

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

ADMINISTRATIVE
COMMITTEE

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

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

PUBLIC HEARING FOR PROPOSED 2020 – 8521 Elderly/Disabled Transportation Plan (SRC Bus & Van) & 5311 Public Transit Plan

1. Call the Public Hearing to Order
2. Roll Call
3. Proposed Changes to the 2020 Door County Public Transit System (Section 5311)
4. Proposed Changes to the 2020 Specialized Transportation Assistance Program (Section 85.21)
5. Public Comments
6. Adjourn the Public Hearing

***AMENDED AGENDA – ADMINISTRATIVE COMMITTEE**

1. Call Meeting to Order
2. Establish a Quorum ~ Roll Call
3. Adopt Agenda / Properly Noticed
4. Approve Minutes of the October 22, 2019 Meeting
5. **Correspondence**
6. Public Comment
7. Old Business
8. New Business (Review / Action)
 - ◆ **County Administrator**
 - ◆ Ahnapee Regional Youth Apprenticeship Program
 - ◆ **Transportation**
 - ◆ Review / Approve the rate changes for ADRC Bus (85.21)
 - ◆ Review / Approve the rate changes for the Door to Door System (5311)
 - ◆ Review / Approve the Agency rates for the Door to Door System (5311)
 - ◆ Review / Approve the removal of the connector routes in the Door to Door System (5311)
 - ◆ Corporation Counsel
 - ◆ Year-to-Date Status Report Re: Ch. 51, 54 & 55 Wis. Stats. Matters
 - ◆ Notice of § 23.0917(5t), Wis. Stats. Knowles-Nelson Stewardship Funded Land Purchase-Town of Liberty Grove
 - ◆ Notice of § 23.0917(5t), Wis. Stats. Knowles-Nelson Stewardship Funded Land Purchase-Town of Washington
 - ◆ **Human Resources**
 - ◆ Request to Refill – Treatment Court Coordinator
 - ◆ Request to Refill – Administrative Assistant II, District Attorney
 - ◆ *Request to Refill – Maintenance Technician Library
 - ◆ *Reclassification of TS Network Coordinator/Manager to Network Administrator/Assistant TS Director
 - ◆ *FYI: Letter of Retirement – Sally Hall, Administrative Assistant II – District Attorney
 - ◆ *FYI: Letter of Retirement – Timothy Clark, Library Maintenance Technician
 - ◆ FYI: Letter of Retirement – Keith Kasbohm, Airport Manager
 - ◆ FYI: Completion of Introductory period – Katherine Moore
 - ◆ Personnel Transactions
9. Closed Session

Convene into closed session pursuant to § 19.85(1)(c), Wis. Stats, for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, namely the Performance Evaluation of County Administrator Ken Pabich

Reconvene in Open Session
Discussion and Decision (if any)
10. **Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**
11. Vouchers, Claims and Bills
12. Next Meeting Date(s)
 - Regular Meeting – December 10, 2019 – 10:00 a.m.
13. **Meeting Per Diem Code**
14. **Adjourn**

Deviation from order shown may occur

PUBLIC HEARING – ADMIN COMMITTEE – 11/19/19

Proposed changes to Transportation beginning 1/1/20 for the **5311** Federal Operating Assistance Grant:

- Remove all connector routes on the D2D public transportation system that were previously handled by Sunshine House, Inc. and the ADRC Bus. Areas will still be accessible by D2D vehicles with a 24-hour reservation.
- Increase all fares within zones or the Orange Core by \$.50 for regular riders. (For all Elderly and Disabled riders, the fare increase will actually be \$.25 since the rate for those riders is ½ of the regular rate).
- Increase all Agency Fares within zones or the Orange Core by \$1.00. (Agency Fares are double the regular fare rate).
- No increase to fares for crossing zones at this time.

Proposed changes to Transportation beginning 1/1/20 for the **85.21** Specialized Transportation Assistance Grant:

- All fares will increase to \$2.00 **per stop** on the ADRC bus/van.



TRANSPORTATION

In 10 minutes

Current System

- Managed in DHHS (Robin and Joe)

- Providers
 - *D2D (Abby Vans), Shared Ride Taxi*
 - *ADRC Bus/Van, Sturgeon Bay and Friday Connector*
 - *Sunshine House, Connector Routes*

DOOR 2 DOOR RIDES

What is it?
Door 2 Door Rides is an enhanced accessible public transit service and is currently available in Door County, Wisconsin.

Who can ride?
Anyone over the age of 18 and able to be transported.

What areas does it cover?

Shoreland Taxi Service
Shoreland covers the southern portion of the Town of Liberty Grove. The northern boundary of the Shoreland Taxi Service is Highway and Township Roads. It includes routes to Clinton City, Gills Beach, and the Millport Ferry Dock.

Sturgeon Bay Core
Sturgeon Bay covers all of the Towns of Egg Harbor, Johnsonport, Ridge Harbor, Goshute, and the southern portion of Liberty Grove. The northern edge of the Sturgeon Bay Core is Highway and Township Roads. It includes the Village of Egg Harbor, Ephraim, and State Bay.

Green Bay
Green Bay covers all of the Towns of Green Bay, Shawano, Shawano Bay and Township, but not including the area that is within the Orange Core.

Fair South
Fair South includes the City of Sturgeon Bay and a 2-mile wide extending area from the Michigan State Bridge.

Blue Zone
Blue Zone covers Grand, Mayhew, and Foxville. The northern boundary of the Blue Zone is County Line Road and County K.

Bus Connector Service
Connects routes that Algona, Grand, Egg Harbor, Ridge Harbor, and State Bay have in the City of Sturgeon Bay. With advance notification connect or vehicles are allowed to go off route up to 1/2 mile from the route of planned route to pick up or drop off passengers. Get the schedule and pictures of each stop on www.d2dr.com.

Family, Seniority Services for all!

Green, Safe & Comfortable Van's & Buses

Wheelchair Accessible

TAXI CORE

ORANGE CORE (STURGEON BAY)

TAXI ZONES

YELLOW ZONE (FAR NORTH)

PINK ZONE (NORTH)

GREEN ZONE (SOUTH)

BLUE ZONE (FAIR SOUTH)

TAXI CROSSING ZONES

OPERATED MONDAY - FRIDAY 8:00 AM - 4:00 PM

APPROXIMATELY REQUIRES A RESERVATION AT LEAST 24 HOURS IN ADVANCE OF CROSSING RIDE TIME

BUS CONNECTORS

CONNECTING POINT

DOOR PARALLEL CONNECTOR

INLAND CONNECTOR

WISDOT CONNECTOR

ALGONA CONNECTOR

ALL BUS ONLY FROM ALGONA

WATER BAY CONNECTOR

ALGONA, BRIDGES, DOOR HARBOR AND INLAND CONNECTORS OPERATE MONDAY - FRIDAY

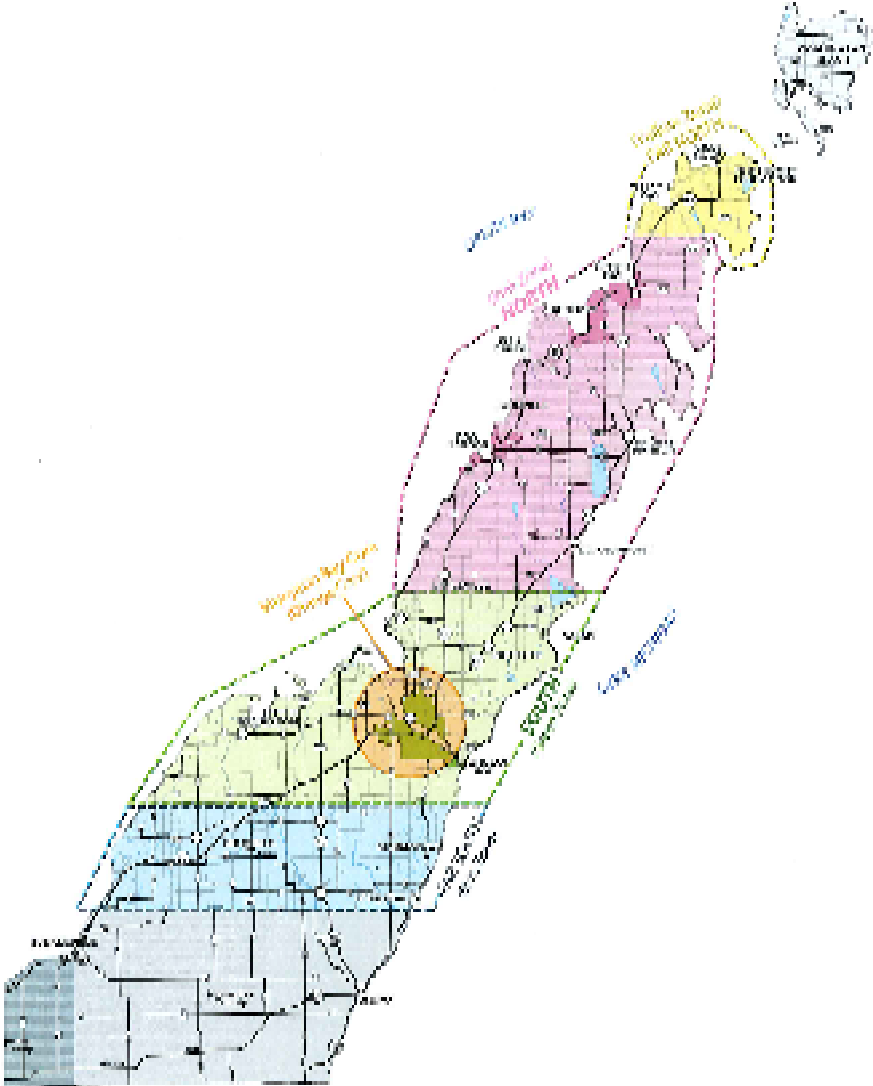
WISDOT DAY CONNECTOR OPERATES EVERY DAY

BUS IS ALLOWED TO GO OFF ROUTE UP TO 1/2 MILE TO PICK UP OR DROP OFF PASSENGERS

2020 Changes

- Managed separately
 - *Transportation Department, Housed at ADRC*
 - *ADRC Drivers Report to Transportation Manager*

- Providers/Services
 - *D2D (Abby Vans)*
 - *ADRC Bus/Van*
 - *Sunshine House & ADRC Connectors Discontinued*
 - *D2D Connector/Crossing Zones will continue*



2020 Changes Continued

- Fare Increases

- *ADRC Bus from \$1 per trip to \$2 per trip*

- \$2 round trip for trips to ADRC for lunch
 - Fare hasn't increased since service began approximately 40 years ago

- *D2D Rides*

- Orange Core Zone \$1.75 to \$2 and \$3.50 to \$4
 - Travel Within Zones \$3.25 to \$3.50 and \$6.50 to \$7
 - Agency Fares will increase to \$8 and \$14
 - Crossing Zones will continue to be the same

MINUTES
Tuesday, October 22, 2019

**ADMINISTRATIVE
COMMITTEE**

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

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

Call Meeting to Order

The Tuesday, October 22, 2019 Administrative Committee Meeting was called to order at 9:01 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, and John Neinas. Joel Gunnlaugsson was excused.

Others present: Supervisor Laura Vlies Wotachek, Administrator Ken Pabich, CC Grant Thomas, Finance Director Steve Wipperfurth, Child Support Director Rod Dequaine, County Conservationist Erin Hanson, Health & Human Services Director Joe Krebsbach, 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 September 17, 2019 Regular Administrative Committee Meeting

Motion by Robillard, seconded by Austad to approve the minutes of the September 17, 2019 Administrative Committee Meeting. Motion carried by unanimous voice vote.

Correspondence

- Email – Donald Freix

Public Comment

The following persons commented:

- Don Freix, 8305 Quarter Line Road, Fish Creek

Old Business

No old business was presented.

New Business (Review / Action)

Child Support

2019 WCSEA Attorney of the Year – R. Dequaine

CC Thomas announced that Rod was awarded the Attorney of the Year award for 2019. The award will also be recognized at the upcoming County Board meeting.

County Board

Process(es) of Communication Between County Board and Staff

Supervisor Kohout questioned if there is a way to share more information with all of county board so things don't come as a surprise. Ideas reviewed included the Friday afternoon Administrator Report which has been helpful; could it potentially be enhanced? More presentations at County Board from departments working on projects. Administrator's report at County Board of upcoming projects. Could this topic be added to the County Board agenda for input from others? Chairman Lienau suggested the Chairs of the committees utilize oral committee reports at County Board. Administrator Pabich will also start providing a report on CIP projects and progress; expected to start in December/January.

Supervisor Compensation & Reimbursement [Resolution No. 2019-58]

Motion by Neinas, seconded by Austad that each county board supervisor be allocated up to \$2,000 annually for authorized expenses (lodging, conference registration, meals) and per diem (whatever they want to charge for per diem) actually incurred and related to out of county travel. Mileage is exempt.

Administrator Pabich reviewed approximate costs, per supervisor, to attend WCA Annual Conference, WCA Legislative Exchange, and Door-Kewaunee Days. CC Thomas explained this could be an amendment from the floor at the November meeting or it can be brought forward to County Board by resolution at this month's meeting. If any Supervisor is intending to bring a change to the Rules of Order forward at the November meeting a heads-up to CC Thomas and Administrator Pabich would be appreciated so language can potentially be prepared and ready.

Motion carried by voice vote with Supervisor Fisher voting no.

County Ambassador Program

Chairman Lienau explained the County Ambassador Program. Our current reps are Supervisor Bultman, Supervisor Chomeau, and Supervisor Lundahl. Lienau suggests the Ambassador Program be separated out of the annual authorized expenses and per diems cap. This program would involve no more than 3 members. The Ambassador Program could be part of the Legislative Committee with 2 or 3 of the Legislative members being the Ambassadors.

Motion by Lienau, seconded by Robillard to exempt the Ambassador Program from the annual authorized expenses and per diems cap. The existing Ambassadors will continue in the same capacity until the April 2020 Reorganizational Meeting at which time it will be incorporated into committee assignments. Motion carried by unanimous voice vote.

County Administrator**Alternative Work Schedules (Proposed) and Tele-Working (Existing) Policies**

Administrator Pabich introduced the proposed concept. Pabich explained some employees have been hired with an alternate work schedule however this hasn't been offered beyond new hires. There would be no change to operating hours. No more than 10 work hours per day would be allowed. The policy would require an employee to request an alternate schedule which would be set for a minimum of at least 3 months. The request would work through approval processes. CC Thomas reviewed potential flex/alternative options.

Motion by Kohout, seconded by Robillard to authorize staff to move forward on the alternative work schedule policy as presented. Motion carried by unanimous voice vote.

Approve Supporting a Broadband Grant Application for the Village (& Town) of Egg Harbor

Administrator Pabich explained the State included \$48M over 2 years for broadband grants. The first due date is December 2019. Pabich noted the County has been working with DCEDC on broadband expansion for the Village of Egg Harbor. The County could provide both a letter of support and financial support for the grant process. Pabich is aware other municipalities are looking at potential projects. Financial support is not budgeted but could come from the Unassigned Fund Balance. Municipalities interested in applying for broadband grants should contact Administrator Pabich in order to work together with the County to move their broadband grant applications forward.

Motion by Fisher, seconded by Kohout to authorize the County Board Chairman and County Administrator to author letters of support for municipal broadband grant applications. CC Thomas will incorporate this into a resolution for county board. Motion carried by unanimous voice vote.

Representation on the Door County Fair Board

Administrator Pabich explained the County does not have any specific oversight of the Fair Board. As we move forward in terms of how the county is going to operate it may be helpful to have some oversight attending each Fair Board meeting. It was suggested two Facilities & Parks Committee Members be authorized to attend each Fair Board meeting. These are not members of the Fair Board; they attend in the capacity of a F&P Committee Member and report back to the F&P Committee. No action taken.

FYI: Out-of-State Training: T. Stenard, K. Christensen, C. Nordin: Police, Treatment & Community Collaborative Training, Nov. 10-13, 2019, Ponte Verda, FL

FYI: Out-of-State Training: Anna Deutsch, Great Lakes Fruit Workers Meeting, Nov. 6-7, Simcoe, Ontario

FYI: Out-of-State Training: Dawn Vandevooort, National Assoc. of Extension 4-H Agents, Nov. 2-9, 2019, White Sulphur Springs, WV

Reviewed.

County Transportation Program

Bid Review and Analysis; and Tentative Contract Award Re: Shared-Ride Taxi-Service RFP

Administrator Pabich explained the County did go out for bid. A number of documents were included in the meeting packet. One bid was received.

Motion by Austad, seconded by Fisher to accept the bid. Motion carried by unanimous voice vote.

Motion by Austad, seconded by Fisher to award the bid to Abby Vans Inc. Motion carried by unanimous voice vote.

Sponsor and Schedule Public Hearing on the Door County Transportation Program (Fares / Service Level)

Administrator Pabich explained since there are proposed fare changes a public hearing is required. The hearing will be held on Tuesday, November 19th at 9:00 a.m. at the Administrative Committee meeting.

County Transportation Program Vehicles (5-buses, 1-minivan); Declare as Surplus, Safekeeping and Disposition

H&HS Director Krebsbach explained a grant was awarded in 2011 to purchase vehicles to be used for the Sunshine House. At the end of their useful life the vehicles were supposed to be gifted to the Sunshine House. Rules changed since the initial purchase. The County owns the vehicles and leases them to the Sunshine House for \$1 annually. The County can transfer them to the Sunshine House as approved by the State. The County can put the vehicles up for bid or the County can gift them to another entity. Krebsbach suggests the County transfer the vehicles to the Sunshine House. A decision needs to be made and complete by January 1st. Krebsbach noted if the vehicles are sold for more than \$5,000 all of the funds received from the sale are paid to the State; the County retains nothing.

Motion by Austad, seconded by Kohout to gift the vehicles to the Sunshine House. Motion carried by unanimous voice vote.

Update on the Transportation Manager Position

Administrator Pabich updated the committee on the hiring of the transportation manager. Pam Busch has been hired and is starting on Monday.

County Clerk

County Clerk Jill Lau - Representative on the Wisconsin Elections Security Council

Lau provided an update to the committee on her representation on the WEC Security Council. The Council will meet every other month to address security issues both cyber and physical as the state comes into the 2020 election cycle.

Corporation Counsel

§173.15, Wis. Stats. Contract for Services – Wisconsin Humane Society

CC Thomas reviewed information included in the meeting packet. The County has been working with the WHS over the past year to draft a contract. The term of the contract is 2 years. The compensation remains the same as in the past; \$10,000. The \$30 per day charge is included in the contract in the event the County goes to court for an animal issue.

Motion by Kohout, seconded by Robillard to approve the contract with the Wisconsin Human Society as presented. Motion carried by unanimous voice vote.

§59.11(1), Wis. Stats. Annual Meeting

A reminder that the annual meeting is approaching. Anything can be brought up at this meeting.

The committee recessed at 10:49 a.m. and reconvened at 11:03 a.m.

Revision of Rules of Order §31 B. [Highway Committee Election; Term]

CC Thomas explained there was an oversight when amending the rules for the Highway Committee term. The term was approved by County Board to be two years quite some time ago. We have been following that rule without it officially included in the Rules of Order.

Motion by Lienau, seconded by Fisher to revise the rules to include the two-year term and send on to County Board. Motion carried by unanimous voice vote.

Highway Commissioner Election; Appointment; Term [§ 83.01, Wis. Stats.]

Supervisor Neinas explained he had spoke with Attorney Andy Phillips recently. At some point the appointment of the Highway Commissioner fell under the County Administrator. After consulting with Attorney Phillips Supervisor Neinas understand the appointment must be brought before the County Board every two years. CC Thomas reviewed the statutes related to the County Highway Commissioner appointment. CC Thomas believes when the current Highway Commissioner was appointed the county assumed the appointment was for an indefinite term and established the term through the adoption of the resolution of appointment.

Motion by Fisher, seconded by Austad to make the term of the Highway Commissioner indeterminate and up to the discretion of the County Administrator and move this on to County Board. Motion carried by unanimous voice vote.

Human Resources**Resolution - Door County Performance-Based Compensation System 2020 Increases/Structure Aging**

Administrator Pabich reviewed information included in the meeting packet. For 2020 the proposal is to age the compensation plan 3% and to establish the pay for performance increases in the range of 1.75% up to 2.5% and the discretionary merit compensation from \$1,000 to \$2,500 (both remain the same as adopted in 2019). A full review of the comp plan would be scheduled for 2022. No aging of the plan will take place in 2021. The implementation is proposed for the first full pay period of 2020.

Motion by Kohout, seconded by Fisher to recommend the performance-based compensation system 2020 increases and structure aging to County Board as presented. Motion carried by unanimous voice vote.

Request to Refill – Highway Worker

The Highway Committee has recommended the refill.

Request to Refill – Conservationist

The County Administrator has reviewed and recommends the refill.

Request to Refill – Social Worker – Child & Family Services Unit Ongoing**Request to Refill – Case Manager Community Support Program****Request to Refill – Case Manager – Comprehensive Community Services**

The County Administrator has reviewed and recommends the refill of all three positions.

Motion by Fisher, seconded by Robillard to approve all requests to refill the Highway Worker position, the Conservationist position, the Case Manager Community Support position, the Social Worker – Child and Family Services position, and the Comprehensive Community Services position. Motion carried by unanimous voice vote.

FYI: Letter of Retirement – Glenn Jorgenson, Highway Worker**FYI: Letter of Retirement– Mark Hill, Social Worker- Child and Family Services Unit Ongoing****FYI: Letter of Resignation – James Salscheider, Conservationist**

Reviewed.

FYI: Completion of Introductory Period – Paula Sullivan**FYI: Completion of Introductory Period – Robyn Joly**

Reviewed.

Personnel Transactions

Reviewed.

Convene in closed session pursuant to §19.85(1)(g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is involved, specifically MDL 2804-Opioid Litigation

Motion by Lienau, seconded by Kohout to move into closed Motion carried by roll call vote with all members voting Yes.
Time 11:31 a.m.

Reconvene in Open Session; Discussion and Decision (if any)

Motion by Lienau, seconded by Fisher to reconvene in open session. Motion carried by roll call vote with all members voting Yes.

No further action taken.

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

Nothing as of this meeting.

Vouchers, Claims and Bills

Reviewed.

Next Meeting Date(s)

Regular Meeting – November 19, 2019 – 9:00 a.m.

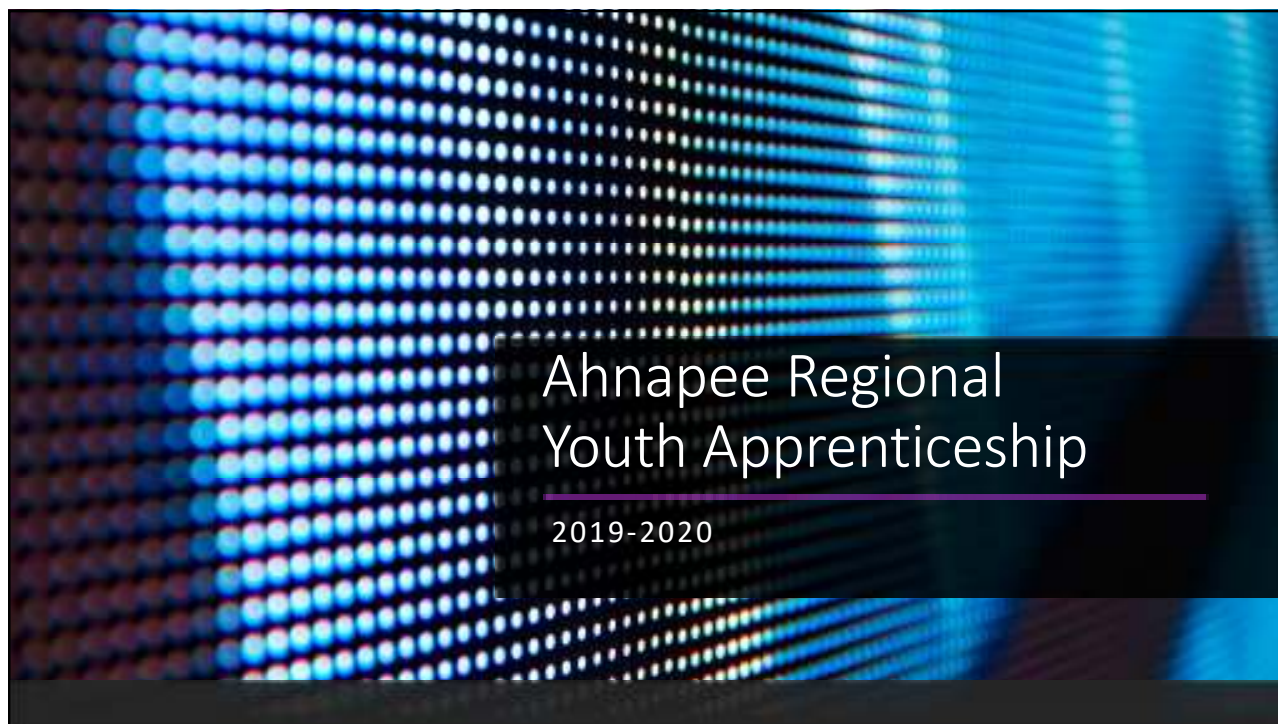
Meeting Per Diem Code

1022.

Adjourn

Motion by Fisher, seconded by Robillard to adjourn. Time: 11:50 a.m. Motion carried by voice vote.

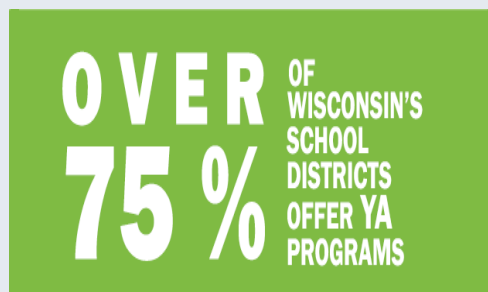
Respectfully submitted by Jill M. Lau, County Clerk



Welcome to Youth Apprenticeship

Welcome to the Ahnapee Regional Youth Apprenticeship Program.

- This module has been created to explain the youth apprenticeship program in its entirety, the processes we utilize to ensure a successful partnership with schools, students, and employers, along with the benefits and highlights of participating in the Youth Apprenticeship Program.



Career Cluster Areas

16 Career Clusters



Approved for Youth Apprenticeship

- [Agriculture, Food & Natural Resources](#)
- [Architecture & Construction](#)
- [Art, A/V Technology & Communications](#)
- [Finance Health Science](#)
- [Hospitality, Lodging & Tourism](#)
- [Information Technology](#)
- [Manufacturing](#)
- [Marketing](#)
- [Science, Technology, Engineering & Mathematics \(STEM\)](#)
- [Transportation, Distribution & Logistics](#)

Youth Apprenticeship Data

27,000+
STUDENTS HAVE GRADUATED FROM THE PROGRAM



Unique Students Count	Unique Employers Count
22,363	10,291

Top 3 Areas in Wisconsin

1. Manufacturing
2. Health Science
3. Agriculture, Food & Natural Resources

Youth Apprenticeship Overview

➤ Youth Apprenticeship (YA) is a highly successful talent acquisition strategy in which employers hire high school juniors or seniors for a one or two-year apprenticeship. During the apprenticeship, the student continues toward high school graduation and takes courses related to the profession as a way of enhancing what is being learned on the job. The YA Program is coordinated locally by regional consortia and overseen by the Wisconsin Department of Workforce Development (DWD).

Program Framework	Program Timeline
<ul style="list-style-type: none"> ➤ Industry-developed skill standards ➤ Exposure to multiple aspects of the industry ➤ Skilled mentors assigned to train the students ➤ Paid on-the-job work experience ➤ Related classroom instruction concurrent with work-based learning; guidelines for all programs ➤ Performance evaluation of demonstrated competencies ➤ State-issued skill certificate 	<ul style="list-style-type: none"> ➤ Level One: <ul style="list-style-type: none"> ○ Junior OR Senior year of High School; can begin as early as June after sophomore year ○ 450 hours of work-based learning MINIMUM ○ 2 semesters of related classroom instruction must be completed by high school graduation ○ Earned school credit – treated as elective ➤ Level Two (standard YA program): <ul style="list-style-type: none"> ○ Junior AND Senior year of High School ○ 900 hours of work-based learning MINIMUM ○ 4 semesters of related classroom instruction ○ Must be completed by high school graduation ○ Earned school credit – treated as elective

Child Labor Laws – Student Learner Law

Student employment in the Youth Apprenticeship Program is supported in the Student Learner Law.

1. A "student learner" is a student of an accredited school who is employed on a part-time basis to obtain both scholastic credit and employment training under a bona fide written school-work training program agreement.
2. You must comply with all state child labor laws as outlined in the [Student Learner Law](#).
3. Review the guidelines to fully understand your student worker parameters as it pertaining to when the student can work, the number of hours, liability, and prohibited equipment and tasks.

23.0917 CONSERVATION

Updated 17–18 Wis. Stats. 14

more than the difference between the amounts obligated under subd. 2. a. and b. and the unobligated amount.

(d) 1. In this paragraph, “unobligated amount” means the amount by which the annual bonding authority for the subprograms under subs. (3), (4), and (4j) in fiscal years 2014–15 and 2015–16 exceeded the amounts that the department obligated from the moneys appropriated under s. 20.866 (2) (ta) for those subprograms for those fiscal years, but not including the amount by which the annual bonding authority for the purpose under sub. (3) (br) in fiscal years 2014–15 and 2015–16 exceeded the amount obligated for that purpose in that fiscal year.

2. The department shall obligate the unobligated amount as follows:

a. The amount necessary for a grant to Iron County to rebuild the Saxon Harbor campground and marina but not more than \$1,000,000.

b. The amount necessary for the purpose under s. 23.0963 but not more than \$1,000,000.

c. The amount necessary for no more than 50 percent of the cost of reconstructing Eagle Tower in Peninsula State Park but not more than \$750,000.

d. The amount necessary to enhance a shelter located near the Palmatory scenic overlook on the south side of the Horicon Marsh Wildlife Area but not more than \$500,000.

e. The amount necessary for a grant to the cities of Neenah and Menasha for no more than 50 percent of the cost of constructing 2 pedestrian bridges across the Fox River and pedestrian trails to connect the bridges to existing pedestrian trails but not more than \$415,300 and subject to the limitation that the total amount obligated under this subd. 2. e. and s. 23.197 (16) may not exceed \$2,015,300.

(e) 1. In this paragraph, “unobligated amount” means the amount by which the annual bonding authority for the subprograms under subs. (3), (4), and (4j) in fiscal years 2014–15, 2015–16, and 2016–17 exceeded the amounts that the department obligated from the moneys appropriated under s. 20.866 (2) (ta) for those subprograms for those fiscal years, but not including the amount by which the annual bonding authority for the purpose under sub. (3) (br) in fiscal years 2014–15, 2015–16, and 2016–17 exceeded the amount obligated for that purpose in that fiscal year.

2. Of the unobligated amount, the department shall obligate an amount necessary for the purpose under s. 281.665 (4) (c), but not more than \$14,600,000.

(f) 1. In this paragraph, “unobligated amount” means the amount by which the annual bonding authority for the subprograms under subs. (3), (4), and (4j) in fiscal year 2016–17 exceeded the amounts that the department obligated from the moneys appropriated under s. 20.866 (2) (ta) for those subprograms for that fiscal year, but not including the amount by which the annual bonding authority for the purpose under sub. (3) (br) in fiscal year 2016–17 exceeded the amount obligated for that purpose in that fiscal year.

2. Of the unobligated amount, the department shall obligate an amount necessary to fund critical health and safety–related water infrastructure projects in state parks, prioritizing projects in those state parks with the highest demand, but not more than \$4,500,000.

(g) 1. In this paragraph, “unobligated amount” means the amount by which the bonding authority under s. 20.866 (2) (ta) beginning in fiscal year 1999–2000 and ending in fiscal year 2019–20 exceeded the amounts that the department expended, obligated, or otherwise encumbered from the moneys appropriated under s. 20.866 (2) (ta) for those fiscal years, but not including the amount by which the annual bonding authority for the purpose under sub. (3) (br) in fiscal year 2019–20 exceeded the amounts obligated for that purpose in that fiscal year.

2. Of the unobligated amount beginning in fiscal year 2020–21, the department may obligate amounts necessary for the purposes of the subprograms under subs. (3), (4), and (4j), but, for

each subprogram, not more than the fiscal year 2019–20 obligation limit for that subprogram, and not more than a total of \$33,250,000 in each fiscal year.

(5m) ADJUSTMENTS FOR LAND ACQUISITIONS. (a) Beginning in fiscal year 1999–2000, the department, subject to the approval of the governor and the joint committee on finance under sub. (6m), may obligate under the subprogram for land acquisition any amount not in excess of the total bonding authority for that subprogram for the acquisition of land.

(b) For each land acquisition transaction under this subsection, all of the following apply:

1. The department shall sell a portion of the acquired land.

2. All proceeds from the sale of the land, up to the amount obligated under par. (a) as determined by the secretary of administration, shall be deposited in the general fund and credited to the appropriation account under s. 20.370 (7) (ag). Notwithstanding s. 25.29 (1) (a), the proceeds in excess of the amount obligated under par. (a) shall be deposited in the general fund.

3. For bonds that are retired from the proceeds of the sale of the acquired land within 3 years after the date on which the land was acquired by the department, the department shall adjust the available bonding authority for the subprogram for land acquisition by increasing the available bonding authority for the fiscal year in which the bonds are retired by an amount equal to the total amount of the bonds issued for the sale that have been retired in that fiscal year.

4. For bonds that are not retired from the proceeds of the sale of the acquired land within 3 years after the date on which the land was acquired by the department, the department shall adjust the available bonding authority for the subprogram for land acquisition by decreasing the available bonding authority for the next fiscal year beginning after the end of that 3–year period by an amount equal to the total amount of the bonds that have not been retired from such proceeds in that fiscal year and, if necessary, shall decrease for each subsequent fiscal year the available bonding authority in an amount equal to that available bonding authority or equal to the amount still needed to equal the total amount of the bonds that have not been retired from such proceeds, whichever is less, until the available bonding authority has been decreased by an amount equal to the total of the bonds that have not been retired.

(c) Notwithstanding sub. (2) (a) 1., land acquired under this subsection need not be for conservation or recreational purposes.

(d) The department of administration shall monitor all transactions under this subsection to ensure compliance with federal law and to ensure that interest on the bonds is tax–exempt for the holders of the bonds.

(5t) LOCAL GOVERNMENTAL RESOLUTIONS. Each city, village, town, or county may adopt a nonbinding resolution that supports or opposes the proposed acquisition of land to be funded by moneys obligated from the appropriation under s. 20.866 (2) (ta) if all or a portion of the land is located in the city, village, town, or county. The department shall provide written notification of the proposed acquisition to each city, village, town, or county in which the land is located. A city, village, town, or county that adopts a resolution shall provide the department with a copy of the resolution. If the department receives the copy within 30 days after the date that the city, village, town, or county received the notification of the proposed acquisition, the department shall take the resolution into consideration before approving or denying the obligation of moneys for the acquisition from the appropriation under s. 20.866 (2) (ta).

(6m) REVIEW BY JOINT COMMITTEE ON FINANCE. (a) The department may not obligate from the appropriation under s. 20.866 (2) (ta) for a given project or activity any moneys unless it first notifies the joint committee on finance in writing of the proposal. If the cochairpersons of the committee do not notify the department within 14 working days after the date of the department’s notification that the committee has scheduled a meeting to review the proposal, the department may obligate the moneys. If,

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
2984 Shawano Ave
Green Bay WI 54313-6727

Tony Evers, Governor
Preston D. Cole, Secretary
Telephone 608-266-2621
FAX 608-267-3579
TTY Access via relay - 711



November 11, 2019

Grant P Thomas, Corporate Counsel, Door County
431 Nebraska Street
Sturgeon Bay WI 54235

Dear Mr Thomas:

The Department would like to inform you that a grant from the Knowles-Nelson Stewardship Program has been tentatively awarded to support the acquisition of approximately 20 acres in the Town of Washington by Door County Land Trust for conservation and public recreational purposes.

State law requires the DNR to inform your Board of potential Knowles-Nelson Stewardship funded land purchases in your jurisdiction and notify you that your Board may adopt a resolution in support or opposition to land acquisitions funded by the Stewardship Program - see s. 23.0917(5t) Wis. Stats. While your Board is not obligated to hold a meeting or adopt a resolution, if you decide to do so, please send a copy of the resolution to:

Faith Murray
2984 Shawano Ave
Green Bay WI 54313-6727
Phone: 920-662-5487
faith.murray@wisconsin.gov

Although a resolution for or against a grant for land acquisition will be nonbinding, the Department is required to consider the resolution if it is received within 30 days of your receipt of this letter.

If you have questions or concerns about this acquisition, contact information for Door County Land Trust is:

Julie Schartner
920-746-1359
jschartner@doorcountylandtrust.org

Sincerely,

Faith Murray
Grant Specialist

C: Julie Schartner, Director of Land Program, Door County Land Trust
C: Pam Foster Felt, Stewardship Grant Program Manager

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Tony Evers, Governor
Preston D. Cole, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



November 1, 2019

Dave Lienau
Chairperson, Door County
PO Box 823
Sister Bay, Wisconsin 54234

Dear Chairperson:

The Department would like to inform you that a grant from the Knowles-Nelson Stewardship Program has been tentatively awarded to support the acquisition of a 29.6-acre parcel in the Town of Liberty Grove by The Nature Conservancy for conservation and public recreational purposes.

State law requires the DNR to inform your Board of potential Knowles-Nelson Stewardship-funded land purchases in your jurisdiction, and to notify you that your Board may adopt a resolution in support or opposition to land acquisitions funded by the Stewardship Program - see s. 23.0917(5t) Wis. Stats. While your Board is not obligated to hold a meeting or adopt a resolution, if you decide to do so, please send a copy of the resolution to:

Gina Keenan
Department of Natural Resources
1300 West Clairemont Avenue
Eau Claire, Wisconsin 54701
715.836.6574
gina.keenan@Wisconsin.Gov

Although a resolution for or against a grant for land acquisition will be nonbinding, the Department is required to consider the resolution if it is received within 30 days of your receipt of this letter.

If you or have questions about this acquisition, contact information for The Nature Conservancy is:

Ms. Michele Kille
The Nature Conservancy
633 West Main Street
Madison, Wisconsin 53703
608.316.6423
mkille@tnc.org

Please feel free to contact me with any questions, as well.

Sincerely,

Pamela Foster Felt
Stewardship Nonprofit Grant Manager

C: Michele Kille, The Nature Conservancy

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 and Human Services Position Title: Treatment Court Coordinator DTE

Position Status: Currently vacant Will be vacant Date Vacant: 1/1/2020
 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: _____

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 10/31/2019

Financial Information:

Salary Range: \$23.23 - \$26.55 Is the Position Budgeted: Yes No
 Funding Source: Levy % _____ Grant Funded % 100 Other _____ % _____
 Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO 02 - Professionals _____ FLSA Status Exempt
 Human Resources has performed a position review? [Signature] (HR initial) 11/12/19 Date
 The Job Description has been updated and signed? [Signature] (HR initial) 11/12/19 Date

Approvals:

County Administrator [Signature] Date 11/12/19
 Administrative Committee Chair _____ Date _____

Door County Health & Human Services
Treatment Alternatives and Diversion(TAD)
2020 Grant

Categories	TAD Funding	Local Match	Budget Total		
Employee Salary & Benefits					
Coordinator -New Hire	\$ 48,448		\$ 48,448		
Coordinator Benefits	\$ 32,103		\$ 32,103		
DHHS Director-Joe Krebsbach - 2%		\$ 2,415	\$ 2,415		
DHHS Director Benefits		\$ 916	\$ 916		
Jailers - 13%		\$ 8,166	\$ 8,166		
Jailers Benefits		\$ 4,564	\$ 4,564		
Behavioral Health Manager @ 10%		\$ 7,940	\$ 7,940		
BH Manager Benefits		\$ 2,422	\$ 2,422		
Total Employee Costs	\$ 80,551	\$ 26,423	\$ 106,974	\$ 40,005	\$ 66,969
				\$ 7,902	\$ 18,521
Travel/Training					
WATCP State Conference	\$ 6,162		\$ 6,162		
WATP Coordinators Conference	\$ 553		\$ 553		
Compas Training	\$ 395		\$ 395		
Travel between GC and Justice Center		\$ 796	\$ 796		
	\$ 7,110	\$ 796	\$ 7,906		
Supplies/Operating					
Cell Phone Monthly Service	\$ -		\$ -		
Software	\$ -		\$ -		
Office Supplies	\$ -		\$ -		
Literature/Education Materials	\$ -		\$ -		
Equip & Materials	\$ 2,400		\$ 2,400		
Tranportation Taxi or Gas Cards	\$ 2,210		\$ 2,210		
Incentives	\$ 1,040		\$ 1,040		
Overhead Allocation		\$ 7,785	\$ 7,785		
	\$ 5,650	\$ 7,785	\$ 13,435		
					\$ -
Consultants/Contractual					
Drug Screens	\$ 11,700		\$ 11,700		
Residential Treatment		\$ 12,000	\$ 12,000		
To be determined-AODA Counselor	\$ 36,000		\$ 36,000		
	\$ 47,700	\$ 12,000	\$ 59,700		
					\$ -
Total Budget	\$ 141,011	\$ 47,004	\$ 188,015		
		25.00%			

Funding = 75% of \$ 188,015

COUNTY OF DOOR

Treatment Court Coordinator

Job Title	Treatment Court Coordinator	Last Revision	10/25/19
Department	Health & Human Services	HR Reviewed	
Division	Behavioral Health	Employee Group	General Municipal Employee
Report To	Behavioral Health Manager	FLSA Status	Exempt
Pay Range	H	EEO Code	02 - Professionals

General Summary

This position is to implement and oversee the Door County Treatment Court. This position requires frequent travel locally, county-wide, and, on occasion, state-wide. The Coordinator will be responsible for policy and program development. They will work closely with the courts, District Attorney's Office and treatment providers. They will also act as a case manager for all treatment court participants. ****This is a full-time grant funded, project position with eligibility for county benefits. Unless funded through additional or alternate funding, this position will be from date of hire through 12-31-2020. ****

Duties and Responsibilities

Essential Job Functions

1. Develop policies, procedures and forms for treatment court program implementation and operation.
2. Implement and operate program according to approved policies and monitor compliance with policies and program goals.
3. Train other county departments on Treatment Court program policies and procedures to enhance collaboration, support and assist with implementation.
4. Administer COMPAS risk assessment to evaluate program referral: based on assessment results, make recommendations to the treatment court team for admission to the program
5. Coordinate or complete substance abuse assessment for individuals admitted to treatment court, identifying individual needs which include medical, psychological, vocational, social familial, and daily living spheres.
6. Conduct regular meetings with participants to discuss progress within the program and monitor all participant program activity from admission through termination or graduation from the Treatment Court Program.
7. Gather information from other agencies in regard to client participation.
8. Coordinate and ensure collection of all drug and alcohol testing samples and report drug testing to the Team
9. Create weekly reports to present to treatment court team at weekly staff meetings with the other treatment court team members and recommend participant rewards/sanctions based on participant's performance
10. Gather and report participant-level data and statistics for program evaluation
11. Create and maintain participant case files and case plans, including continuity of care and aftercare portfolios
12. Facilitate treatment court team/staff meetings
13. Attend local and county meetings as requested by supervisor.

General Job Functions

COUNTY OF DOOR

Treatment Court Coordinator

14. Provide referral information to participants as needed using well developed personal network of community contacts
15. Monitor payment of program fees, fines, and restitution and advise the treatment court team of each participant's compliance with the financial components of their treatment protocol
16. Co-facilitate psychoeducational relevant to treatment court population using evidence-based protocol.

Required Education and Experience

1. Bachelor's degree in Social Work, Psychology, Human Services, Criminal Justice, or other closely related behavioral science field; OR substantial employment equivalent to 1-3 years of direct field and office experience in substance abuse field.
2. Current Wisconsin Substance Abuse Counselor or ability to obtain SAC-IT within 12 months of hire preferred.
3. Completion of training in the COMPAS assessment process/tool is required within three (3) months of hire.

Knowledge, Skills, and abilities Required

1. Outstanding interpersonal and problem-solving skills. Ability to simultaneously manage multiple competing priorities and tasks in an effective and efficient manner.
2. Ability to plan, organize, manage time effectively, and be detail oriented.
3. Familiarity with grant application and reporting.
4. Excellent verbal and written communication skills; Ability to communicate appropriately and effectively with diverse populations.
5. Knowledge of local and national drug abuse trends; experience working with individuals who have a history of opiate addiction.
6. Knowledge and understanding of the therapeutic techniques utilized in treatment of addiction, mental health, and co-disorders of those served. Ability to administer, score and interpret assessment tools utilized in all programs.
7. Displays understanding of dual diagnosis and its effect on the treatment process for both staff and participants.
8. Requires the ability to work with minimal supervision in a fast-paced and stressful environment, focusing on customer service.
9. Ability to maintain and effectively manage a varying caseload.
10. Must possess valid driver's license and current insurance throughout duration of employment.
11. Must have reliable transportation and be willing to travel (mileage reimbursed).

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

COUNTY OF DOOR Treatment Court Coordinator

to 10 lbs. (i.e. paper and equipment).

Potential for physical harm exists during contacts with angry or irate members of the public. Occasionally necessary to defuse situation with disgruntled clients. Limited office space may cause some distraction.

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

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

Approvals:

Joseph A. Krebsbach, Human Services Director

Date

Kelly A. Hendee, Human Resources Director

Date

REQUEST FOR FISCAL IMPACT INFORMATION

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

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

Position Title
 Effective Date
 Department

Treatment Court Coordinator
 _____ 6 Mo _____
Human Services Sub Dept _____

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Treatment Court Coordinator Grade H-Level 1									
1.00	\$23.23	48,448				34,885			83,333
									-
Total Salary and Benefit Increase									83,333
FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
									-
									-
Total Salary and Benefit Increase									-

Dept Head Signature *St. Wimperath*
 Date 11/4/19

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.

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

Door County Human Resources Form #: 2015-04		Title: Request to Refill Position	
Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	
DEPT. HEAD TO COMPLETE:			
Department <u>District Attorney</u>		Position Title: <u>Administrative Assistant II</u>	
Position Status: <input type="checkbox"/> Currently vacant <input checked="" type="checkbox"/> Will be vacant		Date Vacant: <u>January 16, 2020</u>	
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> New position		Hours per week: <u>40</u>	
Reason for Vacancy: <input type="checkbox"/> Termination <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> Retirement <input type="checkbox"/> Resignation			
Transfer: why is the new position more attractive to employee than current one? _____			
Name of Current / Most Recent Incumbent: <u>Sally Hall</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: <u>Holly Malvitz</u>		Date <u>10/30/19</u>	
Financial Information:			
Salary Range: <u>\$17.58-\$20.09</u>		Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source: <input checked="" type="checkbox"/> Levy % <u>100</u> <input type="checkbox"/> Grant Funded % _____ <input type="checkbox"/> Other _____ % _____			
<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached			
HR TO COMPLETE:			
EEO <u>06 - office/clerical</u>		FLSA Status <u>Non-Exempt</u>	
<input checked="" type="checkbox"/> Human Resources has performed a position review?		<u>KHB</u> (HR Initial) <u>11/12/19</u> Date	
<input checked="" type="checkbox"/> The Job Description has been updated and signed?		<u>KHB</u> (HR initial) <u>11/12/19</u> Date	
Approvals:			
County Administrator <u>[Signature]</u>		Date <u>11/12/19</u>	
Administrative Committee Chair _____		Date _____	

County of Door

Administrative Assistant II-DA

Job Title	Administrative Assistant II-DA	Last Revision	05/31/2019
Department	District Attorney	HR Reviewed	05/31/2019
Division		Employee Group	
Report To	Administrative Supervisor	FLSA Status	Non-Exempt
Pay Range	E	EEO Code	06 Office / Clerical

General Summary

Responsible for performing various legal administrative duties in the District Attorney's Office. This position works closely with the Assistant District Attorney. Daily contact with highly confidential information pertaining to victim and witnesses, as well as defendants, and the ability to maintain confidentiality for the protection of those involved in criminal prosecution cases and for the integrity of the case.

Duties and Responsibilities

Essential Job Functions

1. Drafts, transcribes, and electronically prepares various legal documents and correspondence.
2. Organizes case work for Assistant District Attorney.
3. Prepares and sends out correspondence.
4. Runs criminal histories through the TIME System.
5. Receives, processes, and enters electronically, referrals for all Juvenile cases.
6. Updates electronic court notes and prepares daily, weekly, and monthly reports in case management system as needed.
7. Electronically prepares and transcribes all Juvenile legal documents for both District Attorney and Assistant District Attorney.
8. Manages all Transport Orders and Phone/Video Appearances.
9. Organizes and delivers all Criminal Complaints and Fingerprint Orders for weekly Criminal Intake.
10. Requests Sentence Credits from Jail and uploads to PROTECT before sentencing.

General Job Functions

1. Manages incoming mail to ADA.
2. Schedules appointments/meetings for the ADA.
3. Answer various questions and inquiries from the general public, various legal and law enforcement professionals concerning criminal cases, policies, and procedures.
4. Electronically updates court notes where appropriate and prepares weekly reports in case management systems.
5. Provides back-up support for Criminal Intake Administrative Assistant as necessary.
6. Maintains up to date hard-files for all City of Sturgeon Bay ordinances and law reference book updates and information.
7. Manages an up-to-date inventory of all active Transport cases.
8. Manages an up-to-date inventory of all active Juvenile Cases.

Reporting Relationships

Reports to the Administrative Supervisor, District Attorney and Assistant District Attorney, for questions and general direction if and when needed, but generally works independently.

County of Door
Administrative Assistant II-DA

REQUIREMENTS

Training and Experience

1. High school diploma or equivalent.
2. Minimum of two (2) years of responsible legal office experience along with knowledge of legal terminology in the Criminal Justice System.
3. Must be able to type a minimum of 45 words per minute determined by a standard keyboarding test.
4. One (1) year of bookkeeping experience strongly preferred obtained through education or on the job.
5. Able to obtain certification in the Wisconsin TIME System (through the Wisconsin Department of Justice, Division of Law Enforcement), within one (1) year of hire and re-certify every 2 years.

Knowledge, Skills, and Abilities Required

1. Ability to work with limited supervision and make accurate decisions to routine departmental issues.
2. Ability to read, comprehend, and communicate, both verbally and electronically.
3. Ability to use tact and courtesy when dealing with co-workers, supervisors, the general public, law enforcement officers, and other legal professional agencies.
4. Knowledge of modern office practices and procedures, business English, basic bookkeeping and ability to efficiently operate a computer.
5. Ability to multi-task and possess good organizational skills.
6. Ability to convert difficult and complex information from either rough draft or dictation machine electronically..

Physical & Working Conditions

Normal office environment with little or no discomfort from temperature, dust, noise, wetness and the like. Considerable multi-tasking, dealing with sometimes angry and confrontational members of the public.

In an effort to provide the 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 166.03 (4) (a)-(d) Wis. Stats. and County emergency management plans and programs.

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

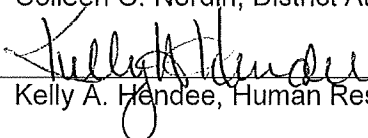
Approvals:



 Colleen C. Nordin, District Attorney

6/4/19

 Date



 Kelly A. Hendee, Human Resources Director

5/31/19

 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

Administrative Assistant II

 6 Mo

District Attorney Sub Dept _____

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Administrative Assistant II Grade E-Level 1									
1.00	\$17.58	36,665				31,159			67,824
Administrative Assistant II Grade E-Budget									
1.00	\$21.20	44,215				32,261			76,476
Total Salary and Benefit Decrease									(8,652)
FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Administrative Assistant II Grade E-Control Point									
1.00	\$20.09	41,900				31,923			73,823
Administrative Assistant II Grade E-Budget									
1.00	\$21.20	44,215				32,261			76,476
Total Salary and Benefit Decrease									(2,653)

Dept Head Signature St. Wupperfort
 Date 11/5/15

Finance Director

Disclaimer: This Fiscal Impact does not include Step 2 \$18.08, Step 3 \$18.58, Step 4 \$19.09, or Step 5 \$19.59.

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.

Sally Hall



October 30, 2019

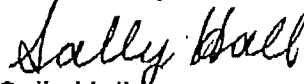
Colleen C. Nordin
Door County District Attorney
1215 S Duluth Avenue
Sturgeon Bay WI 54235

This is to inform you that I will be retiring from my employment from the Door County District Attorney's Office. My last day of work in the office will be January 15, 2020.

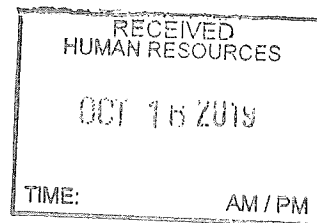
I would like to thank you and the County of Door for the opportunity to be a part of this amazing team for the past 26 years!

I will miss everyone very much but feel the time has come for me to retire. If needed, I will do my best to help in the transition in any way I can.

Respectfully submitted,


Sally Hall

c.c. Kelly Hendee
HR Director



Timothy J. Clark



timtamclark@gmail.com

16OCT19

Tina Kakuske
Library Director
Sturgeon Library
Sturgeon Bay WI 54235

RE: Intent to Retire

Dear Ms. Kakuske

I would like to inform you that I am retiring from my Maintenance Technician position with the Door County Library, effective January 10 2020.

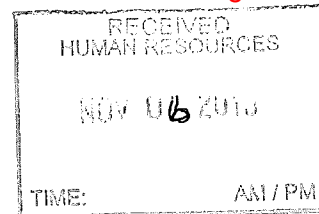
I would like to thank the County of Door for having faith in my abilities over the past 28 years to perform the maintenance at the Library.

As I depart the library in January I know I will be leaving the library in good condition that hard work and pride I put into my position.

Sincerely

A handwritten signature in black ink that reads "Timothy J. Clark". The signature is written in a cursive style.

Timothy J. Clark



November 5th, 2019

RE: Letter of Retirement

Kelly Hendee,
Human Resources Director

Please accept this letter as my notice that I, Keith R. Kasbohm, will be leaving my position as Manager of the Door County Cherryland Airport.

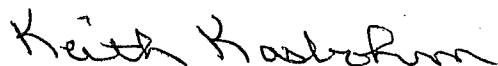
My last day will be Friday May 1, 2020.

After long and thoughtful planning, I have decided it is time to retire.

I would like to thank - the County of Door for allowing me the opportunity to serve as airport manager for the past 29 years; (prior to that, 1 year as an airport aid) the numerous County Board Members for supporting my ideas and the many co-workers that helped me along the way.

It's time to begin a new chapter in life!

Respectfully submitted,

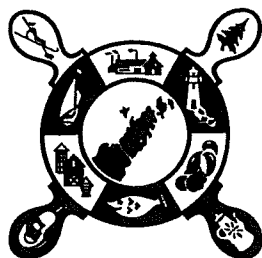


Keith R Kasbohm



Sturgeon Bay, WI 54235

CC John Kolodziej, Highway/Airport Commissioner



Door County Health and Human Services

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Joseph Krebsbach, Director
First Floor Fax 920-746-2355
Second Floor Fax 920-746-2349
dhs@co.door.wi.us

September 27, 2019

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

RE: Completion of Introductory Period
Employee Name: Katherine Moore
Position: Children's Long Term Support Case Manager
Start Date: March 11, 2019

As of September 11, 2019 Katherine Moore successfully completed her introductory period as a Children's Long Term Support Case Manager in the Door County Department of Health and Human Services. Katie has completed all orientation and introductory training required of her position. She is meeting all responsibilities of the case manager position and is performing assigned duties and responsibilities at a consistently high level.

Katie is a strong asset to our team. She is responsible in her duties as a case manager, supporting the children and their families on her caseload. She is a very participatory team member and quick to lend a hand to others on the team. She is a creative case planner and communicates clearly with her team and families. She is a very reliable and a dependable employee.

I recommend, without hesitation, that Katie Moore move to regular employment status effective September 11, 2019.

Sincerely,

Beth Chisholm, Children's Services Program Manager
Door County Health and Human Services

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



**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
November 2019 Report

Date	Transaction*	Department	Name		Position
1/10/2020	Retirement	Library	Timothy	Clark	Maintenance Technician
10/28/2019	Hired	Emergency Management and Communications	Cody	Melville	Telecommunicator
10/28/2019	Hired	Facilities & Parks	Daniel	Klansky	Facilities Supervisor
10/28/2019	Hired	Health and Human Services	Russell	Gray	Youth Connection Center Coordinator
10/28/2019	Hired	Transportation	Pamela	Busch	Transportation Manager
1/15/2020	Retirement	District Attorney	Sally	Hall	Administrative Assistant 2 – DA
10/30/2019	Hired	Health and Human Services	Brandon	Gross	Youth Support Specialist
11/04/2019	Hired	Sheriff's Reserves	Austin	Tlachac	Non-Sworn Reserve Deputy
5/01/2020	Retirement	Highway and Airport	Keith	Kasbohm	Airport Manager
11/11/2019	Hired	Health and Human Services	Cassandra	Bratz	Behavioral Health Therapist
11/18/2019	Hired	Health and Human Services	Anna	Calhoun	Case Manager – CCS
11/25/2019	Hired	Emergency Management and Communications	Angela	Berg	Telecommunicator

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)

Request to Refill Position

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

DEPT. HEAD TO COMPLETE:

Department Library Position Title: Maintenance Technician - Sturgeon Bay Library

Position Status: Currently vacant Will be vacant Date Vacant: 1/11/2020

Full Time Part Time Limited Term Project Hours per week: 40

Reason for Vacancy: Separation Transfer Retirement Resignation Death

Discuss turnover with the department in the previous 18-24 months: N/A

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

Name of Current / Most Recent Incumbent: Timothy Clark

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

If not, explain plan to obtain: _____

Reviewed, updated, and submitted to Human Resources:

- Job Analysis Questionnaire - *not attached*
- Job Description

Completed by: Tina Kakuske Date 7/2019

Financial Information:

Salary Range: 17.58 - 20.09 (per 2019 pay plan) 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 Svc./Maintenance FLSA Status non exempt

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

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

Approvals:

County Administrator [Signature] Date 11/21/19

Oversight Committee Chair [Signature] Date 10/21/2019

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

I want to participate I do not wish to participate

Administrative Committee Chair _____ Date _____

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

I want to participate I do not wish to participate

County of Door Maintenance Technician Library

Job Title	Maintenance Technician Library	Last Revision	10/31/2019
Department	Library	HR Reviewed	10/31/2019
Division		Employee Group	General Municipal Employee
Report To	Library Director	FLSA Status	Non-Exempt
Pay Range	E	EEO Code	08 – Service/Maintenance

General Summary

The Maintenance Technician performs all daily, weekly, monthly and seasonal maintenance on the library and museum building and grounds. This position is responsible for daily maintenance on heating and cooling systems, plumbing, maintenance budget and supervision of custodial assistant. 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. Develops and maintains maintenance budget and capital requests.
2. Responsible for working and creating contractor relationships to ensure the best services needed for the Library.
3. Maintains the elevator, air conditioning and heating units in cooperation with contracted services.
4. Seasonal outdoor maintenance tasks such as, cuts lawn, prunes shrubbery, pulls weeds and picks up trash, clears walkways with snow blower.
5. Supervises and assigns duties to custodial assistant.
6. Shampoos carpet.
7. Moves books, shelving, furniture and equipment.
8. Paints rooms and halls as required.
9. Makes minor repairs to building, furniture and equipment.
10. Performs minor plumbing, carpentry and electrical work.
11. Provide truthful and accurate written and verbal communications.

General Job Functions

1. Vacuums carpeting, halls and stairways; sweeps, mops and waxes floors.
2. Responsible for maintenance and cleaning of all public and staff areas.
3. Dusts shelves, tables, etc.
4. Washes windows, doors and mirrors.
5. Empties wastepaper and recycling baskets – replacing/refilling supplies.
6. Sets up tables and chairs for meetings.
7. Shovels snow.

County of Door Maintenance Technician Library

Requirements

Training and Experience

1. High school diploma or equivalent.
2. Over one years' experience with heating and cooling systems of a large building.
3. One (1) to three (3) years' experience in custodial work and mechanical repair.
4. Current valid Wisconsin driver's license required.

Knowledge, Skills and Abilities Required

1. Ability to work independently without direct supervision and to follow oral or written instructions to read manuals, maintenance contracts and blueprints.
2. Ability to work efficiently with computers, computer software programs and applications.
3. Knowledge of building heating and cooling systems.
4. Knowledge of custodial and maintenance methods and the safe use of maintenance supplies and equipment.
5. Ability to perform the maintenance and repair of the cleaning equipment.
6. Ability to perform minor carpentry, electrical and painting tasks.
7. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
8. Thoroughness and dependability.
9. Good physical condition with the ability to lift 60 lb. and push/pull 200 lb., to use heavy-duty vacuum cleaner and carpet cleaner. Ability to manipulate rakes, shovels and hand tools for grounds maintenance and use a snow blower, lawn mower, and leaf vacuum.
10. Ability to climb a tall ladder to replace light bulbs in library, and wash high windows. etc. and the ability to bend, twist, stoop, reach and climb to clean areas of the library.
11. Ability to read, comprehend, and communicate, both verbally and in writing.

Physical and Working Conditions

Most duties in a normal office/indoor environment or outside in pleasant weather. Seasonal outdoor work to keep side walks and building entrance clear of snow and ice, and lawn and gardens maintained.

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

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

Approvals:

Kristine M. Kakuske

 Kristine M. Kakuske, Library Director

10/31/19

 Date

Kelly A. Hendee

 Kelly A. Hendee, Human Resources Director

10/31/19

 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

Maintenance Technician Library
 _____ 6 Mo _____
 Library Sub Dept _____

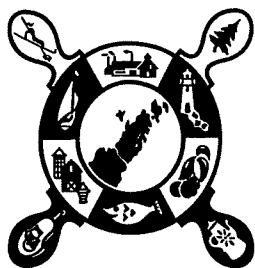
FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Maintenance Technician Library Grade E-Level 1									
1.00	\$17.58	36,665				32,724			69,389
Maintenance Technician Library Grade E-Budget									
1.00	\$23.38	48,761				35,002			83,763
Total Salary and Benefit Decrease									(14,374)
FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Maintenance Technician Library Grade E-Control Point									
1.00	\$20.09	41,900				33,710			75,610
Maintenance Technician Library Grade E-Budget									
1.00	\$23.38	48,761				35,002			83,763
Total Salary and Benefit Decrease									(8,153)

Dept Head Signature SK Dimpert
 Date 11/15/19

Finance Director

Disclaimer: This Fiscal Impact does not include Step 2 \$18.08, Step 3 \$18.58, Step 4 \$19.09, or Step 5 \$19.59.

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



County of Door Technology Services Department

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Jason Rouer

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

To: Technology Services Committee

From: Jason Rouer

Date: November 14, 2019

RE: Department Operations / Organization

Background

In 2017, we completed a study on the Department and made organizational changes to the department. Since implementation of the study we have done much in the way of improving/evolving as a department and I have continued to monitor our performance and ways we can improve. This past year several items prompted me to take look at our staffing and operations. These were:

1. As an organization, it is critical that IT has contingency operational plans in place to ensure long term operational consistency.
2. The labor market in IT continues to evolve quickly and we need to remain competitive in the market. We have had difficulties finding qualified candidates in our last 4 recruitments and candidates in the IT field are being sought after from outside recruiters/mechanisms.
3. Our organization's technology has evolved to needing staff that possess enterprise level skills to support our enterprise level infrastructure.
4. When the Network Manager retired, he provided specific feedback that I felt was valuable to improve our operations.

Discussion

I worked with Human Resources and the County Administrator to research and address the areas identified above.

For items 2 and 3, we had Carlson Dettmann review the positions and wages in the department. Based on this analysis, there was no need to change the wage structure at this time. Please note that the County is planning a full compensation review in 2021 where concerns will be re-addressed and evaluated.

For item 1 & 4, I am recommending that we reclass the TS Manager / Network Coordinator to Network Administrator / Assistant Director. This change addresses the long-term operational needs of the department. In essence, it is a working Network Administrator that has the ability to fill in for me as needed. It provides redundancy in our operations, additional oversight for our staff and projects, and fills our need for succession planning. This is a key position for the success of my department. Based on the review by Carlson Dettman, the position would be at a grade L.

Recommendation

My recommendation would be to reclass the TS Manager/Network Coordinator to Network Administrator/Assistant Director with a pay grade of L and a future market review of the Network Technicians during our next pay study. This would need approval of the Administrative Committee.

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

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	November 2019 Interagency Fee - Brown County Medical Examiner	\$8,902.25	X
various	Cardmember Service	Employee Picnic, Training, Office Supplies, misc.	\$782.57	X
100.11.1101.52433	Laddie Chapman	Recording of County Board meetings: July thru October, 2019	\$1,090.00	X
County Administrator Vouchers:				
100.49.1115.52462	CNA SURETY	WI Notary Public Bond - L. Holtz	\$30.00	X
TOTAL:			\$10,804.82	

CHILD SUPPORT OFFICE VOUCHERS NOVEMBER 2019 Administrative Services Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52302	FIELDPRINT	SERVICE CONTRACT	\$7.75	
52302	OCONTO COUNTY SHERIFF	SERVICE CONTRACT	\$53.20	
53106	STAPLES ADVANTAGE	OFFICE SUPPLIES	\$398.88	
52302	STATE PROCESS SERVICE	SERVICE CONTRACT	\$90.75	
52302	WI DEPT OF JUSTICE	SERVICE CONTRACT	\$28.25	
52302	WI DOCUMENT IMAGING	SERVICE CONTRACT	\$189.13	
TOTAL:			\$767.96	

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

Date: _____

Chairman
Administrative Services Committee

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 100 - General Fund											
Department 25 - Court Systems											
Sub-Department 1340 - Clerk of Courts											
Account 52101 - Professional Services											
14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY	2019-00000377	Court Appointed Attorney Fees	Paid by Check # 669042		10/08/2019	10/11/2019	10/11/2019		10/11/2019	395.85	
								Account 52101 - Professional Services Totals		Invoice Transactions 1	<u>395.85</u>
Account 52130 - PS-Guardian Ad Litem											
14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY	2019-00000366	Court Appointed GAL Fees	Paid by Check # 668869		09/27/2019	10/01/2019	10/01/2019		10/10/2019	742.00	
3629 - ERICKSON PRIBYL S.C.	2019-00000367	Court Appointed Attorney Fees	Paid by Check # 668870		09/27/2019	10/01/2019	10/01/2019		10/10/2019	1,554.00	
9682 - PINKERT LAW FIRM LLP	2019-00000368	Court Appointed Attorney Fees	Paid by Check # 668872		09/27/2019	10/01/2019	10/01/2019		10/10/2019	21.00	
14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY	2019-00000377	Court Appointed Attorney Fees	Paid by Check # 669042		10/08/2019	10/11/2019	10/11/2019		10/11/2019	224.00	
3629 - ERICKSON PRIBYL S.C.	2019-00000378	Court Appointed Attorney Fees	Paid by Check # 669043		10/08/2019	10/11/2019	10/11/2019		10/11/2019	1,218.00	
15303 - NINA MARTEL SC	2019-00000379	Court Appointed Attorney Fees	Paid by Check # 669044		10/08/2019	10/11/2019	10/11/2019		10/11/2019	524.18	
15069 - STAPLES ADVANTAGE	2019-00000380	Office Supplies	Paid by Check # 669045		10/08/2019	10/11/2019	10/11/2019		10/11/2019	72.89	
9682 - PINKERT LAW FIRM LLP	2019-00000402	GAL Fees	Edit		10/25/2019	10/25/2019	10/25/2019			266.00	
								Account 52130 - PS-Guardian Ad Litem Totals		Invoice Transactions 8	<u>\$4,622.07</u>
Account 52155 - PS-Psychiatric Evals											
22142 - WILLIAM A SCHMITT, PHD, LLC	2019-00000404	Psychiatric Examination	Edit		10/25/2019	10/25/2019	10/25/2019			3,100.00	
								Account 52155 - PS-Psychiatric Evals Totals		Invoice Transactions 1	<u>\$3,100.00</u>
Account 52406 - Reporter & Transcriber Fe											
2291 - NANCY BAUX	2019-00000365	Transcript	Paid by Check # 668871		09/27/2019	10/01/2019	10/01/2019		10/10/2019	100.00	
								Account 52406 - Reporter & Transcriber Fe Totals		Invoice Transactions 1	<u>\$100.00</u>
Account 52425 - Interpreter Services											
15825 - SUSAN G RASCON	2019-00000369	Interpreter Fees	Paid by Check # 668873		09/27/2019	10/01/2019	10/01/2019		10/10/2019	104.75	
13733 - SWITS, LLC	2019-00000370	Interpreter Fees - Telephonics	Paid by Check # 668874		09/27/2019	10/01/2019	10/01/2019		10/10/2019	104.00	
15825 - SUSAN G RASCON	2019-00000403	Interpreter Fees	Edit		10/25/2019	10/25/2019	10/25/2019			40.00	
16111 - THE SIGN LANGUAGE GROUP	2019-00000405	Interpreter Fees	Edit		10/25/2019	10/25/2019	10/25/2019			198.96	
								Account 52425 - Interpreter Services Totals		Invoice Transactions 4	<u>\$447.71</u>

Clerk of Court A/P October 2019

G/L Date Range 10/01/19 - 10/31/19

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	2019-00000401	Fall Clerk of Court Conference WCCCA	Edit		10/25/2019	10/25/2019	10/25/2019			315.05
							Account 54102 - Training Mile,Meals,Lodge Totals	Invoice Transactions	1	<u>\$315.05</u>
							Sub-Department 1340 - Clerk of Courts Totals	Invoice Transactions	16	<u>\$8,980.68</u>
							Department 25 - Court Systems Totals	Invoice Transactions	16	<u>\$8,980.68</u>
							Fund 100 - General Fund Totals	Invoice Transactions	16	<u>\$8,980.68</u>
							Grand Totals	Invoice Transactions	16	<u>\$8,980.68</u>

* = Prior Fiscal Year Activity

VOUCHER

STATE OF WISCONSIN

Door County

VENDOR # _____

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

VENDOR NAME: Month of October 2019

VENDOR Name: 2018CM000201 State of WI vs Wayne M Fredrich

VENDOR Name: 2018CF000043 State of WI vs Michael J Estevez

VENDOR Name: _____

Submitted By: _____

Approved by: Department Head:
Connie DeLore

Approved by: Committee Chair: _____

Added to Voucher Listing

Voucher Listing Signed / Approved

Hold For Approval / Documentation After Processing

This Area to be Completed by Finance Department

PAID BY _____
CHECK # _____

Date _____
Paid _____

Fund	Dept	Sub Dept	Account Number	Description	Qty	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
				2018CM000201 State of WI vs Wayne M Fredrich					
100	25	1341	52407	Jurors 1 day trial with Judge D. Todd Ehlers			\$ 1,052.62	10/31/2019	COC
				2018CF000043 State of WI vs Michael J Estevez					
100	25	1341	52407	Jurors 3 day trial with Judge David L Weber			\$ 3,395.49	10/31/2019	COC

VOUCHER TOTAL

\$4,448.11

VOUCHER TOTAL

CORPORATION COUNSEL OFFICE
November Committee Meeting
2019 Vouchers

Fund-Dept-Sub-Acct.	Vendor	Description	Amount
100-17101	PRE-PAIDS		
100-37-1120-52301			
100-44-1114-53106	OFFICE SUPPLIES (FROM HR BUDGET)		
	Staples	Office Supplies	\$51.01
	Staples	Office Supplies	\$188.74
100-14-1107-52101	PROFESSIONAL		
100-14-1107-52105	LITIGATION		
	Door County Sheriff's Department	Civil Service - 2019-GN-20	\$65.00
	Door County Sheriff's Department	Civil Service - 2014-125 Veness	\$65.00
100-14-1107-54406	TELEPHONE		
100-14-1107-52301	REPAIR/MAINTENANCE		
100-14-1107-52402	MEMBERSHIP		
100-14-1107-53102	POSTAGE		
100-14-1107-53106	OFFICE SUPPLIES		
	Staples	Office Supplies	\$31.50
	Staples	Office Supplies	\$7.52
100-14-1107-53131	LEGAL RESEARCH		
	Thompson Reuters	Government Select on Westlaw - Wpack (for September 2019 services)	\$319.54
	Thompson Reuters	2020 Court Rules (State, Federal, & Local)	\$166.50
	U.S. Courts PACER	Document Access Charges	\$15.50
	State Bar of Wisconsin	WI Rules of Evidence: A Courtroom Handbook Ed 9-S2 (FY20)	\$70.77
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 #10-2019 October	\$1,125.00
100-14-1350-53109	LAW LIBRARY		
	Thompson Reuters	Government Select on Westlaw - Wpack (for September 2019 services)	\$1,278.14
100-14-1107-55107	LEASED PRINTING		
	Wisconsin Document Imaging	Monthly Usage	\$263.66
		TOTAL:	\$3,647.88

Accounts Payable Invoice Report

G/L Date Range 10/01/19 - 10/31/19
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 10 - County Clerk									
Batch Number 2019-00000536		Batch Date 10/21/2019			Entered by User Barb Pavlik				
Vendor 14651 - WISCONSIN MEDIA									
Sub-Department 10 County Clerk									
0002868379	County Clerk - Advertising	Paid by Check #669315		10/21/2019	10/21/2019	10/21/2019		10/24/2019	242.68
		Sub-Department 10 County Clerk Totals				Invoices		1	0
		Vendor 14651 - WISCONSIN MEDIA Totals				Invoices		1	\$242.68
Vendor 39170 - WOLTER ENGRAVING SERVICE									
Sub-Department 10 County Clerk									
9140	Alexis Heim Peter Name Plate	Paid by Check #669316		10/21/2019	10/21/2019	10/21/2019		10/24/2019	20.00
		Sub-Department 10 County Clerk Totals				Invoices		1	0
		Vendor 39170 - WOLTER ENGRAVING SERVICE Totals				Invoices		1	\$20.00
		Batch Number 2019-00000536 Totals				Invoices		2	\$262.68
		Department 10 - County Clerk Totals				Invoices		2	\$262.68
10 County Clerk _____									
				Grand Totals		Invoices		2	\$262.68

Door County

Jennifer Moeller
10/21/19

N. Lord
10/21/19

Accounts Payable Invoice Report

G/L Date Range 10/25/19 - 10/25/19

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 2019-00000537		Batch Date 10/21/2019			Entered by User Jennifer Moeller				
Vendor 11164 - COMMUNITY JUSTICE, INC									
Sub-Department 25 Court Systems									
0721817	Guardian ad Litem	Edit		10/21/2019	10/25/2019	10/25/2019			500.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 11164 - COMMUNITY JUSTICE, INC Totals							Invoices	1	<u>\$500.00</u>
Vendor 6197 - HOLLY M JEWELL									
Sub-Department 25 Court Systems									
1024	19CF63 DA transcript	Edit		10/21/2019	10/25/2019	10/25/2019			68.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 6197 - HOLLY M JEWELL Totals							Invoices	1	<u>\$68.00</u>
Vendor 9055 - J.R. MUSUNURU, M.D.									
Sub-Department 25 Court Systems									
201945	19ME45 Independent Evaluation	Edit		10/21/2019	10/25/2019	10/25/2019			420.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 9055 - J.R. MUSUNURU, M.D. Totals							Invoices	1	<u>\$420.00</u>
Vendor 2288 - KEYSTONE PSYCHOLOGY LLC									
Sub-Department 25 Court Systems									
3123	Independent Evaluations	Edit		10/21/2019	10/25/2019	10/25/2019			1,681.25
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 2288 - KEYSTONE PSYCHOLOGY LLC Totals							Invoices	1	<u>\$1,681.25</u>
Vendor 20086 - MARSHALL J BALES									
Sub-Department 25 Court Systems									
4614	19ME45 Independent Evaluation	Edit		10/21/2019	10/25/2019	10/25/2019			555.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 20086 - MARSHALL J BALES Totals							Invoices	1	<u>\$555.00</u>
Vendor 8710 - MARTINSON LAW OFFICES									
Sub-Department 25 Court Systems									
1919	Guardian ad Litem 19GN19	Edit		10/21/2019	10/25/2019	10/25/2019			566.30
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 8710 - MARTINSON LAW OFFICES Totals							Invoices	1	<u>\$566.30</u>
Vendor 15303 - NINA MARTEL SC									
Sub-Department 25 Court Systems									
315	Guardian ad Litem	Edit		10/21/2019	10/25/2019	10/25/2019			1,000.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 15303 - NINA MARTEL SC Totals							Invoices	1	<u>\$1,000.00</u>

Door County

Accounts Payable Invoice Report

G/L Date Range 10/25/19 - 10/25/19
 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 9682 - PINKERT LAW FIRM LLP									
Sub-Department 25 Court Systems									
9290046	Legal Fees	Edit		10/21/2019	10/25/2019	10/25/2019			945.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 9682 - PINKERT LAW FIRM LLP Totals			Invoices	1		<u>\$945.00</u>
Vendor 36721 - WEST GROUP PAYMENT CENTER									
Sub-Department 25 Court Systems									
841137988	Sept 2019 Library Plan	Edit		10/21/2019	10/25/2019	10/25/2019			565.74
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 36721 - WEST GROUP PAYMENT CENTER Totals			Invoices	1		<u>\$565.74</u>
			Batch Number 2019-00000537 Totals			Invoices	9		<u>\$6,301.29</u>
			Department 25 - Court Systems Totals			Invoices	9		<u>\$6,301.29</u>
25 Court Systems									
			Grand Totals			Invoices	9		<u><u>\$6,301.29</u></u>

Door County

Jennifer Moeller
11/6/19

N. Lind
11/6/19

Accounts Payable Invoice Report

G/L Date Range 11/08/19 - 11/08/19
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 2019-0000555		Batch Date 11/06/2019			Entered by User Jennifer Moeller				
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY									
Sub-Department 25 Court Systems									
8870	Guardian ad Litem	Edit		11/06/2019	11/08/2019	11/08/2019			500.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY Totals							Invoices	1	\$500.00
Vendor 21740 - DR. STRESS & ASSOCIATES, LLC									
Sub-Department 25 Court Systems									
2019181	92GN22P independent evaluation	Edit		11/06/2019	11/08/2019	11/08/2019			800.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 21740 - DR. STRESS & ASSOCIATES, LLC Totals							Invoices	1	\$800.00
Vendor 3629 - ERICKSON PRIBYL S.C.									
Sub-Department 25 Court Systems									
11160	Legal Fees	Edit		11/06/2019	11/08/2019	11/08/2019			1,041.30
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 3629 - ERICKSON PRIBYL S.C. Totals							Invoices	1	\$1,041.30
Vendor 6197 - HOLLY M JEWELL									
Sub-Department 25 Court Systems									
176	transcripts	Edit		11/06/2019	11/08/2019	11/08/2019			286.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 6197 - HOLLY M JEWELL Totals							Invoices	1	\$286.00
Vendor 2288 - KEYSTONE PSYCHOLOGY LLC									
Sub-Department 25 Court Systems									
3144	Evaluation and testimony	Edit		11/06/2019	11/08/2019	11/08/2019			590.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 2288 - KEYSTONE PSYCHOLOGY LLC Totals							Invoices	1	\$590.00
Vendor 2674 - LISA A HARTEL									
Sub-Department 25 Court Systems									
1981	19CF81 DA transcript	Edit		11/06/2019	11/08/2019	11/08/2019			24.50
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 2674 - LISA A HARTEL Totals							Invoices	1	\$24.50
Vendor 20086 - MARSHALL J BALES									
Sub-Department 25 Court Systems									
4585B	19GN3 court testimony	Edit		11/06/2019	11/08/2019	11/08/2019			150.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 20086 - MARSHALL J BALES Totals							Invoices	1	\$150.00

Door County

Accounts Payable Invoice Report

G/L Date Range 11/08/19 - 11/08/19

Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 15303 - NINA MARTEL SC									
Sub-Department 25 Court Systems									
1914	Guardian ad Litem	Edit		11/06/2019	11/08/2019	11/08/2019			338.62
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 15303 - NINA MARTEL SC Totals			Invoices	1		<u>\$338.62</u>
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 25 Court Systems									
3428702847	toner cartridge for printer	Edit		11/06/2019	11/08/2019	11/08/2019			262.88
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices	1		<u>\$262.88</u>
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 25 Court Systems									
84744	copier lease October 2019	Edit		11/06/2019	11/08/2019	11/08/2019			174.70
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals			Invoices	1		<u>\$174.70</u>
			Batch Number 2019-00000555 Totals			Invoices	10		<u>\$4,168.00</u>
			Department 25 - Court Systems Totals			Invoices	10		<u>\$4,168.00</u>
25 Court Systems									
			Grand Totals			Invoices	10		<u><u>\$4,168.00</u></u>

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

Acct No.	Vendor	Description	Prepaid	Amount
21210/21250	Securian Financial Group	December Life Insurance	X	\$ 9,838.73
59176	HRI, dba Humana Wellness	Go365 Administrative Fee & Rewards	X	\$ 3,167.96
59109	Aurora Medical Group	Pre Employment Physical	X	\$ 240.00
52146	Bellin Health	Drug Screening	X	\$ 60.00
52401	ABR Employment Services	Finance Dept., week ending 10/06/19	X	\$ 226.44
52401	ABR Employment Services	Finance Dept., week ending 11/01/2019	X	\$ 226.44
52121	Diversified Benefit Services	Administrative Svcs - October	X	\$ 526.50
52401	ABR Employment Services	Finance Dept., week ending 10/20/2019	X	\$ 226.44
59120	Employee Resource Center	Case #164815 on 10/23/19 & #165047 on 10/	X	\$ 280.00
59169	Prevea Health Occupational Health	Pre-work screening	X	\$ 67.00
59119	Cardmember Service	ISP UCIA INT- Background Checks	X	\$ 10.65
59178	Cardmember Service	Door County Visitor Bureau	X	\$ 60.00
51403	Cardmember Service	Skillpath NST Item #9133623900	X	\$ 419.00
52149	Door County Medical Center	Chair Massages	x	\$ 175.00
52401	ABR Employment Services	Finance Dept., week ending 10/13/2019	X	\$ 113.22
55107	Wisconsin Document Imaging	Human Resources Copies & Base Rate	x	\$ 1,011.00
54103	Carlson Dettmann Consulting	Network Technician	x	\$ 250.00
59119	Wis. Dept. of Justice	Background Checks	x	\$ 30.00
			TOTAL:	\$ 16,928.38

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

Date: _____

David Lienau, Chairman
Administrative Committee

