

Notice of Public Meeting

Tuesday, February 19, 2019
10:30 a.m. or immediately
 following the joint meeting of
 the Negotiating Committee &
 Administrative Committee
 which begins at 10:00 a.m.

**ADMINISTRATIVE
 COMMITTEE**

**Door County Government Center
 Chambers Room, 1st floor
 421 Nebraska Street, Sturgeon Bay, WI**

Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, and Veteran's Service Office

***Amended AGENDA**

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes** of January 8, 2019 Regular Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
 - ◆ **County Administrator**
 - ◆ Town of Washington / Washington Island Electric Co-Operative, Inc. Cable Replacement
 - ◆ Resolution 2019-__ Supporting a National Estuarine Research Reserve (NERR) Designation for NE WI
 - ◆ **County Board**
 - ◆ Meeting Minutes
 - ◆ **County Clerk**
 - ◆ Publication of Legal Notices; Public Newspapers
 - ◆ **Corporation Counsel**
 - ◆ §767.405, Wis. Stats. Family Court Services (Mediation) 2018 Annual Report
 - ◆ Consideration and Decision Re: Tentative 2019-2021 Collective Bargaining Agreement Door County Deputy Sheriffs' Association
 - ◆ Open Meeting Law – "State ex rel. Badke v. Greendale Village Bd." -to- July 26, 2016 Letter by AAG Paul Ferguson, Wis DOJ
 - ◆ Compensation for County Board Members (§59.10. Wis. Stats.)
 - ◆ **Veterans Services**
 - ◆ Carryover of Outreach Funds
 - ◆ **Human Resources**
 - ◆ *Request to Refill: Health & Human Services - Comprehensive Community Services Coordinator
 - ◆ FYI: Completion of Introductory Period - Courtney Deats-Cascio – Child Support
 - ◆ FYI: Completion of Introductory Period - Ben Nelson – Facilities & Parks
 - ◆ FYI: Completion of Introductory Period - John Dobson – Facilities & Parks
 - ◆ FYI: Completion of Introductory Period - Wendy Williquette – Health & Human Services
 - ◆ FYI: Completion of Introductory Period - Rachael Millner – Health & Human Services
 - ◆ FYI: Completion of Introductory Period - Casey Franda – Health & Human Services
 - ◆ FYI: Completion of Introductory Period - Abby Brown – Health & Human Services
 - ◆ FYI: Letter of Resignation – Elizabeth Secrest – Health & Human Services
 - ◆ Personnel Transactions
9. **Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**
10. **Vouchers, Claims and Bills**
11. **Next Meeting Date(s)**
 - Regular Administrative Committee Meeting – March 19, 2019 – 10:00 a.m.
12. **Meeting Per Diem Code**
13. **Adjourn**

Deviation from order shown may occur

MINUTES**Tuesday, January 8, 2019****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, January 8, 2019 Administrative Committee Meeting was called to order at 9:00 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: Administrator Ken Pabich, Finance Director Steve Wipperfurth, CC Grant Thomas, HR Director Kelly Hendee, County Clerk Jill Lau, and Media Rep Peter Devlin.

Adopt Agenda / Properly Noticed

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

Approve Minutes of December 11, 2018 Regular Administrative Committee Meeting

Motion by Fisher, seconded by Robillard to approve the minutes of the December 11, 2018 regular meeting. Motion carried by unanimous voice vote.

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

Correspondence

No correspondence was presented.

Public Comment

None.

Old Business

No old business was presented.

New Business (Review / Action)**County Administrator****Washington Island Intergovernmental Agreement**

The draft agreement was included in the meeting packet and was reviewed. An individual on Washington Island is interested in donating a 10 acre parcel to the County. As part of the agreement the County agrees to allow the Town of Washington to build a fire station in the future if the town so decides. This would be a county site for an emergency services facility.

Motion by Fisher, seconded by Gunnlaugsson to approve the Intergovernmental Agreement and send on to the County Board for their approval. Motion carried by unanimous voice vote.

2019 County Board Retreat

Administrator Pabich reported a retreat will be planned for this year (April/May timeline). The results of a resident survey, conducted some years ago, was included in the meeting packet and was reviewed. Pabich asked members what they'd like to see at the retreat, what type of info. Is there value in performing another survey? The cost might outweigh the value. Requested items to note: a recap of the last retreat be presented; a survey of other counties to determine how they communicate; housing survey through DCEDC; state administration/where the state is going; reviewing the resident survey and planning for the future. If members think of other items of interest they should contact Administrator Pabich.

2018 County Clerk Budget

Administrator Pabich reviewed information included in the meeting packet. Two extra elections were held which were not budgeted. The 2018 budget is not closed out yet and there may be year-end invoices not accounted for. Pabich suggested a transfer not to exceed \$13,000 to make the 2018 County Clerk Budget whole. Funds would be transferred from the Undesignated Fund Balance. If the end result transfer is more than \$10,000 the transfer will need County Board approval.

Motion by Austad, seconded by Fisher to approve a transfer of not more than \$13,000 from the Undesignated Fund Balance to balance the County Clerk's 2018 budget. Finance Director Wipperfurth noted this is a process to make the oversight committee aware of any budget issues. Motion carried by unanimous voice vote.

Corporation Counsel

WCMIC / Aegis Corp Liability Loss Run – 01-01-2018 – 12-01-2018

Information included in the meeting packet was reviewed by CC Thomas. Thomas noted it was a good year from a liability standpoint.

Records Retention and Disposition

CC Thomas explained the records retention and disposition policy adopted by the county approximately 10 years ago sunsets every 10 years. A group of Thomas' peers is working on updating a boiler plate resolution which can be used by any county to update their records retention schedule. Thomas will bring the issue forward once he receives the updated resolution.

Levy Limits

Information included in the packet was reviewed. Review of levy limits and how they work.

Human Resources

Request to Refill – Case Manager-Children & Families

HR Director Hendee explained the request to refill included a request to increase the hours and make this a full-time position. The full-time request did come through the budget process but was denied at the time. Administrator Pabich explained there should be no fiscal impact after verification from the state with an increase in billing rates allowed.

Motion by Austad, seconded by Fisher to approve the request to refill the Case Manager – Children and Families position at a full-time position. Motion carried by voice vote with Supervisor Neinas voting no.

Request to Refill – Case Manager-Community Support Program

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

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

Request to Refill – Highway Worker

HR Director Hendee noted this is due to a resignation.

Motion by Neinas, seconded by Fisher to approve the request to refill the Highway Worker position. Motion carried by unanimous voice vote.

Request for Leave of Absence (LOA) – Sheriff Tammy Sternard

Sternard has requested a leave of absence while she is in the term of Sheriff. HR Director Hendee does not support the LOA. The Jail Lieutenant position is a General Municipal Employee position. The last LOA was granted to Pat McCarty who came out of the bargaining unit to take the Chief Deputy position. CC Thomas explained that every other sheriff before Sheriff Sternard was in the collective bargaining unit prior to becoming Sheriff. Administration does not support LOA's due to the implications it has on the hiring process. Administration is not opposed to having the person come back and apply for open positions if they so wish to.

Motion by Fisher, seconded by Gunnlaugsson to deny the request for a Leave of Absence. Motion carried by unanimous voice vote.

Exit Interview Summary (Last Quarter 2018)

HR Director Hendee reported she received three exit interviews. One left for personal reasons; neutral responses. Second person commented regarding compensation. Third person was from the Highway Department and commented regarding poor supervision in the department.

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

Reviewed.

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

Reviewed.

Personnel Transactions

Reviewed. Discussion regarding personnel transactions related to requests to refill – terminology on the request to refill doesn't match terminology as listed on the personnel transactions.

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

- Request new opinion from AG allowing County Board Members to attend committee meetings

Vouchers, Claims and Bills

Reviewed.

Next Meeting Date(s)

Regular Administrative Committee Meeting – February 19, 2019 – 10:00 a.m.

Meeting Per Diem Code

108.

Adjourn

Motion by Austad, seconded by Fisher to adjourn. Time: 10:05 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk



County of Door
COUNTY ADMINISTRATOR

County Government Center
 421 Nebraska Street
 Sturgeon Bay, WI 54235

Ken Pabich
 County Administrator
 (920) 746-2303
 kpabich@co.door.wi.us

February 4, 2019

Honorable Tony Evers
 Governor of Wisconsin
 115 East State Capitol
 P.O. Box 7863
 Madison, WI 53707

RE: Town of Washington, Door County Wisconsin
 Washington Island Electric Cooperative, Inc Submarine Cable Replacement

Dear Governor Evers,

This letter is intended as an expression of Door County's support for the Town of Washington's and the Washington Island Electric Cooperative's efforts to obtain budgetary consideration from the State of Wisconsin for the replacement of their submarine cable. This critical infrastructure serves as the community's only electrical link to the mainland.

This submarine cable failed on June 15, 2018 and subsequent to the failure, with the support of the Door County Board and Door County Emergency Management, Governor Scott Walker declared a State of Emergency under Executive Order 298.

It is our understanding that the Town and Cooperative are requesting budgetary help modeled after the Wisconsin Disaster Fund and that this help would be directly to the Town of Washington. This is a reasonable request and as we noted in our letter to Governor Walker, Local, State and Federal governments share the responsibility for protecting their citizens from disasters and emergencies, and for helping them to recover when a disaster or emergency strikes. In some situations, as is the case here, the disaster or emergency is beyond the capabilities of local governments to respond and State assistance is necessary.

The undersigned is Door County's chief elected official and acting chief executive officer. The Door County Board of Supervisors will meet on February 26, 2019, and is expected to take further action on this matter.

Attached are the Town of Washington's Resolution No. 2019-2, as well as Governor Walker's Executive Order Number 298 for additional context.

Respectfully submitted this 1st day of February, 2019,

Ken Pabich
 Door County Administrator



OFFICE OF THE GOVERNOR

EXECUTIVE ORDER #298

Relating to a Proclamation Declaring a State of Emergency in Response to a Power Failure

WHEREAS, beginning on June 15, 2018, a damaged underwater electrical cable caused a long-term electrical power outage on Washington Island, Door County, Wisconsin; and

WHEREAS, Washington Island has used diesel backup generators as a temporary solution until the underwater cable can be fixed, amounting to a man-made disaster; and

WHEREAS, this man-made disaster has affected Door County and Washington Island; and

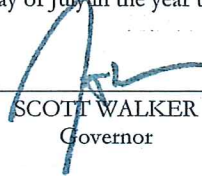
WHEREAS, Wisconsin Emergency Management is closely monitoring the situation in conjunction with local, county, and state officials;

NOW, THEREFORE, I, SCOTT WALKER, Governor of the State of Wisconsin, by the authority vested in me by the Constitution and the laws of this State, and specifically by section 323.10 of the Wisconsin Statutes, do hereby:

1. Proclaim that a State of Emergency exists in Door County and Washington Island, Wisconsin.
2. Direct all State agencies of the State of Wisconsin to assist Door County and Washington Island in recovering from this man-made disaster.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this thirteenth day of July in the year two thousand eighteen.


SCOTT WALKER
Governor

By the Governor:

DOUGLAS LA FOLLETTE
Secretary of State

Resolution No. 2019 –

**Requesting the Governor and Legislature Provide Critical Infrastructure
Cost Offsets in the 2019/20 Biennial State Budget**

Whereas, The Town of Washington and all its businesses and residents receive electricity from the Washington Island Electric Cooperative (hereinafter referred to as the Co-op); and

Whereas, The Co-op purchases this power on a wholesale basis from Wisconsin Public Service which is metered on the mainland; and

Whereas, The submarine cable serving the Co-op failed on June 15, 2018 and Governor Scott Walker declared a state of emergency under executive order 298; and

Whereas, the repair and replacement of this critical infrastructure has incurred crippling costs for the Co-op and the citizens of the Town of Washington totaling over \$4,000,000; and

Whereas, the Co-op has and will be discussing options for a State budgetary consideration with State Representative Joel Kitchens, State Senator Andre Jacque and Governor Tony Evers; now therefore, be it

Resolved, that the Town of Washington supports and endorses efforts to provide help through a State of Wisconsin budgetary fix; and be it further

Resolved, that the Town of Washington is willing to be the recipient of such State Funding in order to offset the costs of the Co-op and the residents of the Town of Washington.

Approved _____ Attest _____
Town Chairman Town Clerk

Date _____ Date _____



DOOR COUNTY

Draft

Resolution No. 2019-__
Supporting a National Estuarine Research Reserve (NERR) Designation for Northeast Wisconsin

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Member table with columns for Name, Aye, Nay, and Exc. listing members like AUSTAD, BACON, BULTMAN, etc.

BOARD ACTION section with fields for Vote Required, Motion to Approve, and Yes/No/Exc counts.

Reviewed by: section with lines for Corp. Counsel and Administrator, and FISCAL IMPACT statement.

Certification: I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution...

1 WHEREAS, The designation of Wisconsin's Lake Superior Estuarine Research Reserve in 2010
2 provides an outstanding example of broader impacts National Estuarine Research Reserve (NERR)
3 sites provide to local communities; and

4 WHEREAS, The University of Wisconsin-Green Bay is currently exploring the feasibility of
5 developing a National Estuarine Research Reserve (NERR) for northeast Wisconsin; and

6 WHEREAS, Our region's ecosystem is home to the largest freshwater estuary in the world, the
7 vitality of which is critical to the current and future prosperity of ecological sustainability of Door
8 County, and the broader region impacted directly by the Great Lakes; and

9 WHEREAS, Research activities associated with a Door County-based NERR will attract scholars
10 on both the national and international stage, providing employment opportunities to the region,
11 stronger connectivity to the University of Wisconsin-Green Bay, and ultimately inject money into the
12 local economy; and

13 WHEREAS, Many of the youth currently enrolled in local school districts value Wisconsin's natural
14 resources for the quality of life opportunities that they provide, shaping decisions about where they
15 live, seek employment, further their education and raise their families; and

16 WHEREAS, Eco-tourism is an established and growing industry in Door County and a research
17 reserve would fit well with Door County's five state parks and natural features, such as the Niagara
18 Escarpment; and

19 WHEREAS, A County-based NERR will enhance place-based identity, contributing directly to
20 talent recruitment and retention efforts;

21 WHEREAS, Sturgeon Bay is the county seat and home to the county's business infrastructure,
22 airport, Wisconsin Department of Natural Resources office and highspeed internet.

23 NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby
24 support the efforts of the University of Wisconsin-Green Bay as they seek a letter from to NOAA
25 requesting their assistance in exploring the feasibility of a NERR designation for Northeast Wisconsin.

26 BE IT FURTHER RESOLVED, That should NERR designation be incurred for Northeast
27 Wisconsin, the County of Door enthusiastically expresses its desire to host a NERR site and pledges
28 to work with the University to Wisconsin-Green Bay to make this possibility a reality.

29 BE IT FURTHER RESOLVED, That the Door County Clerk is directed to provide a copy of this
30 resolution to the all Wisconsin County Clerks, the Wisconsin Counties Association, each state and
31 federal legislator representing Door County, Governor Tony Evers, Chancellor Gary Miller, University
32 of Wisconsin-Green Bay, and Assoc. Vice-Chancellor Mathew Dornbush, University of Wisconsin-
33 Green Bay.

SUBMITTED BY: ADMINISTRATIVE COMMITTEE

Signature lines for David Lienau, Susan Kohout, Kenneth Fisher, John Neinas, Dan Austad, Nancy Robillard, and Joel Gunnlaugsson.

additional compensation if a court appearance takes place outside regular working hours. 62 Atty. Gen. 93.

A county board may not deny a salary to an elected official during a period of sickness. A board does not have power to establish sick leave and vacation benefits for elected county officials. 65 Atty. Gen. 62.

The authority to establish salaries for the staff employed by a county's 51.42/51.437 board lies with that board, subject to the general budgetary control of the county board. 65 Atty. Gen. 105.

Discretionary authority to grant increases to elected county officials based upon performance or length of service may not be delegated to a committee of the county board because the board itself lacks the authority to establish such a compensation scheme. 80 Atty. Gen. 258.

59.23 Clerk. (1) **DEPUTIES; SALARIES; VACANCIES.** (a) Every clerk shall appoint in writing one or more deputies and file the appointment in the clerk's office. The deputy or deputies shall aid in the performance of the duties of the clerk under the clerk's direction, and in case of the absence or disability of the clerk or of a vacancy in the clerk's office, unless another is appointed therefor as provided in par. (c), shall perform all of the duties of the clerk during the absence or until the vacancy is filled. The board may, at its annual meeting or at any special meeting, provide a salary for the deputy or deputies.

(b) In each county the clerk may also appoint the number of assistants that the board authorizes and prescribes, and the assistants shall receive salaries that the board provides and fixes.

(c) If a clerk is incapable of discharging the duties of office the board shall appoint an acting clerk within 90 days after the board adopts a resolution finding that the clerk is incapable of discharging the duties of the office. The acting clerk shall serve until the disability is removed. If the board is not in session at the time of the incapacity, the chairperson of the board may appoint an acting clerk, whose term shall not extend beyond the next regular or special meeting of the board. A person appointed as acting clerk or appointed to fill a vacancy in the office of clerk, upon giving an official bond with sureties as required of a clerk, shall perform all of the duties of the office; and thereupon the powers and duties of the deputy of the last clerk shall cease.

(2) **DUTIES.** The clerk shall:

(a) *Board proceedings.* Act as clerk of the board at all of the board's regular, special, limited term, and standing committee meetings; under the direction of the county board chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the board in a format chosen by the clerk, including all committee meetings, either personally or through the clerk's appointee; file in the clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; publish ordinances as provided in s. 59.14 (1); and perform all duties prescribed by law or required by the board in connection with its meetings and transactions.

(b) *Recording of proceedings.* Record at length every resolution adopted, order passed and ordinance enacted by the board.

(c) *Orders for payment.* Sign all orders for the payment of money directed by the board to be issued, and keep a true and correct account of such orders, and of the name of the person to whom each order is issued; but he or she shall not sign or issue any county order except upon a recorded vote or resolution of the board authorizing the same; and shall not sign or issue any such order for the payment of the services of any clerk of court, district attorney or sheriff until the person claiming the order files an affidavit stating that he or she has paid into the county treasury all moneys due the county and personally collected or received in an official capacity; and shall not sign or issue any order for the payment of money for any purpose in excess of the funds appropriated for such purpose unless first authorized by a resolution adopted by the county board under s. 65.90 (5).

(cm) *Apportionment of taxes.* Apportion taxes and carry out other responsibilities as specified in s. 70.63 (1).

(d) *Accounts.* File and preserve in the clerk's office all accounts acted upon by the board, and endorse its action thereon, designating specifically upon every account the amount allowed, if any, and the particular items or charges for which allowed, and such as were disallowed, if any.

(de) *Property.* To the extent authorized by the board, exercise the authority under s. 59.52 (6).

(dg) *Dogs.* Perform the responsibilities relating to dog licensing, which are assigned to the clerk under ch. 174, and the dog fund specified in ch. 174.

(di) *Marriage licenses, domestic partnerships.* Administer the program for issuing marriage licenses as provided in ch. 765 and the program for forming and terminating domestic partnerships as provided in ch. 770.

(e) *Reports of receipts and disbursements.* Record the reports of the treasurer of the receipts and disbursements of the county.

(f) *Recording receipts and disbursements.* Keep a true and accurate account of all money which comes into the clerk's hands by virtue of the clerk's office, specifying the date of every receipt or payment, the person from or to whom the receipt or payment was received or paid, and the purpose of each particular receipt or disbursement, and keep the book at all times open to the inspection of the county board or any member of the board.

(g) *Payments to treasurer.* Keep in the manner prescribed in par. (f) a separate account of all moneys paid the treasurer by the clerk.

(h) *Books of account.* Keep all of the accounts of the county and all books of account in a manner that the board directs. Books of account shall be maintained on a calendar year basis, which shall be the fiscal year in every county.

(i) *Chief election officer; election duties.* As the chief election officer of the county, perform all duties that are imposed on the clerk in relation to the preparation and distribution of ballots and the canvass and return of votes at general, judicial, and special elections.

(L) *Duplicate receipts.* Make out and deliver to the treasurer duplicate receipts of all money received by the clerk as clerk, and countersign and file in the clerk's office the duplicate receipts delivered to the clerk by the treasurer of money received by the treasurer.

(m) *Certified copies; oaths and bonds; signatures.* 1. Make and deliver to any person, for a fee that is set by the board under s. 19.35 (3), a certified copy or transcript of any book, record, account, file or paper in his or her office or any certificate which by law is declared to be evidence.

2. Except as otherwise provided, receive and file the official oaths and bonds of all county officers and upon request shall certify under the clerk's signature and seal the official capacity and authority of any county officer so filing and charge the statutory fee. Upon the commencement of each term every clerk shall file the clerk's signature and the impression of the clerk's official seal in the office of the secretary of state.

(n) *Taxes.* Perform all duties that are imposed on the clerk in relation to the assessment and collection of taxes.

(nm) *Timber harvest notices.* Provide notice to a town chairperson regarding the harvesting of raw forest products, as described in s. 26.03 (1m) (a) 2.

(o) *Report, receipts and disbursements to board.* Make a full report to the board, at the annual meeting or at any other regular meeting of the board when so stipulated by the board, in writing, verified by the clerk's oath, of all money received and disbursed by the clerk, and separately of all fees received by the clerk; and settle with the board the clerk's official accounts and produce to the board all books, accounts and vouchers relating to the same.

(p) *Proceedings to historical society.* Forward to the historical society, postpaid, within 30 days after their publication a copy of the proceedings of the board, and of all printed reports made under

body, notice shall be given by the employer's chief officer or such person's designee.

History: 1975 c. 426; 1987 a. 305; 1993 a. 215; 1995 a. 27; 2007 a. 20; 2009 a. 28; 2011 a. 10.

19.87 Legislative meetings. This subchapter shall apply to all meetings of the senate and assembly and the committees, subcommittees and other subunits thereof, except that:

(1) Section 19.84 shall not apply to any meeting of the legislature or a subunit thereof called solely for the purpose of scheduling business before the legislative body; or adopting resolutions of which the sole purpose is scheduling business before the senate or the assembly.

(2) No provision of this subchapter which conflicts with a rule of the senate or assembly or joint rule of the legislature shall apply to a meeting conducted in compliance with such rule.

(3) No provision of this subchapter shall apply to any partisan caucus of the senate or any partisan caucus of the assembly, except as provided by legislative rule.

(4) Meetings of the senate or assembly committee on organization under s. 71.78 (4) (c) or 77.61 (5) (b) 3. shall be closed to the public.

History: 1975 c. 426; 1977 c. 418; 1987 a. 312 s. 17.

Former open meetings law, s. 66.74 (4) (g), 1973 stats., that excepted "partisan caucuses of the members" of the state legislature from coverage of the law applied to a closed meeting of the members of one political party on a legislative committee to discuss a bill. The contention that this exception was only intended to apply to the partisan caucuses of the whole houses would have been supportable if the exception were simply for "partisan caucuses of the state legislature" rather than partisan caucuses of members of the state legislature. State ex rel. Lynch v. Conta, 71 Wis. 2d 662, 239 N.W.2d 313 (1976).

In contrast to former s. 66.74 (4) (g), 1973 stats., sub. (3) applies to partisan caucuses of the houses, rather than to caucuses of members of the houses. State ex rel. Newspapers v. Showers, 135 Wis. 2d 77, 398 N.W.2d 154 (1987).

19.88 Ballots, votes and records. (1) Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any election or other decision of a governmental body except the election of the officers of such body in any meeting.

(2) Except as provided in sub. (1) in the case of officers, any member of a governmental body may require that a vote be taken at any meeting in such manner that the vote of each member is ascertained and recorded.

(3) The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection to the extent prescribed in subch. II of ch. 19.

History: 1975 c. 426; 1981 c. 335 s. 26.

The plaintiff newspaper argued that sub. (3), which requires "the motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection," in turn, required the defendant commission to record and disclose the information the newspaper requested under the open records law. The newspaper could not seek relief under the public records law for the commission's alleged violation of the open meetings law and could not recover reasonable attorney fees, damages, and other actual costs under s. 19.37 (2) for an alleged violation of the open meetings law. The Journal Times v. City of Racine Board of Police and Fire Commissioners, 2015 WI 56, 362 Wis. 2d 577, 866 N.W.2d 563, 13–1715.

Under sub. (1), a common council may not vote to fill a vacancy on the common council by secret ballot. 65 Atty. Gen. 131.

19.89 Exclusion of members. No duly elected or appointed member of a governmental body may be excluded from any meeting of such body. Unless the rules of a governmental body provide to the contrary, no member of the body may be excluded from any meeting of a subunit of that governmental body.

History: 1975 c. 426.

19.90 Use of equipment in open session. Whenever a governmental body holds a meeting in open session, the body shall make a reasonable effort to accommodate any person desiring to record, film or photograph the meeting. This section does not permit recording, filming or photographing such a meeting in a manner that interferes with the conduct of the meeting or the rights of the participants.

History: 1977 c. 322.

19.96 Penalty. Any member of a governmental body who knowingly attends a meeting of such body held in violation of this

subchapter, or who, in his or her official capacity, otherwise violates this subchapter by some act or omission shall forfeit without reimbursement not less than \$25 nor more than \$300 for each such violation. No member of a governmental body is liable under this subchapter on account of his or her attendance at a meeting held in violation of this subchapter if he or she makes or votes in favor of a motion to prevent the violation from occurring, or if, before the violation occurs, his or her votes on all relevant motions were inconsistent with all those circumstances which cause the violation.

History: 1975 c. 426.

The state need not prove specific intent to violate the Open Meetings Law. State v. Swanson, 92 Wis. 2d 310, 284 N.W.2d 655 (1979).

19.97 Enforcement. (1) This subchapter shall be enforced in the name and on behalf of the state by the attorney general or, upon the verified complaint of any person, by the district attorney of any county wherein a violation may occur. In actions brought by the attorney general, the court shall award any forfeiture recovered together with reasonable costs to the state; and in actions brought by the district attorney, the court shall award any forfeiture recovered together with reasonable costs to the county.

(2) In addition and supplementary to the remedy provided in s. 19.96, the attorney general or the district attorney may commence an action, separately or in conjunction with an action brought under s. 19.96, to obtain such other legal or equitable relief, including but not limited to mandamus, injunction or declaratory judgment, as may be appropriate under the circumstances.

(3) Any action taken at a meeting of a governmental body held in violation of this subchapter is voidable, upon action brought by the attorney general or the district attorney of the county wherein the violation occurred. However, any judgment declaring such action void shall not be entered unless the court finds, under the facts of the particular case, that the public interest in the enforcement of this subchapter outweighs any public interest which there may be in sustaining the validity of the action taken.

(4) If the district attorney refuses or otherwise fails to commence an action to enforce this subchapter within 20 days after receiving a verified complaint, the person making such complaint may bring an action under subs. (1) to (3) on his or her relation in the name, and on behalf, of the state. In such actions, the court may award actual and necessary costs of prosecution, including reasonable attorney fees to the relator if he or she prevails, but any forfeiture recovered shall be paid to the state.

(5) Sections 893.80 and 893.82 do not apply to actions commenced under this section.

History: 1975 c. 426; 1981 c. 289; 1995 a. 158.

Judicial Council Note, 1981: Reference in sub. (2) to a "writ" of mandamus has been removed because that remedy is now available in an ordinary action. See s. 781.01, stats., and the note thereto. [Bill 613–A]

Awards of attorney fees are to be at a rate applicable to private attorneys. A court may review the reasonableness of the hours and hourly rate charged, including the rates for similar services in the area, and may in addition consider the peculiar facts of the case and the responsible party's ability to pay. Hodge v. Town of Turtle Lake, 190 Wis. 2d 181, 526 N.W.2d 784 (Ct. App. 1994).

Actions brought under the open meetings and open records laws are exempt from the notice provisions of s. 893.80. Auchinleck v. Town of LaGrange, 200 WI 2d 585, 547 N.W.2d 587 (1996), 94–2809.

Failure to bring an action under this section on behalf of the state is fatal and deprives the court of competency to proceed. Fabyan v. Achtenhagen, 2002 WI App 214, 257 Wis. 2d 310, 652 N.W.2d 649, 01–3298.

Complaints under the open meetings law are not brought in the individual capacity of the plaintiff but on behalf of the state, subject to the 2-year statute of limitations under s. 893.93 (2). Leung v. City of Lake Geneva, 2003 WI App 129, 265 Wis. 2d 674, 666 N.W.2d 104, 02–2747.

When a town board's action was voided by the court due to lack of statutory authority, an action for enforcement under sub. (4) by an individual as a private attorney general on behalf of the state against individual board members for a violation of the open meetings law that would subject the individual board members to civil forfeitures was not rendered moot. Lawton v. Town of Barton, 2005 WI App 16, 278 Wis. 2d 388, 692 N.W.2d 304, 04–0659

19.98 Interpretation by attorney general. Any person may request advice from the attorney general as to the applicability of this subchapter under any circumstances.

History: 1975 c. 426.



**County of Door
CORPORATION COUNSEL**

County Government Center
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FYI

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Corporation Counsel
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MEMORANDUM

TO: Administrative Committee
FROM: Grant P. Thomas
Corporation Counsel
RE: Practice Tips ~ Minutes
DATE: April 7, 2009

GPT
04-07-09

Section 19.88(3) Wisconsin Statutes generally controls ... and provides as follows:

“...The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection ...”

This statute does not actually require that minutes be taken. The record keeping requirements can be satisfied if the motions and roll call votes are recorded and preserved in any form or fashion [e.g., tape recording].

Under Section 19.88(3) Wisconsin Statutes ... the following are best practices:

- ✓ The record [e.g., minutes] must indicate the motion, the maker of the motion, second of the motion, and outcome of the vote.
- ✓ For a roll-call vote, the record [e.g., minutes] must note how each member voted;
- ✓ Motions and votes should be recorded in a manner that includes enough detail so that the public can understand the nature of the action taken.

With respect to the discussion [versus action] of individual items of business [i.e., agenda items] ... All that is necessary is to capture the essence of the discussion. This should be done in a concise point-form summary and without recording “who said what”.

Keep in mind that other statutes may impose additional requirements. For instance:

- ✓ Section 59.23(2)(a) Wisconsin Statutes ... County Clerk is required to keep and record a true minutes of all proceedings of the County Board.

Obviously we must comply with these requirements.

Minutes are not intended to be a verbatim account. There are many reasons for this, including:

- ✓ Verbatim minutes are not required;
- ✓ Verbatim minutes are too long and tedious to read;
- ✓ Verbatim minutes [i.e., recording "who said what"] can lead to grandstanding and political gamesmanship;
- ✓ Verbatim minutes may result in circular arguments when approving the minutes. For instance: "I did not say this", "Yes you did", "I can prove it". "But that's not what I meant". Then this discussion is entered verbatim in the minutes of the next meeting... and so on and so forth;
- ✓ Verbatim minutes can have a "stifling effect" on the quality of the discussions and the decisions made;
- ✓ Verbatim minutes [one may argue needlessly] consume much time and resources [e.g., more time for the person taking the minutes, more time for the body approving the minutes, and additional paper].

My advice has always been [and remains] that verbatim minutes are unnecessary and probably unwise. With the above course of reasoning, it's my hope to persuade the powers that be to forego verbatim minutes.

Please keep in mind that minutes are an official summary of what took place in a meeting, focusing primarily on what was done by the group (an objective focus) and not what was said or done by each member. Brief, concise, objective and action-oriented minutes are in order...nothing more and nothing less.

GPT/llh

c: Jill Lau, County Clerk

CHAPTER 985

PUBLICATION OF LEGAL NOTICES; PUBLIC NEWSPAPERS; FEES

985.01	Definitions.	985.08	Fees for publishing.
985.02	Method of notification.	985.09	Computation of time, Sundays, legal holidays.
985.03	Qualifications of newspapers.	985.10	Publication on Sunday.
985.04	Official state newspaper.	985.11	Fees and work on Sunday.
985.05	Official municipal newspapers.	985.12	Proof of publication.
985.06	Official city newspaper.	985.13	Change of name or discontinuance of paper.
985.065	Publication and printing; counties with population of 250,000 or more.	985.14	Refusal to publish.
985.07	Classes and frequency of legal notices.	985.15	Forfeiture for refusal to publish.
985.075	Substance of 2nd and 3rd insertions.		

985.01 Definitions. As used in this chapter, unless the context requires otherwise:

(1b) “Bona fide paid circulation” means the paid circulation of a newspaper that satisfies all of the following:

(a) The publisher of the newspaper sells 50 percent or more of the circulation of the newspaper.

(b) The publisher of the newspaper has actual subscribers at each publication of not less than 1,000 copies in 1st and 2nd class cities or 300 copies in 3rd and 4th class cities, villages, or towns.

(1g) “Governing body” has the meaning given in s. 345.05 (1) (b) and includes a long-term care district board under s. 46.2895.

(1m) “Insertion,” when used to indicate the publication of a legal notice more than one time, means once each week for consecutive weeks, the last of which shall be at least one week before the act or event, unless otherwise specified by law.

(2) “Legal notice” means every notice required by law or by order of a court to be published in a newspaper or other publication, except notices required by private and local laws to be published in newspapers, and includes all of the following:

(a) Every publication of laws, ordinances, resolutions, financial statements, budgets and proceedings intended to give notice in an area.

(b) Every notice and certificate of election, facsimile ballot, referenda, notice of public hearing before a governmental body, and notice of meetings of private and public bodies required by law.

(c) Every summons, order, citation, notice of sale or other notice that is intended to inform a person that the person may or shall do an act or exercise a right within a designated period or upon or by a designated date.

(3) “Municipality” has the meaning in s. 345.05 (1) (c) and includes a long-term care district under s. 46.2895.

(3g) “News content” means written information and images, other than advertisements, that are printed in a publication.

(3r) “Newspaper” means a publication that is published at regular intervals and at least once a week, containing, on average, 25 percent news content per issue, including reports of happenings of recent occurrence of a varied character, such as political, social, moral and religious subjects, designed to inform the general reader. “Newspaper” includes a daily newspaper published in a county having a population of 750,000 or more, devoted principally to business news and publishing of records, which has been designated by the courts of record of the county for publication of legal notices for a period of 6 months or more.

(4) “Proceedings,” when published in newspapers, mean the substance of every official action taken by a local governing body at any meeting, regular or special.

(5) A newspaper is “published” at the place from which its mailing permit is issued, except that if the place where the newspaper has its major concentration of circulation has no primary post office, then at the place it shall designate as its place of publi-

cation in the affidavit required by s. 985.03 (1) (cm), but no newspaper shall have more than one place of publication during the same period of time.

(6) “Substance” is an intelligible abstract or synopsis of the essential elements of the official action taken by a local governing body, including the subject matter of a motion, the persons making and seconding the motion and the roll call vote on the motion, except that ordinances and resolutions published as required by law need not be republished in proceedings, but a reference to their subject matter shall be sufficient.

(7) “Wisconsin newspapers legal notices Internet site” means an Internet site maintained by Wisconsin newspapers for the purpose of providing and maintaining an electronic version of printed and published legal notices.

History: 1981 c. 372; 1983 a. 189 ss. 327, 328, 329 (31); 1993 a. 486; 1999 a. 9, 85; 2007 a. 20; 2009 a. 276; 2011 a. 228; 2015 a. 79, 196; 2017 a. 282 ss. 1 to 3, 12.

985.02 Method of notification. (1) Except as otherwise provided by law, a legal notice shall be published in a newspaper likely to give notice in the area or to the person affected. Whenever the law requires publication in a newspaper published in a designated municipality or area and no newspaper that satisfies the requirements under s. 985.03 (1) (a) or (am) is published therein, publication shall be made in a newspaper likely to give notice.

(2) If the governing body of a municipality elects to post under s. 985.05 (1) it shall post in the following manner:

(a) The notice must be posted in at least 3 public places likely to give notice to persons affected or must be posted in at least one public place likely to give notice to persons affected and placed electronically on an Internet site maintained by the municipality.

(b) The notice posted before the act or event requiring notice shall be posted and, if applicable, placed electronically, no later than the time specified for the first newspaper publication.

(c) The notice posted after the act or event requiring notice shall be posted and, if applicable, placed electronically, within one week after the act or event. Actions of governing bodies posted after the act or event shall be effective upon posting.

(d) The affidavit of the officer or person posting the legal notice containing the time, place and manner of the posting is presumptive evidence of the facts stated therein.

(3) The newspaper that publishes a legal notice shall, in addition to newspaper publication, place an electronic copy of the legal notice at no additional charge on the Wisconsin newspapers legal notices Internet site.

History: 2007 a. 20; 2011 a. 228; 2015 a. 79; 2017 a. 282.

A county with a population of less than 250,000 is not required to designate an official newspaper. A county is not required to seek bids for the publication of legal notices. Even if a county does not competitively bid the publication of its own proceedings as provided in sub. (3), it may print its own proceedings or post them on its web site. A county may not, in lieu of publication in a printed newspaper or posting on a physical bulletin board, post its legal notices on its official web site. OAG 2–08.

985.03 Qualifications of newspapers. (1) (a) Except as provided in par. (am), no publisher of any newspaper in this state

985.03 LEGAL NOTICES

Updated 17–18 Wis. Stats. 2

shall be awarded or be entitled to any compensation or fee for the publishing of any legal notice unless the newspaper has had a bona fide paid circulation and one of the following applies:

1m. For at least 2 of the 5 years immediately before the date of the publication of the notice, the newspaper has been published regularly and continuously in the city, village, or town where published.

2m. The newspaper is a successor to a newspaper described in subd. 1m. and the successor newspaper has resumed publication following succession within 30 days.

3. The newspaper has merged or consolidated with one or more newspapers and one of the newspapers subject to the consolidation or merger has been continuously published at regular intervals of at least once each week for at least 50 issues each year for at least one year prior to the first publication of the notice.

(am) If there is not a newspaper in a city, village, or town that satisfies the requirements under par. (a), the publisher of a newspaper that satisfies all of the following may be awarded or be entitled to compensation or a fee for the publishing of a legal notice:

1. The newspaper is published regularly and continuously in the city, village, or town and publishing in the newspaper is likely to give notice in the area or to the affected person.

2. The newspaper is otherwise qualified under this section.

(b) Suspension of publication resulting from the mobilization of troops being called to active duty with the armed forces, strike, lockout or damage, or destruction due to war, fire or act of God, shall not count as an interval in publication.

(bm) A period of disqualification not to exceed 2 years due only to the place of publication shall not count as an interval in publication.

(cm) A newspaper in order to be eligible under this section shall also file a certificate with the county clerk stating that it qualifies under this section and stating its place of publication.

(2) Any person charged with the duty of causing legal notices to be published, and who causes any legal notice to be published in any newspaper not eligible to so publish under the requirements of sub. (1), or who fails to cause such legal notice to be published in any newspaper eligible under this section, may be fined not to exceed \$100 for each offense. Each day in which a legal notice should have been but was not published as required by law shall constitute a separate offense hereunder.

History: 1975 c. 341; 1989 a. 31; 2011 a. 228; 2017 a. 207 s. 5; 2017 a. 282.

This section does not violate equal protection. The term “paid circulation,” as a requirement under sub. (1) (a), is discussed. *Community Newspapers v. West Allis*, 156 Wis. 2d 350, 456 N.W.2d 646 (Ct. App. 1990).

A municipality may not expend funds to publish legal notice in a “shopper” that does not meet the qualifications in s. 985.03 (1) (a). 71 Atty. Gen. 177.

985.04 Official state newspaper. The joint committee on legislative organization shall recommend to the legislature to designate some newspaper published in Wisconsin to be the official state newspaper, which shall publish all legal notices required to be published therein. Any such publication from any of the state agencies shall be deemed official. The joint committee may invite bids from all newspapers which meet the requirements of s. 985.03, but if it does so, it is not required to recommend the lowest bidder as the official state newspaper. The joint committee shall introduce its recommendation in the legislature in the form of a joint resolution. No designation takes effect until the joint resolution is adopted. A newspaper which is designated the official state newspaper shall continue as such until the legislature designates another newspaper to be the official state newspaper.

History: 1977 c. 29; 1979 c. 34; 1981 c. 372 ss. 12, 13.

Article VII, sec. 21 [Art. IV, s. 17] requires full text publication of all general laws, and publication of an abstract or synopsis of such laws would not be sufficient. Methods other than newspaper publication, under s. 985.04, may be utilized to give public notice of our general laws. 63 Atty. Gen. 346. See also s. 14.38 (10).

985.05 Official municipal newspapers. (1) The governing body of every municipality not required to have an official newspaper may designate a newspaper published or having general circulation in the municipality and eligible under s. 985.03 as

its official newspaper or utilize the same for specific notices. The governing body of such municipality may, in lieu of newspaper publication, direct other form of publication or posting under s. 985.02 (2). Other publication or posting, however, shall not be substituted for newspaper publication in proceedings relating to: tax redemptions or sales of land acquired by the county or city authorized to act under s. 74.87 for delinquent taxes, charges or assessments; civil annexations, detachments, consolidations or incorporations under chs. 59 to 66; or legal notices directed to specific individuals. Posting may not be substituted for publication in school board elections conducted under s. 120.06 or publication under s. 60.80 (2) of town ordinances imposing forfeitures. If an eligible newspaper is published in the municipality, other publication or posting shall not be substituted for newspaper publication under s. 61.32 or 61.50.

(2) When any municipality has designated an official newspaper, all legal notices published in a newspaper by such municipality shall be published in such newspaper unless otherwise specifically required by law.

(3) In lieu of the requirements of this chapter, a school board may publish or publicize under s. 120.11 (4).

History: 1975 c. 138; 1983 a. 532; 1985 a. 225; 1987 a. 378.

A county board may not designate more than one newspaper having a general circulation in the county as its official newspaper. However, the county board may direct that a particular legal notice also appear in one or more other county newspapers. 60 Atty. Gen. 95.

A county with a population of less than 250,000 is not required to designate an official newspaper. A county is not required to seek bids for the publication of legal notices. Even if a county does not competitively bid the publication of its own proceedings as provided in sub. (3), it may print its own proceedings or post them on its web site. A county may not, in lieu of publication in a printed newspaper or posting on a physical bulletin board, post its legal notices on its official web site. OAG 2–08.

985.06 Official city newspaper. (1) In 2nd and 3rd class cities, the clerk shall, on or before the 2nd Tuesday of April, advertise in the official city newspaper, or if there is none, in a newspaper published in the city and eligible under s. 985.03, for separate proposals to publish in English the council proceedings and the city’s legal notices, respectively, for the ensuing year, inviting bids from all daily and weekly newspapers published in such city which are eligible under s. 985.03, also stating the security required with each bid, which shall be previously fixed by the council, and requiring delivery of the bids in writing, sealed, at the clerk’s office by 12 noon of the first Tuesday of May. At that hour, the clerk shall, in the presence of the mayor or an alderperson, open the bids and enter them in a record kept for that purpose. No bid from other than a newspaper legally invited to bid, or for more than the legal rate for like work, shall be of any effect. The paper making the lowest effective bid for the city’s legal notices shall be awarded the contract therefor. If 2 or more effective bids are for the same price, and no lower effective bid is filed, the clerk shall transmit such tie bids to the council at its next meeting and the council shall designate the successful bid. If no effective bid is received, the council may direct the clerk to readvertise as before. Each successful bidder shall execute a contract in accordance with the bid and file such bond for its performance as the council requires. No such paper shall receive more or less than the contract price nor any other compensation for the work. The paper securing the contract for the publishing of the city’s legal notices shall be the official city newspaper.

(2) In cities of the fourth class, the council, at its first meeting or as soon as may be, shall designate one or more newspapers eligible under s. 985.03 and published in the city, if any, otherwise published in the county and having a general circulation in the city, for publication of the council proceedings and as the official city newspaper for the publication of the city’s legal notices for the ensuing year. The council shall fix the price at not to exceed the legal rate for like work.

(3) The publisher, before the claim for the publication is audited, shall file with the clerk proof of publication by affidavit of the printer or foreman, attached to a copy of the matter published, stating the date or dates of publication. Such affidavit shall be conclusive evidence of publication for the purpose of audit.

**GAY A. PUSTAVER
6304 BREEZEWOOD LANE
STURGEON BAY, WISCONSIN 54235**

Page 1 of 2 2018 MEDIATION SERVICES ANNUAL REPORT 1/1/18 – 12/31/18

-submitted by Gay Pustaver January 7, 2019 via e-mail

Number of referrals dated 1/1/18 – 12/31/18 = 46 total (1/1/17-12/31/17 = 60 cases referred)
(24 = never married; 9 = new divorce action; 13 = post-divorce)

January.....	2	July.....	6
February.....	3	August.....	8
March.....	3	September...1	
April.....	4	October.....	6
May.....	4	November....2	
June.....	7	December....0	
TOTAL.....	46		

Number ordered by Judge	12
Number ordered by Family Court Comm	34

OPEN CASES

No. of 2017 cases open as of 12/31/18	0
No. of 2018 cases open as of 12/31/18	5

CLOSED CASES

No. of 2017 cases closed in 2018.....	11
No. of 2018 cases closed by 12/31/18.....	41

TOTAL 2017 AND 2018 CASES CLOSED AS OF December 31, 2018 = 52

Disposition of 52 cases closed as of 12/31/18

Written, signed agreement	18
Agreement written, not signed	1
Agreed between parties/attorneys	4
Parties withdrew request for mediation	1
Made 2 nd appointment; never came	1
Mediation refused by both parties	0
Inappropriate for mediation	0
Parties reconciled/divorce on hold	1
Never met/parties never contacted mediator/no comply	7
Different mediator used	1
Change of venue	0
TPR/adoption being pursued	0
Impasse	18 * see page 2
TOTAL	52

Page 2 of 2 2018 MEDIATION SERVICES ANNUAL REPORT 1/1/18 – 12/31/18

-submitted by Gay Pustaver January 7, 2019 via e-mail

Explanation for 8 impasse cases closed between July 1 and December 31, 2018

(explanation for Jan – June cases were included in the semi-annual report submitted July, 2018)

1 case: new divorce - we had written a signed, mediation agreement in June, 2018. Divorce not final yet; dad's job changed so he wanted to change placement schedule; mom did not.

1 case: paternity- distance issue between parents' residences and conflicts with child's extracurricular activities.

3 cases: 1 new divorce other 2 paternity - AODA and other legal issues; in one of these cases, they made a 2nd apt but before that apt was held, mom called and asked for impasse.

1 case: paternity – financial issues tied to placement; parties chose to go to court; parents live in 2 different states.

1 case: guardianship/paternity – grandmother = guardian; parents wanted to share placement without guardian; grandmother did not agree in mediation and wanted the judge to make that decision.

1 case: paternity – home school vs public school value issue;



DOOR COUNTY

Resolution No. 2019-___

**APPROVAL OF
2019-2021 COLLECTIVE BARGAINING AGREEMENT
DOOR COUNTY DEPUTY SHERIFFS' ASSOCIATION**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

BOARD ACTION
Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: The estimated fiscal impact for 2019 is \$81,507; for 2020 is \$112,219 and for 2021 is \$132,158. Funds have been included in 2019 budget and will be part of the 2020 & 2021 budget process. STW

Certification:
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 26th day of February, 2019 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

1 **WHEREAS**, The Collective Bargaining Agreement between Door
2 County and the Door County Deputy Sheriffs' Association expired on
3 December 31, 2018; and

4 **WHEREAS**, Through collective bargaining a tentative agreement (See:
5 Appendix A, attached hereto and incorporated herein by reference as if set
6 forth in full) was reached between representatives of Door County and the
7 Door County Deputy Sheriffs' Association: and

8 **WHEREAS**, The tentative agreement is contingent upon, and shall not
9 become effective until, official ratification by the collective bargaining unit
10 and the Door County Board of Supervisors; and

11 **WHEREAS**, The Door County Deputy Sheriffs' Association has ratified,
12 or will ratify, the tentative agreement; and

13 **WHEREAS**, The Door County Negotiating Committee and
14 Administrative Committee recommend approval of the tentative
15 agreement.

16 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board
17 of Supervisors does hereby approve the tentative agreement and
18 authorize the execution and implementation of the January 1, 2019 -
19 December 31, 2021, Collective Bargaining Agreement between Door
20 County and the Door County Deputy Sheriffs' Association.

SUBMITTED BY: Administrative Committee

David Lienau, Chairman

Susan Kohout

Kenneth Fisher

John Neinas

Dan Austad

Nancy Robillard

Joel Gunnlaugsson



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

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July 26, 2016

Scott A. Ceman
Deputy District Attorney
Winnebago County District Attorney's Office
Orrin King Bldg, 448 Algoma Blvd.
Oshkosh, WI 54901

John A. Bodnar
Winnebago County Corporation Counsel
448 Algoma Blvd
P.O. Box 2808
Oshkosh, WI 54903-2808

Dear Mr. Ceman and Mr. Bodnar:

Please accept this letter as the Wisconsin Department of Justice's (DOJ) response to Mr. Ceman's February 23, 2016 email correspondence to DOJ Division of Legal Services (DLS) Administrator David V. Meany in which you requested DOJ investigate possible "systemic violations of Wisconsin's Open Meetings laws" in Winnebago County. This letter also serves to respond to Mr. Bodnar's June 27, 2016 letter regarding the same matter.

Mr. Ceman relayed that over approximately the last four years, the Winnebago County's Judicial Courthouse and Security Committee (JCSC) has been regularly attended by a quorum of two subcommittees of the Winnebago County Board of Supervisors (County Board): the Judiciary and Public Safety Committee (JPSC) and Facilities and Property Management Committee (FPMC). The JCSC is a courthouse security committee formed pursuant to SCR 68.05. Mr. Ceman stated that no notices or agendas for these meetings were published in advance.

Mr. Bodnar wrote that the JCSC includes both the chairperson of the County Board and the District Attorney as members pursuant to SCR 68.05(1)(b) and (f), respectively. According to Mr. Bodnar, a long-standing practice in the county is that the Circuit Court judge acting as chairperson of the JCSC appoints the chairpersons of both the JPSC and

Scott A. Ceman
John A. Bodnar
July 26, 2016
Page 2

FPMC.¹ Both the JPSC and FPMC are made up of five County Board members. The chairman of the JPSC is also a member of the FPMC, and the chairman of the FPMC is also a member of the JPSC. The County Board chairman acts as *ex officio* member of both subcommittees. According to Mr. Bodnar, both subcommittees only have the authority to make recommendations to the County Board.

Mr. Ceman stated that he spoke with Mr. Bodnar who agreed that for over four years, a quorum of both subcommittees attended the JCSC meetings without notice. This was done in accordance with Mr. Bodnar's advice that the JCSC was exempt from the requirements of the Wisconsin Open Meetings Law, Wis. Stat. §§ 19.81 to 19.98, since the JCSC was created by rule of the Wisconsin Supreme Court. Mr. Bodnar stated that this advice was largely based on a 2012 email correspondence from Assistant Attorney General Thomas C. Bellavia and a 2012 email correspondence from District Court Administrator Jon J. Bellows, relaying information provided to him by Marcia Vandercook of the State Court Operations Office. Mr. Ceman stated that he informed Mr. Bodnar that the exemption applies to the JCSC not the quorum of the JPSC and FPMC in attendance.

To resolve the alleged violations, Mr. Ceman stated that he proposed that the two subcommittees reconvene to hold the discussions and votes from the past four years with proper notice and an agenda. Furthermore, Mr. Ceman proposed that the subcommittee members should be replaced with new members from the County Board to ensure there was no "rubber-stamping" of past decisions. Mr. Ceman said it appeared that his proposed resolutions were rejected.

Mr. Ceman also wrote that, after he expressed his concern over the JCSC not posting an agenda prior to their meetings, the county adopted a boiler-plate notice on all their public notices. The boiler-plate notice essentially states that any county board subcommittee may have a quorum at any county meeting. Mr. Ceman stated that he believes this is a systemic problem.

In Mr. Ceman's letter, he also informed DOJ that Mr. Bodnar raised the issue of a potential conflict of interest with the District Attorney's Office investigating and potentially prosecuting these alleged violations. Specifically, accusations have been leveled against District Attorney Christian Gossett, who was a part of the JCSC meetings in question, that the initial investigation into this matter was for retaliatory purposes because the DA's Office does not agree with the JCSC's decisions. Mr. Ceman acknowledged that the DA's Office has a stake in this matter and that all ten attorneys in the DA's office opposed the JCSC's decision related to the expansion of the county courthouse.

As a result of this potential conflict of interest, Mr. Ceman requested that DOJ investigate. Mr. Ceman believes the issue presented is one of statewide importance for two

¹ Unlike the County Board chairperson and the District Attorney, neither of the subcommittee chairpersons are required to serve on the JCSC. In addition to requiring certain individuals to serve as members of a county's security and facilities committee, the rule permits "[s]uch other persons as the committee considers appropriate" to serve. SCR 68.05(1)(L).

Scott A. Ceman
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reasons: (1) The JSCS expanded its membership beyond the Supreme Court mandated members to include members of other governmental bodies that could advance the JCSC's agenda without complying with the open meetings law's notice requirements; and (2) the recently adopted boiler-plate language on all notices is a means to circumvent the open meetings law, thereby allowing "county business to be conducted at random without any practical notice to the public."

Mr. Bodnar stated that the County Board subcommittee members have made a good faith effort to comply with the open meetings law, and they reasonably believed their actions complied with advice received from the Attorney General's Office. Furthermore, according to Mr. Bodnar, the Office of Corporation Counsel has made an effort to assure compliance with the law following the DA's Office's complaint. Finally, Mr. Bodnar wrote that the law in this area is not completely clear.

The open meetings law acknowledges that the public is entitled to the fullest and most complete information regarding government affairs as is compatible with conducting government business. Wis. Stat. § 19.81(1). All meetings of governmental bodies shall be held publicly and be open to all citizens at all times unless otherwise expressly provided by law. Wis. Stat. § 19.81(2). The provisions of the open meetings law are to be construed liberally to achieve that purpose. Wis. Stat. § 19.81(4).

A meeting occurs when a convening of members of a governmental body satisfies two requirements. *See State ex rel. Newspapers, Inc. v. Showers*, 135 Wis. 2d 77, 398 N.W.2d 154 (1987). The first requirement under the so-called *Showers* test is that there must be a purpose to engage in governmental business (the purpose requirement). Second, the number of members present must be sufficient to determine the governmental body's course of action (the numbers requirement). A meeting does not include any social or chance gathering or conference that is not intended to avoid the requirements of the open meetings law.

Regarding the purpose requirement, a body is engaged in governmental business when its members gather to simply hear information on a matter within the body's realm of authority. *See State ex rel. Badke v. Vill. Bd. of Vill. of Greendale*, 173 Wis. 2d 553, 573-74, 494 N.W.2d 408 (1993). Thus, mere attendance at an informational meeting on a matter within a body's realm of authority satisfies the purpose requirement. The members of the body need not discuss the matter or even interact. *Id.* at 574-76. This applies to a body that is only advisory and that has no power to make binding decisions. *See State v. Swanson*, 92 Wis. 2d 310, 317, 284 N.W.2d 655 (1979).

Regarding the numbers requirement, a quorum is the minimum number of a body's membership necessary to act. Certainly a majority of the members of a governmental body constitutes a quorum. However, a negative quorum, the minimum number of a body's membership necessary to prevent action, also meets the numbers requirement. As a result, determining the number of members of a particular body necessary to meet the numbers requirement is fact specific and depends on the circumstances of the particular body.

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The Wisconsin Supreme Court has held that bodies created by the Court, pursuant to its superintending control over the administration of justice, are not governed by the open meetings law. *State ex rel. Lynch v. Dancey*, 71 Wis. 2d 287, 238 N.W.2d81 (1976). The Supreme Court created a rule requiring the presiding judge for each county to appoint a security and facilities committee. SCR 68.05. The Supreme Court designated the composition of the committee and its tasks. *Id.* Therefore, as a body created by a rule of the Supreme Court, generally, such a security and facilities committee is not subject to the open meetings law's requirements. However, the open meetings law still applies to other governmental bodies should a sufficient number plan to attend or regularly attend a meeting of a security and facilities committee and the subject matter is within their body's realm of authority. The Supreme Court stated,

[W]hen, as here, one-half or more of the members of a governmental body attend a meeting of another governmental body in order to gather information about a subject over which they have decisionmaking responsibility, such a gathering is a 'meeting' within the meaning of the open meeting law, unless the gathering is social or chance. We also conclude that the meetings at issue in this case were clearly not social or chance gatherings. The [governmental body's] members' attendance as a group at the . . . project meetings was a regular occurrence, with expectations among the members that at least one-half or more of their membership would be in attendance. These factors remove their attendance from the 'social or chance' gathering exception of the open meeting law. These were not social or chance gatherings. Their attendance as a group did not occur on a sporadic basis, was not haphazard, irregular, nor spontaneous. Notice of these meetings was required.

Badke, 173 Wis. 2d at 577.

Mr. Bodnar stated that the *Badke* decision concerned members of a governmental body attending a meeting of another governmental body. Mr. Bodnar believes there is confusion among members of governmental bodies as to whether *Badke* is completely applicable when members of a governmental body attend meetings of non-governmental bodies. This apparent confusion would call into question whether a violation of the law exists when members of the subcommittees attend a meeting of the JCSC, which is not subject to the open meetings law. However, this confusion is clarified when one applies the *Showers* test.

Based on the facts presented, the JCSC discusses matters within both subcommittees' realm of authority. A quorum of both the JPSC and FPMC—three members of each of the five member subcommittees—regularly attend meetings of the JCSC. As such, the members' attendance is not a social or chance gathering. Therefore, a number of members of the JPSC and FPMC sufficient to determine the bodies' actions (what recommendations to make) are present at a meeting at which the purpose is to conduct governmental business. Regardless

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of whether or not the JCSC is subject to the open meetings law, based on the facts presented, the convening of members of the JPSC and FPMC at JCSC meetings meets both *Showers* test requirements. As a result both subcommittees must follow the requirements of the open meetings law, including providing proper notice of their meetings.

It should be noted that it is not the JCSC's responsibility to provide such notice and ensure such compliance with the open meetings law. Each governmental body is responsible for ensuring its compliance with the law. The chief presiding officer of a governmental body or such a person's designee is required to provide public notice of a meeting. Wis. Stat. § 19.84(1)(b). Therefore, in the scenario presented, the chief presiding officer or such person's designee for both the JPSC and FPMC would need to provide notice.

As you both know, every public notice of a meeting must give the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session. Wis. Stat. § 19.84(2). The notice must be in such a form so as to reasonably apprise the public of this information. *Id.* A boiler-plate notice on a particular governmental body's agenda that states that any county board subcommittee *may* have a quorum in attendance at that particular governmental body's meeting is not sufficient notice. Such a notice is not reasonably likely to apprise members of the public and the news media of the time, date, place and subject matter of a meeting because it does not provide notice of an actual meeting of a governmental body. It merely communicates the time, date, place and subject matter of a *possible* meeting of any number of governmental bodies.

In some cases, the use of boiler-plate notice is meant to balance the requirements of the law with the practical difficulties involved with governmental bodies that consist of a number of members and various subcommittees. However, as stated previously, the open meetings law acknowledges that the public is entitled to the fullest and most complete information regarding government affairs as is compatible with conducting government business. The use of boiler-plate notices is not in keeping with the open meetings law's declaration of policy. This type of notice of a possible meeting is not the fullest and most complete information regarding governmental affairs to which the public is entitled.

Mr. Bodnar raises the question of how the subcommittees can provide proper notice for a meeting for which neither subcommittee has control over the agenda. However, the answer may be found in the JCSC and both subcommittees' shared concern with ensuring compliance with the open meetings law. For example, based on this shared concern, the JCSC and both subcommittees can work to ensure that the subcommittees are provided with an agenda prior to the JCSC meetings such that they can provide notice compliant with the open meetings law.

In a case such as the present one, separate notices for both the JPSC and FPMC are not required. A single notice may be used. However, such a notice must clearly and plainly indicate that a joint meeting will be held and give the names of each of the governmental bodies involved. The notice must also be published and/or posted in each place where meeting notices are generally published or posted for each governmental body involved. Providing proper notice in this way is compatible with the conduct of government business.

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I spoke with Mr. Bodnar regarding this matter. As he wrote in his letter, he has educated the governmental body members on the requirements of the law. Mr. Bodnar's letter indicates that the body members in this case are concerned with ensuring compliance with the law. However, Mr. Bodnar discussed the practical difficulties of managing the many members of the various governmental bodies and ensuring that they comply with the law. The bottom line is that members of every governmental body have a legal obligation to ensure compliance with the open meetings law. An unwillingness or inability to follow the law opens the body's members to the penalties detailed in the law's enforcement provisions. *See Wis. Stat. § 19.97.*

In his correspondence, Mr. Ceman detailed his proposed cures for any open meetings violations that occurred. The cures were for the two subcommittees to reconvene and hold the discussions and votes of the past four years anew with proper notice. Under the enforcement provisions of the open meetings law, an action taken at a meeting of a governmental body held in violation of the law is voidable, upon action brought by the Attorney General or the district attorney. *Wis. Stat. § 19.97(3)*. "However, any judgment declaring such action void shall not be entered unless the court finds, under the facts of the particular case, that the public interest in the enforcement [of the law] outweighs any public interest which there may be in sustaining the validity of the action taken." *Id.* A recommendation to void four years' worth of decisions is not one to be made without a thorough understanding and weighing of all relevant facts. Based on the information provided, DOJ will not make a recommendation as to how to cure any potential violation.

The Attorney General and DOJ's Office of Open Government are committed to increasing government openness and transparency, and DOJ endeavors to educate and offer guidance to ensure openness and transparency. There are several open government resources available through the Wisconsin Department of Justice Office of Open Government website (<https://www.doj.state.wi.us/office-open-government/office-open-government-resources>). DOJ provides the full Wisconsin Open Meetings Law, maintains the Open Meetings Law Compliance Guide, and provides a recorded webinar and associated presentation documentation.

As you both know, under the open meetings law, the Attorney General and the district attorneys have authority to enforce the law. *Wis. Stat. § 19.97(1)*. Generally, the Attorney General may elect to prosecute complaints involving matters of statewide concern. DOJ has looked into this matter at Mr. Ceman's request and completed a thorough review of the information provided by Mr. Ceman and Mr. Bodnar. Based on this review and on the indication that members of the governmental bodies involved are serious about ensuring compliance, DOJ believes this explanatory letter addresses the matter in an appropriate fashion. As such, DOJ respectfully declines to pursue an enforcement action in this matter at this time.

It should be noted, for members of the general public, that if a district attorney refuses or otherwise fails to commence an action to enforce the open meetings law within 20 days after receiving a verified complaint, the individual who filed the verified complaint may bring

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an action in the name of the state. Wis. Stat. § 19.97(4). (Of course, a district attorney may still commence an enforcement action even after 20 days have passed.) Such actions by an individual must be commenced within two years after the cause of action accrues. Wis. Stat. § 893.93(2)(a).

DOJ appreciates your concern for government openness and transparency and compliance with the open meetings law. We hope you share our dedication to the work necessary to preserve Wisconsin's proud tradition of open government.

The information provided in this letter does not constitute an informal or formal opinion of the Attorney General pursuant to Wis. Stat. § 165.015(1).

Sincerely,



Paul M. Ferguson
Assistant Attorney General
Office of Open Government

Cc: The Honorable Karen L. Seifert

WHEN MUST BODY PROVIDE NOTICE UNDER OPEN MEETING LAW THAT ITS MEMBERS ARE ATTENDING OTHER MEETINGS?

By: Claire Silverman, Legal Counsel, League of Wisconsin Municipalities

League attorneys have received many questions about correspondence sent from the Wisconsin Department of Justice's (DOJ's) Office of Open Government to Winnebago County¹ relating to whether it is necessary to provide notice under the open meetings law when more than half of a governmental body attends the meeting of another body that is not subject to the open meeting law. It should come as very little surprise to anyone that, assuming the subject of the meeting is within the responsibilities of that governmental body and is neither social nor chance, the answer is yes. Although DOJ correspondence is not equivalent to a formal or even an informal Attorney General opinion and does not have precedential value or persuasive value in a court of law, it is worth reviewing this correspondence and the underlying facts since DOJ brings actions to enforce the open meeting law and League attorneys have received many questions related to the correspondence. We agree with the DOJ Office of Open Government's conclusion that notice is required in such a situation. Before reviewing the correspondence, it's helpful to review the case of *State ex rel. Badke v. Greendale Village Bd.*²

Many local governments were taken by surprise 24 years ago, when the Wisconsin Supreme Court held in *Badke* that when one-half or more of the members of a governmental body attend a meeting of another governmental body to gather information about a subject over which they have ultimate decision-making responsibility, such a gathering is a "meeting" within the open meeting law and must be noticed as such, unless the gathering is social or chance. *Badke* also held that when a quorum of a governing body is present at a meeting of a second governmental body merely because all of the individual members of the quorum make up the membership of the second governmental body (e.g., a committee meeting with no governing body members who are non-members attending), additional notice is **not** required.

Badke involved a seven-member village board. Two trustees served on the plan commission. The plan commission was considering an application for a special use permit to construct a large apartment complex. The matter went to the plan commission for its recommendation, and then was to go to the board for final decision. The plan commission held four

meetings. The village clerk gave notice of the plan commission meetings to the media and the public and mailed each trustee notice of the plan commission meetings and copies of the agenda for the meetings. A quorum of the village board, which regularly attended plan commission meetings, attended each of the plan commission meetings. The issue in *Badke* was whether the village board violated the open meeting law by not giving public notice of a village board meeting when a quorum of the village board attended the plan commission meetings on the proposed development.

Many local governments were taken by surprise 24 years ago, when the Wisconsin Supreme Court held in *Badke* that when one-half or more of the members of a governmental body attend a meeting of another governmental body to gather information about a subject over which they have ultimate decision-making responsibility, such a gathering is a "meeting" within the open meeting law and must be noticed as such, unless the gathering is social or chance.

In reaching the holdings set forth above, the court noted that the fundamental purpose of the open meeting law is to ensure the public's right to be fully informed regarding the conduct of governmental business, and that the open meeting law must be liberally construed in favor of open government. The court explained that interaction between members of a governmental body is not necessary for a meeting to occur and that listening and exposing itself to facts, arguments and statements constitutes a crucial part of a governmental body's decision making. The court's decision was also based on the rationale that information presented at the plan commission could influence the trustees' decision so that the trustees, in large part, would have made up their minds or been influenced

¹ Correspondence by Assistant Attorney General Paul Ferguson, Wisconsin Department of Justice Office of Open Government, to Scott A. Ceman and John A. Bodnar (July 26, 2016)

² 173 Wis.2d 553, 494 N.W.2d 408 (1993).

LEGAL ARTICLE (CONTINUED)

by information they obtained at the plan commission meetings when the village board subsequently convened to consider the plan commission’s recommendation and take final action on the matter. Furthermore, because the trustees obtained information at the plan commission meeting, the matter might not be presented in its entirety to the public. The court reasoned that the public would be more likely to attend the plan commission meeting if it was aware that information was being presented at the plan commission meeting that could form the basis for the board’s decision.

The *Badke* decision prompted an outpouring of concern among local officials subject to the open meeting law and those charged with the responsibility of providing public notice of meetings of governmental bodies. The decision struck many as being wrong and as vastly complicating the noticing of meetings. Why was it a meeting of a governmental body if more than half of the members were present at the meeting of the second governmental body only for the purpose of attending the other body’s meeting and the body did not have an agenda of its own? How should the meeting be noticed given that the governmental body in question did not have an agenda or would not be conducting business at the meeting? How would those responsible for noticing meetings know when members of their governmental body would attend meetings of other bodies and in what numbers?

League attorneys attempted to address some of these unanswered questions and suggested ways to notice these types

of meetings,³ and municipalities consulted with their municipal attorney to figure out what to do. Eventually the dust settled and the necessity of providing notice for *Badke*-type meetings became accepted and commonplace. However, the dust seems to have been stirred up a little recently by the correspondence from the Wisconsin Department of Justice’s Office of Open Government addressing whether a *Badke*-type notice is necessary when more than half of a governmental body attends the meeting of another body that is not subject to the open meeting law.

The DOJ correspondence in question was written by Assistant Attorney General (AAG) Paul Ferguson and is addressed to Winnebago County’s corporation counsel and a deputy district attorney for Winnebago County who asked DOJ to investigate what he alleged were “systemic violations of Wisconsin’s Open Meetings law” According to the facts set forth in the letter, a quorum of two subcommittees of the Winnebago County Board of Supervisors (County Board) regularly attended meetings of Winnebago County’s Judicial Courthouse and Security Committee (JCSC) over the course of 4 years. The JCSC is a courthouse security committee formed pursuant to Supreme Court Rule (SCR) 68.05 and is not subject to the open meeting law.⁴ No notices or meeting agendas were provided for those meetings. The county subcommittees are the Judiciary and Public Safety Committee (JPSC) and the Facilities and Property Management Committee (FPMC). The County Board chair and the District Attorney are members of the JCSC pursuant to SCR 68.05(1)(b) and (f), respectively.

³ See LWM Governing Bodies 338. We suggested the following notice: Notice is hereby given that a majority of the (village board) (city council) (X committee) [will] [is expected to] [may] be present at the meeting of the [governmental body] scheduled for [date and time] to gather information about [x], a subject over which they have decision-making responsibility. This constitutes a meeting of the (village board) (city council) pursuant to *State ex rel. Badke v. Greendale Village Bd.*, 173 Wis.2d 553, 494 N.W.2d 408 (1993), and must be noticed as such, although the (board) (council) (committee) will not take any formal action at this meeting.

⁴ See *State ex rel. Lynch v. Dancy*, 71 Wis.2d 287, 238 N.W.2d 81 (1976).

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LEGAL

LEGAL ARTICLE (CONTINUED)

According to the county corporation counsel, it is long-standing practice in the County for the circuit court judge who chairs the JCSC to appoint the chairs of both county committees (JPSC and FPMC) to the JCSC. Both the JPSC and FPMC are made up of five County Board members. The chair of the JPSC is also a member of the FPMC and the chair of the FPMC is also a member of the JPSC. The County Board chair is, *ex officio*, a member of both committees. The deputy district attorney who asked DOJ to investigate said that after he expressed his concern over the JCSC not posting an agenda prior to their meetings, the county adopted a boiler plate notice on all their public notices stating that any county board subcommittee may have a quorum at any meeting.

In concluding that it was necessary for both the JPSC and FPMC to provide notices that half or more of the committees' members were attending the meeting of the JCSC, AAG Ferguson noted that the open meeting law provides that the public is entitled to the fullest and most complete information regarding government affairs as is compatible with conducting government business. The open meeting law also requires that all meetings of governmental bodies be held publicly and be open to all citizens at all times unless otherwise expressly provided by law, and open meeting law provisions are to be liberally construed to achieve that purpose. A meeting occurs under *Showers*⁵ when members of a governmental body are present in sufficient numbers to determine the parent body's business and are there for the purpose of engaging in governmental business which *Badke* clearly says includes information gathering. Ferguson noted the open meeting law applies to governmental bodies that are only advisory and

The *Badke* decision prompted an outpouring of concern among local officials subject to the open meeting law and those charged with the responsibility of providing public notice of meetings of governmental bodies.

that have no power to make binding decisions. Regarding the numbers requirement, Ferguson indicated determining the number of members of a particular body necessary to meet the numbers requirement is fact specific and depends on the circumstances of the particular body.⁶

Ferguson noted that JCSC discusses matters within both subcommittees' realm of authority and that a quorum (3 members) of each 5-member committee regularly attend meetings of the JCSC and that the meetings are therefore not social or chance.

Importantly, Ferguson noted that the two county subcommittees are responsible for providing notice of the meetings and ensuring compliance with the open meeting law, not the JCSC. Noting that every public notice of a meeting of a governmental body must set forth the time, date, place and subject matter of the meeting in such form as is reasonably likely to apprise members of the public and the news media thereof⁷ and that separate public notice must be given for each

⁵ See *State ex rel. Newspapers, Inc. v. Showers*, 135 Wis.2d 77, 398 N.W.2d 154 (1987).

⁶ The correspondence states that "Certainly a majority of the members of a governmental body constitutes a quorum." We note that this is incorrect for common councils with more than 5 members. See Wis. Stat. sec. 62.11(3)(b).

⁷ Wis. Stat. sec.19.84(2).

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LEGAL ARTICLE (CONTINUED)

meeting of a governmental body,⁸ AAG Ferguson concluded that the county's use of a boiler plate notice was inadequate because it did not reasonably apprise the public or news media about an *actual* meeting, but only a *possible* meeting. In response to the corporation counsel's question of how the subcommittees could provide proper notice for a meeting where they don't control the agenda, Ferguson suggested that the JCSC and subcommittees could work together to ensure the subcommittees were provided with an agenda prior to the JCSC meetings so that the committees could provide notice compliant with the open meeting law. AAG Ferguson said a single notice may be used provided it clearly and plainly indicates that the joint meeting will be held and gives the names of each of the governmental bodies involved. The notice must be published and/or posted in each place where meeting notices are generally published or posted for each governmental body involved.

We agree with the DOJ Office of Open Government's conclusion. Shortly after *Badke* was decided, League attorneys opined in Governing Bodies # 339-A (10/4/1993), that if one-half or more of the members of a governmental body attend a meeting of a neighborhood or citizen's group to gather information about a subject over which they have ultimate decision-making responsibility, such a gathering, if it does not occur by chance, constitutes a meeting under the open meetings law and requires public notice. We opined that although the factual situation put a new spin on things in that the meetings being attended by the governing body were not the meetings of a second governmental body, that should not affect the outcome. We noted that sec. 19.82(2), Stats., defines a "meeting" as "the convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body" and further provides that if one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. We cited *Badke*⁹ for the proposition that interaction between members of a governmental body is not necessary for a convening of a meeting to have taken place, nor is interaction necessary for the body to have exercised its powers, duties, or responsibilities. Listening and exposing itself to facts, arguments, and statements constitutes a crucial part of a governmental body's decisionmaking. *Id*¹⁰. The determinative factors here would be that one-half or more of the members of the governmental body would be assembled for the purpose of exercising the responsibilities vested in the body.

⁸ Wis. Stat. sec. 19.84(4).

⁹ 494 N.W.2d at 415

¹⁰ *Id*

We said because we can conclude from *Badke* that the attendance of the governmental body members at these citizen's meetings would be deemed a "meeting" of the body under sec. 19.82(2), it is necessary to provide the public with notice of the meeting to avoid violating the open meetings law. We suggested a notice that reads something like the following:

Notice is hereby given that a majority of the [name of governmental body] will be present at a meeting of the [insert name of group that is meeting] scheduled for [insert date and time] to gather information about [provide the subject matter], a subject over which they have decisionmaking responsibility. This constitutes a meeting of the city council pursuant to *State ex rel. Badke v. Greendale Village Bd.*, 173 Wis.2d 553, 494 N.W.2d 408 (1993), and must be noticed as such although the [governmental body] will not take any formal action at this meeting.

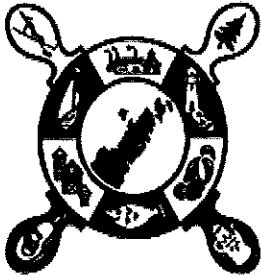
**About the author:**

Claire Silverman is Legal Counsel for the League of Wisconsin Municipalities. Claire's responsibilities include supervising the legal services provided by the League, answering questions of a general nature for officials and employees of member municipalities, writing legal articles for the League's magazine and amicus briefs in appellate cases involving issues of statewide concern to municipalities, organizing an annual institute for municipal attorneys, and educating local officials on a variety of topics pertaining to their duties. In addition, she coordinates legal material for the League's web page. Claire joined the League staff in 1992.

LEGAL CAPTION

Governing Bodies 397

Legal Comment reviews *State ex rel. Badke v. Greendale Village Bd.*, 173 Wis.2d 553, 494 N.W.2d 408 (1993) and correspondence from DOJ's Office of Open Government to Winnebago County which concludes that it is necessary to provide notice under the open meetings law when more than half of a governmental body attends the meeting of another body that is not subject to the open meeting law, assuming the subject of the meeting is within the responsibilities of that governmental body and the meeting is neither social nor chance.



**County of Door
VETERANS SERVICE OFFICE**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Scott McFarlane
County Veterans Service Officer
(920) 746-2225
smcfarlane@co.door.wi.us

11 Feb 19

MEMORANDUM FOR: Administrative Committee, County of Door

RE: Carryover of Outreach Funds

1. Due to the ever-increasing workload of the veterans service office, outreach – to include home visits, town hall meetings, and other events – has been challenging to conduct on a regular basis. It is respectfully requested that the remaining \$5,000 allocated to outreach be carried forward from 2018 to 2019.
2. Please contact this office if you have any questions at 920-746-2225.

Thank you,

A handwritten signature in black ink, appearing to read "Scott A. McFarlane".

Scott A. McFarlane
County Veterans Service Officer

Request to Refill Position

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

DEPT. HEAD TO COMPLETE:

Department Human Services Position Title: Comprehensive Community Services Coordinator

Position Status: Currently vacant Will be vacant Date Vacant: 2-8-19

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: Elizabeth Secrest

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

If not, explain plan to obtain: _____

Reviewed, updated, and submitted to Human Resources:

- Job Analysis Questionnaire
- Job Description

Completed by: Joe Krebsbach Date 1-25-19

Financial Information:

Salary Range: J \$27.00 - \$30.86 Is the Position Budgeted: Yes No
2/3rs funding from Other County 1/3

Funding Source: Levy % _____ Grant Funded % _____ Other billable to state % 100

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO professional FLSA Status Exempt

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

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

Approvals:

County Administrator [Signature] Date 1-31-19

Oversight Committee Chair _____ Date _____

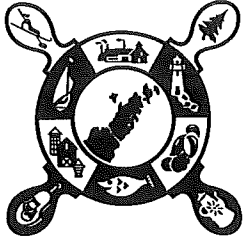
I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

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
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: January 30, 2019
Re: Request to Refill Regional Comprehensive Community Services
Coordinator

The CCS Coordinator position was created in 2016 and although the position is a Door County position, it is shared between Door, Kewaunee, and Shawano Counties. This includes sharing the person's time and costs equally between the three counties. The other two counties each pay 1/3 of the employee costs on a monthly basis. We are then able to build our expense into the rate we charge for the service, meaning the position requires no tax levy to support it.

The person in the position is responsible to provide Quality Assurance that we are meeting all of the state requirements for documentation and billing. They will also work with new vendors across the three counties, as most of these services are contracted out. It is a crucial position to make sure that we are following the rules set up by the state in a very administrative heavy program.

I am respectfully requesting permission to refill the position.

Joe

County of Door Comprehensive Community Services Coordinator CCS

Job Title	CCS Coordinator	Last Revision	1/25/2019
Department	Human Services	HR Reviewed	
Division	Behavioral Health	Employee Group	General Municipal Employee
Report To	CCS Manager, collaboration with tri-county CCS Administrators	FLSA Status	Exempt
Pay Grade	J	EEO Code	02 – Professionals

General Summary

Provides Comprehensive Community Services program oversight and coordination across a three county (Door, Kewaunee, and Shawano) regional shared service model. This includes quality assurance and quality improvement processes; technical assistance and training; and provider network development and support. Responsible for consultation with CCS Administrators and Clinical Program Managers within each of the three counties to ensure consistent implementation of the CCS program across the region. Recruits and develops contracts with service providers in accordance with DHS 36.10. Upholds CCS program values, assists with developing appropriate policies and procedures and participates in state recertification site reviews and audits for each program location. Oversees the CCS Regional Steering Committee and acts as a liaison to each partnering county. Travel between the counties within the consortium and to provider locations region-wide is required.

Duties and Responsibilities

Essential Job Functions

1. Quality Assurance, Monitoring, and Quality Improvement
 - Implement comprehensive Quality Assurance process for Consortium, to include routine auditing of case files, staff and provider records to ensure compliance with Comprehensive Community Services (CCS) and Coordinated Services Teams (CST) regulations.
 - Ensure consistency across the region in proper Medicaid/programmatic documentation for internally employed staff and external contractors through regular review of documentation, including case notes in the electronic record system (The Clinical Manager, TCM).
 - Compile quality assurance findings and follow up on identified concerns; work with CCS Administrators and Program Directors to implement corrective actions as needed.
 - Conduct and compile results of consumer satisfaction surveys for CCS and CST.
 - Analyze data, develop reports, and identify areas needing attention. Develop quality improvement initiatives in particular counties or region-wide to address deficits.
 - Lead regional QI Committee. Revise Quality Assurance/Quality Improvement Plan as needed to reflect any new QA/QI procedures put into place.
 - Assist in preparation for State recertification site reviews and audits through chart reviews, submission of application materials to Department of Health Services/Division of Quality Assurance, and compilation of supporting materials. Participate in site reviews at each county location.
 - Serve as the point person for the State Department of Health Services, assuring that all certification requirements are met.

County of Door Comprehensive Community Services Coordinator CCS

2. Provider Network Development & Support
 - Identify gaps in the provider network and outreach to provider community to fill these gaps through contract negotiation and development.
 - In partnership with Provider Network Administrator and CCS Administrators, ensure all new and existing providers have submitted all necessary components of application packet and meet all credentialing requirements.
 - Maintain positive relationships with provider network through ongoing communication and technical support.
 - Lead efforts to onboard and orient new provider staff to the consortium.
 - Monitor quality of contracted services and work with CCS Administrators and Service Directors to address any identified deficiencies.

3. Reports and Database Management
 - Assure that all required state reporting is completed in a timely manner and information shared with local and regional coordinating committees.
 - Develop and maintain a regional CCS database and resource folder of shared information including:
 - 1) Regional steering committee minutes and recommendations.
 - 2) Maintenance of a provider network directory.
 - 3) Calendar of events including training and other CCS events and activities.
 - 4) Quality Assurance/Quality Improvement reports
 - 5) Summary of regional CCS information and statistics.
 - 6) Policies and procedures
 - 7) Forms, tools, resources
 - Aid the local CCS Administrators, Service Directors and IT staff in identifying and implementing enhancements to the case management software system (TCM).
 - Coordinate with Wisconsin Department of Health Services data and program analysts to interface with state and regional datasets.

4. Policies, Procedures, Technical Assistance & Training
 - Respond in a timely manner to day-to-day requests for technical assistance (programmatic, fiscal and information systems related) from CCS/CST staff and service providers.
 - Develop policies and procedures to assist with uniform implementation of CCS rules and regulations across the consortium.
 - Develop resources, tools, brochures, handbooks, and templates to assist staff and providers in implementing program requirements.
 - Assist managers and staff in the development of a seamless service delivery system for youth, integrating CST and CCS services, practice models and philosophies where appropriate.
 - Identify training needs; provide a lead role in facilitating, coordinating and/or delivering trainings and orientations as needed for staff and providers in the region.
 - Work with Provider Network Administrator to ensure all staff and providers meet training requirements.
 - Partner with State of Wisconsin Department of Health Services and regional Behavioral Health Training Partnership to obtain information and resources needed by the region.

5. Regional Steering Committee
 - Convene and facilitate regional CCS Steering Committee.
 - Serve as a liaison to each of the local CCS Coordinating Committees.

County of Door Comprehensive Community Services Coordinator CCS

- Follow up on all recommendations of the Steering Committee and report back on actions taken.

Requirements

Training and Experience

1. Bachelor's degree required.
2. Masters preferred in Psychology, Social Work or like field.
3. 1-2 years' experience providing psychosocial rehabilitative services to individuals with mental health and substance use disorders in CCS or a related program strongly preferred.
4. CCS orientation training (20 or 40 hours, dependent on past experience) and CST training required within 3 months of beginning employment.

Knowledge, Skills, and Abilities Required

1. Requires thorough knowledge of clinical social work methods and procedures.
2. Requires working knowledge of services available in the treatment of individuals in a community setting.
3. Requires working knowledge of the preparation and maintenance of case records.
4. Ability to read, analyze, and interpret state statutes and local policies.
5. Ability to effectively present information to top management, public groups, and/or boards of directors.
6. Ability to define problems, collect data, establish facts, and draw valid conclusions.
7. Ability to operate a computer using word processing and related functions, and the ability to operate other office machines.
8. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
9. Requires ability to successfully facilitate committees/group discussion.
10. Requires ability to establish and maintain satisfactory working relationships with co-workers, contractors, state staff, stakeholders, and the general public.
11. Requires completion of CCS recovery based training and gaining proficiency in the CCS and CST practice models and philosophies.
12. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical and Working Conditions

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

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

This position may require office hours at locations in each of the three counties. Travel to various offices within consortium required on a regular basis.

County of Door

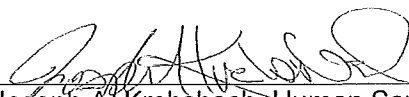
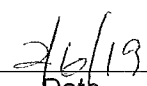
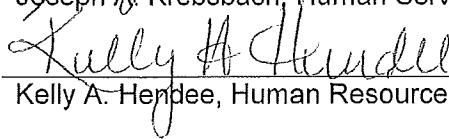
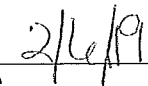
Comprehensive Community Services Coordinator CCS

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.

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

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

Approvals:

 _____ Joseph A. Krebsbach, Human Services Director	 _____ Date
 _____ Kelly A. Hendee, Human Resources Director	 _____ 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

Human Services - CCS Coordinator

6 Mo

Human Services

Sub Dept

FTE/Hrs	@ Rate	2019 TOTAL SALARY	2019 TOTAL BENEFITS	TOTAL SALARY and Benefits
HS - CCS Coordinator Pay Range J Step 1				
1.00	\$27.00	56,311	33,480	89,791
Human Services -CCS Coordinator- Budget				
1.00	\$26.96	56,228	19,679	75,907
Total Salary and Benefit Increase				13,884
FTE/Hrs	@ Rate	2019 TOTAL SALARY	2019 TOTAL BENEFITS	TOTAL SALARY and Benefits
HS - CCS Coordinator Pay Range J Control Point				
1.00	\$30.86	64,362	34,982	99,344
Human Services -CCS Coordinator- Budget				
1.00	\$26.96	56,228	19,679	75,907
Total Salary and Benefit Increase				23,437

Dept Head Signature

Steve Wimmer

Finance Director

Date

1/30/19

Disclaimer: This Fiscal Impact does not include Step 2 \$27.77, Step 3 \$28.55, Step 4 \$29.32, or Step 5 \$30.09.

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
Child Support Agency**

Door County Courthouse
1211 S, Duluth Ave
Sturgeon Bay, WI 54235

COPY

Amy Miller

Child Support Administrative Supervisor
Phone (920) 746-2385

February 5, 2019

Human Resources
421 Nebraska St.
Sturgeon Bay, WI 54235

In re: Completion of Introductory Period for Employee Courtney Deats-Cascio

Position: Parent Locate Specialist
Start date: September 4, 2018

On March 3, 2019 Courtney Deats-Cascio will have successfully completed her introductory period as Parent Locate Specialist in the Child Support Agency Department. Courtney has completed all orientation and introductory training required for her position. Courtney is meeting all the expectations and I am very pleased on how well Courtney is understanding the aspects of this position.

Courtney has a positive attitude and is a pleasure to work with. She is willing to help everyone out without hesitation.

I recommend that Courtney Deats-Cascio is moved to regular employment status effective March 3, 2019.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amy Miller".

Amy Miller
Child Support Administrative Supervisor



**County of Door
MAINTENANCE DEPARTMENT**


County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

COPY

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

MEMORANDUM

TO: Human Resources Director
Facilities and Parks Committee
Administrative Committee

FM: Wayne Spritka 
Director Facilities and Parks

Subject: APPROVAL OF INTRODUCTORY PERIOD – BEN NELSON

DATE: February 10, 2019

On April 16th 2018 we hired Ben Nelson to fill the full time Facilities and Parks Superintendent position within the Door County Facilities and Parks Department. I recommend to the Facilities and Parks Committee and Administrative Committee that we continue to employ Ben as a regular full time employee.

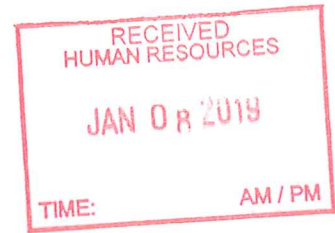
Ben has demonstrated a strong dedication to his position and a willingness to learn new policies, procedures and skills as witnessed by his organization of the Parks Master planning process, Public outreach of multiple projects and renewed work with the Friends of the Door County Parks.

#



**County of Door
FACILITIES & PARKS DEPARTMENT**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235



Ben Nelson
Parks Superintendent
(920) 746-7132
bgnelson@co.door.wi.us

MEMORANDUM

To: Human Resources Director
Facilities & Parks Committee
Administrative Committee

FM: Ben Nelson
Parks Superintendent
Facilities & Parks Department

Subject: APPROVAL OF INTRODUCTORY PERIOD-John Dobson III

Date January 7, 2019

In July of 2018 the Facilities & Parks Department selected and hired John Dobson III to fill a full-time Parks Maintenance Technician position within the Door County Facilities & Parks Department. I would like to recommend to the Facilities & Parks Committee and Administrative Committee that Door County continue to employ Mr. Dobson III as a regular status full time employee within the Door County Facilities & Parks Department.

Mr. Dobson III has demonstrated a dedication to the Department as well as the County. His willingness to learn new skills is demonstrated by his outward drive to meet all expectations. Mr. Dobson III has been a welcomed addition to the Parks Division team, and has been very successful at learning and delivering on the expectations and requirements of his position within the Department.

As Parks Superintendent, with the support of the Facilities & Parks Director, I seek the committee's approval of moving Mr. Dobson III to a regular status employee.

Sincerely,

Ben Nelson
Parks Superintendent
Facilities & Parks Department

CC: Wayne Spritka, Facilities & Parks Director 



**County of Door
PUBLIC HEALTH DEPARTMENT**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

COPY

Susan Powers, RN, BSN
Manager/Health Officer
(920) 746-2234
spowers@co.door.wi.us

January 3, 2019

To: Kelly Hendee, Human Resources Director

Re: Completion of Introductory Period
Employee: Wendy Williquette
Position: Administrative Assistant 1/Public Health (A)
Start Date: July 9, 2018

I recommend that Wendy Williquette move to regular status employee, after meeting all requirements during her introductory period.

Wendy has completed all orientation and introductory training required of her position. She is conscientious in all aspects of her job, and has assisted me personally by keeping on track of upcoming deadlines and events. She has a positive attitude, and is always willing to help, despite the unexpected or unusual circumstances that are common here. Wendy has embraced the Public Health mission, as demonstrated one day when she and I were talking with a client to determine needed immunizations for her child, and Wendy appropriately suggested that she might also be interested in the WIC Program.

I strongly recommend that Wendy move to regular employment status.

Sincerely,

A handwritten signature in cursive script that reads "Susan Powers".

Susan Powers, RN, BSN
Manager/Health Officer

Cc: Joe Krebsbach, Health and Human Services Director
Megan Lundahl, Board of Health Chair



**County of Door
PUBLIC HEALTH DEPARTMENT**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

COPY

Susan Powers, RN, BSN
Manager/Health Officer
(920) 746-2234
spowers@co.door.wi.us

January 3, 2019

To: Kelly Hendee, Human Resources Director

Re: Completion of Introductory Period
Employee: Rachael Millner
Position: Public Health Nurse
Start Date: June 25, 2018

I recommend that Rachael Millner move to regular status employee, after meeting all requirements during her introductory period.

Rachael has shown creativity, initiative, and excellent critical thinking skills in performing her duties as a public health nurse. Rachael has embraced the Public Health mission. It has been said that public health nurses "do whatever it takes" and Rachael has already demonstrated this through perseverance and innovation.

I strongly recommend that Rachael move to regular employment status.

Sincerely,

A handwritten signature in cursive script that reads "Susan Powers".

Susan Powers, RN, BSN
Manager/Health Officer

Cc: Joe Krebsbach, Health and Human Services Director
Megan Lundahl, Board of Health Chair



**County of Door
PUBLIC HEALTH DEPARTMENT**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

COPY

Susan Powers, RN, BSN
Manager/Health Officer
(920) 746-2234
spowers@co.door.wi.us

January 3, 2019

To: Kelly Hendee, Human Resources Director

Re: Completion of Introductory Period

Employee: Casey Franda

Position: Administrative Assistant 1/Public Health (B)

Start Date: June 25, 2018

I recommend that Casey Franda move to regular status employee, after meeting all requirements during her introductory period.

Casey has been a very positive addition to our staff. She has oriented quickly and thoroughly to the basic functions of her job. She has embraced Public Health's mission advocating for the needs of the high-risk populations we serve through WIC, as well as collaborating professionally and courteously with community partners for the Household Sharps program.

I strongly recommend that Casey move to regular employment status.

Sincerely,

A handwritten signature in cursive script that reads "Susan Powers".

Susan Powers, RN, BSN
Manager/Health Officer

Cc: Joe Krebsbach, Health and Human Services Director
Megan Lundahl, Board of Health Chair

**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

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

COPY

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

January 9, 2019
Director, Human Resources
Kelly Hendee
421 Nebraska St.
Sturgeon Bay, WI 54235

RE: Completion on Introductory Period
Employee Name: Abby Brown
Position: Crisis/Behavioral Health Case Manager
Start Date: July 2, 2018

As of January 27rd 2019, Abby Brown will have successfully completed her introductory period as Case Manager/Crisis and Behavioral Health Units in the Human Services Department. Abby has completed all orientation and introductory training required of her position. She is meeting all expectations of the Crisis/Behavioral Health Case Manager position and is performing assigned duties and responsibilities at a satisfactory level.

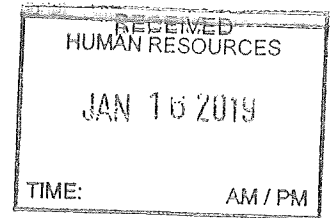
Abby manages our daily crisis calls and behavioral health referrals and is serving on the regular on call schedule after hours. She is eager to serve the clients of Door County. She is a willing team member and has earned the respect of others on team. We are fortunate to have her as part of our team.

Sincerely,

Donna M. Altepeter, LCSW
Manager, Behavioral Health
Door County Human Services

Elizabeth Secrest
CCS Regional Coordinator

[Redacted Address]
[Redacted Address]
[Redacted Phone Number]



January 16, 2019

Kelly A. Hendee, PHR, SHRM-CP
Human Resources Director
421 Nebraska Street
Sturgeon Bay, WI 54235

Dear Ms. Hendee,

Please accept this letter as notice of my resignation from my position at the County of Door. My last official day in the office will be Friday February 8th, 2019.

I have sincerely appreciated my time with the county and thank you for the opportunity to serve as the CCS Regional Coordinator.

Please let me know if I can be of any assistance during the transition, I plan to announce my departure to my team this week.

Kind Regards,

A handwritten signature in cursive script that reads "Elizabeth Secrest".

Elizabeth Secrest



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
 February 2019 Report

Date	Transaction *	Department	Name		Position
1/21/2019	Hired	EM & Communications	Jessica	Waldschmidt	Telecommunicator
1/21/2019	Hired	Library	Meghann	Haertig	Circulation Assistant
1/28/2019	Hired	Health & Human Services	Holly	Weber	Public Health Nurse
1/28/2019	Hired	Clerk of Court	Valerie	Mosgaller	Bailiff
1/28/2019	Hired	Clerk of Court	Lisa	Iverson	Bailiff
2/04/2019	Hired	Health & Human Services	Mary	Simac	Case Manager - CSP
2/07/2019	Hired	Health & Human Services	Jeffrey	Macdonald	LTE Youth Support Specialist
2/07/2019	Hired	Health & Human Services	Erin	Cabino	LTE Youth Support Specialist
02/08/2019	Resignation	Health & Human Services	Elizabeth	Secrest	Comp. Comm. Services Coord.
02/11/2019	Hired	Health & Human Services	Andrew	Kessler, Dr.	Psychiatrist
02/15/2019	Resignation	Health & Human Services	Nichole	Kahler	Case Manager - CCS
02/18/2019	Hired	Highway Dept.	Kevin	Bley	Highway Worker

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

**HUMAN RESOURCES DEPARTMENT
VOUCHER LISTING: Feb. 2019**

Acct No.	Vendor	Description	Prepaid	Amount
59169	Prevea Work Med	Functional Test	Y	\$ 134.00
53106	Staples	Office Supplies	Y	\$ 62.81
55107	WI Document Imaging	Copies - December	Y	\$ 179.61
52151	Aurora EAP	Employee Assistant Program	Y	\$ 1,394.64
59119	WI Dept. of Justice	Background Check	Y	\$ 40.00
59119	Credit Card	Degree Verifications	Y	\$ 34.90
21210-21250	Minnesota Life	February Life Ins. Prems	Y	\$ 9,482.31
52403	Peninsula Pulse	Advertising - Recruitments	Y	\$ 122.20
52149	Door County Medical Center	Chair Massages	Y	\$ 70.00
53106	Staples	Office Supplies	Y	\$ 66.10
52121	Diversified Benefit Services	Enrollment & Admin Services	Y	\$ 831.00
55107	WI Document Imaging	Copies - January	Y	\$ 204.46
54103	Credit Card	Lunch - Supervisor's	Y	\$ 124.80
21210-21210	Minnesota Life	March Life Ins. Prems	Y	\$ 9,246.50
52403	Peninsula Pulse	Advertising - Recruitments	Y	\$ 80.64
				\$ 22,073.97

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

Date: _____

David Lienau, Chairman
Administrative Committee

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.	2019-00000005	Court Appointed Attorney Fees	Paid by Check # 663309		01/04/2019	01/04/2019	12/31/2018	01/08/2019		5,879.78	
6957 - REETZ LAW OFFICE	2019-00000007	Court Appointed Attorney Fees	Paid by Check # 663311		01/04/2019	01/04/2019	12/31/2018	01/08/2019		1,281.96	
8947 - STEPHEN P JOHNSON ATTY	2019-00000018	Professional Services	Paid by Check # 663548		01/18/2019	01/18/2019	12/31/2018	01/22/2019		3,687.95	
8947 - STEPHEN P JOHNSON ATTY	2019-00000021	Court Appointed Attorney Fees	Paid by Check # 663637		01/18/2019	01/18/2019	01/18/2019	01/30/2019		301.00	
								Account 52101 - Professional Services Totals		Invoice Transactions 4	<u>\$11,150.69</u>
Account 52130 - PS-Guardian Ad Litem											
3629 - ERICKSON PRIBYL S.C.	2019-00000005	Court Appointed Attorney Fees	Paid by Check # 663309		01/04/2019	01/04/2019	12/31/2018	01/08/2019		385.00	
15303 - NINA MARTEL SC	2019-00000006	GAL Fees	Paid by Check # 663310		01/04/2019	01/04/2019	12/31/2018	01/08/2019		921.22	
14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY	2019-00000017	Court Appointed Attorney Fees	Paid by Check # 663547		01/18/2019	01/18/2019	12/31/2018	01/22/2019		759.43	
14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY	2019-00000020	Court Appointed Attorney Fees	Paid by Check # 663636		01/18/2019	01/18/2019	01/18/2019	01/30/2019		112.00	
								Account 52130 - PS-Guardian Ad Litem Totals		Invoice Transactions 4	<u>\$2,177.65</u>
Account 52402 - Membership Dues											
691 - WCCCA	2019-00000024	2019 Membership Dues	Paid by Check # 663640		01/18/2019	01/18/2019	01/18/2019	01/30/2019		125.00	
								Account 52402 - Membership Dues Totals		Invoice Transactions 1	<u>\$125.00</u>
Account 52425 - Interpreter Services											
16111 - THE SIGN LANGUAGE GROUP	2019-00000019	Interpreter Services	Paid by Check # 663549		01/18/2019	01/18/2019	12/31/2018	01/22/2019		308.64	
15825 - SUSAN G RASCON	2019-00000022	Interpreter Services	Paid by Check # 663638		01/18/2019	01/18/2019	01/18/2019	01/30/2019		324.91	
13733 - SWITS, LLC	2019-00000023	Interpreter Services	Paid by Check # 663639		01/18/2019	01/18/2019	01/18/2019	01/30/2019		58.50	
								Account 52425 - Interpreter Services Totals		Invoice Transactions 3	<u>\$692.05</u>
								Sub-Department 1340 - Clerk of Courts Totals		Invoice Transactions 12	<u>\$14,145.39</u>
								Department 25 - Court Systems Totals		Invoice Transactions 12	<u>\$14,145.39</u>
								Fund 100 - General Fund Totals		Invoice Transactions 12	<u>\$14,145.39</u>
								Grand Totals		Invoice Transactions 12	<u>\$14,145.39</u>

* = Prior Fiscal Year Activity

**CORPORATION COUNSEL OFFICE
February Committee Meeting
2019 Vouchers**

Fund-Dept-Sub-Acct.	Vendor	Description	Amount
100-06-1161-52158			
100-34-5202-52101			
100-44-1132-54103			
100-17101			
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		
	Safeguard Business Systems	Folder labels	\$45.51
100-14-1107-53131	LEGAL RESEARCH		
100-14-1107-54101	CONFERENCE FEES AND TRAINING		
100-14-1107-54102	TRAINING MILES, MEALS, LODGING		
100-14-1305-52401	COUNSELING CONTRACTED SERVICES		
	Gay Pustaver	2019 Bill for Mediation Services #1-2019 January	\$100.00
100-14-1350-53109	LAW LIBRARY		
100-14-1107-55107	LEASED PRINTING		
	Wisconsin Document Imaging	Copier Purchase	\$1,500.00
	Wisconsin Document Imaging	Monthly Usage	\$90.33
		TOTAL:	\$1,735.84

**CORPORATION COUNSEL OFFICE
February 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			
100-14-1107-52101	PROFESSIONAL		
100-14-1107-52105	LITIGATION		
100-14-1107-54406	TELEPHONE		
100-14-1107-52301	REPAIR/MAINTENANCE		
100-14-1107-52402	MEMBERSHIP		
100-14-1107-53102	POSTAGE		
100-14-1107-53106	OFFICE SUPPLIES		
100-14-1107-53131	LEGAL RESEARCH		
	Thompson Reuters	Government Select on Westlaw - Wpack (for December 2018 services)	\$304.32
100-14-1107-54101	CONFERENCE FEES AND TRAINING		
100-14-1107-54102	TRAINING MILES, MEALS, LODGING		
100-14-1305-52401	COUNSELING CONTRACTED SERVICES		
100-14-1350-53109	LAW LIBRARY		
	Thompson Reuters	Government Select on Westlaw - Wpack (for December 2018 services)	\$1,217.28
100-14-1107-55107	LEASED PRINTING		
		TOTAL:	\$1,521.60

DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS FEBRUARY MEETING VOUCHERS

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	February 2019 Interagency Fee - Brown County Medical Examiner	\$8,902.25	X
100.06.1161.52159	Somerville Architects Engineers	Project 6908 Government Center - 1st & 3rd floor Interior Remodel	\$6,460.70	X
100.11.1101.52433	Town of Sevastopol	11/13/18 and 12/18/18 Recording / DVD's	\$405.00	X
100.39.1351.52401	Washington Island Ferry Line	Special Ferry-Medical Examiner-night time 2@\$500	\$1,000.00	X
County Administrator Vouchers:				
TOTAL:			\$16,767.95	

Accounts Payable Invoice Report

G/L Date Range 01/01/19 - 01/31/19
 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 2019-00000016		Batch Date 01/04/2019			Entered by User Barb Pavlik				
Vendor 7084 - NACO									
Sub-Department 10 County Clerk									
220092	COUNTY CLERK - 01/04/2018	Paid by Check #663350		01/04/2019	01/04/2019	01/04/2019		01/09/2019	556.00
		Sub-Department 10 County Clerk Totals				Invoices		1	0
		Vendor 7084 - NACO Totals				Invoices		1	<u>\$556.00</u>
Vendor 37621 - WISCONSIN COUNTIES ASSOCIATION									
Sub-Department 10 County Clerk									
12042018	CTY CLERK - MEMBERSHIP DUES	Paid by Check #663351		01/04/2019	01/04/2019	01/04/2019		01/09/2019	5,281.00
		Sub-Department 10 County Clerk Totals				Invoices		1	0
		Vendor 37621 - WISCONSIN COUNTIES ASSOCIATION Totals				Invoices		1	<u>\$5,281.00</u>
		Batch Number 2019-00000016 Totals				Invoices		2	<u>\$5,837.00</u>
		Department 10 - County Clerk Totals				Invoices		2	<u>\$5,837.00</u>
10 County Clerk _____									
				Grand Totals		Invoices		2	<u><u>\$5,837.00</u></u>

Door County

2018

J. Moeller
1/17/19

A. Todd 1/17/19

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 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 25 - Court Systems									
Batch Number 2018-0000666		Batch Date 12/31/2018			Entered by User Jennifer Moeller				
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY									
Sub-Department 25 Court Systems									
8532	Attorney fees	Edit		01/17/2019	12/31/2018	12/31/2018			1,594.00
Sub-Department 25 Court Systems Totals						Invoices	1		0
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY Totals						Invoices	1		<u>\$1,594.00</u>
Vendor 15303 - NINA MARTEL SC									
Sub-Department 25 Court Systems									
18JC7	18JC7 Mom's atty	Edit		01/17/2019	12/31/2018	12/31/2018			340.25
Sub-Department 25 Court Systems Totals						Invoices	1		0
Vendor 15303 - NINA MARTEL SC Totals						Invoices	1		<u>\$340.25</u>
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 25 Court Systems									
3400353693	office supplies	Edit		01/17/2019	12/31/2018	12/31/2018			38.98
Sub-Department 25 Court Systems Totals						Invoices	1		0
Vendor 15069 - STAPLES ADVANTAGE Totals						Invoices	1		<u>\$38.98</u>
Vendor 36721 - WEST GROUP PAYMENT CENTER									
Sub-Department 25 Court Systems									
839624884	Library Plan Dec. 2018	Edit		01/17/2019	12/31/2018	12/31/2018			528.73
Sub-Department 25 Court Systems Totals						Invoices	1		0
Vendor 36721 - WEST GROUP PAYMENT CENTER Totals						Invoices	1		<u>\$528.73</u>
Batch Number 2018-0000666 Totals						Invoices	4		<u>\$2,501.96</u>
Department 25 - Court Systems Totals						Invoices	4		<u>\$2,501.96</u>
25 Court Systems									
Grand Totals						Invoices	4		<u><u>\$2,501.96</u></u>

Door County

Jif Moeller
2/1/19

N. Lind
2/1/19

Accounts Payable Invoice Report

G/L Date Range 02/01/19 - 02/01/19

Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 25 - Court Systems									
Batch Number 2019-0000071		Batch Date 01/31/2019			Entered by User Jennifer Moeller				
Vendor 21764 - BILSKI & ASSOCIATES, LLC									
Sub-Department 25 Court Systems									
29707	18GN22 Guardian ad Litem	Edit		01/31/2019	02/01/2019	02/01/2019			406.00
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 21764 - BILSKI & ASSOCIATES, LLC Totals							Invoices	1	<u>\$406.00</u>
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY									
Sub-Department 25 Court Systems									
8530	18GN23 Guardian ad Litem	Edit		01/31/2019	02/01/2019	02/01/2019			70.00
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY Totals							Invoices	1	<u>\$70.00</u>
Vendor 6197 - HOLLY M JEWELL									
Sub-Department 25 Court Systems									
17178	transcripts	Edit		01/31/2019	02/01/2019	02/01/2019			123.50
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 6197 - HOLLY M JEWELL Totals							Invoices	1	<u>\$123.50</u>
Vendor 2288 - KEYSTONE PSYCHOLOGY LLC									
Sub-Department 25 Court Systems									
2713	independent evaluations and testimony	Edit		01/31/2019	02/01/2019	02/01/2019			1,140.00
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 2288 - KEYSTONE PSYCHOLOGY LLC Totals							Invoices	1	<u>\$1,140.00</u>
Vendor 2674 - LISA A HARTEL									
Sub-Department 25 Court Systems									
1790	transcripts	Edit		01/31/2019	02/01/2019	02/01/2019			848.00
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 2674 - LISA A HARTEL Totals							Invoices	1	<u>\$848.00</u>
Vendor 20086 - MARSHALL J BALES									
Sub-Department 25 Court Systems									
3657	independent evaluations	Edit		01/31/2019	02/01/2019	02/01/2019			1,710.00
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 20086 - MARSHALL J BALES Totals							Invoices	1	<u>\$1,710.00</u>
Vendor 15303 - NINA MARTEL SC									
Sub-Department 25 Court Systems									
1807	18JC7 Mom's atty	Edit		01/31/2019	02/01/2019	02/01/2019			133.00
Sub-Department 25 Court Systems Totals							Invoices	1	0

Door County

Accounts Payable Invoice Report

G/L Date Range 02/01/19 - 02/01/19

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
			Vendor 15303 - NINA MARTEL SC Totals				Invoices	1	\$133.00
Vendor 2669 - WI JUVENILE COURT CLERKS ASSN									
Sub-Department 25 Court Systems									
04242019	2019 Juvenile Court Clerk Membership	Edit		01/31/2019	02/01/2019	02/01/2019			40.00
			Sub-Department 25 Court Systems Totals				Invoices	1	0
			Vendor 2669 - WI JUVENILE COURT CLERKS ASSN Totals				Invoices	1	\$40.00
			Batch Number 2019-00000071 Totals				Invoices	8	\$4,470.50
			Department 25 - Court Systems Totals				Invoices	8	\$4,470.50
25 Court Systems									
			Grand Totals				Invoices	8	\$4,470.50

**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	\$458.77
52402	WVWP PROFESSIONALS	Publication	\$35.00
53109	West Group	Publication	\$17.00
TOTAL:			\$835.77

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
January 31st, 2019 Administrative Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52206	Cellcom	Monthly Cellcom Charges	\$269.16	x
58129	Door-Tran	Veteran Trip	\$12.50	x
55107	Wisconsin Document Imaging	Copy Machine Monthly Bill	\$178.45	x
54102	Door County Veterans Service Council	NVLSP Training Seminar	\$45.00	x
52402	Door-Tran	Veteran Transportation	\$80.00	x
TOTAL:			\$585.11	

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

Date: _____

David Lienau, Chairman
Administrative Committee