

Notice of Public Meeting
Tuesday, July 16, 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 June 18, 2019 Regular Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
 - ◆ **Administrator**
 - ◆ FYI – Request for Statement of Qualifications – Emergency Medical Services Program
 - ◆ Policy for Posting Existing Vacant Positions
 - ◆ **County Board**
 - ◆ Compensation for County Board Members (§59.10. Wis. Stats.)
 - ◆ **Corporation Counsel**
 - ◆ HIPAA Business Associate Agreement Policy / Procedure
 - ◆ HIPAA Portable Handheld Device Policy
 - ◆ 2019 Semi-Annual Report - §767.405, Wis. Stats. Family Court (Mediation) Services
 - ◆ **Human Resources**
 - ◆ Request to Refill: Equipment Operator and Subsequent Vacancies– Highway & Airport
 - ◆ Request to Refill: Administrative Supervisor - DA
 - ◆ Request to Refill: Case Manager – Comprehensive Community Services – H&HS
 - ◆ Request to Refill: Veteran Service Officer and Subsequent Vacancies – Veteran Office
 - ◆ Emergency Management & Communications: Telecommunications Wages & Schedule Proposal
 - ◆ Highway Department – Hours of Operation Staffing
 - ◆ FYI: Resignation of: Cody Hoffmann – Equipment Operator – Highway & Airport
 - ◆ FYI: Resignation of: Melanie Hoffmann-Hass – Administrative Supervisor – DA
 - ◆ FYI: Resignation of: Margaret Buhk – Comprehensive Community Services – H&HS
 - ◆ FYI: Retirement of: Scott McFarlane – Veterans Service Officer – Veterans Service Office
 - ◆ 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 – August 20, 2019 – 9:00 a.m.
12. **Meeting Per Diem Code**
13. **Adjourn**

Deviation from order shown may occur

<p>Notice of Public Meeting Tuesday, June 18, 2019 9:00 a.m.</p>	<p>ADMINISTRATIVE COMMITTEE</p>	<p><i>Door County Government Center Chambers Room, 1st floor 421 Nebraska Street, Sturgeon Bay, WI</i></p>
<p><i>Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, and Veteran's Service Office</i></p>		

Call Meeting to Order

The Tuesday, June 18, 2019 Administrative Committee Meeting was called to order at 9:00 a.m. by Chairman David Lienau at the Door County Government Center.

Establish a Quorum ~ Roll Call

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

Others present: Supervisor David Enigl, Administrator Ken Pabich, CC Grant Thomas, HR Director Kelly Hendee, Health & Human Services Director Joe Krebsbach, Finance Director Steve Wipperfurth, Child Support Director Rod Dequaine, Clerk of Court Connie DeFere, TS Director Jason Rouer, County Clerk Jill Lau, 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 Fisher to approve the agenda. Motion carried by unanimous voice vote.

Approve Minutes of May 21, 2019 Regular Administrative Committee Meeting

Motion by Fisher, seconded by Robillard to approve the minutes of the May 21, 2019 regular Administrative Committee meeting. Motion carried by unanimous voice vote.

Correspondence

- Supervisor Fisher noted he received an unsigned letter, and it is believed all County Board Supervisors received the letter, re: Carrie Gossen
- Recall Petitions were filed with the County Clerk this morning for District 2 and District 3

Public Comment

None.

Old Business

No old business was presented.

New Business (Review / Action)

Administrator

FYI: Out-of-State Training: Anna Deutsch, UW-Extension, - Fruit Team Professional Development, June 4-6, Chanhassen, MN

Reviewed.

FYI: Out-of-State Training: Tammy Sternal, Sheriff, - CEO Seminar Missing & Exploited Children, July 9-11, Alexandria, VA

Reviewed.

Corporation Counsel

"Navis, et al v. BOA & Lauritzen" (Door County Case # 2018-CV-102) - Decision & Order

CC Thomas reviewed the information included in the meeting packet. The Circuit Court agreed, in substantial part, with the Board of Adjustment. The BOA met last week and addressed the issues remanded by the Court and issued an amended Conditional Use Permit.

"Creek Properties Condominium Owner's Association, Inc. et al v. BOA" (Door County Case # 2018-CV-181) - Decision

CC Thomas reviewed information included in the meeting packet. The Circuit Court affirmed the Zoning Administrators position in this case.

Resolution – Duly Certified Proceedings in Electronic Format and Posted on County’s Website in Lieu of Publication in Pamphlet Form

The draft resolution was included in the meeting packet and was reviewed by CC Thomas. The resolution makes a change in the publication of the Proceedings of the County Board from paper to electronic.

Motion by Fisher, seconded by Kohout to adopt the resolution and pass on to County Board for final approval. Motion carried by unanimous voice vote.

Human Resources

Request to Refill: Child Support Specialist – FT

Motion by Austad, seconded by Robillard to approve the request to refill the Child Support Specialist full-time position. Motion carried by unanimous voice vote.

Request to Refill: Case Manager – Long Term Support and increase hours from 24 to 40 & subsequent vacancies

HR Director Hendee explained this is a position currently at 24 hours. The request is to move the position to 40 hours and fill all subsequent vacancies. This position was analyzed last year and has been reviewed by HHSD Krebsbach.

Motion by Gunnlaugsson, seconded by Kohout to approve the request to refill the Case Manager – Long Term Support position, increase the hours from 24 to 40, and refill all subsequent vacancies. Motion carried by voice vote with Supervisor Neinas voting no.

Request to Refill: Human Resources Assistant – FT

It was questioned how the advertising of this position could be posted prior to committee approval. Administrator Pabich explained he and Chairman Lienau authorized the position to be advertised. Because of the co-locating of offices it was questioned if this position could be absorbed in another position within the Suite. Administrator Pabich explained this was looked at but with the current workload it will not work at this time.

Motion by Kohout, seconded by Fisher to approve the request to refill the Human Resources Assistant position and all subsequent vacancies. Motion carried by unanimous voice vote.

Request to Reclassify & Refill: Facilities Supervisor (from Custodial FT position) & subsequent vacancies

HR Director Hendee explained a Custodian position will be eliminated and replaced with a Supervisor position.

Motion by Fisher, seconded by Kohout to approve the request to reclassify and refill the Facilities Supervisor and all subsequent vacancies. Motion carried by unanimous voice vote.

Exit Interview – Summary Report

HR Director Hendee reviewed the exit interviews she has received. HR Director Hendee read aloud specific comments from one exit interview that was requested to be brought forward to the Administrative Committee. Supervisor David Enigl asked the Committee if the comments read could be addressed by the TS Committee? Policy calls for the oversight of the Exit Interviews to be by the Administrative Committee.

FYI: Resignation of: Cathy Ring - Retirement

FYI: Resignation of: Gloria Schneider - Retirement

Reviewed.

Personnel Transactions

Reviewed.

County Board

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

Administrator Pabich reviewed the memo included in the meeting packet. Also included in the meeting packet was a survey of Wisconsin Counties per diems/salaries. Administrator Pabich suggested the full County Board review this and send it back to the Administrative Committee to review, propose, and finalize. Timing for budgeting purposes is a concern.

Motion by Gunnlaugsson, seconded by Kohout to forward the information on to the full County Board for their review, discussion, and feedback. Discussion followed. Motion carried by unanimous voice vote.

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

Nothing as of this meeting.

Vouchers, Claims and Bills

Reviewed.

Next Meeting Date(s)

Regular Administrative Committee Meeting – July 16, 2019 – 9:00 a.m.

Meeting Per Diem Code

618.

Adjourn

Motion by Fisher, seconded by Gunnlaugsson to adjourn. Time: 9:51 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

Holtz, Lori

From: Matteson, Ed <Ed.Matteson@amr.net>
Sent: Thursday, June 27, 2019 11:47 AM
To: Holtz, Lori
Cc: Matteson, Ed
Subject: Response to Door County Statement of Qualifications - Emergency Medical Services Program
Attachments: 2019-06-19_AMR-Letter-to-Door-County-WI_Draft-v03[1].pdf

This message was sent securely using Zix®

To Whom It May Concern:

On behalf of American Medical Response, I am submitting our response to your RFQ, as an attachment to this email. We are excited to continue exploring the Door County EMS System and share our ideas.

After the 1st of July, I will contact you to discuss our next steps together. In the meantime, please feel free to call or email me at any point with questions or to discuss ideas. If it is not too much trouble, would you please let me know you received this email and its attachment.

Sincerely,

Ed Matteson
Regional Director

1900 Garnet Ct | New Lenox, IL 60451
C: 708.308.4133

www.amr.net



A Global Medical Response Solution.

This message was secured by Zix®.

19 June 2019

ATTN: Door County Administrator
Government Center
421 Nebraska Street | Sturgeon Bay, WI 54235
Submitted via email to: lholtz@co.door.wi.us

RE: RESPONSE TO DOOR COUNTY REQUEST FOR STATEMENT OF QUALIFICATIONS

Dear Mr. Pabich:

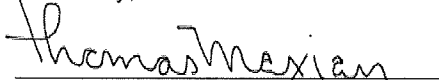
On behalf of American Medical Response (AMR), thank you for the opportunity to respond to your recent Request for Statement of Qualifications for the Door County, Wisconsin Emergency Medical Services (EMS) Program. AMR is well-equipped to partner with Door County to explore a variety of scenarios and options for system management. We operate in more than 40 states, providing hundreds of municipalities with compliant and innovative EMS solutions. Our team of more than 28,000 employees operate a fleet of 7,000 vehicles and aircraft to safely transport millions of patients each year.

We are excited about this opportunity to work with Door County on its Emergency Medical Services Program and would like to present you with several potential models to maintain and enhance the high-quality services your residents and visitors have come to expect. Recognizing Door County's history of system investment and innovation, our concepts **do not** include us replacing the county's service with our own program. Rather, we have a number of advanced scenarios in which the county can maintain this progress to create a sustainable public-private EMS partnership with AMR. Simply put, we would preserve the level of investment the county has already made, sustain the quality of the service and care, and leverage our vast experience and national best practices to enhance the system.

Keeping this idea of partnership in mind – and assuming there is interest from the county, its fire departments, and other stakeholders – we propose the county and AMR enter into a 60-day period of due diligence where we collaborate, present ideas, and exchange information. During this period, we would gather more specific program data, discuss ideas with interested stakeholders, and tailor our draft model to the exact needs of this community. From there, we would develop and present our custom-designed Door County EMS Program Proposal, complete with financial options and a detailed description of our similar experience and county-specific approach.

If this arrangement is acceptable to Door County, please let us know and we will arrange a meeting to discuss next steps, including drafting a formal Letter of Intent for the county's review. If you have any questions or thoughts, please feel free to contact Ed Matteson, Regional Director – at 708.308.4133 – or myself at any time. Thank you for your consideration.

Sincerely,



THOMAS MAXIAN

President, Northeast Region

AMERICAN MEDICAL RESPONSE

716.364.9519 | thomas.maxian@amr.net

Holtz, Lori

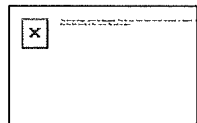
From: Natalie Leonard <nleonard@curtisambulance.com>
Sent: Monday, July 1, 2019 11:56 AM
To: Holtz, Lori
Cc: Jim Baker; Dan Robakowski; Natalie Leonard
Subject: Door County Bid
Attachments: Door County letter.pdf; Updated Business Qualifications#3.pdf

Good Morning,

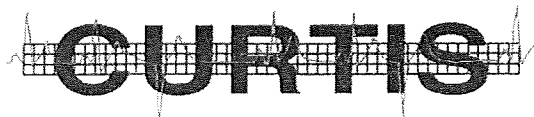
Attached is our response to the RFQ.

Thank you,

Natalie Leonard
Billing Supervisor
Curtis-Universal Ambulance, Inc.
Direct: 414-977-4845
Fax: 414-276-3291



The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.



AMBULANCE SERVICE

POST OFFICE BOX 2007
 MILWAUKEE, WISCONSIN 53201-2007
 CORPORATE (414) 276-7711
 OPERATIONS (414) 933-7600
 BILLING (414) 276-9890
 FAX (414) 276-FAX-1

Curtis Universal Ambulance, Inc.
 2266 N Prospect Ave, Suite 440
 Milwaukee, WI 53202

Concerning: Request for State of Qualification (RFQ)
 To Whom It May Concern:
 lholtz@co.door.wi.us

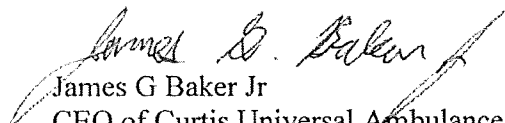
Curtis Universal Ambulance Inc. is responding to the RFQ for Door County WI. We are very familiar with Door county EMS. Door County presents unique challenges in providing quality EMS to both the citizens and guests of Door County. The two largest challenges in providing EMS in Door County are its unique geography and the large seasonal population changes.

It is for these reasons as well as frozen State of Wisconsin Title 19 funding that we believe that EMS is best provided by the county itself. A public utilities model might be a possibility.

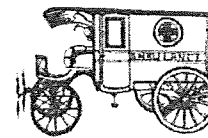
This does not mean that efficiencies and lowered costs couldn't be achieved by a partnership with a private ambulance provider. We have included our history and qualifications for your perusal if you would be interested in meeting with us to explore the advantages of a public/private partnership, we would be happy to do so.

Possibilities would include your pricing and billing systems, resource allocation and staffing patterns, as well as additional operational efficiencies.

Sincerely,


 James G Baker Jr
 CEO of Curtis Universal Ambulance, Inc.
 Medix Ambulance

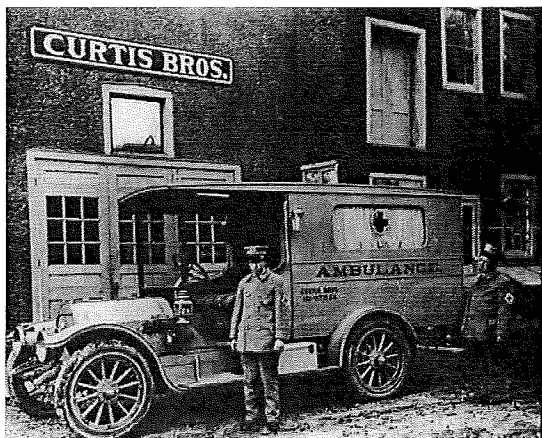
SPECIALISTS IN LONG DISTANCE AND HIGH RISK TRANSFERS
 THE PIONEERS OF MEDICAL TRANSPORTATION IN WISCONSIN



SINCE 1858

Curtis-Universal Ambulance, Inc. History

Curtis-Universal Ambulance, Inc. is the oldest private ambulance service in the United States and has been in the ambulance industry since 1858. The ambulance service at that time was operated by the Curtis family utilizing horse drawn ambulances and served Wisconsin's oldest hospital, St. Johns Infirmary, now St. Mary's hospital.



The service remained with the Curtis family through three generations until 1950, at which time the Baker family purchased it. The Bakers have now owned and operated the service for the past 67 years and currently has the second and third generation of the family working at the company.

The company has continued to grow and has maintained its position as a leader in the private ambulance industry. The list of "Firsts" by Curtis is long and impressive. A partial list would include:

- The first ambulance in the State of Wisconsin.
- The first Advanced Life Support ambulance in the State of Wisconsin.
- The first helicopter ambulance in the Midwest.
- The first neonatal M.I.C.U. in Wisconsin.
- The first private ambulance service in the State of Wisconsin to utilize computers.
- The first private ambulance service in the State of Wisconsin to have all personnel registered and licensed Emergency Medical Technicians.
- The first private ambulance to utilize System Status Management in the State of Wisconsin.
- The first private ambulance service in the United States to be awarded a bid to provide paramedic services on an active military base.
- The first private ambulance service to provide a staffed 24-hour Registered Nurse A.C.L.S. transport ambulance for inter-hospital transfers in Wisconsin.
- The first private ambulance service in Wisconsin to have a Management Training Program.
- The first ambulance service in Wisconsin to have operations in other states.
- The first private ambulance service to adopt a mandatory Drug Testing Program.
- Revolutionized private ambulance service transport in Milwaukee in 1993 with the Advanced Concept Units. These special ambulances were working technology demonstrators and reflect what the ambulance of the future will be. Things we take for granted today were first seen in these units.

Curtis-Universal Ambulance, Inc. is currently one of the largest private ambulance services in Wisconsin. Curtis-Universal Ambulance, Inc. currently has operations in Milwaukee, and Madison, and through our affiliate Medix Ambulance: Racine, Kenosha and Walworth Counties.

MILWAUKEE

Curtis-Universal Ambulance, Inc. presently participates in the City of Milwaukee Emergency Medical Response System, and have done so since 1978. Our response times have consistently averaged less than 5 minutes. The current volume for the E.M.S. system is approximately 1350 requests monthly and in the past, has been as high as 1550 requests monthly.

Curtis-Universal Ambulance, Inc. provides ambulance transportation services for all Milwaukee Admirals games, all Milwaukee Wave games and events at the Petite Ice Center. We also provide service to the UW Panther Arena for all UW sporting events. Since the very start of the event, Curtis has provided ambulance coverage for the MS Best Dam Bike Tour. Curtis also provides EMS standby coverage for most MMA events. Curtis Ambulance provides EMS standby for most events at the Wisconsin Center. In the past, Curtis-Universal Ambulance, Inc. has provided standby ambulance service to the Summer Sizzle Jazz Festival in Downtown Milwaukee's third ward, Wonago Rodeo, the Bradley Center, the Milwaukee County Zoo, as well as many others. Curtis-Universal Ambulance, Inc. provides standby ambulance services at local events like Midwest Speedway and The Rave (concert venue). Many standbys are provided free of charge to charitable organizations.

Curtis-Universal Ambulance, Inc. currently holds the contract to provide ambulance transport services to the Clement Zablocki V.A. Medical Center and has held this contract for over 10 years. This requires Curtis Universal Ambulance, Inc. to provide long distance transport service, as well as, local and it is not uncommon for us to transport a patient to Milwaukee from Iron Mountain, Michigan and Chicago, Illinois.

MADISON

Curtis-Universal Ambulance, Inc. currently operates in the Madison area. We provide the majority of ambulance transport for Central Wisconsin Center, in addition we provided in the past a special neonatal transport ambulance to University Hospital, this unit was known as MedFlight/Cheta a dedicated ground transport unit. This unit provided transports in conjunction with University Hospital, Children's Hospital and Medflight.

Curtis Ambulance currently provides transport service for the VA Hospital in Madison.

Curtis-Universal Ambulance, Inc. has provided standby ambulance service at special events such as Festivals of the Lakes, Home's Rodeo, Impact Speedway, Madison International Speedway, Tour De Cure as well as many others. We held the Camp Randall contract for many years. Currently, we provide EMS coverage for many events at the Orpheum Theater.

MEDIX DIVISION

In fall of 2005 Curtis Ambulance acquired Medix Ambulance. Currently Curtis Ambulance is doing business as Medix in the localities that Medix Ambulance services. These localities include: Burlington, Lake Geneva, Delavan, Racine, Kenosha and the surrounding areas. This division operates private calls; ALS intercepts for several communities' 911 services, first response Paramedic 911 services for a large section of Walworth County and a wheelchair van service. Medix is the primary service for many medical facilities in these areas such as Southern Wisconsin Center, the VA Center in Union Grove and Mercy Walworth Medical Center. Currently, the division has 24/7 Critical Care Paramedic transport available, and operates with some of the most advanced protocols in the State of Wisconsin. We provide event coverage for the country music festival Country Thunder. This involves us setting up a 6 bed tent on the grounds and work together with

our Medical Control Facility's physicians and nurses to establish a mini emergency department. We triage, treat, and/or transport hundreds of patients at this event every year. We also provide special event coverage for Snow Cross Snowmobile Races, Sky and Ice Festival, and many local sporting events.

TOWN OF DOVER

In February of 2008 the Medix Division successfully bid for The Town of Dover contract for EMS services. Working in conjunction with the Kansasville Fire Department, EMS services are performed for the Kansasville Fire District. In an effort to control the costs of EMS, a unique business model was incorporated including several shared resources, mutual understanding of the costs and shared decision making about the way EMS is provided to the Kansasville Fire District.

CITY OF DELAVAN AND THE TOWN OF RICHMOND

In April of 2014, Medix Ambulance took over the Primary EMS services for the City of Delavan and the Town of Richmond from Delavan Rescue Squad which was in financial failure. Medix was able to stabilize the EMS system by entering into a public/private partnership similar to the Town of Dover.

EDGERTON

Curtis Ambulance started operations in Edgerton, Wisconsin in November 1998. Curtis provided 9-1-1 services to the Edgerton Fire District. Curtis was awarded the contract after demonstrating the cost savings of private public partnership, resulting in a cost savings to the community. The Edgerton, Wisconsin operation was an EMT-IV Tech skills service. Curtis Ambulance replaced AMR when the cost savings was found to be well over \$300,000.00 annually. The call volume was approximately 600 annually. In the summer of 2008, Curtis was replaced by the Edgerton Fire District in the EMS role, and worked hand in hand with the Fire District to ensure a smooth and successful transition.

JEFFERSON

Curtis Ambulance completed a three-year contract with the City of Jefferson and the townships of Aztalan, Oakland, Jefferson, Hebron and Sullivan to provide EMT-I level ambulance. Curtis Ambulance was the primary 9-1-1 service. This locality's volume was 600 calls annually. Curtis Ambulance again replaced AMR in this locality when the cost savings was found to be well over \$300,000 annually. During the Three years of service Curtis Ambulance was able to do better than projected and as such never raised the subsidy rates to the City of Jefferson. In addition, this was accomplished while upgrading the level of service.

2.04 CREATION AND CLASSIFICATION OF POSITIONS

Replaces Policy	130.0 Employee Status and 135.5 Employment Guidelines
Adopted per Resolution 2006-78, and Adopted per Resolution 2009-33, and Adopted per Resolution 2010-51	11/28/2006 and 04/21/2009 05/25/2010
Reference	HB, XIII. Creation, Classification, Combining and Elimination of, and Recruitment and Selection for, Positions
Adopted per Resolution 2013-74, and Adopted per Resolution 2014-61, and Adopted per Resolution 2014-87	Door County Pay Philosophy, Base Compensation Administrative Guide

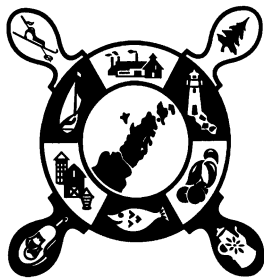
A. Process for Determining Whether & When a Vacant Position Should be Filled

If it is determined that a vacancy exists, then the request to fill such vacancy shall proceed as follows:

1. Department Head Responsibilities The department head must complete the Vacant Position and Job Analysis forms, update the existing (or create a new) job description, and then submit all to the Human Resources Director.
2. Finance Department Responsibilities Finance will prepare a fiscal impact statement and provide the same to the Human Resources Director.
3. Human Resources Director and County Administrator Responsibilities
 - a. The Human Resources Director shall review the request to fill the vacancy with the department head.
 - b. The Human Resources Director will communicate the request to the County Administrator.
 - c. If there is a need for further review a desk audit will be conducted.
 - d. The Human Resources Director will prepare a memo summarizing the review and recommendation, and submit the same to the County Administrator. This memo, when in final form, will be forwarded to the oversight committee and Administrative Committee.
4. Oversight Committee
 - a. The Department Head will appear before, and communicate the request and recommendation to the oversight committee.
 - b. The oversight committee will consider, recommend approval or denial, and forward its recommendation to the Administrative Committee.
5. Administrative Committee
 - a. The Department Head, Human Resources Director, and County Administrator will appear before, and communicate the request and recommendations to, the Administrative Committee.
 - b. The Administrative Committee will consider, make a final recommendation as to approval or denial.
 - If the request is approved, the position may be filled.
 - A denial of the request will not necessarily, but may, result in deletion of the position from the table of organization.

B. Process for Filling Non-Bargaining Unit Positions

1. Post and Advertise: Upon approval to refill, the position will be posted on the Human Resources Department bulletin board and advertised in media deemed appropriate for the position. Advertising information will be coordinated through the Human Resources



COUNTY OF DOOR

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Ken Pabich

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

TO: Administrative Committee

FROM: Ken Pabich, County Administrator

DATE: June 18, 2019

RE: County Board Per Diem Proposal

Background

Administrative Committee asked that I provide a final alternative to the existing County Board per diem policy starting in April of 2020. In essence, the County Board can elect to do one of the following:

- A. Maintain the current per diem policy.
- B. Switch to a salary-based policy that includes funds for travel related expenses. Travel related expenses are registration, lodging, and meals. Mileage would remain separate.

Analysis:

Current per diem policy: under this option, we would remain at the status quo.

Salary based policy: under this option, we would update the policy to reflect the following:

1. Salary would be \$6,504 per year. It would be paid on a month basis of \$542 per month.
2. Supervisors would be provided 5 absences from meetings without any fiscal impact. After 5 excused or unexcused absences, \$100 would be deducted from the wage for an unexcused absence. Excused absence must be approved by the Committee Chair or the County Board Chair.
3. The chairperson of the county board will receive additional salary of \$5,496 (for a total salary of \$ 12,000) per year consistent with § 59.10(3)(i), Wis. Stats.
4. The vice chairperson of the county board will receive additional salary of \$ 1,496 (for a total salary of \$ 8,000) per year consistent with § 59.12(2), Wis. Stats.
5. The chairperson of a sub-unit of the county board (committee, commission or board) will receive supplementary compensation of \$250 (for a total salary of \$6,754) per year consistent with § 59.10(3)(j), Wis. Stats.
6. In addition to the salary, each supervisor will be allocated up to \$1,500 for conferences, which includes registration, lodging and meals. Mileage would remain separate. The funds are only available for approved conferences, seminars, training or meetings *and* actual registration, lodging and meal expenses incurred. Unused funds at the end of the year are returned to the general fund. A supervisor would only be able to go over the allocation with approval by the County Board.

The dollar amount is determined based on a supervisor attending (2) WCA Conferences, (1) General Conference, (2) Regional Meetings.

7. Supervisors will continue to be entitled to mileage reimbursement for actual miles traveled consistent with §§ 59.10(3)(g) & 59.22, Wis. Stats.
8. A supervisor who resides on Washington Island will continue to be entitled to reimbursement for actual costs incurred related to lodging and meals and ferry transport.

Fiscal Impact:

Current per diem policy:

Per Diem (2 year average):	\$142,540
<u>Conference / Registration / Lodging / Mileage:</u>	<u>\$ 16,000</u>
Total	\$158,540

Salary based policy:

Per Diem:	\$148,314
<u>Conference / Registration / Lodging / Mileage:</u>	<u>\$ 31,500</u>
	\$179,814

<u>Projected return on travel:</u>	<u>\$-15,750</u>
Total	\$162,568

Policy Comparison:

From the Administrative review there are more advantages to the salary-based policy. These are:

1. A wage system shows that there is more work than just attending a meeting. There is research, prep and time taken to talk with constituents.
2. Meeting can occur or not occur as necessary, rather than being concerned with tracking time.
3. Time sheets are eliminated and staff time related to tracking and processing is eliminated.
4. Mileage and travel are the only two items that require submittal for reimbursement. Tracking of travel expenses will not be difficult and can be reported to supervisors on a monthly basis.
5. Each supervisor is provided that same opportunities to get involved and contribute.
6. Payroll can be issued on consistent basis.
7. The salary and travel stipend provides a clear picture for residents that may want to run in the future.

Recommendation:

Administration can implement the wishes of the County Board. Both methods are similar in fiscal impact. Administratively, the salary based policy would be easier to implement, but it is not significant enough to force a decision one way or the other. The County Board needs to determine what is the best way to encourage individuals to get involved and feel that they are fairly compensated.

COUNTY BOARD PER DIEM SURVEY

Updated: 5/21/2019

County	Population (est.)	# of Supervisors	County Board Chair salary	County Board Vice-chair salary	Per Diem Rates		Daily Cap for compensation (if any)	Other compensation (list type and amount), or additional info
					County Board	Committee		
Adams	22,000	20	\$200 mth	\$0	\$50 FOR COUNTY BOARD	\$40 per meeting		COMMITTEE MEETINGS/MILEAGE
Ashland	16,000	21	\$6,450 plus per diem	n/a	\$50	\$50 \$25 for 2nd mtg same day	\$75	\$0.51/mile mileage
Barron	45,676	29	\$2,400 plus per diem	per diem	\$75	\$35 1st mtg of day; <4 hrs \$25 Mtg >4 hrs or 2nd mtg same day \$15 3rd mtg	\$75	mileage / federal rate Conference: \$60.00 Full day >4 hrs; \$35.00 <4hrs
Bayfield	15,300	13	\$6,000	\$3,000	\$75	\$50	\$75	Ex.: Mileage, Education, Conferences, Lodging, Electronic Device Usage, etc.
Brown	262,052 (2017)	26	\$11,400	\$9,400	\$7,956 yearly salary			Some claim mileage to/from mtgs, WCA conference fee of \$175, hotel for conference, food/mileage while at conf., some have iPads
Buffalo								
Burnett								
Calumet								
Chippewa	63,000	15	\$400/month	\$100/month	\$35/meeting plus mileage			
Clark	34,748	29	7,200.00	0	\$70/less than 4 hrs \$100/more than 4 hrs	\$70/less than 4 hrs \$100/more than 4 hrs	\$100	.49/mile for meetings and conferences County pays for conferences, lodging & meals
Columbia	56,800	28	\$7,500 plus per diem	\$4,000 plus per diem	\$60	\$45 each mtg attended per day Not paid if same day a Cty. Brd. Mtg.	n/a	Mileage: 50 cents a mile; Meals: \$12 max for any combo of meals when not an overnight stay; \$28 max for all meals in a day when an overnight stay. Lodging: \$82 max.; Parking.
Crawford	16,658	17	\$5,000	\$0	\$40	\$40 or \$60 if mtg >4 hrs \$20 2nd mtg same day	\$60 for 2 meetings in one day	
Dane	500,000	37	\$38,000	\$8,000	\$25			\$8,000 the per diems are only for county exec committees
Dodge	89,000	33	\$12,000 plus per diem	nothing extra	\$50 for members \$55 for chair		2 committee meetings/day	mileage at IRS rate
Door	27,700	21	\$850/month	\$0	\$50.00/first hr, \$25 adl hrs or nearest 1/2 hour (\$12.5) per meetings; \$25/hr training; \$150 CB Mtg		\$225 meetings/WCA Conferences \$225 other training/seminars \$150 on CB days	
Douglas			\$15,000		\$3,000 Annual Salary per supervisor/exclude Chair\$0 or Stipen for annal Cty. Brd Mtg or special mtgs	\$35 \$45 for Chair of Mtg		Mileage/IRS Allowable Rate; up to 2/month Out of County Per Dien: \$50 for overnight; \$25 non-overnight Meals: Lunch \$9 Max; Dinner \$18 Max
Dunn			\$3,750		\$60	\$50 1/2 Day \$100 Full Day		
Eau Claire	100,477	29	\$4,675	\$1,836	\$30.00 per meeting			Millage at the state rate
Florence	4,300	12	\$300 PER YEAR	NONE	\$40 PER DAY IN COUNTY/ \$75 OUT	\$40 PER MEETING(NO TIME LIMIT ON MEETING TIME)	\$40 / \$75	Mileage IRS Rate - Food \$30 per day
Fond Du Lac			\$5,000 Annually + CB Annual	\$500 Annually + CB Annual	\$3,000 Annual Salary	No per diem unless votes on 50%/+ roll calls. \$45 for <4 hrs or <30 miles from Gov. Ctr. \$50 for >4 hrs or >30 miles from Gov. Ctr.	Max allowed: Sum of two separate mtgs.	Conference/Meeting/Event: \$45 <4 hrs \$50 >4 hrs; >30 miles from Gov. Ctr. Max: six per year Mileage: Minimum of \$5; unless actual mileage at rate established by CB exceeds \$5.
Forest	9,227	21	\$2,400	n/a	\$50	\$40	2 meeting \$90 or \$80	

Grant	52,725	17	\$50,000	\$0	No per diem	90 per meeting	only County Board Chair gets Retirement benefits	Ex.: Mileage, Education, Conferences, Lodging, Electronic Device Usage, etc. All Board Members receive mileage at the IRS rate, County pays their conference registrations and lodging, no electronic devices or usage is compensated for
Green			\$2,400		\$40	\$40		Mileage 90% of IRS Rate
Green Lake	19,200	19	\$5,763.55 annually	none	\$50.00	\$45.00	none	mileage per IRS rate
Iowa	23,687	21	None	None	\$40		None	Mileage & meal reimbursement in some cases
Iron	5,900	15	\$4,000/yr plus per diems	per diems only	\$40/meeting. limit 2 per day			
Jackson	20,735	19	\$4,400/yr plus per diems	\$600/yr plus per diems	\$55 per meeting. No limit for county Board			Mileage IRS
Jefferson	83,940	30	\$6,600	\$0	\$55/meeting		3 meetings allowed per day	reimbursements; \$55/day if education
Juneau	26,934	21	\$14,000	per diem	\$45		none	mileage
Kenosha	160,000	23	\$12,363	\$6,181		For meetings outside the committee assignments: \$100.00 full day \$50.00 half day		Mileage IRS
Kewaunee	20,786	20	\$5,867	N/A	Per diem compensation will be at the rate of \$40 up to 1 hour and \$10 for each half hour completed exceeding 1 hour for a meeting/event. \$100 will be paid for a county board meeting.		\$100 per day	mileage, meals, lodging, parking, conferences, business related phone calls
La Crosse								
Lafayette	16,900	16	\$6,000	\$2,000	\$35		\$105	Mileage at \$.45/mile
Langlade	19,847	21	\$5,500	PER DIEMS ONLY	\$40. OR \$60. for meetings over 4 hours		\$60	
Lincoln	29,000	22	7500 PLUS PER DIEM	PER DIEMS ONLY	\$70	<4HRS=\$35 / >4HRS.=70	\$115	MILEAGE ,MEALS ,LODGING, PARKING, CONFERENCE REGISTRATIONS
Manitowoc	84000ish	25	\$4,500		N/A	\$3000 Annually No per mtg pay	N/A	IRS reimbursement rate for mileage (\$0.535/mile Current) Meal & Lodging reimbursements
Marathon	135,922	38	\$30,000	\$8,991	NONE	NONE	MEALS- \$33 IN-STATE - \$42 OUT-OF-STATE	COUNTY BOARD RECEIVES IRS RATE MILEAGE AND EXPENSES PAID WHEN TRAVELING-MEALS, LODGING, CAB, AIRFARE. IPAD WITH A \$30 MONTHLY PAYMENT FOR HOME INTERNET SERVICE
Marinette	41,605	30	\$400 per month in addition to regular \$200 per month salary	\$0 per month in addition to regular \$200 per month salary	\$50/County Board Meeting \$30/Committee meeting			IRS travel rate, \$34 food/day, normal expenses
Marquette	15,376	17	\$5000 and per meeting pav	\$4000 and per meeting pav	\$75 per meeting regardless of how many in a day	\$75	none	mileage at 2.5 cents below IRS
Menominee								
Milwaukee	950,000	18	\$75,000 annually (current), \$35,000 annually (2016)	\$50,000 annually (current), \$25,000 annually (2016)	None			2013 Wis Act 14 prohibits other compensation and benefits
Monroe								
Oconto	38476	31	7200	500	125	60	1 mtg per day	Mileage (IRS rate), Conference fees, Lodging, Meals (max \$35/day)
Oneida	35,000	21	\$5,600.00	0	\$70.00	40/Supervisor, 50 if acting chairperson of committee		Mileage, Conferences, Lodging
Outagamie	180,022	36	\$13,500	\$7,000		\$5,600/yr Committee Chairs \$5,500/yr. Committee Members + \$25 for certain mtgs.	\$25	Mileage Rule 15 covers supervisors' salary/exp. (see: Public Officials Directory (rules in back): http://www.outagamie.org/index.aspx?page=737

Ozaukee	87,879	26	\$13,500 annually	\$0	\$4,500 annually			Mileage shall be paid for attendance not to exceed two Committee meetings in any one day.
Pepin	7,469	12	1500.00/year	\$0	60.00 per meeting	40.00 per meeting	\$0	Mileage, Conferences and Lodging
Pierce								
Polk	43000	15	5000	1000	100	100		Mileage, Lodging, conferences, meals, parking
Portage	71,038	25	\$24,360	per diem only	\$55.83	Committee Chair \$55.825 / members \$50.75	3 Per Diems	mileage, meal, hotel reimbursement
Price	15,000	13	\$5,000	\$0	\$75	\$50	One per diem per day	
Racine	195,461	21	\$7,800	\$6,000	n/a		n/a	mileage reimbursement at Federal rate, some CB member still have health insurance benefits, but do not know amount
Richland								
Rock	160,104	29	\$5,200	\$2,600	\$50 <4 hrs \$70 >4 hrs	\$50 <4 hrs \$70 >4 hrs	--	mileage rates apply to all meetings
Rusk	14,755	19	\$6,000	\$0	\$40 up to 3.5 hrs & \$55 for 3/5 or more		\$95 for 2 or more meetings per day	Conventions, Seminars cap \$55 per day
St. Croix	86,585	19	\$750 monthly stipend	\$300 monthly stipend		\$75 1st meeting \$25 for addtl mtg same day \$25 for chair of committee	none	Mileage reimbursement - IRS Rate Meals: A.M. Meal \$8.00; Noon Meal \$12.00; Evening Meal \$20.00; TOTAL \$40.00; 15% Gratuity Reimbursable
Sauk			\$9,600 plus per diem		\$60	\$50		
Sawyer			\$600/month plus per diem		\$50 up to four hours \$15 per hour	\$50 up to four hours \$15 per hour	\$110 max per day	Mileage
Shawano			\$5,000		\$75	\$70 for 1st mtg \$35 for additional mtg		
Sheboygan	115,000	25 (reduced from 34 in 2011)	\$10,000 (in addition to per diem & mileage)	\$1,000 (in add'n to per diem & mileage, and C. B. pay)	\$2,100/yr paid monthly	\$20 for mtg. up to 2 hrs. or \$35 mtg. 2-4 hrs or \$50 mtg. more than 4 hrs.	Per diem not to exceed \$50/day or \$4,200/yr	Committee Mtgs on diff. subjects/different places same day count as 1 mtg & combine times to calculate per diem amt; unless time lapse of more than 1 hr between mtgs then 2 per diems will be paid
Taylor	21,000	17	\$7,500	N/A		\$75 \$100 full day	no cap	
Trempealeau	28,816	17	\$7,000	-0-	\$70	\$35 up to 3 hours \$70 over 3 hours	\$70	Federal Mileage
Vernon	29900	29	8500	per diem only	40	30		irs rates
Vilas	22,000	21	\$6,000	\$0	\$50 for 1st meeting, \$25 for 2nd and \$25 for 3rd meeting that day.	Same	\$100 max per day	Mileage: IRS rate. Meals: out of county travel only - \$40 per day. Lodging: actual daily rates
Walworth	102837	11	1450/month	600/month	\$600/month		n/a	mileage
Washburn	15,869	21	\$10,000 plus per diems, mileage	Just per diem and mileage	\$50 for County Board meetings; max daily rate for multi meetings is \$75	\$25.00/mtg up to 2 hrs; \$35 for 2-4 hours; \$45 for 4-6 hours and \$50 for 6 hours and over	Max of \$75 per day; can't be reimbursed for other meetings held on County Board meeting day	mileage at 1 cent less than Fed Rate; meal reimbursement at \$7.25/\$8.15/\$16.05 for Breakfast/Lunch/Dinner respectively
Washington	115,000	25 (reduced from 34 in 2011)	\$10,000 (in addition to per diem & mileage)	\$1,000 (in add'n to per diem & mileage, and C. B. pay)	\$2,100/yr paid monthly	\$20 for mtg. up to 2 hrs. or \$35 mtg. 2-4 hrs or \$50 mtg. more than 4 hrs.	Per diem not to exceed \$50/day or \$4,200/yr	Committee Mtgs on diff. subjects/different places same day count as 1 mtg & combine times to calculate per diem amt; unless time lapse of more than 1 hr between mtgs then 2 per diems will be paid
Waukesha								
Waupaca	52,435	27	\$13,000 plus per mtg fee	\$1,000	\$60 per mtg. over 4 hrs. additional \$30		\$34.00 for meals. Conferences are \$75 for full day	mileage is IRS rate

Waushara	25,000	11	\$200 per month, plus per diems, mileage	Just per diem and mileage reimbursements	\$50; \$75 for County Board meetings and if attending a full-day conference or regular meeting lasting six or more hours		Max of three per diem payments/meetings per day; can't be reimbursed for other meetings held on County Board meeting day	IRS rate for mileage, \$5, \$10, \$15 for breakfast, lunch, dinner at overnight conferences only
Winnebago	168,216	36	\$5,000 plus per diem	\$1,500	\$66	\$44 upto 4 hrs \$66 over 4 hrs \$50 per mtg	\$66	mileage at Fed Rate, meals reimbursement, etc.
Wood	77,500	19	\$20,000/year	\$960/year	\$150.00/month Salary \$50 per mtg	\$15/mtg Committee Chair \$10/mtg Committee Secretary IF primary minute taker	none	



Title:	HIPAA Business Associate Agreement Policy/Procedure		
Policy Type:	HIPAA Security	Policy Number:	
Entities Affected:	County of Door		
Effective Date:	August 1, 2019		
Revision Dates:			

POLICY:

Door County will obtain business associate agreements as required by HIPAA.

PROCEDURE:

Door County's Security Official shall be responsible for overseeing the management of BA relationships and BAAs. Door County's departments/business units are responsible for assessing existing and future vendor/business relationships to determine whether a BAA is needed (See Appendix 1).

1. Determining a Need for a BAA

1.1 Door County may determine the need for BAAs through a variety of methods, including:

- Mapping the flow of PHI and identifying where PHI is created, received, maintained, or transmitted to or by external entities.
- Reviewing contract management documents/software and identifying where PHI is created, received, maintained, or transmitted to or by external entities.
- Reviewing 1099 tax forms to identify vendors with business arrangements under which PHI is created, received, maintained, or transmitted to or by vendors.
- Assessing new vendor/business arrangements to determine if PHI will be created, received, maintained, or transmitted.

1.2 A BAA is required under the following circumstances:

- The vendor's staff members are not members of Door County's Workforce; and
- The vendor is performing a service or function for or on behalf of Door County; and
- That "service or function" involves the creation, receipt, maintenance, transmission, access, storage, use, or disclosure of PHI.

1.3 A BAA is not required in the following circumstances:

- Disclosures by a CE to a health care provider concerning the treatment of an individual;
- Disclosures by a group health plan or a health insurance issuer or HMO with respect to a group health plan to the plan sponsor, to the extent that the requirements of 45 CFR § 164.504(f) apply and are met; and
- Uses or disclosures by a health plan that is a government program providing public benefits, if eligibility for, or enrollment in, the health plan is determined by an agency other than the agency administering the health plan, or if the protected health information used to determine enrollment or eligibility in the health plan is collected by an agency other than the agency administering the health plan, and such activity is authorized by law, with respect to the collection and sharing of individually identifiable health information for the performance of such functions by the health plan and the agency other than the agency administering the health plan.

2. Necessary Business Information

2.1 When Door County has determined that a BA relationship exists (or will exist for a new vendor/business arrangement), the relevant department/business unit leader shall contact

Door County's Security Official to initiate a BAA. The department/business unit leader shall provide the following information to "customize" the BAA:

- The name and contact information of the BA.
- A description of the type of service(s) being provided by the BA, which should be consistent with the underlying services agreement (if any). Include a copy of the underlying services agreement with the BA (if any).
- Consistent with the service(s) being provided by the BA, list all permitted uses and disclosures of PHI.
- The name of [Organization Name]'s department/business unit and leader responsible for the BAA.
- Date BA will begin creating, receiving, maintaining or transmitting PHI.
- Contact information for the operational contact and Privacy Officer of BA.
- Any additional BAA provisions requested by Door County (See Procedure 7 below).

3. Underlying Agreement

3.1 If a vendor/business relationship requiring a BAA is in the contract negotiation and development phase, the provisions of the BAA may be incorporated into the contract as an option (a separate BAA would not be legally required).

4. Mandatory Terms

4.1 Obligations and activities which must be addressed in the BAA document are listed in Appendix 2.

5. Contact/Notification

5.1 Door County documents the contact person for any reporting that may need to occur under the BAA.

- Name of the Entity:
- Attn:
- Address:
- City, State, Zip
- Phone:
- Fax:
- e-mail:

6. Term of BAA

6.1 The BAA shall be effective for the length of the relationship between the BA and Door County, unless otherwise terminated under the provisions outlined in the BAA. Similarly, it is highly encouraged that any BAA contain a "survivability" clause indicating that certain provisions of the BAA (such as those governing protection of PHI that cannot be returned or destroyed immediately upon BAA termination) will remain in effect indefinitely, even once the agreement and/or relationship have terminated.

7. Termination

7.1 If Door County chooses to terminate the arrangement with its BA or the BA chooses to terminate the arrangement with Door County, any relevant underlying agreement may be terminated as outlined in the BAA. Please note, HIPAA requires only that the BAA outline termination options for the CE. While mutual termination may be included in BAAs, this is not required under HIPAA.

Upon termination of the BA relationship, Door County and responsible department/business unit leader, in conjunction with the Privacy Officer shall confirm that return/destruction requirements are completed by the BA.

8. Other BAA Terms

8.1 In addition to the required BAA provisions outlined in Appendix 2, Door County may consider addressing some or all of the following considerations in its BAAs:

- Insurance responsibilities (e.g., cyber insurance).
- Limitation of Liability.
- Indemnification requirements.
- Financial risk (e.g., breach notification, mitigation).
- Offshoring PHI (including any relevant Medicare Advantage considerations).
- Audit rights.
- De-identification of PHI.
- Subcontractor selection.
- Network/software access standards.
- Door County shall consider whether to acknowledge that the Security Incident reporting section in the BAA constitutes notice by the BA to the CE that attempted but unsuccessful Security Incidents (such as pings, broadcast attacks on BA's firewall, port scans, unsuccessful log-on attempts, denials of service and any combination of the above which regularly occur) and that no further notice will be made by the BA unless there has been a successful Security Incident. The BA should be prepared to cooperate with the CE with the provision of information needed surrounding a successful breach so the CE can meet its reporting and notification requirements.

9. Additional Considerations

9.1 With each vendor/business relationship, Door County considers to what extent it wishes to review and monitor the activities of its BA. As clarified in the HIPAA Omnibus Rule, CEs must ensure that (1) BAs are safeguarding PHI and using and disclosing the information only as permitted or required by the Privacy Rule and, similarly, (2) that there are "satisfactory assurances" that BAs are appropriately safeguarding ePHI created, received, maintained, or transmitted on behalf of the CE, per the Security Rule. Ultimately, the obligation to notify individuals of breaches of unsecured PHI and take reasonable steps to cure any potential breach and/or end the violation rests both with the BA (and its Subcontractors depending on BAA requirements) and the CE, both of which are now subject to civil monetary penalties for certain HIPAA violations and directly liable to the U.S. Department of Health and Human Services Office for Civil Rights for violations of HIPAA.

For each vendor/business relationship, Door County considers monitoring obligations and responsibilities in conjunction with the common law principle of agency in order to assess what level of control Door County wishes to exert on its BA relationship.

In addition, for each vendor/business relationship, Door County considers the complexity, experience, and capabilities of the vendor in order to guide the level of involvement in review, monitoring, audits, etc. In general, complex entities that are familiar with HIPAA compliance requirements (e.g., vendor is a covered entity, large insurance company, or electronic medical records vendor) are less likely to need significant monitoring. However, businesses that are newly subject to HIPAA compliance requirements due to the expansion of the definition of a "business associate" under HIPAA may require more monitoring. This assessment shall be conducted by the Door County Privacy Officer, Security Officer and responsible business unit/leader.

10. Contracting as the Downstream Party in a BAA

10.1 When entering into a BAA as a BA, Door County should:

- Forward the external information to Door County's Privacy Officer to review the submitted BAA to ensure that the provisions outlined are consistent with those set forth in this policy or as documented on the attached (See Appendix 2). If the BAA terms are consistent with legal requirements and reasonable for Door County the Privacy Officer may recommend signing the BAA as written.
- If the BAA is not consistent with this policy or contains additional provisions or provisions that are inconsistent with HIPAA, the Privacy Officer may recommend any or all of the following alternatives.
- Suggest any necessary additional provisions and sign the BAA as amended.
- Suggest removal of unnecessary or impracticable provisions and sign the BAA as amended.
- Refer the BAA to legal counsel to determine whether the terms are reasonable and meet all legal requirements before signing.

11. Documentation

11.1 To meet documentation requirements of the Security Rule, the responsible individual/team maintains a file/electronic spreadsheet of BAAs. This file includes the following information, as appropriate, and be available for review as needed:

- Name of CE/BA.
- Description of Door County's operations with which the vendor is involved.
- Effective date and term of underlying agreement (if applicable).
- Date BAA signed by Door County and vendor.
- Location of BAA within Door County and responsible department/business unit leader.
- Any additional notes, such as the next scheduled review date.

12. Definitions

- 12.1 Business Associate ("BA")
- 12.2 Business Associate Agreement ("BAA")
- 12.3 Covered Entity ("CE")
- 12.4 E-PHI
- 12.5 IIHI
- 12.6 PHI
- 12.7 Subcontractor
- 12.8 Workforce

REFERENCES:

HIPAA Final Omnibus Rule, 78 Fed. Reg. 5566 (January 25, 2013)
 45 CFR § 164.308(b)(1) Security Rule Administrative Safeguards: Business Associate Contracts and Other Arrangements
 45 CFR § 164.314 Security Rule: Organizational Requirements Business Associate Contracts or Other Arrangements
 45 CFR § 164.316 Security Rule: Policies and Procedures and Documentation Requirements
 45 CFR § 164.410 Breach Notification: Rule Notification by Business Associates
 45 CFR §§ 164.502(a)(3)-(5) and (e)(1) Privacy Rule Uses and Disclosures of Protected Health Information: General Rules and Disclosures to Business Associates
 45 CFR §§ 164.504(e)(1)-(5) Privacy Rule Uses and Disclosures Organizational Requirements: Business Associate Agreements and Business Associate Agreements with Subcontractors
 45 CFR §§ 164.532(d)-(e) Privacy Rule: Business Associate Agreement Transition Provisions
 HIPAA COW Business Associate Agreement Policy/Procedure

POLICY OWNER: Security Official

APPROVED BY: Door County Administrative Committee (**July 17, 2019**)

APPENDIX 1: EXAMPLES OF BUSINESS ASSOCIATES

EXAMPLES OF BUSINESS ARRANGEMENTS THAT MAY INVOLVE DISCLOSURE OF PHI & REQUIRE BAAs/ADDENDUMS OR CONTRACT PROVISIONS

Accrediting/Licensing Agencies (e.g., TJC)
 Accounting Consultants/Vendors
 Actuarial Consultants/Vendors
 Agents/Contractors Creating, Receiving, Maintaining, Transmitting, Accessing, Using or Disclosing PHI (e.g., Consultants)
 Application Service Providers (e.g., prescription mgmt.)
 Attorneys/Legal Counsel
 Auditors
 Benchmarking Organizations
 Benefit Management Organizations
 Claims Processing/Clearinghouse Agency Contracts
 Coding Vendor Contracts
 Collection Agency Contracts
 Computer Hardware Contracts
 Computer Software Contracts
 Consultants/Consulting Firms
 Data Analysis Consultants/Vendors
 Data Transmission Providers (PHI involved)
 Data Warehouse Contracts
 E-Prescribing Gateway
 Emergency Physician Services Contracts
 Health Information Organization
 Hospitalist Contracts
 Insurance Contracts (e.g., Coverage for Risk, Malpractice, etc.)
 Interpreter Services Contracts
 IT/IS Vendors
 Legal Services Contracts
 Medical Staff Credentialing Software Contracts
 Microfilming Vendor Contracts
 Optical Disc Conversion Contracts

Pathology Services Contracts
 Paper Recycling Contracts
 Patient Satisfaction Survey Contracts
 Payer-Provider Contracts (Provider for Health Plan)
 Physician Billing Services
 Physician Contracts (non-employed providers)
 Practice Management Consultants/Vendors
 Professional Services Contracts (e.g., Medical Directors)
 Quality Assurance Consultants/Vendors
 Radiology Services Contracts
 Record Copying Service Vendor Contracts
 Record Storage Vendors
 Release of Information Service Vendor Contracts
 Repair Contractors of Devices Containing PHI
 Revenue Enhancement/DRG Optimization Contracts
 Risk Management Consulting Vendor Contracts
 Shared Service/Joint Venture Contracts with Other Healthcare Organizations (No PHI involved)
 Statement Outsource Vendors
 Telemedicine Program contracts
 Third Party Administrators
 Transcription Vendor Contracts
 Waste Disposal Contracts (e.g., Hauling, Shredding)

Health Plan Relationships:

Pharmaceutical Benefits Management Contracts
 Preauthorization Management Contracts
 Case Management Contracts
 Third Party Administrator (TPA) Contracts
 Wellness Promotion Contracts

EXAMPLES OF ARRANGEMENTS THAT ARE NOT BUSINESS ASSOCIATE RELATIONSHIPS AND DO NOT REQUIRE BAAs/ADDENDUMS OR CONTRACT PROVISIONS

<p>Banks Processing Credit Card Payments Blood Bank/Red Cross (Provider) Clinics (Provider Relationships) Courier Services Delivering Specimens Device Manufacturers Require PHI to Produce Pacemakers, Hearing Aids, Glasses, etc. (Treatment) Cleaning/Janitorial Services DME for Equipment for Treatment Purposes Educational/School Programs (Student Privacy Education Required as Workforce Member) Health Plans Contracting With Network Providers (Covered Entity to Covered Entity) Health Plans for Purposes of Payment Hospitals Housekeeping/Environmental Services (Incidental Exp.) Infusion Provider for Treatment Law Enforcement Agencies Members of an Affiliated Covered Entity Members of Door County's Organized Health Care Arrangement</p>	<p>Nursing Homes Organ Procurement Organizations Pharmacy (Healthcare Provider/Treatment) Providers (Involved in Care & Treatment of Patient) Quality Improvement Organization –Agent of CMS (MetaStar) Rental Employee Agencies (No PHI Shared – Employees Need Privacy Training) Repair Contractors (Maintenance, Copy Machine, Plumbing, Electricity, etc. – No PHI involved) School Health Nurses Supply Services Support Services Agreements for Supplies/Tx Purposes Tissue Banks U.S. Post Office and Other Couriers Volunteers (Board Members, Ethics Committee Members, IRB Members, etc.)</p>
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APPENDIX 2: BUSINESS ASSOCIATE AGREEMENT CHECKLIST

An organization may serve as a BA to another CE or to another BA. CEs or BAs will ask the organization serving as a BA to review and sign a BAA. This Appendix contains a list of the minimum requirements for a BAA set forth under HIPAA's Privacy and Security rules. This list may not contain all of the provisions necessary for an effective BAA and may not satisfy all of a CE's or BA's needs. CEs and BAs may want to include additional provisions (See Procedure 7 above). With respect to BAAs between a BA and another BA acting as a Subcontractor, the requirements in this Appendix apply in the same manner as such requirements apply to the agreement between a CE and BA.

This document is an Exhibit to the Business Associate Agreement Policy/Procedure document, but it, in itself, is not a valid BAA. For a BAA, please see Door County's template BAA available at [\[insert availability\]](#).

Date Received/Reviewed:	
Received From (Department/Business Unit Leader):	
Name & Contact Information of BA:	
General Description of Type of Service:	
Other:	
<input type="checkbox"/>	PROVISIONS OF BUSINESS ASSOCIATE AGREEMENT
	<p>Establish the permitted and required uses and disclosures of PHI by the BA. The BAA may not authorize the BA to use or further disclose the information in a manner that would violate the requirements of the Privacy Rule (45 CFR Part 160 and Part 164, Subparts A and E), if done by the CE, except that:</p> <ul style="list-style-type: none"> A. The BAA may permit the BA to <u>use</u> PHI for the proper management and administration of the BA or to carry out the legal responsibilities of the BA. B. The BAA may permit the BA to <u>disclose</u> PHI to third parties for the proper management and administration of the BA or to carry out the legal responsibilities of the BA if: (i) the disclosure is required by law; or (ii) the BA obtains reasonable assurances from the third party to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purposes for which it was disclosed to the third party and the third party notifies the BA of any instances of which it is aware in which the confidentiality of the PHI has been breached. C. The BAA may permit the BA to provide data aggregation services relating to the health care operations of the CE. <p><i>(45 CFR § 164.504(e)(2)(i)(A)-(B) & 45 CFR § 164.504(e)(4)(i)-(ii))</i></p>
	Provide that the BA will not use or further disclose the information other than as permitted or required by the BAA or as required by law <i>(45 CFR § 164.504(e)(2)(ii)(A) & 45 CFR § 164.103)</i> .
	Provide that the BA will use appropriate safeguards and comply, where applicable, with the Security Rule (45 CFR Part 160 and Part 164, Subparts A and C) with respect to ePHI, to prevent use or disclosure of the information other than as provided for by the BAA <i>(45 CFR § 164.504(e)(2)(ii)(B))</i> .
	Provide that the BA will report to the CE any use or disclosure of the PHI not provided for by the BAA of which it becomes aware, including breaches of unsecured PHI as required by 45 CFR § 164.410 <i>(45 CFR § 164.504(e)(2)(ii)(C))</i> .

	Provide that the BA will report to the CE any security incident of which it becomes aware, including any breach of unsecured PHI as required by 45 CFR § 164.410 (<i>45 CFR § 164.314(a)(2)(i)(C)</i>).
	Provide that the BA must, in accordance with 45 CFR §§ 164.502(e)(1) and 164.308(b)(2), enter into a BAA with any Subcontractors that create, receive, maintain, or transmit PHI on behalf of the BA to ensure that the Subcontractor: (1) agrees to the same restrictions and conditions that apply to the BA with respect to the PHI; and (2) agrees to comply with the applicable requirements of the Security Rule. (<i>45 CFR § 164.504(e)(2)(ii)(D)</i> & <i>45 CFR § 164.314(a)(2)(i)(B)</i>).
	Provide that the BA will make available PHI in accordance with 45 CFR § 164.524 (access of individuals to PHI) (<i>45 CFR § 164.504(e)(2)(ii)(E)</i>).
	Provide that the BA will make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 CFR §164.526 (<i>45 CFR § 164.504(e)(2)(ii)(F)</i>).
	Provide that the BA will make available the information required to provide an accounting of disclosures in accordance with 45 CFR § 164.528 (<i>45 CFR § 164.504(e)(2)(ii)(G)</i>).
	Provide that, to the extent the BA is to carry out a CE's obligation under the Privacy Rule, comply with the requirements of the Privacy Rule that apply to the CE in the performance of such obligation (<i>45 CFR § 164.504(e)(2)(ii)(H)</i>).
	Provide that the CE will make its internal practices, books, and records relating to the use and disclosure of PHI received from, or created or received by the BA on behalf of, the CE available to the Secretary for purposes of determining the CE's compliance with the Privacy Rule (<i>45 CFR § 164.504(e)(2)(ii)(I)</i>).
	Provide that the CE will at termination of the contract, if feasible, return or destroy all PHI received from, or created or received by the BA on behalf of, the CE that the BA still maintains in any form and retain no copies of such information or, if such return or destruction is not feasible, extend the protections of the BAA to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible (<i>45 CFR § 164.504(e)(2)(ii)(J)</i>).
	Authorize termination of the BAA by the CE, if the CE determines that the BA has violated a material term of the BAA (<i>45 CFR § 164.504(e)(2)(iii)</i>).
Reviewed By/Date:	

APPENDIX 3: BUSINESS ASSOCIATE QUESTIONNAIRE

Evaluating BA Satisfactory Assurances can be an investment to time and resources for distributing the questionnaires, meeting with BAs and analyzing the information that has been returned.

This document provides an organization with a list of questions surrounding key privacy and security topics in which to perform a review of additional satisfactory assurances for the entities you have selected as a BA. This is not an all-inclusive list, it is meant to provide a practical approach to verifying compliance.

This document should be completed by the BA prior to contracting with the BA to perform activities involving the creation, use, disclosure, transmission, storage, or destruction of PHI.

Balancing the Risk with Satisfactory Assurances

To determine which of the questions may be appropriate for your BA, consider the following and select questions that best provide a sense that compliance has been achieved:

- Which functions will the BA perform for or on CE's behalf such as receiving, accessing, creating, modifying, storing, or transmitting data?
- What level of exposure to PHI would there be to unauthorized use or disclosure; increased risk of breach due to lack of security controls around data; potential security incident due to lack of encryption surrounding data in use, at rest and in motion?
- What risk of reputational harm or loss of business to the CE could be associated to the exposure of PHI?
- What risk of personal and financial impacts to members, patients or customers would there be if data was access or disclosed in an unauthorized manner?
- What level of commitment does the vendor have for compliance, what has been completed to date and what compliance controls are missing such as signed BAA, implemented and trained policies and procedures, annual review of policies and procedures, security training to new hires and existing staff annually, data security controls and the completion of the security risk analysis?

While selecting the questions that are most important for providing those satisfactory assurances, it will reduce risk to your organization due to the level of controls and compliance they have implemented.

Business Associate Questionnaire

What is the name and phone number of the organization's privacy/security contact?

What is the name and phone number of one executive level leader? _____

Approximately how many individuals as part of this contract will have access to Protected Health Information (PHI)? _____

What was the date of the organization's last HIPAA Security Risk Assessment?

YES	NO	IN PROGRESS	SECURITY TOPICS
			TRAINING = Are workforce members trained on an annual basis whom to call if PHI is lost or stolen or another type of incident happens that may have resulted in an unauthorized use or disclosure of PHI?
<i>Review note</i>			<i>Training less than annually may indicate policies and procedures are outdated; staff is less informed and processes for handling an incident may not be done appropriately.</i>
			CONFIDENTIALITY AGREEMENT = Do you require anyone having access to PHI to sign a confidentiality agreement that includes reference to HIPAA Privacy and Security responsibilities?
<i>Review note</i>			<i>Indicator that the organization is holding employees accountable for their actions by informing them of their responsibilities for handling data.</i>
			MINIMUM NECESSARY = Do you have a policy for workforce members to only use, access and request PHI that is necessary in order to perform the duties of their job?
<i>Review note</i>			<i>An organization should review the types of information they are requesting or disclosing and be familiar with minimum necessary data required to complete the required function or activity.</i>
			PASSWORDS = Do you have procedures for creating, changing, and safeguarding passwords?
<i>Review note</i>			<i>Passwords that are not forced to change are more susceptible to hacking opportunities. Strong password policies should be in place to prevent automated systems from accessing the systems.</i>
			E-MAIL = Do you have a policy not to e-mail PHI and/or not to e-mail unencrypted PHI?

<u>Review note</u>		Unencrypted emails for external transmission can expose information to a breach without the ability to track .
		SYSTEM ACCESS AND TERMINATION = Do you have a policy and procedure on granting access and terminating access to systems that contain PHI?
<u>Review note</u>		Documented procedures ensure there is a tracking mechanism for all access that has been granted allowing proper termination of access when it is needed. Undocumented procedures may leave some web-based systems accessible to terminated employees.
		ENCRYPTION = Do you encrypt your laptops and any other portable media (flash/thumb drives) that contain PHI?
<u>Review note</u>		Portable devices are one of the leading causes of major breaches, encrypting these devices offers a level of security in the event there is a lost or stolen device.
		ANTI-VIRUS AND ANTI-MALWARE = Do you have anti-virus and anti-malware procedures for guarding against and detecting malicious software (virus, Trojan horse, worm, etc.) for workstations and laptops that is current and updated regularly?
<u>Review note</u>		New viruses and malware are released every day, automated anti-virus and anti-malware software protects systems against these attacks.
		PATCHING – Do you patch systems regularly?
		Applying patches and updates manually is effective as long as it is done on a reasonable routine basis.
		AUTOMATIC LOG-OFF = Are automatic logoffs activated for all systems containing or that transmit PHI?
<u>Review note</u>		Unauthorized access can be internal or external, systems that are used for creating, accessing, storing, modifying or transmitting data should not be left unattended for periods of time that extend beyond 15 or 20 minutes (reasonable). Automated log-offs should boot the person from the screen they are working to require them to re-log onto the system. It should not freeze the screen on the data in use at the time the account locked out.
		REUSE AND DISPOSAL OF MEDIA = Have you implemented policies and procedures to remove/destroy PHI on hardware or electronic media you are no longer using?
<u>Review note</u>		Hardware, electronic media or portable devices need to be properly erased prior to re-use to prevent unauthorized access or disclosures. Disposal of

			equipment or media must ensure the data is unreadable, unusable.
			SHREDDING = Do you have shredding procedures for hard copy PHI?
<u>Review note</u>			Information shredded according to the NIST disposal practices would be considered "secured PHI". Information shredded in a manner to leave the material unidentifiable, unusable, unreadable may still be compliant but it would not be considered secured PHI.
			BACK-UP =Is data at risk for non-recovery given the current back-up procedures?
<u>Review Note</u>			
			PHYSICAL SECURITY = Have you implemented policies and procedures to safeguard the facility and the equipment therein from unauthorized physical access, tampering and theft?
<u>Review note</u>			Implementing measures to protect the physical security of data including the facilities, server rooms, workstations, equipment, and back-up locations will minimize the risk for unauthorized access.
			HOME OFFICE = Do you have workforce members who work at home? If yes, do you have additional security requirements for their home office environment?
			Do all Home Office workers have strong security enabled networks at home?
<u>Review note</u>			
			INVESTIGATION = Do you have policies and procedures addressing how security incidents and potential breaches will be investigated?
<u>Review note</u>			Understanding the assessment process the organization will go through to determine what happened, how it happened, when it happened and what the short and long-term effects of the activity causing the breach to occur are. The organization should have a documented policy for conducting this breach assessment which should map to the required notification requirements.
			BREACH RISK ASSESSMENT = Do you use a risk assessment tool to determine if there is more than a low probability the information has been compromised resulting in a breach?
<u>Review note</u>			The regulations provide an assessment for use, is the organization using it?
			BAA = Do you obtain Subcontractor Business Associate Agreements from subcontractors that have access to PHI?
<u>Review note</u>			



Title:	HIPAA Portable Handheld Device Policy		
Policy Type:	HIPAA Security	Policy Number:	
Entities Affected:	County of Door		
Effective Date:	August 1, 2019		
Revision Dates:			

POLICY:

1. Door County will protect ePHI stored on Portable Handheld Devices from the threat of loss, theft, unauthorized access, or other potential compromises or hazards to Portable Handheld Devices.
2. Prior to the use of Portable Handheld Devices or remote access to ePHI, Workforce Members will be trained on the appropriate safeguards associated with its use.

PROCEDURE:

1. Key Definitions

- 1.1 Protected Health Information (PHI) – individually identifiable health information that is received, created, maintained or transmitted by Door County, including demographic information, that identifies a patient, or provides a reasonable basis to believe the information can be used to identify a patient, and relates to:
 - Past, present or future physical or mental health or condition of a patient.
 - The provision of health care to a patient.
 - Past, present, or future payment for the provision of health care to a patient.
- 1.2 Electronic Protected Health Information (ePHI) - any PHI that is transmitted by electronic media or maintained in electronic media.
- 1.3 Portable Handheld Devices - any mobile, portable, or handheld device that creates, receives, transmits, maintains or stores ePHI. Examples include, but are not limited to, laptop computers, tablets cell/smart phones, SD cards, ultrabook, iPad, PDAs, iPods, iPhones, digital cameras, etc.
- 1.4 Sanitize - Complete removal or destruction of, or rendering unavailable, all data on a device or media in a way that prevents someone from retrieving, reading, or reconstructing the data in accordance with National Institute of Standards and Technology (“NIST”) standards and the Office of Civil Rights (OCR)'s Guidance to Render Unsecured Protected Health Information Unusable, Unreadable, or Indecipherable to Unauthorized Individuals.
- 1.5 Workforce Members -are employees, volunteers, trainees, and other persons whose conduct, in the performance of work for a covered entity or business associate is under the direct control of such covered entity or business associate, whether or not they are paid by the covered entity or business associate.

2. General Safeguards:

All Portable Handheld Devices that create, receive, maintain, or transmit ePHI must comply with the following requirements, regardless of whether the Portable Handheld Device is company-supplied or Workforce Member-supplied:

- 2.1 Workforce Members shall not access, create, receive, maintain, or transmit ePHI on Portable Handheld Devices unless:
 - a. It is permitted by Door County’s “System Access Policy”;

- b. It is necessary for business purposes;
- c. The Workforce Member has obtained authorization; and
- d. Encryption software is employed for storage and transmission of such ePHI.

2.2 Door County will determine which types of Portable Handheld Devices may be used to create, receive, transmit and maintain PHI, including whether Workforce Members may use Workforce Member-supplied Portable Handheld Devices.

2.3 Portable Handheld Devices must be appropriately secured when not in use. Appropriate security shall include, but is not limited to, physical security, in accordance with Door County's "System Access Policy," as applicable, or others methods as determined by Door County.

2.4 ePHI will be stored in secured server environments. If ePHI is stored on a Portable Handheld Device, it should be moved to network drives as soon as possible and removed from the device, where applicable.

2.5 Workforce Members shall not download ePHI to the storage media (e.g., hard drive, solid state drive, etc.) of any Portable Handheld Device unless such device is encrypted or otherwise authorized by Door County.

2.6 Workforce Members shall not print ePHI to a wireless printer using a Portable Handheld Device unless otherwise authorized by Door County.

2.7 Maintain a current and up-to-date anti-malware solution where technically feasible.

2.8 ePHI stored on Portable Handheld Devices shall be Sanitized, disposed of, or destroyed, in the circumstances outlined in, and in accordance with, Door County's "Re-Use and Disposal of Electronic Media" and procedure.

2.9 Portable Handheld Devices must not be left unattended, or if necessary, must be physically locked away, or secured and hidden from view.

2.10 Workforce Members must promptly report any actual or suspected theft, loss, or cyber threat, or any other potential breach of any Portable Handheld Device on which ePHI is stored to the Door County's Privacy Officer and Security Officer. This applies regardless of whether the Portable Handheld Device is Workforce Member-supplied or company-supplied. Failure to report may result in disciplinary action. A "remote Sanitization" should be performed or the Portable Handheld Device should be otherwise rendered inoperable, where technically feasible. If stolen, local law enforcement should be notified and a police report obtained and the applicable incident response/breach policy should be consulted.

2.11 Access to ePHI by Workforce Members, business associates, or other entity permitted by law and Door County to access ePHI, is allowable only on a minimum necessary basis and consistent with Door County's "System Access Policy".

2.12 The same levels of confidentiality that exist for hard copy PHI, business, and proprietary information apply to ePHI and are extended even after termination or other conclusion of access.

2.13 Door County reserves the right to block, filter or limit access to resources or content if the requesting Portable Handheld Device does not meet the minimum security and technology requirements or if there are any other concerns about the use of such Portable Handheld Device.

2.14 Digital cameras (e.g., stand-alone cameras, smart phone, tablet, etc.) and ePHI captured or maintained by digital cameras shall be subject to the same requirements and restrictions outlined in this policy.

3. Workforce Member-Supplied Portable Handheld Devices

In addition to the general safeguards outlined in Section 2, Workforce Members using their Workforce Member-supplied Portable Handheld Devices must comply with the following requirements:

- 3.1 Workforce Members may not use their Workforce Member-supplied Portable Handheld Devices to access ePHI unless the Workforce Member is specifically authorized by Door County and only in the manner specified by Door County.
 - 3.2 Workforce Members shall follow all security guidelines, and implement any prescribed security controls when using Workforce Member-supplied Portable Handheld Devices, as required by Door County. Such safeguards shall be substantially similar to those required by company-supplied Portable Handheld Devices.
 - 3.3 Personal applications and/or software used on the Workforce Member's Portable Handheld Devices may not be linked to or synced with work-related applications used to access ePHI, unless approved by Door County.
 - 3.4 Workforce Members are responsible for ensuring that their Portable Handheld Devices are protected from theft, destruction, or unauthorized use and disclosure, and to protect the confidentiality, integrity and accessibility of ePHI.
 - 3.5 When a Workforce Member will no longer be using his/her Portable Handheld Device, the Portable Handheld Device shall be Sanitized in accordance with Door County's "Re-Use and Disposal of Electronic Media." Workforce Member shall not sell, trade-in, give away, or throw away his/her Portable Handheld Device without Sanitizing the Portable Handheld Device.
 - 3.6 In addition to other potential sanctions, Workforce Members who violate this policy or other HIPAA policies may have their access to ePHI through their Workforce Member-supplied Portable Handheld Device terminated.
 - 3.7 Door County may, in its discretion, specify mandatory safeguards (such as encryption, password protection, remote wiping, and other administrative controls).
 - 3.8 In order to obtain access to ePHI via a Workforce Member-supplied Portable Handheld Device, the Workforce Member must authorize Door County to Sanitize the Workforce Member's Portable Handheld Device when Door County deems necessary, which may include erasure of personal information.
4. Company-Supplied Portable Handheld Devices
- In addition to the general safeguards outlined in Section 1, company-supplied Portable Handheld Devices must comply with the following requirements:
- 4.1 Door County determines which Workforce Members shall have access to company-supplied Portable Handheld Devices and how such Portable Handheld Devices may be used.
 - 4.2 Door County has established appropriate safeguards and minimum standards for the protection of ePHI on any Portable Handheld Device that may be able to store, process and/or transmit ePHI.
 - 4.3 Door County shall keep an inventory of all company-supplied Portable Handheld Devices and the Workforce Member to whom it has been issued in accordance with Door County's "System Access."
 - 4.4 In addition to other potential sanctions, Workforce Members who violate this policy or other HIPAA policies may have their company-supplied Portable Handheld Devices confiscated.
 - 4.5 Door County has the authority to Sanitize any company-supplied Portable Handheld Device, which may include erasure of personal information.
5. Education/Training
- 5.1 Door County shall train Workforce Members on appropriate use of Portable Handheld Devices, compliance with the Privacy Rule and Security Rule, and the risks associated with Portable Handheld Devices, such as theft, loss, vulnerabilities, and cyber threats inherent in the use of Portable Handheld Devices.

5.2 Door County shall inform Workforce Members when there are updates or new versions of Portable Handheld Devices are available and shall ensure appropriate implementation of such changes.

REFERENCES:

45 CFR §160.103 HIPAA Definitions
45 CFR §164.310(d)(1) HIPAA Security Rule Device and Media Controls
45 CFR §164.310(d)(2)(i) HIPAA Security Rule Disposal
45 CFR §164.310(d)(2)(ii) HIPAA Security Rule Media Re-Use
45 CFR §164.310(d)(2)(iii) HIPAA Security Rule Accountability
HIPAA COW Portable Handheld Device Policy

POLICY OWNER: Security Official

APPROVED BY: Door County Administrative Committee **(July 17, 2019)**

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

Page 1 of 2 2019 MEDIATION SERVICES SEMI- ANNUAL REPORT 1/1/19 – 6/30/19
-submitted by Gay Pustaver July 5, 2019 via e-mail

Number of referrals dated 1/1/19 – 6/30/19 = 17 total (31 cases referred 1st 6 mos of 2017 and 23 cases referred 1st 6 mos of 2018)

(9 = never married; 1=Guardianship 3 = new divorce action; 4 = post-divorce)

January.....2
February.....3
March.....5
April.....0
May.....4
June.....3
TOTAL.....17

Number ordered by Judge 6
Number ordered by Family Court Comm 11

OPEN CASES

No. of 2018 cases open as of 6/30/190
No. of 2019 cases open as of 6/30/197

CLOSED CASES

No. of 2018 cases closed in 2019.....3
No. of 2019 cases closed by 6/30/19.....10

TOTAL 2018 AND 2019 CASES CLOSED AS OF June 30, 2019 = 13

Disposition of 13 cases closed as of 6/30/19

Written, signed agreement	5
Agreement written, not signed	0
Agreed between parties/attorneys	2
Parties withdrew request for mediation	0
Mediation refused by both parties	0
Made 2 nd appt and did not attend and no Contact with mediator; unresolved	1
Inappropriate for mediation	0
Parties reconciled/divorce on hold	0
Never met/parties never contacted mediator/no comply	1
Different mediator used	0
Change of venue	0
TPR/adoption being pursued	0
Impasse	4 * see page 2

TOTAL 13

Page 2 of 2 2018 MEDIATION SERVICES SEMI-ANNUAL REPORT 1/1/19 – 6/30/19
-submitted by Gay Pustaver July 5, 2019 via e-mail

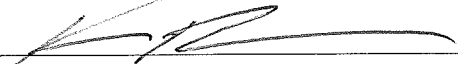
There were 3 cases referred between January 1 and June 30, 2019 with a no contact or Restraining Order Injunction in place.

Explanation for 4 impasse cases closed between January 1 and June 30, 2019

2 cases: we met once and the issue was a parent move out of the area

1 case attended orientation plus 4 appointments; I sent them a draft; the mother hired an attorney after I sent the draft; we met after I sent the draft and parties could not agree on one point.

1 case we met once; one party absolutely did not want to change the agreement in place. We had just met last year.

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	Highway and Airport Department		Position Title: Equipment Operator
Position Status:	<input type="checkbox"/> Currently vacant	<input checked="" type="checkbox"/> Will be vacant	Date Vacant: July 5, 2019
	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> New position
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>Cody Hoffmann</u>			
Reviewed, updated, and submitted to Human Resources:			
<input checked="" type="checkbox"/> Job Analysis Questionnaire (not to be included in the agenda packet)			
<input checked="" type="checkbox"/> Job Description			
Completed by: John Kolodziej		Date June 25, 2019	
Financial Information:			
Salary Range:	Grade G - \$21.34 to \$28.05 per hour		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 Highway Internal Service Fund % 100
<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached			
HR TO COMPLETE:			
EEO	<u>Service/Maintenance</u>		FLSA Status <u>non-exempt</u>
<input checked="" type="checkbox"/> Human Resources has performed a position review?	<u>KTB</u>	(HR initial)	<u>7/5/19</u> Date
<input checked="" type="checkbox"/> The Job Description has been updated and signed?	<u>KTB</u>	(HR initial)	<u>7/5/19</u> Date
Approvals:			
County Administrator		Date	<u>7.6.19</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

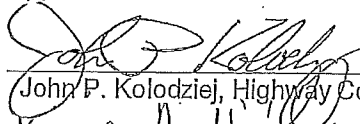
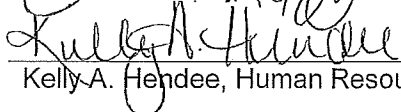
Mostly outside work, subject to all weather conditions. Must be able to lift up to 60 lbs. repeatedly, throughout the workday. Subject to overtime call-in, and working long hours under difficult conditions. Requires regular lifting, bending, twisting and turning. Continuous mental and visual attention 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:

 <hr/> John P. Kolodziej, Highway Commissioner	7/3/17 <hr/> Date
 <hr/> Kelly A. Hendee, Human Resources Director	7/3/17 <hr/> 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

Highway Equipment Operator-Grade G

 6 Mo

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	\$22.56	47,051				17,966			65,017
Total Salary and Benefit Increase									10,762
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	\$22.56	47,051				17,966			65,017
Total Salary and Benefit Increase									18,309

Dept Head Signature

St. Whiggworth

Finance Director

Date

7/8/19

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.

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 District Attorney Position Title: Administrative Supervisor

Position Status: Currently vacant Will be vacant Date Vacant: 6/25/2019

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: Melanie Hoffmann-Hass

Reviewed, updated, and submitted to Human Resources:

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

Job Description

Completed by: Colleen C. Nordin *Colleen C Nordin* Date 7/2/2019

Financial Information:

Salary Range: Grade H: \$23.23-\$26.55 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 Clerical FLSA Status Exempt

Human Resources has performed a position review? KTB (HR initial) 7/5/19 Date

The Job Description has been updated and signed? KTB (HR initial) 7/5/19 Date

Approvals:

County Administrator *[Signature]* Date 7.6.19

Administrative Committee Chair _____ Date _____

COUNTY OF DOOR
Administrative Supervisor – District Attorney

Job Title	Administrative Supervisor	Last Revision	09/15/2015
Department	District Attorney	HR Reviewed	01/01/2017
Division		Employee Group	General Municipal Employee
Report To	District Attorney	FLSA Status	Exempt
Pay Grade	H	EEO Code	06 – Office/Clerical

General Summary

This position performs office management functions for the District Attorney's Office and provides guidance to support staff under the direction of the District Attorney, which conserves time, and allows the office to perform its legal functions in an efficient and effective manner. The Administrative Supervisor reports to the District Attorney and performs a variety of legal and administrative duties which involve daily contact with highly confidential information pertaining to victims, witnesses, and defendants. This position must maintain confidentiality for the prosecution of those involved in criminal prosecution cases and for the integrity of the case. 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. Supervises the daily operations of support staff services.
2. Manages all incoming juvenile court referrals received from Human Services Department.
3. Drafts, types and files various legal correspondence and documents.
4. Provides assistance and participates in the hiring process, introductory period evaluations and annual evaluations of current employees.
5. Approves time-off requests to employees in the absence of the District Attorney.
6. Schedule appointments and prepares weekly criminal court docket. Acts as liaison between Sheriff's Department, City Police Department and District Attorney's Office.
7. Notifies parent/guardians of children enrolled in public schools who are non-compliant with state immunization laws.
8. Prepares Department's Annual Report for submission to the County Administrator.
9. Prepares and manages District Attorney/Victim Witness annual budgets.
10. Responds to verbal and written inquiries concerning department functions from inside and outside agencies, researches and prepares informational reports to the State Prosecutor's Office.
11. Acts as certified coordinator for the TIME system. (TIME Agency Coordinator – TAC).
12. Attends county committee meetings on behalf of the District Attorney's Office in his/her absence.
13. Initiates and follows through with the compliance of arrested and released non-compliant DNA offenders residing in the County of Door to submit to DNA testing.
14. Provide truthful and accurate written and verbal communications.

General Job Functions

1. Receives calls and assists defense attorneys and the public relating to cases filed and general legal questions.
2. Assesses and processes incoming mail addressed to District Attorney and determines what requires immediate attention and/or general processing.
3. Maintains and orders inventory of supplies, equipment and legal publications for department.

COUNTY OF DOOR
Administrative Supervisor – District Attorney

Requirements***Training and Experience***

1. Associate Degree from an accredited college in Criminal Justice, Paralegal or closely related field strongly preferred; or commensurate years of training and experience.
2. Three (3) to six (6) years progressive office experience in a law office is strongly preferred with related supervisory experience requested; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.
3. One (1) year bookkeeping and budgeting experience strongly preferred obtained through education or on the job.
4. Must obtain basic and advanced TIME System certifications within 1 year of hire.
5. Ability to type a minimum of 45 words per minute determined by a standard keyboard test.

Knowledge, Skills, Abilities and Experience Required

1. Knowledge of local, state and federal laws, rules and regulations, legal terminology, legal office procedures and the criminal justice system.
2. Skill in the operation of modern office equipment, including but not limited to, personal computer, transcribing machines, calculator, copy machine, facsimile machine, multi-line telephone and scanner.
3. Knowledge of computer software, work processing, spreadsheets, and graphics; knowledge of Windows operating system preferred.
4. Excellent organizational skills required to work with multiple priorities, interruptions and short deadlines.
5. Ability to work with no or very limited supervision and make decisions in concerning work priorities in accordance with law, ordinances, regulations and department policies.
6. Ability to direct the work of clerical staff, determining priorities and work assignments. Knowledge of modern administrative supervisory practices and procedures. Ability to provide supervision, to persuade, convince, listen and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standard to specific situations.
7. Ability to process and maintain confidential information.
8. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications. Ability to compose legal documents and correspondence based on the facts.
9. Ability to establish and maintain effective working relationships with legal professionals; law enforcement officers, victims, county official, co-workers, the general public and other county and outside agencies.
10. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
11. Knowledge of accepted bookkeeping, accounting, and budgeting practices and procedures.
12. Ability to utilize a variety of advisory data and information such as financial and budget statements, invoices, timecards, policy manuals, legal document, summonses, decisions, findings, legal research materials, statutes, procedure, guidelines and non-routine correspondence.
13. Ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling.

COUNTY OF DOOR
Administrative Supervisor – District Attorney

- 14. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- 15. Ability to become a Notary for the State of Wisconsin.
- 16. Ability to become certified as the TIME Agency Coordinator for the TIME System.

Physical and Working Conditions



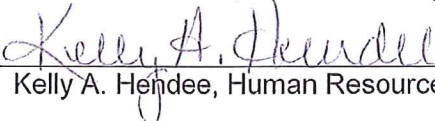

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

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

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:

	
_____ Colleen C. Nordin, District Attorney	_____ Date
	
_____ Kelly A. Hendee, Human Resources Director	_____ Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

 FTE/Hours

 Job Class

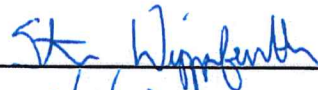
 Step

 Rate

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

Position Title Administrative Supervisor-District Attorney
 Effective Date _____ 6 Mo _____
 Department District Attorney Sub Dept _____

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Administrative Supervisor-DA Grade H-Level 1									
1.00	\$23.23	48,448				29,952			78,400
Administrative Supervisor-DA Budget									
1.00	\$24.56	51,222				30,352			81,574
Total Salary and Benefit Decrease									(3,174)
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Administrative Supervisor-DA Grade H-Control Point									
1.00	\$26.55	55,373				30,950			86,323
Administrative Supervisor-DA Budget									
1.00	\$24.56	51,222				30,352			81,574
Total Salary and Benefit Increase									4,749

Dept Head Signature  Finance Director
 Date 7/5/18

Disclaimer: This Fiscal Impact does not include Step 2 \$23.90, Step 3 \$24.56, Step 4 \$25.22, or Step 5 \$25.89.

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
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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.
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DEPT. HEAD TO COMPLETE:

Department Health & Human Services Position Title: Case Manager – Comprehensive Community Services

Position Status: Currently vacant Will be vacant Date Vacant: 8-1-2019
 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: Margaret Buhk

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

Completed by: Joseph Krebsbach Date 7-1-2019

Financial Information:

Salary Range: H - \$23.23 - \$30.53 Is the Position Budgeted: Yes No

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

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO professional FLSA Status Exempt

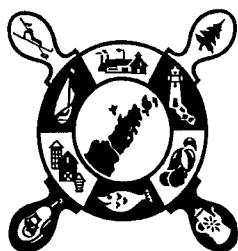
Human Resources has performed a position review? KH (HR initial) 7-8-2019 Date

The Job Description has been updated and signed? KH (HR initial) 7-8-2019 Date

Approvals:

County Administrator  Date 7-8-2019

Administrative Committee Chair _____ Date _____



County of Door
DEPARTMENT OF HEALTH AND HUMAN SERVICES

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Joseph Krebsbach, Director

(920) 746-7155
1st floor fax (920) 746-2355
2nd floor fax (920) 746-2439
dhs@co.door.wi.us

Date: July 3, 2019

To: Human Services Board

Cc: Administrative Committee

RE: Request to Refill Comprehensive Community Services Case Manager

Mrs. Margaret Buhk has provide a letter of resignation from her position as a Comprehensive Community Services Case Manager.

This position provides ongoing coordination of services for individuals or families impacted by mental health or addiction issues. The program has a combination of state and federal funding that covers our full costs. As a result, there is not a local tax levy needed to support this position.

We continue to look expand this program to offset other division's workload. All of the case managers in this program currently have a full case load. I am requesting permission to refill this position and any subsequent positions it may open,

Respectfully,

Joseph Krebsbach

County of Door
Case Manager – Comprehensive Community Services

Job Title	Case Manager-Comprehensive Community Services	Last Revision	New Created August 2016
Department	Human Services	HR Reviewed	01/01/2017
Division	Children & Families	Employee Group	General Municipal Employee
Report To	Children's Services Program Manager	FLSA Status	Exempt
Pay Grade	H	EEO Code	02 – Professionals

GENERAL SUMMARY

This advanced position is responsible for a wide range of individualized, client centered, and trauma-informed case management with individuals affected by a wide variety of disabilities. The case manager performs intake functions and screens individuals presenting to the county system for services. The case manager assists and enhances the ability of individuals to remain independent and works to reduce the risk of hospitalization or out of home placement. A primary focus of this position will be the Comprehensive Community Services (CCS) program. This position will serve as a CCS Service Facilitator, in addition to other responsibilities, with an emphasis on youth with mental health and/or alcohol issues.

Duties and Responsibilities

Essential Job Functions

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

General Job Functions

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

County of Door

Case Manager – Comprehensive Community Services

partners.

2. Performs other Children Services Case Management services as may be required.
3. Participates in weekly team meetings to review client/clinical supervision issues and receive division program updates.
4. Strictly follow federal and state laws and regulations, county and departmental policies and procedures in regard to privacy, security and confidentiality of individuals' personal and health information.

REQUIREMENTS

Training and Experience

1. Minimum of a bachelor's degree in Social Work, Psychology, Sociology, Special Education with a concentration in human development. Master's degree preferred.
2. Two (2) years demonstrated experience working with individuals with disabilities. Experience working with children/youth with mental health needs preferred.
3. Current valid Wisconsin driver's license required and access to a reliable standard automobile.

Knowledge, Skills, and Abilities Required

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

Physical & Working Conditions

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

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

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

Work includes driving vehicle to visit clients in their homes and other community settings; interacting with

County of Door Case Manager – Comprehensive Community Services

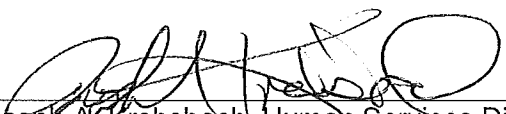
Very frequent face to face and over the telephone oral communication with clients, their families and the public. Sitting and standing are required 100% of the time spent on the job. Occasional climbing of stairs.

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

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

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

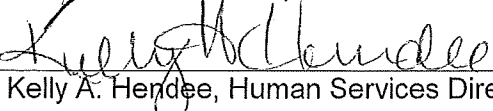
Approvals:



Joseph A. Krebsbach, Human Services Director

8/10/18

Date



Kelly A. Herd, Human Services Director

8-10-18

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 Human Services - Case Manager CCS
 Effective Date _____ 6 Mo _____
 Department Human Services Sub Dept _____

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
HS - Case Manager CCS Pay Range H - Step 1									
1.00	\$23.23	48,448				32,006			80,454
Human Services -Case Manager CCS - Level H Budget									
1.00	\$26.55	55,373				19,557			74,930
Total Salary and Benefit Increase									5,524
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
HS - Case Manager CCS Pay Range H - Step CP									
1.00	\$26.55	55,373				33,298			88,671
Human Services -Case Manager CCS - Level H Budget									
1.00	\$26.55	55,373				19,557			74,930
Total Salary and Benefit Increase									13,741

Dept Head Signature *Stu Wippert*
 Date 6/3/19

Finance Director

Disclaimer: This Fiscal Impact does not include Step 2 \$23.90, Step 3 \$24.56, Step 4 \$25.22, or Step 5 \$25.89.

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Door County Human Resources Form #: 2015-04	Title: <b style="font-size: 1.2em;">Request to Refill Position
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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.
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DEPT. HEAD TO COMPLETE:

Department Veterans Services Position Title: Veteran Service Officer

Position Status: Currently vacant Will be vacant Date Vacant: September 27, 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: Scott McFarlane

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

Completed by: _____ Date _____

Financial Information:

Salary Range: \$28.88 - \$33.10 Is the Position Budgeted: Yes No

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

Fiscal Impact, from Finance Department, completed and attached


HR TO COMPLETE:

EEO Officials/Administrators FLSA Status Exempt

Human Resources has performed a position review? KH (HR initial) 7/8/19 Date

The Job Description has been updated and signed? KH (HR initial) 7/8/19 Date

Approvals:

County Administrator  Date 7-8-2019

Administrative Committee Chair _____ Date _____

County of Door Veterans Service Officer

Job Title	Veterans Service Officer	Last Revision	01/01/2017
Department	Veterans	HR Reviewed	07/01/2019
Division		Employee Group	General Municipal Employee
Report To	County Administrator	FLSA Status	Exempt
Pay Grade	K	EEO Code	01 – Officials/Administrators

General Summary

This position is responsible for supervising and overseeing professional, investigative, and administrative work which assists qualified veterans in receiving benefits for which they may be eligible. The employee in this position carries out veterans benefit functions – including applications for disability compensation, Veterans Affairs (VA) healthcare, and a wide range of federal, state, and county benefits.

Duties and Responsibilities

Essential Job Functions

1. Plans and supervises the effective operation of the Veterans Service Office.
2. Files disability compensation and pension claims with the Veterans Affairs.
3. Conducts outreach and home visits throughout the county.
4. Enrolls veterans in Veterans Affairs health care.
5. Assist needy veterans with basic subsistence aid.
6. Obtains Wisconsin Department of Veterans Affairs benefits for veterans.
7. Organizes and facilitates Veterans Service Commission and Veterans Service Council meetings.
8. Organizes and facilitates Memorial Day, Veterans Day, and other ceremonies, as necessary.
9. Plans and executes the office budget.
10. Provide truthful and accurate written and verbal communications.

General Job Functions

1. Assist with the oversight of the Door County Fallen Veterans Memorial.

Requirements

Training and Experience

1. High school diploma or equivalent.
2. Bachelor's degree in Business Management or Business administration required; other job related or an equivalent combination of training, education and experience may be considered.
3. A minimum of four (4) or more years of progressive work experience with veteran's services, policies, regulations, and administration desired.
4. Must be an honorably discharged veteran per Wisconsin State Statute Chapter 45.
5. Current valid Wisconsin driver's license required.

Knowledge, Skills, and Abilities Required

1. Knowledge of the Department of Veterans Affairs claim submission and processing rules and regulations. Ability to follow a disability claim from its submission to the Veterans Affairs throughout the appeal process, as necessary. Ability to research and investigate a veteran's history to produce the necessary military, civilian, and medical evidence to substantiate a claim.
2. Knowledge of Veterans Affairs healthcare enrollment procedures to include helping veterans seek care in Veterans Affairs specialty clinics (such as audiology, optometry, and prosthetics). Ability to develop a professional working relationship with key points of contact at the area Veterans Affairs healthcare facilities.

County of Door Veterans Service Officer

3. Knowledge of the Wisconsin Department of Veterans Affairs benefits and programs.
4. Knowledge of State and Federal laws on Affirmative Action, Equal Employment Opportunity, Employment Relations, and related topics.
5. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
6. 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).

Must be able to lift up to 25 pounds. Travel is required – to include the ability to drive a vehicle.

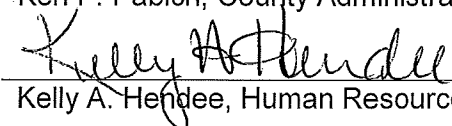
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

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:



 Ken P. Pabich, County Administrator



 Kelly A. Hendee, Human Resources Director

7-9-19

 Date

7-9-19

 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

Veterans Service Office-Grade K
 _____ 6 Mo _____
Veterans Service Sub Dept _____

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Veterans Service Officer Grade K-level 1									
1.00	\$28.88	60,232				31,704			91,936
Veterans Service Officer Grade K-Budget									
1.00	\$31.36	65,404				32,449			97,853
Total Salary and Benefit Decrease									(5,917)
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Veterans Service Officer Grade K-level Control Point									
1.00	\$33.01	68,846				32,945			101,791
Veterans Service Officer Grade K-Budget									
1.00	\$31.36	65,404				32,449			97,853
Total Salary and Benefit Increase									3,938

Dept Head Signature

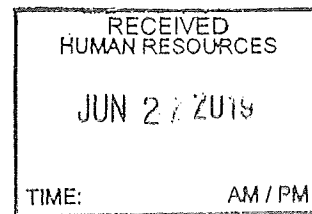
Stu Wynn
 7/8/19

Finance Director

Date

Disclaimer: This Fiscal Impact does not include Step 2 \$29.71, Step 3 \$30.53, Step 4 \$31.36, or Step 5 \$32.18.

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.



June 24, 2019

Cody Hoffmann
8910 Sunset Drive
Baileys Harbor, WI 54202

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, July 5, 2019.

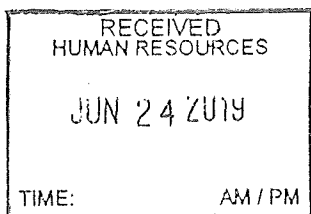
I have enjoyed working for the Highway Department but have a new opportunity that is beneficial to me and my family.

Sincerely,

A handwritten signature in black ink, appearing to be "Cody Hoffmann", written over a horizontal line.

Cody Hoffmann

Cc: Human Resources



Melanie Hoffmann-Hass

8910 Sunset Drive
Baileys Harbor WI. 54202
920-495-2033
melaniehoffmannhass@gmail.com

June 24, 2019

District Attorney Colleen Nordin
colleen.nordin@da.wi.gov

Dear District Attorney Nordin:

I am submitting my formal notice of resignation, as the Administrative Supervisor for the Door County District Attorney's Office.

I am very proud of all the things we have accomplished in the past three years, and very happy to have been a part of the team that achieved it.

I greatly appreciate the support, continuing education, and opportunity that the County has given me. Most of all, I appreciate the co-workers, whom I also consider friends, within the organization.

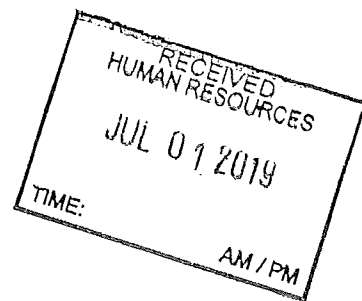
My last day of employment will be Friday, June 28, 2019. I will make sure all of my duties and responsibilities are conveyed to you for a smooth transition to my successor.

Thank you for your understanding.

Sincerely,

Melanie Hoffmann-Hass

cc: Kelly Hendee (via-email)



July 1, 2019

Mr. Joseph Krebsbach, Director
Door County Department of Health and Human services
421 Nebraska Street
Sturgeon Bay, WI 54235

Dear Joe,

Please accept this letter as my official resignation as a Case Manager and Service Coordinator for the Door County Department of Health and Human Services. My last Day of work will be August 1, 2019.

I would like to thank you and all the many others of this department that I have had the opportunity to work with. The growth we have made as a department in recent years reflects a special group of individuals and leadership. It has been such a privilege to be part of this dynamic team and I am deeply grateful for the opportunity.

I am hopeful that our relationships can move into the future through support services provided once again through Lifeskills Development Center IIc.

To you Jamie Cole, Beth Chisholm, Cori McFarlane and my wonderful team cohorts, I extend my very best wishes to each and every one of you.

Sincerely,

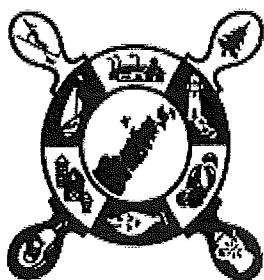
A handwritten signature in cursive script that reads "Margaret Buhk".

Margaret Buhk BA, BS
Children's Services Coordinator
Door County Department of Health and Human Services
421 Nebraska Street
Sturgeon Bay, WI 54235
Telephone: (920) 746-5993 Fax: (920) 746-2355

RECEIVED
HUMAN RESOURCES

JUN 18 2019

TIME: AM / PM



**County of Door
VETERANS SERVICE OFFICE**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

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

18 Jun 19

Mr. Kenneth P. Pabich
County Administrator
County of Door
421 Nebraska Street
Sturgeon Bay, WI 54235

Sir,

Effective Sep 2019, with a last work day of Fri, 27 Sep, I am planning to retire from my position as the Door County Veterans Service Officer and employment with the county.

It has been a great honor to serve Door County, the Door County Board, the veterans and families of Door County, and yourself, Sir.

I look forward to assisting in the transition to the next CVSO in the coming months.

Thank you, Sir.

Scott A. McFarlane
Door County Veterans Service Officer



Door County Emergency Management and Communications

1201 S Duluth Ave
Sturgeon Bay, WI 54235

Director: Daniel Kane
(920) 746-7195
dkane@co.door.wi.us

TO: Administrative Committee
FROM: Dan Kane, Emergency Management and Communications Director
DATE: July 10, 2019
RE: Dispatch Proposal

New Dispatch Schedule

Background

The current version of the schedule 5 on 2 off 5 on 3 off is not attractive to those seeking employment and has been mentioned as an actual deterrent from possible interested prospects from other areas and does not offer many benefits to employees who must work in a 24/7 role. Likewise, current staff have noted that one of the top reasons for low morale is due to the current format of the schedule. The rotation only allows for weekends off 1 time every 3 months. The 5 day stretches in this type of stressful atmosphere are found to be taxing on those individuals and really affect the overnight shift where a full 2 or 3 day break is not attainable due to the hours of that shift. Finding creative ways to both incentivize people to want to work in a 24/7 career by offering a more work life balance and family friendly schedule option is the reason for this consideration.

Analysis

A survey was conducted of different schedule types across the State to find different options. During this survey period, every center who at one time had our current schedule (5-2-5-3), has since changed to something new. This was always noted with a boost in morale to the center upon its implementation. Dispatch staff was asked about what they valued in a schedule. This information was used to pick the best alternate schedule.

My top recommendation is listed below and compared to our current schedule format.

5 on-4 off-3 on-2 off

The benefits of this schedule are that it is attractive to outside recruits and internal staff. It allows for more weekend time off in a career that is not typically known for having that time off as well as a 4 day break every other week to prevent burnout. This is something that we can promote during the hiring process as an incentive to work in Door County.

The limitations of this schedule are that to be fully functional it would require a staff of 12 instead of the 10.5 current staff.

Week	1							2							3							4						
6A - 2P, 6A - 6P	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA
1	0	8	12	8	0	0	12	8	12	8	8	0	0	0	0	8	12	8	0	0	12	8	12	8	8	0	0	0
2	0	12	8	8	0	0	8	12	8	12	8	0	0	0	12	8	8	0	0	8	12	8	12	8	0	0	0	
3	8	0	0	8	12	8	0	0	0	0	8	12	8	12	8	0	0	8	12	8	0	0	0	8	12	8	12	
2P - 10P, 10A - 10P	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA
4	0	8	12	8	0	0	12	8	12	8	8	0	0	0	0	8	12	8	0	0	12	8	12	8	8	0	0	0
5	0	12	8	8	0	0	8	12	8	12	8	0	0	0	12	8	8	0	0	8	12	8	12	8	0	0	0	
6	8	0	0	8	12	8	0	0	0	0	8	12	8	12	8	0	0	8	12	8	0	0	0	8	12	8	12	
10P - 6A, 10P - 10A	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA
7	0	8	12	8	0	0	12	8	12	8	8	0	0	0	0	8	12	8	0	0	12	8	12	8	8	0	0	0
8	0	12	8	8	0	0	8	12	8	12	8	0	0	0	12	8	8	0	0	8	12	8	12	8	0	0	0	
9	8	0	0	8	12	8	0	0	0	0	8	12	8	12	8	0	0	8	12	8	0	0	0	8	12	8	12	
Flex	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA	SU	M	TU	W	TH	F	SA
10A - 6P, 8A - 8P	12	0	0	8	8	12	0	0	0	0	8	8	12	8	12	0	0	8	8	12	0	0	0	8	8	12	8	
6P - 2A; 12P - 12A	12	0	0	8	8	12	0	0	0	0	8	8	12	8	12	0	0	8	8	12	0	0	0	8	8	12	8	
2A - 10A; 12A - 12P	12	0	0	8	8	12	0	0	0	0	8	8	12	8	12	0	0	8	8	12	0	0	0	8	8	12	8	

Fiscal Impact

	Schedule Change from 75 to 76 hours
Total Salary/Benefits at 75 hours	835,321
Total Salary/Benefits at 76 hours	842,396
Total Increase	7,075
	0.85%

Recommendation

It would be my recommendation that due to the low fiscal impact, the transition by the County in time management software, and the benefit on both current and future staff that we change from the current 5-2-5-3 to the 5-4-3-2 format.

New Pay Grade

Analysis

Human Resources reached out to Carlson Dettmann to request a current wage comparison to determine how Door County telecommunication wages compared to other comparable counties and comparable's used in the compensation structure.

Recommendation

Based on the study provided by Carlson Dettmann, the recommendation is to move the position from pay grade E (start step - \$17.58) to pay grade F (start step - \$19.46) of the 2019 Compensation Structure.



July 5, 2019

MEMORANDUM

TO: Kelly Hendee, Human Resources Director

FR: Patrick Glynn

RE: Telecommunicator / Dispatcher Market Review

Although we only update our public-sector database based on project need, the following table should provide some perspective and I believe it to be in-line with what you could expect in your marketplace. It is an analysis of midpoint data currently in our system (and not every job in the state). The data represents a full range of large and small communities, and is sufficient in number to provide a reliable estimate of market.

Telecommunicator / Dispatcher
Analysis of Midpoint Data

n-Count	81
25th Percentile	\$20.94
Average	\$22.95
Median	\$22.64
75th Percentile	\$24.41

Based on the data, and a review of the County's wage schedule, I believe you would be justified in adjusting the grade placement for Telecommunicator up by one grade to Grade F.

Please let me know if you any questions.

Patrick Glynn
patrick.glynn@carlsondettmann.com
920.629.4743



County of Door
HIGHWAY DEPARTMENT

1001 South Duluth Avenue
 Sturgeon Bay, WI 54235-3812

John P. Kolodziej, PE
 Highway Commissioner
 (920) 746-2500
 kolodzie@co.door.wi.us

Memo To: Highway Committee

From: John P. Kolodziej, PE, Commissioner *JKP*

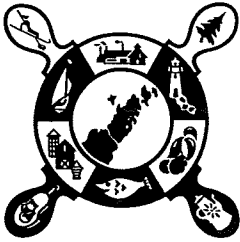
Re: Highway Department Office Hours for Administrative Assistant 2

Date: July 2, 2019

The Department is considering adjusting the work day for the Administrative Assistant 2 to work the same 4-day, 10-hour shift as the balance of the work crews. Currently this position is the only individual working Fridays at the Duluth Avenue operation. The following is the rationale for considering this change.

1. Employee safety. Although there have been no major instances of concern, there have been situations that have made the staff uncomfortable. Under today's standards it is strongly encouraged to avoid having individuals work alone if it can be avoided. A lone worker can be subject to many risks, from interaction with the public, or the consequences of an emergency, accident, or injury.
2. Consistency within Department. Since the balance of the Department has been working 10-hour work shifts for numerous years, the general public and vendors have been accustomed to these hours. As a result, the office staff receives minimal phone calls or office visits on Fridays. A log has been kept since May 2018 of the number of phone calls, walk in visitors and delivery persons. This log will be distributed at the committee meeting.
3. Improved Efficiency. The significant portion of the work accomplished by the Administrative Assistant 2 involves the account payables. On numerous occasions it is necessary for the office staff to verify information from other employees. On Fridays this verification process is not available, causing work delays and occasional duplication of efforts for the staff. Maintaining similar work hours would eliminate these inefficiencies.
4. No loss of service to public. The Department believes that there would be no loss of service to the public. Any emergency issues would be handled the same as it would be for other non-working times, which is through direct calls from the dispatch center.

As part of this evaluation, the Highway Committee is being asked for their input into this proposal.



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
 June 2019 Report

Date	Transaction *	Department	Name		Position
06/24/2019	Hired	Highway	Michael	Martell	Highway Worker
06/24/2019	Hired	Health & Human Services	Paige	Osmunson	Social Worker
06/25/2019	Resignation	District Attorney	Melanie	Hoffman-Hass	Administrative Supervisor
07/05/2019	Resignation	Highway	Cody	Hoffman	Equipment Operator
07/13/2019	Resignation	Facilities & Parks	Kaisa	Thor	Seasonal
07/15/2019	Hired	Highway	Noah	McMonagle	Highway Worker
07/22/2019	Hired	Health & Human Services	Jennifer	DeBroux	Administrative Assistant 1 – Front Desk
07/29/2019	Hired	District Attorney	Holly	Malvitz	Administrative Assistant 2 - DA
08/01/2019	Resignation	Health & Human Services	Margaret	Buhk	Case Manager Children & Families
09/27/2019	Retirement	Veteran's Office	Scott	McFarlane	CVSO

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)

CHILD SUPPORT OFFICE VOUCHERS JULY 2019 Administrative Services Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52412	DDC DNA DIAGNOSTICS	PATERNITY BLOOD TESTS	\$69.00	
53106	STAPLES ADVANTAGE	OFFICE SUPPLIES	\$251.65	
52302	WISCONSIN DOCUMENT	SERVICE CONTRACT	\$172.16	
	PRE-PAID			
52402	DOOR COUNTY BAR ASSOC	MEMBERSHIP DUES		\$25.00
52302	DOOR COUNTY SHERIFF	SERVICE CONTRACT	\$65.00	JE
TOTAL:			\$582.81	

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											
Account 49124 - Prior Yr Revenues											
750 - BRABAZON LAW OFFICE, LLC	2019-00000215	Court Appointed Attorney Fees	Paid by Check # 666506		06/04/2019	06/07/2019	06/07/2019		06/05/2019	933.18	
								Account 49124 - Prior Yr Revenues Totals		Invoice Transactions 1	<u>933.18</u>
Sub-Department 1340 - Clerk of Courts											
Account 52101 - Professional Services											
750 - BRABAZON LAW OFFICE, LLC	2019-00000215	Court Appointed Attorney Fees	Paid by Check # 666506		06/04/2019	06/07/2019	06/07/2019		06/05/2019	259.00	
3629 - ERICKSON PRIBYL S.C.	2019-00000223	Court Appointed Attorney Fees	Paid by Check # 666817		06/19/2019	06/21/2019	06/21/2019		06/26/2019	364.00	
								Account 52101 - Professional Services Totals		Invoice Transactions 2	<u>\$623.00</u>
Account 52130 - PS-Guardian Ad Litem											
3629 - ERICKSON PRIBYL S.C.	2019-00000216	Court Appointed GAL Fees	Paid by Check # 666507		06/04/2019	06/07/2019	06/07/2019		06/05/2019	175.00	
2727 - ATTORNEY DEBRA R MANCOSKE	2019-00000225	Court Appointed Attorney Fees - GAL	Paid by Check # 666815		06/19/2019	06/21/2019	06/21/2019		06/26/2019	91.00	
								Account 52130 - PS-Guardian Ad Litem Totals		Invoice Transactions 2	<u>\$266.00</u>
Account 52425 - Interpreter Services											
10404 - SHAMCY ALGHAZZY	2019-00000214	Interpreter Fees	Paid by Check # 666508		06/04/2019	06/07/2019	06/07/2019		06/05/2019	420.00	
15825 - SUSAN G RASCON	2019-00000217	Interpreter Fees	Paid by Check # 666509		06/04/2019	06/07/2019	06/07/2019		06/05/2019	40.00	
10627 - JEM TRANSLATORS	2019-00000224	Interpreter Fees	Paid by Check # 666818		06/19/2019	06/21/2019	06/21/2019		06/26/2019	241.20	
15825 - SUSAN G RASCON	2019-00000226	Canellatin Fees (3 months prior)- Interpreter	Paid by Check # 666820		06/19/2019	06/21/2019	06/21/2019		06/26/2019	100.00	
13733 - SWITS, LLC	2019-00000229	Interpreter Fees	Paid by Check # 666821		06/19/2019	06/21/2019	06/21/2019		06/26/2019	183.00	
16111 - THE SIGN LANGUAGE GROUP	2019-00000228	Interpreter Fees - Sign Language	Paid by Check # 666822		06/19/2019	06/21/2019	06/21/2019		06/26/2019	290.91	
								Account 52425 - Interpreter Services Totals		Invoice Transactions 6	<u>\$1,275.11</u>
Account 53106 - Office Supplies											
15069 - STAPLES ADVANTAGE	2019-00000227	Office Supplies	Paid by Check # 666819		06/19/2019	06/21/2019	06/21/2019		06/26/2019	207.19	
								Account 53106 - Office Supplies Totals		Invoice Transactions 1	<u>\$207.19</u>
Account 54101 - Conference Fees & Trainin											
691 - WCCCA	2019-00000218	June Conference Registration Fee	Paid by Check # 666510		06/04/2019	06/07/2019	06/07/2019		06/05/2019	85.00	
								Account 54101 - Conference Fees & Trainin Totals		Invoice Transactions 1	<u>\$85.00</u>

Clerk of Court A/P June 2019

Payment Date Range 06/01/19 - 06/30/19

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	2019-00000222	June WCCCA Conference	Paid by Check # 666816		06/19/2019	06/21/2019	06/21/2019		06/26/2019	198.42
							Account 54102 - Training Mile,Meals,Lodge Totals	Invoice Transactions	1	<u>\$198.42</u>
							Sub-Department 1340 - Clerk of Courts Totals	Invoice Transactions	13	<u>\$2,654.72</u>
							Department 25 - Court Systems Totals	Invoice Transactions	14	<u>\$3,587.90</u>
							Fund 100 - General Fund Totals	Invoice Transactions	14	<u>\$3,587.90</u>
							Grand Totals	Invoice Transactions	14	<u>\$3,587.90</u>

* = Prior Fiscal Year Activity

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

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	July 2019 Interagency Fee - Brown County Medical Examiner	\$8,902.25	X
100.11.1101.52433	Laddie Chapman	Recording of County Board meetings, editing, copies of DVD's (Jan-June 2019)	\$1,900.00	X
100.29.2112.52403	Wisconsin Media	Publication of RFSQ-EMS	\$20.73	X
100.11.1101.54115	Sister Cities International	Membership July 1, 2019 thru June 30, 2020	\$610.00	X
100.11.1101.54102	Cardmember Service	Lodging / Meals (Leadership WI) Vlies & Bacon	\$354.94	X
100.11.1101.53101	Staples Business Advantage	#5733696 Desk Organizer (CB Chair office)	\$20.49	X
County Administrator Vouchers:				
100.49.1115.53106	Staples Business Advantage	#1117169 strap small tote black	\$25.98	X
100.49.1115.54102 & 53106	Cardmember Service	Lodging (Leadership WI) & Office Supplies	\$189.94	X
100.49.1115.52402	Rotary Club of Sturgeon Bay	July 1-Sept. 30, 2019 - Ken Pabich	\$190.00	X
TOTAL:			\$12,214.33	

CORPORATION COUNSEL OFFICE
July Committee Meeting
2019 Vouchers

Fund-Dept-Sub-Acct.	Vendor	Description	Amount
100-17101	PRE-PAIDS		
	Door County Bar Association	Dues - 2020	\$12.50
	Cardmember Services	State Bar Membership Dues - Corporation Counsel & Assistant Corporation Counsel (2020 Portion)	\$496.00
100-44-1114-53106	OFFICE SUPPLIES (FROM HR BUDGET)		
100-14-1107-52101	PROFESSIONAL		
100-14-1107-52105	LITIGATION		
100-14-1107-54406	TELEPHONE		
100-14-1107-52301	REPAIR/MAINTENANCE		
100-14-1107-52402	MEMBERSHIP		
	Door County Bar Association	Dues - 2019	\$12.50
	Cardmember Services	State Bar Membership Dues - Corporation Counsel & Assistant Corporation Counsel (2019 Portion)	\$496.00
100-14-1107-53102	POSTAGE		
100-14-1107-53106	OFFICE SUPPLIES		
	Staples	Office Supplies	\$69.81
	Staples	Office Supplies	\$31.58
100-14-1107-53131	LEGAL RESEARCH		
	Thompson Reuters	Government Select on Westlaw - Wpack (for May 2019 services)	\$319.54
	State Bar of Wisconsin	WI Employment Law Ed 7 Rev (FY19)	\$214.94
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 #6-2019 June	\$485.00
100-14-1350-53109	LAW LIBRARY		
	Thompson Reuters	Government Select on Westlaw - Wpack (for May 2019 services)	\$1,278.14
100-14-1107-55107	LEASED PRINTING		
	Wisconsin Document Imaging	Monthly Usage	\$333.41
		TOTAL:	\$3,749.42

Accounts Payable Invoice Report

G/L Date Range 06/01/19 - 06/30/19
 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 2019-00000326		Batch Date 06/20/2019			Entered by User Barb Pavlik				
Vendor 14642 - PITNEY BOWES RESERVE ACCOUNT									
Sub-Department 10 County Clerk									
2019-00000230	CTY CLERK - QTRLY LEASE	Paid by Check #666623		06/20/2019	06/20/2019	06/20/2019		06/24/2019	1,950.42
Sub-Department 10 County Clerk Totals						Invoices	1		0
Vendor 14642 - PITNEY BOWES RESERVE ACCOUNT Totals						Invoices	1		<u>\$1,950.42</u>
Vendor 21959 - SIR SPEEDY PRINTING									
Sub-Department 10 County Clerk									
88933	CTY CLERK - OFFICIAL DIRECTORIES	Paid by Check #666624		06/20/2019	06/20/2019	06/20/2019		06/24/2019	1,055.94
Sub-Department 10 County Clerk Totals						Invoices	1		0
Vendor 21959 - SIR SPEEDY PRINTING Totals						Invoices	1		<u>\$1,055.94</u>
Vendor 14651 - WISCONSIN MEDIA									
Sub-Department 10 County Clerk									
0002536693	CTY CLERK - ADVERTISING	Paid by Check #666625		06/20/2019	06/20/2019	06/20/2019		06/24/2019	259.78
Sub-Department 10 County Clerk Totals						Invoices	1		0
Vendor 14651 - WISCONSIN MEDIA Totals						Invoices	1		<u>\$259.78</u>
Batch Number 2019-00000326 Totals						Invoices	3		<u>\$3,266.14</u>
Department 10 - County Clerk Totals						Invoices	3		<u>\$3,266.14</u>
10 County Clerk				Grand Totals		Invoices	3		<u>\$3,266.14</u>

Door County

J. Moeller
6/19/19

N. Lind
6/20/19

Accounts Payable Invoice Report

G/L Date Range 06/21/19 - 06/21/19

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 13733 - SWITS, LLC Totals			Invoices	1		\$183.00
Vendor 16111 - THE SIGN LANGUAGE GROUP									
Sub-Department 25 Court Systems									
2019-00000228	Interpreter Fees - Sign Language	Edit		06/19/2019	06/21/2019	06/21/2019			290.91
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 16111 - THE SIGN LANGUAGE GROUP Totals			Invoices	1		\$290.91
			Batch Number 2019-00000323 Totals			Invoices	8	<i>OK of Court</i>	\$1,570.83
Batch Number 2019-00000325									
Batch Date 06/19/2019									
Entered by User Jennifer Moeller									
<i>Circuit Court</i>									
Vendor 21764 - BILSKI & ASSOCIATES, LLC									
Sub-Department 25 Court Systems									
156	15GN6P Guardian ad Litem	Edit		06/19/2019	06/21/2019	06/21/2019			210.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 21764 - BILSKI & ASSOCIATES, LLC Totals			Invoices	1		\$210.00
Vendor 3629 - ERICKSON PRIBYL S.C.									
Sub-Department 25 Court Systems									
10931	Guardian ad Litem fees	Edit		06/19/2019	06/21/2019	06/21/2019			750.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 3629 - ERICKSON PRIBYL S.C. Totals			Invoices	1		\$750.00
Vendor 6197 - HOLLY M JEWELL									
Sub-Department 25 Court Systems									
18132	transcripts	Edit		06/19/2019	06/21/2019	06/21/2019			257.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 6197 - HOLLY M JEWELL Totals			Invoices	1		\$257.00
Vendor 2288 - KEYSTONE PSYCHOLOGY LLC									
Sub-Department 25 Court Systems									
2950	independent evaluations	Edit		06/19/2019	06/21/2019	06/21/2019			1,000.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 2288 - KEYSTONE PSYCHOLOGY LLC Totals			Invoices	1		\$1,000.00
Vendor 2674 - LISA A HARTEL									
Sub-Department 25 Court Systems									
14157	transcripts	Edit		06/19/2019	06/21/2019	06/21/2019			178.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 2674 - LISA A HARTEL Totals			Invoices	1		\$178.00
Vendor 20086 - MARSHALL J BALES									
Sub-Department 25 Court Systems									
4142	19ME26 eval and testimony	Edit		06/19/2019	06/21/2019	06/21/2019			930.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0

Door County

Accounts Payable Invoice Report

G/L Date Range 06/21/19 - 06/21/19

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 20086 - MARSHALL J BALES Totals			Invoices	1		\$930.00
Vendor 8710 - MARTINSON LAW OFFICES									
Sub-Department 25 Court Systems									
971	97GN1P Guardian ad Litem	Edit		06/19/2019	06/21/2019	06/21/2019			250.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 8710 - MARTINSON LAW OFFICES Totals			Invoices	1		\$250.00
Vendor 9682 - PINKERT LAW FIRM LLP									
Sub-Department 25 Court Systems									
171415	17JC14&15 Guardian ad Litem	Edit		06/19/2019	06/21/2019	06/21/2019			21.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 9682 - PINKERT LAW FIRM LLP Totals			Invoices	1		\$21.00
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 25 Court Systems									
3415337283	office supplies	Edit		06/19/2019	06/21/2019	06/21/2019			594.12
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices	1		\$594.12
Vendor 502 - UNITED WAY OF DOOR COUNTY									
Sub-Department 25 Court Systems									
8142019	TIC Conference	Edit		06/19/2019	06/21/2019	06/21/2019			25.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 502 - UNITED WAY OF DOOR COUNTY Totals			Invoices	1		\$25.00
Vendor 36721 - WEST GROUP PAYMENT CENTER									
Sub-Department 25 Court Systems									
840454084	May 2019 Library Charges	Edit		06/19/2019	06/21/2019	06/21/2019			565.74
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 36721 - WEST GROUP PAYMENT CENTER Totals			Invoices	1		\$565.74
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 25 Court Systems									
69774	May 2019 copier lease	Edit		06/19/2019	06/21/2019	06/21/2019			150.10
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals			Invoices	1		\$150.10
			Batch Number 2019-00000325 Totals			Invoices	12		\$4,930.96
			Department 25 - Court Systems Totals			Invoices	20		\$6,501.79
25 Court Systems									
						Grand Totals	Invoices	20	\$6,501.79

Door County

Accounts Payable Invoice Report

G/L Date Range 06/21/19 - 06/21/19

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 2019-0000323 Batch Date 06/19/2019 Entered by User Connie Defere										
Vendor 2727 - ATTORNEY DEBRA R MANCOSKE										
Sub-Department 25 Court Systems										
2019-0000225	Court Appointed Attorney Fees - GAL	Edit		06/19/2019	06/21/2019	06/21/2019			91.00	
Sub-Department 25 Court Systems Totals Invoices									1	0
Vendor 2727 - ATTORNEY DEBRA R MANCOSKE Totals Invoices									1	\$91.00
Vendor 2930 - CONNIE DEFERE										
Sub-Department 25 Court Systems										
2019-0000222	June WCCCA Conference	Edit		06/19/2019	06/21/2019	06/21/2019			198.42	
Sub-Department 25 Court Systems Totals Invoices									1	0
Vendor 2930 - CONNIE DEFERE Totals Invoices									1	\$198.42
Vendor 3629 - ERICKSON PRIBYL S.C.										
Sub-Department 25 Court Systems										
2019-0000223	Court Appointed Attorney Fees	Edit		06/19/2019	06/21/2019	06/21/2019			287.00	
Sub-Department 25 Court Systems Totals Invoices									1	0
Vendor 3629 - ERICKSON PRIBYL S.C. Totals Invoices									1	\$287.00
Vendor 10627 - JEM TRANSLATORS										
Sub-Department 25 Court Systems										
2019-0000224	Interpreter Fees	Edit		06/19/2019	06/21/2019	06/21/2019			241.20	
Sub-Department 25 Court Systems Totals Invoices									1	0
Vendor 10627 - JEM TRANSLATORS Totals Invoices									1	\$241.20
Vendor 15069 - STAPLES ADVANTAGE										
Sub-Department 25 Court Systems										
2019-0000227	Office Supplies	Edit		06/19/2019	06/21/2019	06/21/2019			179.30	
Sub-Department 25 Court Systems Totals Invoices									1	0
Vendor 15069 - STAPLES ADVANTAGE Totals Invoices									1	\$179.30
Vendor 15825 - SUSAN G RASCON										
Sub-Department 25 Court Systems										
2019-0000226	Canellatin Fees (3 months prior)- Interpreter	Edit		06/19/2019	06/21/2019	06/21/2019			100.00	
Sub-Department 25 Court Systems Totals Invoices									1	0
Vendor 15825 - SUSAN G RASCON Totals Invoices									1	\$100.00
Vendor 13733 - SWITS, LLC										
Sub-Department 25 Court Systems										
2019-0000229	Interpreter Fees	Edit		06/19/2019	06/21/2019	06/21/2019			183.00	
Sub-Department 25 Court Systems Totals Invoices									1	0

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

Acct No.	Vendor	Description	Amount
52408	Patrick Zelzer & Assoc.	Process Service Fees	\$50.00
53106	Staples Advantage	Office Supplies	\$444.90
53109	West Group	Publication	\$18.02
52408	Marathon County Treasurer	Process Service Fees	\$40.00
52408	Dane County Sheriffs Office	Process Service Fees	\$89.28
52402	Door County Bar Association	Yearly Membership Dues	\$50.00
TOTAL:			\$692.20

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

Dated: _____

Chairman
Administrative Services Committee

**HUMAN RESOURCES DEPARTMENT
VOUCHER LISTING: July 2019**

Acct No.	Vendor	Description	Prepaid	Amount
		DC Dept. of Health & Human Svc. Testing		\$ 539.95
59176	HRI, dba Humana Wellness	Go365 Administrative Fee & Rewards	X	\$ 3,777.08
59109	Aurora Medical Group	Physical & Drug Testing	X	\$ 133.00
52401	ABR Employment Services	Finance Dept., week ending 6/09/19	X	\$ 226.44
52121	Diversified Benefit Services	Admin. Services - June 2019	X	\$ 527.00
54103	Von Briesen & Rober, S.C.	Training at Highway Department	X	\$ 802.78
59176	The Horton Group	Wellness Fee Agreement Q2 Installment	X	\$ 2,125.00
53130	Door County Visitor Bureau	Gift Certificates-retiree (Ring)	X	\$ 100.00
52401	ABR Employment Services	Finance Dept., week ending 6/23 and 6/30/19	X	\$ 452.88
52151	Aurora EAP	Quarterly 07/01-09/30/2019	X	\$ 1,408.65
59169	St. Vincent Hospital	Functional Tests for Seasonals	X	\$ 268.00
55107	Wisconsin Document Imaging	HR May Copies	X	\$ 230.98
52403	Peninsula Pulse	Advertising Open Recruitments	X	\$ 32.40
52403	Cardmember Service	SHRM Membership - M. Paschke	X	\$ 184.00
53106	Staples Business Advantage	#135848 Staples 8.5x11 copy - case	X	\$ 41.53
59119	WI Dept. of Justice	Background checks for June	X	\$ 77.00

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

Date: _____

David Lienau, Chairman
Administrative Committee

VETERANS SERVICE OFFICE VOUCHERS

June 30th, 2019 Administrative Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52206	Cellcom	Monthly Charges	\$136.06	x
59117	Door County Emergency Services	Needy Veteran Ambulance Call	\$450.00	x
59117	Door County Emergency Services	Needy Veteran Ambulance Call	\$450.00	x
TOTAL:			\$1,036.06	

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

Date: _____

 David Lienau, Chairman
 Administrative Committee