

Notice of Public Meeting
Tuesday, March 19, 2019
9:00 a.m.

**ADMINISTRATIVE
 COMMITTEE**

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

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

AGENDA

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes** of February 19, 2019 Regular Administrative Committee Meeting and the February 19, 2019 joint Administrative Committee and Negotiating Committee
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
 - ◆ **County Administrator**
 - ◆ FYI - Out of State Travel – Emergency Services (St. Louis)
 - ◆ **County Board**
 - ◆ Emergency Services Employees Protective Occupation Participant Status [§§ 40.02 & 111.70, Wis. Stats.]
 - ◆ Emergency Services Employees Health Care Coverage Plan Design and Selection
 - ◆ Emergency Services – Service Level Downgrade /Discontinuance of Service
 - ◆ Request for Quotations / Qualifications (“RFQ”) – Disposition of Ambulance Service
 - ◆ Conference/Seminar/Training Per Diems
 - ◆ **Corporation Counsel**
 - ◆ Carry Over (2018 to 2019) Jingdezhen Sister City
 - ◆ Compensation for County Board Members (§59.10. Wis. Stats.)
 - ◆ Annual Report-2018
 - ◆ **Human Resources**
 - ◆ Request to Refill: Prep Cook – Health & Human Services
 - ◆ Request to Refill: Economic Support Specialist – Health & Human Services
 - ◆ Request to Refill: Technical Support Manager/Network Coordinator – TS
 - ◆ Request to Refill: Technical Support Specialist - Library
 - ◆ Request to Refill: Equipment Operator and Subsequent Vacancies – Highway
 - ◆ Exit Interview Quarterly Report
 - ◆ FYI – Correspondence
 - ◆ 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 – April tbd, 2019 – 10:00 a.m.
12. **Meeting Per Diem Code**
13. **Adjourn**

Deviation from order shown may occur

MINUTES**Tuesday, February 19, 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, February 19, 2019 Administrative Committee Meeting was called to order at 12:41 p.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, David Lienau, and Joel Gunnlaugsson. Susan Kohout was excused.

Others present: Supervisor David Englebert, Administrator Ken Pabich, CC Thomas, HR Director Kelly Hendee, Finance Director Steve Wipperfurth, and County Clerk Jill Lau.

Adopt Agenda / Properly Noticed

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

Approve Minutes of January 8, 2019 Regular Administrative Committee Meeting

Motion by Schultz, seconded by Gunnlaugsson to approve the minutes of the January 8, 2019 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****Town of Washington / Washington Island Electric Co-Operative, Inc. Cable Replacement**

Administrator Pabich reviewed the memo included in the meeting packet.

Resolution 2019-__ Supporting a National Estuarine Research Reserve (NERR) Designation for NE WI

The draft resolution was reviewed. The agenda item was requested by DCEDC. Looking to work with NOAA for the designation. UWGB has been working on this designation. Would allow federal funding to set up a research area.

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

County Board**Meeting Minutes**

CC Thomas reviewed information included in the meeting packet. By consensus the Committee directed Thomas to draft a Rule of Order regarding what is to be included in the minutes. The draft will be brought back to the March committee meeting and potentially move on to the April County Board meeting.

County Clerk**Publication of Legal Notices; Public Newspapers**

CC Thomas reviewed. With the changes that have occurred with legislation and the changes with the Door County Advocate the County may have an opportunity to have two papers who can print legal notices. CC Thomas has reached out to the Advocate and the Pulse with questions. This issue will come back to committee in March.

Corporation Counsel**§767.405, Wis. Stats. Family Court Services (Mediation) 2018 Annual Report**

The annual report was included in the meeting packet and was reviewed.

Consideration and Decision Re: Tentative 2019-2021 Collective Bargaining Agreement Door County Deputy Sheriffs' Association

The draft resolution was included in the meeting packet.

Motion by Austad, seconded by Gunnlaugsson to approve the resolution. Motion carried by unanimous voice vote.

Open Meeting Law – “State ex rel. Badke v. Greendale Village Bd.” -to- July 26, 2016 Letter by AAG Paul Ferguson, Wis DOJ

CC Thomas reviewed the past practices and the AG Assistant's opinion outlining the requirements of posting notice of meetings. Thomas noted there is a number of groups trying to address this issue. Thomas will continue working on addressing this issue working with Andy Phillips and Wisconsin Counties Association.

Compensation for County Board Members (§59.10. Wis. Stats.)

Administrator Pabich has performed an analysis on committee costs and board related expenses. Pabich asked that this agenda item be delayed to the March or April meeting.

Veterans Services**Carryover of Outreach Funds**

Veterans Service Officer Scott McFarlane provided a memo outlining the request which was reviewed.

Motion by Fisher, seconded by Robillard to approve the request to carryover Outreach Funds. Motion carried by unanimous voice vote.

Human Resources**Request to Refill: Health & Human Services - Comprehensive Community Services Coordinator**

HR Director Hendee explained this is due to a resignation. The position is shared between 3 counties and the costs to the counties is 100% funded through the State. The Human Services Board has not reviewed the request due to the meeting being canceled due to weather. Administrator Pabich will be bringing this back to the HS Board for their review and approval.

Motion by Gunnlaugsson, seconded by Robillard to approve the request to refill the Health and Human Services Comprehensive Community Services Coordinator. Motion carried by unanimous voice vote.

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

Reviewed.

FYI: Letter of Resignation – Elizabeth Secrest – Health & Human Services

Reviewed.

Personnel Transactions

Reviewed.

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

- Refer to Staff – ES change in health plan design, privatization, and protective status

Vouchers, Claims and Bills

Reviewed.

Next Meeting Date(s)

Regular Administrative Committee Meeting – March 19, 2019 – 9:00 a.m.

Meeting Per Diem Code

219.

Adjourn

Motion by Fisher, seconded by Robillard to adjourn. Time: 1:19 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

MINUTES Tuesday, February 19, 2019	JOINT NEGOTIATING COMMITTEE & ADMINISTRATIVE COMMITTEE MEETING	<i>Door County Government Center Chambers Room, 1st floor 421 Nebraska Street, Sturgeon Bay, WI</i>

Call to Order

The February 19, 2019 joint Negotiating Committee & Administrative Committee meeting was called to order at 10:01 a.m. by Chairman David Englebert at the Door County Government Center.

Roll Call (Establish a Quorum)

Negotiating Committee Members present: David Englebert, Joel Gunnlaugsson, Kathy Schultz, and Laura Vlies Wotachek. Megan Lundahl was excused.

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

Others present: Administrator Ken Pabich, Corporation Counsel Grant Thomas, Human Resources Director Kelly Hendee, Finance Director Steve Wipperfurth, Sheriff Tammy Sternard, ES Director Aaron LeClair, County Clerk Jill Lau, media, and public.

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

Adopt Agenda / Properly Noticed

Motion by Austad, seconded by Schultz to adopt the agenda. Motion carried.

Approve Minutes of the November 5, 2018 Negotiating Committee Meeting

Motion by Schultz, seconded by Gunnlaugsson to approve the minutes of the November 5, 2018 Negotiating Committee Meeting. Motion carried by unanimous voice vote.

Review and Decision - Tentative Collective Bargaining Agreement Reached with the Door County Deputy Sheriffs' Association

The draft resolution was included in the meeting packet. The Addendum to the draft resolution was distributed to committee members. Administrator Pabich noted negotiations went well and there was give and take on both sides; overall Administration is pleased with what is being presented today. CC Thomas noted there was a total of four formal collective bargaining sessions. There was also an informal meeting in-between. The tentative agreement involves a three-year collective bargaining agreement. Thomas reviewed the tentative agreement including negotiated wages; position levels; a start step was added to the pay grades; a step or bonus increase (one or the other) will be received while the employees are in steps. Thomas reviewed additional items and language updates/changes in the tentative agreement including part-time employee hours; Memorandum of Agreement (vacation/floating holidays/compensatory time); part-time security deputy monthly scheduling missive; DC jail shift coverage deadlines; probationary period; seniority; Leave of Absence; Wisconsin Retirement System; insurance; Health Risk Assessments and physical exam program; agency fee or other payment to Union; clothing allowance; YMCA; formation of joint Management & Union Task Force; Canine Handler; and Eligibility List, posting and related matters.

Motion by Vlies Wotachek, seconded by Schultz to recommend approval of the Door County Collective Bargaining Agreement with the Door County Deputy Sheriff's Association resolution and forward it on to the Administrative Committee. Motion carried by unanimous voice vote.

The committees recessed at 11:05 a.m. and reconvened at 11:10 a.m.

Convene in Closed Session for the Purpose of Discussing and Deciding Negotiating Strategy(ies) to be used in Collective Bargaining under Ch. 111, Wis. Stats. with the Door County Emergency Services IAFF Local 4982, as Bargaining Reasons Require a Closed Session Pursuant to § 19.85(l)(e) Wis. Stats.

Motion by Gunnlaugsson, seconded by Schultz to convene in closed session. Motion carried by roll call vote with all members voting Yes. Time – 11:10 a.m.

Reconvene in open session

Motion by Robillard, seconded by Schultz to reconvene in open session. Motion carried by roll call vote with all members voting Yes. Time – 12:34 p.m.

Discussion and decision (if any) regarding deliberations conducted in closed session

Motion by Gunnlaugsson, seconded by Fisher to authorize the management team to proceed with and continue negotiations with EMS in accordance with discussions in closed session. Motion carried by unanimous voice vote.

Meeting Per Diem Code

929.

Adjourn

Motion by Fisher, seconded by Vlies Wotachek to adjourn. Time: 12:36 p.m. Motion carried.

Respectfully submitted by Jill M. Lau, County Clerk

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

(administrative 2009-09 Update)

Department: →

Employee:
Title / position:

Emergency Services

Laurie Hasenjager
Billing Specialist

← enter Department name
← enter employee name
← enter title / position

Purpose (identified): →

Dates:

Billing Recertification

04/17/2019-04/18/2019

← Identify training
← enter dates of training

or Blanket Request:

_____ to _____ For recurring meetings .. Must be filled out annually

Choose all that apply:

Type:
Certified:
Conference/seminar/etc.:

- Mandatory Discretionary Personal
 State Agency Continuing Education
 State County Association

Destination: →

Dates of travel:

St. Louis, MO

04/16/2019 and 04/18/2019

← enter city, state
← enter dates of travel

Via:

- Air Land If Land, check one: County Personal Rental
County Vehicle available: Yes No

Time:

_____ hours ← enter travel hours

Miles: (round trip)

_____ estimated miles: ← enter est miles Round Trip

Time allocation

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

Exempt

Check here if Exempt

of hours in Training / Conference:

16 Regular Hours Overtime

of Hours of Travel:

approx 16 Regular Hours Overtime

Costs: (known / anticipated)

Mileage:

enter total mileage --->

	Qty	Cost	Extended
enter reimbursable mileage --->	<u>112</u>	\$ 0.580	\$ 64.96
enter # of airfares & cost if app --->	<u>1</u>	\$ 358.00	\$ 358.00
enter # of days & rental cost if app --->		\$ -	\$ -
enter # of nights & cost per night --->	<u>2</u>	\$ 149.00	\$ 298.00
Breakfast: enter # of breakfasts --->	<u>1</u>	\$ 8.00	\$ 8.00
Lunch: enter # of lunches --->	<u>1</u>	\$ 10.00	\$ 10.00
Dinner: enter # of dinners --->	<u>3</u>	\$ 17.00	\$ 51.00
Registration fees: enter # of registration fees & cost each --->	<u>1</u>	\$ 645.00	\$ 645.00
Other (detail):			\$ 68.00
			\$ 1,502.96

Airfare:

enter # of airfares & cost if app --->

Rental car:

enter # of days & rental cost if app --->

Lodging:

enter # of nights & cost per night --->

Meals:

Breakfast: enter # of breakfasts --->

Lunch: enter # of lunches --->

Dinner: enter # of dinners --->

Registration fees:

enter # of registration fees & cost each --->

Other (detail):

Go Best Shuttle-\$38 Airport Pkng-\$30

Charge to account numbers

Budgeted training item:

54101.6931

Miles / meals /lodging:

54102

Grant provided by:

enter grant information if applicable

Authorization

f Ph

Department / Program Director

03/11/2019

Date

[Signature]

County Administrator

Date

Administrative Committee (out-of-state requests only)

Date

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

(administrative 2009-09 Update)

Department: → Emergency Services ← enter Department name
 Employee: Tina Jennerjohn ← enter employee name
 Title / position: Billing Specialist ← enter title / position

Purpose (identified): → Billing Certification ← Identify training
 Dates: 04/14/2019-04/16/2019 ← enter dates of training

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

Choose all that apply:

Type: Mandatory Discretionary Personal
 Certified: State Agency Continuing Education
 Conference/seminar/etc.: State County Association

Destination: → St. Louis, MO ← enter city, state
 Dates of travel: 04/13/2019 and 04/17/2019 ← enter dates of travel

Via: Air Land If Land, check one: County Personal Rental
 County Vehicle available: Yes No

Time: _____ hours ← enter travel hours
 Miles: (round trip) _____ estimated miles: _____ ← enter est miles Round Trip

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

Exempt Check here if Exempt

of hours in Training / Conference: 24 Regular Hours Overtime
 # of Hours of Travel: 16 Regular Hours Overtime

Costs: (known / anticipated)	Qty	Cost	Extended
Mileage: enter total mileage --->			
enter reimbursable mileage --->	<u>106</u>	\$ 0.580	\$ 61.48
Airfare: enter # of airfares & cost if app --->	<u>1</u>	\$ 336.00	\$ 336.00
Rental car: enter # of days & rental cost if app --->		\$ -	\$ -
Lodging: enter # of nights & cost per night --->	<u>4</u>	\$ 149.00	\$ 596.00
Meals:	Breakfast: enter # of breakfasts --->	<u>1</u> \$ 8.00	\$ 8.00
	Lunch: enter # of lunches --->	<u>1</u> \$ 10.00	\$ 10.00
	Dinner: enter # of dinners --->	<u>4</u> \$ 17.00	\$ 68.00
Registration fees: enter # of registration fees & cost each --->	<u>1</u> \$ 1,230.00	\$ 1,230.00	\$ 1,230.00
Other (detail): <u>Legal Track Registr.</u> enter # & cost --->	<u>-</u>	\$ -	\$ -
			\$ 2,309.48

Charge to account numbers

Budgeted training item: # 54101.6931
 Miles / meals /lodging: # 54102
 Grant provided by: enter grant information if applicable

Authorization

[Signature] Department / Program Director 03/05/2019 Date
[Signature] County Administrator _____ Date
 _____ Administrative Committee (out-of-state requests only) _____ Date

9 Updated 17–18 Wis. Stats.

nation or to take any action relative to the participant for purposes of the retirement system or the date of termination of employment of the participant, notwithstanding the fact that a participant may have been in one or more different employment categories at any previous time except for the purpose of calculating an annuity. For the purpose of calculating an annuity, the normal retirement date for each category provided by pars. (a) to (d) applies to service which is subject to that category. For the purpose of calculating a retirement benefit for an executive participating employee qualifying only under s. 40.02 (30) (b), 1985 stats., a normal retirement date of the date the executive participating employee attains the age of 62 years shall be applied to creditable service of the executive participating employee for which par. (d) would otherwise apply except the number of creditable service years to which that normal retirement date shall be applied under this paragraph may not exceed the number of executive service years of the executive participating employee.

(43) “OASDHI” means federal old-age, survivors, disability and health insurance under Titles II and XVIII of the federal social security act.

(44) “OASDHI benefit” means the primary or disability insurance monthly benefit amount for which a person is eligible, or for which a participant will be eligible upon attaining the lowest age at which old-age benefits are payable under the OASDHI program.

(45) “Participant” means any person included within the provisions of the Wisconsin retirement system by virtue of being or having been a participating employee whose account has not been closed under s. 40.25 (1) or (2).

(46) “Participating employee” means an employee who is currently in the service of, or an employee who is on a leave of absence from, a participating employer under the Wisconsin retirement system and who has met the requirements for inclusion within the provisions of the Wisconsin retirement system under s. 40.22.

(47) “Participating employer” means, for purposes of each of the respective benefit plans, any employer subject to the provisions of that plan under this chapter.

(48) (a) “Protective occupation participant” means any participant whose principal duties are determined by the participating employer, or, subject to s. 40.06 (1) (dm), by the department head in the case of a state employee, to involve active law enforcement or active fire suppression or prevention, provided the duties require frequent exposure to a high degree of danger or peril and also require a high degree of physical conditioning.

(am) “Protective occupation participant” includes any participant whose name is certified to the fund as provided in s. 40.06 (1) (d) and (dm) and who is any of the following:

1. A conservation warden.
2. A conservation patrol boat captain.
3. A conservation patrol boat engineer.
4. A conservation pilot.
5. A conservation patrol officer.
6. A forest fire control assistant.
7. A member of the state traffic patrol.
8. A state motor vehicle inspector.
9. A police officer.
10. A fire fighter.
11. A sheriff.
12. An undersheriff.
13. A deputy sheriff.
14. A state probation and parole officer.
15. A county traffic police officer.
16. A state forest ranger.
17. A fire watcher employed at Wisconsin veterans facilities.
18. A state correctional-psychiatric officer.

PUBLIC EMPLOYEE TRUST FUND

40.02

19. An excise tax investigator employed by the department of revenue.

20. A special criminal investigation agent in the department of justice.

21. An assistant or deputy fire marshal.

22. A person employed under s. 60.553 (1), 61.66 (1), or 62.13 (2e) (a).

(b) Each determination of the status of a participant under this subsection shall include consideration, where applicable, of the following factors:

1. A “police officer” is any officer, including the chief, or employee of a police department, except one whose principal duties are those of a telephone operator, clerk, stenographer, machinist or mechanic and whose functions do not clearly fall within the scope of active law enforcement even though such an employee is subject to occasional call, or is occasionally called upon, to perform duties within the scope of active law enforcement. Police officer includes any person regularly employed and qualifying as a patrol officer or a person of equal or higher rank, even if temporarily assigned to other duties.

2. A “fire fighter” is any officer, including the chief, or employee of a fire department, except one whose principal duties are those of a telephone operator, clerk, stenographer, machinist or mechanic and whose functions do not clearly fall within the scope of active fire suppression or prevention even though such an employee is subject to occasional call, or is occasionally called upon, to perform duties within the scope of active fire suppression or prevention. Fire fighter includes any person regularly employed and qualifying as a fire fighter, hose handler or a person of equal or higher rank, even if temporarily assigned to other duties.

3. A “deputy sheriff” or a “county traffic police officer” is any officer or employee of a sheriff’s office or county traffic department, except one whose principal duties are those of a telephone operator, clerk, stenographer, machinist or mechanic and whose functions do not clearly fall within the scope of active law enforcement even though such an employee is subject to occasional call, or is occasionally called upon, to perform duties within the scope of active law enforcement. Deputy sheriff or county traffic police officer includes any person regularly employed and qualifying as a deputy sheriff or county traffic police officer, even if temporarily assigned to other duties.

4. A “member of the state traffic patrol” includes one division administrator in the department of transportation who is counted under s. 230.08 (2) (e) 12. and whose duties include supervising the state traffic patrol, if the division administrator is certified by the law enforcement standards board under s. 165.85 (4) (a) 1. as being qualified to be a law enforcement officer.

(bm) “Protective occupation participant” includes any participant who is an emergency medical services practitioner, as defined in s. 256.01 (5), if the participant’s employer classifies the participant as a protective occupation participant and the department receives notification of the participant’s name as provided in s. 40.06 (1) (d) and (dm). Notwithstanding par. (a), an employer may classify a participant who is an emergency medical services practitioner as a protective occupation participant without making a determination that the principal duties of the participant involve active law enforcement or active fire suppression or prevention. A determination under this paragraph may not be appealed under s. 40.06 (1) (e) or (em), but a determination under this paragraph regarding the classification of a state employee is subject to review under s. 40.06 (1) (dm). Notwithstanding sub. (17) (d), each participant who is classified as a protective occupation participant under this paragraph on or after January 1, 1991, shall be granted creditable service as a protective occupation participant for all covered service as an emergency medical services practitioner that was earned on or after the date on which the department receives notification of the participant’s name as provided in s. 40.06 (1) (d) and (dm), but may not be granted creditable service

meet and confer with respect to any proposal to diminish or abridge the rights guaranteed to any public safety employees under ch. 164. Collective bargaining includes the reduction of any agreement reached to a written and signed document.

(b) “Collective bargaining unit” means a unit consisting of municipal employees that is determined by the commission under sub. (4) (d) 2. a. to be appropriate for the purpose of collective bargaining.

(c) “Commission” means the employment relations commission.

(cm) “Consumer price index change” means the average annual percentage change in the consumer price index for all urban consumers, U.S. city average, as determined by the federal department of labor, for the 12 months immediately preceding the current date.

(d) “Craft employee” means a skilled journeyman craftsman, including the skilled journeyman craftsman’s apprentices and helpers, but shall not include employees not in direct line of progression in the craft.

(e) “Election” means a proceeding conducted by the commission in which the employees in a collective bargaining unit cast a secret ballot for collective bargaining representatives, or for any other purpose specified in this subchapter.

(f) “Fair-share agreement” means an agreement between a municipal employer and a labor organization that represents public safety employees or transit employees under which all or any of the public safety employees or transit employees in the collective bargaining unit are required to pay their proportionate share of the cost of the collective bargaining process and contract administration measured by the amount of dues uniformly required of all members.

(fm) “General municipal employee” means a municipal employee who is not a public safety employee or a transit employee.

(g) “Labor dispute” means any controversy concerning wages, hours and conditions of employment, or concerning the representation of persons in negotiating, maintaining, changing or seeking to arrange wages, hours and conditions of employment.

(h) “Labor organization” means any employee organization in which employees participate and which exists for the purpose, in whole or in part, of engaging in collective bargaining with municipal employers concerning grievances, labor disputes, wages, hours or conditions of employment.

(i) “Municipal employee” means any individual employed by a municipal employer other than an independent contractor, supervisor, or confidential, managerial or executive employee.

(j) “Municipal employer” means any city, county, village, town, metropolitan sewerage district, school district, long-term care district, local cultural arts district created under subch. V of ch. 229, or any other political subdivision of the state, or instrumentality of one or more political subdivisions of the state, that engages the services of an employee and includes any person acting on behalf of a municipal employer within the scope of the person’s authority, express or implied.

(k) “Person” means one or more individuals, labor organizations, associations, corporations or legal representatives.

(L) “Professional employee” means:

1. Any employee engaged in work:
 - a. Predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical or physical work;
 - b. Involving the consistent exercise of discretion and judgment in its performance;
 - c. Of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time;
 - d. Requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of

higher education or a hospital, as distinguished from a general academic education or from an apprenticeship or from training in the performance of routine mental, manual or physical process; or

2. Any employee who:

a. Has completed the courses of specialized intellectual instruction and study described in subd. 1. d.;

b. Is performing related work under the supervision of a professional person to qualify to become a professional employee as defined in subd. 1.

(m) “Prohibited practice” means any practice prohibited under this subchapter.

(mm) “Public safety employee” means any municipal employee who is employed in a position that, on July 1, 2011, is one of the following:

1. Classified as a protective occupation participant under any of the following:

a. Section 40.02 (48) (am) 9., 10., 13., 15., or 22.

b. A provision that is comparable to a provision under subd. 1. a. that is in a county or city retirement system.

2. An emergency medical service provider for emergency medical services departments.

(n) “Referendum” means a proceeding conducted by the commission in which public safety employees or transit employees in a collective bargaining unit may cast a secret ballot on the question of authorizing a labor organization and the employer to continue a fair-share agreement.

(ne) “School district employee” means a municipal employee who is employed to perform services for a school district.

(nm) “Strike” includes any strike or other concerted stoppage of work by municipal employees, and any concerted slowdown or other concerted interruption of operations or services by municipal employees, or any concerted refusal to work or perform their usual duties as municipal employees, for the purpose of enforcing demands upon a municipal employer.

(o) “Supervisor” means:

1. As to other than municipal and county fire fighters, any individual who has authority, in the interest of the municipal employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or to adjust their grievances or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

2. As to fire fighters employed by municipalities with more than one fire station, the term “supervisor” shall include all officers above the rank of the highest ranking officer at each single station. In municipalities where there is but one fire station, the term “supervisor” shall include only the chief and the officer in rank immediately below the chief. No other fire fighter shall be included under the term “supervisor” for the purposes of this subchapter.

(p) “Transit employee” means a municipal employee who is determined to be a transit employee under sub. (4) (bm).

(1p) COUNTY EMPLOYEES IN A COUNTY WITH A POPULATION OF 750,000 OR MORE. With respect to municipal employees who are employed by a county with a population of 750,000 or more, the county executive is responsible for the municipal employer functions under this subchapter.

(2) RIGHTS OF MUNICIPAL EMPLOYEES. Municipal employees have the right of self-organization, and the right to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection. Municipal employees have the right to refrain from any and all such activities. A general municipal employee has the right to refrain from paying dues while remaining a member of a collective bargaining unit. A public safety employee or a transit employee, however, may be required to pay

h. Establish a system for resolving all disputes under the agreement, including final and binding 3rd-party arbitration.

i. Determine the duration of the agreement and the members of the department to which it shall apply.

j. Establish a system for administration of the collective bargaining agreement between the parties by an employee of the police department who is not directly accountable to the chief of police or the board of fire and police commissioners in matters relating to that administration.

k. Establish a system for conducting interrogations of members of the police department that is limited to the hours between 7 a.m. and 5 p.m. on working days, as defined in s. 227.01 (14), if the interrogations could lead to disciplinary action, demotion, or dismissal, but one that does not apply if the interrogation is part of a criminal investigation.

4w. In determining the proper compensation to be received by members of the police department under subd. 4., the arbitrator shall give greater weight to the economic conditions in the 1st class city than the arbitrator gives to the factors under subd. 5. The arbitrator shall give an accounting of the consideration of this factor in the arbitrator's decision.

5. In determining the proper compensation to be received by members of the police department under subd. 4., in addition to the factor under subd. 4w., the arbitrator shall utilize:

a. The most recently published U.S. bureau of labor statistics "Standards of Living Budgets for Urban Families, Moderate and Higher Level", as a guideline to determine the compensation necessary for members to enjoy a standard of living commensurate with their needs, abilities and responsibilities; and

b. Increases in the cost of living as measured by the average annual increases in the U.S. bureau of labor statistics "Consumer Price Index" since the last adjustment in compensation for those members.

6. In determining all noncompensatory working conditions and relationships under subd. 4., including methods for resolving disputes under the labor agreement, the arbitrator shall consider the patterns of employee-employer relationships generally prevailing between technical and professional employees and their employers in both the private and public sectors of the economy where those relationships have been established by a labor agreement between the representative of those employees and their employer.

7. All subjects described in subd. 4. shall be negotiable between the representative of the members of the police department and the city.

8. Within 30 days after the close of the hearing, the arbitrator shall issue a written decision determining the terms of the agreement between the parties which were not the subject of mutual agreement and on which the parties negotiated in good faith to impasse, as determined by the commission, and which were the subject of the hearing under this paragraph. The arbitrator shall state reasons for each determination. Each proposition or fact accepted by the arbitrator must be established by a preponderance of the evidence.

9. Subject to subs. 11. and 12., within 14 days of the arbitrator's decision, the parties shall reduce to writing the total agreement composed of those items mutually agreed to between the parties and the determinations of the arbitrator. The document shall be signed by the arbitrator and the parties, unless either party seeks judicial review of the determination pursuant to subd. 11.

10. All costs of the arbitration hearing, including the arbitrator's fee, shall be borne equally by the parties.

11. Within 60 days of the arbitrator's decision, either party may petition the circuit court for Milwaukee County to set aside or enforce the arbitrator's decision. If the decision was within the subject matter jurisdiction of the arbitrator as set forth in subd. 4., the court must enforce the decision, unless the court finds by a clear preponderance of the evidence that the decision was pro-

cured by fraud, bribery or collusion. The court may not review the sufficiency of the evidence supporting the arbitrator's determination of the terms of the agreement.

12. Within 30 days of a final court judgment, the parties shall reduce the agreement to writing and with the arbitrator execute the agreement pursuant to subd. 9.

13. Subsequent to the filing of a petition before the commission pursuant to subd. 1. and prior to the execution of an agreement pursuant to subd. 9., neither party may unilaterally alter any term of the wages, hours and working conditions of the members of the police department or any other matter subject to arbitration under subd. 4.

Cross-reference: See also ch. ERC 31, Wis. adm. code.

(L) *Strikes prohibited.* Nothing contained in this subchapter constitutes a grant of the right to strike by any municipal employee or labor organization, and such strikes are hereby expressly prohibited.

(mb) *Prohibited subjects of bargaining; general municipal employees.* The municipal employer is prohibited from bargaining collectively with a collective bargaining unit containing a general municipal employee with respect to any of the following:

1. Any factor or condition of employment except wages, which includes only total base wages and excludes any other compensation, which includes, but is not limited to, overtime, premium pay, merit pay, performance pay, supplemental compensation, pay schedules, and automatic pay progressions.

2. Except as provided in s. 66.0506 or 118.245, whichever is applicable, any proposal that does any of the following:

a. If there is an increase in the consumer price index change, provides for total base wages for authorized positions in the proposed collective bargaining agreement that exceeds the total base wages for authorized positions 180 days before the expiration of the previous collective bargaining agreement by a greater percentage than the consumer price index change.

b. If there is a decrease or no change in the consumer price index change, provides for any change in total base wages for authorized positions in the proposed collective bargaining agreement from the total base wages for authorized positions 180 days before the expiration of the previous collective bargaining agreement.

(mbb) *Consumer price index change.* For purposes of determining compliance with par. (mb), the commission shall provide, upon request, to a municipal employer or to any representative of a collective bargaining unit containing a general municipal employee, the consumer price index change during any 12-month period. The commission may get the information from the department of revenue.

(mc) *Prohibited subjects of bargaining; public safety employees.* The municipal employer is prohibited from bargaining collectively with a collective bargaining unit containing a public safety employee with respect to any of the following:

5. If the collective bargaining unit contains a public safety employee who is initially employed on or after July 1, 2011, the requirement under ss. 40.05 (1) (b), 59.875, and 62.623 that the municipal employer may not pay, on behalf of that public safety employee any employee required contributions or the employee share of required contributions, and the impact of this requirement on the wages, hours, and conditions of employment of that public safety employee. If a public safety employee is initially employed by a municipal employer before July 1, 2011, this subdivision does not apply to that public safety employee if he or she is employed as a public safety employee by a successor municipal employer in the event of a combined department that is created on or after that date.

6. Except for the employee premium contribution, all costs and payments associated with health care coverage plans and the design and selection of health care coverage plans by the municipal employer for public safety employees, and the impact of such costs and payments and the design and selection of the health care

111.70 EMPLOYMENT RELATIONS

Updated 17–18 Wis. Stats. 28

coverage plans on the wages, hours, and conditions of employment of the public safety employee.

(p) *Permissive subjects of collective bargaining; public safety and transit employees.* A municipal employer is not required to bargain with public safety employees or transit employees on subjects reserved to management and direction of the governmental unit except insofar as the manner of exercise of such functions affects the wages, hours, and conditions of employment of the public safety employees or of the transit employees in a collective bargaining unit.

(5) PROCEDURES. Municipal employers, jointly or individually, may employ a qualified person to discharge the duties of labor negotiator and to represent such municipal employers, jointly or individually, in conferences and negotiations under this section. In cities of the 1st, 2nd or 3rd class any member of the city council, including the mayor, who resigns therefrom may, during the term for which the member is elected, be eligible to the position of labor negotiator under this subsection, which position during said term has been created by or the selection to which is vested in such city council, and s. 66.0501 (2) shall be deemed inapplicable thereto.

(7m) INJUNCTIVE RELIEF; PENALTIES; CIVIL LIABILITY. (a) *Injunction; prohibited strike.* At any time after the commencement of a strike which is prohibited under sub. (4) (L), the municipal employer or any citizen directly affected by such strike may petition the circuit court for an injunction to immediately terminate the strike. If the court determines that the strike is prohibited under sub. (4) (L), it shall issue an order immediately enjoining the strike, and in addition shall impose the penalties provided in par. (c).

(c) *Penalties.* 1. ‘Labor organizations.’ a. Any labor organization that represents public safety employees or transit employees which violates sub. (4) (L) may not collect any dues under a collective bargaining agreement or under a fair–share agreement from any employee covered by either agreement for a period of one year. At the end of the period of suspension, any such agreement shall be reinstated unless the labor organization is no longer authorized to represent the public safety employees or transit employees covered by the collective bargaining agreement or fair–share agreement or the agreement is no longer in effect.

b. Any labor organization which violates sub. (4) (L) after an injunction has been issued shall be required to forfeit \$2 per member per day, but not more than \$10,000 per day. Each day of continued violation constitutes a separate offense.

2. ‘Individuals.’ Any individual who violates sub. (4) (L) after an injunction against a strike has been issued shall be fined \$10. Each day of continued violation constitutes a separate offense. After the injunction has been issued, any municipal employee who is absent from work because of purported illness is presumed to be on strike unless the illness is verified by a written report from a physician to the municipal employer. The court shall order that any fine imposed under this subdivision be paid by means of a salary deduction at a rate to be determined by the court.

4. ‘Contempt of court.’ The penalties provided in this paragraph do not preclude the imposition by the court of any penalty for contempt provided by law.

(d) *Compensation forfeited.* No municipal employee may be paid wages or salaries by the municipal employer for the period during which he or she engages in any strike.

(8) SUPERVISORY UNITS. (a) This section, except sub. (4) (cg) and (cm), applies to law enforcement supervisors employed by a 1st class city. This section, except sub. (4) (cm) and (jm), applies to law enforcement supervisors employed by a county having a population of 750,000 or more. For purposes of such application, the terms “municipal employee” and “public safety employee” include such a supervisor.

(b) This subchapter does not preclude law enforcement supervisors employed by municipal employers other than 1st class cit-

ies and counties having a population of 750,000 or more or fire fighting supervisors from organizing in separate units of supervisors for the purpose of negotiating with their municipal employers.

Cross–reference: See also ch. ERC 11, Wis. adm. code.

(c) The commission shall by rule establish procedures for certification of such units of supervisors and the levels of supervisors to be included in the units. Supervisors may not be members of the same bargaining unit of which their subordinates are members. The commission may require that the representative of any supervisory unit shall be an organization that is a separate local entity from the representative of the nonsupervisory municipal employees, but such requirement does not prevent affiliation by a supervisory representative with the same parent state or national organization as the nonsupervisory municipal employee representative.

(9) POWERS OF CHIEF OF POLICE. Nothing in s. 62.50 grants the chief of police in cities of the 1st class any authority which diminishes or in any other manner affects the rights of municipal employees who are members of a police department employed by a city of the 1st class under this section or under any collective bargaining agreement which is entered into between a city of the 1st class and a labor organization representing the members of its police department.

History: 1971 c. 124, 246, 247, 307, 336; 1973 c. 64, 65; 1977 c. 178, 186, 272, 442, 449; 1979 c. 32 s. 92 (15); 1981 c. 20, 112, 187; 1983 a. 189, 192; 1985 a. 29; 1985 a. 182 s. 57; 1985 a. 318; 1987 a. 153, 399; 1991 a. 136; 1993 a. 16, 429, 492; 1995 a. 27, 225, 289; 1997 a. 27, 237; 1999 a. 9, 65; 1999 a. 150 s. 672; 2001 a. 16; 2005 a. 253; 2007 a. 20; 2009 a. 15, 21, 28, 34, 60, 402; 2011 a. 10, 32; 2013 a. 14, 20; 2013 a. 166 ss. 30, 31, 77; 2015 a. 55; 2017 a. 207 s. 5; 2017 a. 364 s. 49; 2017 a. 365.

NOTE: 2011 Wisconsin Act 10, made significant changes to this section, effective July 1, 2011.

A collective bargaining provision that releases only teacher members of a majority union from in–service days to attend, with pay, a state convention of the union is discriminatory, but the school board can deny compensation to minority union members who attend a regional convention of their union, if the board does so in good faith. *Ashland Board of Education v. WERC*, 52 Wis. 2d 625, 191 N.W.2d 242 (1971).

A school district may discharge teachers who engage in a strike. There is a meaningful distinction between governmental employees and nongovernmental employees. The strike ban imposed on public employees is based upon a valid classification and the legislation creating it is not an unconstitutional denial of equal protection. *Hortonville Education Association v. Joint School District No. 1*, 66 Wis. 2d 469, 225 N.W.2d 658. Reversed on other grounds. 426 U.S. 482, 49L. Ed 2d 1 (1976).

A letter sent to city employees by the mayor and council members during a representation election campaign that coercively and erroneously warned employees that all fringe benefits would cease if union representation were accepted was a prohibited labor practice under sub. (3) (a) 1.; “benign generalities” contained elsewhere in the letter were insufficient to overcome its specific threats. A 2nd letter, which predicted a relative loss in benefits and freedom of action, cited the cost of union dues, and emphasized wage rates and fringe benefits, also constituted a prohibited labor practice. An employer may not camouflage threats under the guise of predictions, and the statements in context were intended as threats and accepted as such by the employees. *WERC v. City of Evansville*, 69 Wis. 2d 140, 230 N.W.2d 688 (1975).

Although employees seeking to enforce the terms of a collective bargaining agreement are bound by the remedial provisions therein, the plaintiffs were not required to exhaust contractual remedies prior to filing their action in court. *Browne v. Milwaukee Board of School Directors*, 69 Wis. 2d 169, 230 N.W.2d 704 (1975).

The board of education of a city school district was a proper party and had the capacity to maintain an action to enjoin a strike by district teachers. *Wisconsin Rapids Joint School District No. 1 v. Wisconsin Rapids Education Association*, 70 Wis. 2d 292, 234 N.W.2d 289 (1975).

The fine under sub. (7), 1973 stats., [now sub. (7m) (c) 2.] applicable to employees violating an injunction against a strike by municipal employees, to be paid by salary deduction, is inapplicable to a labor association composed of such employees. *Kenosha Unified School District No. 1 v. Kenosha Education Association*, 70 Wis. 2d 325, 234 N.W.2d 311 (1975).

Managerial employees are those who participate in the formulation, determination, and implementation of management policy or possess effective authority to commit the employer’s resources. *City of Milwaukee v. WERC*, 71 Wis. 2d 709, 239 N.W.2d 63 (1976).

A WERC order under sub. (4) (d) 2. a. determining the voting unit and directing that an election be held was not reviewable under ch. 227. *City of West Allis v. WERC*, 72 Wis. 2d 268, 240 N.W.2d 416 (1976).

Mandatory subjects of collective bargaining under sub. (1) (d) [now sub. (1) (a)] between teachers’ associations and school boards are: 1) those primarily related to wages, hours, and conditions of employment; and 2) the impact of the establishment of educational policies affecting wages, hours, and conditions of employment. *Beloit Education Association v. WERC*, 73 Wis. 2d 43, 242 N.W.2d 231 (1976).

A grievance was arbitrable under the “discharge and nonrenewal” clause of a bargaining agreement when the contract offered by the board was signed by the teacher after deleting the title “probationary contract” and the board did not accept this counteroffer or offer the teacher a 2nd contract. *Jefferson Jr. School District No. 10 v. Jefferson Education Association*, 78 Wis. 2d 94, 253 N.W.2d 536 (1977).

**Door County
Request for Year End Carry Overs
Year Ending: December 31, 2018**

Department Name: County Board

The following carry over will be presented to the Administrative Committee in March and Finance Committee in April.

Account Name	Account Number: Fund	Dept #	Sub-Dept Cost Center	Account #	Detail	Amount
Jingdezhen Sister City	100	11	1101	54115		3805.42

Total Carry Over Amount

3,805.42

Reason for Carry Over:

A delegation from Door County visited Jingdezhen in October, 2018. This included a visit to, and a meeting with the manager(s) of, Taoxichuan Square. Takeaways from this meeting are: 1) a need to do something with the nine oblong openings in the fence; and 2) a need to encourage the sale of Door County goods.

Typically, a delegation from Jingdezhen has visited Door County, and a delegation from Door County has visited Jingdezhen, annually. These visits, starting in 2018, will likely occur every other year. It is anticipated that a delegation from Jingdezhen will visit Door County in 2019.

Carry-over funds will be used to: 1) recruit and retain local artisans to create works to fill the nine oblong openings in the fence at, and ship the same to, Taoxichuan Square; 2) facilitate the sale of Door County goods at Taoxichuan Square; and 3) Pay costs related to the Jingdezhen Delegation's 2019 visit to Door County.

Preparer's Signature:



Dept Head's Signature:

.. ..

Date:

02-15-2019

**Funds Verified by
Finance Director:**

Date Verified:

Door County Board of Supervisors
2015, 2016, 2017 and 2018 Per Diem Expense by Committee, Commission or Board

Committee, Commission or Board	2015 Per Diem	2016 Per Diem	2017 Per Diem	2018 Per Diem
COUNTY BOARD	\$36,000	\$34,200	\$40,575	\$34,020
Administrative	\$8,443	\$4,653	\$6,325	\$5,402
Ag & Extension	\$2,978	\$3,067	\$3,240	\$2,237
Airport & Parks (Parks w/ F&P, & Airport w/ Highway 5/2018)	\$6,440	\$8,520	\$6,110	\$1,758
① Board of Health (3 of 8 are Citizen members)	\$870	\$2,440	\$2,771	\$2,915
Comm Adv CATS	\$653	\$965	\$545	\$600
Economic Development	\$738	\$1,275	\$1,112	\$1,237
Emergency Services (Public Safety 5/2018)	\$3,535	\$2,385	\$4,271	\$1,372
Facility / Security (Under 51111 in 2018)	\$75	\$125	\$100	
Finance	\$3,898	\$4,407	\$6,147	\$4,942
Highway	\$5,892	\$7,420	\$8,706	\$6,682
Highway Safety Comm (under Highway for 2018)	\$180	\$697	\$680	
① Human Services Board (4 of 9 are Citizens)	\$3,917	\$5,562	\$5,687	\$6,447
① ADRC Advisory Board / Nutrition (SRC) (includes citizen members; 2 County)	\$3,597	\$4,825	\$4,887	\$5,814
Lake Shore Cap (Under 51111 in 2018)	\$915	\$990	\$1,062	
① Land Conservation (1 of 7 are Citizen members)	\$4,075	\$6,412	\$6,901	\$9,405
Law Enforcement (Became Public Safety 5/2018)	\$2,305	\$3,432	\$3,955	\$4,702
Legislative	\$3,518	\$1,067	\$2,152	\$1,770
① Library Board (3 Citizens; 2 County; City pays their 2)	\$1,790	\$3,112	\$3,977	\$3,282
Local Emergency Planning	\$60	\$0	\$100	
Museum	\$353	\$2,200	\$1,235	\$1,115
Negotiating	\$483	\$0	\$62	\$1,172
Property (Became Facilities & Parks 5/2018)	\$4,663	\$7,842	\$9,617	\$9,552
Resource Planning	\$4,860	\$4,020	\$4,732	\$4,922
Risk Management	\$1,268	\$315	\$1,391	\$602
Technology Services / Info Systems	\$3,000	\$4,645	\$3,357	\$2,765
Sub-Total (lines above)	\$104,506	\$114,576	\$129,697	\$112,713
Per Diem (51111) - All Other (<i>Conf. Training</i>)	\$11,290	\$14,505	\$21,091	\$23,632
TOTALS:	\$115,796	\$129,081	\$150,788	\$136,345

① Includes Citizen members

2018 ANNUAL REPORT

DOOR COUNTY CORPORATION COUNSEL DEPARTMENT

A. MISSION STATEMENT:

Our mission is to provide legal services, of the highest professional and ethical standards, that facilitate and support Door County's goals.

B. SUMMARY OF RESPONSIBILITIES:

The Door County Corporation Counsel Department attends to all civil legal matters relating to Door County. This includes:

- Prosecute and defend all civil actions or proceedings.
- Interpret the powers and duties of boards, commissions, committees, departments, employees, and officers of the County.
- Serve as legal adviser to boards, commissions, committees, departments, employees, and officers of the County.
- Guardianships and protective placements.
 - ❖ Chapters 54 and 55 Wisconsin Statutes.
- Civil (mental and alcohol) commitments.
 - ❖ Chapter 51 Wisconsin Statutes.
- Land use, zoning, conservation and environmental issues (e.g., agricultural standards and prohibitions, private on-site wastewater treatment systems, and stormwater and erosion control).
- Code drafting, interpretation, and enforcement.
- Employment / Labor Relations.
 - ❖ This encompasses compliance with state and federal employment laws, regulations and rules; legal aspects of hiring, discipline and termination; legal aspects of negotiation, mediation and interest arbitration; legal aspects of grievances, up to and including arbitration; and representing the County in proceedings before the courts, administrative bodies and various agencies.
- Contract negotiation, drafting, review, interpretation, and/or enforcement.
- Foreclosure of tax liens (by action In Rem or In Personam) and sale of tax delinquent real estate.
 - ❖ Chapter 75 Wisconsin Statutes.
- Animal Abuse or Neglect.
 - ❖ Section 95.21 and Chapters 173 and 174, Wisconsin Statutes.
- Ethics and conflicts of interest.
 - ❖ Render (verbal and written) opinions regarding ethics and conflict of interest issues.
 - ❖ Sections 19.21 – 19.39 Wisconsin Statutes.
- Public records.
 - ❖ Sections 19.41 – 19.59 Wisconsin Statutes.
- Open meetings.
 - ❖ Sections 19.81 – 19.98 Wisconsin Statutes.
- Real property acquisition / disposal.
 - ❖ Handle legal aspects of the purchase and sale of real estate by the County.
- Public works projects.
 - ❖ Involved in the legal aspects of (e.g., land use and zoning, financing, risk management, drafting of documents, design, bidding, construction, oversight, and dispute resolution issues) public works projects.
- Director of Family Court Counseling Services.
 - ❖ Corporation Counsel is the Director of Family Court Counseling Services, with the attendant responsibilities and authority as set forth in Section 767.11 Wisconsin Statutes.

- Child Support Agency.
 - ❖ Assists the Child Support Agency on an as needed basis. The Child Support Agency Director, on an as needed basis, serves as Assistant Corporation Counsel and aids Corporation Counsel. The Departments were separate and distinct entities, through 2011, were assimilated effective January 1, 2012, and then torn asunder January 1, 2013.
- Claims against county / officials / employees.
 - ❖ The County's liability insurance is through the Wisconsin County Mutual Insurance Corporation (WCMIC). The scope of liability protection provided by WCMIC is broad. Corporation Counsel oversees and assists outside counsel assigned by WCMIC to defend covered claims.
 - ❖ Defend all claims not covered by County's liability insurance.
- Miscellaneous issues.
 - ❖ Communications, election, information security and confidentiality, intellectual property, parliamentary, referenda, and whatever other legal issues, which may arise from, time to time.
- Interim County Administrator.
 - ❖ Corporation Counsel has been appointed to serve as Interim County Administrator (Section 59.18, Wisconsin Statutes) on two (2) separate occasions [March 27, 2012 (Resolution No. 2012-16) and on October 28, 2014 (Resolution No. 2014-88)]. It is fervently hoped that we shall not pass this way again.

As a general rule, we handle everything in-house. We make very judicious use of outside counsel, and are somewhat unique in this respect.

C. PROGRAM SUMMARY:

Not applicable. As in-house counsel, we are an internal service department. To a certain degree we live vicariously, through the other departments.

D. GOALS / OBJECTIVES ACHIEVED:

The straightforward answer? Maintain the current state of affairs. As with anything else in life, work as in-house counsel is about balance; balancing competing priorities, other's expectations, and our own.

E. KNOWLEDGE SHARING:

Provide legal advice to elective and appointive officials, and employees of Door County. Participate in public forums, to educate the public at large as to various issues.

F. DEPARTMENT BUDGET STATUS:

Adopted 2018 Budget	383,257	Amended 2018 Budget	409,739	Amount Used	417,045.31	Percent Used	102%
Adopted 2018 Counseling Services	8,000	Amended 2018 Counseling Services	8,000	Amount Used	11,768	Percent Used	147%
Adopted 2018 Law Library	11,760	Amended 2018 Law Library	11,760	Amount Used	15,047	Percent Used	128%
Adopted 2018 Revenue	7,500	Amended 2018 Revenue	7,500	Amount Collected	6,394	Percent Collected	85%

G. OTHER ACCOMPLISHMENTS:

Having an influence within Door County, which involves working together with elective and appointive officials, and employees to tackle problem---not necessarily the big hairy audacious ones but rather the many ordinary things done right each day that in the end make the biggest difference.

H. ISSUES, CONCERNS AND RESTRAINTS:

To use a scientific analogy, it is recognizing (and bringing to light) the existence of the "Mandelbrot Set"... that there is order in chaos when there is adherence to basic principles and laws.

I. GOALS AND OBJECTIVES:

Having a positive impact. Realizing we are here to counsel and assist Door County's elective and appointive officials, and employees to accomplish their goals.

“The indescribable, innocence and beneficence of nature – such health, such cheer, they afford forever!”
Henry David Thoreau

2018 CASES

TABLE 1:

Opened	493
Closed	237
Pending	256

TABLE 2:**AREAS OF LAW**

Administrative Review	3
Claim	1
Collection	30
Commitments	58
Contract	14
General	173
Guardianships	24
Labor	14
Mediations	46
Open Records	14
Violations	90
Property	25
RFP	1
TOTAL	

TABLE 3:**DEPARTMENTS**

ADRC	1
Child Support	1
Circuit Court	48
Clerk of Courts	10
Corporation Counsel	9
County Administrator	3
County Board	6
County Clerk	2
District Attorney	2
Emergency Management	4
Emergency Services	30
Facilities & Parks	26
Fair Association	1
Finance	8
Highway/Airport	11
Human Resources	4
Human Services	123
Land Use Services	76
Library	7
Museum	
Public Health	
Register of Deeds	1
Sheriff	75
Soil & Water Conservation	20
Tech Services	6
Treasurer	18
Veterans	
UW-Extension	1
TOTAL	493

HISTORY

On December 7, 1976, the Executive & Personnel Committee engaged in discussion concerning the position of Corporation Counsel. The Executive & Personnel Committee recommended that the duties and powers of Corporation Counsel be conferred upon the District Attorney. County Board accepted this recommendation by adoption of Resolution No. 38-76.

Over time, the workload of the Door County District Attorney's Department steadily increased. Effective January 1, 1979, by adoption of Resolution No. 72-78, County Board relieved the District Attorney of the duties and powers of Corporation Counsel, established the Office of Corporation Counsel, and employed a part-time Corporation Counsel.

There was an upsurge in the caseload of Corporation Counsel, particularly with respect to code enforcement matters (i.e., zoning ordinance violations). Consequently, it was deemed necessary to employ a part-time Assistant Corporation Counsel. By adoption of Resolution No. 22-85, the Board of Supervisors authorized the appointment of an Assistant Corporation Counsel to aid the Corporation Counsel in the performance of the duties of Corporation Counsel.

On October 27, 1987, by enactment of Ordinance No. 67-87, the County Board established a full time Corporation Counsel position. County employed its first full time Corporation Counsel and one full-time support staff person, in 1988.

In 1994, County employed a full-time Assistant Corporation Counsel, and an additional full-time support staff person. The Assistant Corporation Counsel time was divided equally between Office of Corporation Counsel and the Child Support Agency.

On May 31, 1999, the Assistant Corporation Counsel resigned. On June 3, 1999, one full-time support staff person transferred from the Office of Corporation Counsel to the Office of County Administrator. Neither position was re-filled.

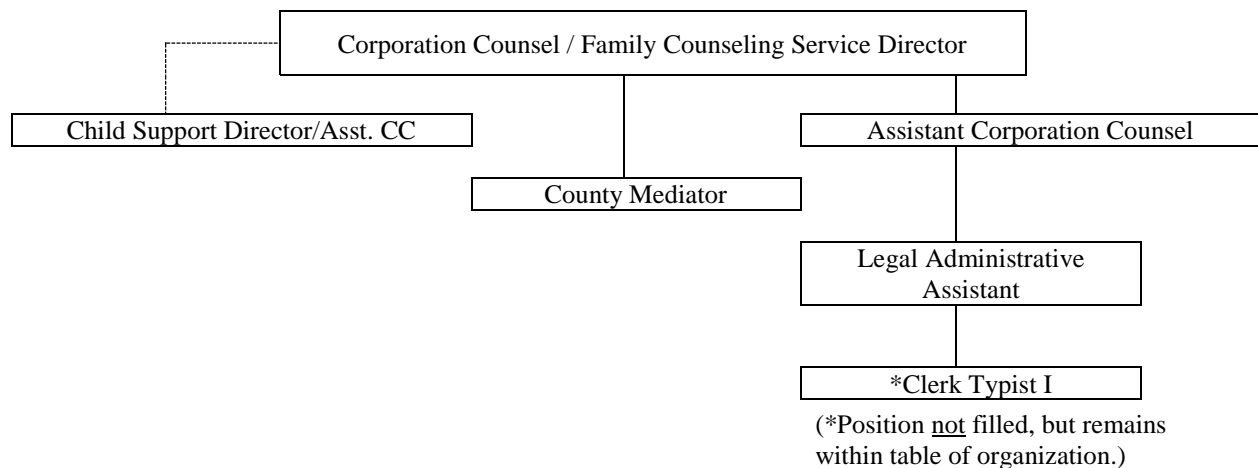
On October 11, 1999, County employed a Child Support Agency Director / Assistant Corporation Counsel. This person is the administrator of, and attorney for, the Child Support Agency.

On September 30, 2002, by adoption of Resolution 95-02, County Board reauthorized the employment of an Assistant Corporation Counsel and Clerk Typist I. The Assistant Corporation Counsel aids the Corporation Counsel and Child Support Agency Director / Assistant Corporation Counsel in the performance of their duties.

In 2005, a decision was made to layoff the Clerk Typist I. This position remains unfilled.

There have been no organizational changes since 2005.

ORGANIZATIONAL CHART (2013)



2018 Staff:

Grant P. Thomas, Corporation Counsel/Family Counseling Service Director
 Karyn E. Behling, Assistant Corporation Counsel
 Amanda M. Sawdo, Legal Administrative Assistant
 Rodney Dequaine, Child Support Director/Attorney/Assistant Corporation Counsel

Door County Human Resources Form #: 2015-04		Title: Request to Refill Position
Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

DEPT. HEAD TO COMPLETE:

Department Health & Human Services Position Title: Prep-Cook

Position Status: Currently vacant Will be vacant Date Vacant: 3/13/2019
 Full Time Part Time New position Hours per week: 24 hours per week

Reason for Vacancy: Termination Transfer Retirement Resignation

Transfer: why is the new position more attractive to employee than current one? n/a

Name of Current / Most Recent Incumbent: Linda Will

Reviewed, updated, and submitted to Human Resources:

- Job Analysis Questionnaire (not to be included in the agenda packet)
- Job Description

Completed by: Joe Krebsbach Date 2/27/2019

Financial Information:

Salary Range: \$12.84 - \$14.67 Is the Position Budgeted: Yes No

Funding Source: Levy % Grant Funded % Other %

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO Service/Maintenance FLSA Status Non-exempt

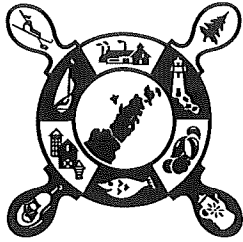
Human Resources has performed a position review? KH (HR initial) 2/27/2019 Date

The Job Description has been updated and signed? KH (HR initial) [Signature] 2/27/2019 Date

Approvals:

County Administrator [Signature] Date 2-28-19

Administrative Committee Chair _____ Date _____



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: February 28, 2019
Re: Request to Refill Cook and Economic Support Specialist positions

Due to personal reasons our regular part time cook, Linda Will, is unable to return to work, being out since December of 2018. The agency has been handling the workload with LTE's so far this year. This position is in the 2019 budget and I am requesting approval to fill the position with a regular part time employee.

Jill Whitman will also be retiring from her position on June 3, 2019. Jill works as an Economic Support Specialist. She is one of two workers trained to handle the Elderly and Disabled Benefits which is slightly more specialized cases and carries a higher case load. Although this request is coming early, I am hopeful that we could have someone hired and able to begin two weeks prior to Jill leaving. There is a long training process for these positions and having the ability to bring someone onboard to shadow Jill will expedite that process. I am requesting approval to fill this position.

Joe

County of Door Prep Cook

Job Title	Prep Cook	Last Revision	01/01/2017
Department	Health & Human Services	HR Reviewed	01/01/2017
Division	ADRC	Employee Group	General Municipal Employee
Report To	Assistant ADRC Director	FLSA Status	Non-Exempt
Pay Grade	A	EEO Code	08 – Service/Maintenance

General Summary

This position reports to the Assistant ADRC Director of the Senior Resource Center and is key to the effective functioning of the Nutrition Program. The position is responsible but not limited to the preparation of food according to ServSafe standards on an intermittent basis in the absence of either the main cook, assistant cook or both. This position may also be called in for projects or events. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Prepares meals according to the daily menu using ServSafe standards.
2. Maintains a clean and orderly kitchen area according to current food safety standards.
3. Completes the prep work necessary for the side dishes and bakes necessary items on the menu.
4. Works on a team to prepare, package and serve all hot meals for the Meals on Wheels Program, frozen meals for the Frozen Meal Program and all meals for the congregate meal sites. This could include delivering and serving the food at meal sites.
5. Provide truthful and accurate written and verbal communications.

General Job Functions

1. Presents a welcoming and pleasant atmosphere by greeting meal participants and treating volunteers and co-workers with respect.
2. Observes and monitors kitchen equipment for needed repairs and makes recommendations as needed.
3. On a daily basis is responsible for sanitizing work spaces, carts, cooler bags and other necessary areas and equipment.

REQUIREMENTS

Training and Experience

1. High School diploma or GED.
2. Technical diploma in culinary science preferred.
3. Up to three years experience cooking for large groups of people strongly preferred.
4. Ability to pass the ServSafe exam through the National Restaurant Association.

Knowledge, Skills and Abilities Required

1. Ability to maintain a system that ensures an accurate inventory of products.

County of Door Prep Cook

2. Knowledge of proper food safety practices and an ability to provide leadership and supervision of other staff in the kitchen to ensure such safety.
3. Skills associated with dealing with vendors and volunteers.
4. Ability to use teamwork and flexibility in the overall nutrition program.
5. Willingness to attend required training.

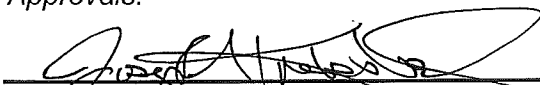
Physical and Working Conditions

1. Mostly inside a kitchen environment that requires safety precautions most of the time.
2. Over 50% of the time is spent bending, twisting, reaching, standing, and walking.
3. About 25% of the time is spent lifting and carrying nutrition related objects weighing more than 10 pounds. In many circumstances, this worker must be able to lift objects between 20 and 40 pounds.
4. Exposure to extreme heat (ovens, steamers, etc) is experienced 50% of the time and exposure to mechanical equipment (slicer, mixer) is frequent.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you might be required to work during a proclaimed state of emergency, consistent with Sec. 166.03 (4) (a)-(d), 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 accommodations or other reasons.

Approvals:



 Joseph A. Krebsbach, Human Services Director 8/2/17
Date



 Kelly A. Hendee, Human Resource Director Aug. 2, 2017
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

Senior Ctr - Prep Cook

 6 Mo

Senior Ctr Sub Dept _____

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Senior Center - Prep Cook Grade A - Level 1									
0.60	\$12.84	16,067				17,755			33,822
Senior Center - Prep Cook-Grade A-Budget									
0.60	\$14.24	17,819				3,339			21,158
Total Salary and Benefit Increase									12,664
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Senior Center - Prep Cook Grade A - Control Point									
0.60	\$14.67	18,357				18,182			36,539
Senior Center - Prep Cook-Grade A-Budget									
0.60	\$14.24	17,819				3,339			21,158
Total Salary and Benefit Increase									15,381

Dept Head Signature

John Wigginton

Finance Director

Date

2/28/19

Disclaimer: This Fiscal Impact does not include Step 2 \$13.20, Step 3 \$13.57, Step 4 \$13.94, or Step 5 \$14.30.

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

Door County Human Resources Form #: 2015-04	Title: <b style="font-size: 1.2em;">Request to Refill Position
Date Created 11/19/2014	Date Revised 01/23/2019
Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	

DEPT. HEAD TO COMPLETE:

Department Health & Human Services Position Title: Economic Support Specialist
 Position Status: Currently vacant Will be vacant Date Vacant: 6/03/2019
 Full Time Part Time New position Hours per week: 40
 Reason for Vacancy: Termination Transfer Retirement Resignation

Transfer: why is the new position more attractive to employee than current one? n/a

Name of Current / Most Recent Incumbent: Jill Whitman

Reviewed, updated, and submitted to Human Resources:
 Job Analysis Questionnaire (not to be included in the agenda packet)
 Job Description

Completed by: Joe Krebsbach Date 2/27/2019


Financial Information:

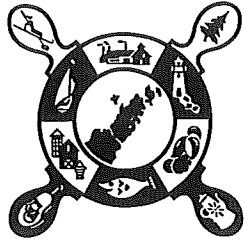
Salary Range: \$19.46 – \$22.24 Is the Position Budgeted: Yes No
 Funding Source: Levy % 30 Grant Funded % _____ Other State & Federal Funding % 70
 Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO Office/Clerical FLSA Status Non-exempt
 Human Resources has performed a position review? KH (HR initial) 2/27/2019 Date
 The Job Description has been updated and signed? KH (HR initial) 2/27/2019 Date

Approvals:

County Administrator  Date 2-28-19
 Administrative Committee Chair _____ Date _____



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: February 28, 2019
Re: Request to Refill Cook and Economic Support Specialist positions

Due to personal reasons our regular part time cook, Linda Will, is unable to return to work, being out since December of 2018. The agency has been handling the workload with LTE's so far this year. This position is in the 2019 budget and I am requesting approval to fill the position with a regular part time employee.

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Joe

County of Door Economic Support Specialist

Job Title	Economic Support Specialist	Last Revision	10/26/2015
Department	Health & Human Services	HR Reviewed	01/01/2017
Division	Economic Support	Employee Group	General Municipal Employee
Report To	Economic Support Manager	FLSA Status	Non-Exempt
Pay Grade	F	EEO Code	06 – Office/Clerical

General Summary

This position serves as a central point of contact for Door County residents in determining initial and ongoing eligibility for Medical Assistance, BadgerCare Plus, Food Share, Child Care Subsidies, and other state and federal financial assistance programs, such as the Patient Protection and Affordable Care Act (PPACA). Duties also include exploration and assessment of alternative forms of assistance available in the community, and providing general financial planning and resource information. Positions in this job classification will also determine financial eligibility for the Family Care program, once it is established for Door County. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Interview applicants or participants to determine initial or continued eligibility for Medicaid, BadgerCare Plus, Food Share, Child Care, FSET, PPACA and other programs and supportive services. Some cases will necessitate alternate site or home visits.
2. Evaluate personal and financial data obtained from applicants or participants to determine initial or continuing eligibility per state policies and enter detailed data into CARES computer system. Organize data in CARES and other documents per electronic file compliance, for follow-up, review, and evaluation.
3. Assist applicants or participants in efforts toward meeting basic human needs and self-sufficiency, including identifying options and referrals to and collaboration with other community services.
4. Research, federal, state and local polices governing eligibility, legal rights, and responsibilities of applicants and participants. Explain regulations, rights and responsibilities to applicants and participants.
5. Provide necessary information for fair hearings and participate in client grievance procedures.
6. Investigate allegations of welfare fraud. Refer cases to Supervisor and determine overpayments.
7. Attend all agency and unit meetings, and required training activities.
8. Perform Economic Support Intake and CWW Client Registration functions.
9. Participate in specialty duties related to the Bay Lake Income Maintenance Consortium, as assigned, such as staffing the regional Call Information Center.
10. Assist with data gathering, state reporting, and program or project implementation as assigned.
11. Provide truthful and accurate written and verbal communications.

General Job Functions

1. Partner with other community agencies to coordinate services for individuals and families.
2. Maintain current case documentation of all new applications, reviews, and changes.
3. Regularly meet with the Economic Support Manager for supervision / training purposes.
4. Strictly follow Federal and State laws and regulations, County and Department policies and procedures in regard to individual medical privacy, other confidential protocols, and information systems security.

Requirements

County of Door Economic Support Specialist

Training and Experience

1. High School Diploma Required. Two-year or four year college degree, in human services, financial planning or related field preferred.
2. Three to Five years' experience in social/human services or public service agency performing eligibility determination or case management strongly preferred. A combination of related education and work experience may also be considered.
3. Must obtain Economic Support Specialist certification within 6 months of being employed.

Knowledge, Skills, and Abilities Required

1. Knowledge of available community resources, Human Services, Public Health, Child Support, etc.
2. Ability to listen carefully, communicate respectfully and engage in conflict resolution and problem-solving.
3. Successful public contact / customer service experience.
4. Ability to plan and work independently, and organize workload in order to meet deadlines.
5. Ability to explain basic budgeting and personal finance needs to clients.
6. Ability to utilize the CARES, Microsoft Office and other related computer systems.
7. Ability to recognize and respect the needs and beliefs of individuals, while demonstrating a consistent approach to engaging clients and offering services that support them.
8. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
9. Ability to accept supervision, and work collaboratively within the agency and community.
10. Ability to read, comprehend, and communicate, both verbally and in writing.

Physical & Working Conditions

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

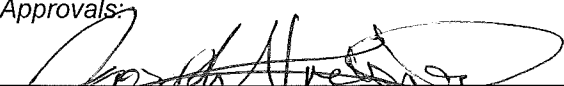
Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment). Potential for physical harm exists during contacts with angry or irate members of the public. Working with persons under stress may lead to aggressive and volatile actions on their part, but such situations can usually be defused / avoided by taking proper precautionary procedures.

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.

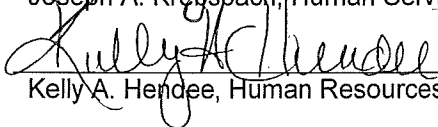
The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

This position may require office hours at locations other than the main department office in the Door County Government Center, particularly at the Aging and Disability Resource Center.

Approvals:



 Joseph A. Krebsbach, Human Services Director



 Kelly A. Hendee, Human Resources Director

10/26/15

 Date

10/26/15

 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 - Economic Support Specialist

_____ 6 Mo _____
Human Services Sub Dept _____

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
HS - Economic Support Specialist Pay Range F - Step 1									
1.00	\$19.46	40,586				28,834			69,420
HS - Economic Support Specialist Range F Budget									
1.00	\$22.08	46,050				15,835			61,885
Total Salary and Benefit Increase									7,535
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
HS - Economic Support Specialist Pay Range F - Control Point									
1.00	\$22.24	46,384				29,669			76,053
HS - Economic Support Specialist Range F Budget									
1.00	\$22.08	46,050				15,835			61,885
Total Salary and Benefit Increase									14,168

Dept Head Signature *Steve Wigginton*
 Date 2/28/15

Finance Director

Disclaimer: This Fiscal Impact does not include Step 2 \$20.02, Step 3 \$20.57, Step 4 \$21.13, or Step 5 \$21.68.

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

Door County Human Resources Form #: 2015-04		Title: Request to Refill Position
Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

DEPT. HEAD TO COMPLETE:

Department Technology Services Position Title: TS Manager/Network Coordinator

Position Status: Currently vacant Will be vacant Date Vacant: 06/03/2019

Full Time Part Time New position Hours per week: 40

Reason for Vacancy: Termination Transfer Retirement Resignation

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

Name of Current / Most Recent Incumbent: Jim Whitman

Reviewed, updated, and submitted to Human Resources:

Job Analysis Questionnaire (not to be included in the agenda packet)

Job Description

Completed by: Jason Hoyer Date 3/4/19

Financial Information:

Salary Range: \$25,12 - \$28,71 Is the Position Budgeted: Yes No

Funding Source: Levy % 100 Grant Funded % _____ Other _____ % _____

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO 03-TECHNICIANS FLSA Status EXEMPT

Human Resources has performed a position review? DP (HR initial) 3-5-19 Date

The Job Description has been updated and signed? DP (HR initial) 3-5-19 Date

Approvals:

County Administrator [Signature] Date 3-15-19

Administrative Committee Chair _____ Date _____

County of Door
TS Manager / Network Coordinator (Level III)

Job Title	TS Manager / Network Coordinator (Level III)	Last Revision	7/6/2017
Department	Technology Services Dept.	HR Reviewed	01/01/2017
Division		Employee Group	General Municipal Employee
Report To	Technology Services Director	FLSA Status	Exempt
Pay Grade	I	EEO Code	03 – Technicians
Created	5/03/2017		

General Summary

The primary function of this position is to maintain the computing infrastructure of the County's data network. Under the direction and supervision of the Technology Services Director, this position performs various technical tasks relating to the specification, configuration, installation, troubleshooting, repair, and general maintenance of County computer systems, software, storage, telephony, peripheral devices, and networks. This position may be part of the "on call" rotation.

Duties and Responsibilities

Essential Job Functions

1. Advanced computing, telephony and network architecting concepts including DHCP and DNS, VOIP and TCP/IP.
2. Advanced server hardware; advanced storage concepts including RAID, NAS, and SAN.
3. Implement new network segments; configure and install network electronics.
4. Perform physical installation of rack mount server and network hardware.
5. Analyze technology needs, evaluate possible solutions, and make recommendations.
6. Diagnose and repair enterprise and non-enterprise client/server applications.
7. Analyze network performance and perform optimization.
8. Operationally manage multiple simultaneous projects.
9. Provide truthful and accurate written and verbal communications.

General Job Functions

1. This position may exercise technical or functional supervision over lower level staff as required.
2. Assist with Help Desk and other Level II tier task as necessary or assigned.

Requirements

Training and Experience

1. Bachelor's degree or advanced training in a computing technology field or any combination equivalent to experience and training to provide and meet the required knowledge, skills, and abilities may be qualifying.

County of Door

TS Manager / Network Coordinator (Level III)

2. Two to five years of increasing responsibility for computer service operations.
3. In-depth experience with various technical tasks relating to the specification, configuration, installation, troubleshooting, repair, and general maintenance of County computer systems, software, storage, telephony, peripheral devices, and networks.
4. In depth knowledge and/or experience of virtualization.
5. Recent experience working as a technician in an enterprise environment preferred, but not required.
6. Methods for mass deployment of end user systems and peripherals in a corporate setting.
7. Implement new network and storage segments; configure and install network and storage electronics.
8. Engineer level certification (e.g. Microsoft Certified Systems Engineer or similar certification) is preferred.

Knowledge, Skills, and Abilities Required

1. Ability to read, comprehend, and communicate, both verbally and in writing.
2. Ability to take knowledge of new technology and plan accordingly to meld it with the existing installed base technology, or ability to completely replace the old technology with the new.
3. Ability to share with technical peers the larger, enterprise picture.
4. Ability to lead and challenge technically inclined personnel to meet or exceed expectations.
5. Ability to understand the concept of structured wiring and maintain all wiring used to interconnect infrastructure and endpoint devices.
6. Ability to install ethernet switches/firewalls/routers and configure/maintain them appropriately to provide a highly available network.
7. Knowledge in network monitoring systems or utility software used to monitor the network. Takes data and applies it to the network design in order to maintain high network reliability, security and efficiency. Directly monitors these systems as needed or directed.
8. Ability to secure environment utilizing best practice methodologies.
9. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
10. Ability to communicate effectively with people having varying degrees of computer knowledge and associated terminology.
11. Ability to work independently to creatively solve problems.
12. Ability to work with private information in a professional and confidential manner.
13. Ability to stay current with technology trends, governmental standards and best practice methodologies and works to incorporate them for the County.
14. Knowledge of Citrix based virtualization, Windows based servers, end point devices, thin clients, Cisco networking devices, and Avaya VOIP phone system is beneficial.
15. Ability to install, configure, and maintain servers/storage.
16. Ability to install, configure, and maintain a virtual environment including hypervisors and thin clients.
17. Ability to install, maintain, troubleshoot various software packages.

County of Door
TS Manager / Network Coordinator (Level III)

Physical & Working Conditions


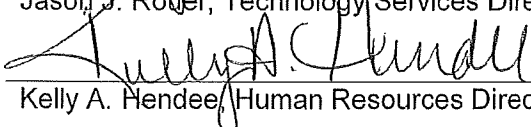
Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 35 lbs. (i.e. paper and equipment).

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

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

Approvals:

	7/28/17
Jason J. Rouer, Technology Services Director	Date
	7/28/17
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

Tech Services Manager/Network Coordinator

6 Mo

Technology Services Sub Dept _____

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
TS Manager/Network Coordinator Grade I-Level 1									
1.00	\$25.12	52,390				30,562			82,952
TS Manager/Network Coordinator Grade I-Budget									
1.00	\$27.17	56,666				17,392			74,058
Total Salary and Benefit Increase									8,894
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
TS Manager/Network Coordinator Grade I-Control Point									
1.00	\$28.71	59,878				31,640			91,518
TS Manager/Network Coordinator Grade I-Budget									
1.00	\$27.17	56,666				17,392			74,058
Total Salary and Benefit Increase									17,460

Dept Head Signature

Steve Weissenborn

Finance Director

Date

3/5/19

Disclaimer: This Fiscal Impact does not include Step 2 \$25.84, Step 3 \$26.56, Step 4 \$27.27, or Step 5 \$27.99.

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Door County Human Resources Form #: 2015-04	Title: Request to Refill Position
Date Created 11/19/2014	Date Revised 01/23/2019
Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	

DEPT. HEAD TO COMPLETE:

Department: Library Position Title: Technical Support Specialist

Position Status: Currently vacant Will be vacant Date Vacant: May 29, 2019

Full Time Part Time New position Hours per week: 40

Reason for Vacancy: Termination Transfer Retirement Resignation

Transfer: why is the new position more attractive to employee than current one? n/a

Name of Current / Most Recent Incumbent: Cheryl Wilson

Reviewed, updated, and submitted to Human Resources:

Job Analysis Questionnaire (not to be included in the agenda packet)

Job Description

Completed by: Tina Kakuske Date March 13, 2019

Financial Information:

Salary Range: Grade G: Step 1\$21.34 - Control Pt.\$24.39 Is the Position Budgeted: Yes No

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

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO Paraprofessional FLSA Status Non-exempt

Human Resources has performed a position review? KH AA (HR initial) 3-13-19 Date

The Job Description has been updated and signed? KH AA (HR initial) 3-13-19 Date

Approvals:

County Administrator [Signature] Date 3.13.19

Library Board President _____ Date _____

Administrative Committee Chair _____ Date _____

County of Door
Technical Support Specialist Library

Job Title	Technical Support Specialist Library	Last Revision	09/17/2015
Department	Library	HR Reviewed	01/01/2017
Division		Employee Group	General Municipal Employee
Report To	Library Director	FLSA Status	Non-Exempt
Pay Grade	G	EEO Code	05 – Para-Professional

General Summary

This position is responsible for installing, configuring and troubleshooting computer hardware and software systems and providing technical assistance to library computer users countywide. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Performs network / computer troubleshooting to diagnose and correct any problems. Coordinates work with the Door County Information Systems Department (DCIS) and the OWLSNET library consortium.
2. Installs and upgrades personal computer and network hardware and software components.
3. Provides users with technical support.
4. Evaluates current hardware and software and makes budget recommendations for improvements. Coordinates spending in budget accounts for technical equipment.
5. Serves as library contact for telephone changes and upgrades.
6. Communicates changes, needs and procedures to the director, library staff, DCIS and OWLSNET.
7. Provides reference and reader's advisory functions on circulation desk, assists customers with use of library resources. Instructs and provides technical support to customers on electronic reading devices.
8. Keeps abreast of technical changes for future planning.
9. Provide truthful and accurate written and verbal communications.

General Job Functions

1. Provides direct circulation and reference service to library customers.

Requirements

Training and Experience

1. Post high school training in data processing, computer software and hardware, and networking. Minimum of a two (2) year Associates degree in computer related field required.
2. Minimum of one (1) year of progressive work experience with personal computers, networking, and Microsoft products or Microsoft Certification. Apple products experience a plus.
3. One (1) or more years' experience working with the general public.
4. Current valid Wisconsin driver's license required.

County of Door Technical Support Specialist Library

Knowledge, Skills and Abilities Required

1. Knowledge of network basics: hardware, software, networking.
2. Ability to maintain Microsoft Office® software and library software.
3. Knowledge of library procedures and practices.
4. Ability to read, comprehend, and communicate effectively both verbal and written communications.
5. Ability to work independently.
6. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
7. Ability to deal with a wide variety of people.
8. Ability to manage multiple projects simultaneously.
9. Ability to deal with variety and change.
10. Technical aptitude.

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 is continuously encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 25% 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 25-50 lbs. (i.e. paper, book bins and equipment).

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

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

Approvals:

Kristine M. Kakuske

Kristine M. Kakuske, Library Director

3/13/19

Date

Kelly A. Hendee

Kelly A. Hendee, Human Resources Director

3/13/19

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

Technical Support Specialist-Library

_____ 6 Mo _____
Library Sub Dept _____

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Technical Support Specialist Grade G-Level 1									
1.00	\$21.34	44,507				29,385			73,892
Technical Support Specialist Library Grade G-Budget									
1.00	\$25.42	53,016				30,611			83,627
Total Salary and Benefit Decrease									(9,735)
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Technical Support Specialist Grade G-Control Point									
1.00	\$24.39	50,868				30,301			81,169
Technical Support Specialist Library Grade G-Budget									
1.00	\$25.42	53,016				30,611			83,627
Total Salary and Benefit Decrease									(2,458)

Dept Head Signature

Steve Wippert


Finance Director

Date

3/13/19

Disclaimer: This Fiscal Impact does not include Step 2 \$21.95, Step 3 \$22.56, Step 4 \$23.17, or Step 5 \$23.78.

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

Door County Human Resources Form #: 2015-04		Title: Request to Refill Position	
Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	
DEPT. HEAD TO COMPLETE:			
Department <u>Highway and Airport Department</u>		Position Title: <u>Equipment Operator</u>	
Position Status: <input type="checkbox"/> Currently vacant <input checked="" type="checkbox"/> Will be vacant		Date Vacant: <u>April 12, 2019</u>	
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> New position		Hours per week: <u>40</u>	
Reason for Vacancy: <input type="checkbox"/> Termination <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input checked="" type="checkbox"/> Resignation			
Transfer: why is the new position more attractive to employee than current one? _____			
Name of Current / Most Recent Incumbent: <u>Kirk Wilke</u>			
Reviewed, updated, and submitted to Human Resources:			
<input type="checkbox"/> Job Analysis Questionnaire <i>(not to be included in the agenda packet)</i>			
<input checked="" type="checkbox"/> Job Description			
Completed by: <u>John Kolodziej</u>		Date <u>March 8, 2019</u>	
Financial Information:			
Salary Range: <u>Grade G - \$21.34 to \$24.39 per hour</u>		Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source: <input type="checkbox"/> Levy % _____ <input type="checkbox"/> Grant Funded % _____ <input checked="" type="checkbox"/> Other <u>Highway Internal Service Fund</u> % <u>100</u>			
<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached			
HR TO COMPLETE:			
EEO <u>08 - Service / Maintenance</u>		FLSA Status <u>Non-Exempt</u>	
<input checked="" type="checkbox"/> Human Resources has performed a position review?		<u>NP</u> (HR initial) <u>3-8-19</u> Date	
<input checked="" type="checkbox"/> The Job Description has been updated and signed?		<u>NP</u> (HR initial) <u>3-8-19</u> Date	
Approvals:			
County Administrator <u></u>		Date <u>3-8-19</u>	
Administrative Committee Chair _____		Date _____	

County of Door Equipment Operator

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

General Summary

Reports to the Highway Commissioner or his designee and is responsible for operating varied highway construction equipment on an as needed basis. Assignments given may change from day to day and from season to season. Able to operate construction equipment and must be in good physical condition. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Perform general routine maintenance on County, State, and Local roadways.
2. The Equipment Operator position is specific to the following equipment to be operated: Backhoe, Finish Grading Operations, Sign Truck/Sign Shop, Operating Paver, Operating Screed, Operate Crushing Equipment, Operate Bulldozer.
3. Operate grader, front end loader, or truck for winter snow and ice control.
4. Operates a variety of department construction and maintenance equipment including but not limited to skid steers, loaders, rollers, compactors, chain saws, crack filling equipment, shouldering equipment, tractors, mowers, sweepers and sign truck.
5. Operates hot mix asphalt equipment and crushing equipment.
6. Control traffic around highway construction area.
7. Maintain, install, and inventory all signs and sign equipment.
8. Maintains and repairs department equipment, facilities and materials.
9. Perform general mechanic duties to include but not limited to, changing oil, greasing machinery, changing grader blades, welding, and using cutting torch.
10. Complete other manual or clerical duties related to highway operations as may be required.
11. Observes proper safety rules and traffic laws to avoid employee injuries and traffic accidents.

General Job Functions

This position performs a variety of functions related to highway operations and maintenance. The job requires the employee to complete a daily accounting of labor, equipment, and material used on specific projects for billing services to various clients of the Department.

Requirements

Training and Experience

1. High school diploma or Equivalent.
2. Three (3) or more years' of responsible work experience with highway construction equipment; knowledge of machines and tools, including their uses, repair, and maintenance or an equivalent combination of training and experience.

County of Door Equipment Operator

3. One or more years' Public Safety and Security experience and knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, and state operations for the protection of people, property and institutions.
4. Current valid Commercial Wisconsin driver's license required, Class A, B, C; endorsements N and H are desirable.
5. Licensed Miner as required by the Mine Safety and Health Administration (MSHA) attainable within one year of hire.

Knowledge, Skills, and Abilities Required

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

Physical & Working Conditions

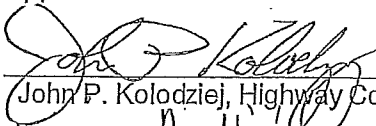
Mostly outside work, subject to all weather conditions. Must be able to lift up to 60 lbs. repeatedly, throughout the workday. Subject to overtime call-in, and working long hours under difficult conditions. Requires regular lifting, bending, twisting and turning. Continuous mental and visual attention to work environment when operating heavy equipment. Continuous exposure to workplace hazards found in construction industry.

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

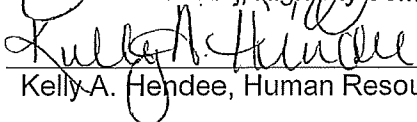
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

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

Approvals:



 John P. Kolodziej, Highway Commissioner



 Kelly A. Hendee, Human Resources Director

7/3/17

 Date

7/3/17

 Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

 FTE/Hours

 Job Class

 Step

 Rate

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

Position Title Highway Equipment Operator-Grade G
 Effective Date _____ 6 Mo _____
 Department Highway Sub Dept _____

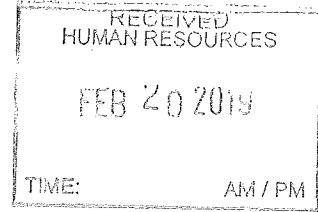
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Highway Equipment Operator Grade G-level 1									
1.00	\$21.34	44,507				31,272			75,779
Highway Equipment Operator-Budget Grade G									
1.00	\$24.52	51,139				32,508			83,647
Total Salary and Benefit Decrease									(7,868)
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Highway Equipment Operator Grade G-Control Point									
1.00	\$24.39	50,868				32,458			83,326
Highway Equipment Operator-Budget Grade G									
1.00	\$24.52	51,139				32,508			83,647
Total Salary and Benefit Decrease									(321)

Dept Head Signature *John Wippenhuth* Finance Director
 Date 3/8/19

Disclaimer: This Fiscal Impact does not include Step 2 \$21.95, Step 3 \$22.56, Step 4 \$23.17, or Step 5 \$23.78.

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

COPY



February 19, 2019

Carol Wautlet
Economic Support Manager
Door County Department of Human Services
421 Nebraska Street
Sturgeon Bay, WI 54235

Dear Carol:

This letter is to inform you that I will be retiring from my position with the County of Door and intend for my last day of work to be Monday, June 3, 2019.

I have enjoyed the opportunity to assist clients in northeast Wisconsin and am particularly grateful for the leadership and support that you have provided over the years. Residents of Door County and the surrounding communities are fortunate to have access to the expertise and commitment of the Door County Economic Support team.

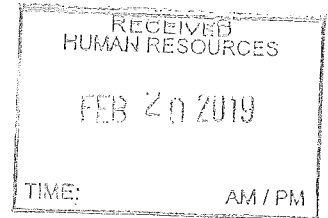
Please let me know what I can do to assist with the transition and/or training of a replacement.

Sincerely,

A handwritten signature in cursive script that reads "Jill M. Whitman".

Jill M. Whitman

c: Human Resources



COPY

February 19, 2019

James L Whitman

Dear Jason Rouer:

I would like to inform you that I am resigning from my position as Technical Services Manager for the Technology Services Department, effective Monday, June 3, 2019.

Thank you for the support and the opportunities that you have provided me during the last two and half years. I have enjoyed my tenure with the county.

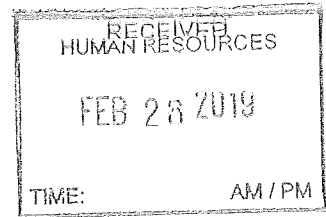
If I can be of any assistance during this transition, please let me know. I would be glad to help however I can.

Sincerely,

A handwritten signature in cursive script, appearing to read "James L Whitman".

James L Whitman

Cc: Human Resources



Cheryl Wilson

2/25/2019

Tina Kakuske
Director
Door County Library
107 S. 4th Ave.
Sturgeon Bay, WI 54235

RE: Intent to Retire

Dear Tina,

I would like to inform you that after 30 years of service I am retiring from my position of Library Technical Services Specialist with the Door County Library, effective May 29, 2019.

It has been a pleasure to serve under you. I have enjoyed working for the Door County Library over the years and appreciate the support and friendships I have acquired.

I look forward to the freedom and enjoyment of retirement and you will see me regularly at the Library.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Wilson".

Cheryl Wilson

March 8, 2019

COPY

Kirk Wilke

Dear Mr. Kolodziej:

I would like to inform you that I am resigning from my position as Equipment Operator for the Door County Highway Department, effective Friday, April 12, 2019.

I have enjoyed working for the Highway Department but have a new opportunity that is beneficial to me and my family.

Sincerely,



Kirk Wilke

Cc: Human Resources



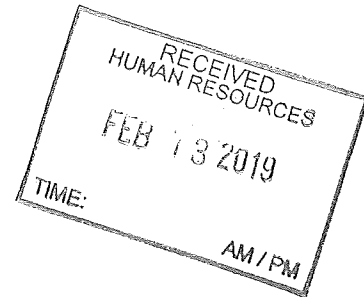
**Door County
Emergency Services**

916 N 14th Ave.
Sturgeon Bay, WI 54235

Memorandum
Aaron LeClair, Director

02/13/2019

Mrs. Kelly Hendee
421 Nebraska St
Sturgeon Bay, WI 54235



RE: Completion of Introductory Period
Employee Name: Tina Jennerjohn
Position: Billing Specialist
Start Date: 08/20/2018

On February 20 2019, Tina Jennerjohn will have successfully completed her introductory period as a billing specialist. She has completed all introductory and orientation training. Tina has adapted very well to her position and continues to learn all aspects of the job.

Tina works very hard to learn the complexities that come with the applicable state and federal rules that apply to our department. She has been a wonderful fit within the department.

I recommend that Tina Jennerjohn be moved to regular employment status effective February 20 2019.

Sincerely,

Aaron LeClair
Director


DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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



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

March 5, 2019

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

RE: Completion on Introductory Period
 Employee Name: Melissa Xiong
 Position: Behavioral Health Therapist/dual
 Start Date: Sept. 10, 2018

As of March 9, 2019, Melissa Xiong will have successfully completed her introductory period as a Behavioral Health Therapist/dual in the Human Services Department. Melissa has completed all orientation and introductory training required of her position. She is meeting all expectations of the Behavioral Health therapist role and is performing assigned duties and responsibilities at a satisfactory level.

Melissa has taken on the crisis role on our team and is serving on the regular on-call schedule. Along with carrying a caseload of individual clients, Melissa is serving at our Youth Connection Center, leading an AODA group there as well as planning to lead a relapse prevention group through our Behavioral Health Services at the end of March. Melissa is eager to serve the clients of Door County. She is a willing team member and has earned the respect of others on the team. I recommend that Melissa be moved to regular employment status.

Best,

Donna Altepeter, LCSW
 Behavioral Health Manager
 Door County Human Services



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
 March 2019 Report

Date	Transaction *	Department	Name		Position
02/18/2019	Hired	ADRC	Jeffrey	Holland	LTE Prep Cook
02/18/2019	Hired	Veteran Services	Jaime	Jorns	LTE Clerical
03/09/2019	Resignation	Health & Human Services	Andrew	Kessler, Dr.	Psychiatrist
03/11/2019	Hired	Health & Human Services	Katherine	Moore	Case Manager-Long Term Support
04/12/2019	Resignation	Highway Dept.	Kirk	Wilke	Equipment Operator
05/29/2019	Retirement	Library	Cheryl	Wilson	Technical Support Specialist
06/03/2019	Retirement	Health & Human Services	Jill	Whitman	Economic Support Specialist
06/03/2019	Resignation	Technology Services	James	Whitman	Asst TS Manager/Network Coord.

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: Mar. 2019**

Acct No.	Vendor	Description	Prepaid	Amount
53106	Staples	Office Supplies	Y	\$ 51.22
52121	Diversified Benefit Services	Admin. Services-February	Y	\$ 538.00
53102	Fedex Express	Postage	Y	\$ 33.13
55107	Wisconsin Document Imaging	February Copies	Y	\$ 342.23
59119	Credit Card	Degree Verification	Y	\$ 15.45
52403	Peninsula Pulse	Advertising	Y	\$ 11.24
				\$ 991.27

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

Date: _____

David Lienau, Chairman
Administrative Committee

CHILD SUPPORT OFFICE VOUCHERS
MARCH 2019 Administrative Services Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52302	LA CROSSE CTY SHERIFF	SERVICE CONTRACT	\$70.00	
52302	VANDER PERREN & ASSOC	SERVICE CONTRACT	\$45.00	
	PRE-PAID			
54102	ELAN	MILEAGE, MEALS & LODGING		\$82.00
52402	WCSEA	MEMBERSHIP DUES		\$180.00
TOTAL:			\$377.00	

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

Date: _____

Chairman
Administrative Services 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.	2019-00000033	Court Appointed Attorney Fees	Paid by Check # 663973		02/01/2019	02/01/2019	02/01/2019		02/07/2019	714.00	
6957 - REETZ LAW OFFICE	2019-00000067	Court Appointed Attorney Fees	Edit		02/26/2019	03/01/2019	03/01/2019			428.32	
									Account 52101 - Professional Services Totals	Invoice Transactions 2	<u>1,142.32</u>
Account 52130 - PS-Guardian Ad Litem											
3629 - ERICKSON PRIBYL S.C.	2019-00000033	Court Appointed Attorney Fees	Paid by Check # 663973		02/01/2019	02/01/2019	02/01/2019		02/07/2019	651.00	
15303 - NINA MARTEL SC	2019-00000034	Court Appointed GAL Fees	Paid by Check # 663974		02/01/2019	02/01/2019	02/01/2019		02/07/2019	331.37	
14349 - ATTY DEBRA R MANCOSKE	2019-00000064	Court Appointed GAL Fees	Edit		02/26/2019	03/01/2019	03/01/2019			742.00	
9682 - PINKERT LAW FIRM LLP	2019-00000065	Court Appointed GAL Fees	Edit		02/26/2019	03/01/2019	03/01/2019			693.00	
									Account 52130 - PS-Guardian Ad Litem Totals	Invoice Transactions 4	<u>2,417.37</u>
Account 52155 - PS-Psychiatric Evals											
22142 - WILLIAM A SCHMITT, PHD, LLC	2019-00000062	Psychology Exam	Paid by Check # 664192		02/14/2019	02/15/2019	02/15/2019		02/20/2019	1,300.00	
									Account 52155 - PS-Psychiatric Evals Totals	Invoice Transactions 1	<u>1,300.00</u>
Account 52406 - Reporter & Transcriber Fe											
1749 - STEPHANIE K SCHREIBER	2019-00000035	Court Reporter - Transcript	Paid by Check # 663975		02/01/2019	02/01/2019	02/01/2019		02/07/2019	95.50	
									Account 52406 - Reporter & Transcriber Fe Totals	Invoice Transactions 1	<u>95.50</u>
Account 52425 - Interpreter Services											
15825 - SUSAN G RASCON	2019-00000060	Interpreter Fees	Paid by Check # 664191		02/14/2019	02/15/2019	02/15/2019		02/20/2019	42.00	
21104 - JV TRANSLATOR, LLC	2019-00000063	Interpreter Fees	Edit		02/26/2019	03/01/2019	03/01/2019			105.00	
15825 - SUSAN G RASCON	2019-00000066	Interpreter Fees	Edit		02/26/2019	03/01/2019	03/01/2019			89.00	
									Account 52425 - Interpreter Services Totals	Invoice Transactions 3	<u>236.00</u>
Account 53106 - Office Supplies											
15069 - STAPLES ADVANTAGE	2019-00000061	Bond Forms / Office Supplies	Paid by Check # 664190		02/14/2019	02/15/2019	02/15/2019		02/20/2019	256.08	
									Account 53106 - Office Supplies Totals	Invoice Transactions 1	<u>256.08</u>

Clerk of Court A/P February 2019

Invoice Date Range 02/01/19 - 02/28/19

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 54102 - Training Mile,Meals,Lodge										
2930 - CONNIE DEFERE	2019-00000059	D8 Clerk of Court Mtg - mileage	Paid by Check # 664189		02/14/2019	02/15/2019	02/15/2019		02/20/2019	49.30
							Account 54102 - Training Mile,Meals,Lodge Totals	Invoice Transactions	1	<u>\$49.30</u>
							Sub-Department 1340 - Clerk of Courts Totals	Invoice Transactions	13	<u>\$5,496.57</u>
							Department 25 - Court Systems Totals	Invoice Transactions	13	<u>\$5,496.57</u>
							Fund 100 - General Fund Totals	Invoice Transactions	13	<u>\$5,496.57</u>
							Grand Totals	Invoice Transactions	13	<u>\$5,496.57</u>

* = Prior Fiscal Year Activity

CORPORATION COUNSEL OFFICE
March 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		
	Boerner Consulting LLC	Professional Services	\$275.00
100-14-1107-52105	LITIGATION		
	Door County Sheriff's Department	Civil Service Fee 2018-087 Guardianship proceeding	\$65.00
100-14-1107-54406	TELEPHONE		
100-14-1107-52301	REPAIR/MAINTENANCE		
100-14-1107-52402	MEMBERSHIP		
	WACCC	Membership Renewal - Corporation Counsel & Assistant Corporation Counsel	\$70.00
100-14-1107-53102	POSTAGE		
100-14-1107-53106	OFFICE SUPPLIES		
	Staples	Office Supplies	\$51.17
100-14-1107-53131	LEGAL RESEARCH		
	Thompson Reuters	Government Select on Westlaw - Wpack (for February 2019 services)	\$304.32
	State Bar of Wisconsin	Wis Elder and Disability Code Update 2019	\$72.35
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 #2-2019 January	\$570.00
100-14-1350-53109	LAW LIBRARY		
	Thompson Reuters	Government Select on Westlaw - Wpack (for February 2019 services)	\$1,217.28
100-14-1107-55107	LEASED PRINTING		
	Wisconsin Document Imaging	Monthly Usage	\$81.69
		TOTAL:	\$2,706.81

DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS MARCH MEETING VOUCHERS

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	March 2019 Interagency Fee - Brown County Medical Examiner	\$8,902.25	X
100.39.1351.52401	Washington Island Ferry Line	02/19/19 Medical Examiner, (2 vehicles/ 4 adults)	\$53.00	X
County Administrator Vouchers:				
100.49.1115.52402	Wisconsin Counties Assoc.	2019 WCEA Membership & NACA Dues	\$100.00	X
TOTAL:			\$9,055.25	

Accounts Payable Invoice Report

G/L Date Range 02/01/19 - 02/28/19
 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 2019-00000088		Batch Date 02/08/2019			Entered by User Barb Pavlik				
Vendor 16973 - DOMINION VOTING SYSTEMS, INC									
Sub-Department 10 County Clerk									
DVS127610	CTY CLERK-VOTING MACHINE ANNUAL LIC/MAINT	Paid by Check #664088		02/08/2019	02/08/2019	02/08/2019		02/19/2019	13,886.00
Sub-Department 10 County Clerk Totals						Invoices	1		0
Vendor 16973 - DOMINION VOTING SYSTEMS, INC Totals						Invoices	1		\$13,886.00
Vendor 21522 - JP GRAPHICS									
Sub-Department 10 County Clerk									
1052406011	CTY CLERK - FEB 19 2019 BALLOTS	Paid by Check #664089		02/08/2019	02/08/2019	02/08/2019		02/19/2019	974.20
Sub-Department 10 County Clerk Totals						Invoices	1		0
Vendor 21522 - JP GRAPHICS Totals						Invoices	1		\$974.20
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 10 County Clerk									
3402216738	CTY CLERK- OFFICE SUPPLIES	Paid by Check #664090		02/08/2019	02/08/2019	02/08/2019		02/19/2019	186.79
Sub-Department 10 County Clerk Totals						Invoices	1		0
Vendor 15069 - STAPLES ADVANTAGE Totals						Invoices	1		\$186.79
Batch Number 2019-00000088 Totals						Invoices	3		\$15,046.99
Department 10 - County Clerk Totals						Invoices	3		\$15,046.99
10 County Clerk									
Grand Totals						Invoices	3		\$15,046.99

2018 Bills

Door County

2/22/19

J. Moeller

K. Lead
2/22/19

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 2019-00000109		Batch Date 02/21/2019			Entered by User Jennifer Moeller				
Vendor 22013 - KELLY A MARTYKA									
Sub-Department 25 Court Systems									
200309	03GN9P GAL Annual Rvw	Edit		12/31/2018	12/31/2018	12/31/2018			250.00
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 22013 - KELLY A MARTYKA Totals							Invoices	1	<u>\$250.00</u>
Vendor 9682 - PINKERT LAW FIRM LLP									
Sub-Department 25 Court Systems									
9290029	12GN26 Guardian ad Litem	Edit		12/31/2018	12/31/2018	12/31/2018			161.00
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 9682 - PINKERT LAW FIRM LLP Totals							Invoices	1	<u>\$161.00</u>
Vendor 9492 - THE LAW OFFICE OF JAMES R.E. SMITH, S.C.									
Sub-Department 25 Court Systems									
1011	Guardian ad Litem fees	Edit		12/31/2018	12/31/2018	12/31/2018			665.00
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 9492 - THE LAW OFFICE OF JAMES R.E. SMITH, S.C. Totals							Invoices	1	<u>\$665.00</u>
Batch Number 2019-00000109 Totals							Invoices	3	<u>\$1,076.00</u>
Department 25 - Court Systems Totals							Invoices	3	<u>\$1,076.00</u>
25 Court Systems									
Grand Totals						Invoices	3	<u><u>\$1,076.00</u></u>	

Door County
J. Moeller
 3/12/19

N. Good
 3/12/19

Accounts Payable Invoice Report

G/L Date Range 03/15/19 - 03/15/19
 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 2019-00000145		Batch Date 03/12/2019			Entered by User Jennifer Moeller				
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY									
Sub-Department 25 Court Systems									
8588	07GN13P GAL annual review	Edit		03/12/2019	03/15/2019	03/15/2019			250.00
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY Totals							Invoices	1	\$250.00
Vendor 3629 - ERICKSON PRIBYL S.C.									
Sub-Department 25 Court Systems									
10774	GAL Annual reviews	Edit		03/12/2019	03/15/2019	03/15/2019			500.00
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 3629 - ERICKSON PRIBYL S.C. Totals							Invoices	1	\$500.00
Vendor 6197 - HOLLY M JEWELL									
Sub-Department 25 Court Systems									
1223	18CF23 DA transcript	Edit		03/12/2019	03/15/2019	03/15/2019			21.00
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 6197 - HOLLY M JEWELL Totals							Invoices	1	\$21.00
Vendor 2288 - KEYSTONE PSYCHOLOGY LLC									
Sub-Department 25 Court Systems									
2800	19GN3 independent evaluation	Edit		03/12/2019	03/15/2019	03/15/2019			650.00
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 2288 - KEYSTONE PSYCHOLOGY LLC Totals							Invoices	1	\$650.00
Vendor 2674 - LISA A HARTEL									
Sub-Department 25 Court Systems									
18158	18CF158 DA transcript	Edit		03/12/2019	03/15/2019	03/15/2019			14.50
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 2674 - LISA A HARTEL Totals							Invoices	1	\$14.50
Vendor 20086 - MARSHALL J BALES									
Sub-Department 25 Court Systems									
3800	19GN5 independent evaluation	Edit		03/12/2019	03/15/2019	03/15/2019			780.00
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 20086 - MARSHALL J BALES Totals							Invoices	1	\$780.00
Vendor 8710 - MARTINSON LAW OFFICES									
Sub-Department 25 Court Systems									
10GN15P	Guardian ad Litem fees	Edit		03/12/2019	03/15/2019	03/15/2019			638.90
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 8710 - MARTINSON LAW OFFICES Totals							Invoices	1	\$638.90

Door County

Accounts Payable Invoice Report

G/L Date Range 03/15/19 - 03/15/19

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									
Sub-Department 25 Court Systems									
20187	legal fees	Edit		03/12/2019	03/15/2019	03/15/2019			560.85
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 15303 - NINA MARTEL SC Totals			Invoices	1		<u>\$560.85</u>
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 25 Court Systems									
3406151184	office chair	Edit		03/12/2019	03/15/2019	03/15/2019			407.10
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices	1		<u>\$407.10</u>
			Batch Number 2019-00000145 Totals			Invoices	9		<u>\$3,822.35</u>
			Department 25 - Court Systems Totals			Invoices	9		<u>\$3,822.35</u>
25 Court Systems									
					Grand Totals	Invoices	9		<u><u>\$3,822.35</u></u>

Door County

J. J. [Signature]
2/27/19

N. Todd [Signature] 2/28/19

Accounts Payable Invoice Report

G/L Date Range 03/01/19 - 03/01/19

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 2019-00000114									
Vendor 14349 - ATTY DEBRA R MANCOSKE Sub-Department 25 Court Systems									
2019-00000064	Court Appointed GAL Fees	Edit		02/26/2019	03/01/2019	03/01/2019			742.00
									0
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 14349 - ATTY DEBRA R MANCOSKE Totals							Invoices	1	\$742.00
Vendor 21104 - JV TRANSLATOR, LLC Sub-Department 25 Court Systems									
2019-00000063	Interpreter Fees	Edit		02/26/2019	03/01/2019	03/01/2019			105.00
									0
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 21104 - JV TRANSLATOR, LLC Totals							Invoices	1	\$105.00
Vendor 9682 - PINKERT LAW FIRM LLP Sub-Department 25 Court Systems									
2019-00000065	Court Appointed GAL Fees	Edit		02/26/2019	03/01/2019	03/01/2019			693.00
									0
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 9682 - PINKERT LAW FIRM LLP Totals							Invoices	1	\$693.00
Vendor 6957 - REETZ LAW OFFICE Sub-Department 25 Court Systems									
2019-00000067	Court Appointed Attorney Fees	Edit		02/26/2019	03/01/2019	03/01/2019			428.32
									0
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 6957 - REETZ LAW OFFICE Totals							Invoices	1	\$428.32
Vendor 15825 - SUSAN G RASCON Sub-Department 25 Court Systems									
2019-00000066	Interpreter Fees	Edit		02/26/2019	03/01/2019	03/01/2019			89.00
									0
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 15825 - SUSAN G RASCON Totals							Invoices	1	\$89.00
Batch Number 2019-00000114 Totals							Invoices	5	\$2,057.32
Batch Number 2019-00000118 Vendor 6197 - HOLLY M JEWELL Sub-Department 25 Court Systems									
195	transcripts	Edit		02/27/2019	03/01/2019	03/01/2019			190.00
									0
Sub-Department 25 Court Systems Totals							Invoices	1	0
Vendor 6197 - HOLLY M JEWELL Totals							Invoices	1	\$190.00
Vendor 2288 - KEYSTONE PSYCHOLOGY LLC									

Door County

Accounts Payable Invoice Report

G/L Date Range 03/01/19 - 03/01/19

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	
Sub-Department 25 Court Systems										
2770	independent evaluation and testimony	Edit		02/27/2019	03/01/2019	03/01/2019			700.00	
	Sub-Department 25 Court Systems Totals							Invoices	1	0
	Vendor 2288 - KEYSTONE PSYCHOLOGY LLC Totals							Invoices	1	\$700.00
Vendor 2674 - LISA A HARTEL										
Sub-Department 25 Court Systems										
182019	transcripts	Edit		02/27/2019	03/01/2019	03/01/2019			90.50	
	Sub-Department 25 Court Systems Totals							Invoices	1	0
	Vendor 2674 - LISA A HARTEL Totals							Invoices	1	\$90.50
Vendor 15303 - NINA MARTEL SC										
Sub-Department 25 Court Systems										
191	legal fees	Edit		02/27/2019	03/01/2019	03/01/2019			362.84	
	Sub-Department 25 Court Systems Totals							Invoices	1	0
	Vendor 15303 - NINA MARTEL SC Totals							Invoices	1	\$362.84
Vendor 29920 - STATE BAR OF WISCONSIN										
Sub-Department 25 Court Systems										
5056206	WI Children and Juv Code 2019 (3)	Edit		02/27/2019	03/01/2019	03/01/2019			217.04	
	Sub-Department 25 Court Systems Totals							Invoices	1	0
	Vendor 29920 - STATE BAR OF WISCONSIN Totals							Invoices	1	\$217.04
Vendor 1749 - STEPHANIE K SCHREIBER										
Sub-Department 25 Court Systems										
1868418756	DA transcript 18TR684, 18TR756	Edit		02/27/2019	03/01/2019	03/01/2019			118.00	
	Sub-Department 25 Court Systems Totals							Invoices	1	0
	Vendor 1749 - STEPHANIE K SCHREIBER Totals							Invoices	1	\$118.00
Vendor 36721 - WEST GROUP PAYMENT CENTER										
Sub-Department 25 Court Systems										
839793726	January 2019 library plan	Edit		02/27/2019	03/01/2019	03/01/2019			528.73	
	Sub-Department 25 Court Systems Totals							Invoices	1	0
	Vendor 36721 - WEST GROUP PAYMENT CENTER Totals							Invoices	1	\$528.73
Vendor 5999 - WISCONSIN DOCUMENT IMAGING										
Sub-Department 25 Court Systems										
57807	Jan and Feb 2019 copier lease	Edit		02/27/2019	03/01/2019	03/01/2019			360.45	
	Sub-Department 25 Court Systems Totals							Invoices	1	0
	Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals							Invoices	1	\$360.45

Door County

Accounts Payable Invoice Report

G/L Date Range 03/01/19 - 03/01/19

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
			Batch Number	2019-00000118	Totals	Invoices	8	<i>Circuit court</i>	\$2,567.56
			Department	25 - Court Systems	Totals	Invoices	13		\$4,624.88
25 Court Systems					Grand Totals	Invoices	13		\$4,624.88

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

Acct No.	Vendor	Description	Amount
52408	Patrick Zelzer & Assoc.	Process Service Fees	\$575.00
53106	Staples Advantage	Office Supplies	\$173.05
52408	Oconto Co. Sheriff	Process Service Fees	\$47.40
53109	West Group	Publication	\$18.02
TOTAL:			\$813.47

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

February 28th, 2019 Administrative Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
53106	Staples Advantage	Office Supplies	\$127.48	x
55107	Wisconsin Document Imaging	Copy Machine Monthly Bill	\$179.48	x
TOTAL:			\$306.96	

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

Date: _____

David Lienau, Chairman
Administrative Committee