! Wind turbines and solar panels!
- The county through zoning and planning must aid in protecting the environmental integrity of peninsula land.
- The rich natural resources of this particular place is the answer to every single question asked above, without keeping the indigenous characteristics viable, there could not be any of the programs for the Door County citizens - from youth to seniors. Thus budgets must include funding for both God's natural infrastructure and man's engineered infrastructure in order to maintain a quality of life that includes all people.

- These green jobs can help protect our natural resources and environment (water quality). I was traveling to Green Bay to work until this Spring.

Communication (9 responses)

- Better communication and more transparency in County Government.
- Inform citizens of what's happening.
- Involve people more in major decisions (i.e. justice center, bridges, etc.).
- Making Door County resources available online at least a website where the process can start. I find it confusing that there are several locations to apply, to find which place offers which resource. Maybe there already is one?
- Must involve maximum citizen involvement in government through town hall type meetings throughout the county (listening sessions) and surveys like this.
- County board or municipal elected officials who are frequently uninformed regarding issues, swayed by those who have the most political power, do not welcome citizen input into local government. Engage constituents.
- I am a new resident in Door County. This is my second year living here. I think the county government officials need to be more proactive in keeping citizens informed of county issues over the internet and news media. I also believe they would do a much better job of working with citizens via committees and communication.
- I feel that far too often the opinions of the few are being pushed upon others in this county, because they are more vocal, organized, and very pushy.
- Start listening to the voter on transportation and speeding issues.

Business (5 responses)

- Business can come to Door County and still compete with the world.
- Grocery store on west side of City of Sturgeon Bay.
- Grocery store on west side of Sturgeon Bay needed. Do not need three grocery stores all within a mile on east side - as Super Walmart, Econo, and Pick & Save.
- If a Super Walmart does come to be and jeopardizes one of the two existing stores futures, that store should relocate on the west side. There is a need for a food market possibly located near Target.
- We can't get one major store, Walmart, in S.B.

Miscellaneous (21 responses)

- Other items on the priority list are VERY important: increase affordable housing
- This survey is a good idea. And quite thorough. Thanks for the opportunity!
- You've done a commendable service to Door County in your management so keep up the good work. No complaints I can think of.
- County Board start thinking in the real world!
- Have government buy local.
- Have a county officials enroll in common sense class!
- I think Door County is great place to live if you have the money.
- Items b and d need to be balanced.
- Keep up the good work!
- Let citizens vote on and help decide issues such as Super Walmart.
- Make some decisions and stop the infighting!
- Open-minded people.
- Our incomes and investments have decreased.
- Put the citizens of Door County first and the tourists second.
- Questions 6-9 are two different question groups into one question. Need to separate!
- Summertime activities, and strong community network HOWEVER, the seasonality of Door County
- This survey should have a comment area after each section (just room for a one-liner). By the way, we never received "the first" survey you said you sent us.
- Too many chiefs, not enough Indians!!!
- Too many personal agendas in government.
- We live here but don't have time to enjoy home. The county government is either of the old boy school or retired from Illinois and now "I want to tell everyone how to live."
- We must keep Door County available to regular working people. Don't just try to invite rather well-incomed guests

Question 45. Employment Status

'Other' responses

- | | | |
|-------------------------|----------------------------------|--------|
| • Disabled (5x) | • Homemaker | • Wife |
| • Caring for sick child | • Retired and seasonal part time | |

Question 51. Zip Code

'Other' responses

- | | | |
|----------------------|---------|---------|
| • 44870 | • 54235 | • 60656 |
| • 53122 | • 54301 | • 61111 |
| • 53132 | • 60015 | • 61614 |
| • 53211 NE Milwaukee | • 60045 | • 77019 |
| • 53213 | • 60201 | |
| • 54228 | • 60644 | |

Appendix C - Quantitative Summary of Responses by Question

Door County Citizen Survey - 2009

****Please return by May 15, 2009****

Using blue or black ink, please fill the circle that most closely matches your response on the following:

Please fill the circle: Like this: ● Not like this: ✓ ✗ /

QUALITY OF LIFE – PLEASE RATE EACH OF THE FOLLOWING ASPECTS OF QUALITY OF LIFE IN DOOR COUNTY:

	Excellent	Good	Fair	Poor	No Opinion
1. Overall quality of life in Door County today	20%	62%	16%	1%	0%
2. Door County as a place to raise children	28%	56%	9%	2%	6%
3. Door County as a place to work	5%	25%	41%	23%	6%
4. Door County as a place to retire	26%	46%	18%	6%	4%
5. The economy in Door County	1%	20%	53%	23%	2%

GENERAL VALUE AND PERFORMANCE OF DOOR COUNTY GOVERNMENT – PLEASE RATE EACH OF THE FOLLOWING:

	Excellent	Good	Fair	Poor	Don't Know
6. Value of services for the taxes paid to Door County	6%	33%	42%	14%	5%
7. Door County government's welcome of citizen involvement	4%	36%	32%	13%	15%
8. Door County government's communication with citizens about important issues and decisions	2%	28%	42%	22%	6%
9. What is the BEST way for the County to inform you of important issues and decisions? Mark ● one only.					

Direct Mailings	Radio	Local Newspaper	Newsletters	County Website	Email	Local Access Cable TV Channel
40%	8%	27%	14%	3%	7%	3%

IMPORTANCE OF COUNTY SERVICES/OPERATIONS – PLEASE RATE HOW IMPORTANT A PRIORITY YOU FEEL EACH SERVICE SHOULD BE TO DOOR COUNTY GOVERNMENT:

OPERATIONS AND ADMINISTRATION	Unfamiliar/ No Opinion	Very Important	Important	Somewhat Important	Not Important
10. Conducting elections	7%	58%	31%	4%	1%
11. Recording and maintaining vital records (deeds, mortgages, other documents)	5%	66%	26%	2%	0%
12. Availability of on-line land records	12%	28%	34%	19%	7%
13. Collecting property taxes	4%	53%	37%	6%	1%
NATURAL RESOURCES AND ENVIRONMENT	Unfamiliar/ No Opinion	Very Important	Important	Somewhat Important	Not Important
14. Enforcing environmental protection rules and regulations	4%	54%	28%	12%	2%

15. Providing <u>financial assistance</u> to land owners implementing environmental protection measures	7%	27%	32%	24%	10%
16. Providing <u>technical assistance</u> to land owners implementing environmental protection measures	7%	35%	35%	19%	5%
NATURAL RESOURCES AND ENVIRONMENT (CONT.)	Unfamiliar/ No Opinion	Very Important	Important	Somewhat Important	Not Important
17. Protecting ground & surface water quality	1%	79%	15%	4%	0%
18. County-level land use planning and zoning programs	6%	38%	41%	12%	4%
19. Expanding county parklands and outdoor recreational areas	2%	27%	32%	28%	11%
20. Maintaining county parklands and outdoor recreational areas	1%	46%	41%	11%	1%
21. Monitoring beach water quality and posting warnings/closings as appropriate	1%	56%	30%	10%	2%
PUBLIC SAFETY AND LAW ENFORCEMENT	Unfamiliar/ No Opinion	Very Important	Important	Somewhat Important	Not Important
22. Responding to public safety concerns (County Sheriff's office)	2%	69%	26%	2%	1%
23. Prosecuting criminal cases	2%	65%	30%	3%	0%
24. Enforcing child support orders	4%	58%	32%	6%	1%
25. Operating the countywide ambulance service	1%	71%	24%	2%	1%
HUMAN SERVICES AND HEALTH	Unfamiliar/ No Opinion	Very Important	Important	Somewhat Important	Not Important
26. Providing services to families (child protection investigations, foster care, delinquency services, etc.)	3%	46%	38%	10%	3%
27. Providing services to seniors (nutrition, transportation, socialization, benefits counseling, education experiences, etc.)	2%	45%	38%	13%	2%
28. Providing financial services (medical assistance, food stamps, BadgerCare Plus, care for children, etc.)	2%	43%	37%	14%	5%
29. Providing long-term care services (disabled adults, at-risk elderly)	2%	45%	37%	14%	2%
30. Providing public health services (immunization clinics, home visits, health screenings, etc.)	0%	53%	34%	11%	2%
31. Providing treatment for alcohol and drug abuse	2%	27%	40%	24%	6%
32. Providing psychiatric care services through the County Psychiatrist	4%	23%	37%	27%	9%
TRANSPORTATION	Unfamiliar/ No Opinion	Very Important	Important	Somewhat Important	Not Important

33. Maintaining roads, bridges and transportation infrastructure	0%	69%	28%	2%	0%
34. Maintaining the Cherryland Airport	7%	16%	34%	29%	14%
35. Planning for future county transportation needs	3%	32%	43%	19%	3%

OTHER	Unfamiliar/ No Opinion	Very Important	Important	Somewhat Important	Not Important
36. Providing for a countywide system of branch libraries	3%	25%	37%	27%	7%
37. Extension/educational programs supporting Agriculture, Family Development, 4-H/Youth Development, Nutrition, and Community Development	3%	21%	42%	28%	6%
38. Providing support services to military veterans	1%	46%	34%	16%	3%
39. Maintaining the county fairgrounds	2%	11%	34%	39%	14%

DOOR COUNTY PRIORITIES

40. From the following list, a – n, mark what you feel should be the **THREE** most important priorities for Door County government. Mark • three only.

9%	a. Assist the economically disadvantaged	73%	h. Control taxes and spending
62%	b. Promote economic development/jobs	9%	i. Improve youth programs for teens
10%	c. Expand transportation options	18%	j. Keep citizens informed of county government decisions/programs
24%	d. Manage growth/development (land use)	3%	k. Welcome citizen participation in county government
20%	e. Increase affordable housing	6%	l. Improve programs for children
41%	f. Protect natural resources/environment	4%	m. Provide programs for developmentally disabled persons
14%	g. Improve senior citizen programs	4%	n. Other See Appendix B

41. From the preceding list, a – n, write the **LETTER** of the **HIGHEST PRIORITY** for Door County government. **Please write one letter only.**

4%	a. Assist the economically disadvantaged	42%	h. Control taxes and spending
28%	b. Promote economic development/jobs	1%	i. Improve youth programs for teens
1%	c. Expand transportation options	2%	j. Keep citizens informed of county government decisions/programs
5%	d. Manage growth/development (land use)	1%	k. Welcome citizen participation in county government
2%	e. Increase affordable housing	0%	l. Improve programs for children
10%	f. Protect natural resources/environment	2%	m. Provide programs for developmentally disabled persons
2%	g. Improve senior citizen programs	0%	n. Other

ADDITIONAL COMMENTS

42. Please add any comments that you would like considered during the 2010 budget process or that would enable Door County to provide better service in the future.

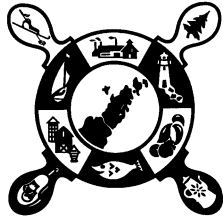
See Appendix B (above)

DEMOGRAPHICS

	Male	Female		18–24	25–34	35–44	45–54	55–64	65+	
43. Gender	58%	42%	44. Age	1%	6%	9%	22%	26%	37%	
45. Employment Status	Employed full-time	Self-employed	Employed part-time	Unemployed	Retired	Other				
	37%	13%	9%	5%	35%	2% See Appendix B				
46. Number of children (under 18) in household			0	1	2	3	4	5+		
			77%	8%	10%	3%	0%	1%		
47. Highest level of Education	Less than high school	High school diploma	Some college/tech	Tech college graduate	Bachelor's degree	Graduate or professional degree				
	3%	22%	26%	11%	21%	16%				
48. Residential Status	Own (Year-round resident)		Rent (Year-round resident)			Seasonal/part-time resident				
	87%		8%			6%				
49. If a year-round resident, how many years have you lived in Door County?	0 to 10 years		11 to 20 years		Over 20 years		Not applicable (seasonal/part-time resident)			
	17%		14%		66%		3%			
50. Annual Household Income Range	Less than \$15,000	\$15,000 - \$24,999	\$25,000 - \$49,999	\$50,000 - \$74,999	\$75,000 - \$99,999	\$100,000 or more				
	7%	16%	25%	28%	13%	12%				
51. What is the Zip Code of your primary residence?										
	2%	54201	0%	54205	0%	54211	1%	54217	64%	54235
	5%	54202	4%	54209	4%	54212	0%	54226	3%	54246
	4%	54204	3%	54210	3%	54213	5%	54234	3%	Other See Appendix B

The Door County Board of Supervisors thanks you for taking the time to provide your input regarding the importance of Door County programs and services. This information will be considered in our long range planning and budgeting.

Please return your survey in the enclosed postage-paid envelope by May 15, 2009 to:
Survey Research Center, University of Wisconsin – River Falls
124 Regional Development Institute
410 S. Third Street, River Falls, WI 54022-5001



DOOR COUNTY

Door County Clerk

JILL M. LAU

GOVERNMENT CENTER
421 NEBRASKA STREET
STURGEON BAY WI 54235-2225
EMAIL: jlau@co.door.wi.us
PHONE: (920) 746-2200
FAX: (920) 746-2330

TO: Administrator Ken Pabich, Finance Director Steve Wipperfurth, and Administrative Committee Members

FROM: County Clerk Jill M. Lau

RE: 2018 Budget

DATE: January 3, 2019

The County Clerks Office budgeted for four elections in 2018. In March 2018 an additional election was called for by the State to fill the vacant seat for Senate, District 1. This election also included a primary election which was held in May with the general election following in June. The unexpected costs of the additional two elections including advertising, programming, ballots and supplies has caused the County Clerk's budget to be over the approved 2018 budgeted amounts.

In order to make the County Clerks 2018 budget whole a transfer of funds will be required.

Door County

Budget Performance Report

Fiscal Year to Date 12/31/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
REVENUE										
Department 10 - County Clerk										
44102	Marriage License-Co Share	9,000.00	.00	9,000.00	205.00	.00	8,015.00	985.00	89	8,405.00
44109	Temp Vehicle Plates	1,500.00	.00	1,500.00	95.00	.00	980.00	520.00	65	1,210.00
46103	Directories	25.00	.00	25.00	.00	.00	197.51	(172.51)	790	80.31
46125	Copy Fees	.00	.00	.00	.00	.00	17.96	(17.96)	+++	4.49
46151	Election/SVRS	16,000.00	.00	16,000.00	.00	.00	17,183.07	(1,183.07)	107	15,153.95
46153	Election Equip Maint Reim	9,700.00	.00	9,700.00	.00	.00	10,417.75	(717.75)	107	9,723.00
48201	Rent Cnty Bldg & Offc	12,300.00	.00	12,300.00	2,979.90	.00	8,809.24	3,490.76	72	11,789.61
Department 10 - County Clerk Totals		\$48,525.00	\$0.00	\$48,525.00	\$3,279.90	\$0.00	\$45,620.53	\$2,904.47	94%	\$46,366.36
REVENUE TOTALS		\$48,525.00	\$0.00	\$48,525.00	\$3,279.90	\$0.00	\$45,620.53	\$2,904.47	94%	\$46,366.36
EXPENSE										
Department 10 - County Clerk										
Sub-Department 1103 - County Clerk										
51101	Salary & Wages	103,443.00	.00	103,443.00	7,690.32	.00	97,887.71	5,555.29	95	96,436.18
51101.300PR	S&W Vac/PTO Vacation	.00	.00	.00	38.86	.00	1,433.50	(1,433.50)	+++	4,114.87
51101.320PR	S&W Holiday Holiday	.00	.00	.00	310.88	.00	928.32	(928.32)	+++	1,198.56
51101.390PR	S&W Personal Personal	.00	.00	.00	.00	.00	155.44	(155.44)	+++	145.92
51104	Overtime	425.00	.00	425.00	.00	.00	713.95	(288.95)	168	89.17
51201	Social Security	7,947.00	.00	7,947.00	579.44	.00	7,100.66	846.34	89	7,106.63
51202	Retirement	6,959.00	.00	6,959.00	538.67	.00	6,774.91	184.09	97	6,930.99
51203	Dental Insurance	2,556.00	.00	2,556.00	213.04	.00	2,556.48	(.48)	100	2,556.48
51204	Health Insurance	43,396.00	1,531.62	44,927.62	1,871.98	.00	43,055.54	1,872.08	96	44,519.04
51205	Life Insurance	28.00	.00	28.00	2.48	.00	29.28	(1.28)	105	28.32
51206	Workers Compensation	250.00	.00	250.00	16.87	.00	211.85	38.15	85	237.62
52206	Telephone	350.00	.00	350.00	.00	.00	175.57	174.43	50	174.96
52402	Membership Dues	125.00	.00	125.00	.00	.00	125.00	.00	100	.00
53102	Postage	250.00	.00	250.00	.00	.00	65.60	184.40	26	95.32
53106	Office Supplies	550.00	.00	550.00	.00	.00	381.87	168.13	69	476.17
53140	Gasoline, Oil & Antifreez	100.00	.00	100.00	.00	.00	.00	100.00	0	68.65
54101	Conference Fees & Trainin	600.00	.00	600.00	.00	.00	290.00	310.00	48	285.00
54102	Training Mile,Meals,Lodge	850.00	.00	850.00	.00	.00	682.64	167.36	80	491.50
55107	Leased Copying	2,200.00	.00	2,200.00	109.11	.00	2,721.96	(521.96)	124	1,303.04
Sub-Department 1103 - County Clerk Totals		\$170,029.00	\$1,531.62	\$171,560.62	\$11,371.65	\$0.00	\$165,290.28	\$6,270.34	96%	\$166,258.42
Sub-Department 1110 - Elections										
51101	Salary & Wages	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
51104	Overtime	505.00	.00	505.00	.00	.00	.00	505.00	0	.00
51201	Social Security	77.00	.00	77.00	.00	.00	.00	77.00	0	.00
51202	Retirement	68.00	.00	68.00	.00	.00	.00	68.00	0	.00
51206	Workers Compensation	1.00	.00	1.00	.00	.00	.00	1.00	0	.00

Door County

Budget Performance Report

Fiscal Year to Date 12/31/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Department 10 - County Clerk										
Sub-Department 1110 - Elections										
52104	Board of Canvassers	450.00	.00	450.00	179.21	.00	749.94	(299.94)	167	155.61
52302	Service Contracts	14,000.00	.00	14,000.00	.00	.00	13,886.00	114.00	99	13,886.00
52403	Advertising & Legal Notic	7,200.00	.00	7,200.00	2,195.71	.00	13,831.33	(6,631.33)	192	2,633.56
53102	Postage	150.00	.00	150.00	.00	.00	3.14	146.86	2	11.78
53105	Election Supplies	1,500.00	.00	1,500.00	.00	.00	6,881.61	(5,381.61)	459	1,091.69
53139	Ballots & Programming	30,000.00	.00	30,000.00	2,502.00	.00	29,848.27	151.73	99	10,480.84
54101	Conference Fees & Trainin	.00	.00	.00	.00	.00	.00	.00	+++	125.00
Sub-Department 1110 - Elections Totals		\$54,451.00	\$0.00	\$54,451.00	\$4,876.92	\$0.00	\$65,200.29	(\$10,749.29)	120%	\$28,384.48
Sub-Department 9102 - Postage Machine										
53101.6506	Oth Materials Gov Ctr Govt Center	1,500.00	.00	1,500.00	726.68	.00	1,412.99	87.01	94	485.34
53102.6501	Postage-JC Justice Center	.00	.00	.00	.00	.00	2,495.43	(2,495.43)	+++	25.00
53102.6506	Postage-Govt Ctr Govt Center	.00	.00	.00	5,000.00	.00	2,498.62	(2,498.62)	+++	25.00
59113	Leased Equipment	8,000.00	.00	8,000.00	1,950.42	.00	7,801.68	198.32	98	7,816.68
Sub-Department 9102 - Postage Machine Totals		\$9,500.00	\$0.00	\$9,500.00	\$7,677.10	\$0.00	\$14,208.72	(\$4,708.72)	150%	\$8,352.02
Department 10 - County Clerk Totals		\$233,980.00	\$1,531.62	\$235,511.62	\$23,925.67	\$0.00	\$244,699.29	(\$9,187.67)	104%	\$202,994.92
EXPENSE TOTALS		\$233,980.00	\$1,531.62	\$235,511.62	\$23,925.67	\$0.00	\$244,699.29	(\$9,187.67)	104%	\$202,994.92
Fund 100 - General Fund Totals										
REVENUE TOTALS		48,525.00	.00	48,525.00	3,279.90	.00	45,620.53	2,904.47	94%	46,366.36
EXPENSE TOTALS		233,980.00	1,531.62	235,511.62	23,925.67	.00	244,699.29	(9,187.67)	104%	202,994.92
Fund 100 - General Fund Totals		(\$185,455.00)	(\$1,531.62)	(\$186,986.62)	(\$20,645.77)	\$0.00	(\$199,078.76)	\$12,092.14		(\$156,628.56)
Grand Totals										
REVENUE TOTALS		48,525.00	.00	48,525.00	3,279.90	.00	45,620.53	2,904.47	94%	46,366.36
EXPENSE TOTALS		233,980.00	1,531.62	235,511.62	23,925.67	.00	244,699.29	(9,187.67)	104%	202,994.92
Grand Totals		(\$185,455.00)	(\$1,531.62)	(\$186,986.62)	(\$20,645.77)	\$0.00	(\$199,078.76)	\$12,092.14		(\$156,628.56)

2018 Policy Year - Door County

Council/Board

	<u>DOL</u>	<u>Loss Paid</u>	<u>Expense Paid</u>	<u>Total Paid</u>
018599921029 CREEK PROPERTIES CONDOMINIUM OWNER'S ASS.	08/28/2018 O GLEO Zoning	\$0.00	\$2,036.46	\$2,036.46
<u>Summary for Door County - 2018 - All Council/Board Claims</u>		\$0.00	\$2,036.46	\$2,036.46

Senior Center

	<u>DOL</u>	<u>Loss Paid</u>	<u>Expense Paid</u>	<u>Total Paid</u>
018599919990 LISA STAVENESS	02/15/2018 C ALPD Backing accident	\$2,025.49	\$0.00	\$2,025.49
<u>Summary for Door County - 2018 - All Senior Center Claims</u>		\$2,025.49	\$0.00	\$2,025.49

Sheriff

	<u>DOL</u>	<u>Loss Paid</u>	<u>Expense Paid</u>	<u>Total Paid</u>
018599920282 WISCONSIN PUBLIC SERVICE	02/08/2018 C ALPD Collision with Fixed Object	\$1,151.01	\$0.00	\$1,151.01
<u>Summary for Door County - 2018 - All Sheriff Claims</u>		\$1,151.01	\$0.00	\$1,151.01

2018 Policy Year - Door County	
Loss Paid	\$3,176.50
Expense Paid	\$2,036.46
Open Reserve	
Total Incurred	

of a city, village or town may authorize funds for or pay to a physician or surgeon or a hospital, clinic or other medical facility for the performance of an abortion except those permitted under and which are performed in accordance with s. 20.927.

(c) *Payments for abortion-related activity restricted.* No city, village, town, long-term care district under s. 46.2895 or agency or subdivision of a city, village or town may authorize payment of funds for a grant, subsidy or other funding involving a pregnancy program, project or service if s. 20.9275 (2) applies to the pregnancy program, project or service.

(2) **CELEBRATION OF HOLIDAYS.** A town, county, school board, or school district may appropriate money for the purpose of initiating or participating in appropriate celebrations of any legal holiday listed in s. 995.20.

History: 1999 a. 65 s. 14; 1999 a. 150 ss. 89, 90, 92, 94, 165 to 167; 2001 a. 30; 2005 a. 155; 2007 a. 20.

66.0602 Local levy limits. (1) DEFINITIONS. In this section:

(a) “Debt service” includes debt service on debt issued or reissued to fund or refund outstanding municipal or county obligations, interest on outstanding municipal or county obligations, and related issuance costs and redemption premiums.

(am) “Joint fire department” means a joint fire department organized under s. 61.65 (2) (a) 3. or 62.13 (2m), or a joint fire department organized by any combination of 2 or more cities, villages, or towns under s. 66.0301 (2).

(au) “Municipality” means a city, village, or town.

(b) “Penalized excess” means the levy, in an amount that is at least \$500 over the limit under sub. (2) for the political subdivision, not including any amount that is excepted from the limit under subs. (3), (4), and (5).

(c) “Political subdivision” means a city, village, town, or county.

(d) “Valuation factor” means a percentage equal to the greater of either the percentage change in the political subdivision’s January 1 equalized value due to new construction less improvements removed between the previous year and the current or zero percent.

NOTE: Par. (d) (intro.) and 1. were consolidated and renumbered par. (d) under s. 13.92 (1) (bm) 2. by the legislative reference bureau. Unnecessary text was removed under s. 35.17.

(2) **LEVY LIMIT.** (a) Except as provided in subs. (3), (4), and (5), no political subdivision may increase its levy in any year by a percentage that exceeds the political subdivision’s valuation factor. Except as provided in par. (b), the base amount in any year, to which the limit under this section applies, shall be the actual levy for the immediately preceding year. In determining its levy in any year, a city, village, or town shall subtract any tax increment that is calculated under s. 59.57 (3) (a), 60.85 (1) (L), or 66.1105 (2) (i). The base amount in any year, to which the limit under this section applies, may not include any amount to which sub. (3) (e) 8. applies.

(b) For purposes of par. (a), in 2018, and in each year thereafter, the base amount to which the limit under this section applies is the actual levy for the immediately preceding year, plus the amount of the payment under s. 79.096, and the levy limit is the base amount multiplied by the valuation factor, minus the amount of the payment under s. 79.096.

(2m) **NEGATIVE ADJUSTMENT.** (a) If a political subdivision’s levy for the payment of any general obligation debt service, including debt service on debt issued or reissued to fund or refund outstanding obligations of the political subdivision and interest on outstanding obligations of the political subdivision, on debt originally issued before July 1, 2005, is less in the current year than it was in the previous year, the political subdivision shall reduce its levy limit in the current year by an amount equal to the amount that its levy was reduced as described in this subsection.

(b) 1. In this paragraph, “covered service” means garbage collection, fire protection, snow plowing, street sweeping, or storm water management, except that garbage collection may not be a

covered service for any political subdivision that owned and operated a landfill on January 1, 2013. With regard to fire protection, “covered service” does not include the production, storage, transmission, sale and delivery, or furnishing of water for public fire protection purposes.

2. Except as provided in subd. 4., if a political subdivision receives revenues that are designated to pay for a covered service that was funded in 2013 by the levy of the political subdivision, the political subdivision shall reduce its levy limit in the current year by an amount equal to the estimated amount of fee revenue collected for providing the covered service, less any previous reductions made under this subdivision, not to exceed the amount funded in 2013 by the levy of the political subdivision.

3. Except as provided in subd. 4., if a political subdivision receives payments in lieu of taxes that are designated to pay for a covered service that was funded in 2013 by the levy of the political subdivision, the political subdivision shall reduce its levy limit in the current year by the estimated amount of payments in lieu of taxes received by the political subdivision to pay for the covered service, less any previous reductions made under this subdivision, not to exceed the amount funded in 2013 by the levy of the political subdivision.

4. The requirement under subd. 2. or 3. does not apply if the governing body of the political subdivision adopts a resolution that the levy limit should not be reduced and if the resolution is approved in a referendum. The procedure under sub. (4) applies to a referendum under this subdivision, except that the resolution and referendum question need not specify an amount of increase in the levy limit or the length of time for which the levy limit increase will apply and the referendum question need not follow the question format under sub. (4) (c).

(3) **EXCEPTIONS.** (a) If a political subdivision transfers to another governmental unit responsibility for providing any service that the political subdivision provided in the preceding year, the levy increase limit otherwise applicable under this section to the political subdivision in the current year is decreased to reflect the cost that the political subdivision would have incurred to provide that service, as determined by the department of revenue.

(b) If a political subdivision increases the services that it provides by adding responsibility for providing a service transferred to it from another governmental unit that provided the service in the preceding year, the levy increase limit otherwise applicable under this section to the political subdivision in the current year is increased to reflect the cost of that service, as determined by the department of revenue.

(c) If a city or village annexes territory from a town, the city’s or village’s levy increase limit otherwise applicable under this section is increased in the current year by an amount equal to the town levy on the annexed territory in the preceding year and the levy increase limit otherwise applicable under this section in the current year for the town from which the territory is annexed is decreased by that same amount, as determined by the department of revenue.

(d) 1. If the amount of debt service for a political subdivision in the preceding year is less than the amount of debt service needed in the current year, as a result of the political subdivision adopting a resolution before July 1, 2005, authorizing the issuance of debt, the levy increase limit otherwise applicable under this section to the political subdivision in the current year is increased by the difference between these 2 amounts, as determined by the department of revenue.

2. The limit otherwise applicable under this section does not apply to amounts levied by a political subdivision for the payment of any general obligation debt service, including debt service on debt issued or reissued to fund or refund outstanding obligations of the political subdivision, interest on outstanding obligations of the political subdivision, or the payment of related issuance costs or redemption premiums, authorized on or after July 1, 2005, and secured by the full faith and credit of the political subdivision.

3. The limit otherwise applicable under this section does not apply to amounts levied by a county having a population of 750,000 or more for the payment of debt service on appropriation bonds issued under s. 59.85, including debt service on appropriation bonds issued to fund or refund outstanding appropriation bonds of the county, to pay related issuance costs or redemption premiums, or to make payments with respect to agreements or ancillary arrangements authorized under s. 59.86.

4. If the amount of a lease payment related to a lease revenue bond for a political subdivision in the preceding year is less than the amount of the lease payment needed in the current year, as a result of the issuance of a lease revenue bond before July 1, 2005, the levy increase limit otherwise applicable under this section to the political subdivision in the current year is increased by the difference between these 2 amounts.

5. The limit otherwise applicable under this section does not apply to amounts levied by a 1st class city for the payment of debt service on appropriation bonds issued under s. 62.62, including debt service on appropriation bonds issued to fund or refund outstanding appropriation bonds of the city, to pay related issuance costs or redemption premiums, or to make payments with respect to agreements or ancillary arrangements authorized under s. 62.621.

6. The limit otherwise applicable under this section does not apply to the amount that a political subdivision levies to make up any revenue shortfall for the debt service on a special assessment B bond issued under s. 66.0713 (4).

(dm) If the department of revenue does not certify a value increment for a tax incremental district for the current year as a result of the district's termination, the levy increase limit otherwise applicable under this section in the current year to the political subdivision in which the district is located is increased by an amount equal to the political subdivision's maximum allowable levy for the immediately preceding year, multiplied by a percentage equal to 50 percent of the amount determined by dividing the value increment of the terminated tax incremental district, calculated for the previous year, by the political subdivision's equalized value, exclusive of any tax incremental district value increments, for the previous year, all as determined by the department of revenue.

(ds) If the department of revenue recertifies the tax incremental base of a tax incremental district as a result of the district's subtraction of territory under s. 66.1105 (4) (h) 2., the levy limit otherwise applicable under this section shall be adjusted in the first levy year in which the subtracted territory is not part of the value increment. In that year, the political subdivision in which the district is located shall increase the levy limit otherwise applicable by an amount equal to the political subdivision's maximum allowable levy for the immediately preceding year, multiplied by a percentage equal to 50 percent of the amount determined by dividing the value increment of the tax incremental district's territory that was subtracted, calculated for the previous year, by the political subdivision's equalized value, exclusive of any tax incremental district value increments, for the previous year, all as determined by the department of revenue.

(e) The limit otherwise applicable under this section does not apply to any of the following:

1. The amount that a county levies in that year for a county children with disabilities education board.

2. The amount that a 1st class city levies in that year for school purposes.

3. The amount that a county levies in that year under s. 82.08 (2) for bridge and culvert construction and repair.

4. The amount that a county levies in that year to make payments to public libraries under s. 43.12.

5. The amount that a political subdivision levies in that year to make up any revenue shortfall for the debt service on a revenue bond issued under s. 66.0621 by the political subdivision or by a

joint fire department if the joint fire department uses the proceeds of the bond to pay for a fire station and assesses the political subdivision for its share of that debt, under an agreement entered into under s. 66.0301, which is incurred by the joint fire department but is the responsibility of the political subdivision.

6. The amount that a county levies in that year for a county-wide emergency medical system.

7. The amount that a village levies in that year for police protection services, but this subdivision applies only to a village's levy for the year immediately after the year in which the village changes from town status and incorporates as a village, and only if the town did not have a police force.

8. The amount that a political subdivision levies in that year to pay the unreimbursed expenses related to an emergency declared under s. 323.10, including any amounts levied in that year to replenish cash reserves that were used to pay any unreimbursed expenses related to that emergency. A levy under this subdivision that relates to a particular emergency initially shall be imposed in the year in which the emergency is declared or in the following year.

9. The political subdivision's share of any refund or rescission determined by the department of revenue and certified under s. 74.41 (5).

(f) 1. Subject to subd. 3., and unless a political subdivision makes an adjustment under par. (fm), if a political subdivision's allowable levy under this section in the prior year was greater than its actual levy in that year, the levy increase limit otherwise applicable under this section to the political subdivision in the next succeeding year is increased by the difference between the prior year's allowable levy and the prior year's actual levy, as determined by the department of revenue, up to a maximum increase of 1.5 percent of the actual levy in that prior year.

3. The adjustment described in subd. 1. may occur only if the political subdivision's governing body approves of the adjustment by one of the following methods:

a. With regard to a city, village, or county, if the governing body consists of at least 5 members, by a majority vote of the governing body if the increase is 0.5 percent or less and by a three-quarters majority vote of the governing body if the increase is more than 0.5 percent, up to a maximum increase of 1.5 percent.

b. With regard to a city, village, or county, if the governing body consists of fewer than 5 members, by a majority vote of the governing body if the increase is 0.5 percent or less and by a two-thirds majority vote of the governing body if the increase is more than 0.5 percent, up to a maximum increase of 1.5 percent.

c. With a regard to a town, by a majority vote of the annual town meeting, or a special town meeting, if the town board has adopted a resolution approving of the adjustment by a majority vote of the town board if the increase is 0.5 percent or less and by a two-thirds majority vote of the town board if the increase is more than 0.5 percent, up to a maximum increase of 1.5 percent.

(fm) 1. Subject to subs. 3. and 4., a political subdivision's levy increase limit otherwise applicable under this section may be increased by any amount up to the maximum adjustment specified under subd. 2.

2. The maximum adjustment allowed under subd. 1. shall be calculated by adding the difference between the political subdivision's valuation factor in the previous year and the actual percent increase in a political subdivision's levy attributable to the political subdivision's valuation factor in the previous year, for the 5 years before the current year, less any amount claimed under subd. 1. in one of the 5 preceding years, except that the calculation may not include any year before 2014, and the maximum adjustment as calculated under this subdivision may not exceed 5 percent.

3. The adjustment described in subd. 1. may occur only if the political subdivision's governing body approves of the adjustment by a two-thirds majority vote of the governing body and if the political subdivision's level of outstanding general obligation

debt in the current year is less than or equal to the political subdivision's level of outstanding general obligation debt in the previous year.

4. This paragraph first applies to a levy that is imposed in 2015, and no political subdivision may make an adjustment under this paragraph if it makes an adjustment under par. (f) for the same year.

(g) If a county has provided a service in a part of the county in the preceding year and if a city, village, or town has provided that same service in another part of the county in the preceding year, and if the provision of that service is consolidated at the county level, the levy increase limit otherwise applicable under this section to the county in the current year is increased to reflect the total cost of providing that service, as determined by the department of revenue.

(h) 1. Subject to subd. 2., the limit otherwise applicable under this section does not apply to the amount that a city, village, or town levies in that year to pay for charges assessed by a joint fire department, but only to the extent that the amount levied to pay for such charges would cause the city, village, or town to exceed the limit that is otherwise applicable under this section.

2. The exception to the limit that is described under subd. 1. applies only if all of the following apply:

a. The total charges assessed by the joint fire department for the current year increase, relative to the total charges assessed by the joint fire department for the previous year, by a percentage that is less than or equal to the percentage change in the U.S. consumer price index for all urban consumers, U.S. city average, as determined by the U.S. department of labor, for the 12 months ending on September 30 of the year of the levy, plus 2 percent.

b. The governing body of each city, village, and town that is served by the joint fire department adopts a resolution in favor of exceeding the limit as described in subd. 1.

(i) 1. If a political subdivision enters into an intergovernmental cooperation agreement under s. 66.0301 to jointly provide a service on a consolidated basis with another political subdivision, and if one of the political subdivisions increases its levy from the previous year by an amount the parties to the agreement agree is needed to provide a more equitable distribution of payments for services received, the levy increase limit otherwise applicable under this section to that political subdivision in the current year is increased by that agreed amount.

2. If a political subdivision increases its levy as described in subd. 1. the other political subdivision, which is a party to the intergovernmental cooperation agreement and has agreed to the adjustment under subd. 1., shall decrease its levy in the current year by the same amount that the first political subdivision is allowed to increase its levy under subd. 1.

(j) 1. Subject to subd. 2., if a municipality experiences a shortfall in its general fund due to a loss of revenue received by the municipality from the sale of water or another commodity to a manufacturing facility as a result of the manufacturer discontinuing operations at the facility, the limit otherwise applicable under this section may be increased by the amount that the municipality levies to make up for the revenue shortfall.

2. The maximum adjustment claimed under subd. 1. shall equal the revenue received by the municipality from the sale of water or another commodity, as described in subd. 1., in the year prior to the year in which the manufacturing facility closed. A municipality may claim the adjustment in more than one year, except that the sum of all such adjustments may not exceed the revenue loss to the municipality's general fund in the year that the manufacturer discontinues operations at the facility.

(k) 1. Subject to subsd. 2. and 3., if the village of Shorewood reduces its levy from the amount it would have levied for 2011 if not for an error in the valuation of Tax Incremental District Number 1 in the village, to compensate for that error, the limit otherwise applicable under this section to the village in 2012 is

increased by the amount of the reduction, as determined by the department of revenue. The amounts added to the village's limit for 2012 under this subdivision may not exceed the amount by which the village underutilized its limit for 2011, as determined by the department of revenue.

2. If the village of Shorewood applies funds from the village's general fund in 2011 to replace amounts not levied to compensate for an error in the valuation of Tax Incremental District Number 1 in the village, the limits otherwise applicable under this section to the village in 2012 and 2013 are increased by the amount applied from the general fund in 2011, as determined by the department of revenue. The village's limit increases under this subdivision for 2012 and 2013 do not increase the village's limit for any subsequent year.

3. The combined amount of increased levy in 2012 and 2013 by the village of Shorewood under subd. 2. may not exceed the amount of the funds applied from the general fund to replace amounts not levied in 2011 to compensate for an error in the valuation of Tax Incremental District Number 1 in the village.

(L) If the village of Warrens reduces its levy from the amount it would have levied for 2012 if not for an error in the valuation of Tax Incremental District Number 1 in the village, to compensate for that error, the limit otherwise applicable under this section to the village in 2013 is increased by the amount of the reduction, as determined by the department of revenue. The amounts added to the village's limit for 2013 under this paragraph may not exceed the amount by which the village underutilized its limit for 2012, as determined by the department of revenue.

(Lm) If the city of Fox Lake reduces its levy from the amount it would have levied for 2012 if not for an error in the valuation of Tax Incremental District Number 1 in the city, to compensate for that error, the limit otherwise applicable under this section to the city in 2013 is increased by the amount of the reduction, as determined by the department of revenue. The amounts added to the city's limit for 2013 under this paragraph may not exceed the amount by which the city underutilized its limit for 2012, as determined by the department of revenue.

(m) 1. The levy increase limit otherwise applicable under this section to a city, village, or town in the current year is increased by \$1,000 for each new single-family residential dwelling unit for which a city, village, or town issues an occupancy permit in the preceding year and that is all of the following:

a. Located on a parcel of no more than 0.25 acre in a city or village, or on a parcel of no more than one acre in a town.

b. Sold in the preceding year for not more than 80 percent of the median price of a new residential dwelling unit in the city, village, or town in the preceding year.

2. Amounts levied under this paragraph may be used only for police protective services, fire protective service, or emergency medical services.

3. If a city, village, or town levies an amount under this paragraph, the city, village, or town may not decrease the amount it spends for police protective services, fire protective services, or emergency medical services below the amount the city, village, or town spent in the preceding year.

(4) REFERENDUM EXCEPTION. (a) A political subdivision may exceed the levy increase limit under sub. (2) if its governing body adopts a resolution to that effect and if the resolution is approved in a referendum. The resolution shall specify the proposed amount of increase in the levy beyond the amount that is allowed under sub. (2), the purpose for which the increase will be used, and whether the proposed amount of increase is for the next fiscal year only or if it will apply on an ongoing basis. With regard to a referendum relating to the 2005 levy, or any levy in an odd-numbered year thereafter, the political subdivision may call a special referendum for the purpose of submitting the resolution to the electors of the political subdivision for approval or rejection. With regard to a referendum relating to the 2006 levy, or any levy in an even-

66.0602 **MUNICIPAL LAW**

Updated 17–18 Wis. Stats. 74

numbered year thereafter, the referendum shall be held at the next succeeding spring primary or election or partisan primary or general election.

(b) The clerk of the political subdivision shall publish type A, B, C, D, and E notices of the referendum under s. 10.01 (2). Section 5.01 (1) applies in the event of failure to comply with the notice requirements of this paragraph.

(c) The referendum shall be held in accordance with chs. 5 to 12. The political subdivision shall provide the election officials with all necessary election supplies. The form of the ballot shall correspond substantially with the standard form for referendum ballots under ss. 5.64 (2) and 7.08 (1) (a). The question shall be submitted as follows: “Under state law, the increase in the levy of the (name of political subdivision) for the tax to be imposed for the next fiscal year, (year), is limited to%, which results in a levy of \$.... Shall the (name of political subdivision) be allowed to exceed this limit and increase the levy for the next fiscal year, (year), for (purpose for which the increase will be used), by a total of%, which results in a levy of \$....?”. In preparing the ballot question for a referendum held at a partisan primary in 2014, as it relates to the allowable amount of levy rate increase and the total amount of a levy, a county with a population of at least 30,000, but no more than 40,000, that is adjacent to a county with a population exceeding 450,000, shall use the most recent data that it has and the most recent data that is available from the department of revenue.

(d) Within 14 days after the referendum, the clerk of the political subdivision shall certify the results of the referendum to the department of revenue. The levy increase limit otherwise applicable to the political subdivision under this section is increased in the next fiscal year by the percentage approved by a majority of those voting on the question. If the resolution specifies that the increase is for one year only, the amount of the increase shall be subtracted from the base used to calculate the limit for the 2nd succeeding fiscal year.

(5) **EXCEPTION, CERTAIN TOWNS.** A town with a population of less than 3,000 may exceed the levy increase limit otherwise applicable under this section to the town if the town board adopts a resolution supporting an increase and places the question on the agenda of an annual town meeting or a special town meeting and if the annual or special town meeting adopts a resolution endorsing the town board’s resolution. The limit otherwise applicable to the town under this section is increased in the next fiscal year by the percentage approved by a majority of those voting on the question. Within 14 days after the adoption of the resolution, the town clerk shall certify the results of the vote to the department of revenue.

(6) **PENALTIES.** Except as provided in sub. (6m), if the department of revenue determines that a political subdivision has a penalized excess in any year, the department of revenue shall do all of the following:

(a) Reduce the amount of county and municipal aid payments to the political subdivision under s. 79.035 in the following year by an amount equal to the amount of the penalized excess.

(b) Ensure that the amount of any reductions in county and municipal aid payments under par. (a) lapses to the general fund.

(c) Ensure that the amount of the penalized excess is not included in determining the limit described under sub. (2) for the political subdivision for the following year.

(d) Ensure that, if a political subdivision’s penalized excess exceeds the amount of aid payment that may be reduced under par. (a), the excess amount is subtracted from the aid payments under par. (a) in the following years until the total amount of penalized excess is subtracted from the aid payments.

(6m) **MISTAKES IN LEVIES.** The department of revenue may issue a finding that a political subdivision is not liable for a penalty that would otherwise be imposed under sub. (6) if the department determines that the political subdivision’s penalized excess is caused by one of the following clerical errors:

(a) The department, through mistake or inadvertence, has assessed to any county or taxation district, in the current year or in the previous year, a greater or less valuation for any year than should have been assessed, causing the political subdivision’s levy to be erroneous in a way that directly causes a penalized excess.

(b) A taxation district clerk or a county clerk, through mistake or inadvertence in preparing or delivering the tax roll, causes a political subdivision’s levy to be erroneous in a way that directly causes a penalized excess.

History: 2005 a. 25, 484; 2007 a. 20, 115, 129; 2009 a. 28; 2011 a. 32, 63, 75, 140, 145, 258; 2013 a. 20; 2013 a. 165 s. 114; 2013 a. 222, 310; 2015 a. 55, 191, 256; 2017 a. 59; 2017 a. 207 s. 5; 2017 a. 223, 243, 317; 2017 a. 365 s. 111; s. 13.92 (1) (bm) 2; s. 35.17 correction in (1) (d).

66.0603 Investments. (1g) DEFINITION. In this section, “governing board” has the meaning given under s. 34.01 (1) but does not include a local exposition district board created under subch. II of ch. 229 or a local cultural arts district board created under subch. V of ch. 229.

(1m) **INVESTMENTS.** (a) A county, city, village, town, school district, drainage district, technical college district or other governing board, other than a local professional football stadium district board created under subch. IV of ch. 229, may invest any of its funds not immediately needed in any of the following:

1. Time deposits in any credit union, bank, savings bank, trust company, or savings and loan association which is authorized to transact business in this state.

2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.

3. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.

3m. Bonds issued by a local exposition district under subch. II of ch. 229.

3p. Bonds issued by a local professional baseball park district created under subch. III of ch. 229.

3q. Bonds issued by a local professional football stadium district created under subch. IV of ch. 229.

3s. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.

3t. Bonds issued by a local cultural arts district under subch. V of ch. 229.

3u. Bonds issued by the Wisconsin Aerospace Authority.

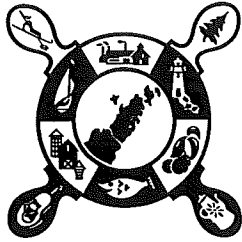
4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor’s corporation, Moody’s investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.

5. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, and if the portfolio of the investment company or investment trust is limited to the following:

a. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.

b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.

c. Repurchase agreements that are fully collateralized by bonds or securities under subd. 5. a. or b.



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

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

Memo

To: Ken Pabich
 From: Joe Krebsbach
 CC: Human Services Board, Administrative Committee
 Date: December 31, 2018
 Re: Request to Adjust and Re-fill a Case Manager – Long Term Support Position

After 24 years of service, Kris Wagner-Maclean has made the decision to retire from the Department. Kris has been working in the department four days per week or at a .8 FTE status. As we look to refill this position, I am seeking permission to adjust this position to full time.

As you may recall in the 2019 budget process, I had requested an additional full time Case Manager position. This request was directly related to a directive from the state to eliminate our waiting list for a program labeled Children's Long-Term Support. This position was not approved at that time.

Since the summer, we have hit the negotiated target of the number of children removed from the waiting list but we continue to have kids on this list. In order to do this we have our manager carrying a case load which is not ideal. I share this because even if we are allowed to transition this position to full time, it will still not give us the capacity to eliminate the waiting list.

We have been negotiating with the state on this issue and they recommended that we recalculate the rate we were charging for our Case Management in this program. We have completed this and will start charging the new rate January 1st, 2019.

Finance has provided us with a fiscal impact on the cost of moving the position from .8 to 1.0 FTE. Please see attached. I have also provided a spread sheet showing the anticipated increase in revenue by adding the additional day per week with our adjusted rate. As you will see, I believe we will be able to add this time without the need for any additional tax levy.

If you need additional information to make a decision, please let me know.

Respectfully submitted,
 Joe Krebsbach

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: Case Manager Children and Family Support Division

Position Status: Currently vacant Will be vacant Date Vacant: 1-10-19

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: Kris Wagner-MacLean

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 12-21-19

Financial Information:

Salary Range: H \$22.56 - 25.78 Is the Position Budgeted: Yes No

Funding Source: Levy % 30 Grant Funded % _____ Other Revenue generated through billing % 70

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO 02 PROFESSIONALS FLSA Status EXEMPT

Human Resources has performed a position review? np (HR initial)

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

Approvals:

County Administrator  Date 12.27.18

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 – Children and Families

Job Title	Case Manager-Children and Families	Last Revision	New Created August 2016
Department	Human Services	HR Reviewed	01/01/2017
Division	Children & Families	Employee Group	General Municipal Employee
Report To	Children's 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 with individuals affected by a wide variety of disabilities. The case manager performs intake functions and screens individuals presenting to the county system for services. The case manager assists and enhances the ability of individuals to remain independent and works to reduce the risk of hospitalization or out of home placement. A primary focus of this position will be the Comprehensive Community Services (CCS) program. This position will serve as a CCS Service Facilitator, in addition to other responsibilities, with an emphasis on youth with mental health and/or alcohol issues.

Duties and Responsibilities

Essential Job Functions

1. Identifies needs and makes individual assessments regarding the nature of a client's abilities, disabilities and potential for maximized community and family living.
2. Functions as a CCS Service Facilitator, completing comprehensive assessments and facilitating team meetings with consumers, providers, family members and other informal supports to develop, implement, and monitor person-centered, recovery-focused treatment plans.
3. Procures and authorizes services to be delivered by contracted 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 provider in a timely manner when adjustments are needed.
4. Prepares and maintains treatment plans and individual progress notes on all assigned clients; completes all documentation as required by Department of Human Services and assigned program areas to include daily documentation of all face to face contact, collateral contacts and updating treatment plans and crisis plans every 6 months.
5. Completes child functional screens to determine all program eligibility; conducts Child and Adolescent Needs Assessment (CANS) to determine needs and strengths to help steer treatment planning; completes other state required program documents and tools as assigned.
6. Assists children, youth and families in obtaining all available resources (financial, social, remedial) to enable them to reach established goals and objectives.
7. Prepares required reports regarding individuals on caseload for state reporting, Social Security Administration, Medical Assistance Waiver, and case management.
8. Advocates on behalf of clients to ensure needs are met and client rights are protected, enhancing natural supports to the greatest extent possible.
9. Conducts and/or participates in community awareness, education, resource development, and option exploration activities.

General Job Functions

1. Provides regular supportive contacts with service providers, team members and other community partners.

County of Door Case Manager – Children and Families

2. Performs other Children Services Case Management services as may be required.
3. Participates in weekly team meetings to review client/clinical supervision issues and receive division program updates.
4. Strictly follow 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 a bachelor's degree in Social Work, Psychology, Sociology, Special Education with a concentration in human development. Master's degree preferred.
2. Two (2) years demonstrated experience working with individuals with disabilities. Experience working with children/youth with mental health needs 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.
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 training and pass Department of Health Services exams to become certified as a children's 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).

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.


County of Door Case Manager – Children and Families

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.

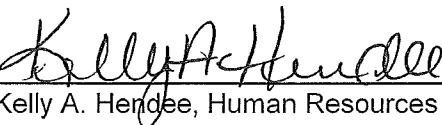
Approvals:



Joseph A. Krebsbach, Human Services Director

8/17/16

Date



Kelly A. Hendee, Human Resources Director

8/19/16

Date

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

Current Position Title: Case Manager – Children and Family

Department Human Services Division Children & Family

Report to: (position title): Reports and receives ongoing supervision and direction from Children’s Service Manager

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

Provide ongoing support to adults who have developmental disabilities, assess ongoing case plans appropriate to clients needs, family support, legal support, monitoring of health and safety, Medical Assistance Wavier Plans and applications.

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

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

Item No.	Duty	% of Total Time	Essential		Do Others Perform the Same Duty?	
			Yes	No	Yes	No
1.	Identified needs and makes individual assessments regarding the nature of a client's abilities, disabilities and potential for maximized community living.	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Assists clients to obtain all available resources (financial, social, remedial) to enable clients to reach established goals and objectives.	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Monitors, reviews and provides follow-up consultation to ensure client needs are being met.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Prepares and maintains treatment plans on individual clients.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Prepares reports regarding the developmentally disabled persons for court review, Social Security Administration, Medical Assistance Wavier programs and case management.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Monitors services provided by contract agencies and/or individual providers.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Advocates on behalf of clients needs and clients rights, enhancing natural supports whenever feasible.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Conducts and/or participates in community awareness, education, resource development, and option exploration activities.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

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

CONTACT	PURPOSE OF CONTACT	FREQUENCY
Employees in same or other department(s) DHS colleagues	Daily contact for purposes of coordinating client services	Daily
Other Departments (list other departments) Public Health, Courts, UW-Extension, Library, Information Systems, ADRC, Maintenance, Human Resources	Coordination of services; referrals; team process case management	Daily; at least weekly
Customers – General Public (list all) Clients and Families, civic groups, newspapers, media	Prevention work assessment, planning and ongoing case management	As needed
Suppliers/Vendors Printing, promotional vendors regarding children's services	Prevention work	As needed
Community / Trade / Professional Schools, physicians, specialist, YMCA, contracted vendors	Coordination of services, referral, agency networking	Weekly
Federal / State Gov't = / Regulatory State agencies, DVR, DOL, Department of Justice	Job compliance/reviews consultation, guidance on rules	Monthly or as needed
Other (specify):		

D. Minimum Education , Experience and Certification Requirements

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

Required	Preferred:		
<input type="checkbox"/>	<input type="checkbox"/>	No formal education	
<input type="checkbox"/>	<input type="checkbox"/>	Less than high school education	
<input type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent	
<input type="checkbox"/>	<input type="checkbox"/>	Associate's degree or equivalent	Major:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree or equivalent	Major: Social Work, Psychology, Sociology, Special Education with a concentration in human development.
<input type="checkbox"/>	<input type="checkbox"/>	Graduate work or advance degree	Specify:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Professional license required (list below under certification)	

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

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

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

1.	Long Term Support Function Screen Certification – Children
2.	Medical Assistance Waiver Certification
3.	
4.	
5.	
6.	Valid State of Wisconsin Driver's License Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> CDL Endorsement Required:

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

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

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

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

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

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

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

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

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

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

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

Supervisor Review:

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

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

III. Supervisor Comments _____

Signature Approvals

Supervisor _____
 Name Title Date

Dept. Head _____
 Name Title Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

 FTE/Hours

 Job Class

 Step

 Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title
 Effective Date
 Department

Case Manager-Developmental Disabilities
 _____ 6 Mo _____
Human Services Sub Dept _____

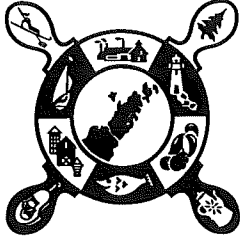
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Case Manager-Developmental Disabilities-Grade H/Level 2									
1.00	\$23.20	48,386				32,060			80,446
Case Manager-Developmental Disabilities-Grade H/Budget									
0.80	\$32.18	54,652				11,148			65,800
Total Salary and Benefit Increase									14,646
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Case Manager-Developmental Disabilities-Grade H/Control Point									
1.00	\$25.78	53,767				33,063			86,830
Case Manager-Developmental Disabilities-Grade H/Budget									
0.80	\$32.18	54,652				11,148			65,800
Total Salary and Benefit Increase									21,030

Dept Head Signature Steve Weyersfuth
 Date 12/3/18

Finance Director

Disclaimer: This Fiscal Impact does not include Step 1 \$22.56, Step 2 \$23.20, Step 3 \$23.85, Step 4 \$24.49, or Step 5 \$25.14.

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



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

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

Memo

To: Human Services Board

From: Joe Krebsbach

CC: Administrative Committee

Date: December 26, 2018

Re: Request to Refill Community Support Program (CSP) Case Manager position

The CSP Program serves our residents with a severe and persistent mental illness. The goal of this program is to help these individuals integrate into our community and to keep them out of hospital placements. Providing services in the community is much more cost effective and provides better outcomes for our consumers.

We have three Case Management positions in this program and we have received a resignation from one of them, Nicki Kahler. A case manager by statute cannot have more than 20 cases. The program currently serves 53 consumers, with another two admissions scheduled. A CSP Case manager generates more revenue than they cost the county.

I would request that we be allowed to fill this position as soon as possible so we could have a transition of the cases before Nicki leaves her employment. I would be glad to answer any questions that you have about the program or the need for the position.

Respectfully,
Joe

Request to Refill Position

Must follow the process in the Administrative Manual, Section 2.04 – Creation and Classification of Positions.

DEPT. HEAD TO COMPLETE:

Department Human Services Position Title: Case Manager Community Support Program

Position Status: Currently vacant Will be vacant Date Vacant: 2-15-19

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: Nicki Kahler

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 12-21-19

Financial Information:

Salary Range: H \$22.56 - \$25.78 Is the Position Budgeted: Yes No

Funding Source: Levy % _____ Grant Funded % _____ Other Revenue generated through billing % 160

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO 02 - PROFESSIONALS FLSA Status Exempt

Human Resources has performed a position review? NP (HR initial)

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

Approvals:

County Administrator [Signature] Date 12.27.19

Oversight Committee Chair _____ Date _____

I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

I want to participate I do not wish to participate

Administrative Committee Chair _____ Date _____

I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

I want to participate I do not wish to participate

County of Door Case Manager-Community Support Program

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

General Summary

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

Duties and Responsibilities

Essential Job Functions

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

General Job Functions

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

Requirements

Training and Experience

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

County of Door Case Manager-Community Support Program

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

Knowledge, Skills and Abilities Required

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

Physical & Working Conditions

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

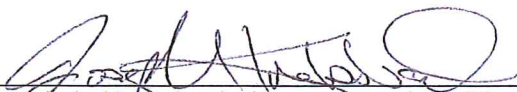
Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and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

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

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

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

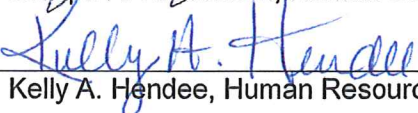
Approvals:



 Joseph A. Krebsbach, Human Services Director

2/9/17

 Date



 Kelly A. Hendee, Human Resources Director

2/9/17

 Date

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

Current Position Title: Community Support Program Case Manager

Department Human Services Division Community Support Program

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

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

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

B. Fundamental duties of the position

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

Item No.	Duty	% of Total Time	Essential		Do Others Perform the Same Duty?	
			Yes	No	Yes	No
1.	Direct case management responsibility for caseload of 18 to 20 individuals with chronic persistent mental illness; 50% of supportive 1:1 contact is in the community; remainder in office or other medical settings.	60	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Responsible for maintaining CSP Treatment plan on each consumer yearly; 6 month TX plan reviews; MH/AODA functional screens yearly and daily documentation of all supportive 1:1 contacts, phone calls and collateral contacts.	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Provide after hour Crisis On-Call Service on a rotating basis along with Behavioral Health clinical staff.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Works with Corporation Counsel to complete Emergency Detention orders, Commitment Extensions and WATTS Reviews as required by DCDHS on assigned cases.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Work with family members and significant others to provide support, education and maximize participation in client's treatment groups and larger socialization groups in community settings.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Position Title	# of Employees who in turn report to them	Position Title	# of Employees who in turn report to them
None			

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

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

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

CONTACT	PURPOSE OF CONTACT	FREQUENCY
Employees in same or other department(s) Behavioral Health Staff and Behavioral Health Manager	DCDHS Crisis Team meets for Crisis Debriefing 8:10 am on Mondays.	Weekly
Other Departments (list other departments) Economic Support	Assist CSP consumers complete Medicaid and Food Share Reviews.	Every 6 months/as scheduled.
Customers – General Public (list all) Consumers referred to CSP by Clinic Psychiatrist. Door County residents in need of mental health crisis intervention.	Provide case management services for caseload not to exceed 20 certified CSP consumers. Crisis on-call provider as part of a rotating schedule.	Daily CM services. Weekly crisis rotation.
Suppliers/Vendors Family Services Crisis Center – 24/7 phone coverage	Take initial crisis calls 24/7 and dispatch mobile crisis workers as needed.	Weekly
Community / Trade / Professional Housing allowance	Assist clients with rental assistance and housing inspections.	Every 6 months as scheduled for consumer.
Federal / State Gov't =. / Regulatory HFS-63	CSP is certified by the Dept. of Health and Family Services.	Participate in agency site visits/recertification as scheduled
Other (specify): Lakeshore Cap, Inc.	Assist CSP clients to access food commodities.	Monthly

D. Minimum Education , Experience and Certification Requirements

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

Required	Preferred:		
<input type="checkbox"/>	<input type="checkbox"/>	No formal education	
<input type="checkbox"/>	<input type="checkbox"/>	Less than high school education	
<input type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent	
<input type="checkbox"/>	<input type="checkbox"/>	Associate's degree or equivalent	Major:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree or equivalent	Major: BSW - Social Work with three year's experience with CMI population
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate work or advance degree	Specify: MSW with one year work experience with CMI population
<input type="checkbox"/>	<input type="checkbox"/>	Professional license required (list below under certification)	

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

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

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

1.	MSW Licensed to practice in the State of WI with proof of 3000 hours supervised practice.	
2.	BSW Licensed to practice in the State of WI with three years direct work experience with adults (CMI population)	
3.		
4.		
5.		
6.	Valid State of Wisconsin Driver's License Required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> CDL	Endorsement Required:

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

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

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

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

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

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

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

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

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

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

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

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

Supervisor Review:

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

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

III. Supervisor Comments _____

Signature Approvals

Supervisor Sheryl Flores, LCSW CSP Manager 10/26/15
 Name Title Date
 Dept. Head Joseph Hernandez Director 10/26/15
 Name Title Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION
 _____ FTE/Hours
 _____ Job Class
 _____ Step
 _____ Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title
 Effective Date
 Department

CSP Case Manager

 6 Mo

Human Services Sub Dept _____

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
CSP Case Manager-Grade H/Level 1									
1.00	\$22.56	47,051				31,873			78,924
CSP Case Manager - Grade H/Budget									
1.00	\$23.20	48,386				32,126			80,512
Total Salary and Benefit Decrease									(1,588)
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
CSP Case Manager-Grade H/Control Point									
1.00	\$25.78	53,767				33,143			86,910
CSP Case Manager - Grade H/Budget									
1.00	\$23.20	48,386				32,126			80,512
Total Salary and Benefit Increase									6,398

Dept Head Signature Steve Wigginton
 Date 12/21/18

Finance Director

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

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

Door County Human Resources Form #: 2015-04		Title: Request to Refill Position	
Date Created 11/19/2014	Date Revised 07/23/2015	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	
DEPT. HEAD TO COMPLETE:			
Department <u>Highway</u>		Position Title: <u>Highway Worker</u>	
Position Status: <input type="checkbox"/> Currently vacant <input type="checkbox"/> Will be vacant Date Vacant: Currently vacant.		Hours per week: <u>40</u>	
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Limited Term <input type="checkbox"/> Project		Reason for Vacancy: <input type="checkbox"/> Separation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input checked="" type="checkbox"/> Resignation <input type="checkbox"/> Death	
Discuss turnover with the department in the previous 18-24 months: <u>Four new employees within the past year due to retirements or separation.</u>			
Transfer: why is the new position more attractive to employee than current one? _____			
Name of Current / Most Recent Incumbent: <u>Dave Peterson</u>			
Is office space, furniture, and office equipment available? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If not, explain plan to obtain: <u>Not Required</u>			
Reviewed, updated, and submitted to Human Resources: <input checked="" type="checkbox"/> Job Analysis Questionnaire <input checked="" type="checkbox"/> Job Description			
Completed by: <u>John Kolodziej</u>		Date <u>1/2/2019</u>	
Financial Information:			
Salary Range: <u>\$19.46 to \$25.58 per hour</u>		Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source: <input type="checkbox"/> Levy % _____ <input type="checkbox"/> Grant Funded % _____ <input checked="" type="checkbox"/> Other <u>Funded thru direct billing to clients</u> % <u>100</u>			
<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached			
HR TO COMPLETE:			
EEO <u>Service/Maintenance</u>		FLSA Status <u>non exempt</u>	
<input checked="" type="checkbox"/> Human Resources has performed a position review?		<u>KJB</u> (HR initial) Date <u>1/2/19</u>	
<input checked="" type="checkbox"/> The Job Analysis and Job Description have both been updated and signed?		<u>KJB</u> (HR initial)	
Approvals:			
County Administrator <u>[Signature]</u>		Date <u>1.2.19</u>	
Oversight Committee Chair _____		Date _____	
<input type="checkbox"/> 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.			
<input type="checkbox"/> I want to participate		<input type="checkbox"/> I do not wish to participate	
Administrative Committee Chair _____		Date _____	
<input type="checkbox"/> 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.			
<input type="checkbox"/> I want to participate		<input type="checkbox"/> I do not wish to participate	

County of Door Highway Worker

Job Title	Highway Worker.	Last Revision	09/24/2015
Department	Highway	HR Reviewed	01/01/2017
Division		Employee Group	General Municipal Employee
Report To	Highway Commissioner	FLSA Status	Non-Exempt
Pay Grade	F	EEO Code	08 – Service/Maintenance

General Summary

This position is responsible for operating various highway construction equipment. Assignments given change from day to day and from season to season. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Perform general routine maintenance on County, State, and Local roadways.
2. Operates single, tandem, tri, quad axle trucks and semi-tractor with dump bodies.
3. Operate grader, front end loader, or truck for winter snow and ice control.
4. Operates a variety of department construction and maintenance equipment including but not limited to skid steers, loaders, rollers, compactors, chain saws, crack filling equipment, shouldering equipment, tractors, mowers, sweepers and sign truck.
5. Operates hot mix asphalt equipment and crushing equipment.
6. Control traffic around highway construction area.
7. Maintain, install, and inventory signs and sign equipment.
8. Maintains and repairs department equipment, facilities and materials.
9. Perform general mechanic maintenance duties to include but not limited to, changing oil, greasing machinery, changing grader blades, welding, and using cutting torch.
10. Complete other manual and clerical duties related to highway operations as may be required.
11. Observes proper safety rules and traffic laws to avoid employee injuries and traffic accidents.

General Job Functions

1. Performs a variety of highway operations and maintenance functions.
2. Complete a daily accounting of labor, equipment, and material used on specific projects for billing services to clients.

Requirements

Training and Experience

1. High school diploma or Equivalent.
2. One (1) year of work experience with highway construction equipment; knowledge of machines and tools, including their uses, repair, and maintenance or an equivalent combination of training and experience.
3. One or more years' Public Safety and Security experience and knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state operations for the protection of people, property and institutions.

County of Door Highway Worker

- 4. Current valid Commercial Wisconsin driver's license require with Class A, B, C; endorsement N is desirable.
- 5. Licensed Miner as required by the Mine Safety and Health Administration (MSHA) attainable within one year of hire.
- 6. Training or skill in welding and mechanics is beneficial.

Knowledge, Skills, and Abilities Required

- 1. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
- 2. Ability to use computers and computer systems to set up functions, enter data, or process information.
- 3. Ability to operate road construction equipment in a safe and effective manner.
- 4. Ability to read a grade level. Requires basic knowledge of road construction, demonstrated with six (6) to twelve (12) months of progressive road construction work experience.
- 5. Knowledge of traffic laws and weight limits.
- 6. Knowledge of the location of state, county, city and town roads.
- 7. Capable of performing varied assignments from one day to another.
- 8. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical & Working Conditions

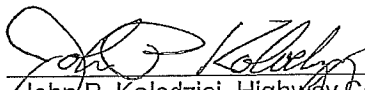
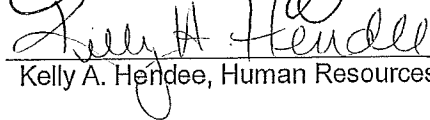
Mostly outside work, subject to all weather conditions, must be able to lift up to 60 lbs. repeatedly, throughout the workday. Subject to overtime call-in. Nearly continuous standing and walking at work site, sitting when operating equipment. Occasional crouching, bending and twisting.

Work in environments of varying temperature, wetness, noise, dust, and the like. In addition, safe working habits around heavy construction equipment required to limit potential injury. Driving snowplow during winter storm is difficult due to poor visibility; ice and snow covered roads, power lines, gas lines, and other traffic.

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:

 John P. Kolodziej, Highway Commissioner	4/5/17 Date
 Kelly A. Hendee, Human Resources Director	5/4/17 Date

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

Current Position Title: Highway Worker

Department Highway Division _____

Report to: (position title): Reports to the Highway Commissioner for projects and other general direction.

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

Operates single, tandem, tri, quad axel dump trucks and semi tractors equipped with dump body to transport construction materials. Operate a variety of department construction and maintenance equipment including loaders, rollers, graders, chain saws, crack filling equipment hot mix asphalt equipment, sign equipment. Maintain facilities. Perform general mechanic duties. Perform routine maintenance of roadways.

B. Fundamental duties of the position

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

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

Item No.	Duty	% of Total Time	Essential		Do Others Perform the Same Duty?	
			Yes	No	Yes	No
1.	Operate trucks.	40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Operate construction equipment.	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Snow and ice control.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Mechanical Repairs and Maintenance of Equipment.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Small equipment operation.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Maintenance of Facilities.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

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

CONTACT	PURPOSE OF CONTACT	FREQUENCY
<u>Employees</u> in same or other department(s)	Perform assigned work tasks	Daily
Other <u>Departments</u> (list other departments) Any other department who has hired Highway to perform job.	Perform assigned work tasks	Monthly
Customers – General Public (list all)	Discuss specific roadway projects with clients Discuss variety of issues related to overall Highway operations	Weekly Daily
Suppliers/Vendors	Involvement with purchase of equipment and materials	Monthly
Community / Trade / Professional		
Federal / State Gov't =. / Regulatory	Various contracts including MSHA, WisDOT, DNR, Dept. of Commerce for adherence to regulations	Weekly
Other (specify):		

D. Minimum Education , Experience and Certification Requirements

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

Required	Preferred:		
<input type="checkbox"/>	<input type="checkbox"/>	No formal education	
<input type="checkbox"/>	<input type="checkbox"/>	Less than high school education	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent	
<input type="checkbox"/>	<input type="checkbox"/>	Associate's degree or equivalent	Major: _____
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree or equivalent	Major: _____
<input type="checkbox"/>	<input type="checkbox"/>	Graduate work or advance degree	Specify: _____
<input type="checkbox"/>	<input type="checkbox"/>	Professional license required (list below under certification)	

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

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

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

1.	Miner certification from Mine Safety Health Administration (MSHA)
2.	Commercial Driver License Class A, B, C and N Endorsement
3.	
4.	
5.	
6.	Valid State of Wisconsin Driver's License Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Type: <input type="checkbox"/> Regular <input checked="" type="checkbox"/> CDL (Class A, B, C) Endorsement Required: N

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

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

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

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

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

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

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

Ability to work independently.

Passing of Functional Capacity test required for the position.

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

- Office / indoors
- Shop / warehouse
- Vehicle (Trucks, Construction Equipment)
- Outdoors
- Other:

Supervisor Review:

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

II. How many employees under your supervisor perform the same job described above by this employee? 18

III. Supervisor Comments _____

Signature Approvals

Supervisor


Name

HIGHWAY COMMISSIONER
Title

4/5/17
Date

Dept. Head

Name

Title

Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION
 _____ FTE/Hours
 _____ Job Class
 _____ Step
 _____ Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title Highway Worker-Grade F
 Effective Date _____ 6 Mo _____
 Department Highway Sub Dept _____

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Highway Worker Grade F-level 1									
1.00	\$18.89	39,397				30,345			69,742
Highway Worker-Budget Grade F									
1.00	\$25.78	54,932				19,496			74,428
Total Salary and Benefit Decrease									(4,686)
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Highway Worker Grade F-Control Point									
1.00	\$21.59	45,028				31,394			76,422
Highway Worker-Budget Grade F									
1.00	\$25.78	54,932				19,496			74,428
Total Salary and Benefit Increase									1,994

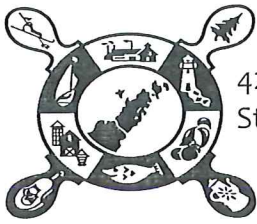
Dept Head Signature *Steve Wigginton*
 Date 1/2/19

Finance Director

Disclaimer: This Fiscal Impact does not include Step 2 \$19.43, Step 3 \$19.97, Step 4 \$20.51, or Step 5 \$21.05.

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

COPY



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

December 20, 2018

Kelly Hendee
 Door County Human Resources
 421 Nebraska St.
 Sturgeon Bay, WI 54235

RE: Completion of Introductory Period

Employee Name: Gloria Schneider

Position: Children and Families Support and Service Case Manager

Gloria previously served as the RN for the MA Personal Care Program. As that program was gradually phased out she was assigned some Children's Long Term Support Waiver cases to meet the shifting needs of the program division. With the eventual end of the Personal Care Program, Gloria's position officially transitioned to Children's Long-Term Support Case Manager (part-time) effective 7/2/18. Gloria has completed all required training and orientation for this position. She is currently meeting all expectations in performing the job functions and essential duties of her position.

Gloria's nursing background is proving valuable in meeting the needs of some of the more medically fragile children on her caseload. In all cases, Gloria meets her consumers where they are at and is a very creative thinker in seeking the best fit for services and goods that will meet the desired outcomes identified by the child and their family. Gloria is a valued member of the team, always conducting herself with professionalism and integrity. Gloria has demonstrated commitment and tenacity in learning the technical aspects of the Children's Long Term Support Waiver.

I recommend Gloria for regular status in her position effective January 2, 2019.

Sincerely,

Beth Chisholm
 Children's Services Program Manager
 Door County Human Services

CC: Helen Bacon-Human Services Board Chair
 Joe Krebsbach-Human Services Director



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

421 Nebraska Street

Sturgeon Bay WI 54235

COPY

Main Line: 920-746-7155Joseph Krebsbach, Director1st Floor Fax: 920-746-23552nd Floor Fax: 920-746-2349dhs@co.door.wi.us

December 21, 2018

Kelly Hendee
 Human Resources Director
 421 Nebraska St.
 Sturgeon Bay, WI 54235

Re: Completion of Introductory Period
 Employee Name: Hope Klatt
 Position: Comprehensive Community Services (CCS) Case Manager
 Start Date: June 18, 2018

As of December 18, Hope Klatt has successfully completed her introductory period as Comprehensive Community Services (CCS) Case Manager with Door County Department of Human Services.

Hope has completed all orientation and introductory training required for her position and continues to participate in additional learning opportunities. She is meeting all expectations of the position and performing assigned duties and responsibilities as required. She has demonstrated her ability to competently follow policies and procedures, and does not hesitate to seek supervision when necessary.

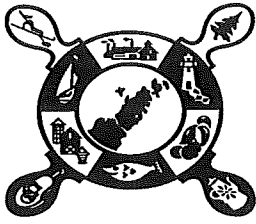
Hope is a tremendous asset to the CCS Team and the Human Services agency as a whole. She has established positive connections with colleagues, community partners, and the individuals she serves. She is a very positive person and her calm demeanor is much appreciated.

Without reservation, I recommend that Hope move to regular employment status effective December 18, 2018.

Sincerely,

Jamie Cole, MSW
 CCS Program Manager

Cc: Joe Krebsbach, Human Services Director
 Cori McFarlane, Human Services Deputy Director
 Human Services Board
 Administrative Committee


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

DATE: December 17, 2018

TO: Kelly Hendee, Human Resources Director

FROM: Cori McFarlane, Deputy Director
 Department of Human Services

RE: Completion on Introductory Period
 Employee Name: Jamie Cole
 Position: Comprehensive Community Services (CCS) Program Manager
 Start Date: July 9, 2018

On January 9, Jamie Cole will have successfully completed her introductory period as CCS Program Manager in the Human Services Department. Jamie has completed all orientation and introductory training required of her position. She is meeting or exceeding all expectations of the position, and her transition from crisis case manager to a management position has gone very well.

Jamie's organizational skills and follow-through have brought a new level of order and consistency to the CCS and CST (Coordinated Services Teams) programs, which has proven beneficial for staff and clients. She has successfully navigated state reviews of both of her program areas, resulting in two-year recertification of our CCS program. Jamie's mental health/clinical perspective and training are also extremely valuable in this role. She has helped to build connections with our other behavioral health services, ensuring CCS is part of a continuum of services for individuals across the lifespan. As a new supervisor, she is providing solid leadership and coaching to her employees.

It is without reservation that I recommend Jamie move to regular employment status effective January 9, 2019.

Cc: Joe Krebsbach, Human Services Director
 Human Services Board
 Administrative Committee



County of Door
COUNTY ADMINISTRATOR

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

COPY

Ken Pabich

County Administrator
(920) 746-2303
Fax No. (920) 746-2339
kpabich@co.door.wi.us

December 17, 2018

Joel Gunnlaugsson
Public Safety Chair
1423 Townline Road
Washington Island, WI 54246

RE: Completion of Introductory Period
Employee Name: Dan Kane
Position: Emergency Management & Communications Director
Start Date: May 7, 2018

On November 3, Dan Kane successfully completed his introductory period as Emergency Management & Communications Director. Dan has completed all orientation and introductory training required of his position. He is meeting or exceeding all expectations of the position, and I could not be more pleased with how he has managed the transition to this role.

I wholeheartedly recommend that Dan move to regular employment status effective November 3, 2018.

Sincerely,

Ken Pabich
County Administrator

Cc: Dan Kane, Emergency Management & Communications Director
✓ Kelly Hendee, Human Resources Director



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

COPY

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

December 17th, 2018

Kelly Hendee
HR Director

Re: Completion of Introductory Period

Name: Julie Behnke

Start Date: June 11, 2018

Julie has done a nice job of learning her role as the Business Manager. Due to the size and complexity of the budget and operations of the department, this is a very complicated role to learn. Julie has showed the ability to learn the programs, research documents and work independently. She continues to work on developing rapport with her team and has fit in well with the management team. I am recommending that Julie move to regular status as of 12-19-18.

Sincerely,

Joseph A. Krebsbach
Department of Human Services

Cc: Human Services board
Administrative Committee



**County of Door
Technology Services Department**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

COPY

Jason Rouer

Technology Services Director
Phone (920) 746-5983
jrour@co.door.wi.us

From: Jason Rouer

RE: Completion of Introductory Period

Employee Name: Ashley DeGrave

Date: 12/18/2018

I am happy to announce Ashley's successful completion of her six-month introductory period. Ashley in her short time with us has shined as an employee and is already a crucial part of our operations and success as a department. She continues to show all of the necessary elements needed to be effective in her position and continues to grow into other aspects.

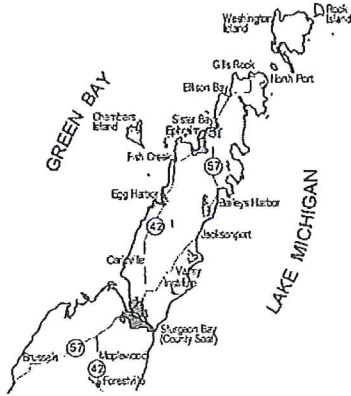
Ashley's eagerness to assist others and make a difference makes her a wonderful addition to our team. Her work ethic and drive also serves as a great example to others and her peers.

As her supervisor, I easily and strongly recommended her for completion of her introductory period.

Sincerely,

A handwritten signature in cursive script that reads "Jason Rouer".

Jason Rouer
Technology Services Director
County of Door
(920) 746-5983



**OFFICE OF THE JAIL
DOOR COUNTY SHERIFF**

1203 S. Duluth Avenue Sturgeon Bay, WI 54235
(920) 746-2400 FAX (920) 746-5674

SHERIFF

Steven G. DeLaruelle

JAIL LIEUTENANT

Tammy Starnard

December 30th, 2018

Chairman Lienau & Human Resource Director Hendee,

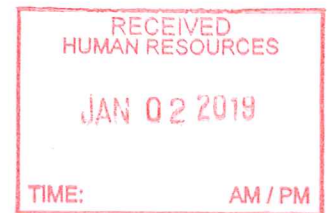
I am writing to inform you and the Administrative Committee I will be formally resigning my position as Jail Lieutenant with the Door County Sheriff's Office on January 6th, 2019 to allow for the position to be filled.

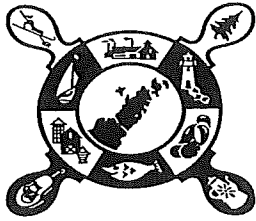
I would also respectfully request a leave of absence from my position of Jail Lieutenant with the Door County Sheriff's Office for the length of time I serve as the Door County Sheriff. My request is based on the long standing practice of Door County granting leaves of absences to individuals leaving a position within the Sheriff's Office to serve as the Sheriff of Door County.

I will be sworn in and taking over my duties as Door County Sheriff the morning of January 7th, 2019.

Respectfully Submitted,

Lt. Tammy Starnard





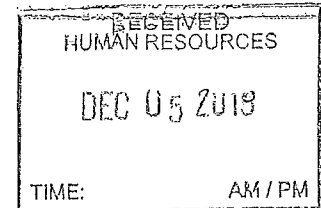
DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

Joseph Krebsbach, Director
1st Floor Fax: 920-746-2355
2nd Floor Fax: 920-746-2439
dhs@co.door.wi.us

December 5, 2018

Door County Department of Human Services
421 Nebraska Street
Sturgeon Bay, WI 54235



RE: Intent to Retire

Dear Joe, Cori, and Beth,

I would like to inform you that I am retiring from my position of Service Coordinator/Case Manager Children's Services effective January 10, 2019.

While I look forward to my retirement I will miss so many of my colleagues here at Door County as well as the families I have worked with/for during the past 24 years.

In appreciation of a fulfilling career,

Kris Wagner-Maclean

Cc: Human Resources

December 19th, 2018

Door County Department of Human Services
421 Nebraska Street
Sturgeon Bay, WI 54235

Door County Department of Human Services,

I would like to formally notify you of my resignation of the Case Manager position through Door County Department of Human Services Community Support Program with my last day being February 15th, 2019.

I want to thank Door County Department of Human Services, especially my supervisors, for the support I have received in this decision and the opportunity to work for such a unique community. I truly appreciated the experience of working for the Community Support Program, having the supportive Community Support Program and DCDHS colleagues and being able to form professional, caring relationships with our clients. I will value all that I have learned with working for Door County Department of Human Services and hope to carry this on in future work to come.

I am willing to assist Door County Department of Human Services in any way during this transition process and support my clients in the best way possible to a new provider.

Sincerely,

Nicole Kahler

Nicole Kahler 12/19/2018



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
 January 2019 Report

Date	Transaction *	Department	Name		Position
12/3/2018	Promotion	Finance	JoAnn	Baumann	Asst. Finance Director
12/10/2018	Rehired	Treasurer's Office	Jane	Pluff	LTE Clerical
12/10/2018	Promotion	Health & Human Services	Susan	Powers	Public Health Manager/Health Officer
12/12/2018	Terminated	Highway	David	Peterson	Highway Worker
12/12/2018	Rehired	Treasurer's Office	Donna	Henderson	LTE Clerical
12/14/2018	Rehired	Treasurer's Office	Lynne	Gustafson	LTE Clerical
12/20/2018	Hired	Health & Human Services	Robin	Lambrecht	Behavioral Health Therapist
01/02/2019	Hired	Highway Dept.	Christopher	Baumann	Highway Worker
01/04/2019	Retirement	Sheriff's Dept.	Steve	Delawelle	Sheriff
01/07/2019	Hired	Highway Dept.	Tracy	Koontz	Highway Worker
01/10/2019	Retirement	Health & Human Services	Kris	Wagner-Maclean	Case Manager
01/14/2019	Retirement	Sheriff's Dept.	Brad	Moe	Road Sergeant
01/14/2019	Hired	Finance	Paula	Sullivan	Accountant
02/15/2019	Resignation	Health & Human Services	Nichole	Kahler	Case Manger - CCS

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)

Clerk of Court A/P December 2018

Invoice Due Date Range 12/01/18 - 12/31/18

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.	2018-00000476	Court Appointed Attorney Fees	Paid by Check # 662687		12/07/2018	12/07/2018	12/07/2018		12/11/2018	1,231.10	
3629 - ERICKSON PRIBYL S.C.	2018-00000492	Court Appointed Attorney	Paid by Check # 663041		12/19/2018	12/21/2018	12/21/2018		12/28/2018	57.00	
									Account 52101 - Professional Services Totals	Invoice Transactions 2	<u>1,288.10</u>
Account 52130 - PS-Guardian Ad Litem											
3629 - ERICKSON PRIBYL S.C.	2018-00000476	Court Appointed Attorney Fees	Paid by Check # 662687		12/07/2018	12/07/2018	12/07/2018		12/11/2018	420.00	
15303 - NINA MARTEL SC	2018-00000478	Court Appointed GAL Fees	Paid by Check # 662689		12/07/2018	12/07/2018	12/07/2018		12/11/2018	246.40	
									Account 52130 - PS-Guardian Ad Litem Totals	Invoice Transactions 2	<u>\$666.40</u>
Account 52155 - PS-Psychiatric Evals											
906 - ASSOCIATES IN PSYCHIATRY & THE LAW	2018-00000489	Psych Evaluation	Paid by Check # 663040		12/19/2018	12/21/2018	12/21/2018		12/28/2018	2,275.00	
									Account 52155 - PS-Psychiatric Evals Totals	Invoice Transactions 1	<u>\$2,275.00</u>
Account 52425 - Interpreter Services											
21104 - JV TRANSLATOR, LLC	2018-00000477	Interpreter Fees	Paid by Check # 662688		12/07/2018	12/07/2018	12/07/2018		12/11/2018	247.42	
									Account 52425 - Interpreter Services Totals	Invoice Transactions 1	<u>\$247.42</u>
Account 53106 - Office Supplies											
15069 - STAPLES ADVANTAGE	2018-00000479	Office Supplies	Paid by Check # 662690		12/07/2018	12/07/2018	12/07/2018		12/11/2018	55.70	
15069 - STAPLES ADVANTAGE	2018-00000490	Office Supplies	Paid by Check # 663042		12/19/2018	12/21/2018	12/21/2018		12/28/2018	50.85	
10046 - VARIDESK, LLC	2018-00000491	Office Supplies	Paid by Check # 663043		12/19/2018	12/21/2018	12/21/2018		12/28/2018	630.50	
									Account 53106 - Office Supplies Totals	Invoice Transactions 3	<u>\$737.05</u>
									Sub-Department 1340 - Clerk of Courts Totals	Invoice Transactions 9	<u>\$5,213.97</u>
									Department 25 - Court Systems Totals	Invoice Transactions 9	<u>\$5,213.97</u>
									Fund 100 - General Fund Totals	Invoice Transactions 9	<u>\$5,213.97</u>
									Grand Totals	Invoice Transactions 9	<u>\$5,213.97</u>

* = Prior Fiscal Year Activity

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

Fund-Dept-Sub-Acct.	Vendor	Description	Amount
100-06-1161-52158			
100-34-5202-52101			
100-44-1132-54103			
100-17101			
	Paralegal Association of Wisconsin	2019 Dues	\$105.00
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		
	Schwaab Inc.	Dater Stamp	\$142.74
	Staples	Office Supplies	\$70.74
100-14-1107-53131	LEGAL RESEARCH		
	Thompson Reuters	Government Select on Westlaw - Wpack (for November 2018 services)	\$304.32
	State Bar of Wisconsin	Appellate Practice & Procedure Ed 7-S2 (FY19)	\$70.77
100-14-1107-54101	CONFERENCE FEES AND TRAINING		
	Cardmember Service	FVTC November 9 CLE Seminar (Asst. Corp. Counsel)	\$99.00
100-14-1107-54102	TRAINING MILES, MEALS, LODGING		
100-14-1305-52401	COUNSELING CONTRACTED SERVICES		
	Gay Pustaver	2018 Bill for Mediation Services #12-2018 December	\$700.00
100-14-1350-53109	LAW LIBRARY		
	Thompson Reuters	Government Select on Westlaw - Wpack (for November 2018 services)	\$1,217.28
100-14-1107-55107	LEASED PRINTING		
		TOTAL:	\$2,709.85

**DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS
JANUARY MEETING VOUCHERS**

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	December Interagency Fee - Brown County Medical Examiner	\$8,902.25	X
100.39.1351.52401	Brown County Treasurer	January 2019 Interagency Fee - Brown County Medical Examiner		X
100.06.1161.52159	Somerville Architects Engineers	Project 6908 Government Center - 1st & 3rd floor Interior Remodel	\$2,495.00	X
100.11.1101.54101	Univ of WI Extension-Leadership WI	2019 WI Local Govt. Leadership Academy, Payment in Full less deposit: Bacon, Wotachek	\$2,100.00	X
204.23.3626.52702	Larson & Associates, LLC	First Quarterly Payment	\$12,500.00	X
100.11.1101.53101	Staples Business Advantage	#2732532 2019 AtagInc Appt. desk monthly 6x9 (Fisher)	\$12.00	X
County Administrator Vouchers:				
100.49.1115.54101	Cardmember Service	DCVB Annual Meeting & Dinner (Ken reimbursed county \$45); and DCVB reimbursing \$270 due to duplicate charges.	\$360.00	X
100.49.1115.54101	Univ of WI Extension-Leadership WI	2019 WI Local Govt. Leadership Academy, Payment in Fullless deposit: Pabich	\$1,050.00	X
100.49.1115.53106	Staples Business Advantage	supplies, calendars	\$39.18	X
TOTAL:			\$27,458.43	

Accounts Payable Invoice Report

G/L Date Range 12/01/18 - 12/31/18
 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 2018-0000600		Batch Date 12/06/2018			Entered by User Barb Pavlik				
Vendor 16973 - DOMINION VOTING SYSTEMS, INC									
Sub-Department 10 County Clerk									
DVS127067	County Clerk- 11/06/18 Election Fees	Paid by Check #662630		12/06/2018	12/06/2018	12/06/2018		12/10/2018	2,502.00
Sub-Department 10 County Clerk Totals							Invoices	1	0
Vendor 16973 - DOMINION VOTING SYSTEMS, INC Totals							Invoices	1	<u>\$2,502.00</u>
Vendor 14642 - PITNEY BOWES RESERVE ACCOUNT									
Sub-Department 10 County Clerk									
1010282772	County Clerk- Postage Machine supplies	Paid by Check #662631		12/06/2018	12/06/2018	12/06/2018		12/10/2018	726.68
Sub-Department 10 County Clerk Totals							Invoices	1	0
Vendor 14642 - PITNEY BOWES RESERVE ACCOUNT Totals							Invoices	1	<u>\$726.68</u>
Batch Number 2018-0000600 Totals							Invoices	2	<u>\$3,228.68</u>
Batch Number 2018-0000635									
Vendor 25070 - PITNEY BOWES		Batch Date 12/21/2018			Entered by User Barb Pavlik				
Sub-Department 10 County Clerk									
3307616595	COUNTY CLERK - 12-21-2018	Paid by Check #663044		12/21/2018	12/21/2018	12/21/2018		12/28/2018	1,950.42
Sub-Department 10 County Clerk Totals							Invoices	1	0
Vendor 25070 - PITNEY BOWES Totals							Invoices	1	<u>\$1,950.42</u>
Vendor 14651 - WISCONSIN MEDIA									
Sub-Department 10 County Clerk									
0002141625	COUNTY CLERK - 12-21-2018	Paid by Check #663045		12/21/2018	12/21/2018	12/21/2018		12/28/2018	2,546.70
Sub-Department 10 County Clerk Totals							Invoices	1	0
Vendor 14651 - WISCONSIN MEDIA Totals							Invoices	1	<u>\$2,546.70</u>
Batch Number 2018-0000635 Totals							Invoices	2	<u>\$4,497.12</u>
Department 10 - County Clerk Totals							Invoices	4	<u>\$7,725.80</u>
10 County Clerk									
Grand Totals						Invoices	4	<u><u>\$7,725.80</u></u>	

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

Acct No.	Vendor	Description	Amount
52408	Patrick Zelzer & Assoc.	Process Service Fees	\$325.00
53106	Staples Advantage	Office Supplies	\$280.97
53109	State Bar of Wisconsin	Publication	\$70.77
53109	West Group	Publication	\$17.00
TOTAL:			\$693.74

I hereby approve payment of the
monthly bills for the
DISTRICT ATTORNEY'S OFFICE
as listed on this document

Dated: _____

Chairman
Administrative Services Committee

VETERANS SERVICE OFFICE VOUCHERS

December 31st, 2018 Administrative Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52206	Cellcom	Monthly Cellcom Charges	\$134.58	x
53106	Staples	Office Supplies	\$89.19	x
TOTAL:			\$223.77	

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

Date: _____

 David Lienau, Chairman
 Administrative Committee