

Notice of Public Meeting
Tuesday, December 10, 2019
10:00 a.m.

**ADMINISTRATIVE
 COMMITTEE**

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

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

AGENDA

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes** of November 19, 2019 Public Hearing and Regular Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. Supervisor Response
8. **Old Business**
9. **New Business (Review / Action)**
 - ◆ **County Administrator**
 - ◆ Establishment of a Subcommittee of the Criminal Justice Collaborating Council
 - ◆ Final Approval Door to Door Contract
 - ◆ **Corporation Counsel**
 - ◆ "Navis, et al v. DC BOA, et al", Case # 2018-CV-102 - Appeal to Wisconsin Court of Appeals, District III
 - ◆ Challenge to EPA's Ozone Non-Attainment Area Designations – U.S. Court of Appeals, District of Columbia, #18-203
 - ◆ Proposed State Implementation Plan (SIP) Revision for Redesignation Request and Maintenance Plan for the Door County 2015 8-Hour Ozone Nonattainment Area
 - ◆ County Sheriff Enforcement of Town or Village Ordinance
 - ◆ **Human Resources**
 - ◆ Request to Refill – ADRC Bus Driver - Transportation
 - ◆ Request to Refill – Airport Manager – Highway
 - ◆ Request to Refill – Library Circulation Assistant
 - ◆ Request to Refill – Case Manager – Health & Human Services
 - ◆ Request to Refill – Case Manager Diversion – Health & Human Services (Defined Term Emp.)
 - ◆ Change in Hours Recommendation for 2nd Shift Custodians
 - ◆ Exit Interview Summary
 - ◆ FYI: Letter of Retirement – Gary Hanson
 - ◆ FYI: Completion of Introductory Period – Katie Lasee
 - ◆ FYI: Completion of Introductory Period – Emily May
 - ◆ Personnel Transactions
10. **Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**
11. **Vouchers, Claims and Bills**
12. **Next Meeting Date(s)**
 - Regular Meeting – January 21, 2020 – 10:00 a.m.
13. **Meeting Per Diem Code**
14. **Adjourn**

Deviation from order shown may occur

<p>MINUTES Tuesday, November 19, 2019 9:00 a.m.</p>	<p>ADMINISTRATIVE COMMITTEE</p>	<p>Door County Government Center Chambers Room, 1st floor 421 Nebraska Street, Sturgeon Bay, WI</p>
<p>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</p>		

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

Call the Public Hearing to Order

The Tuesday, November 19, 2019 Public Hearing was called to order at 9:04 a.m. by Chairman David Lienau at the Door County Government Center.

Roll Call

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

Chairman Lienau read aloud the purpose of the public hearing.

Proposed Changes to the 2020 Door County Public Transit System (Section 5311)

Proposed Changes to the 2020 Specialized Transportation Assistance Program (Section 85.21)

Transportation Manager Pam Busch presented a PowerPoint outlining the proposed changes.

Public Comments

- Kayla Kudick commented on the proposed increase in fees

Adjourn the Public Hearing

Motion by Robillard, seconded by Kohout to adjourn the public hearing. Time: 9:19 a.m. Motion carried by voice vote.

Regular Administrative Committee Meeting

Call Meeting to Order

The Tuesday, November 19, 2019 Administrative Committee Meeting was called to order at 9:19 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, John Neinas, and Joel Gunnaugsson.

Others present: Supervisor Laura Vlies Wotachek, Administrator Ken Pabich, Assistant CC Karyn Behling, Finance Director Steve Wipperfurth, HR Director Kelly Hendee, TS Director Jason Rouer, County Clerk Jill Lau, and public.

Adopt Agenda / Properly Noticed

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

Approve Minutes of the October 22, 2019 Meeting

Motion by Fisher, seconded by Robillard to approve the minutes of the October 22, 2019 Administrative Committee Meeting. Motion carried by unanimous voice vote.

Correspondence

No correspondence was presented.

Public Comment

No one from the public commented.

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

Old Business

No old business was presented.

New Business (Review / Action)**County Administrator****Ahnapee Regional Youth Apprenticeship Program**

Administrator Pabich reviewed information included in the meeting packet. The program is an apprenticeship for youth 16-18 years old. Administration would work with departments to identify positions within the County that the apprenticeship program may benefit.

Motion by Robillard, seconded by Gunnlaugsson to support the Ahnapee Regional Youth Apprenticeship Program and transfer funds from the Reserve to cover any costs associated. Motion carried by unanimous voice vote.

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)**

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

Motion by Gunnlaugsson seconded by Fisher to approve the recommendations as presented for the rate changes for the ADRC Bus (85.21), the rate changes for the Door to Door System (5311), the agency rates for the Door to Door System (5311) and the removal of the connector routes in the Door to Door System (5311). Motion carried by unanimous voice vote.

Corporation Counsel**Year-to-Date Status Report Re: Ch. 51, 54 & 55 Wis. Stats. Matters**

Assistant CC Karyn Behling reported on the number of cases to date this year.

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**

Information included in the meeting packet was reviewed.

Human Resources**Request to Refill – Treatment Court Coordinator**

HR Director Hendee explained this is a defined term position; if grant money runs out the position is eliminated. This is a full-time position with benefits.

Motion by Gunnlaugsson, seconded by Austad to approve the request to refill the Treatment Court Coordinator. Motion carried by unanimous voice vote.

Request to Refill – Administrative Assistant II, District Attorney

The request to refill is due to a retirement.

Motion by Austad, seconded by Kohout to approve the request to refill the Administrative Assistant II, District Attorney.

Motion carried by unanimous voice vote.

Request to Refill – Maintenance Technician Library

The request to refill is due to a retirement.

Motion by Robillard, seconded by Kohout to approve the request to refill the Maintenance Technician Library. Motion carried by unanimous voice vote.

Reclassification of TS Network Coordinator/Manager to Network Administrator/Assistant TS Director

HR Director Hendee explained this position was eliminated a few years ago following a study of the Information Systems Department. After further review and monitoring, and the recent exit interview of the TS Network Coordinator/Manager, it was determined there was a need to recreate the position. This is a working position for at least 80% of the time. This is expected to make the department more efficient. The TS Committee supported the reclassification.

Motion by Gunnlaugsson, seconded by Robillard to reclassify the TS Network Coordinator/Manager to Network Administrator/Assistant TS Director. Motion carried by unanimous voice vote.

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

Reviewed.

FYI: Completion of Introductory period – Katherine Moore

Reviewed.

Personnel Transactions

Reviewed.

Closed Session

Convene into closed session pursuant to § 19.85(1)©, 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

Motion by Lienau, seconded by Fisher to convene into closed session. Motion carried by roll call vote with all Members voting Yes. Time: 10:05 a.m.

Reconvene in Open Session

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

Discussion and Decision (if any)

No action taken.

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

- Unemployment Insurance
- Exit Interviews

Vouchers, Claims and Bills

Reviewed.

Next Meeting Date(s)

Regular Meeting – December 10, 2019 – 10:00 a.m.

Meeting Per Diem Code

Adjourn

Motion by Fisher, seconded by Robillard to adjourn. Time: 11:00 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

PURCHASE OF SERVICE AGREEMENT
Door County Shared-Ride Taxi Services

This Agreement, entered into by and between the County of Door, a Body Corporate. Hereinafter referred to as "County", and Abby Vans Inc., hereinafter referred to as "Provider".

WHEREAS, County desires to secure and retain the services of Provider to perform services enumerated below; and

WHEREAS, Provider desires to perform the services enumerated below.

NOW, THEREFORE, in consideration of the mutual covenants here contained, the parties agree as follows:

1. This Agreement shall become effective on January 1, 2020.
2. County's contact information is: Pamela Busch, Transportation Manager; 916 N. 14th Avenue, Sturgeon Bay, WI 54235; Ph: 920.746.5982; E-mail: pbusch@co.door.wi.us.
3. Provider's contact information is: Abby Vans, Inc.; Mark Jones, President; 1115 West 4th Street, Neillsville, WI 54456; Ph: 800.236.8438; Fax: 715.743.7545.
4. During the term hereof, County hereby engages Provider and Provider hereby agrees to perform services, as set forth in the attached Request for Proposals (Issued July 29, 2019), Provider's Proposal dated September 5, 2019, and Addendums 1-4 [incorporated herein by reference as if set forth in full].
5. The provisions of this Agreement and attachments shall be harmonized to give full force and effect to all wherever possible. In the event of an irreconcilable conflict, the attached Request for Proposals controls.
6. Payment for services covered by this Agreement shall be based on allowable fees and costs as set forth in the attachments referenced in paragraph 4. above. Payment shall only be made for authorized services actually and satisfactorily provided. It is understood that County is not obligated to purchase any minimum amount of services from Provider.
7. Provider shall act as an independent contractor in providing and performing the services contemplated by this agreement. Nothing in, or done pursuant to, this agreement shall be construed to create the relationship of employer and employee, principal and agent, partners, or a joint venture between County and Provider.
8. Provider holds itself out as an independent contractor. Provider: is a separate and independent enterprise from the County; has a full opportunity to find other business; has made its own investment in its business, trade or profession; possesses the equipment, instrumentalities, materials, and office necessary to perform the work; controls the means of performing the work; and risks profit and loss as a result of the work.
9. This agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Provider will be an independent contractor and not the County's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the state revenue and taxation law, the state workers' compensation law and the state unemployment insurance law. This agreement shall not be construed as creating any joint employment relationship between the Provider and the County, and the County will not be liable for any obligation incurred by the Provider, including but not limited to unpaid minimum wages, overtime premiums, unemployment insurance benefits, worker's compensation benefits, health insurance, health benefits, disability benefits, or retirement benefits. Provider is not entitled to receive any benefits from County or to participate in any County benefit plan.
10. Provider retains sole and absolute discretion in the judgment of the manner and means of carrying out its activities and responsibilities hereunder.

11. Any and all work product (tangible material or its intangible equivalent) shall be the sole and exclusive property of the County.
12. Provider shall provide, perform and complete all services contemplated by this Agreement in an expeditious and proper manner, consistent with the care and skill ordinarily exercised by reputable members of the profession.
13. Provider warrants and represents that it is sufficiently experienced and competent to provide, perform and complete all services in full compliance with and as required by or pursuant to this Agreement.
14. Provider represents and warrants that it is financially solvent, and has the financial resources necessary to provide, perform and complete the duties and functions in full compliance with and as required by or pursuant to this Agreement.
15. Provider shall, in order to protect itself as well as the County, at all times during the terms of this Agreement keep in force insurance policies issued by a company authorized to do business in Wisconsin and licensed by the Office of the Commissioner of Insurance.
 - *Comprehensive General (Including Professional) Liability*: One million dollars (\$1,000,000) combined single limit (i.e., up to one million dollars (\$1,000,000) per occurrence for bodily injury or property damage arising out of single loss, with no sub-limits). This coverage must be written on an "occurrence" basis and shall cover all risks incident to any activity of provider under this Agreement.
 - *Motor Vehicle Liability (Including Uninsured Motorist Coverage and Underinsured Motorist Coverage)*: One hundred thousand dollars (\$100,000) each person, three hundred thousand dollars (\$300,000) each accident, and twenty five thousand dollars (\$25,000) property damage each accident.
 - *Workers Compensation*: If and as required by the State of Wisconsin.
 - *Other Insurance*: If and as required by the State of Wisconsin and deemed reasonable and adequate by the County.

Provider shall furnish certificates of insurance to the County evidencing the risks insured against and the limits of liability there under.

County shall be named an additional insured or loss payee.

Provider shall furnish County additional insured or loss payee endorsement(s).

Provider acknowledges that its indemnification liability to County is not limited by the limits of any insurance coverage.

16. Each Party will indemnify, defend, and hold the other harmless from and against all liability, loss, costs, damages, (together with reasonable attorneys' fees associated therewith) arising out of any third party claims resulting from the negligence, willful misconduct of a Party, or breach of this Agreement (including but not limited to any representation or warranty hereunder).
17. Provider shall comply with all applicable state and federal guidelines, laws, orders, regulations, and rules.
18. During the term of this Agreement the Contractor shall comply with all applicable state and/or federal labor standards.
19. During the term of this Agreement the Contractor shall not discriminate against any person based on race, color, national origin, gender, age, disability, sexual orientation, religion, or marital status.
20. During the term of this Agreement Provider shall comply with all applicable affirmative action mandates and all equal opportunity requirements. This includes the submission, if required, of the Provider's current approved civil rights compliance action plan.

21. Provider shall maintain records in connection with this Agreement in a manner sufficient to meet the requirements of state and federal laws, regulations and rules. The Provider shall maintain and retain for a period of six years or one year after the DOT program year audit is completed, whichever is longer, driver logs and dispatch records to all the County or the Wisconsin Department of Transportation vehicles to verify any data reported or billed to the County.
22. Provider shall comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations (45 CFR Parts 160-164) ("HIPAA").
23. Provider shall meet state and federal service standards and applicable state and federal licensure and certification requirements as expressed by state and federal regulations and rules applicable to the services covered by this Agreement. Provider shall provide duplicates of any current license or certification required to the County.
24. Provider represents that it is not (and has not been) debarred, suspended or otherwise declared ineligible to provide the services covered by this Agreement. Provider shall immediately notify County if their status changes during this Agreement's term.
25. Provider shall avoid conflicts of interest. This includes the establishment of safeguards by Provider to prevent its employees, officers, principals or agents from using their position for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.
26. Noncompliance with this Agreement may be considered cause for its immediate suspension or termination. Written notice, by the party suspending or terminating this Agreement, shall be provided as soon as is practicable to the other party. If the County terminates this Agreement for the Provider's breach, Provider may be liable for any additional costs County incurs for replacement services.
27. Either party's performance of any part of this Agreement shall be excused to the extent that it is hindered, delayed or otherwise made impractical by reason of flood, riot, fire, explosion, war, acts or omissions of the other party or any other cause, whether similar or dissimilar to those listed, beyond the reasonable control of that party.
28. Provider shall not assign this Agreement in whole or in part. Provider shall not assign any of its rights or obligations under this Agreement. Provider shall not assign any payment due or to become due under this Agreement.
29. This Agreement and the rights and obligation of County and Provider under this Agreement shall be interpreted according to the laws of the State of Wisconsin.
30. Venue, as to any dispute that may arise under this Agreement, shall be in the Circuit Court, County of Dane, State of Wisconsin or, if subject matter jurisdiction otherwise exists, the U.S. District Court, Eastern District of Wisconsin. The parties shall, if practicable, endeavor to utilize alternative dispute resolution prior to commencement of a lawsuit.
31. County and Provider represents and warrants that it has carefully reviewed and fully understands this Agreement, including any attachments and any matters incorporated by reference. This Agreement shall be binding upon and shall inure to the benefit of County and Provider and upon their respective and permitted successors and assigns.
32. The provisions of this Agreement shall be interpreted, when possible, to sustain their legality and enforceability as a whole. In the event any provision of this Agreement shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provision of this Agreement shall be in any way affected thereby.
33. No modification, addition, deletion, revision, alteration or other change to this Agreement shall be effective unless, and until such is reduced to writing and executed by County and Provider.
34. It is understood and agreed that this Purchase of Service Agreement, attachments, and any matters incorporated herein by reference, constitute the entire agreement between the parties with respect to the subject matter.

Signature page to follow

Accepted and Agreed this _____ day of December, 2019

Name/Title: _____

Federal Employer Identification Number _____

Accepted and Agreed this _____ day of December, 2019

Pamela Busch, Transportation Manager

Accepted and Agreed this _____ day of December, 2019

Ken Pabich, Door County Administrator

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

Grant P. Thomas
Corporation Counsel

**BEFORE THE
DEPARTMENT OF NATURAL RESOURCES**

**Notice of Public Hearing
Proposed State Implementation Plan (SIP) Revision for Redesignation Request and Maintenance
Plan for the Door County 2015 8-Hour Ozone Nonattainment Area**

NOTICE IS HEREBY GIVEN that pursuant to ss. 285.11(5) and (6), *Wis. Stats.*, the Wisconsin Department of Natural Resources (DNR) will hold a public hearing on a proposed revision to the Wisconsin SIP.

Date and Time

January 14, 2020
10:00am – 11:00am

Location

Door County Public Library – Sturgeon Bay Branch
Conference Room 2
107 S. 4th Avenue
Sturgeon Bay, WI 54235

Reasonable accommodations or informational material in an alternative format will be provided for qualified individuals with disabilities upon request. To do so, make a request to Cami Peterson using the contact information provided below. A request must include specific information and be received at least 10 days before the date of the scheduled hearing.

Availability of the Proposed SIP Documents

Background information and proposed documents related to the attainment plan can be downloaded at <http://dnr.wi.gov/topic/AirQuality/Input.html> or hard copies can be obtained, free of charge, by contacting Cami Peterson as indicated below.

Background

The Wisconsin Department of Natural Resources (DNR) is submitting this state implementation plan (SIP) revision to the U.S. Environmental Protection Agency (EPA) as required by the federal Clean Air Act (CAA). This SIP requests EPA to approve Wisconsin's redesignation request and maintenance plan for the Door County 2015 8-hour ozone nonattainment area.

Ozone monitoring data for the most recent three years, 2017 through 2019, demonstrate that the air quality meets the 2015 ozone national ambient air quality standards (NAAQS) in the Door County nonattainment area.

Action Subject to Comment

The Department is soliciting comment on this proposed SIP submittal.

Agency Contact and Submitting Comment

Comments on this proposed SIP submittal should be received on or before January 24, 2020. Written comments may be submitted by U.S. mail, fax, or email and will have the same weight and effect as oral statements presented at the public hearing.

Questions or requests related to the hearing and written comments or questions on the proposed SIP should be submitted to:

Cami Peterson
Department of Natural Resources
Bureau of Air Management (AM/7)
101 S. Webster Street, P.O. Box 7921, Madison WI 53703-7921
Phone: (608) 267-7546
Fax: (608) 266-0560

E-mail: Cami.Peterson@wisconsin.gov

Dated at Madison, Wisconsin Nov. 22, 2019

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

By Gail E. Good
Gail E. Good
Director
Air Management

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 Transportation Dept. Position Title: Driver

Position Status: Currently vacant Will be vacant Date Vacant: _____
 Full Time Part Time New position Hours per week: 40

Reason for Vacancy: Termination Transfer Retirement Resignation

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

Name of Current / Most Recent Incumbent: Gary Hansen

Reviewed, updated, and submitted to Human Resources:

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

Completed by: Pamela Busch *Pamela Busch* Date 12/3/2019

Financial Information:

Salary Range: \$15.42 - \$17.62 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 08 - Service/Maintenance FLSA Status NON-Exempt

Human Resources has performed a position review? *AB* (HR initial) 12/4/19 Date

The Job Description has been updated and signed? *AB* (HR initial) 12/4/19 Date

Approvals:

County Administrator *[Signature]* Date 12.4.19

Administrative Committee Chair _____ Date _____

County of Door Bus Driver

Job Title	Bus Driver	Last Revision	10/26/2015
Department	Human Services	HR Reviewed	01/01/2017
Division	Senior Resource Center	Employee Group	General Municipal Employee
Report To	Assistant ADRC Director	FLSA Status	Non-Exempt
Pay Range	C	EEO Code	08 – Service/Maintenance

General Summary

This position reports to the Assistant ADRC Director of the Senior Resource Center and is responsible for the safe, lawful and courteous transport of older persons, persons with disabilities and other adults via a county owned vehicle. In addition, this person is responsible for arranging for the maintenance of the vehicle and preparing the required associated paperwork. 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. Operates a county owned vehicle in a safe, efficient, lawful and courteous manner, assisting passengers as needed, making sure vehicles are state controlled safety inspected and cleaned. Prepares vehicles for drivers to take Veterans to VA Clinic appointments.
2. Completes and schedules routine maintenance as well as unanticipated required vehicle service.
3. Completes required records of operation such as mileage, donation records and other paperwork.

General Job Functions

1. Answers telephone, greets participants and assists with other activities as time availability permits such as calling tables, registering lunch participants, setting up table for groups and classes.
2. Participates in disaster/emergency preparedness training or other training as appropriate. Also, employee will act according to the Door County Emergency Preparedness Plan.
3. Attends transportation related meetings as directed by the Supervisor.

Requirements

Training and Experience

1. High School diploma or equivalent.
2. Over one year and up to and including three years driving experience
3. Current valid Wisconsin driver's license required with a good driving record.

County of Door Bus Driver

Knowledge, Skills and Abilities Required

1. Training and/or work experience in driving a school bus or other form of transportation.
2. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
3. Ability to work with and have tolerance for the needs of older persons and persons with disabilities.
4. Ability to provide first aid; knowledge and skill in CPR is desirable.
5. Ability to use a cell phone and to perform basic computer skills.
6. Skills in basic car mechanics are desirable.
7. An ability to prioritize rides in the most efficient way feasible.
8. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

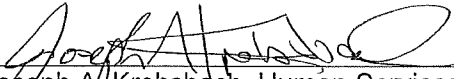
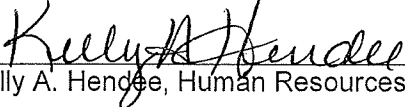
Physical & Working Requirements

Ability to drive safely in all types of weather conditions and to identify hazards. Ability to lift and carry up to 20 lbs. of shopping items, such as groceries. Regular sitting, standing and bending while driving the bus which makes frequent stops. Physical assist of passengers in and off the bus or in and out of seats. Occasional pushing or pulling of wheelchair passengers on or off the bus as well as in and out of their residence

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	10/26/15 Date
 Kelly A. Hendee, Human Resources Director	12/8/15 Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION
 FTE/Hours
 Job Class
 Step
 Rate

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

Position Title Transportation Bus Driver
 Effective Date _____ 6 Mo _____
 Department _____ Sub Dept _____

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Bus Driver Grade C-Level 1									
1.00	\$15.42	32,160				31,817			63,977
Bus Driver Grade C-Budget									
1.00	\$18.56	38,709				33,050			71,759
									Total Salary and Benefit Decrease (7,782)
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Bus Driver Grade C-Control Point									
1.00	\$17.62	36,748				32,682			69,430
Bus Driver Grade C-Budget									
1.00	\$18.56	38,709				33,050			71,759
									Total Salary and Benefit Decrease (2,329)

Dept Head Signature

[Handwritten Signature]

Finance Director

Date

12/4/15

Disclaimer: This Fiscal Impact does not include Step 2 \$15.86, Step 3 \$16.30, Step 4 \$16.74, or Step 5 \$17.18.

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

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

DEPT. HEAD TO COMPLETE:

Department Highway and Airport Position Title: Airport Manager
 Position Status: Currently vacant Will be vacant Date Vacant: Currently vacant
 Full Time Part Time New position Hours per week: _____
 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: Keith Kasbohm

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

Completed by: John Kolodziej Date 12/4/2019

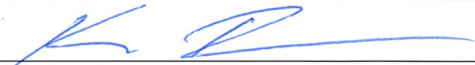
Financial Information:

Salary Range: \$25.87 - \$29.57 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 01- Officials/Administrators FLSA Status Exempt
 Human Resources has performed a position review? KA (HR initial) 12/4/19 Date
 The Job Description has been updated and signed? KA (HR initial) 12/4/19 Date

Approvals:

County Administrator  Date 12.8.19
 Administrative Committee Chair _____ Date _____

County of Door Airport Manager

Job Title	Airport Manager	Last Revision	04/06/2018
Department	Highway & Airport	HR Reviewed	04/06/2018
Division	Airport	Employee Group	General Municipal Employee
Report To	Highway Commissioner	FLSA Status	Exempt
Pay Grade	I	EEO Code	01 – Officials/Administrators

General Summary

Reports to the Highway Commissioner in directing and supervising the County airport, including the overall operational maintenance and construction of grounds, facilities and equipment.

Duties and Responsibilities

Essential Job Functions

1. Responsible for the administration of Chapter 13 Airport Regulations & Chapter 14 Airport Aeronautical Services of the Door County Code Book.
2. Assists with preparation and administering airport budget.
3. Responsible for maintaining and repairing airport facilities and equipment.
4. Ensures that notices are provided to proper authorities; e.g. Notice to Airmen (NOTAMS) when conditions warrant (e.g. runway conditions).
5. Administers all lease agreements and/or building rental contracts.
6. Prepares and submits all state and federal reports.
7. Responsible for procurement of state and federal funding.
8. Prepares and implements planning and project programming for airport.
9. Responsible, in consultation with the Highway Commissioner and Human Resources, for supervising, hiring, training, evaluating, and disciplining subordinate employees.
10. Operates equipment necessary in the operation and maintenance of the airport.
11. Acts as the on-site airport representative when coordinating airfield construction projects with contractors, engineers and others.
12. Performs snow and ice control of Airport Facilities.
13. Provide truthful and accurate written and verbal communications.

General Job Functions

1. Daily check of runway surface for debris and/or snow and runway lighting systems for proper operation.
2. Responsible for the day-to-day operations of the Airport.
3. Coordinates work efforts, equipment needs and staffing assistance with Highway Commissioner and the Highway Department.

Requirements

Training and Experience

1. High school diploma or equivalent.
2. Associate Degree in Business related courses and supplemented by specialization in aviation post-graduation.
3. Three (3) to five (5) years airfield supervisory experience and knowledge of FAA rules and regulations;

County of Door Airport Manager

or any equivalent combination of education and experience which provides the necessary knowledge, skills

and abilities in airport facility and grounds maintenance, preferably with supervisory or lead worker experience.

- 4. Current valid Commercial Wisconsin driver's license required.

Knowledge, Skills, and Abilities Required

- 1. Ability to read, comprehend, and communicate, both verbally and in writing.
- 2. Knowledge in repairing and maintaining buildings and grounds to include but not limited to runway lighting systems and airport equipment.
- 3. Knowledge of required and acceptable safety standards and regulations as they apply to work practices and airport functions.
- 4. Knowledge of federal and state aeronautical laws and procedures.
- 5. Knowledge of basic accounting procedures and general office practices.
- 6. Ability to plan and administer department work schedules, prepare and administer department budget.
- 7. Ability to establish effective working relationships with co-workers, clients, other county departments and outside agencies to promote good will between the airport and outside agencies.
- 8. Ability to operate a variety of motorized vehicles and equipment.
- 9. Ability to understand and implement the constantly changing regulations.
- 10. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and public.

Physical & Working Conditions

Maintain 24/7 availability status. Ability to hear, speak, stoop, climb ladders, bend, stretch; push, pull, and lift

objects up to 50 lbs. understanding and using proper safety equipment and body mechanics. Occasional high pitch sound due to close proximity to aircraft. Ability to work outdoors in all kinds of weather conditions and be available as needed day or night. Exposure to noise and vibration in the operation of tools and equipment. Normal office conditions are present with occasional discomfort due to heat, cold or high pitch sound due to close proximity to aircraft. Potential for physical injury is limited with good safety habits.

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

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

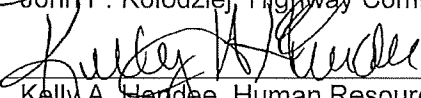
Approvals:



 John P. Kolodziej, Highway Commissioner

4/13/18

 Date



 Kelly A. Herdsee, Human Resources Director

4/16/18

 Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

 FTE/Hours

 Job Class

 Step

 Rate

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

Position Title
 Effective Date
 Department

Hwy & Airport-Airport Manager

 6 Mo

 Sub Dept

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Hwy & Airport-Airport Manager-Grade I-Level 1									
1.00	\$25.87	53,954				37,900			91,854
Hwy & Airport-Airport Manager-Grade I-Budget									
1.00	\$33.18	70,584				15,863			86,447
Total Salary and Benefit Increase									5,407
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Hwy & Airport-Airport Manager-Grade I-Control Point									
1.00	\$29.57	61,671				39,627			101,298
Hwy & Airport-Airport Manager-Grade I-Budget									
1.00	\$33.18	70,584				15,863			86,447
Total Salary and Benefit Increase									14,851

Dept Head Signature SK Wiggins
 Date 12/4/19

Finance Director

Disclaimer: This Fiscal Impact does not include Step 2 \$26.61, Step 3 \$27.35, Step 4 \$28.09, or Step 5 \$28.83.

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: Library Position Title: Circulation Assistant - Sub

Position Status: Currently vacant Will be vacant Date Vacant: 12/20/2019

Full Time Part Time New position Hours per week: 540 hours per year

Reason for Vacancy: Termination Transfer Retirement Resignation

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

Name of Current / Most Recent Incumbent: Lucia Allen-Voreis

Reviewed, updated, and submitted to Human Resources:

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

Completed by: Tina Kakuske Date 11/2019

Financial Information:

Salary Range: 14.28 - 16.32 (2020 pay plan rates) 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 06-office/clerical FLSA Status non exempt

Human Resources has performed a position review? [Signature] (HR initial) 11/21/19 Date

The Job Description has been updated and signed? [Signature] (HR initial) 11/21/19 Date

Approvals:

County Administrator [Signature] Date 12.4.19

Library Board President [Signature] Date 11/18/19

Administrative Committee Chair _____ Date _____

County of Door Circulation Assistant

Job Title	Circulation Assistant	Last Revision	09/17/2015
Department	Library	HR Reviewed	01/01/2017
Division		Employee Group	General Municipal Employee
Report To	Library Branch Managers	FLSA Status	Non-Exempt
Pay Range	B	EEO Code	06 – Office/Clerical

General Summary

This position performs routine clerical and physical tasks as required. Reports to Library Head of Circulation and Branch Managers. 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. Checks out materials at the circulation desk and clears returned materials. Receives payment for overdue charges and records receipt on computer.
2. Answers phone and directs calls to appropriate staff member.
3. Issues library cards. Verifies and enters information in computer database.
4. Facilitate library operations in absence of branch manager.
5. Sorts and shelves books and other library materials.
6. Reads shelves for alphabetical and numerical sequence, relocating materials out-of-place, straightens materials on shelves.
7. Aids patrons in proper use of microfilm reader, photocopier, and simple audiovisual equipment and ebook readers.
8. Routine filing such as alphabetizing or arranging in numerical sequence, circulation, registration or other records.
9. Acts as messenger to obtain books, periodicals, or other library materials in book stacks or other storage areas.
10. Provide truthful and accurate written and verbal communications.

Requirements

Training and Experience

1. High school diploma or equivalent.
2. One (1) or more years' experience in the use and operation of personal computer, preferably with Microsoft Office software and ability to learn library software. Skill in using and instructing tablets and reading devices.
3. One (1) or more years' experience working with the public preferred.

Knowledge, Skills and Abilities Required

1. Ability to learn and use the library computer software. Skill in using/instructing tablets and reading devices.
2. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
3. Ability to work flexible schedule.
4. Ability to understand and carry out oral and written instructions.
5. Ability to read, comprehend, and communicate, both verbally and in writing.

Physical and Working Conditions:

1. Nearly continuous standing.
2. Nearly continuous walking, bending, stooping, and climbing.
3. Ability to lift up to 35 lb.; pushing/pulling up to 25 lb. on an intermittent basis throughout the shift.
4. Reaching, handling, fingering, feeling.
5. Vision; near/far.
6. Speaking, hearing.

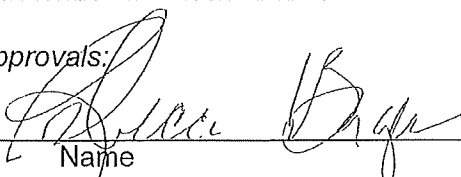
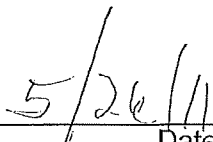
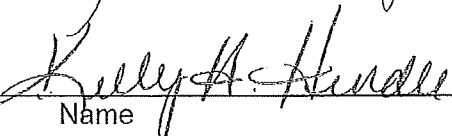

Normal office/indoor environment with little or no discomfort due to temperature, dust, noise, wetness or the like. Continual interaction with the public.

Equipment Operated:

Basic office equipment: Postage meter, book carts, computer, keyboard, telephone, typewriter, photocopier, reader/printer and scanner.

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:

		
Name	Department Head	Date
		
Name	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

Circulation Assistant

 6 Mo

 Library Sub Dept _____

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS		TOTAL SALARY and Benefits
Circulation Assistant Library Grade B-Level 1								
540.00	\$13.86	7,484				588		8,072
Circulation Assistant Library Grade B-Budget								
540.00	\$18.22	9,839				773		10,612
Total Salary and Benefit Decrease								(2,540)
FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS		TOTAL SALARY and Benefits
Circulation Assistant Library Grade B-Control Point								
540.00	\$15.84	8,554				671		9,225
Circulation Assistant Library Grade B-Budget								
540.00	\$18.22	9,839				773		10,612
Total Salary and Benefit Decrease								(1,387)

Dept Head Signature SK Wippfent
 Date 11/15/15

Finance Director

Disclaimer: This Fiscal Impact does not include Step 2 \$14.26, Step 3 \$14.65, Step 4 \$15.05, or Step 5 \$15.44.

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

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

Department Adult Protective Services Position Title: Case Manager

Position Status: Currently vacant Will be vacant Date Vacant: 12/2/19
 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? Different Client population

Name of Current / Most Recent Incumbent: Taylor Jandrin

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

Completed by: Joe Krebsbach Date 12-3-19

Financial Information:

Salary Range: Grade H \$23.93 - \$27.35 Is the Position Budgeted: Yes No

Funding Source: Levy % 10 Grant Funded % _____ Other MA Billing Revenue % 90

Fiscal Impact, from Finance Department, completed and attached

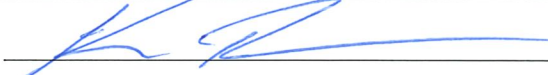
HR TO COMPLETE:

EEO 02-Professionals _____ FLSA Status Exempt

Human Resources has performed a position review? JKH (HR initial) 12/4/19 Date

The Job Description has been updated and signed? JKH (HR initial) 12/4/19 Date

Approvals:

County Administrator  Date 12.4.19

Administrative Committee Chair _____ Date _____

County of Door

Case Manager – Adult Protective Services

Job Title	Case Manager-Adult Protective Services	Last Revision	12/02/2019
Department	Health & Human Services	HR Reviewed	01/01/2017
Division	Adult Protective Services	Employee Group	General Municipal Employee
Report To	Community Service Manager	FLSA Status	Exempt
Pay Grade	H	EEO Code	02 – Professionals

General Summary

This position is responsible for a wide range of individualized, client-centered case management services to individuals affected by mental health and or alcohol/drug problems. The case manager performs intake functions and screens individuals presenting to the county Behavioral Health system for services. The case manager assists and enhances the ability of individuals to remain independent and works to reduce the risk of hospitalization. The primary focus will be (select the appropriate option) (a) supporting individuals served by the county's emergency mental health crisis system, (b) adding support to individuals with the Adult Protective Service/Adults at Risk System. Provide truthful and accurate written and verbal communications.

Duties and Responsibilities

Essential Job Functions

1. Conduct necessary screenings and assessments, including AODA/Mental Health functional screen to determine program eligibility, client needs and strengths.
2. Develop comprehensive care plans meeting the requirements for Targeted Case Management.
3. Provide support, perform crisis intervention, assist in development of natural supports, and make necessary referrals for services.
4. Monitor clients' day to day functioning and effectiveness of services.
5. Complete all documentation as required by Department of Health & Human Services programs, consistent with program requirements, to include daily documentation of all face to face contacts, collateral contacts, and updating treatment plans and crisis plans every 6 months.
6. Monitor clients' day to day functioning and symptoms, reporting medical/psychiatric concerns to prescribing physician/nurse practitioner. Attend psychiatric appointments and other medical appointments as deemed necessary.
7. Monitor commitments and/or WATTS reviews for assigned caseload.
Develop safety plans to protect individuals who may present a danger to themselves or others.
Work with law enforcement to implement emergency detentions when necessary.

General Job Functions

1. Provide after-hours emergency "on call" services on rotating basis with other clinical staff.
2. Participate in continuing, appropriate professional training for Crisis and Adult Protective Services.
3. Strictly follow federal and state laws and regulations, County and departmental policies and procedures in regard to privacy, security, and confidentiality of individuals' personal and medical information.
4. Represent the Department of Health & Human Services Behavioral Health Program at community meetings and events.
5. Provide back-up to other case management positions within the division as necessary.

County of Door

Case Manager – Adult Protective Services

Requirements

Training and Experience

1. Graduate of an accredited college or university with a Bachelor's degree in Psychology, Social Work or other related Human Services field.
2. Minimum of one year of supervised experience working with individuals who suffer from mental illness and substance use disorders required. Three years' experience preferred.
3. Current valid Wisconsin driver's license required.
4. Must be approved screener for Mental Health/AODA functional screen within six months.
5. Must complete 40 hours of Crisis Services training to meet HFS 34 Crisis Orientation within 3 months of hire.

Knowledge, Skills, and Abilities Required

1. Working knowledge of pertinent state statutes and ability to apply to case situations.
2. Ability to read, comprehend, and communicate, both verbally and in writing.
3. Ability to work simultaneously on several competing priorities.
4. Ability to balance individual's right to self-determination with community standards.
5. Ability to work on a team and to maintain good working relationships with other community agencies.
6. Must have a working knowledge of community resources.
7. A willingness to be flexible and an ability to organize the work load to meet deadlines.
8. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
9. Employee must remain within a 50-minute response time to Door County Medical Center while on crisis call.

Physical & Working Conditions

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

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

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.

County of Door Case Manager – Adult Protective Services

Behavioral Health Case Manager – Crisis

Assigned Tasks:

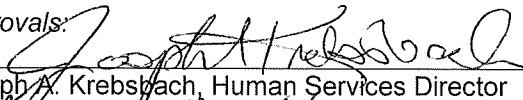
1. Serve as primary crisis worker during office hours. Provide emergency mental health crisis assessment, planning, and stabilization services to individuals experiencing a mental health crisis. Crisis services may be provided in the office or mobile out in the community (at the hospital, Justice Center, or other locations as needed).
2. Initial contact for internal and external referrals, walk-ins and phone calls to the Behavioral Health Clinic; schedule individuals with psychiatrist, mental health or AODA therapist or refer to Comprehensive Community Services (CCS) case manager as appropriate.
3. Act as primary liaison between Health & Human Services and Corporation Counsel to complete Emergency Detention Orders, Commitment Extensions and WATTS reviews as needed.
4. Attend Chapter 51 court hearings as the DHHS representative. Follow consumers who are placed on commitments or settlement agreements to assure compliance with treatment conditions.
5. As needed, serve as case manager for clients receiving medical management services through the Behavioral Health Outpatient Clinic.
6. Follow up on after-hours crisis calls to reassess suicidality and offer services.
7. Conduct satisfaction surveys with individuals who have utilized crisis services and make recommendations to improve services.

Behavioral Health Case Manager – Adults at Risk

Assigned Tasks:

1. Provide outreach in the community to individuals identified as “at risk,” and connect individuals to agency and community resources to meet immediate and ongoing needs.
2. Work in partnership with the Aging and Disability Resource Center and Adult Protective Services staff to address needs of individuals waiting for enrollment into Family Care.
3. Provide outreach, short term case management, and community-based services to those individuals who are outside the framework of Adult Protective Services, coming out of the jail, or others in the community with mental health or long-term care needs.
4. As necessary, assist clients applying for Disability Benefits, Medicaid applications and reviews, Rental Assistance, Housing Authority, Energy Assistance, Payee Services, etc.
5. Provide coordination with community resources, including transportation as necessary, to ensure client attendance at clinical/medical appointments and other services necessary in the client's case plans and/or for the client's well-being.
6. Assist with APS investigations on an as-needed basis.
7. Follow all procedures prescribed in the Medicaid Online Handbook for Case Management Services.

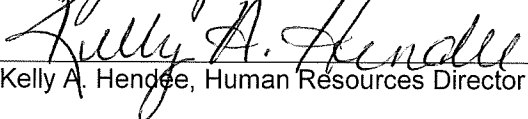
Approvals:



 Joseph A. Krebsbach, Human Services Director

12/4/19

 Date



 Kelly A. Hendee, Human Resources Director

12/4/19

 Date

HDoor 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 Human Services – Court Services – Position Title: Case Manager Diversion

Position Status: Currently vacant Will be vacant Date Vacant: 12/31/19

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? More program development

Name of Current / Most Recent Incumbent: Kelsey Christenson

Reviewed, updated, and submitted to Human Resources:

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

Completed by: Joe Krebsbach Date 12-4-19

Financial Information:

Salary Range: Grade H \$23.93-\$27.35 Is the Position Budgeted: Yes No

Funding Source: Levy % Grant Funded % 100 Other %

Fiscal Impact, from Finance Department, completed and attached - to be provided at meeting

HR TO COMPLETE:

EEO 02 – Professionals FLSA Status Exempt

Human Resources has performed a position review? AKB (HR initial) 12/4/19 Date

The Job Description has been updated and signed? AKB (HR initial) 12/4/19 Date

Approvals:

County Administrator  Date 12-4-19

Administrative Committee Chair _____ Date _____

COUNTY OF DOOR

Case Manager Diversion

Job Title	Case Manager Diversion	Last Revision	12/2/19
Department	Health & Human Services	HR Reviewed	
Division	Treatment Court Services	Employee Group	General Municipal Employee
Report To	Court Services Coordinator	FLSA Status	Exempt
Pay Range	H – DTE	EEO Code	02 - Professionals

General Summary

The purpose of this position is to coordinate, operate, and monitor a Pre-Booking Diversion program. The position will be located in Door County Human Services. This position requires frequent travel locally, county-wide, and, on occasion, state-wide. ****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 December 31, 2020.****

Duties and Responsibilities

Essential Job Functions

1. Monitor compliance with policies and program goals.
2. Provide training to Law enforcement about program and assist with identifying appropriate program participants.
3. Complete screenings and substance use disorder assessments for referrals to determine needs and level of services recommended.
4. Develop an individualized case plan with the participant based on risk level, needs, and resources.
5. Develop and maintain professional working relationships with service participants, providers, referral sources, law enforcement, corrections, and community members.
6. Refer participants to appropriate treatment and other service providers to achieve goals consistent with their individualized case plan.
7. Collaborate and coordinate participant services with medical professionals and treatment providers including assessments, services, case-planning, monitoring, and follow-up.
8. Attendance of Behavioral Health Staffing on consistent basis.
9. Document participant progress.
10. Assist with ongoing recovery and re-entry planning following treatment completion.
11. Compile program data and prepare program reports as needed.
12. Provide participant, community, and county education on program and outcomes.
13. Work with Law Enforcement, District Attorney and Juvenile Justice Program to develop and implement an adolescent diversion program.
14. Develop Policy and Procedures for an Adolescent Diversion Program to include but not limited to criteria, screening, education and referral options.

General Job Functions

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.

COUNTY OF DOOR

Case Manager Diversion

2. Current Wisconsin Substance Abuse Counselor or Clinical Substance Abuse Counselor preferred.

Preferred Education and Experience

1. Knowledge of crisis intervention techniques.
2. COMPAS trained or willing to be COMPAS trained with the ability to complete core assessments to identify risk level and criminogenic needs.
3. Familiarity with resources local and county resources to facilitate service referrals.
4. Familiarity with grant application and reporting.

Knowledge, Skills, and Abilities Required

1. Knowledge of psychopharmacology, mental health diagnoses/treatment, medication assisted treatment for substance use disorders, case management techniques, and case planning.
2. Ability to plan, organize, manage time effectively, and be detail oriented.
3. Proficient in motivational interviewing techniques.
4. Knowledge of local and national drug abuse trends; experience working with individuals who have a history of opiate addiction.
5. Excellent verbal and written communication skills; Ability to communicate appropriately and effectively with diverse populations including treatment providers, medical professionals, community members, family, law enforcement, individuals with limited education, individuals who do not understand addiction, and individuals diagnosed with a substance abuse disorder.
6. Ability to complete American Society of Addiction Medicine (ASAM) assessments for recommended level of care.
7. Ability to work with minimal direct supervision and as part of a team.
8. Ability to maintain and effectively manage a varying caseload.
9. Ability to apply situational reasoning ability by exercising appropriate judgement, decisiveness, and creativity in situations involving the evaluation of information against sensory and/or judgement criteria.
10. Familiarity with federal and state privacy requirements; maintain records accordingly.
11. Must possess valid driver's license and current insurance throughout duration of employment.
12. 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 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.

COUNTY OF DOOR Case Manager Diversion

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

DRAFT



**County of Door
FACILITIES & PARKS DEPARTMENT**

421 Nebraska Street
Sturgeon Bay, WI 54235



Wayne J. Spritka
Facilities & Parks Director
(920) 746-9959

dcparks@co.door.wi.us
<http://map.co.door.wi.us/parks>

MEMORANDUM

TO: Kelly Hendee, Human Resources Director
Facilities and Parks Committee, Chairman
Administrative Committee, Chairman

FR: Wayne J. Spritka 
Director, Facilities and Parks

SUBJECT: FACILITIES AND PARKS CUSTODIAN HOURS RECOMMENDED CHANGE
DATE: November, 25 2019

Recommended change to the second shift Custodial hours of work from 2:30p.m. - 11:00p.m. to 12:30p.m. – 9:00p.m. The recommend change will prompt a policy adjustment to the Door County Organizational Manual chapter 3.00 **Hours of Work**.

Currently Policy:

Building & Grounds Employees

Monday through Friday, 7:00a.m. through 3:30 p.m., 8:00 a.m. to 4:30 p.m., and 2:30p.m. to 11:00p.m. with a (30) minute unpaid lunch.

Recommended Change:

Facilities & Parks Employees

Monday through Friday, 7:00a.m. through 3:30 p.m., 8:00 a.m. to 4:30 p.m., and 12:30p.m. to 9:00p.m. with a (30) minute unpaid lunch.

Parks Division LTE personnel will be scheduled to meet the demand of seasonal Park activities as required by the Department Head or their designee.

Benefits to shifting the second shift work schedule 2 hours are listed below:

- **Improved teamwork.** Two people will be able to tackle larger projects and complete them in a shorter period of time.
- **Improved teamwork.** Having the two shifts work together will cut down on the first shift/second duplication of efforts.
- **Improved Teamwork.** Beneficial cross-training opportunities. There's a lot of experience on the day shift and this knowledge can be shared with second shift people, and vice versa.

- **Increased safety.** Cleaning windows on ladders, dusting over head, and cleaning up biohazards are tasks that have increased risks when performed alone.
- **Increased safety.** There are projects that the custodial crew can perform with assistance from maintenance techs, for example, removing ceiling vents for cleaning.
- **Quality of life.** Leaving at 9 o'clock enables the second shift worker to get up in the morning with their children or spouse and have time in the evening with family. This will also make the transition easier to start the weekend.
- **Quality of Life.** Work meetings, sponsored activities, training, and holiday lunches will be on the same schedule for all the employees.
- **Increased communication.** The increased overlap of shifts allows more time to address any problems the custodians find and to be able to clarify what they need the techs to repair.
- **Increased Performance Outcome.** Building outliers such as the ADRC-Community Center would have much needed custodial coverage. This will enable us to have two people respond together to clean up any type of blood or fecal mess.

#

CC: County Administrator

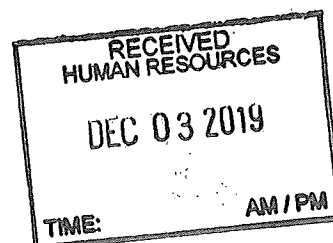
Tues., 12/3/19

Pam Busch

I, Gary Hanson, am writing this to you to inform you that I will have 20 years of service as Door County's ADRC Bus Driver completed on Friday, 1/17/20. My plan is to retire on Monday, 3/2/20, which will also be my last day on the job.



Gary Hanson





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

November 20, 2019

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

Re: Completion of Introductory Period
Employee Name: Katie Lasee
Position: Comprehensive Community Services (CCS) Regional Coordinator
Start Date: May 20, 2019

As of Nov 20, 2019, Katie Lasee has successfully completed her introductory period as Comprehensive Community Services (CCS) Regional Coordinator with Door County Department of Health & Human Services.

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

Katie is a wonderful addition to our agency and the CCS Consortium. She has established positive connections with colleagues and community partners. She has a strong work ethic and positive attitude which serve her well in this role.

Without reservation, I recommend that Katie move to regular employment status effective Nov 20, 2019.

Sincerely,

Jamie Cole, MSW
Jamie Cole, MSW
CCS Program Manager

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

**DOOR COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES**

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

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

November 22, 2019

Kelly Hendee
Human Resources
421 Nebraska Street
Sturgeon Bay, WI 54235

RE: Completion of Introductory Period

Employee Name: Emily May
Position: Economic Support Specialist
Start Date: May 28, 2019

Emily May has been an excellent addition to our Economic Support Unit. Requirements in the initial period for this position consist of satisfactory completion of state mandated training within the first six months, while learning to apply polices for multiple public assistance programs used to determine eligibility with accuracy and timeliness. Workers are expected to handle the daily workload while managing a caseload of up to 550 cases. Emily was an experienced worker who came to us from Marinette County and was fully trained. Due to this, she did not need any additional training.

As a fully trained worker, Emily excels in her work and is cross trained in every program. She exceeds performance requirements. She is already seen as a "go-to" in some areas due to her vast knowledge base. She works well with her co-workers and offers to help where needed. Emily is invested in her work, the clients we serve and the Economic Support team.

She will complete her introductory period and successfully move to regular status as of November 28, 2019.

Sincerely,

Carol Wautlet
Economic Support Manager
Department of Human Services

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



County of Door
Human Resources
 County Government Center
 421 Nebraska Street
 Sturgeon Bay, WI 54235

Kelly A. Hendee
 Human Resources Director
 (920) 746-2305
 khendee@co.door.wi.us

TO: Administrative Committee
 FROM: Human Resources
 SUBJECT: Monthly Personnel Transactions
 December 2019 Report

Date	Transaction*	Department	Name		Position
11/11/2019	Inactive	Emergency Services	Christopher	Drover	EMT – Stand By
11/11/2019	Inactive	Emergency Services	Keshia	Hervas	Paramedic Casual Call
11/11/2019	Inactive	Emergency Services	Elizabeth	Hecht	EMT – Stand By
11/11/2019	Inactive	Emergency Services	James	Appel	EMT – Stand By
11/11/2019	Inactive	Emergency Services	Matthew	Klug	Paramedic Casual Call
11/11/2019	Inactive	Emergency Services	David	Tlachac	Paramedic Casual Call
11/15/2019	Inactive	Clerk of Courts	Mary	Kenny	Bailiff Clerk of Court
3/2/2020	Retirement	ADRC	Gary	Hanson	Bus Driver
12/9/2019	Hired	Soil and Water Conservation	Samantha	Koyen	Conservationist
12/16/2019	Hired	Emergency Management & Communications	Kathryn	Lasee	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)

CHILD SUPPORT OFFICE VOUCHERS
DECEMBER 2019 Administrative Services Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
53106	STAPLES ADVANTAGE	OFFICE SUPPLIES	\$71.42	
52302	STATE PROCESS SERVICE	SERVICE CONTRACT	\$60.50	
52302	WISCONSIN DOCUMENT	SERVICE CONTRACT	\$186.01	
	PRE-PAID			
52302	DOOR COUNTY SHERIFF	SERVICE CONTRACT	\$65.00	JE
54102	ELAN	MILEAGE, MEALS & LODGING		\$164.00
TOTAL:			\$546.93	

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

Date: _____

Chairman
Administrative Services Committee

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 100 - General Fund											
Department 25 - Court Systems											
Sub-Department 1340 - Clerk of Courts											
Account 52101 - Professional Services											
3629 - ERICKSON PRIBYL S.C.	2019-00000426	Court Appointed Attorney Fees	Paid by Check # 669738		11/07/2019	11/08/2019	11/08/2019		11/12/2019	2,379.75	
6957 - REETZ LAW OFFICE	2019-00000428	Court Appointed Attorney Fees	Paid by Check # 669740		11/07/2019	11/08/2019	11/08/2019		11/12/2019	533.65	
									Account 52101 - Professional Services Totals	Invoice Transactions 2	<u>\$2,913.40</u>
Account 52130 - PS-Guardian Ad Litem											
3629 - ERICKSON PRIBYL S.C.	2019-00000426	Court Appointed Attorney Fees	Paid by Check # 669738		11/07/2019	11/08/2019	11/08/2019		11/12/2019	1,029.00	
15303 - NINA MARTEL SC	2019-00000427	Court Appointed Attorney Fees	Paid by Check # 669739		11/07/2019	11/08/2019	11/08/2019		11/12/2019	761.01	
14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY	2019-00000443	Court Appointed Attorney Fees	Paid by Check # 670144		11/22/2019	11/22/2019	11/22/2019		11/25/2019	651.00	
9682 - PINKERT LAW FIRM LLP	2019-00000446	Court Appointed Attorney Fees	Paid by Check # 670147		11/22/2019	11/22/2019	11/22/2019		11/25/2019	154.00	
									Account 52130 - PS-Guardian Ad Litem Totals	Invoice Transactions 4	<u>\$2,595.01</u>
Account 52301 - Repair & Maintenance											
1967 - CAMERA CORNER	2019-00000425	Court Room Repairs to Crestron/Polycom	Paid by Check # 669737		11/07/2019	11/08/2019	11/08/2019		11/12/2019	647.50	
									Account 52301 - Repair & Maintenance Totals	Invoice Transactions 1	<u>\$647.50</u>
Account 52425 - Interpreter Services											
15825 - SUSAN G RASCON	2019-00000429	Interpreter Fees	Paid by Check # 669741		11/07/2019	11/08/2019	11/08/2019		11/12/2019	284.66	
13733 - SWITS, LLC	2019-00000447	Interpreter Fees	Paid by Check # 670149		11/22/2019	11/22/2019	11/22/2019		11/25/2019	51.00	
									Account 52425 - Interpreter Services Totals	Invoice Transactions 2	<u>\$335.66</u>
Account 52462 - Notary Bond Renewal											
3176 - CNA SURETY	2019-00000444	Notary Bond- Western Surety Company	Paid by Check # 670145		11/22/2019	11/22/2019	11/22/2019		11/25/2019	30.00	
									Account 52462 - Notary Bond Renewal Totals	Invoice Transactions 1	<u>\$30.00</u>
Account 53106 - Office Supplies											
15069 - STAPLES ADVANTAGE	2019-00000448	Office Supplies	Paid by Check # 670148		11/22/2019	11/22/2019	11/22/2019		11/25/2019	519.90	
									Account 53106 - Office Supplies Totals	Invoice Transactions 1	<u>\$519.90</u>

Clerk of Court A/P November 2019

G/L Date Range 11/01/19 - 11/30/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 25 - Court Systems										
Sub-Department 1340 - Clerk of Courts										
Account 53109 - Publication&Subscription										
18040 - LEGAL DIRECTORIES PUBLISHING C	2019-00000445	2019 WI Legal Directory	Paid by Check # 670146		11/22/2019	11/22/2019	11/22/2019		11/25/2019	8.75
							Account 53109 - Publication&Subscription Totals	Invoice Transactions	1	<u>\$8.75</u>
							Sub-Department 1340 - Clerk of Courts Totals	Invoice Transactions	12	<u>\$7,050.22</u>
							Department 25 - Court Systems Totals	Invoice Transactions	12	<u>\$7,050.22</u>
							Fund 100 - General Fund Totals	Invoice Transactions	12	<u>\$7,050.22</u>
							Grand Totals	Invoice Transactions	12	<u>\$7,050.22</u>

* = Prior Fiscal Year Activity

CORPORATION COUNSEL OFFICE
December Committee Meeting
2019 Vouchers

Fund-Dept-Sub-Acct.	Vendor	Description	Amount
100-17101	PRE-PAIDS		
100-06-1161-52158			
	Godfrey & Kahn, S.C.	Legal Services - Ozone designation, our file no. 2004-183	\$2,190.00
100-44-1114-53106	OFFICE SUPPLIES (FROM HR BUDGET)		
	Staples	Office Supplies	\$98.51
100-14-1107-52101	PROFESSIONAL		
100-14-1107-52105	LITIGATION		
	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		
	Complete Office WI	Office Supplies	\$511.90
	Staples	Office Supplies	\$41.53
100-14-1107-53131	LEGAL RESEARCH		
	Thompson Reuters	Government Select on Westlaw - Wpack (for October 2019 services)	\$319.54
	BLR	Fair Labor Standards Handbook for Public Employees	\$536.99
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 #11-2019 November	\$385.00
100-14-1350-53109	LAW LIBRARY		
	Thompson Reuters	Government Select on Westlaw - Wpack (for October 2019 services)	\$1,278.14
100-14-1107-55107	LEASED PRINTING		
	Wisconsin Document Imaging	Monthly Usage	\$105.84
		TOTAL:	\$5,532.45

DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS DECEMBER MEETING VOUCHERS

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Washington Island Ferry Line	Medical Examiner - Special night time ferry	\$500.00	X
204.23.3626.52702	Larson & Associates LLC	Door County Transportation Project - final payment	\$19,000.00	X
County Administrator Vouchers:				
TOTAL:			\$19,500.00	

Accounts Payable Invoice Report

G/L Date Range 11/01/19 - 11/30/19
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 10 - County Clerk Batch Number 2019-0000581 Batch Date 11/15/2019 Entered by User Barb Pavlik Vendor 14651 - WISCONSIN MEDIA Sub-Department 10 County Clerk									
2019-0000432	COUNTY CLERK- ADVERTISING	Paid by Check #670005		11/15/2019	11/15/2019	11/15/2019		11/20/2019	462.86
		Sub-Department 10 County Clerk Totals				Invoices	1		0
		Vendor 14651 - WISCONSIN MEDIA Totals				Invoices	1		\$462.86
		Batch Number 2019-0000581 Totals				Invoices	1		\$462.86
Batch Number 2019-0000597 Batch Date 11/22/2019 Entered by User Barb Pavlik Vendor 15069 - STAPLES ADVANTAGE Sub-Department 10 County Clerk									
3430735703	Cty Clerk - Office Supplies	Paid by Check #670150		11/22/2019	11/22/2019	11/22/2019		11/25/2019	252.87
3430735704	Cty Clerk - Office Supplies	Paid by Check #670150		11/22/2019	11/22/2019	11/22/2019		11/25/2019	14.92
		Sub-Department 10 County Clerk Totals				Invoices	2		0
		Vendor 15069 - STAPLES ADVANTAGE Totals				Invoices	2		\$267.79
		Batch Number 2019-0000597 Totals				Invoices	2		\$267.79
		Department 10 - County Clerk Totals				Invoices	3		\$730.65
10 County Clerk									
					Grand Totals	Invoices	3		\$730.65

Door County

Jennifer Moeller
11/21/19

N. Good
11/22/19

Accounts Payable Invoice Report

G/L Date Range 11/22/19 - 11/22/19
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 2019-00000589		Batch Date 11/21/2019			Entered by User Jennifer Moeller				
Vendor 21740 - DR. STRESS & ASSOCIATES, LLC									
Sub-Department 25 Court Systems									
2019188	92GN22P court testimony and prep	Edit		11/21/2019	11/22/2019	11/22/2019			100.00
Sub-Department 25 Court Systems Totals						Invoices	1		0
Vendor 21740 - DR. STRESS & ASSOCIATES, LLC Totals						Invoices	1		\$100.00
Vendor 2674 - LISA A HARTEL									
Sub-Department 25 Court Systems									
19110	transcript	Edit		11/21/2019	11/22/2019	11/22/2019			65.00
Sub-Department 25 Court Systems Totals						Invoices	1		0
Vendor 2674 - LISA A HARTEL Totals						Invoices	1		\$65.00
Vendor 9682 - PINKERT LAW FIRM LLP									
Sub-Department 25 Court Systems									
5302011	legal fees	Edit		11/21/2019	11/22/2019	11/22/2019			410.10
Sub-Department 25 Court Systems Totals						Invoices	1		0
Vendor 9682 - PINKERT LAW FIRM LLP Totals						Invoices	1		\$410.10
Vendor 16803 - REFF BAIVIER BERMINGHAM & LIM									
Sub-Department 25 Court Systems									
1911	19GN11 Gaurdian ad Litem	Edit		11/21/2019	11/22/2019	11/22/2019			364.00
Sub-Department 25 Court Systems Totals						Invoices	1		0
Vendor 16803 - REFF BAIVIER BERMINGHAM & LIM Totals						Invoices	1		\$364.00
Vendor 12515 - WEST GROUP PAYMENT CENTER									
Sub-Department 25 Court Systems									
841316357	October 2019 library plan	Edit		11/21/2019	11/22/2019	11/22/2019			565.74
Sub-Department 25 Court Systems Totals						Invoices	1		0
Vendor 12515 - WEST GROUP PAYMENT CENTER Totals						Invoices	1		\$565.74
Batch Number 2019-00000589 Totals						Invoices	5		\$1,504.84
Department 25 - Court Systems Totals						Invoices	5		\$1,504.84
25 Court Systems									
Grand Totals						Invoices	5		\$1,504.84

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

Acct No.	Vendor	Description	Amount
53109	West Group	Publications	\$18.02
53106	Staples Advantage	Office Supplies	\$65.00
TOTAL:			\$83.02

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

Dated: _____

Chairman
Administrative Services Committee

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

Acct No.	Vendor	Description	Prepaid	Amount
59176	HRI, dba Humana Wellness	Go365 Administrative Fee & Rewards	X	\$ 4,112.20
59109	Aurora Health Care	Pre Employment Physical	X	\$ 166.00
52146	Bellin Health	Drug Screening	X	\$ 145.50
52401	ABR Employment Services	Finance Dept., week ending 11/24/2019	X	\$ 226.44
52401	ABR Employment Services	Finance Dept., week ending 11/03/2019	X	\$ 113.22
52121	Diversified Benefit Services	Administrative Svcs - November	X	\$ 526.50
52401	ABR Employment Services	Finance Dept., week ending 11/10/2019	X	\$ 339.66
59169	Prevea Health Occupational Helath	Pre-work screening	X	\$ 134.00
55107	Wisconsin Document Imigaing	Human Resources Copies	X	\$ 613.12
48405	Rhonda Kohlberg	Overpayment of Insurance	X	\$ 127.74
52149	Door County Medical Center	Chair Massages	x	\$ 90.00
52402	WACPD	Annual Dues for 2020	X	\$ 25.00
55107	Wisconsin Document Imigaing	Human Resources Copies	x	\$ 698.75
55107	Wisconsin Document Imigaing	Human Resources Copies	x	\$ 312.25
52401	ABR Employment Services	Finance Dept. Week ending 11/17/2019	x	\$ 207.57
TOTAL:				\$ 7,837.95

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

Date: _____

David Lienau, Chairman
Administrative Committee