

Notice of Public Meeting
Tuesday, January 21, 2020
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 December 10, 2019 Regular Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
 - ◆ **County Administrator**
 - ◆ Creation of Sturgeon Bay–Door County Economic Development Loan Program
 - ◆ **Transportation**
 - ◆ Approval of Gift, Grant and/or Donation to the Door County Transportation Department
 - ◆ **Corporation Counsel**
 - ◆ HIPAA Security Breach Notification for Unsecured PHI, Log and Risk Assessment for Determination of Breach of PHI
 - ◆ Entities that are Governmental Bodies for Purposes of Wisconsin's Open Meetings Law
 - ◆ Muskat Property [P.I.N. #'s 022-022728631A, 022-0227282632A & 022-0228282641A]
 - ◆ 2019 Annual Report - §767.405, Wis. Stats. Family Court Mediation Services
 - ◆ **Human Resources**
 - ◆ Unemployment Insurance Review
 - ◆ Request to Refill – Zoning Administrator/Assistant Sanitarian – Land Use Services
 - ◆ FYI: Letter of Resignation – Jeffrey Kussow
 - ◆ FYI: Letter of Resignation – Emma Lehman
 - ◆ FYI: Letter of Resignation – Blake Cihlar
 - ◆ FYI: Letter of Resignation – Mary LaLuzerne
 - ◆ FYI: Letter of Resignation – William O'Rourke
 - ◆ FYI: Completion of Introductory Period – Jonathon Olson
 - ◆ FYI: Completion of Introductory Period – Shauwn Rosendale
 - ◆ Personnel Transactions
9. **Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**
10. **Vouchers, Claims and Bills**
11. **Next Meeting Date(s)**
 - Regular Meeting – February 18, 2020 – 10:00 a.m.
12. **Meeting Per Diem Code**
13. **Adjourn**

Deviation from order shown may occur

MINUTES
Tuesday, December 10, 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, December 10, 2019 Administrative Committee Meeting was called to order at 10:00 a.m. by Chairman David Lienau at the Door County Government Center.

Establish a Quorum ~ Roll Call

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

Others present: Administrator Ken Pabich, CC Grant Thomas, Finance Director Steve Wipperfurth, HR Director Kelly Hendee, Facilities & Parks Director Wayne Spritka, Transportation Manager Pam Busch, County Clerk Jill Lau, and public.

Adopt Agenda / Properly Noticed

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

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

Approve Minutes of November 19, 2019 Public Hearing and Regular Administrative Committee Meeting

Motion by Kohout, seconded by Fisher to approve the minutes of the November 19, 2019 Administrative Committee Meeting. Motion carried by unanimous voice vote.

Correspondence

- Supervisor Fisher reported on compliments received regarding the ADRC facility

Public Comment

The following person(s) commented:

- Don Freix, 8305 Quarterline Road, Fish Creek

Supervisor Response

- Question why the county doesn't record all county meetings – agenda for next month's meeting
- Review of the definition of a County Working Group

Old Business

No old business was presented.

New Business (Review / Action)

County Administrator

Establishment of a Subcommittee of the Criminal Justice Collaborating Council

Administrator Pabich reviewed the proposed members of the Council. The County is in the early stages of the establishing the council.

Final Approval Door to Door Contract

The committee approved selecting the company last month. Included in the meeting packet is the final contract.

Motion by Gunnlaugsson, seconded by Fisher to approve the contract with Abby Vans. Motion carried by unanimous voice vote.

Corporation Counsel

“Navis, et al v. DC BOA, et al”, Case # 2018-CV-102 - Appeal to Wisconsin Court of Appeals, District III

CC Thomas explained there has been an appeal to the Wisconsin Court of Appeals. This is related to the Board of Adjustment granting a Conditional Use Permit for the development of a campground. At the end of August, 2019, a final order was filed. The County has just received the appeal. It is anticipated this case will take an entire year or more to resolve.

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

CC Thomas explained the County had worked with the DNR and EPA regarding the 2015 non-attainment area designation. The agreed designation was appealed. A decision is likely in the Spring of 2020. The past three years of testing has shown that the county is now in attainment status. CC Thomas requested the Committee allow Administrator Pabich to send a letter in support of the redesignation. It is important the County weigh in as soon as possible.

Motion by Kohout, seconded by Gunnlaugsson to authorize Administrator Pabich to draft a letter in support of the redesignation. Review of 2015 non-attainment designation and the last three years of testing. Motion carried.

County Sheriff Enforcement of Town or Village Ordinance

CC Thomas explained a municipality can ask the County Sheriff to enforce a town, city, or village ordinance but they cannot compel the Sheriff to do so. A bigger issue is who would prosecute a municipal ordinance, who would pay. The Sheriff’s primary duty is to enforce county ordinances and state laws. This most recent request is from the Town of Liberty Grove. Sheriff Sternard notified Liberty Grove that the Sheriff’s Department would not enforce town ordinances. Committee members requested CC Thomas send a letter informing all municipalities that the County will not enforce their ordinances.

Human Resources

Request to Refill – ADRC Bus Driver – Transportation

HR Director Hendee distributed an updated job description for the bus driver. The request is due to a retirement.

Motion by Austad, seconded by Fisher to approve the request to refill the ADRC Bus Driver – Transportation. Motion carried by unanimous voice vote.

Request to Refill – Airport Manager – Highway

HR Director Hendee noted the request is due to a retirement.

Motion by Neinas, seconded by Gunnlaugsson to approve the request to refill the Airport Manager – Highway and all subsequent vacancies. Motion carried by unanimous voice vote.

Request to Refill – Library Circulation Assistant

The request has been reviewed by the Library Board. The request is due to a resignation.

Motion by Gunnlaugsson, seconded by Kohout to approve the request to refill the Library Circulation Assistant. Motion carried by unanimous voice vote.

Request to Refill – Case Manager – Health & Human Services

Request to Refill – Case Manager Diversion – Health & Human Services (Defined Term Emp.)

Both requests are due to internal transfers.

Motion by Fisher, seconded by Gunnlaugsson to approve the request to refill the Case Manager – Health & Human Services and the Case Manager Diversion - Health & Human Services (defined term employee). Motion carried by unanimous voice vote.

Change in Hours Recommendation for 2nd Shift Custodians

HR Director Hendee reviewed the memo included in the meeting packet. The request is to move the 2nd shift custodians start time from 2:30 p.m. to 12:30 p.m. with an end time changing from 11:00 p.m. to 9:00 p.m.

Motion by Austad, seconded by Kohout to approve the recommendation to change in hours for the 2nd shift custodians. Motion carried by unanimous voice vote.

Exit Interview Summary

HR Director Hendee reported she had received 6 exit interviews. Hendee reviewed the answers related to reasons for leaving, benefits, supervision, and specific comments.

FYI: Letter of Retirement – Gary Hanson

FYI: Completion of Introductory Period – Katie Lasee

FYI: Completion of Introductory Period – Emily May

Reviewed.

Personnel Transactions

Reviewed.

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

- Audio Recording of all County Meetings
- Define Entities that are Governmental Bodies for Purposes of Open Meeting Law
- Unemployment Review

Vouchers, Claims and Bills

Reviewed.

Next Meeting Date(s)

Regular Meeting – January 21, 2020 – 10:00 a.m.

Meeting Per Diem Code

1210.

Adjourn

Motion by Fisher, seconded by Robillard to adjourn. Time: 10:51 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk



DOOR COUNTY

Resolution No. 2020-__

APPROVAL OF GIFT, GRANT AND/OR DONATION TO THE DOOR COUNTY TRANSPORTATION DEPARTMENT

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

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

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: The donated funds will be used for the specified purpose; no additional County funds are required because of the acceptance of this donation. STW

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 28th day of January, 2020 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

1 **WHEREAS**, Section 59.52(19) Wis. Stats. empowers the County Board to
2 accept donations, gifts, or grants of money for any public governmental
3 purpose within the powers of the County; and

4
5 **WHEREAS**, Resolution 75-84 entitled "Gifts, Grants & Donations to the
6 County of Door" requires approval of the Door County Board of Supervisors,
7 for acceptance of all donations, gifts, and grants whether in the form of money,
8 or personal or real property; and

9
10 **WHEREAS**, Rule of Order # 38, entitled 'Donations, Gifts or Grants',
11 authorized an oversight committee to accept donations, gifts or grants;
12 requires County Board be provided notice of any donation, gift or grant in
13 excess of \$1,000 prior to acceptance; and requires that an itemized report of
14 all donations, gifts or grants shall be submitted to the county board on an
15 annual basis; and

16
17 **WHEREAS**, The Kroger Co. on behalf of Pick 'n Save, Roundy's Division,
18 has offered a \$2,000 donation to the Door County Transportation Department
19 to support public transportation provided through Door 2 Door Rides and the
20 ADRC bus/van service; and

21
22 **WHEREAS**, The Kroger Co. on behalf of Pick 'n Save, Roundy's Division,
23 has pledged a total of \$10,000 to be paid in \$2,000 increments for 2020-2024;
24 and

25
26 **WHEREAS**, The Administrative Committee has voted to accept the
27 aforesaid donation and pledges through 2024.

28
29 **NOW THEREFORE, BE IT RESOLVED**, That the Door County Board of
30 Supervisors does hereby approve the acceptance of the current donation and
31 pledges through 2024 for purposes of benefit to the public transit services
32 managed by the Door County Transportation Department.

33
34 **BE IT FURTHER RESOLVED**, That the aforesaid donation and future
35 pledges shall be administered by the Transportation Department, subject to
36 oversight by the Administrative Committee.
37

SUBMITTED BY:
Administrative Committee

_____	_____
David Lienau, Chairperson	Susan Kohout
_____	_____
Ken Fisher	John Neinas
_____	_____
Dan Austad	Nancy Robillard
_____	_____
Joel Gunnlaugsson	



Title:	HIPAA Security Breach Notification for Unsecured Protected Health Information		
Policy Type:	HIPAA Security	Policy Number:	
Entities Affected:	County of Door		
Effective Date:	January 21, 2020		
Revision Dates:			

POLICY:

Door County complies with the regulations for Breach Notification for Unsecured Protected Health Information published in the Federal Register on January 25, 2013 as part of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). This Policy sets forth the procedures Door County will use to determine if an impermissible or unauthorized access, acquisition, use or disclosure of Door County's protected health information ("PHI") is a breach for which notification to the affected individual(s) is required under HIPAA.

This Policy applies to Door County and all of its subsidiaries and affiliates. For purposes of this Policy, references to Door County shall be deemed to include sub-units, employees, appointed and elected officials, and group health plan(s).

DEFINITIONS

Capitalized terms not otherwise defined in this Policy shall have the meanings given in HIPAA.

- "Access" means the ability or the means necessary to read, write, modify, or communicate data/information or otherwise use any system resource.
- "Breach" means the acquisition, access, use or disclosure of PHI in a manner not permitted under the Privacy Rule that compromises the security or privacy of the PHI. An acquisition, access, use, or disclosure of protected health information in a manner not permitted under the Privacy Rule is presumed to be a breach unless the covered entity or business associate, as applicable, demonstrates that there is a **low probability** that the protected health information has been compromised based on a risk assessment of at least the following factors: (i) The nature and extent of the protected health information involved, including the types of identifiers and the likelihood of re-identification; (ii) The unauthorized person who used the protected health information or to whom the disclosure was made; (iii) Whether the protected health information was actually acquired or viewed; and (iv) The extent to which the risk to the protected health information has been mitigated.

Breach excludes:

- Any unintentional acquisition, access or use of PHI by a Workforce member or person acting under the authority of Door County or its business associate if such acquisition, access, or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted under the Privacy Rule.
- Any inadvertent disclosure by a person who is authorized to access Door County's PHI (whether a Workforce member, business associate, business associate workforce member or other authorized party) to another person authorized to access Door County's PHI, and the information received as a result of such disclosure is not further used or disclosed in a manner not permitted under the Privacy Rule.
- A disclosure of PHI where Door County or its business associate has a good faith belief that the unauthorized person or entity to whom the disclosure was made would not reasonably have been able to retain such information.
- "Disclosure" means the release, transfer, provision of, access to, or divulging in any manner of information outside the entity holding the information.

- "Privacy Rule" means the Standards for Privacy of Individually Identifiable Health Information, codified at 45 C.F.R. parts 160 and 164, Subparts A and E, as currently in effect.
- "Unsecured PHI" means that PHI of Door County which is not rendered unusable, unreadable or indecipherable to unauthorized individuals through the use of technology or methodology specified by the Secretary of the Department of Health & Human Services ("HHS") in the guidance issued under section 13402(h)(2) of Pub. L. 111-5 and available on the HHS website: <http://www.hhs.gov/ocr/privacy/hipaa/administrative/breachnotificationrule/brguidance.html>
- "Workforce" means employees, volunteers, trainees, and other persons whose conduct, in the performance of work for Door County or a business associate of Door County, is under the direct control of Door County, whether or not they are paid by the Door County or its business associate.

PROCEDURE:

1. Discovery of Impermissible or Unauthorized Acquisition, Access, Use or Disclosure of Unsecured PHI. All Workforce members and business associates are required to report immediately the discovery of any potentially impermissible or unauthorized acquisition, access, use or disclosure of Unsecured PHI. Reports shall be made to Door County's Privacy Officer. Upon receipt of such report, the Privacy Officer shall begin an investigation, and conduct a risk assessment, to determine whether a Breach has occurred.
2. Investigation. The Privacy Officer shall act as the investigator of the Breach and shall be responsible for the management of the Breach investigation, completion of a risk assessment and coordinating with others at Door County, as appropriate (e.g., administration, security incident response team, human resources, risk management, public relations, legal counsel, etc.). The Privacy Officer shall be the key facilitator for all Breach notification processes to the appropriate entities or individuals (e.g., HHS, media, law enforcement officials, etc.).
3. Risk Assessment. For acquisition, access, use or disclosure of Unsecured PHI to constitute a Breach, it must constitute a violation of the Privacy Rule. A use or disclosure of Unsecured PHI that is incident to an otherwise permissible use or disclosure and occurs despite reasonable safeguards and proper minimum necessary procedures would not be a violation of the Privacy Rule and would not qualify as a potential Breach. An impermissible or unauthorized acquisition, access, use, or disclosure of Unsecured PHI is presumed to be a Breach unless Door County (or its business associate, as applicable) demonstrates that there is a low probability that the Unsecured PHI has been compromised based on an assessment of at least the following factors:
 - 3.1. The nature and extent of the Unsecured PHI involved, including the types of identifiers and the likelihood of re-identification (e.g., there is a high probability that the Unsecured PHI has been compromised when detailed clinical information such as treatment plans or diagnosis are involved);
 - 3.2. The unauthorized person who used the Unsecured PHI or to who the disclosure was made (e.g., there is a low probability that the Unsecured PHI has been compromised when the person who received the Unsecured PHI has an obligation to protect its privacy under HIPAA, such as another covered entity);
 - 3.3. Whether the Unsecured PHI was actually acquired or viewed (e.g., there is a low probability that the Unsecured PHI has been compromised when forensic analysis indicates that Unsecured PHI on a stolen laptop was never accessed, viewed, acquired, transferred or otherwise compromised); and
 - 3.4. The extent to which the risk to the Unsecured PHI has been mitigated (e.g., there may be a low probability that the Unsecured PHI has been compromised when an employee, affiliated entity or business associate provides reasonable assurances that Unsecured PHI received in error was immediately destroyed, but reasonable assurances from certain third parties may not be sufficient).

4. Documentation.

4.1. The Privacy Officer shall document the risk assessment as part of the investigation and note the outcome of the risk assessment process. Based on the outcome of the risk assessment, the Privacy Officer will determine if there has been a Breach and, if so, provide the appropriate notification to the affected individual(s). The Privacy Officer may make Breach notifications without completing a risk assessment.

4.2. The Privacy Officer, or his or her designee, shall maintain a log of all Breaches. The log shall include the date of the Breach, a description of the impermissible use or disclosure, the date of discovery and the number of individuals affected, if known. The log will also include a description of the types of PHI involved, actions taken to notify individuals, if necessary, mitigate the Breach and prevent future Breaches, and any other information required by HHS.

4.3. All documentation related to the Breach investigation, including the risk assessment and notifications made, shall be retained for a minimum of six years following the date of the incident.

5. Notification Timing. Based on the results of the investigation and the risk assessment, the Privacy Officer shall begin the process of determining what external notifications are required or should be made (e.g., Secretary of Department of HHS, media outlets, law enforcement officials, etc.). Upon determination that Breach notification is required, the affected individual(s) shall be notified without unreasonable delay and in no case later than 60 calendar days after the discovery of the Breach by the Privacy Officer. A Breach shall be treated as "discovered" as of the first day on which an incident that may have resulted in a Breach is known to Door County or, by exercising reasonable diligence would have been known to Door County (or by Door County's business associate). Door County shall be deemed to have "known" of a Breach if such Breach is known or, if by exercising reasonable diligence, would have been known, to any person, other than the person committing the Breach, who is a Workforce member or agent (e.g. a business associate acting as an agent of Door County) of Door County.

6. Delay of Notification Authorized for Law Enforcement Purposes. If a law enforcement official states to the Privacy Officer that a notification, notice or posting would impede a criminal investigation or cause damage to national security, the Privacy Officer shall delay notification notice or posting:

6.1. For the time period specified by the official, if the statement is in writing and specifies the time for which a delay is required; or

6.2. No longer than 30 days from the date of a verbal statement, unless a written statement as described above is submitted during that time. If the statement is made verbally, the Privacy Officer shall document the statement, including the identity of the official making the statement.

7. Content of the Notice. The notice of Breach shall be written in plain language and must contain the following information:

7.1. A brief description of what happened, including the date of the Breach and the date of the discovery of the Breach, if known.

7.2. A description of the types of Unsecured PHI that were involved in the Breach (such as whether full name, Social Security number, date of birth, home address, account number, diagnosis, disability code or other types of information were involved).

7.3. Any steps the individual should take to protect him or herself from potential harm resulting from the Breach.

7.4. A brief description of what Door County is doing to investigate the Breach, to mitigate harm to the individual and to protect against further Breaches.

7.5. Contact procedures for an individual to ask questions or learn additional information, which includes a toll-free telephone number, an e-mail address, website, or postal address.

8. Methods of Notification. The method of notification will depend on the individuals or entities to be notified. The following methods must be utilized accordingly:
 - 8.1. Notice to Individual(s). Notice shall be provided promptly and in the following form:
 - 8.1.1. Written notification by first-class mail to the individual at the last known address of the individual or, if the individual agrees to electronic notice and such agreement has not been withdrawn, by electronic mail. The notification shall be provided in one or more mailings as information is available. If Door County knows that the individual is deceased and has the address of the next of kin or personal representative of the individual, written notification by first-class mail to the next of kin or personal representative shall be carried out.
 - 8.1.2. Substitute Notice. In the case where there is insufficient or out-of-date contact information (including phone number, e-mail address, etc.) that precludes direct written or electronic notification, a substitute form of notice reasonably calculated to reach the individual shall be provided. A substitute notice need not be provided in the case in which there is insufficient or out-of-date contact information that precludes written notification to the next of kin or personal representative.
 - 8.1.2.1. In a case in which there is insufficient or out-of-date contact information for fewer than ten individuals, then the Privacy Officer will provide the substitute notice by an alternative form of written notice, telephone or other means.
 - 8.1.2.2. In the case in which there is insufficient or out-of-date contact information for ten or more individuals, then the substitute notice shall be in the form of either a conspicuous posting for a period of 90 days on the home page of Door County's website, or a conspicuous notice in a major print or broadcast media in Door County's geographic areas where the individuals affected by the Breach likely reside. The notice shall include a toll-free number that remains active for at least 90 days where an individual can learn whether his or her PHI may be included in the Breach.
 - 8.1.3. If the Privacy Officer determines that notification requires urgency because of possible imminent misuse of Unsecured PHI, notification may be provided by telephone or other means, as appropriate, in addition to the methods noted above.
 - 8.2. Notice to Media. Notice shall be provided to prominent media outlets serving the state and regional area (of the Breached individuals) when the Breach of Unsecured PHI affects 500 or more individuals of a State or jurisdiction.
 - 8.2.1. The notice shall be provided in the form of a press release.
 - 8.2.2. The Privacy Officer will consider what constitutes a prominent media outlet based upon the State or jurisdiction where Door County's affected individuals reside. For a Breach affecting more than 500 individuals across a particular state, the Privacy Officer will consider a prominent media outlet to be a major, general interest newspaper with a daily circulation throughout the entire state. The Privacy Officer will not consider a newspaper serving only one town and distributed on a monthly basis, or a daily newspaper of specialized interest (such as sports or politics), as a prominent media outlet. Where a Breach affects more than 500 individuals in a limited jurisdiction, such as a city, then the Privacy Officer will consider a major, general interest newspaper with daily circulation throughout the city to be a prominent media outlet, even though the newspaper does not serve the whole State.
 - 8.3. Notice to the Secretary. Notice shall be provided to the Secretary of HHS as follows:
 - 8.3.1. For Breaches involving 500 or more individuals, the Privacy Officer shall notify the Secretary of HHS as instructed at

[http://www.hhs.gov/ocr/privacy/hipaa/administrative/breachnotificationrule/brinstructi
on.html](http://www.hhs.gov/ocr/privacy/hipaa/administrative/breachnotificationrule/brinstructi
on.html) at the same time notice is made to the individuals.

- 8.3.2. For Breaches involving less than 500 individual, the Privacy Officer will maintain a log of the Breaches. The Privacy Officer may report the Breaches during the calendar year or no later than 60 days after the end of that calendar year in which the Breaches were discovered (e.g., 2012 Breaches were to be submitted by 3/1/2013). Instructions for submitting the logged Breaches are provided at [http://www.hhs.gov/ocr/privacy/hipaa/administrative/breachnotificationrule/brinstructi
on.html](http://www.hhs.gov/ocr/privacy/hipaa/administrative/breachnotificationrule/brinstructi
on.html)
9. Maintenance of Breach Information/Log. As described above and in addition to the reports created for each incident, the Privacy Officer shall maintain a process to record or log all Breaches regardless of the number of individuals affected. The following information should be documented for each Breach:
- 9.1. A description of what happened, including the date of the Breach, the date of the discovery of the Breach and the number of individuals affected, if known.
 - 9.2. A description of the types of Unsecured PHI that were involved in the Breach (such as full name, Social Security number, date of birth, home address, account number, etc.).
 - 9.3. A description of the action taken with regard to notification of individuals, the media and the Secretary of HHS regarding the Breach.
 - 9.4. The results of the risk assessment.
 - 9.5. Resolution steps taken to mitigate the Breach and prevent future occurrences.
10. Business Associate Responsibilities. Any business associate of Door County that accesses, creates, maintains, retains, modifies, records, stores, transmits, destroys or otherwise holds, uses or discloses Unsecured PHI shall, without unreasonable delay and in no case later than 60 calendar days after discovery of a Breach, notify the Privacy Officer of such Breach. This notice shall include the identification of each individual whose Unsecured PHI has been, or is reasonably believed by the business associate to have been, accessed, acquired or disclosed during such Breach. The business associate shall provide the Privacy Officer with any other available information that is required to include in notification to the individual at the time of the notification or promptly thereafter as information becomes available. Upon notification by the business associate of discovery of a Breach, the Business Associate will be responsible for notifying affected individual(s), unless otherwise agreed upon by Door County.
11. Workforce Training. Door County trains all members of its Workforce on its HIPAA policies and procedures as necessary and appropriate for such persons to carry out their job responsibilities. Workforce members also are trained as to how to identify and promptly report any impermissible or unauthorized acquisition, access, use or disclose of Unsecured PHI. Workforce members that assist in investigating, documenting and resolving Breaches are trained on how to complete these activities.
12. Non-Retaliation. It is the Policy of Door County not to retaliate against any Workforce member that makes a good faith report regarding a suspected or actual impermissible or unauthorized acquisition, access, use or disclose of Unsecured PHI, or who assists in investigating, documenting or resolving suspected or actual Breaches.
13. Sanctions. Compliance with these policies and procedures is a requirement of employment by, or doing business with, Door County. Workforce members who fail to comply with this policy may be subject to sanctions. Business associates who violate this Policy may be subject to termination.

REFERENCES:

POLICY OWNER: Security Official

APPROVED BY: Door County Administrative Committee (January 21, 2020)



Title:	Risk Assessment for Determination of Breach of Protected Health Information	
Policy Type:	HIPAA Security	Policy Number:
Entities Affected:	County of Door	
Effective Date:	January 21, 2020	
Revision Dates:		

1. Event Information

Date Event Occurred: _____ Date Event is known: _____ Person Discovering Event: _____ Date Event Reported to Privacy Officer: _____	Potential Impermissible: <input type="checkbox"/> Use <input type="checkbox"/> Disclosure <input type="checkbox"/> Acquisition <input type="checkbox"/> Access <input type="checkbox"/> Other	Does Exception Apply? (See <u>Specific</u> Definitions to Apply an Exception) <input type="checkbox"/> Good faith, unintentional by employee/workforce and not further used, etc. <input type="checkbox"/> Inadvertent disclosure to another authorized person doing job <input type="checkbox"/> Recipient could not reasonably have retained the data <input type="checkbox"/> No
Type of Event: <input type="checkbox"/> Incidental <input type="checkbox"/> Accidental <input type="checkbox"/> Intentional <input type="checkbox"/> Suspected / Unsubstantiated		

2. FACTOR 1 - Nature and Extent of PHI Involved (consider with Factor 2)

2.1 PHI involved: _____

2.2 # of Identifiers in PHI: _____

2.3. Type of identifiers: _____

2.4. Can PHI be used to re-identify patient(s)? Yes No

2.5. Can PHI be combined with other available info & used to re-identify patient(s)? Yes No

2.6. Number of patients affected: _____

- The more identifiers, the more chance a patient can be re-identified.
- Is PHI more sensitive in nature, such as credit card #'s, SSN's; or other information that increases the risk of identity theft or financial fraud, treatment plan, diagnosis, meds, history, test results?
- Could this information be used by an unauthorized recipient in a manner adverse to the individual or otherwise used to further the unauthorized recipient's own interests?
- Is there likelihood that PHI can be re-identified based on the context and the ability to link the information with other available information.

For example, a list of pt names, addresses and hospital ID numbers are obviously identifiable and there is more than a low probability that the information has been compromised, but also consider Factor 2.

However would an unauthorized recipient have the ability to combine a list of patient discharge dates and diagnoses with other information available to re-identify patient?

2.7. Was Identifiable PHI Involved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
-------------------------------------	------------------------------	-----------------------------

3. FACTOR 2 – People Involved (Consider with Factor 1)

3.1. Who impermissibly used/disclosed PHI?

3.2. Date: _____

3.3. Unauthorized person/entity who acquired/received PHI:

3.4. Does unauthorized person/entity have obligation to protect privacy & security of PHI?

Yes No

- If unauthorized person or entity has an obligation to protect privacy and security of PHI, then probability that information will be compromised is lower, but also consider Factor 1

3.5. Did the person have an obligation to protect PHI?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

4. FACTOR 3 – Acquired or viewed?

4.1. Was PHI actually obtained/received or did only the opportunity exist to obtain/receive PHI?

4.2. Was PHI actually viewed or did only the opportunity exist to view PHI?

If PHI was obtained or received but not viewed, then perhaps the probability is low that the PHI was compromised. For example, if a laptop was stolen and then returned and a forensic analysis proved that PHI had not been accessed, then PHI would not have been actually acquired or viewed.

4.3. Did the person view the PHI?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
-----------------------------------	------------------------------	-----------------------------

5. FACTOR 4 – Mitigation

5.1. To what extent has the risk to the PHI been mitigated?

5.2. Have you obtained assurances that PHI will not be further used or disclosed (confidentiality agreement, etc.)?

5.3. Will PHI be destroyed (attestation signed)?

We note that this factor, when considered in combination with the factor regarding the unauthorized recipient of the information discussed above, may lead to different results in terms of the risk to the protected health information. For example, a covered entity may be able to obtain and rely on the

assurances of an employee, affiliated entity, business associate, or another covered entity that the entity or person destroyed information it received in error, **while such assurances from certain third parties may not be sufficient.**

5.4. Did we get the PHI back? Yes No

OTHER FACTORS:

6. DETERMINATION

6.1. What is the overall probability that PHI has been compromised?

Low Medium High

7. NOTIFICATION

7.1. Is breach notification, by organization or another covered entity, to patients required?

Yes No

7.2. Is breach notification, by organization or another covered entity, to media required?

Yes No

7.3. Is breach notification, by organization or another covered entity, to HHS required?

Yes No

7.4. <http://ocrnotifications.hhs.gov/> If yes, when?

Immediate Year end

7.5. Has law enforcement asked organization for a delay of the notification?

Yes No

Privacy Officer Signature

Date

8. Does Exception Apply? (See **Specific** Definitions to Apply an Exception)

8.1. Good faith, unintentional by employee/workforce and not further used, etc.

*Example- A billing employee receives and opens an e-mail containing protected health information about a patient which a nurse mistakenly sent to the billing employee. The billing employee notices that he is not the intended recipient, alerts the nurse of the misdirected e-mail, and then deletes it. The billing employee unintentionally accessed protected health information to which he was not authorized to have access. However, the billing employee's use of the information was done in **good faith** and **within the scope of authority**, and therefore, would not constitute a breach and notification would not be required, provided the employee did not further use or disclose the information accessed in a manner not permitted by the Privacy Rule.*

In contrast, a receptionist at a covered entity who is not authorized to access protected health information decides to look through patient files in order to learn of a friend's treatment. In this case, the impermissible access to protected health information would not fall within this exception to breach because such access was neither unintentional, done in good faith, nor within the scope of authority.

8.2. Inadvertent disclosure to another authorized person doing job

Example, this exception encompasses circumstances in which a person who is authorized to use or disclose protected health information within a covered entity, business associate, or organized health care arrangement inadvertently discloses that information to another person who is authorized to use or disclose protected health information within the same covered entity, business associate, or organized health care arrangement, as long as the recipient does not further use or disclose the information in violation of the Privacy Rule

8.3. Recipient could not reasonably have retained the data

For example, a covered entity, due to a lack of reasonable safeguards, sends a number of explanations of benefits (EOBs) to the wrong individuals. A few of the EOBs are returned by the post office, unopened, as undeliverable. In these circumstances, the covered entity can conclude that the improper addressees could not reasonably have retained the information. The EOBs that were not returned as undeliverable, however, and that the covered entity knows were sent to the wrong individuals, should be treated as breaches.

As another example, a nurse mistakenly hands a patient the discharge papers belonging to another patient, but she quickly realizes her mistake and recovers the protected health information from the patient. If the nurse can reasonably conclude that the patient could not have read or otherwise retained the information, then this would not constitute a breach

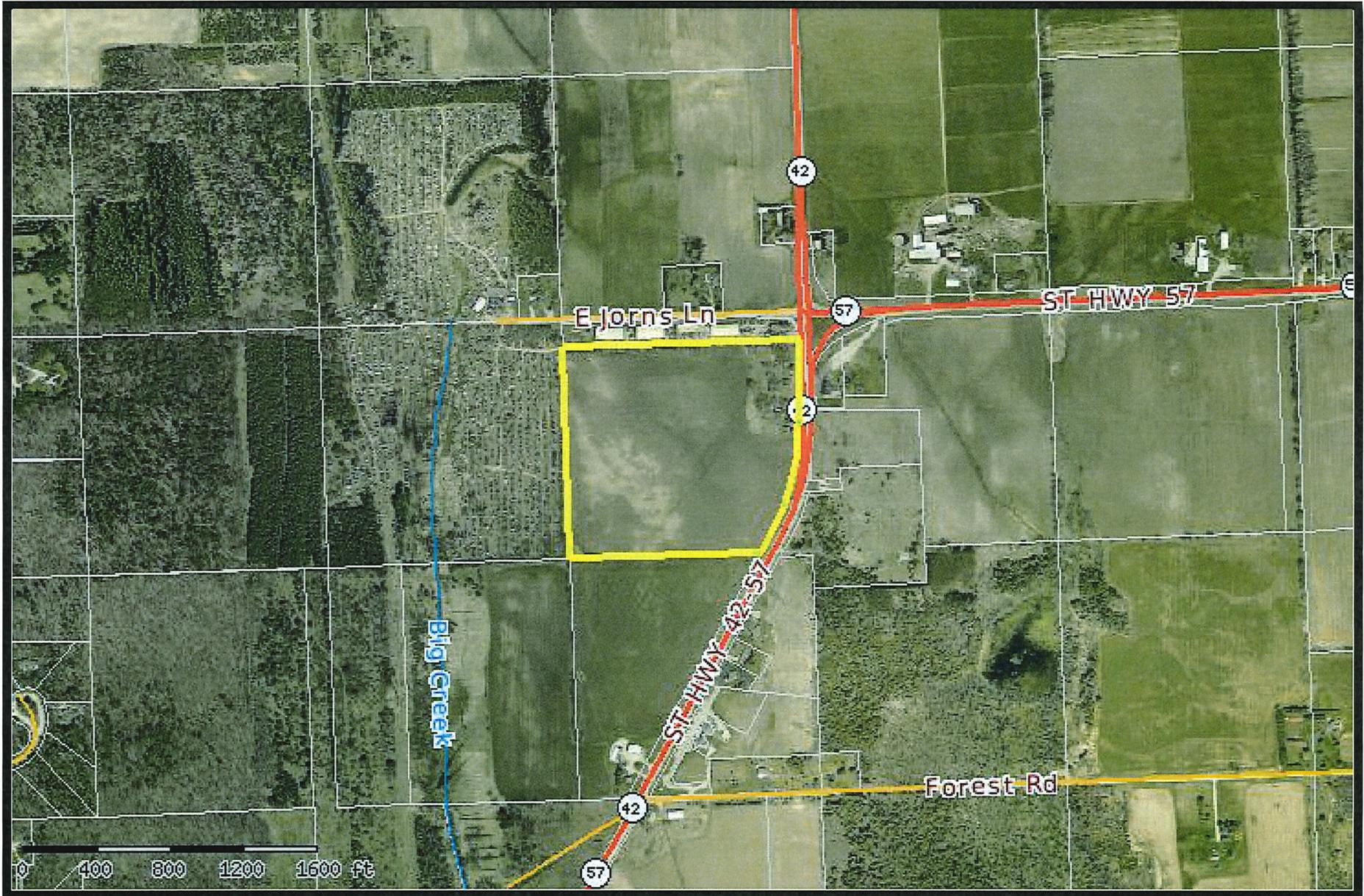
Map

Printed 12/11/2019 courtesy of Door County Land Information Office

... from the Web Map of ...
(//www.co.door.wi.gov)



Door County, Wisconsin
... for all seasons!



Door County can not and does not make any representation regarding the accuracy or completeness, nor the error-free nature, of information depicted on this map. This information is provided to users "as is". The user of this information assumes any and all risks associated with this information. Door County makes no warranty or representation, either express or implied, as to the accuracy, completeness, or fitness for a particular purpose of this information. The Web Map is only a compilation of information and is NOT to be considered a legally recorded map or a legal land survey to be relied upon.

Page 2 of 2 2019 MEDIATION SERVICES ANNUAL REPORT 1/1/19 – 12/31/19
 -submitted by Gay Pustaver January 7, 2020 via e-mail

There were 8 cases referred between January 1 and December 31, 2019 with a no contact or Restraining Order Injunction in place.

Explanation for 13
impasse cases closed between January 1 and December 31, 2019

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

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

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

1 case was a school issue

1 case a draft temporary agreement was sent; not signed; party requested impasse.

1 case they made a 2nd appointment; cancelled it then mom called me and requested an impasse.

1 case very young child; does not know dad; dad unwilling to mediate temporary trust-building agreement; mom preferred GAL

1 case dad adamant about sole, legal custody and primary placement; mom disagreed.

1 case dad out of prison; RO in place; dad's P&P officer's permission to mediate required by our Family Court Commissioner; took awhile to get that due to change in county P&P office; met for Orientation; mom immediately asked for impasse at end of orientation.

1 case dad was sent to jail after our first mediation session

1 case there were 2 RO's; mom asked for impasse at end of orientation session

1 case - see my email to Grant dated Aug. 4, 2019; RO, extenuating circumstances.

FYI – I now send Grant Thomas an e-mail after each complex impasse explaining the reason. In 2019, there were many unusual Mediation cases on all levels.

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 Land Use Services Position Title: Zoning Administrator/Assistant Sanitarian

Position Status: Currently vacant Will be vacant Date Vacant: January 20, 2020

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: Jeffrey Kussow

I have invited the Chair of my Oversight Committee to participate in the interview process

Reviewed, updated, and submitted to Human Resources:

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

Job Description

Completed by: Mariah K. Goode Date December 17, 2019

Financial Information:

Salary Range: Hourly \$23.93 (Step one) - \$27.35 (step six/midpoint/100%) 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 05 – Para-Professional FLSA Status Exempt

Human Resources has performed a position review? [Signature] (HR initial) 12/18/2019 Date

The Job Description has been updated and signed? [Signature] (HR initial) 12/18/2019 Date

Approvals:

County Administrator [Signature] Date 12.18.19

Administrative Committee Chair _____ Date _____

County of Door
Zoning Administrator/Assistant Sanitarian

Job Title	Zoning Administrator/ Assistant Sanitarian	Last Revision	12/20/2019
Department	Land Use Services Dept.	HR Reviewed	12/20/2019
Division	Zoning & Sanitarian	Employee Group	General Municipal Employee
Report To	Land Use Services Director	FLSA Status	Exempt
Pay Grade	H	EEO Code	05 – Para-Professional

General Summary

This position is primarily responsible for preparing, reviewing, coordinating, and disseminating information regarding land use matters and county ordinances, as well as administering and enforcing those ordinances, including but not limited to: zoning, floodplain, land division, telecommunication tower, airport height limitation, and wind energy system. Work and records kept as well as written and verbal communications must be accurate, clear, and provided in a timely fashion. Provide accurate and truthful written and verbal communications.

This position is secondarily responsible for assisting in enforcing all regulations involved in the siting, installation, and inspections of all Private On-site Wastewater Treatment Systems (POWTS) in Door County. This involves on-site investigations to determine soil suitability for POWTS, inspections of systems at installation, and other sanitary evaluations, plus some associated office-work functions.

Duties and Responsibilities

Zoning Essential Job Functions

1. Conduct pre-application conferences and assist the public and members of the development community in preparing applications for permits. Perform pre- and post-application technical review for all permit types. Determine whether projects comply with ordinance standards, perform on-site inspections, then approve or deny applications. Establish and maintain accurate records and prepare detailed reports. Prepare recommendations and reports to the Board of Adjustment, Resource Planning Committee, and Department Head.
2. Research and disseminate verbally, in writing, and/or in meetings information in response to questions posed by the development community, local government officials, and general public concerning zoning, floodplains, land divisions, telecommunication towers, airport height limitations, wind energy systems, and land use matters. Also, proactively disseminate new/educational information to same entities regarding same topics. Provide educational information and technical support to individual municipalities through attendance at community meetings.
3. Prepare and schedule public hearings before the Resource Planning Committee and Board of Adjustment. Clerk day and/or evening public hearings (up to 4x/month), providing technical information and taking minutes. Prepare follow-up reports and ordinances for county board and members of the public. Attend county board regarding reports and ordinances.
4. Conduct application-related on-site wetland determinations and verify other private delineations. Inventory and update wetlands inaccurately mapped.
5. Maintain surveillance to determine if unauthorized projects have been initiated. Investigate alleged zoning and other violations. Follow through on violation to a resolution, which may include preparing complaints and evidentiary information for the County Corporation Counsel. Testify at public hearings and court proceedings as required.
6. Draft documents such as legal notices, restrictive agreements and zoning complaints, chronology of cases, and memoranda to other departments.
7. Cooperate with various state, federal, and local agencies. Maintain files of other agency applications, permits, and other relevant information. Attend conferences, workshops, or seminars to stay up-to-date on zoning laws, trends, and other information pertinent to ordinance administration.
8. Assist in review/update and implementation of ordinance changes by developing recommendations regarded needed amendments to zoning regulations, zoning permit fees, application forms, etc.

County of Door

Zoning Administrator/Assistant Sanitarian

Assistant Sanitarian Essential Job Functions

1. Makes on-site POWTS investigations to determine soil suitability for private waste systems.
2. Inspect on-site systems at time of installation and, as requested, at time of sale.
3. Conduct sanitary survey inspections of on-site systems to determine if failing.
4. Generate paperwork to document all of the above inspections.
5. Inventory all POWTS in Door County and put all systems in our maintenance program.
6. Maintain all licenses required to perform duties; attend continuing education classes to retain licenses.
7. Review plans for POWTS submitted by licensed persons and issue sanitary permits.
8. Provide the public information regarding installation and maintenance of POWTS in Door County.
9. Issue citations for violations of County Ordinances and Wisconsin Administrative Code.

General Job Functions

1. Administer, enforce, and provide information and assistance regarding county land use ordinances and related permits and procedures to members of the public, other governmental units or agencies, and non-governmental organizations.

Requirements

Training and Experience

1. Graduate of an accredited college or university with a Bachelor of Science in Urban or Regional Planning, Natural Resource-related field, Geography, Landscape Architecture, or Public Administration.
2. Minimum of two (2) or more years of relevant, progressive work experience.
3. Valid Wisconsin Driver's license.
4. WI Certified Soil Tester preferred.
5. WI Private On-site Wastewater Treatment System Inspector preferred.

Knowledge, Skills, and Abilities Required

1. Knowledge of zoning and land division ordinances, laws, regulations, and processes.
2. Ability to study, analyze, and compile information on zoning problems and violations and arrive at solutions.
3. Ability to read and interpret blueprints, construction sketches, aerial photographs, legal descriptions, plats, certified surveys, zoning and floodplain maps.
4. Ability to read, interpret, apply, and explain provisions of zoning-related ordinances and statutes and apply proper regulations and recognize ordinance improvement needs.
5. Ability to secure facts through on-site investigations and inspections and maintain accurate records.
6. Ability to effectively, truthfully, tactfully, and with courtesy communicate with elected officials, members of the development community, and the general public, utilizing both written and verbal skills. Ability to write detailed reports and correspondence and to make public presentations.
7. Ability to enforce codes and regulations and handle public relations problems firmly.
8. Ability to calculate a variety of mathematical problems.
9. General knowledge and use of computer applications including word processing, spreadsheets, and GIS.
10. Ability to work independently, with little supervision, including prioritizing and scheduling workloads appropriately and ability to manage a multitude of tasks.
11. Knowledge of state and county codes, laws and ordinances relating to community sanitation; environmental health associated diseases; and enforcement procedures, preferred.
12. Ability to identify and interpret soil/site potential to include the ability to conduct sanitary surveys and make recommendations on waste water alternatives preferred.

County of Door
Zoning Administrator/Assistant Sanitarian

Physical & Working Conditions

Approximately 75% of the zoning-related work and 25% of the sanitarian-related work is performed in a normal office setting. Over three-quarters of the office work time is spent sitting, manipulating objects with the hands and using medium fingering and near vision; the remaining one-fourth of the time is performed standing or walking. About one-half of the office work time is spent talking and hearing.

Approximately 25% of the zoning work and 75% of the sanitarian work is performed outside of the office, with frequent driving of a motor vehicle required. Inspections include exposure to wet or humid conditions, high heat and extreme cold, and uneven terrain. Approximately one-half of the zoning work time outside the office is performed standing or walking using far vision, viewing/looking at objects over twenty (20) feet away. While conducting on-site zoning inspections, the following are performed: climbing (stairs, terrain), balancing, bending/twisting and reaching, with low lifting and carrying of up to 10 lbs. On occasion, stooping, kneeling, crouching, climbing, or crawling is required. Some exposure to mechanical equipment and fast-moving vehicles when conducting inspections. With the sanitarian-related work, there is the potential of exposure to hazardous environments (soil cave-ins and/or falling material) and health substances or diseases which can be prevented with the use of proven safety precautions (poison ivy and poison oak). Sanitarian inspections require the ability to lift up to 70 lbs. repeatedly throughout the workday (septic tank covers). Inspections include frequent climbing, stooping, crouching when inspecting trenches, and collecting soil samples.

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.

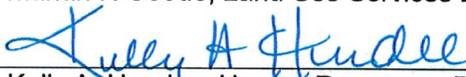
Approvals:



Mariah K Goode, Land Use 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 Zoning Administrator/Assistant Sanitarian
 Effective Date _____ 6 Mo _____
 Department _____ Sub Dept _____

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Zoning Administrator/Assistant Sanitarian-Grade H-Level 1									
1.00	\$23.93	49,908				35,167			85,075
Zoning Administrator/Assistant Sanitarian-Budget									
1.00	\$25.22	52,599				35,673			88,272
Total Salary and Benefit Decrease									(3,197)
FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Zoning Administrator/Assistant Sanitarian-Grade H-Control Point									
1.00	\$27.35	57,041				36,511			93,552
Zoning Administrator/Assistant Sanitarian-Budget									
1.00	\$25.22	52,599				35,673			88,272
Total Salary and Benefit Increase									5,280

Dept Head Signature Steve Wipperfurth Finance Director
 Date 12-18-14 By: Johanna Baumann AFD

Disclaimer: This Fiscal Impact does not include Step 2 \$24.62, Step 3 \$25.30, Step 4 \$25.98, or Step 5 \$26.67.

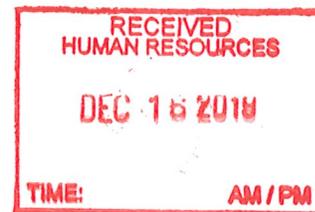
This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may 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.

Jeff J. Kussow



December 18, 2019

Mariah Goode
Director, Door County Land Use Services Dept.
421 Nebraska St.
Sturgeon Bay, WI 54235



Dear Mariah,

I would like to notify you of my intention to resign from the Zoning Administrator position at Door County, effective Thursday, January 16, 2020. I have accepted a Community Planner position with Cedar Corporation in their Green Bay office.

I would like to thank you and Door County for giving me this opportunity over the past five years to serve Door County and its residents, and for the valuable experience this position has provided me. It has been a pleasure. If you need any assistance during the transition process, please do not hesitate to let me know.

Sincerely,

A handwritten signature in blue ink that reads "Jeff Kussow".

Jeff Kussow

Cc: Kelly Hendee, Director, Door County Human Resources Dept.



12/17/2010

To the Human Resources Department of Door County and to all else whom may be concerned,

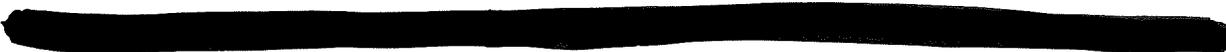
I am writing to inform you of my resignation from the Children & Families Social Worker – Ongoing position at Door County Department of Health and Human Services, effective two weeks from today, December 17, 2019. I dearly appreciate the opportunities and relationships that have stemmed from my time at this agency. This has been a truly special community to be part of, and the decision to leave was a very, very difficult one to make. Door County DHHS clearly cares about its staff and consumers. If I can be of any assistance during the transition I am happy to help.

Sincerely,

A handwritten signature in black ink, appearing to read "Emma Lehman". The signature is fluid and cursive, with a large loop at the end.

Emma Lehman

Blake Cihlar



1/10/2020

Mr. John Kolodziej
Highway Commissioner
Door County Highway Department
1001 S. Duluth Sturgeon Bay WI, 54235-3812

Dear Mr. Kolodziej,

Please accept this letter as a formal resignation from my position as Sign Man at the Door County Highway Department. My last day of employment will be Friday January 24th 2020.

I appreciate the opportunities for growth and development while I have been a member of the Highway Department crew. Thank you John for all of your guidance and support over the last three and a half years. I never thought I would be writing this letter, but a higher paying position has been presented to me.

Please let me know how I can further help during the transition period. I'm prepared to keep doing my best every day and to hopefully train the next individual for this position. I wish you and the Door County Highway Department the very best going forward.

Sincerely,



Blake Cihlar

To Kelly Hendee

AS of January 6, 2020
I (Mary LaLuzerne) resign from
my position as a custodian
Immediately.

Mary LaLuzerne

RECEIVED
HUMAN RESOURCES
JAN 06 2020
TIME: AM / PM

Monday January 06, 2020

TO: Kelly Hendee

This letter is to inform you, that effective immediately, I resign my position as a Part-time Custodian

William B. Bourke

RECEIVED
HUMAN RESOURCES
JAN 06 2020
TIME: AM / PM

COPY



**Door County
Emergency Services**
916 N 14th Ave.
Sturgeon Bay, WI 54235

Aaron LeClair, Director

12/16/2019

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

RE: Completion of Introductory Period
Employee Name: Jonathon Olson
Position: Emergency Services Paramedic
Start Date: 06/15/2019

On December 15th 2019, Jonathon Olson successfully completed his introductory period as Emergency Services Paramedic. He has completed all introductory and orientation training. Because of Jon's familiarity with the service as a part-time paramedic, he seamlessly transitioned into his role as a full-time paramedic.

Paramedic Olson works very hard to demonstrate his exceptional skills as a paramedic. He has been a very positive addition to our staff.

I recommend that Paramedic Jonathon Olson be moved to regular employment status effective December 15th 2019.

Sincerely,

Aaron LeClair
Director

COPY



December 27, 2019

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

RE: Completion of Introductory Period
Employee Name: Shauwn Rosendale
Position: Technical Support Specialist – Library
Start Date: May 22, 2019

Dear Kelly,

As of December 22, 2019, Shauwn Rosendale has successfully completed his introductory period as Technical Support Specialist-Library.

Shauwn quickly learned the necessary duties associated with providing technical support for eight busy library branches in Door County, in addition to becoming familiar with the library culture in Northeast Wisconsin. His customer service skills are excellent, which has been remarked on by staff and patrons alike. He is a great asset to the library team.

I recommend, without hesitation, that Shauwn Rosendale move to regular employment status effective December 22, 2019.

Sincerely,

Tina Kakuske, Library Director
Door County Library



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
 January 2020 Report

Date	Transaction *	Department	Name		Position
12/02/2020	Internal Hire	Health and Human Services	Taylor	Jandrin	Social Worker
12/5/2019	Resignation	Emergency Management & Communications	Shelly	Brown	Telecommunicator
12/16/2020	Internal Hire	Health and Human Services	Brandon	Gross	Social Worker
12/16/2019	Hired	ADRC	Silver	Umberham	Nutrition Site Manager
12/16/2020	Hired	Emergency Services	Jose	Arce	Paramedic Replacement
12/20/2019	Resignation	Library	Lucia	Allen-Vorels	Circulation Assistant
12/30/2019	Hired	Library	Mark	Nielson	Maintenance Technician
12/30/2019	Resignation	Health & Human Services	Emma	Lehman	Social Worker
12/30/2019	Hired	Highway & Airport	Bradley	Jordan	Highway Worker
1/1/2020	Re-Hired	Health and Human Services	Anne	Miller	Psychiatrist
1/6/2020	Hired	Soil and Water Conservation	Timothy	Dahl	Conservationist
1/6/2020	Resignation	Facilities & Parks	William	O'Rouke	Custodian
1/6/2020	Resignation	Facilities & Parks	Mary	LaLuzerne	Custodian
1/10/2020	Resignation	Highway & Airport	Blake	Cihlar	Sign Man
1/14/2020	Hired	Emergency Services	Casey	Dennis	EMT Basic
1/15/2020	Hired	Emergency Services	Connor	Perry	Paramedic Replacement
1/16/2020	Resignation	Land Use Services	Jeff	Kussow	Zoning Administrator / Asst. Sanitarian
1/20/2020	Internal Hire	Health and Human Services	Karina	Mendez	Social Worker

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

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										
8947 - STEPHEN P JOHNSON ATTY	2019-00000463	Court Appointed Attorney Fees	Paid by Check # 670377		12/05/2019	12/06/2019	12/06/2019		12/09/2019	1,348.25
14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY	2019-00000479	Court Appointed Attorney Fees	Paid by Check # 670747		12/19/2019	12/19/2019	12/19/2019		12/20/2019	238.00
6957 - REETZ LAW OFFICE	2019-00000482	Court Appointed Attorney Fees	Paid by Check # 670749		12/19/2019	12/19/2019	12/19/2019		12/20/2019	894.60
							Account 52101 - Professional Services Totals		Invoice Transactions 3	<u>\$2,480.85</u>
Account 52130 - PS-Guardian Ad Litem										
3629 - ERICKSON PRIBYL S.C.	2019-00000462	Court Appointed Attorney Fees	Paid by Check # 670375		12/05/2019	12/06/2019	12/06/2019		12/09/2019	294.00
15303 - NINA MARTEL SC	2019-00000461	Court Appointed Attorney Fees	Paid by Check # 670376		12/05/2019	12/06/2019	12/06/2019		12/09/2019	1,207.55
9682 - PINKERT LAW FIRM LLP	2019-00000480	Court Appointed Attorney Fees	Paid by Check # 670748		12/19/2019	12/19/2019	12/19/2019		12/20/2019	370.80
							Account 52130 - PS-Guardian Ad Litem Totals		Invoice Transactions 3	<u>\$1,872.35</u>
Account 52462 - Notary Bond Renewal										
30420 - STONEMAN SCHOPF AGENCY INC	2019-00000466	Notary Bond	Paid by Check # 670378		12/05/2019	12/06/2019	12/06/2019		12/09/2019	30.00
12676 - WI DEPT OF FINANCIAL INSTITUTI	2019-00000464	Notary Bond	Paid by Check # 670379		12/05/2019	12/06/2019	12/06/2019		12/09/2019	20.00
12676 - WI DEPT OF FINANCIAL INSTITUTI	2019-00000465	Notary Bond	Paid by Check # 670380		12/05/2019	12/06/2019	12/06/2019		12/09/2019	20.00
							Account 52462 - Notary Bond Renewal Totals		Invoice Transactions 3	<u>\$70.00</u>
Account 53106 - Office Supplies										
15069 - STAPLES ADVANTAGE	2019-00000481	Office Supplies	Paid by Check # 670750		12/19/2019	12/19/2019	12/19/2019		12/20/2019	255.92
							Account 53106 - Office Supplies Totals		Invoice Transactions 1	<u>\$255.92</u>
Account 54102 - Training Mile,Meals,Lodge										
2930 - CONNIE DEFERE	2019-00000458	D8 Clerk of Court Meeting	Paid by Check # 670373		12/05/2019	12/06/2019	12/06/2019		12/09/2019	49.30
							Account 54102 - Training Mile,Meals,Lodge Totals		Invoice Transactions 1	<u>\$49.30</u>
							Sub-Department 1340 - Clerk of Courts Totals		Invoice Transactions 11	<u>\$4,728.42</u>

Clerk of Court A/P December 2019

Payment Date Range 12/01/19 - 12/31/19

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 1341 - Jury Trials Expense										
Account 53101 - Other Materials & Supplie										
11150 - DOOR COUNTY CLERK OF COURT	2019-00000459	Replenish Jury Petty Cash Fund	Paid by Check # 670374		12/05/2019	12/06/2019	12/06/2019		12/09/2019	35.61
							Account 53101 - Other Materials & Supplie Totals	Invoice Transactions	1	<u>\$35.61</u>
							Sub-Department 1341 - Jury Trials Expense Totals	Invoice Transactions	1	<u>\$35.61</u>
							Department 25 - Court Systems Totals	Invoice Transactions	12	<u>\$4,764.03</u>
							Fund 100 - General Fund Totals	Invoice Transactions	12	<u>\$4,764.03</u>
							Grand Totals	Invoice Transactions	12	<u>\$4,764.03</u>

* = Prior Fiscal Year Activity

Accounts Payable Invoice Report

G/L Date Range 12/01/19 - 12/31/19
 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 14 - Corporation Counsel Batch Number 2019-0000601 Batch Date 12/06/2019 Entered by User Amanda Sawdo Vendor 5999 - WISCONSIN DOCUMENT IMAGING Sub-Department 14 Corporation Counsel									
87646	November Copier Usage	Paid by Check #670383		12/06/2019	12/06/2019	12/06/2019		12/09/2019	105.84
		Sub-Department 14 Corporation Counsel Totals				Invoices	1		0
		Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals				Invoices	1		\$105.84
		Batch Number 2019-0000601 Totals				Invoices	1		\$105.84
Batch Number 2019-0000608 Batch Date 12/06/2019 Entered by User Amanda Sawdo Vendor 8852 - GAY PUSTAVER Sub-Department 14 Corporation Counsel									
11-2019	Mediation Services November 2019	Paid by Check #670382		12/06/2019	12/06/2019	12/06/2019		12/09/2019	385.00
		Sub-Department 14 Corporation Counsel Totals				Invoices	1		0
		Vendor 8852 - GAY PUSTAVER Totals				Invoices	1		\$385.00
		Batch Number 2019-0000608 Totals				Invoices	1		\$385.00
Batch Number 2019-0000609 Batch Date 12/06/2019 Entered by User Amanda Sawdo Vendor 8820 - DOOR COUNTY SHERIFFS DEPT Sub-Department 14 Corporation Counsel									
27735	2019CX2 Service on Laurie Veness 12-2-19	Paid by Check #670381		12/06/2019	12/06/2019	12/06/2019		12/09/2019	65.00
		Sub-Department 14 Corporation Counsel Totals				Invoices	1		0
		Vendor 8820 - DOOR COUNTY SHERIFFS DEPT Totals				Invoices	1		\$65.00
		Batch Number 2019-0000609 Totals				Invoices	1		\$65.00
Batch Number 2019-0000635 Batch Date 12/20/2019 Entered by User Amanda Sawdo Vendor 36721 - WEST GROUP PAYMENT CENTER Sub-Department 14 Corporation Counsel									
841388597	Government Select on Westlaw-Wpack (November 2019)	Paid by Check #670695		12/01/2019	12/31/2019	12/20/2019		12/20/2019	1,597.68
		Sub-Department 14 Corporation Counsel Totals				Invoices	1		0
		Vendor 36721 - WEST GROUP PAYMENT CENTER Totals				Invoices	1		\$1,597.68
		Batch Number 2019-0000635 Totals				Invoices	1		\$1,597.68
Batch Number 2019-0000658 Batch Date 12/31/2019 Entered by User Amanda Sawdo Vendor 5999 - WISCONSIN DOCUMENT IMAGING Sub-Department 14 Corporation Counsel									
90317	December 2019 copier usage	Paid by Check #670917		12/31/2019	12/31/2019	12/31/2019		01/07/2020	258.66
		Sub-Department 14 Corporation Counsel Totals				Invoices	1		0
		Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals				Invoices	1		\$258.66

Accounts Payable Invoice Report

G/L Date Range 12/01/19 - 12/31/19
 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	
			Batch Number	2019-00000658 Totals		Invoices		1	\$258.66	
Batch Number			2019-00000663		Batch Date		12/31/2019		Entered by User Amanda Sawdo	
Vendor			22286 - BOERNER CONSULTING LLC		Sub-Department		14 Corporation Counsel			
2830	Professional Services	Paid by Check #670914		12/31/2019	12/31/2019	12/31/2019		01/07/2020	618.75	
			Sub-Department	14 Corporation Counsel Totals		Invoices		1	0	
			Vendor	22286 - BOERNER CONSULTING LLC Totals		Invoices		1	\$618.75	
Vendor			8852 - GAY PUSTAVER		Sub-Department		14 Corporation Counsel			
12-2019	Mediation Services December 2019	Paid by Check #670915		12/31/2019	12/31/2019	12/31/2019		01/07/2020	570.00	
			Sub-Department	14 Corporation Counsel Totals		Invoices		1	0	
			Vendor	8852 - GAY PUSTAVER Totals		Invoices		1	\$570.00	
			Batch Number	2019-00000663 Totals		Invoices		2	\$1,188.75	
Batch Number			2020-00000002		Batch Date		01/03/2020		Entered by User Amanda Sawdo	
Vendor			15069 - STAPLES ADVANTAGE		Sub-Department		14 Corporation Counsel			
3433394427	12-9-19 order - Legal Size Paper	Paid by Check #670916		12/31/2019	12/31/2019	12/31/2019		01/07/2020	37.92	
			Sub-Department	14 Corporation Counsel Totals		Invoices		1	0	
			Vendor	15069 - STAPLES ADVANTAGE Totals		Invoices		1	\$37.92	
			Batch Number	2020-00000002 Totals		Invoices		1	\$37.92	
			Department	14 - Corporation Counsel Totals		Invoices		8	\$3,638.85	
14 Corporation Counsel				Grand Totals		Invoices		8	\$3,638.85	

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

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	December 2019 Interagency Fee - Brown County Medical Examiner	\$8,902.25	X
100.39.1351.52401	Brown County Treasurer	January 2020 Interagency Fee - Brown County Medical Examiner	\$8,902.25	X
100.11.1101.54102	Cardmember Service	Red Cup on Wash. Island - lunch for 10/25/19 mtg.	\$372.00	X
100.11.1101.53101	Staples Business Advantage	Calendars	\$30.45	X
County Administrator Vouchers:				
100.49.1115.53106	Staples Business Advantage	Office supplies	\$130.33	X
100.49.1115.52462	Cardmember Service	4-year Notary Public Commission Renewal - Holtz	\$20.00	X
TOTAL:			\$18,357.28	

Accounts Payable Invoice Report

G/L Date Range 12/01/19 - 12/31/19
 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 2019-0000620 Batch Date 12/05/2019 Entered by User Barb Pavlik Vendor 25070 - PITNEY BOWES Sub-Department 10 County Clerk									
331017777	Cty Clerk- Postage Meter Leases	Paid by Check #670357		12/05/2019	12/05/2019	12/05/2019		12/09/2019	1,950.42
		Sub-Department 10 County Clerk Totals				Invoices		1	0
		Vendor 25070 - PITNEY BOWES Totals				Invoices		1	\$1,950.42
		Batch Number 2019-0000620 Totals				Invoices		1	\$1,950.42
Batch Number 2019-0000633 Batch Date 12/12/2019 Entered by User Barb Pavlik Vendor 32870 - TOWN OF CLAY BANKS Sub-Department 10 County Clerk									
11192019	11/19/19 Supv Dist 3 Recall Election	Paid by Check #670533		12/23/2019	12/23/2019	12/23/2019		12/19/2019	527.00
		Sub-Department 10 County Clerk Totals				Invoices		1	0
		Vendor 32870 - TOWN OF CLAY BANKS Totals				Invoices		1	\$527.00
Vendor 32970 - TOWN OF FORESTVILLE Sub-Department 10 County Clerk									
11192019	11/19/19 Supv Dist 3 Recall Election	Paid by Check #670534		12/23/2019	12/23/2019	12/23/2019		12/19/2019	898.83
		Sub-Department 10 County Clerk Totals				Invoices		1	0
		Vendor 32970 - TOWN OF FORESTVILLE Totals				Invoices		1	\$898.83
Vendor 35120 - VILLAGE OF FORESTVILLE Sub-Department 10 County Clerk									
11192019	11/19/19 Supv Dist 3 Recall Election	Paid by Check #670535		12/23/2019	12/23/2019	12/23/2019		12/19/2019	585.07
		Sub-Department 10 County Clerk Totals				Invoices		1	0
		Vendor 35120 - VILLAGE OF FORESTVILLE Totals				Invoices		1	\$585.07
		Batch Number 2019-0000633 Totals				Invoices		3	\$2,010.90
Batch Number 2019-0000647 Batch Date 12/18/2019 Entered by User Barb Pavlik Vendor 16973 - DOMINION VOTING SYSTEMS, INC Sub-Department 10 County Clerk									
121219	Cty Clerk - Nov 19 Recall Election programming	Paid by Check #670745		12/18/2019	12/18/2019	12/18/2019		12/20/2019	1,550.00
DVS130823	Cty Clerk - Elections Dell Workstation	Paid by Check #670745		12/18/2019	12/18/2019	12/18/2019		12/20/2019	1,922.04
		Sub-Department 10 County Clerk Totals				Invoices		2	0
		Vendor 16973 - DOMINION VOTING SYSTEMS, INC Totals				Invoices		2	\$3,472.04
Vendor 14651 - WISCONSIN MEDIA									

Accounts Payable Invoice Report

G/L Date Range 12/01/19 - 12/31/19

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
Sub-Department 10 County Clerk									
0003022306	Cty Clerk- Newspaper Ads	Paid by Check #670746		12/18/2019	12/18/2019	12/18/2019		12/20/2019	1,380.27
		Sub-Department 10 County Clerk Totals				Invoices	1		0
		Vendor 14651 - WISCONSIN MEDIA Totals				Invoices	1		\$1,380.27
		Batch Number 2019-00000647 Totals				Invoices	3		\$4,852.31
Batch Number 2019-00000656 Batch Date 12/27/2019 Entered by User Barb Pavlik									
Vendor 2140 - BEAR GRAPHICS INC									
Sub-Department 10 County Clerk									
0837508	Cty Clerk - Absentee Outside Envelopes	Paid by Check #670846		12/27/2019	12/27/2019	12/27/2019		01/06/2020	195.84
0837509	Cty Clerk - Absentee Envelopes	Paid by Check #670846		12/27/2019	12/27/2019	12/27/2019		01/06/2020	650.16
		Sub-Department 10 County Clerk Totals				Invoices	2		0
		Vendor 2140 - BEAR GRAPHICS INC Totals				Invoices	2		\$846.00
Vendor 8182 - PITNEY BOWES INC									
Sub-Department 10 County Clerk									
1014583991	Cty Clerk - Postage Meter Ink Cartridges	Paid by Check #670847		12/27/2019	12/27/2019	12/27/2019		01/06/2020	645.96
1014583992	Cty Clerk - Postage Meter Cleaning Kit	Paid by Check #670847		12/27/2019	12/27/2019	12/27/2019		01/06/2020	99.98
		Sub-Department 10 County Clerk Totals				Invoices	2		0
		Vendor 8182 - PITNEY BOWES INC Totals				Invoices	2		\$745.94
		Batch Number 2019-00000656 Totals				Invoices	4		\$1,591.94
Batch Number 2020-00000036 Batch Date 01/16/2020 Entered by User Barb Pavlik									
Vendor 14651 - WISCONSIN MEDIA									
Sub-Department 10 County Clerk									
0003111433	Cty Clerk - Advertising	Edit		12/31/2019	12/31/2019	12/31/2019			39.45
		Sub-Department 10 County Clerk Totals				Invoices	1		0
		Vendor 14651 - WISCONSIN MEDIA Totals				Invoices	1		\$39.45
		Batch Number 2020-00000036 Totals				Invoices	1		\$39.45
		Department 10 - County Clerk Totals				Invoices	12		\$10,445.02
10 County Clerk									
		Grand Totals				Invoices	12		\$10,445.02

Door County

Jennifer Moeller
12/17/19

A. Lord
12/17/19

Accounts Payable Invoice Report

G/L Date Range 12/20/19 - 12/20/19
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 2019-0000639		Batch Date 12/17/2019			Entered by User Jennifer Moeller				
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY									
Sub-Department 25 Court Systems									
8893	Guardian ad Litem	Edit		12/17/2019	12/20/2019	12/20/2019			364.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY Totals							Invoices	1	\$364.00
Vendor 9809 - CHRISTINA M MAYER LAW FIRM, S.C.									
Sub-Department 25 Court Systems									
199222	92GN22P Guardian ad Litem	Edit		12/17/2019	12/20/2019	12/20/2019			427.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 9809 - CHRISTINA M MAYER LAW FIRM, S.C. Totals							Invoices	1	\$427.00
Vendor 3176 - CNA SURETY									
Sub-Department 25 Court Systems									
08062373N	notary bond Sheryl Ripp	Edit		12/17/2019	12/20/2019	12/20/2019			30.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 3176 - CNA SURETY Totals							Invoices	1	\$30.00
Vendor 3629 - ERICKSON PRIBYL S.C.									
Sub-Department 25 Court Systems									
11221	Legal Fees	Edit		12/17/2019	12/20/2019	12/20/2019			441.20
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 3629 - ERICKSON PRIBYL S.C. Totals							Invoices	1	\$441.20
Vendor 6197 - HOLLY M JEWELL									
Sub-Department 25 Court Systems									
1201	DA transcript	Edit		12/17/2019	12/20/2019	12/20/2019			72.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 6197 - HOLLY M JEWELL Totals							Invoices	1	\$72.00
Vendor 22013 - KELLY A MARTYKA									
Sub-Department 25 Court Systems									
39	03GN9P Guardian ad Litem	Edit		12/17/2019	12/20/2019	12/20/2019			250.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 22013 - KELLY A MARTYKA Totals							Invoices	1	\$250.00
Vendor 10317 - LAW OFFICE OF CHRISTIANA G JIMENEZ, LLC									
Sub-Department 25 Court Systems									
1918	19GN18 Guardian ad Litem	Edit		12/17/2019	12/20/2019	12/20/2019			238.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 10317 - LAW OFFICE OF CHRISTIANA G JIMENEZ, LLC Totals							Invoices	1	\$238.00

Door County

Accounts Payable Invoice Report

G/L Date Range 12/20/19 - 12/20/19
 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 2674 - LISA A HARTEL									
Sub-Department 25 Court Systems									
17186	transcripts	Edit		12/17/2019	12/20/2019	12/20/2019			102.50
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 2674 - LISA A HARTEL Totals			Invoices	1		<u>\$102.50</u>
Vendor 8710 - MARTINSON LAW OFFICES									
Sub-Department 25 Court Systems									
161920	Guardian ad Litem	Edit		12/17/2019	12/20/2019	12/20/2019			420.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 8710 - MARTINSON LAW OFFICES Totals			Invoices	1		<u>\$420.00</u>
Vendor 15303 - NINA MARTEL SC									
Sub-Department 25 Court Systems									
201914	Legal Fees	Edit		12/17/2019	12/20/2019	12/20/2019			889.78
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 15303 - NINA MARTEL SC Totals			Invoices	1		<u>\$889.78</u>
Vendor 9682 - PINKERT LAW FIRM LLP									
Sub-Department 25 Court Systems									
1916	19GN16 Guardian ad Litem	Edit		12/17/2019	12/20/2019	12/20/2019			105.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 9682 - PINKERT LAW FIRM LLP Totals			Invoices	1		<u>\$105.00</u>
Vendor 36721 - WEST GROUP PAYMENT CENTER									
Sub-Department 25 Court Systems									
841493227	November 2019 library plan	Edit		12/17/2019	12/20/2019	12/20/2019			565.74
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 36721 - WEST GROUP PAYMENT CENTER Totals			Invoices	1		<u>\$565.74</u>
Vendor 17791 - WI DEPT FINANCIAL INSTITUTION									
Sub-Department 25 Court Systems									
SAR	Sheryl Ripp notary	Edit		12/17/2019	12/20/2019	12/20/2019			20.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 17791 - WI DEPT FINANCIAL INSTITUTION Totals			Invoices	1		<u>\$20.00</u>
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 25 Court Systems									
88241	November 2019 copier lease	Edit		12/17/2019	12/20/2019	12/20/2019			177.70
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals			Invoices	1		<u>\$177.70</u>
			Batch Number 2019-00000639 Totals			Invoices	14		<u>\$4,102.92</u>
			Department 25 - Court Systems Totals			Invoices	14		<u>\$4,102.92</u>

Door County

Accounts Payable Invoice Report

G/L Date Range 12/20/19 - 12/20/19

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
25 Court Systems									
				Grand Totals		Invoices	14		\$4,102.92

Door County
J. Moeller
 1/15/2020

D. Tova *1/15/20*

Accounts Payable Invoice Report

G/L Date Range 01/17/20 - 01/17/20
 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 2020-0000029		Batch Date 01/15/2020			Entered by User Jennifer Moeller				
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY									
Sub-Department 25 Court Systems									
8922	18JC7 Guardian ad Litem	Edit		01/15/2020	01/17/2020	01/17/2020			105.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY Totals							Invoices	1	\$105.00
Vendor 6197 - HOLLY M JEWELL									
Sub-Department 25 Court Systems									
1205	19CF77,78,87 DA transcripts	Edit		01/15/2020	01/17/2020	01/17/2020			18.50
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 6197 - HOLLY M JEWELL Totals							Invoices	1	\$18.50
Vendor 15303 - NINA MARTEL SC									
Sub-Department 25 Court Systems									
1915	Guardian ad Litem	Edit		01/15/2020	01/17/2020	01/17/2020			87.50
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 15303 - NINA MARTEL SC Totals							Invoices	1	\$87.50
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 25 Court Systems									
3434583321	envelopes	Edit		01/15/2020	01/17/2020	01/17/2020			194.90
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 15069 - STAPLES ADVANTAGE Totals							Invoices	1	\$194.90
Vendor 36721 - WEST GROUP PAYMENT CENTER									
Sub-Department 25 Court Systems									
841667398	December 2019 Library Plan	Edit		01/15/2020	01/17/2020	01/17/2020			565.74
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 36721 - WEST GROUP PAYMENT CENTER Totals							Invoices	1	\$565.74
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 25 Court Systems									
90345	December 2019 copier lease	Edit		01/15/2020	01/17/2020	01/17/2020			174.10
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals							Invoices	1	\$174.10
Batch Number 2020-0000029 Totals							Invoices	6	\$1,145.74
Department 25 - Court Systems Totals							Invoices	6	\$1,145.74
25 Court Systems									
						Grand Totals	Invoices	6	\$1,145.74

**HUMAN RESOURCES DEPARTMENT
VOUCHER LISTING: January 2020**

Acct No.	Vendor	Description	Prepaid	Amount
21210/21250	Securian Financial Group	Feburary Life Insurance	X	\$ 9,799.82
59109	Aurora Medical Group	Pre Employment Physical	X	\$ 203.00
52121	Diversified Benefit Services	Administrative Svcs - December	X	\$ 527.00
52401	ABR Employment Services	Finance Dept., week ending 12/15/2019	X	\$ 226.44
59119	Cardmember Service	MI State Police ichat - Drivers License Check	X	\$ 10.00
54101	Cardmember Service	NEPERELA Annual Conference	X	\$ 250.00
52401	ABR Employment Services	Finance Dept., week ending 12/22/2019	X	\$ 113.22
55107	Wisconsin Document Imigaing	Human Resources Copies & Base Rate	x	\$ 521.76
53109	Gannett Wisconsin Media	12/01/19-11/30/21 service	x	\$ 112.71
TOTAL:				\$ 11,763.95

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

Date: _____

David Lienau, Chairman
Administrative Committee

VETERANS SERVICE OFFICE VOUCHERS
December 31, 2019 Administrative Committee Meeting

Acct No.	Vendor	Description
53106	Staples Advantage	Office Supplies
58129	DC Printing	Business Cards for CVSO & ACVSO
52206	Cellcom	Monthly Cellcom Charges
52206	Cellcom	Monthly Cellcom Charges
53106	Schwaab, Inc.	Return Address Stamps

TOTAL:

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

Date: _____

David Lienau, Chairman
Administrative Committee

