

Notice of Public Meeting
Tuesday, March 17, 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, Transportation, and Veteran's Service.

AGENDA

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes** of February 18, 2020 Regular Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
 - ◆ **County Board**
 - ◆ Contract Request for County Administrator
 - ◆ Discussion on County Emergency Preparedness Plan
 - ◆ **County Administrator**
 - ◆ County Public Relations / Social Media
 - ◆ **Transportation**
 - ◆ 2019 Financial Report
 - ◆ Transportation Coordination Meeting 4/7/2020
 - ◆ **Corporation Counsel**
 - ◆ Washington Island Ferry Line, Inc. – Northport Harbor / Detroit Harbor Navigational Channel – 2019 Annual Report
 - ◆ §59.11(1)(c), Wis. Stats. Organizational Meeting
 - ◆ Revise Rule of Order 38. Donations, Gifts or Grants
 - ◆ **Human Resources**
 - ◆ Request to Refill – Activities/Volunteer Coordinator – Health & Human Services
 - ◆ Request to Refill – Disability Benefit Specialist – Health & Human Services
 - ◆ Request to Refill – Highway Commissioner – Highway & Airport
 - ◆ Request to Refill – Parks Manager – Facilities & Parks
 - ◆ Review of 2019 Annual Report
 - ◆ FYI: Letter of Resignation – Cathy Keller – Activities/Volunteer Coordinator – Health & Human Services
 - ◆ FYI: Letter of Resignation – Lorraine Fahrenkrug – Disability Benefit Specialist – Health & Human Services
 - ◆ FYI: Letter of Retirement – John Kolodziej – Highway Commissioner – Highway & Airport
 - ◆ FYI: Completion of Introductory Period – Paige Osmunson – Health & Human Services
 - ◆ FYI: Completion of Introductory Period – Holly Malvitz – District Attorney Office
 - ◆ FYI: Completion of Introductory Period – Dawn Taylor – Library
 - ◆ FYI: Completion of Introductory Period – Julia Elkins – Library
 - ◆ FYI: Completion of Introductory Period – Beth Wartella – Veterans Service Office
 - ◆ FYI: Completion of Introductory Period – Kayla Jennerjohn – Human Resources
 - ◆ 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 – April 14, 2020 – 9:00 a.m.
12. **Meeting Per Diem Code**
13. **Adjourn**

Deviation from order shown may occur

In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of the County Clerk at (920)746 2200. Notification 72 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

AGENDA Posted _____, 2020 by _____

MINUTES
Tuesday, February 18, 2020

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

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

Call Meeting to Order

The Tuesday, February 18, 2020 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, Susan Kohout, John Neinas, Joel Gunnlaugsson, and David Lienau. Nancy Robillard arrived at 10:01 a.m.

Others present: Supervisor Randy Halstead, Administrator Ken Pabich, CC Grant Thomas, Finance Director Steve Wipperfurth, HR Director Kelly Hendee, Clerk of Court Connie DeFere, Health & Human Services Director Joe Krebsbach, Transportation Director Joe Krebsbach, Transportation Director Pam Busch, TS Director Jason Rouer, Register of Deeds Carey Petersilka, County Treasurer Jay Zahn, County Clerk Jill Lau, Dan Woelfel – Town of Sevastopol, and Don Freix.

Adopt Agenda / Properly Noticed

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

Approve Minutes of January 21, 2020 Regular Administrative Committee Meeting

Motion by Fisher, seconded by Kohout to approve the minutes of the January 21, 2020 Administrative Committee Meeting. Motion carried by unanimous voice vote.

Correspondence

No correspondence was presented.

Public Comment

The following persons commented:

- Don Freix, 8305 Quarterline Road

Old Business

No old business was presented.

New Business (Review / Action)

County Board

Recording of County Board & Committee Meetings

Administrator Pabich reviewed the budgeted funding included in the 2020 CIP for technology upgrades for the County Board room and for upgrades at the Justice Center. The biggest issue identified are the meeting rooms aren't a good design long-term for our meeting needs. There is a need to consider the committee arrangement, design of space for the public, sound, video-taping (live and/or on-line), camera placement, and ADA compliance. We are not required to provide taping of meetings but should the County do so we are required to provide ADA compliant audio/video. The costs of providing closed captioning on the video ranges greatly. Research was also done related to an agenda and minutes management software which also relates to video. Staff logistics needs to be researched. Staff recommends picking one spot for a meeting room if recording moves forward. It is suggested that the County Board room be the main meeting room for all standing department oversight committees with all technology upgrades focused on that room. Pabich reviewed estimated costs which included camera upgrades, software, furniture, and annual maintenance costs. The Peninsula Room would serve as a backup with audio recording only. Chairman Lienau reviewed what is

required; audio and video do not need to be provided to the public. Review of suggested room and camera layout. It was requested that yearly expenditures be compiled and presented. Discussion regarding time involved to post meetings to YouTube. Discussion regarding anticipated life expectancy of equipment. Discussion on determining what meetings are recorded. Discussion regarding total upgrades included in 2020 budget. Further review of costs and discussion at next month's meeting.

Evaluation Process for County Administrator

HR Director Hendee reviewed the memo included in the meeting packet and the current evaluation process. The process could be built through NeoGov. HR Director Hendee monitors the evaluations coming in. Once all are in Hendee notifies the County Board Chairman who then reviews the evaluations. County Board could change the process of who monitors, notifies, and reviews. Carlson-Dettman could become involved as an outside entity. Chairman Lienau requested the information also be presented to the full County Board in open session.

Contract Request for County Administrator

A memo included in the meeting packet explained when the administrator's contract was redone it was for a 5-year timeframe. The contract is not part of the wage structure. With the contract outside the wage structure the administrator does not benefit from any changes made to the plan. With changes in the wage structure, aging of the plan/cost of living increases, the administrator's salary does not age and is compressing upon other department heads salaries. It was suggested the administrator's contract include language to allow the administrator's wage to be aged when the Comp Plan ages. The Administrator is also requesting that the Administrative Committee and County Board consider an adjustment given the past two years of Cost of Living adjustments/plan aging (6%).

Motion by Austad, seconded by Robillard to table the agenda item to next month to allow time to gather the figures for the requested adjustment. Motion carried by unanimous voice vote.

Sponsor Letter for Coastal Byway Program

Ann Mueller appeared during public comment at last month's county board meeting and asked if the Board would consider a letter of sponsorship/support for the local Coastal Byway Program to apply for the National Coastal Byway Program. Acceptance in the National Program allows the local program to apply for more funding.

Motion by Gunnlaugsson, seconded by Kohout to approve sponsoring a letter. Motion carried by unanimous voice vote.

The committee recessed at 11:56 a.m. and reconvened at 12:03 p.m.

Transportation

Transportation Program Update

Transportation Director Pam Busch presented an update of the transportation program which included number of rides and fees. Pam will begin working on a coordinated public transit plan with the first meeting on April 7th.

The current bus driver, Gary Hanson, will be retiring. Pam distributed an invitation to Gary's retirement party. Pam noted a new driver, Bill Berg, has been hired and is training with Gary.

Corporation Counsel

Double-Crested Cormorants

CC Thomas reviewed information included in the meeting packet.

Intergovernmental Agreement - Town of Sevastopol [Muskat Property P.I.N. 022-022728631A, 022-022728632A & 022-022828641A]

CC Thomas drafted the Intergovernmental Agreement. The agreement outlines the County will contribute up to an amount or a certain amount to assist the Town of Sevastopol with the clean-up of the property. It is anticipated the contribution will be placed as a special charge on the property tax bill. The assumption should be made that the funding may not be able to be recouped. Thomas noted the Finance Committee reviewed the

request for funding and on a 3-3 vote the motion tied and failed to provide any funding and no other recommendation was made. Discussions related to setting a precedence and the ability to recoup any funds contributed. Dan Woelfel, Town Chairman of Sevastopol explained the Town has made a substantial investment in legal fees towards this property. The raise order has been issued, served and posted. The property owner has 30 days to respond. Within the Intergovernmental Agreement language could outline that the County's contribution would be paid first with the Town's contribution to be paid second if the funding is able to be recouped.

Motion by Fisher, seconded by Gunnlaugsson to approve the Intergovernmental Agreement, with the language change related to the County's contribution being paid first, and move it on to County Board for final approval. Motion carried by a vote of 4 Members voting yes; 3 Members voting No – Robillard, Neinas, and Austad.

County Administrator

Creation of Sturgeon Bay–Door County Economic Development Loan Program Intergovernmental Agreement – City of Sturgeon Bay [Sturgeon Bay-Door County Economic Development Loan Program]

Administrator Pabich reviewed the Intergovernmental Agreement included in the meeting packet. The agreement relates to the housing program and the revolving loan fund. Supervisor Vlies Wotachek is the current appointment to the current revolving loan fund and it is recommended to move her appointment to the new loan program through to the April Organizational Meeting. The County will be the entity that holds the money.

Motion by Kohout, seconded by Robillard to move the Intergovernmental Agreement on to County Board. Motion carried by unanimous voice vote.

County Public Relations / Social Media

Postponed to next month's meeting.

Human Resources

Request to Refill – Administrative Assistant 1 – Public Health and Any Subsequent Vacancies – Health and Human Services

Administrator Pabich explained this position was reviewed and it was determined it was important to refill.

Motion by Fisher, seconded by Kohout to approve the request to refill the Administrative Assistant 1 – Public Health position and any subsequent vacancies. Motion carried by unanimous voice vote.

Request to Refill – Security Deputy – Sheriff's Department

Request to Refill – Security Deputy – Sheriff's Department

Motion by Fisher, seconded by Gunnlaugsson to approve the requests to refill 2 Security Deputy positions. Motion carried by unanimous voice vote.

Request to Refill – Sign Man and Any Subsequent Vacancies – Highway Department

Motion by Neinas, seconded by Fisher to approve the request to refill the Sign Man position and any subsequent vacancies. Motion carried by unanimous voice vote.

Request to Refill – Custodian – Facilities and Parks

Request to Refill – Custodian – Facilities and Parks

Motion by Austad, seconded by Fisher to approve the requests to refill 2 Custodian positions. Motion carried by unanimous voice vote.

New Position/elimination – Social Work Supervisor – Children and Family Services Unit – Health and Human Services

Administrator Pabich explained the social worker position would be eliminated from the organization structure with a new social worker supervisor position created. The Finance Committee has reviewed and approved. If approved by the Administrative Committee the position would need to move on to County Board for final approval. H&HS Director Krebsbach explained a new line position, through the 2020 budget process, was created with additional funding received. In December a resignation triggered an internal audit of the unit. The recommendation following the audit was to add the working supervisor position and eliminate the social worker

line position.

Motion by Kohout, seconded by Gunnlaugsson to approve the creation of the Social Worker Supervisor position and eliminate the Social Worker position. Discussion regarding staffing levels within the department. Administrator Pabich explained the department is leveraging more on the revenue side and the tax levy has not been impacted with new position creations over the past few years. Administrator Pabich supports this request. Motion carried by voice vote with Supervisor Neinas voting no.

Approval to Move Forward with the Youth Apprenticeship Program

HR Director Hendee noted this was before the Finance Committee yesterday and was approved with funding not to exceed \$24,000. The program is designed for 16 to 18 year old youth. All high schools in the county have agreed to participate in the program. The program aligns youth with careers available in Door County. 3 positions in Human Services, 1 in Parks, and 1 in Soil & Water have been identified for the program. The average pay is \$13/hour and the youth in the program are paid like any other employee.

Motion by Kohout, seconded by Gunnlaugsson to approve moving forward with the Youth Apprenticeship Program. Motion carried by unanimous voice vote.

Resolution 2020 - Salaries of Elective Officials

Administrator Pabich reviewed the information included in the meeting packet including comparable counties, current county comp plan, aging of comp plan (the elected officials remained stagnant in the comp plan through the aging), and potential separation of salaries. Two resolutions were included in the packet – the first resolution raises the Register of Deeds, Treasurer, and County Clerk at the same rate – 5% / 2% / 2% / 2%; the second resolution separates the three positions with the Register of Deeds and County Clerk at the 5% / 2% / 2% / 2% and the Treasurer at 1% / 2% / 2% / 2%. The increases attempt to bring the positions to the control point and remain within the control point of the comparable pay grade. The statutes of each position were reviewed.

Motion by Fisher, seconded by Neinas to recommend approval of the salaries of the Register of Deeds and County Clerk as presented (5/2/2/2) with the County Treasurer approved at (1/2/2/2) and pass on to county board. Treasurer Zahn, County Clerk Lau, and Register of Deeds Petersilka reviewed their statutory duties. Motion carried by unanimous voice vote.

County Identification Policy (memo)

HR Director Hendee reviewed the memo included in the meeting packet. The new county badges will be used as both an ID badge and door FOB. The policy update will include a lost/stolen fee.

Motion by Gunnlaugsson, seconded by Fisher to approve the lost/stolen fee for the new county badges. Motion carried by unanimous voice vote.

FYI: Letter of Resignation – Wendy Williquette – Public Health

FYI: Letter of Resignation – Quinn Button – Sheriff's Department

FYI: Letter of Resignation – Devin Hedsand – Sheriff's Department

Reviewed.

FYI: Completion of Introductory Period – Jennifer DeBroux – Health and Human Services

FYI: Completion of Introductory Period – Debra Fehrman – Health and Human Services

Reviewed.

Personnel Transactions

Reviewed.

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

Nothing as of this meeting.

Vouchers, Claims and Bills

Reviewed.

Next Meeting Date(s)

Regular Meeting – March 17, 2020 – 10:00 a.m.

Meeting Per Diem Code

218.

Adjourn

Motion by Fisher, seconded by Gunnlaugsson to adjourn. Time: 12:46 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk



County of Door HUMAN RESOURCES

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Fax: 920/746-2538
PH: 920/746-2305

To: David Lienau, Board Chairman
Administrative Committee

From: Kelly A. Hendee, Human Resources Director 

Date: February 11, 2020

Re: County Administrator Contract Amendment Request

Background:

In 2018, the County and County Administrator entered into a new contract for a five-year term. The five-year contract was designed to provide stability for both the County and the Administrator. When the contract was negotiated, the wages were adjusted to make the position competitive as it compared to the County Wage schedule and department head positions within the structure.

It is important to note that the County Administrator position is not part of the County Wage Structure – it is negotiated as part of the contract. This design was intentional since the County Administrator does not benefit from recommendations made to the wage structure. In essence, it was designed so the Administrator can make the best recommendations for the organization while not benefiting from them.

While this has been a best and recommended practice for the County, the market conditions have now created a situation where compression on the wage structure is impacting the intent of the 2018 contract. In short, with the past two years Cost of Living adjustments (or aging), some wages now surpass that of the Administrator. The County Administrator has requested that this be reviewed by the Administrative Committee and County Board.

Recommendations:

Both the Administrator and the Human Resources Director have reviewed and touched base with Carlson Dettmann and believe that the best practice is to maintain keeping the Administrator position outside of the compensation structure. However, the Administrator is requesting the following be reviewed and amended in the contract:

1. In working with Corporation Counsel, that wording be added to the contract to the fact - that should the County Wage Schedule be aged or adjusted through a compensation study, that the Administrative Committee (and/or County Board) be allowed to consider making an adjustment to the contract wages.
2. Should the change be acceptable, the Administrator is requesting that the Administrative Committee and County Board, consider an adjustment given the past two years of Cost of Living adjustments.

AGREEMENT TO AMEND COUNTY ADMINISTRATOR CONTRACT

This *Agreement*, by and between the County of Door (hereafter “County”) and Kenneth P. Pabich (hereafter “Administrator”) is effective August 3, 2018.

County and Administrator previously entered into a *County Administrator Contract* (attached hereto as *Appendix A*, and incorporated herein by reference). The Administrator’s appointment and the *County Administrator Contract* were approved by the Door County Board of Supervisor’s adoption of Resolution 2015-50 on June 23, 2015.

The *County Administrator Contract* (hereafter “*Contract*”) is hereby amended as follows:

- ❖ Paragraph I. A. of the *Contract* is amended to read as follows:
 - A. This *Contract* will be effective upon the Door County Board of Supervisors’ (hereafter “County Board”) adoption of a resolution approving this *Agreement* and will continue in full force and effect until December 31, 2022. Thereafter, this contract will continue from year-to-year unless terminated or extended.

- ❖ Paragraph IV. A. of the *Contract* is amended to read as follows:
 - A. The salary of the Administrator, subject to all other provisions of this agreement, will be:
 1. August 3, 2018 - through August 2, 2019 ... \$120,911.23;
 2. August 3, 2019 - through August 2, 2020 ... \$126,956.79
 3. August 3, 2020 - through August 2, 2021 ... \$129,495.93
 4. August 3, 2021 - through August 2, 2022 ... \$132,085.85
 5. August 3, 2022 - through December 31, 2023 ... \$134,727.57.

The foregoing is subject to County’s payroll practices applicable to salaried personnel.

- ❖ Paragraph IV. B. is amended to read as follows:
 - B. Annual salary increases set forth in Par. A. 1-5 above, beginning in 2019, are contingent upon Administrator receiving an overall “satisfactory rating” on annual performance evaluation (See: Par. V below).

- ❖ Paragraph IV. C. 1. is amended to read as follows:
 - C. Except as otherwise set forth herein, Administrator is entitled to all benefits afforded department heads as provided in County’s Employee Handbook and Administrative Manual.

County	Population	2018 (Current) Salary	Years in Position	Vehicle Allowance	Contract (Yes or No)	How long for (if yes)	Will Share Contract	How are they getting increases	Vacation	Notes
Door	29,000	114,067	3	No	Yes	3 years		same as GME's	4.8	
Calumet	49,553	\$150,000.00	4	No	Yes	4 years / after that renew annually	Will ask	Contract outlined it	Same as non-union, PTO includes PTO, holiday, bereavement, sick. Per pay period: 6th pay period less than 2 years : 7.45 hours, after 2 years: 8.88 hours, after 6 years: 10.39 hours	Left message 7/17/18 at 12:45 pm - 7/19/18 9:50 am
Dodge	88,068	\$121,285.00	10 years	No	Yes	1 year	Yes	(\$56,690 - \$61,055 top \$74,004)	160 hours	July 1, 2018 changes to pay scale 5.5 % below the market (previously had steps up to step 6 than merit ater that - currently 4 steps and open merit)
Green Lake	19,174	\$117,478.40	18 months	No	Yes	No date - at will	Yes	Pay per performance	4 weeks	Nicole - \$56,690 midpoint - aged for influence for this year - prior admin for Monroe / village admin also
Jefferson	84,625	\$135,000.00	5 years	No	Yes			Step but at top	5 weeks of paid time off not including holiday	\$120,000 mid point, \$105,000 minimum
Kewaunee	20,405	\$102,606.00	3	No					3 weeks	Peggy will send an email with the information
Langlade	19,221	\$107,252.00	28 years	No						County Administrator is also Corp Counsel - reviewing now to see which way to go
Marinette	40,491	\$117,208.00	2017	No	Yes		Needs to ask Director - might have something on their website under minutes	Step - just switched to Carlson	7 weeks	Started as an Intern first - officially moved to that position in March. Has been there number of years before Administrator
Oconto	37,430	\$108,225.00	21 years	No	No			Step and if pay plan is adjusted for COL	5 week	\$47,096 - \$61,066 range. Current salary is based on \$55.50 per hour and 37.5 hours per week
Oneida	35,601									
Shawano	41,062	\$100,360.00	3 1/2 yrs	No	No			Step increase - eval done by home committee	PTO - holidays, sick, vacation (.1188*80)	Administrative Coordinator
Sheboygan	115,427	\$150,885.00	18	County Owed Vehicle	No			Pay per performance on 1/1 of every yr	22 days	\$96,810 min \$154,897 max
Waushara	24,162	\$117,312.00		1	No	3 years	Yes	COLA and is anticipated at 1.5% for 2019	2 weeks during the 1st year 3 weeks after the 1st year 4 weeks after the 7th year 5 weeks after the 12th year	
Waupaca	51,533									
Barron	45,870	\$126,173.00	10 years	No	Yes	5 year	Yes	Step	5 weeks	
Douglas	44,159	\$108,867.20								Interm Administrator right now / does get health insurance
Eau Claire	98,736									Left message 7/18/18 at 11:11 am - 7/19/18 10:02 am
LaCrosse	114,638	\$188,489.00	15	Yes - \$200 per month	Yes	4 years		He's been at the top step since 2013, before that progressed through the steps annually	25 days per year, with an allowable balance of twice that (plus 10 personal days per year)	Range \$167,544 - \$188,489
Sawyer	16,557									Left message 7/18/18 at 11:17 am

2018 Sal. Structure for REF \$105,268.80 - \$120,307.20 - \$138,361.60
 Structure aged 3% \$108,426.86 - \$123,916.42 - \$142,512.45

Start date: Aug. 3, 2015
 Wage: \$108,000.00 \$51.92/hr.
 Annual Review 2016: \$111,280.00 \$53.50/hr.
 AVG: \$126,328.72 \$60.73/hr. 10.75% increase
 Based on current (2018) salary

Proposed	2018 - current salary
\$114,067.20	6% In 2018
\$120,911.23	5% In 2019
\$126,956.79	2% In 2020
\$129,495.93	2% In 2021
\$132,085.85	2% In 2022
\$134,727.57	

Annual Review 2017:	\$114,067.20	2.50%	\$54.84/hr.	3%	\$117,489.01	\$1,200.00	Mileage:	\$1,200.00	3%	\$121,013.68	\$1,200.00	3%	\$124,644.09	\$1,200.00	1.75%	\$126,858.94	105%
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M:\Compensation - Structures & Studies\2020 Compensation Structure & FLSA Wkst\2020 FINAL Compensation Structure w-annual salary (002).xlsx dc code

		Door County		Jan-20		2020 GRADE ORDER LIST STEP PLAN						
										Control Point		
JOB				87.5%	90.0%	92.5%	95.0%	97.5%	100.0%			115.0%
CODE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6			Maximum
	U			\$111,696.00	\$114,878.40	\$118,081.60	\$121,264.00	\$124,467.20	\$136,926.40			\$146,806.40
010 001	U	County Administrator	County Administrator	\$53.70	\$55.23	\$56.77	\$58.30	\$59.84	\$65.83	→		\$70.58
		for reference only - CA is under contract										
	T			\$104,187.20	\$107,182.40	\$110,156.80	\$113,131.20	\$116,105.60	\$119,080.00			\$136,947.20
020 000	T			\$50.09	\$51.53	\$52.96	\$54.39	\$55.82	\$57.25	→		\$65.84
	S			\$97,198.40	\$99,985.60	\$102,752.00	\$105,539.20	\$108,305.60	\$111,092.80			\$127,753.60
030 001	S	Corporation Counsel	Corporation Counsel	\$46.73	\$48.07	\$49.40	\$50.74	\$52.07	\$53.41	→		\$61.42
030 004	S	Health & Human Services Director	Health & Human Services	\$46.73	\$48.07	\$49.40	\$50.74	\$52.07	\$53.41	→		\$61.42
	R			\$91,166.40	\$93,766.40	\$96,366.40	\$98,987.20	\$101,587.20	\$104,187.20			\$119,808.00
040 001	R	Finance Director	Finance	\$43.83	\$45.08	\$46.33	\$47.59	\$48.84	\$50.09	→		\$57.60
040 002	R	Human Resources Director	Human Resources	\$43.83	\$45.08	\$46.33	\$47.59	\$48.84	\$50.09	→		\$57.60
040 003	R	Technology Services Director	Technology Services	\$43.83	\$45.08	\$46.33	\$47.59	\$48.84	\$50.09	→		\$57.60
	Q			\$86,112.00	\$88,566.40	\$91,020.80	\$93,475.20	\$95,950.40	\$98,404.80			\$113,172.80
050 000	Q			\$41.40	\$42.58	\$43.76	\$44.94	\$46.13	\$47.31	→		\$54.41
	P			\$82,056.00	\$84,406.40	\$86,756.80	\$89,107.20	\$91,436.80	\$93,787.20			\$107,848.00
060 002	P	Highway & Airport Commissioner	Highway & Airport	\$39.45	\$40.58	\$41.71	\$42.84	\$43.96	\$45.09	→		\$51.85
	O			\$78,020.80	\$80,246.40	\$82,472.00	\$84,718.40	\$86,944.00	\$89,169.60			\$102,544.00
070 005	O	Child Support Director/Attorney	Child Support	\$37.51	\$38.58	\$39.65	\$40.73	\$41.80	\$42.87	→		\$49.30
070 001	O	Assistant Corporation Counsel	Corporation Counsel	\$37.51	\$38.58	\$39.65	\$40.73	\$41.80	\$42.87	→		\$49.30
070 003	O	Chief Deputy Sheriff	Sheriff's	\$37.51	\$38.58	\$39.65	\$40.73	\$41.80	\$42.87	→		\$49.30
	N			\$73,985.60	\$76,107.20	\$78,208.00	\$80,329.60	\$82,430.40	\$84,552.00			\$97,240.00
080 002	N	Emergency Services Director	Emergency Services	\$35.57	\$36.59	\$37.60	\$38.62	\$39.63	\$40.65	→		\$46.75
080 005	N	Facilities & Parks Director	Facilities & Parks	\$35.57	\$36.59	\$37.60	\$38.62	\$39.63	\$40.65	→		\$46.75
080 003	N	Health & Human Services Deputy Director	Health & Human Services	\$35.57	\$36.59	\$37.60	\$38.62	\$39.63	\$40.65	→		\$46.75
080 004	N	Library Director	Library	\$35.57	\$36.59	\$37.60	\$38.62	\$39.63	\$40.65	→		\$46.75

Transportation Financial Summary - 2019						
Expenses		Revenue received		Service	Rides	
96,072	SRC expenses	(5,396)	SRC Collections/Rider Fares	ADRC Bus/Van	6,106	
9,316	SRC overhead	(120,505)	Abby Van Credit/Rider Fares	Door-Tran/Vets	202	
648,909	Abby Van	(442,976)	5311/85.20 Grant Funds Rec'd	D2D Rides	41,123	
10,843	Marketing	(98,594)	85.21 Funds (req. \$19,719 match)	Total Rides	47,431	
0	Sunshine House	(6)	Other/SHI vehicle lease	Avg cost per ride \$16.86		
32,607	5311 Staff / Admin	(108,542)	5311 Accrued/AR			
882	Other	0	Vehicle Replacement			
798,629		(1,383)	Ins. Pd. By Co. Gen Fund			
	(Pd by County)	(777,402)		22,238	Net Program Cost	
1,383	Insurance Premium			19,308	Unclaimable Admin Expense	
1,033	Vets Gas Expense			27,500	Unclaimable Consultant Expense	
(1,405)	WDVA Grant			372	WDVA Grant - Vet Gas Expense	
799,640	Total Claimed			69,417	Net Transportation Cost	
				16,938	To add to Reserve	
19,308	5311 Unclaimable Admin			86,355	Total Transportation Cost	
27,500	Unclaimable Consultant			(65,845)	Less: Fixed Cost amount	
846,447	Total Claimed & Unclaimed			20,510	Transportation Tax Levy needed	
				1,383	Tax levy used from General Fund &	
				21,893	Total County Tax Levy needed	

Amt includes \$19,719 req'd match for 85.21 funds
Of this amount, \$16,938 added to the Reserve

Please Attend the Door County Public Transportation Coordination Meeting

Door County, Wisconsin



Our Road to Success Includes You!

During this meeting, attendees will discuss existing and potential transportation providers and services. An assessment to increase coordination of services will also be completed.

DATE: Tuesday, April 7, 2020

TIME: 10:00 a.m. – 11:30 a.m.

LOCATION: Peninsula Room, Door County Government Center,
421 Nebraska Street, Sturgeon Bay, WI 54235

PURPOSE: To conduct a four year (2021-2024) locally developed Public Transportation Coordination Plan.

UNABLE TO ATTEND? You may submit your written comments to:
Door County Transportation Department, Pam Busch, 421 Nebraska Street,
Sturgeon Bay, WI 54235 or Email to pbusch@co.door.wi.us
by 12:00 p.m. Monday, April 6th.

QUESTIONS? Contact Pam at 920-746-5982.

In compliance with the Americans with Disabilities Act: Any person needing assistance to participate in this meeting should contact Pam. Notification 48 hours prior to the meeting will allow time to make reasonable accommodations to ensure accessibility to the meeting.



WASHINGTON ISLAND FERRY LINE, INC.

P.O. Box 39 Washington Island, WI 54246
 P: 920-847-2546 F: 920-847-2807 wisferry.com

February 14, 2020

Wisconsin Department of Transportation
 Attn: Michael Halsted
 Harbor Assistance Program
 4802 Sheboygan Ave. - #701
 P.O. Box 7910
 Madison, WI 53707-7910

Northport Harbor / Detroit Harbor Navigational Channel - Annual Report

Dear Mr. Halsted:

The following are statistics for our combined 2019 commercial activity report for both Northport Harbor, and Detroit Harbor Navigational Channel:

2019 TRAFFIC SUMMARY

Round Trips	4980
Medical Evacuations	21

FREIGHT CARRIED

Propane/Gasoline/Fuel Oil/Diesel	626,355 gallons
Fish	26 tons (est.)
Misc. Freight	5496 tons
Refuse	839 tons

NARRATIVE

Washington Island Ferry Line provided a total of 4,980 round trips, and cancelled 10 scheduled trips due to weather conditions.

A major reconstruction of the Northport South Loading Ramp occurred in 2019. This project removed the previous 22' long ramp at this location and replaced it with a 42' long ramp with

associated pilings and aprons. The new ramp in this location has a hydraulic lift capacity of 75T and has a 7' range of operation, increasing its utility in a wide range of lake levels and cargoes. The total cost of this improvement to the South Ramp landing was \$236,587, not including WIFL contributed labor and materials.

Additionally at the Northport Dock, electrical service upgrades occurred at a total cost of \$10,507. These upgrades were made in response to increased lake levels and increased service needs on the dock.

Sincerely,

A handwritten signature in black ink, appearing to read "Hoyt Purinton". The signature is written in a cursive style with a horizontal line extending to the right.

Hoyt Purinton, WIFL

Cc: Grant Thomas, Door County Corporation Counsel

(6) ENFORCEMENT OF DIVISION REQUIREMENT. If a county fails to comply with sub. (2) (a) or (3) (b), any municipality located in whole or in part within the county or any elector of the county may submit to the circuit court for the county within 14 days from the expiration of either 60-day period under sub. (2) (a) or (3) (b) a proposed tentative supervisory district plan or a final plan for creation of supervisory districts in compliance with this section. If the court finds that the existing division of the county into supervisory districts fails to comply with this section, it shall review the plan submitted by the petitioner and after reasonable notice to the county may promulgate the plan, or any other plan in compliance with this section, and the plan shall be in effect until superseded by a plan adopted by the board in compliance with this section.

History: 1971 c. 134, 211, 304; 1973 c. 118 ss. 2 to 4, 7; 1973 c. 334 s. 57; 1973 c. 336; 1975 c. 93 s. 113; 1975 c. 116, 200; 1977 c. 427; 1979 c. 34, 89, 122, 260; 1981 c. 4, 390; 1983 a. 29; 1983 a. 192 ss. 115, 303 (1), (2); 1983 a. 484; 1983 a. 532 s. 36; 1985 a. 29, 304; 1989 a. 56 s. 258; 1991 a. 5, 316; 1993 a. 490; 1995 a. 16 s. 2; 1995 a. 201 s. 100; Stats. 1995 s. 59.10; 1997 a. 35; 1999 a. 150 s. 672; 2001 a. 107; 2003 a. 32; 2005 a. 100, 235, 248; 2007 a. 72, 97; 2011 a. 39, 75; 2013 a. 14; 2015 a. 196; 2017 a. 207 s. 5.

Cross-reference: See s. 17.21 (5) for provision as to filling vacancies on county boards in counties over 750,000.

Cross-reference: See s. 59.20 (1) for county supervisor residency requirements.

Cross-reference: See s. 66.0505 for restrictions on changes in compensation of county board members.

Judicial relief is available if a county fails to follow the statutory requirements for redistricting. *City of Janesville v. County of Rock*, 107 Wis. 2d 187, 319 N.W.2d 891 (Ct. App. 1982).

The trial court properly voided a city's supervisory district plan and adopted the county's plan even though the county did not adopt the plan within 60 days of receiving census data as required by sub. (3). *County of La Crosse v. City of La Crosse*, 108 Wis. 2d 560, 322 N.W.2d 531 (Ct. App. 1982).

Sub. (3) (a) does not establish a separate minimum for each class of county. The constitutionality of sub. (3) (a) is discussed. 60 Atty. Gen. 327.

A vacancy on a county board due to resignation may be filled by appointment by the county board chairperson when the board is not in session. 61 Atty. Gen. 1.

An incumbent county supervisor must resign before the county board may consider his or her appointment as highway commissioner. 61 Atty. Gen. 424.

A county board supervisor risks violations of s. 946.13 if he is appointed as counsel for indigent defendants. 62 Atty. Gen. 62, 118.

Under sub. (3) (c) alteration of county supervisory district boundaries between decennial censuses is authorized only when ward boundaries originally relied upon in reapportioning the county have been subsequently altered by incorporation, annexation, detachment, or consolidation. 63 Atty. Gen. 544.

Section 59.06 (2) (intro.) [now s. 59.13 (2) (intro.)] does not prohibit payment of additional mileage under s. 59.03 (3) (g) [now s. 59.10 (3) (g)]. 68 Atty. Gen. 73.

State law does not prohibit either discontinuation of all health insurance for county supervisors in self-organized counties during supervisors' terms of office or modest but involuntary increases in health insurance premiums for county supervisors in self-organized counties during supervisors' terms of office. OAG 5-11.

A tribal law enforcement officer who is an active duty deputy sheriff, but is not on the county's payroll, may not serve as a county board supervisor. Under sub. (4), the office of county supervisor is incompatible with the office of active duty deputy sheriff, even if the deputy sheriff is not paid by the county. OAG 3-13.

The provision of health, dental, and life insurance and the payment of insurance premiums for county supervisors are not "compensation" under sub. (3). Thus the procedural requirements of that statute are inapplicable to motions or proposals to change those benefits. OAG 5-13.

59.11 Meetings; adjournment; absentees. (1) (a) Every board shall hold an annual meeting on the Tuesday after the 2nd Monday of November in each year for the purpose of transacting business. Any board may establish by rule an earlier date during October or November for the annual meeting and may by rule establish regular meeting dates throughout the year at which to transact general business. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day.

(b) The annual meeting may be adjourned by the clerk, upon the written request of a majority of the supervisors, to a day designated in the request, but not less than one week nor more than 3 weeks from the Tuesday after the 2nd Monday of November. Upon such an adjournment being made, the clerk shall give each supervisor written notice of the time and place to which the annual meeting has been adjourned.

(c) The board, except in counties with a population of 750,000 or more, shall meet on the 3rd Tuesday of each April to organize and transact business. At this meeting the board may transact any business permitted at the annual meeting, including the appointment of all county commissions and committees. The meeting may be adjourned in the same manner as the annual meeting.

(2) A special meeting of the board shall be held:

(a) Upon a written request of a majority of the supervisors delivered to the clerk, specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request. Upon receiving the request the clerk shall immediately mail to each supervisor notice of the time and place of the meeting. Any special meeting may be adjourned by a vote of a majority of all the supervisors. The board by ordinance may establish a separate procedure for convening the board in a "declared emergency" as defined by county ordinance.

(b) For the purposes and in the manner prescribed in s. 31.06, with the right to adjourn the special meeting from time to time by a vote of a majority of all the supervisors entitled to a seat. The clerk shall mail written notice of the special meeting, specifying the time, place and purpose of the meeting, to each supervisor not less than 2 weeks before the day set for the meeting.

(c) In a county with a population of 750,000 or more, upon a written request of the county executive delivered to the clerk which must have been approved by the county board chairperson, specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request. Upon receiving the request and the approval of the county board chairperson, the clerk shall immediately mail to each supervisor notice of the time and place of the meeting. Any special meeting may be adjourned by a vote of a majority of all the supervisors.

(3) All meetings shall be held in the county at places that are designated by the board. The board shall give adequate public notice of the time, place and purpose of each meeting.

(4) The board shall sit with open doors, and all persons conducting themselves in an orderly manner may attend. If any supervisor misses or leaves a meeting of the board without good cause or without being first excused by the board, the chairperson may issue a warrant requiring the sheriff or some constable immediately to arrest and bring the supervisor before the board. The expenses of the arrest shall be deducted from the pay of the member unless otherwise directed by the board. The board may punish its members for infraction of its rules by imposing the penalty provided in the rules.

(5) The board may appropriate funds to broadcast by radio or television, or to tape and rebroadcast, any meeting of the board held under this section.

History: 1971 c. 68, 307; 1975 c. 41, 109; 1983 a. 192; 1995 a. 201 ss. 105, 233; Stats. 1995 s. 59.11; 2013 a. 14; 2017 a. 207 s. 5.

A county clerk can adjourn a regular meeting of the county board when requested by majority of the elected members of the board. 61 Atty. Gen. 352.

59.12 Chairperson; vice chairperson; powers and duties. (1) The board, at the first meeting after each regular election at which members are elected for full terms, shall elect a member chairperson. The chairperson shall perform all duties required of the chairperson until the board elects a successor. The chairperson may administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties. The chairperson shall countersign all ordinances of the board, and shall preside at meetings when present. When directed by ordinance the chairperson shall countersign all county orders, transact all necessary board business with local and county officers, expedite all measures resolved upon by the board and take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced.

(2) The board at the time of the election of the chairperson shall also elect a member vice chairperson, for the same term, who in case of the absence or disability of the chairperson shall perform the chairperson's duties. The board at the time of the election of the chairperson may also elect a member 2nd vice chairperson, for the same term, who in case of the absence or disability of the chairperson and vice chairperson shall perform the duties of the chairperson. Except for the board of a county with a population of

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

DEPT. HEAD TO COMPLETE:

Department Health and Human Services Position Title: Activities/Volunteer Coordinator

Position Status: Currently vacant Will be vacant Date Vacant: 2-21-20
 Full Time Part Time New position Hours per week: 40

Reason for Vacancy: Termination Transfer Retirement Resignation

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

Name of Current / Most Recent Incumbent: Cathy Keller

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

Completed by: Joseph Krebsbach Date 2/10/20

Financial Information:

Salary Range: Grade E \$18.10 to \$20.69 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? KH XH (HR initial) 3/9/2020 Date

The Job Description has been updated and signed? KH (HR initial) XH 3/9/2020 Date

Approvals:

County Administrator  Date 3-9-2020

Administrative Committee Chair _____ Date _____



County of Door
DEPARTMENT OF HEALTH AND HUMAN SERVICES

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

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

Date: February 11, 2020

To: Human Services Board

Cc: Administrative Committee

From: Joseph Krebsbach

RE: Request to Refill Activities/Volunteer Coordinator Position at the ADRC

Since moving into the new ADRC two years ago, we have almost five times the number of participants using the center. They participated in over 30,000 activities in 2019. Cathy Keller has been coordinating those activities at the center since shortly after the move and has been instrumental in the success of the ADRC.

Cathy has taken a job elsewhere and we need to fill that role to be able to continue providing a high level of service. We respectfully request permission to fill this position and any subsequent vacancies.

County of Door
Activities/Volunteer Coordinator

Job Title	Activities/Volunteer Coordinator	Last Revision	10/27/2017
Department	Health & Human Services	HR Reviewed	10/27/2017
Division	ADRC	Employee Group	General Municipal Employee
Report To	Assistant ADRC Director	FLSA Status	Non-Exempt
Pay Range	E	EEO Code	06 – Office/Clerical

General Summary

This position works closely with the Assistant ADRC Director and is responsible in planning and implementing evidence-based health promotion programs, recruiting and training volunteers, scheduling monthly activities, data collection and the development of outreach materials offered by the Aging and Disability Resource Center (ADRC) of Door County. Time management and reporting flexibility is required for this position to revolve around scheduled events. Provide truthful and accurate written and verbal communications. Regular attendance and punctuality along with being prepared to commence work at designated work locations on the assigned scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions:

1. Recruits volunteers for a variety of programs and activities through various methods. Including but not limited to advertising, radio appearances, and networking in the community.
2. Implements evidence-based promotion programs that impact the lifestyle and/or behavioral health habits of the aging population and adults with disabilities.
3. Coordinates with community partners and resources to schedule and promote programs.
4. Trains, recruits and supports class leaders in the facilitation of health promotion programs.
5. Attends and successfully completes training for evidence-based health promotion programs.
6. Interviews volunteer candidates for various tasks.
7. Trains volunteers for various programs and activities.
8. Provides program information and direction to volunteers when concerns or problems arise.
9. Schedules and plans monthly activities and events.
10. Assists in preparing the ADRC monthly newsletter.
11. Maintains the daily participation check-in software program (SchedulesPlus).
12. Develops program materials used in marketing and promoting classes, activities and events.
13. Provides public presentations and education on evidence-based programs and activities.

General Job Functions:

1. Assist Assistant ADRC Director in recruitment for special events and activities.
2. Maintains appropriate files and assists in the collection of program participation data for activities, health-promotion programs and volunteers.
3. Reassignment of activities when appropriate to volunteers.
4. Compile necessary paperwork on mandatory volunteer background checks and maintain records.
5. Organizes materials, equipment and supplies needed for activities and programs.
6. Decorates as needed for holiday events and celebrations.

Requirements

Training and Experience:

1. High School diploma or equivalent.

County of Door Activities/Volunteer Coordinator

- 2. One (1) to three (3) year of employment experience coordinating activities for various groups.
- 3. One or more years' experience working with older adults preferred.
- 4. Experience with management of volunteers preferred.
- 5. Experience with evidence based programing on health, fall prevention and disease management a plus.

Knowledge, Skills, and Abilities Required:

- 1. Ability and skill to communicate effectively, both orally and in writing with a variety of people, including public speaking.
- 2. Skill and ability to independently organize time and records.
- 3. Computer proficiencies in Microsoft Office products and in other database related software.
- 4. Ability to work as an effective and collaborative team player with County employees, community partners and the general public.
- 5. Knowledge of evidence-based prevention programs for aging adults and adults with disabilities.
- 6. Knowledge of applicable resources throughout the community.
- 7. Ability to successfully build and maintain community partner relations.
- 8. Ability to maintain confidentiality of participant files and information.
- 9. Ability to work the allocated hours of the position

Physical & Working Conditions

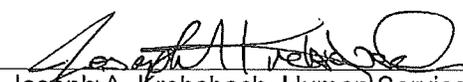
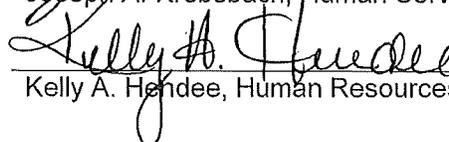
Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

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.

Approvals:

 Joseph A. Krebsbach, Human Services Director	11/2/17 Date
 Kelly A. Hendee, Human Resources Director	11/3/17 Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

 FTE/Hours

 Job Class

 Step

 Rate

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

Position Title Activities/Volunteer Coordinator
 Effective Date _____ 6 Mo _____
 Department ADRC/Senior Center Sub Dept _____

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Activities/Volunteer Coordinator Grade E-Level 1									
1.00	\$18.10	37,749				32,712			70,461
Activities/Volunteer Coordinator Grade E-Budget									
1.00	\$19.14	39,918				33,109			73,027
Total Salary and Benefit Decrease									(2,566)
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Activities/Volunteer Coordinator Grade E-Control Point									
1.00	\$20.69	43,151				33,702			76,853
Activities/Volunteer Coordinator Grade E-Budget									
1.00	\$19.14	39,918				33,109			73,027
Total Salary and Benefit Increase									3,826

 Dept Head Signature St. Wypijewski Finance Director
 Date 2/17/20

Disclaimer: This Fiscal Impact does not include Step 2 \$18.62, Step 3 \$19.14, Step 4 \$19.66, or Step 5 \$20.17.

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

Door County Human Resources Form #: 2015-04		Title: Request to Refill Position	
Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	
DEPT. HEAD TO COMPLETE:			
Department <u>Health & Human Services</u>		Position Title: <u>Disability Benefit Specialist</u>	
Position Status: <input type="checkbox"/> Currently vacant <input checked="" type="checkbox"/> Will be vacant		Date Vacant: <u>04/10/2020</u>	
<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> New position		Hours per week: <u>24</u>	
Reason for Vacancy: <input type="checkbox"/> Termination <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input checked="" type="checkbox"/> Resignation			
Transfer: why is the new position more attractive to employee than current one? _____			
Name of Current / Most Recent Incumbent: <u>Lorraine Fahrenkrug</u>			
<input type="checkbox"/> I have invited the Chair of my Oversight Committee to participate in the interview process			
Reviewed, updated, and submitted to Human Resources:			
<input checked="" type="checkbox"/> Job Analysis Questionnaire (not to be included in the agenda packet)			
<input checked="" type="checkbox"/> Job Description			
Completed by: <u>Joseph Krebsbach</u>		Date <u>3.5.20</u>	
Financial Information:			
Salary Range: <u>Pay Grade G - \$21.98 to \$25.12</u>		Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source: <input type="checkbox"/> Levy % _____ <input type="checkbox"/> Grant Funded % _____		<input checked="" type="checkbox"/> Other <u>State Funded</u> % <u>100</u>	
<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached			
HR TO COMPLETE:			
EEO <u>02 - Professionals</u>		FLSA Status <u>Non-Exempt</u>	
<input checked="" type="checkbox"/> Human Resources has performed a position review?		<u>KH</u> <u>Xelt</u> (HR initial) <u>3/9/2020</u> Date	
<input checked="" type="checkbox"/> The Job Description has been updated and signed?		<u>KH</u> (HR initial) <u>Xelt</u> <u>3/9/2020</u> Date	
Approvals:			
County Administrator <u></u>		Date <u>3.9.2020</u>	
Administrative Committee Chair _____		Date _____	



County of Door
DEPARTMENT OF HEALTH AND HUMAN SERVICES

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Joseph Krebsbach, Director

(920) 746-7155

1st floor fax (920) 746-2355

2nd floor fax (920) 746-2439

dhs@co.door.wi.us

Date: March 5, 2020

To: Human Services Board; Administrative Committee

Cc: Ken Pabich

From: Joseph Krebsbach, Director Health and Human Services

RE: Request to Refill Disability Benefit Specialist

We have a new vacancy at the Aging and Disability Resource Center (ADRC) in the Disability Benefits Specialist position. This position is responsible for providing information and assistance, counseling, consultation and representation to all county residents between the ages of 17 3/4 and 59, regarding public benefits and eligibility requirements of programs available to them. This position has been in the organization since we opened the ADRC in 2013. It has been highly effective in helping individuals with disabilities navigate the complicated Social Security system.

This position is fully funded through the ADRC monies received from the state.

I request that we be allowed to fill this position and any subsequent vacancies.

COUNTY OF DOOR
Disability Benefit Specialist

Job Title	Disability Benefit Specialist	Last Revision	10/12/2015
Department	Human Services	HR Reviewed	01/01/2017
Division	ADRC	Employee Group	General Municipal Employee
Report To	ADRC/Aging Program Director but supervised on most client work by Disability Rights Wisconsin Attorney	FLSA Status	Non-Exempt
Pay Grade	G	EEO Code	02 – Professionals

General Summary

This position is responsible for providing information and assistance, counseling, consultation and representation to all county residents between the ages of 17 3/4 and 59, regarding public benefits and eligibility requirements of programs available to them. Services provided will meet all the State Department of Health Services' requirements as contained in the *Disability Benefit Specialist Program Policies and Procedures* and the *Disability Benefit Specialist Scope of Services* documents. 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. Researches, interprets and keeps informed of current federal, state and local agency rules, regulations, policies and procedures, as well as changes in the law as they affect benefits and programs for persons with disabilities, for programs including but not limited to Medicaid, Family Care, legacy waiver programs, SSDI, SSI, individual health insurance, FoodShare, Veteran's benefits, etc.
2. Interprets and explains the legal rights and responsibilities of applicants and participants for numerous benefit programs, including but not limited to public benefits, consumer law, housing law, advanced directives, etc.
3. Provides legal advocacy and lay representation in matters which require review, waiver, reconsideration and / or hearing before administrative agencies.
4. Identifies legal issues that arise in a client's specific situation; and after consultation with the supervising attorney, takes appropriate action.
5. Acts as a facilitator to resolve complaints or problems with public benefits.

General Job Functions

1. Maintains timely and thorough confidential documentation on all cases.
2. Required to attend and participate in initial and ongoing trainings conducted by the Disability Rights Wisconsin (DRW) and the Wisconsin Disability Benefits Network (WDBN), including updates and discussion of intricate aspects of laws and regulations.
3. Must pass a competency test on the duties of a Disability Benefit Specialist, including attendance at required continuing education courses in order to meet minimum performance standards.
4. Maintains a public relations program, including public speaking, development of informational materials, and media releases.
5. Participates in staff meetings and appropriate training and law updates.
6. Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.

COUNTY OF DOOR Disability Benefit Specialist

Requirements

Training and Experience

1. Graduate of an accredited college or university with a Bachelor's degree in Human Services or related field.
2. Minimum of 1 year of appropriate and relevant work experience.
3. Working knowledge of computers, computer programs, typing and data entry.
4. Current valid Wisconsin driver's license required and unlimited access to reliable transportation required.

Knowledge, Skills, and Abilities Required

1. Ability to master a working knowledge of complicated material on disability benefits, while working with considerable autonomy.
2. Ability to exercise independent judgment on sensitive subjects using privileged, confidential information, with a high level of responsibility, as the results that are achieved are highly consequential to the well-being of their vulnerable clients.
3. Ability to use effective interviewing techniques to obtain information relevant to the client's legal issues.
4. Ability to work very independently and to seek consultation from the supervising attorney on a regular basis.
5. Ability to do public demonstrations effectively.
6. Ability to proficiently use a computer and related office equipment; demonstrating familiarity with required software and database programs.
7. Demonstrated skill in solid written and oral communications to convey complicated legal concepts with such entities as governmental bodies, insurance companies, medical providers, decision-makers such as administrative law judges and hearing examiners, as well as many older people and their families.
8. Excellent public relations skills with specialized training on the characteristics of working with people with disabilities.
9. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
10. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.

Physical and Working Conditions

Most of the work is done in the office setting, with some time spent in client's homes and in other community facilities when presenting public information forums.

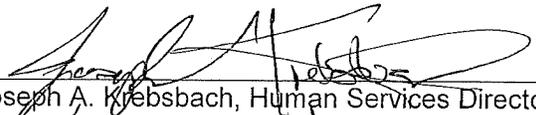
Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

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.

COUNTY OF DOOR
Disability Benefit Specialist

Approvals:

 _____ Joseph A. Krebsbach, Human Services Director	10/20/15 _____ Date
 _____ Kelly A. Hendee, Human Resources Director	12/9/15 _____ Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

 FTE/Hours

 Job Class

 Step

 Rate

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

Position Title
 Effective Date
 Department

ADRC - Disability Benefit Specialist

6 Mo

ADRC

Sub Dept

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
ADRC - Disability Benefit Specialist Grade G-Level 1									
0.60	\$21.98	27,505				21,592			49,097
ADRC - Disability Benefit Specialist Grade G-Budget									
0.60	\$22.61	28,293				5,193			33,486
Total Salary and Benefit Increase									15,611
FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
ADRC - Disability Benefit Specialist Grade G-Control Point									
0.60	\$25.12	31,434				22,312			53,746
ADRC - Disability Benefit Specialist Grade G-Budget									
0.60	\$22.61	28,293				5,193			33,486
Total Salary and Benefit Increase									20,260

Dept Head Signature

SK Wiggins

Finance Director

Date

3/5/2020

Disclaimer: This Fiscal Impact does not include Step 2 \$22.61, Step 3 \$23.24, Step 4 \$23.86, or Step 5 \$24.49.

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 Highway & Airport Position Title: Highway Commissioner

Position Status: Currently vacant Will be vacant Date Vacant: 10/5/2020
 Full Time Part Time New position Hours per week: 40

Reason for Vacancy: Termination Transfer Retirement Resignation

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

Name of Current / Most Recent Incumbent: John Kolodziej

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: Ken Pabich Date 3/9/2020

Financial Information:

Salary Range: Pay Grade P - \$39.45 - \$45.09 Is the Position Budgeted: Yes No

Funding Source: Levy % _____ Grant Funded % _____ Other Highway is an Enterprise Fund % 100

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO 01 – Office/Administration _____ FLSA Status Exempt

Human Resources has performed a position review? KH XH (HR initial) 3/9/2020 Date

The Job Description has been updated and signed? KH (HR initial) XH 3/9/2020 Date

Approvals:

County Administrator  Date 3-9-2020

Administrative Committee Chair _____ Date _____

County of Door Highway Commissioner

Job Title	Highway Commissioner	Last Revision	12/31/2015
Department	Highway	HR Reviewed	01/01/2017
Division		Employee Group	General Municipal Employee
Report To	County Administrator	FLSA Status	Exempt
Pay Grade	P	EEO Code	01 – Office/Administration

General Summary

Responsible for supervising the overall efficient and effective operation of the Highway Department to include the paving, crushing, maintenance shop, highway maintenance and construction, bridge operation and Airport Division. This position is appointed by County Administrator and is on call 24 hours a day.

Duties and Responsibilities

Essential Job Functions

1. Plan and schedule road construction and maintenance projects in conjunction with Highway Superintendent.
2. Prepare, recommend, and administer annual budget and grants in conjunction with other department superintendents; and Airport Manager.
3. Review inventory and condition of department equipment and recommend various amounts of new highway and bridge equipment purchases, repairs, and rentals.
4. Develop department administrative and operating policies, practices and procedures.
5. Supervise department staff activities. Assigns and reviews employee tasks. Participate in prospective employee interviews. Provides training, approves transfers/promotions and handles disciplinary matters in accordance with labor agreements and County policies.
6. Manage the Highway Department's risk management function to ensure compliance with federal, state and county safety laws and regulations.
7. Manage, administer, and ensure compliance with federal and state environmental regulations on air quality, (asphalt plant stack emissions), hazardous material storage and usage (roadside herbicide spray, road salt, gasoline, shop chemicals and paint), groundwater contamination (asphalt plant, landfill site, underground fuel tanks), and road construction project impact on wetlands.
8. Active participant in County Emergency Operating Plan in regard to Public Works and Engineering, Resource Management and Damage Assessment and Recovery.
9. Recommend purchase of right of way and other property needed for highway construction and maintenance.
10. Make presentations to various community business and education groups about the Highway Department functions and services available. Maintain good communication with County Board and Highway Committee.
11. Provide truthful and accurate written and verbal communications.

Requirements

Training and Experience

1. Bachelor's degree in Business Administration or Civil Engineering with experience in highway operations and road construction is highly desirable. Registered Professional Engineer in Wisconsin desired but not required.
2. Five (5) years' experience in a managerial and supervisory capacity is required.

County of Door Highway Commissioner

3. Seven (7) to Nine (9) years' work experience in a Highway Commissioner capacity or an equivalent combination of training and experience which provides the necessary knowledge, skills and abilities to perform the duties of the position may be considered.
4. Current valid Wisconsin driver's license required.

Knowledge, Skills, and Abilities Required

1. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communication.
2. Ability to work with limited supervision and make accurate rapid decisions regarding policies, procedures, and regulations.
3. Knowledge of laws and regulations concerning all highway operations.
4. Considerable knowledge of the efficient practices, procedures, tools, materials, and equipment used in road design, repair and maintenance.
5. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
6. Some knowledge of bookkeeping and accounting practices.
7. Ability to read and comprehend various financial statements related to highway operations.
8. Ability to work within the board policy guide lines and direction of the Highway Committee.
9. Knowledge of the operation procedures and regulations of the drawbridges in Door County.

Physical & Working Conditions

When working in the office, normal working environment prevails with little or no discomfort from temperature, dust, noise, wetness or the like. When working out of office, exposure to all of the above may be present. Caution must be used when working around heavy equipment, traffic around highway construction sites, and explosives used in quarry excavation.

Approximately 50% of the time worked is spent sitting at a desk or driving automobile; 40%-45% of time could be spent standing. Approximately 75% of time worked using near vision (reading, viewing a computer, writing) while approximately 25% to 35% of time worked using far vision (observing work projects, viewing road conditions, potential land acquisitions). Approximately 50% of time worked involves low lifting (10 lbs. or less) while 25% of time worked could involve walking. Approximately 75% of time is spent using low levels of handling (i.e. handling papers, etc.), while approximately 50% of time involves low levels of fingering (writing, keyboarding).

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

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

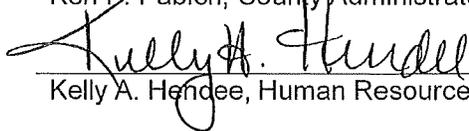
Approvals:



Ken P. Pabich, County Administrator

10-22-2015

Date



Kelly A. Hendee, Human Resources Director

10/21/2015

Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION
 FTE/Hours
 Job Class
 Step
 Rate

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

Position Title
 Effective Date
 Department

Highway Commissioner
 6 Mo
 Sub Dept

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Highway Commissioner Grade P-Step 1									
1.00	\$39.45	82,277				40,934			123,211
Highway Commissioner Grade P-Budget									
1.00	\$51.85	110,238				46,060			156,298
Total Salary and Benefit Decrease									(33,087)
FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Highway Commissioner Grade P-Control Point									
1.00	\$45.09	94,040				43,090			137,130
Highway Commissioner Grade P-Budget									
1.00	\$51.85	110,238				46,060			156,298
Total Salary and Benefit Decrease									(19,168)

Dept Head Signature St. Wigginton Finance Director
 Date 3/4/2020

Disclaimer: This Fiscal Impact does not include Step 2 \$40.58, Step 3 \$41.71, Step 4 \$42.84, or Step 5 \$43.96.

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

Door County Human Resources Form #: 2015-04		Title: Request to Refill Position	
Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	
DEPT. HEAD TO COMPLETE:			
Department <u>Facilities & Parks</u>		Position Title: <u>Parks Manager</u>	
Position Status: <input checked="" type="checkbox"/> Currently vacant <input type="checkbox"/> Will be vacant		Date Vacant: <u>2-28-20</u>	
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> New position		Hours per week: <u>40</u>	
Reason for Vacancy: <input checked="" type="checkbox"/> Termination <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Resignation			
Transfer: why is the new position more attractive to employee than current one? _____			
Name of Current / Most Recent Incumbent: <u>Ben Nelson</u>			
 <input checked="" type="checkbox"/> I have invited the Chair of my Oversight Committee to participate in the interview process			
Reviewed, updated, and submitted to Human Resources: <input checked="" type="checkbox"/> Job Analysis Questionnaire (not to be included in the agenda packet) <input checked="" type="checkbox"/> Job Description			
Completed by: <u>Wayne J. Spritka</u>		Date <u>3-3-20</u>	
Financial Information:			
Salary Range: <u>Grade K - \$29.75 - \$34.00</u>		Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source: <input checked="" type="checkbox"/> Levy % _____ <input type="checkbox"/> Grant Funded % _____ <input type="checkbox"/> Other _____ % _____			
<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached			
HR TO COMPLETE:			
EEO <u>01- Officials/Administrators</u>		FLSA Status <u>Exempt</u>	
<input checked="" type="checkbox"/> Human Resources has performed a position review?		KH <u>ACH</u> (HR initial) <u>3-4-2020</u> Date	
<input checked="" type="checkbox"/> The Job Description has been updated and signed?		KH (HR initial) <u>ACH</u> <u>3-4-2020</u> Date	
Approvals:			
County Administrator <u></u>		Date <u>3.6.2020</u>	
Administrative Committee Chair _____		Date _____	

County of Door Parks Manager

Job Title	Parks Manager	Last Revision	03/06/2020
Department	Facilities & Parks	HR Reviewed	03/01/2020
Division	Parks	Employee Group	General Municipal Employee
Reports To	Facilities & Parks Director	FLSA Status	Exempt
Pay Grade	K	EEO Code	01 – Officials/Administrators

General Summary

This position is responsible for the managerial, and administrative work in planning, organizing and directing the programs, operations, and services of the Door County Parks under the Facilities and Parks Director. This position must also act in a backup capacity in the absence of other managerial staff for the overall facilities department. As a manager you are expected to be available as needed 24/7 to respond to evening and weekend activities. Provide truthful and accurate written and verbal communications.

Duties and Responsibilities

Essential Job Functions

1. Responsible for the overall operation of the County Parks.
2. Assist with the development and administration of the Parks budget.
3. Direct the maintenance and repair of park facilities, equipment and grounds.
4. Ensure safe operation and use of park facilities.
5. Researches and writes applicable grant applications that are beneficial to Door County Parks.
6. Works in sync with the Facilities and Parks Director for hiring, evaluating, training and disciplining of regular and seasonal staff.
7. Work with the Land Use Services Department on developing, updating and implementation of the Counties five-year Outdoor Recreational Plan.
8. Provide truthful and accurate written and verbal communications.
9. Recommends park facility use policies to Facilities and Parks Director and oversight committee for review and implementation.
10. Responsible for timely preparing and submitting all State and Federal reports, reviews and administers State Land Lease Agreements pertaining to Door County Parks.
11. Functions as Door County Snowmobile Trails Coordinator and oversees State Snowmobile Trail Funds in Door County.
12. Works with Facilities and Parks Director to coordinate capital construction projects related to Door County Parks including, but not limited to, harbor and boat launch construction, dredging, property development and building construction.
13. Maintains an up-to-date inventory of equipment and supplies.
14. Responds to citizen's requests and complaints concerning park programs and facilities.
15. Attend conferences, workshops and meetings as well as use periodicals and related publications to continue updating education and knowledge of related fields.
16. Representative on the Friends of Door County Parks System Organization and other related external organizations.

General Job Functions

1. Represents Parks interests on various community committees currently including, but not limited to bike paths, scenic byways, and snowmobile trails.
2. Works with and builds partnerships with Community organizations like Door County Land Trust, Door County Nature Conservancy, Door County Maritime Museum, Town Boards, and State and Federal Agencies.

County of Door Parks Manager

3. Requires periodic monitoring of all County Parks to ensure maintenance is up to date and forecasting of future needs are identified.

4.

Requirements

Training and Experience

1. Bachelor's Degree from an accredited college in Recreational Management, Facilities Management or a related field required.
2. Three (3) or more years of responsible work experience; or an equivalent combination of training and experience with minimum three (3) years managerial experience.
3. Encouraged to obtain certification as a "Certified Park and Recreation Professional" (CPRP) through the Wisconsin Park and Recreation Association within 2 years of employment.
4. Current valid Wisconsin driver's license required; Commercial Wisconsin driver's license recommended.

Knowledge, Skills, and Abilities Required

1. Considerable knowledge of relevant parks program administration, facilities management and planning activities, policies, practices and techniques.
2. Working knowledge of relevant State and Federal Laws, rules and regulations.
3. Ability to work nights and weekends as needed for meetings or special events.
4. Ability to manage a wide variety of parks, activities and facilities.
5. Ability to develop and maintain effective department policies, practices, and standards within public policy parameters.
6. Ability to manage personnel both directly and through subordinate supervisors.
7. Ability to establish and maintain effective working and public relationships and to represent Parks interests in a wide variety of venues.
8. Ability to read, comprehend, and communicate, both verbally and in writing.
9. Ability to research, write and administer grants at Federal, State and local levels.
10. Knowledge of grounds, facilities and equipment maintenance and repair.
11. Knowledge of safe work practices and safe park equipment and design.
12. Ability to prepare, present and administer annual department budget.
13. Ability to plan and administer departmental work schedules, contracted projects and meet established deadlines.
14. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
15. Ability to operate, maintain and repair park equipment, including mowers, tractors, snow removal equipment and signs, and direct others in the same.
16. Responds to citizen's requests and complaints concerning park programs and facilities and informs public regarding the rules and regulations governing the use of park facilities.

Physical & Working Conditions

Portions of time are spent in administrative functions which include but are not limited to talking, listening, using both far and near vision, use hands to finger, handle, feel or operate computer, phone, calculator, etc. and to reach with hands and arms with medium (20-40 lbs.) lifting requirements. Some standing, stooping, walking, and climbing stairs is required. Travel to and within County Parks may also include kneeling, crouching, crawling, running, swimming, climbing ladders, balancing bending and twisting, reaching feeling and pushing heavy objects. Occasional time maybe spent outdoors in temperatures ranging from extremely cold to warm, humid, weather depending upon the season. Limited exposure to vibration, noise, fumes, odors, dust, heights, heavy lifting (10-80 lbs.) and exposure to mechanical, electrical, or chemical hazards may be present but can be avoided or minimized with proper safety practices.

County of Door Parks Manager

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:

Wayne Spritka, Facilities & Parks Director Date

Kelly A. Hendee, Human Resources Director Date

DRAFT

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 Parks Manager
 Effective Date 6 Mo
 Department Facilities & Parks Sub Dept _____

FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Parks Manager Grade K-Step 1									
1.00	\$29.75	62,047				37,141			99,188
Parks Manager Grade K-Budget									
1.00	\$31.45	65,592				37,791			103,383
Total Salary and Benefit Decrease									(4,195)
FTE/Hrs	@ Rate	2020 TOTAL SALARY				2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Parks Manager Grade K-Control Point									
1.00	\$34.00	70,910				38,766			109,676
Parks Manager Grade K-Budget									
1.00	\$31.45	65,592				37,791			103,383
Total Salary and Benefit Increase									6,293

Dept Head Signature *St. Wynn* Finance Director
 Date 3/4/2020

Disclaimer: This Fiscal Impact does not include Step 2 \$30.60, Step 3 \$31.45, Step 4 \$32.30, or Step 5 \$33.15.

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.

**2019 ANNUAL REPORT
DOOR COUNTY
HUMAN RESOURCES DEPARTMENT**

Employees:	Name	Classification	
	Kelly Hendee	Human Resources Director	FT
	Michelle Paschke	Human Resources Generalist	FT
	Kayla Jennerjohn	Human Resources Assistant	FT

MISSION STATEMENT – HUMAN RESOURCES

Door County Human Resources Team is committed to hiring the best qualified candidates, ensuring that everyone has the right tools to operate efficiently, establish sound policies for equitable treatment and provide competitive compensation to generate a positive team culture.

We do this by:

- Ensuring that employees of the Human Resources Department are given the tools, training and motivation to operate in the most efficient and effective manner.
- Promoting and recruiting the best qualified people, recognizing and encouraging the value of diversity in the work place.
- Providing a competitive salary and benefit package and developing the full potential of our work force by providing training and development for career enhancement.
- Providing a work atmosphere that is safe, healthy and secure, and also conscious of long-term family and community goals.
- Establishing, administering, and effectively communicating sound policies, rules and practices that treat employees with dignity and equality while maintaining compliance with employment and labor laws, County Board directives, and labor agreements.

SUMMARY OF RESPONSIBILITIES

Human Resources Management/Recruitment and Selection - Attract, screen, select job applicants, interview, and recommend hires. Work with Civil Service Commission to create eligibility lists for Sheriff's Department to ensure filling future openings.

Direct and coordinate an employee position classification system. Review and update job descriptions.

Directs and coordinates Employee Performance Planning and assist department heads on evaluation program.

Administer benefits. Worker's Compensation; Wellness and Civil Rights Compliance Plan.

Maintain and direct compensation and benefit programs for employees, including oversight and management of health, dental, and vision insurance.

Serves as the organizations primary liaison with employees' representatives for labor unions.

Work with and train employees on areas of employment law and benefits. Coach employees through conflicts.

GOALS/OBJECTIVES ACHIEVED IN 2019

- ✓ 2019 continued the transition for the County of Door employees, adjusting to the changes brought about over the past couple of years with the creation of a new compensation structure and evaluation process in 2017.
- ✓ In 2019 HR maintained the compensation structure; including updates of job descriptions and job analysis.
- ✓ Restructured the compensation structures for both represented units to reflect negotiated agreement.
- ✓ Training for all department heads, supervisors and employee's with Dayforce (Payroll/HR software).
- ✓ Assist with restructuring of specific departments to ensure a smooth transition and understanding of positions roles.
- ✓ On site visits by Health Care Benefit vendors to help employees better understand their health plan.

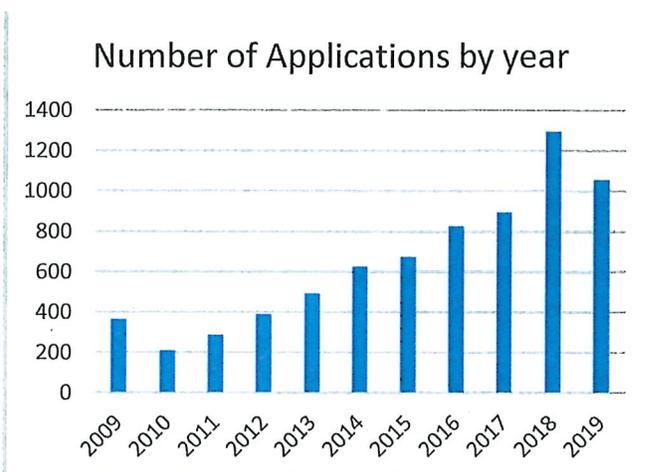
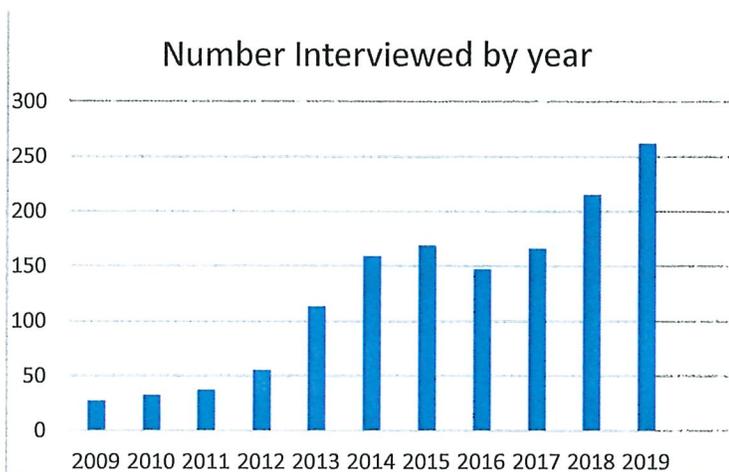
Benefits:

It has been twelve years since Auxiant has become the third-party administrator. The County has requested Account Manager, Stephanie Steger, and Health Payment Systems, Pam Malone to be on site on a quarterly basis to assist County employees with claims administration. This personal touch has been not only appreciated but welcomed by employees.

To increase knowledge and provide better service from our vendors HR is implementing a new process in which vendors will be on-site for orientations.

Recruitment and Selection:

	<u>2018</u>	<u>2019</u>
Full and Part-time Regular Positions Recruited: FT and PT (not included are LTE/seasonal hires)	86	97
Applications Received:	1294	1058
Persons Interviewed:	215	262
Number of Applicants Tested:	97	120
Number of hires:	102	111
Sheriff's Dept.: Internal Postings -	7	11



Loss Control & Safety:

Door County has been pro-active in attempts at keeping our accidents to a minimum. To enhance our loss control and continue to decrease our rates we have committed to continuing our best practices for a safe environment.

KNOWLEDGE SHARING 2019:

Over the course of 2019, there were a number of training sessions held with employee's to better inform them of our current software programs, Neogov and Dayforce. The Human Resources Department continues to sponsor wellness through providing chair massages and supporting the newly adopted Go365 Program. The Risk Management Committee approved the adoption of Go365, which allows employees to take health into their own hands and work with a program that works with their personal health goals.

DEPARTMENT BUDGET STATUS

Approved 2019 Budget	\$348,010	Actual 2019 Budget	\$338,542
2019 Levy appropriation	\$346,010	2018 Levy appropriation	\$341,489
2019 budgeted revenue	\$2,000	2019 Actual Revenue	\$211
		2018 Actual Revenue	\$ - 0 -

ISSUES, CONCERNS AND RESTRAINTS:

Due to the historically low unemployment rate in the State, and the lack of qualified candidates to fill the positions, has placed a significant challenge on HR. We have noticed a decrease in applications, especially for degreed positions, a shift in what employee's are looking for in the workforce today and most of all, the desire to stay in one position for a significant amount of time. What was deemed important 20 years ago, is not what is driving the workforce today. This has had an impact organizational wide, leaving positions vacant for longer than desired periods of time, additional work for other staff and in some cases, work not getting done. The organization as a whole and department by department need to take a long hard look at how we do business and how we can do things differently, our future success depends on this. With employment laws forcing changes to the workplace, and restraints on budgets, these issues/concerns will continue to have an impact on not only Human Resources, but County government as a whole, including available funding of wages and benefit dollars, resulting in ongoing challenges to find and retain qualified workers.

Other trends we are experiencing that have a significant impact on our department are the number of candidates that are declining offers, the number of no shows that have been invited to interviews, those that are withdrawing after they apply because they have already gotten offered another position and then, those we have made offers to and do not accept the position. We are also experiencing an increase of those that want to negotiate wages and benefits, specifically time off.

2020 GOALS OF HUMAN RESOURCES:

- Recruit qualified individuals; Retain valuable employees.
- Continued management of the compensation program and continue to provide education on the evaluation process.
- Continue to make quality a part of the way we work, while maintaining a high level of professional Human Resource Services for Door County.
- Enhance Human Resources ability to support the County of Door and its goals and improve the efficiency and effectiveness of Human Resources through the on-boarding process.
- Work with local health care providers to find the carrier that is able to support the County employment needs for pre-employment and post-employment testing.
- Updates to existing policy to include the Handbook and Administrative Manuals. Generate new policy driven by culture and employment law.
- Work with YAP to get the Youth Apprenticeship Program off the ground.
- Begin working with all departments to prepare for 2021 compensation review by reviewing all job descriptions and job analysis.
- Maintain the County of Door as a great place to work -- professionally and personally.
- Training, development, and education to promote individual success and increase overall value to the organization.

The above summarizes the accomplishments and functions of the Human Resources Department for 2019 and outlines the goals for 2020. Should anyone have any questions about the Department's function and responsibilities, please don't hesitate to stop by our office or give us a call at 920/746-2305. It is our pleasure to provide a valuable service to the employees of this organization and the citizens of Door County. Thank you.

2/7/20

Jenny Fitzgerald
Assistant Director
Aging and Disability Center of Door County
916 N. 14th Ave.
Sturgeon Bay, WI 54235

Dear Jenny,

Please accept this letter as my formal resignation from my position as Activities and Volunteer Coordinator, effective 2/21/20, two weeks from today. I would love the opportunity to finish this series of Strong Women as a volunteer- those dates being 2/25/20 and 2/27/20.

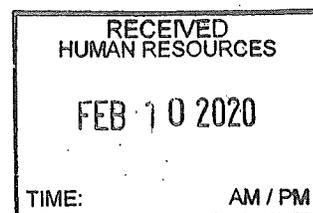
I appreciated the opportunity to use some of my skills, however my new opportunity will return me to my career as a registered dietitian. I look forward to putting my education to good use!

Jenny, thank you for your constant support and guidance. You have been a wonderful manager! I wish you, and all at the ADRC continued success!

Sincerely,



Cathy Keller





TO: Door County

FROM: Lorraine Fahrenkrug

DATE: 03/04/2020

RE: Resignation

I am writing to submit my intent to resign from the position of Disability Benefit Specialist at the ADRC. My family will be relocating to Florida.

I appreciate the opportunities and experiences I have gained from my employment with Door County and the ADRC.

My final day will be April 10, 2020.

Thank you again for the opportunity.

A handwritten signature in black ink, appearing to be "Lorraine Fahrenkrug". The signature is fluid and cursive, with a large loop at the end.

John P. Kolodziej



March 2, 2020

Mr. Ken Pabich
County Administrator
County of Door

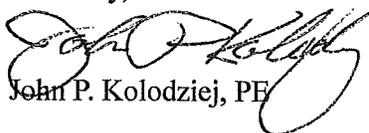
Dear Ken,

This correspondence is to inform you that I have decided to retire from the County of Door. My last day of work will be on or about October 5, 2020.

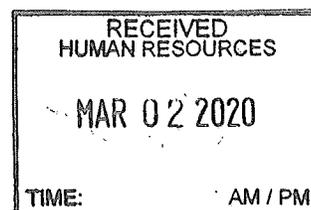
It has been my privilege to serve the County of Door, its residents and visitors, and to work with many great people during my tenure as the Highway Commissioner. I sincerely appreciate the support you have provided to me during this time.

While I look forward to enjoying my retirement, I will miss being part of the great staff of the Highway and Airport Department. Providing this notice seven months in advance should provide adequate time to provide a smooth transition to new leadership of the Department. I offer my continued support and any assistance you deem necessary prior to my departure and afterwards.

Sincerely,

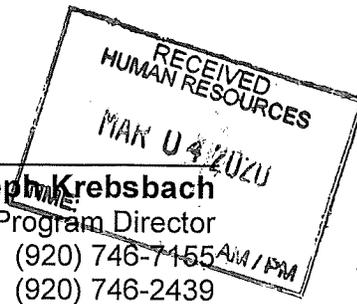

John P. Kolodziej, PE

cc. Kelly Hendee, Human Resources Director





Door County
DEPARTMENT OF HUMAN SERVICES
421 Nebraska Street
Sturgeon Bay, WI 54235



Joseph Krebsbach
Program Director
(920) 746-7455
Fax: (920) 746-2439

Memo

To: Human Resources
From: Doreen Goddard
CC: Joseph Krebsbach, Shannon Lauder
Date: 08/02/2019
Re: Paige Osmunson

Human Resources

RE: Paige Osmunson probation period approval

Paige has been a positive and active employee since her start date. Paige has met all competency expectations to date. Paige passed her social worker certification exam. She continues to be a valuable member of the team as a child protection Access/Assessment worker. This manager supports Paige's successful move from probationary status to permanent status.

Sincerely,

Doreen Goddard, MSW

Children and Families Division CPS/JJ Manager

Door County Department of Health and Human Services

County of Door



OFFICE OF THE
DISTRICT ATTORNEY
DOOR COUNTY, WISCONSIN
COLLEEN C. NORDIN, DISTRICT ATTORNEY

NICHOLAS P. GRODE
Assistant District Attorney

LISA A. MRAZ
Victim/Witness Coordinator
(920) 746-2388

HOLLY MALVITZ
Administrative Supervisor
(920) 746-2236

LAURIE WILKE
Reception/Discovery/Billing
(920) 746-2284

VALERIA NIETO
Assistant to ADA Grode
(920) 746-2321

DEB MERKLE-SCHUBERT
Intake/Traffic/Forfeitures
(920) 746-2230

February 19, 2020

Door County Human Resources
Attn: Kelly Hendee/Michelle Paschke
421 Nebraska Street
Sturgeon Bay, WI 54235

Re: Employee – Holly A. Malvitz

Dear Ms. Hendee and Ms. Paschke:

This letter is sent to request that the employment status of District Attorney Office Administrative Supervisor, Holly A. Malvitz, be changed from probationary status to regular status.

Ms. Malvitz has been a valuable addition to our team at the DA Office and we look forward to the contributions she will continue to make to the office.

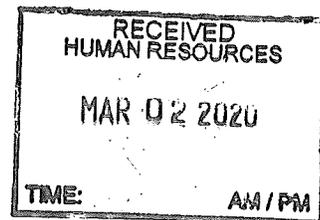
If you have any questions or concerns, please do not hesitate to contact me.

Thank you,

Colleen C. Nordin
Door County District Attorney

cc: Holly Malvitz





March 5, 2020

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

RE: Completion of Introductory Period
Employee Name: Dawn Taylor
Position: Technical Services Acquisitions Cataloger
Start Date: July 29, 2019

Dear Kelly,
As of January 29, 2020, Dawn Taylor has successfully completed the introductory period as Technical Services Acquisitions Cataloger.

Dawn has learned the necessary duties associated with providing and processing materials for eight busy library branches in Door County, in addition to becoming familiar with the library culture in Northeast Wisconsin. Dawn brought with her functional business knowledge, which she is using here to manage inventory control.

I recommend, without hesitation, that Dawn Taylor move to regular employment status effective January, 29, 2020.

Sincerely,

A handwritten signature in cursive script that reads "Tina Kakuske".

Tina Kakuske, Library Director
Door County Library

March 5, 2020

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

RE: Completion of Introductory Period
Employee Name: Julia Elkins
Position: Circulation Assistant
Start Date: August 12, 2019

Dear Kelly,

As of February 12, 2020, Julia Elkins has successfully completed the introductory period as Circulation Assistant.

Julia moved from the page position to circulation assistant and quickly learned the necessary duties required of this position. She has adapted well to the busy activity at the Sister Bay branch and is able to handle whatever comes her way with calm efficiency.

I recommend, without hesitation, that Julia Elkins move to regular employment status effective February 12, 2020.

Sincerely,



Tina Kakuske, Library Director
Door County Library





**County of Door
COUNTY ADMINISTRATOR**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Ken Pabich
County Administrator
(920) 746-2303
Fax No. (920) 746-2339
kpabich@co.door.wi.us

TO: Administrative Committee

FROM: Ken Pabich, County Administrator

DATE: March 16, 2020

RE: Completion on Introductory Period - Beth Wartella

Position: Veterans Service Officer
Start Date: September 16, 2019

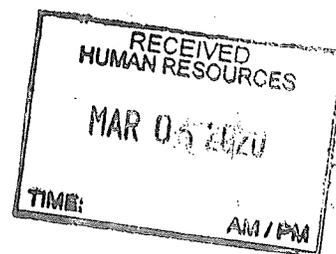
On March 16, Beth Wartella successfully completed her introductory period as Veterans Service Officer. Beth has completed all orientation and introductory training required of her position. She is meeting or exceeding all expectations of the position, and I could not be more pleased with how she has managed the transition to this role.

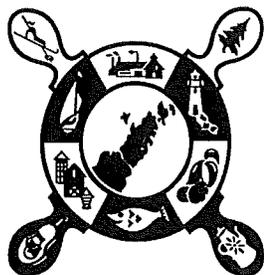
I wholeheartedly recommend that Beth move to regular employment status effective March 16, 2020.

Sincerely,

Ken Pabich
County Administrator

Cc: Beth Wartella, Veterans Service Officer
Kelly Hendee, Human Resources Director





**County of Door
HUMAN RESOURCES**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Date: March 6, 2020

To: Administrative Committee/Personnel File

A handwritten signature in cursive script, appearing to read "Kelly", is written over the word "File" in the "To:" line.

From: Kelly A. Hendee, Human Resources Director

Re: Completion of Introductory Period

It is my pleasure to inform you that Kayla Jennerjohn, Human Resources Assistant, hired on September 16, 2019 has successfully met the expectations of the position during her Introductory Period.

Kayla exhibits excellent customer service skills, and has adapted well to a very busy department. She communicates clearly with candidates, employee's and within our small team and is eager to learn so that she is able to provide as much assistance as possible. She is reliable and dependable and a pleasant addition to the HR team.

Therefore, it is my pleasure to recommend her to regular full-time employment status.

Door County

Clerk of Court A/P February 2020

Invoice Due Date Range 02/01/20 - 02/29/20

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.	2020-00000059	Court Appointed Attorney Fees	Paid by Check # 672001		02/14/2020	02/14/2020	02/14/2020		02/18/2020	790.00	
3629 - ERICKSON PRIBYL S.C.	2020-00000076	Court appointed Attorney fees	Edit		02/28/2020	02/28/2020	03/02/2020			470.00	
									Account 52101 - Professional Services Totals	Invoice Transactions 2	<u>1,260.00</u>
Account 52130 - PS-Guardian Ad Litem											
14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY	2020-00000058	Court Appointed GAL Fees	Paid by Check # 672000		02/14/2020	02/14/2020	02/14/2020		02/18/2020	570.00	
3629 - ERICKSON PRIBYL S.C.	2020-00000059	Court Appointed Attorney Fees	Paid by Check # 672001		02/14/2020	02/14/2020	02/14/2020		02/18/2020	810.00	
15303 - NINA MARTEL SC	2020-00000060	Court Appointed Attorney Fees	Paid by Check # 672002		02/14/2020	02/14/2020	02/14/2020		02/18/2020	1,135.70	
9682 - PINKERT LAW FIRM LLP	2020-00000061	Court Appointed GAL Fees	Paid by Check # 672003		02/14/2020	02/14/2020	02/14/2020		02/18/2020	440.00	
13733 - SWITS, LTD	2020-00000063	Interpreter Fees	Paid by Check # 672006		02/14/2020	02/14/2020	02/14/2020		02/18/2020	182.00	
									Account 52130 - PS-Guardian Ad Litem Totals	Invoice Transactions 5	<u>\$3,137.70</u>
Account 52155 - PS-Psychiatric Evals											
9142 - BEHAVIORAL CONSULTANTS INC	2020-00000056	Psychological Evaluation	Paid by Check # 671999		02/14/2020	02/14/2020	02/14/2020		02/18/2020	765.00	
									Account 52155 - PS-Psychiatric Evals Totals	Invoice Transactions 1	<u>\$765.00</u>
Account 52425 - Interpreter Services											
15825 - SUSAN G RASCON	2020-00000062	Interpreter Fees	Paid by Check # 672005		02/14/2020	02/14/2020	02/14/2020		02/18/2020	284.66	
21104 - JV TRANSLATOR, LLC	2020-00000077	Interpreter Fees - Spanish	Edit		02/28/2020	02/28/2020	03/02/2020			222.42	
19805 - SPAN WISH, LLC	2020-00000079	Interpreter Fees - Spanish	Edit		02/28/2020	02/28/2020	03/02/2020			256.61	
15825 - SUSAN G RASCON	2020-00000078	Interpreter Fees - Spanish	Edit		02/28/2020	02/28/2020	03/02/2020			52.50	
									Account 52425 - Interpreter Services Totals	Invoice Transactions 4	<u>\$816.19</u>
Account 53106 - Office Supplies											
2140 - BEAR GRAPHICS INC	2020-00000057	Office Supplies	Paid by Check # 671998		02/14/2020	02/14/2020	02/14/2020		02/18/2020	142.20	
15069 - STAPLES ADVANTAGE	2020-00000064	Office Supplies	Paid by Check # 672004		02/14/2020	02/14/2020	02/14/2020		02/18/2020	82.83	
15069 - STAPLES ADVANTAGE	2020-00000080	Office Supplies	Edit		02/28/2020	02/28/2020	03/02/2020			271.57	
									Account 53106 - Office Supplies Totals	Invoice Transactions 3	<u>\$496.60</u>

Clerk of Court A/P February 2020

Invoice Due Date Range 02/01/20 - 02/29/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 100 - General Fund										
Department 25 - Court Systems										
Sub-Department 1340 - Clerk of Courts										
Account 54102 - Training Mile,Meals,Lodge										
2930 - CONNIE DEFERE	2020-00000075	Legislative Day & Clerks of Court Institute	Edit		02/28/2020	02/28/2020	03/02/2020			454.45
							Account 54102 - Training Mile,Meals,Lodge Totals	Invoice Transactions	1	<u>\$454.45</u>
							Sub-Department 1340 - Clerk of Courts Totals	Invoice Transactions	16	<u>\$6,929.94</u>
							Department 25 - Court Systems Totals	Invoice Transactions	16	<u>\$6,929.94</u>
							Fund 100 - General Fund Totals	Invoice Transactions	16	<u>\$6,929.94</u>
							Grand Totals	Invoice Transactions	16	<u>\$6,929.94</u>

* = Prior Fiscal Year Activity

Accounts Payable Invoice Report

Payment Date Range 02/01/20 - 02/29/20
 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 14 - Corporation Counsel Batch Number 2020-0000063 Batch Date 01/31/2020 Entered by User Amanda Sawdo Vendor 8852 - GAY PUSTAVER Sub-Department 14 Corporation Counsel									
#1-2019	January Mediation Services	Paid by Check #671641		01/31/2020	01/31/2020	02/14/2020		02/05/2020	1,040.00
		Sub-Department 14 Corporation Counsel Totals				Invoices		1	0
		Vendor 8852 - GAY PUSTAVER Totals				Invoices		1	<u>\$1,040.00</u>
Vendor 29920 - STATE BAR OF WISCONSIN Sub-Department 14 Corporation Counsel									
5071626	Appellate Practice and Procedure WI Ed 8-Rev (FY20)	Paid by Check #671642		01/31/2020	01/31/2020	02/14/2020		02/05/2020	167.76
		Sub-Department 14 Corporation Counsel Totals				Invoices		1	0
		Vendor 29920 - STATE BAR OF WISCONSIN Totals				Invoices		1	<u>\$167.76</u>
Vendor 5999 - WISCONSIN DOCUMENT IMAGING Sub-Department 14 Corporation Counsel									
93477	January 2020 Printing Costs	Paid by Check #671643		01/31/2020	01/31/2020	02/14/2020		02/05/2020	159.74
		Sub-Department 14 Corporation Counsel Totals				Invoices		1	0
		Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals				Invoices		1	<u>\$159.74</u>
		Batch Number 2020-0000063 Totals				Invoices		3	<u>\$1,367.50</u>
Batch Number 2020-0000089 Batch Date 02/14/2020 Entered by User Amanda Sawdo Vendor 5529 - COOK COUNTY SHERIFF'S DEPT Sub-Department 14 Corporation Counsel									
Service 20SC35	Service of Summons and Complaint	Paid by Check #671851		02/14/2020	02/14/2020	02/14/2020		02/14/2020	60.00
		Sub-Department 14 Corporation Counsel Totals				Invoices		1	0
		Vendor 5529 - COOK COUNTY SHERIFF'S DEPT Totals				Invoices		1	<u>\$60.00</u>
Vendor 15069 - STAPLES ADVANTAGE Sub-Department 14 Corporation Counsel									
3437280974	Office Supplies	Paid by Check #671852		02/14/2020	02/14/2020	02/14/2020		02/14/2020	78.12
		Sub-Department 14 Corporation Counsel Totals				Invoices		1	0
		Vendor 15069 - STAPLES ADVANTAGE Totals				Invoices		1	<u>\$78.12</u>
		Batch Number 2020-0000089 Totals				Invoices		2	<u>\$138.12</u>
		Department 14 - Corporation Counsel Totals				Invoices		5	<u>\$1,505.62</u>
14 Corporation Counsel									
				Grand Totals		Invoices		5	<u>\$1,505.62</u>

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

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	none this month		
100.11.1101.54102	Cardmember Service	none this month		
100.11.1101.53101	Staples Business Advantage	none this month		
County Administrator Vouchers:				
100.49.1115.53106	Staples Business Advantage	Misc. Office Supplies	\$32.78	X
100.49.1115.54102	Cardmember Service	Meals while at WCA Legislative Exchange	\$26.47	X
100.49.1115.52402	WCAM	Membership WI City/County Management Assn.-Ken	\$189.00	X
100.06.1161.52158	McGrath Consulting Group Inc	Initial payment - Comprehensive Audit of Sheriff's Dept.	\$10,075.00	X
Transportation Vouchers:				
71-Transportation	Energetix	Jan 2020 Random Drug Test	\$56.50	X
71-Transportation	WI Assoc of Mobility Managers	2020 WAMM Conference-Pam Busch	\$185.00	X
71-Transportation	Abby Vans Inc.	Jan 2020 D2D Taxi	\$47,088.40	X
71-Transportation	Amazon Capital Services	1LDL-NGXJ-TKM1/Bloodeborne Path. Spill Kit	\$12.53	X
71-Transportation	Cellcom Wisconsin RSA 10	Feb. 2020 Cell Charges-Transportation	\$38.95	X
71-Transportation	Jim Olson Ford Lincoln, LLC	Feb. 2020 O/C - ADRC Bus	\$41.96	X
TOTAL:			\$57,746.59	

Accounts Payable Invoice Report

G/L Date Range 02/01/20 - 02/29/20
 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 10 - County Clerk									
Batch Number 2020-0000069		Batch Date 02/03/2020			Entered by User Barb Pavlik				
Vendor 8564 - WCCO									
Sub-Department 10 County Clerk									
2020-0000043	2020 WCCO Conference	Paid by Check #671570		02/03/2020	02/03/2020	02/03/2020		02/04/2020	75.00
						Sub-Department 10 County Clerk Totals	Invoices	1	0
						Vendor 8564 - WCCO Totals	Invoices	1	\$75.00
						Batch Number 2020-0000069 Totals	Invoices	1	\$75.00
Batch Number 2020-0000077									
Batch Date 02/06/2020		Entered by User Barb Pavlik							
Vendor 21522 - JP GRAPHICS									
Sub-Department 10 County Clerk									
1057421011	Cty Clerk- Feb 18 2020 Spring Prim Ballots	Paid by Check #671765		02/06/2020	02/06/2020	02/06/2020		02/07/2020	1,394.29
						Sub-Department 10 County Clerk Totals	Invoices	1	0
						Vendor 21522 - JP GRAPHICS Totals	Invoices	1	\$1,394.29
Vendor 7084 - NACO									
Sub-Department 10 County Clerk									
259955	2020 NACo Membership Dues	Paid by Check #671766		02/06/2020	02/06/2020	02/06/2020		02/07/2020	556.00
						Sub-Department 10 County Clerk Totals	Invoices	1	0
						Vendor 7084 - NACO Totals	Invoices	1	\$556.00
Vendor 37621 - WISCONSIN COUNTIES ASSOCIATION									
Sub-Department 10 County Clerk									
01012020	2020 WCA Membership Dues	Paid by Check #671767		02/06/2020	02/06/2020	02/06/2020		02/07/2020	5,281.00
						Sub-Department 10 County Clerk Totals	Invoices	1	0
						Vendor 37621 - WISCONSIN COUNTIES ASSOCIATION Totals	Invoices	1	\$5,281.00
Vendor 22091 - WISCONSIN COUNTY CLERKS ASSOC									
Sub-Department 10 County Clerk									
01012020	2020 WCCA Membership Dues	Paid by Check #671768		02/06/2020	02/06/2020	02/06/2020		02/07/2020	125.00
						Sub-Department 10 County Clerk Totals	Invoices	1	0
						Vendor 22091 - WISCONSIN COUNTY CLERKS ASSOC Totals	Invoices	1	\$125.00
						Batch Number 2020-0000077 Totals	Invoices	4	\$7,356.29
Batch Number 2020-0000097									
Batch Date 02/14/2020		Entered by User Barb Pavlik							
Vendor 33670 - DEPT OF ADMINISTRATION									
Sub-Department 10 County Clerk									
12312019	Cty Clerk - Marriage & Dog fees due state	Paid by Check #672166		02/14/2020	02/14/2020	02/14/2020		02/27/2020	5,664.25
						Sub-Department 10 County Clerk Totals	Invoices	1	0
						Vendor 33670 - DEPT OF ADMINISTRATION Totals	Invoices	1	\$5,664.25

Accounts Payable Invoice Report

G/L Date Range 02/01/20 - 02/29/20

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
Vendor 21522 - JP GRAPHICS									
Sub-Department 10 County Clerk									
1057758011	Cty Clerk- Blank Ballot Stock	Paid by Check #672167		02/14/2020	02/14/2020	02/14/2020		02/27/2020	281.49
		Sub-Department 10 County Clerk Totals				Invoices	1		0
		Vendor 21522 - JP GRAPHICS Totals				Invoices	1		<u>\$281.49</u>
Vendor 14651 - WISCONSIN MEDIA									
Sub-Department 10 County Clerk									
0003135197	Cty Clerk - Newspaper Advertising	Paid by Check #672168		02/14/2020	02/14/2020	02/14/2020		02/27/2020	619.49
		Sub-Department 10 County Clerk Totals				Invoices	1		0
		Vendor 14651 - WISCONSIN MEDIA Totals				Invoices	1		<u>\$619.49</u>
		Batch Number 2020-00000097 Totals				Invoices	3		<u>\$6,565.23</u>
		Department 10 - County Clerk Totals				Invoices	8		<u>\$13,996.52</u>
10 County Clerk _____									
		Grand Totals				Invoices	8		<u><u>\$13,996.52</u></u>

Door County

Jennifer Moeller
2/13/2020

J. Coak 2/13/20

Accounts Payable Invoice Report

G/L Date Range 02/14/20 - 02/14/20
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 2020-0000093		Batch Date 02/13/2020			Entered by User Jennifer Moeller				
Vendor 906 - ASSOCIATES IN PSYCHIATRY & THE LAW									
Sub-Department 25 Court Systems									
1919	19GN19 evaluation	Edit		02/13/2020	02/14/2020	02/14/2020			787.50
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 906 - ASSOCIATES IN PSYCHIATRY & THE LAW Totals							Invoices	1	\$787.50
Vendor 11729 - BILSKI & FRENCH, LLC									
Sub-Department 25 Court Systems									
1901	19GN1 Guardian ad Litem	Edit		02/13/2020	02/14/2020	02/14/2020			301.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 11729 - BILSKI & FRENCH, LLC Totals							Invoices	1	\$301.00
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY									
Sub-Department 25 Court Systems									
1923	Guardian ad Litem	Edit		02/13/2020	02/14/2020	02/14/2020			610.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY Totals							Invoices	1	\$610.00
Vendor 11583 - CLINICAL & CONSULTING PSYCHOLO									
Sub-Department 25 Court Systems									
1923	19GN23 psych eval	Edit		02/13/2020	02/14/2020	02/14/2020			160.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 11583 - CLINICAL & CONSULTING PSYCHOLO Totals							Invoices	1	\$160.00
Vendor 3629 - ERICKSON PRIBYL S.C.									
Sub-Department 25 Court Systems									
11322	18GN19 Guardian ad Litem	Edit		02/13/2020	02/14/2020	02/14/2020			21.80
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 3629 - ERICKSON PRIBYL S.C. Totals							Invoices	1	\$21.80
Vendor 6197 - HOLLY M JEWELL									
Sub-Department 25 Court Systems									
1220	transcripts	Edit		02/13/2020	02/14/2020	02/14/2020			115.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 6197 - HOLLY M JEWELL Totals							Invoices	1	\$115.00
Vendor 22013 - KELLY A MARTYKA									
Sub-Department 25 Court Systems									
20058	05GN8P Guardian ad Litem	Edit		02/13/2020	02/14/2020	02/14/2020			250.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									
Vendor 22013 - KELLY A MARTYKA Totals							Invoices	1	\$250.00

Door County

Accounts Payable Invoice Report

G/L Date Range 02/14/20 - 02/14/20
 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
Vendor 2674 - LISA A HARTEL									
Sub-Department 25 Court Systems									
1913	19CF13 DA transcript	Edit		02/13/2020	02/14/2020	02/14/2020			110.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 2674 - LISA A HARTEL Totals			Invoices	1		<u>\$110.00</u>
Vendor 8710 - MARTINSON LAW OFFICES									
Sub-Department 25 Court Systems									
1925	Guardian ad Litem	Edit		02/13/2020	02/14/2020	02/14/2020			1,541.15
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 8710 - MARTINSON LAW OFFICES Totals			Invoices	1		<u>\$1,541.15</u>
Vendor 15303 - NINA MARTEL SC									
Sub-Department 25 Court Systems									
2002	Legal Fees	Edit		02/13/2020	02/14/2020	02/14/2020			462.96
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 15303 - NINA MARTEL SC Totals			Invoices	1		<u>\$462.96</u>
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 25 Court Systems									
3436805042	envelopes	Edit		02/13/2020	02/14/2020	02/14/2020			114.51
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices	1		<u>\$114.51</u>
Vendor 17463 - STATE BAR OF WISCONSIN									
Sub-Department 25 Court Systems									
5072808	Guardianship Handbooks	Edit		02/13/2020	02/14/2020	02/14/2020			93.20
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 17463 - STATE BAR OF WISCONSIN Totals			Invoices	1		<u>\$93.20</u>
Vendor 36721 - WEST GROUP PAYMENT CENTER									
Sub-Department 25 Court Systems									
841843461	January 2020 library plan	Edit		02/13/2020	02/14/2020	02/14/2020			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 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 25 Court Systems									
93511	January copier lease	Edit		02/13/2020	02/14/2020	02/14/2020			174.90
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals			Invoices	1		<u>\$174.90</u>
			Batch Number 2020-00000093 Totals			Invoices	14		<u>\$5,307.76</u>
			Department 25 - Court Systems Totals			Invoices	14		<u>\$5,307.76</u>

Door County

Accounts Payable Invoice Report

G/L Date Range 02/14/20 - 02/14/20
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
25 Court Systems									
				Grand Totals		Invoices	14		<u>\$5,307.76</u>

Accounts Payable Invoice Report

G/L Date Range 03/03/20 - 03/03/20

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 2020-00000111		Batch Date 03/03/2020			Entered by User Jennifer Moeller				
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY									
Sub-Department 25 Court Systems									
8979	Guardian ad Litem	Edit		02/26/2020	03/03/2020	03/03/2020			200.00
Sub-Department 25 Court Systems Totals						Invoices	1		0
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY Totals						Invoices	1		<u>\$200.00</u>
Vendor 2288 - KEYSTONE PSYCHOLOGY LLC									
Sub-Department 25 Court Systems									
3238	Evaluation 20GN5	Edit		02/26/2020	03/03/2020	03/03/2020			700.00
Sub-Department 25 Court Systems Totals						Invoices	1		0
Vendor 2288 - KEYSTONE PSYCHOLOGY LLC Totals						Invoices	1		<u>\$700.00</u>
Vendor 2674 - LISA A HARTEL									
Sub-Department 25 Court Systems									
15146	transcripts	Edit		02/26/2020	03/03/2020	03/03/2020			260.00
Sub-Department 25 Court Systems Totals						Invoices	1		0
Vendor 2674 - LISA A HARTEL Totals						Invoices	1		<u>\$260.00</u>
Vendor 9682 - PINKERT LAW FIRM LLP									
Sub-Department 25 Court Systems									
53020116	Guardian ad Litem 19GN24	Edit		02/26/2020	03/03/2020	03/03/2020			413.00
Sub-Department 25 Court Systems Totals						Invoices	1		0
Vendor 9682 - PINKERT LAW FIRM LLP Totals						Invoices	1		<u>\$413.00</u>
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 25 Court Systems									
3438728518	toner	Edit		02/26/2020	03/03/2020	03/03/2020			243.57
Sub-Department 25 Court Systems Totals						Invoices	1		0
Vendor 15069 - STAPLES ADVANTAGE Totals						Invoices	1		<u>\$243.57</u>
Batch Number 2020-00000111 Totals						Invoices	5		<u>\$1,816.57</u>
Department 25 - Court Systems Totals						Invoices	5		<u>\$1,816.57</u>
25 Court Systems				Grand Totals		Invoices	5		<u><u>\$1,816.57</u></u>

Accounts Payable Invoice Report

G/L Date Range 03/13/20 - 03/13/20

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 2020-00000146		Batch Date 03/13/2020			Entered by User Jennifer Moeller				
Vendor 11925 - CARY J KOHLENBERG MD									
Sub-Department 25 Court Systems									
20206	20ME6 Independent Evaluation	Edit		03/13/2020	03/13/2020	03/13/2020			450.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 11925 - CARY J KOHLENBERG MD Totals			Invoices	1		<u>\$450.00</u>
Vendor 3629 - ERICKSON PRIBYL S.C.									
Sub-Department 25 Court Systems									
11357	86GN9P GAL	Edit		03/13/2020	03/13/2020	03/13/2020			250.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 3629 - ERICKSON PRIBYL S.C. Totals			Invoices	1		<u>\$250.00</u>
Vendor 6197 - HOLLY M JEWELL									
Sub-Department 25 Court Systems									
132	18CF132	Edit		03/13/2020	03/13/2020	03/13/2020			704.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 6197 - HOLLY M JEWELL Totals			Invoices	1		<u>\$704.00</u>
Vendor 8710 - MARTINSON LAW OFFICES									
Sub-Department 25 Court Systems									
20205	Guardian ad Litem	Edit		03/13/2020	03/13/2020	03/13/2020			1,121.35
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 8710 - MARTINSON LAW OFFICES Totals			Invoices	1		<u>\$1,121.35</u>
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 25 Court Systems									
96741	February 2020 copier lease	Edit		03/13/2020	03/13/2020	03/13/2020			185.55
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals			Invoices	1		<u>\$185.55</u>
			Batch Number 2020-00000146 Totals			Invoices	5		<u>\$2,710.90</u>
			Department 25 - Court Systems Totals			Invoices	5		<u>\$2,710.90</u>
25 Court Systems									
			Grand Totals			Invoices	5		<u><u>\$2,710.90</u></u>

Accounts Payable Invoice Report

G/L Date Range 02/28/20 - 03/31/20

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 44 - Human Resources									
Batch Number 2020-00000118		Batch Date 02/28/2020			Entered by User Kayla Jennerjohn				
Vendor 22136 - DIVERSIFIED BENEFIT SERVICES									
Sub-Department 44 Human Resources									
2999842	February 2020 Flex Spending Acct Administrative Services	Paid by Check #672375		02/28/2020	02/28/2020	03/03/2020		03/03/2020	558.50
Sub-Department 44 Human Resources Totals						Invoices	1		0
Vendor 22136 - DIVERSIFIED BENEFIT SERVICES Totals						Invoices	1		<u>\$558.50</u>
Vendor 10321 - HRI, DBA: HUMANA WELLNESS									
Sub-Department 44 Human Resources									
28945	Humana GO 365	Paid by Check #672376		02/28/2020	02/28/2020	03/03/2020		03/03/2020	4,501.40
Sub-Department 44 Human Resources Totals						Invoices	1		0
Vendor 10321 - HRI, DBA: HUMANA WELLNESS Totals						Invoices	1		<u>\$4,501.40</u>
Vendor 21959 - SIR SPEEDY PRINTING									
Sub-Department 44 Human Resources									
90258	Health Insurance Book	Paid by Check #672377		02/28/2020	02/28/2020	03/03/2020		03/03/2020	410.82
90290	HR Envelopes	Paid by Check #672377		02/28/2020	02/28/2020	03/03/2020		03/03/2020	160.09
Sub-Department 44 Human Resources Totals						Invoices	2		0
Vendor 21959 - SIR SPEEDY PRINTING Totals						Invoices	2		<u>\$570.91</u>
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 44 Human Resources									
96733	HR Copies	Paid by Check #672378		02/28/2020	02/28/2020	03/03/2020		03/03/2020	680.99
Sub-Department 44 Human Resources Totals						Invoices	1		0
Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals						Invoices	1		<u>\$680.99</u>
Batch Number 2020-00000118 Totals						Invoices	5		<u>\$6,311.80</u>
Department 44 - Human Resources Totals						Invoices	5		<u>\$6,311.80</u>
44 Human Resources				Grand Totals		Invoices	5		<u>\$6,311.80</u>