

Notice of Public Meeting
Tuesday, May 19, 2020
2:00 p.m.

**ADMINISTRATIVE
 COMMITTEE**

Door County Government Center
 Count Board Room/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. **Election of Vice Chairperson**
4. **Adopt Agenda / Properly Noticed**
5. **Approve Minutes** of March 17, 2020 Regular Administrative Committee Meeting
6. **Correspondence**
7. **Old Business**
8. **New Business (Review / Action)**
 - ◆ **County Board**
 - ◆ Rules of Order
 - ◆ **County Administrator**
 - ◆ COVID-19: Planning for Re-Open
 - ◆ COVID-19: Direction on Day to Day Operations and Staff Options
 - ◆ **Transportation**
 - ◆ Transportation Program Update
 - ◆ **Corporation Counsel**
 - ◆ "Navis, et. al. -vs- Door County Board of Adjustment & Lauritzen" [Case #2019-AP-2282, State of Wisconsin, Court of Appeals, District III]
 - ◆ Foreclosure of Tax Liens by Action In Rem - § 75.521, Wis. Stats. [Door County Circuit Court Case # 2020-CV-1]
 - ◆ Notice of Proposed Submerged Land Lease (City of Sturgeon Bay, Parcels 92 & 100) Per Sec. 30.11(5), Wis. Stats.
 - ◆ **Human Resources**
 - ◆ Request to Refill – Case Manager – Behavioral Health – Health & Human Services
 - ◆ FYI – Elimination of WHEAP Resource Specialist Position – Effective May 1, 2020
 - ◆ FYI: Letter of Resignation – Abby Brown
 - ◆ FYI: Letter of Resignation– Valeria Nieto
 - ◆ 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 – June 16, 2020 – 9:00 a.m.
12. **Meeting Per Diem Code**
13. **Adjourn**

In light of WDHS 03-24-2020 'Safer-at-Home Order' and to mitigate the impact of COVID-19 this meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely or in-person in the Peninsula Room (C121) 1st Floor Government Center (please note public in-person has limited capacity and is on a first come, first served basis).

To attend the meeting via computer:

Go to:

<https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=ef97966cfa60d0aee87e7569c9729d5ad>

Password: **May2020admin**

To connect via phone:

Call 1-408-418-9388

Access Code: **960 965 042**

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, March 17, 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, Transportation, and Veteran's Service.*

"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, March 17, 2020 Administrative Committee Meeting was called to order at 11:20 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, Joel Gunnlaugsson, David Lienau, and Nancy Robillard. John Neinas was absent.

Others present: Supervisor Richard Virlee, Supervisor David Enigl, Administrator Ken Pabich, Assistant CC Karen Behling, HR Director Kelly Hendee, Finance Director Steve Wipperfurth, Transportation Director Pam Busch, and County Clerk Jill Lau.

Adopt Agenda / Properly Noticed

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

Approve Minutes of February 18, 2020 Regular Administrative Committee Meeting

Motion by Fisher, seconded by Kohout to approve the minutes of the February 18, 2020 Administrative Committee Meeting. Motion carried by unanimous voice vote.

Correspondence

No correspondence was presented.

Public Comment

No comments.

Old Business

No old business was presented.

New Business (Review / Action)**County Board****Contract Request for County Administrator**

Motion by Fisher, seconded by Gunnlaugsson to approve the amendment to the County Administrators contract. With the County Administrator's contract outside of the Comp Plan it allows the Administrator to make recommendations to the Comp Plan without benefit to himself. Because the Administrators wage hasn't aged with the Comp Plan the wage is compressing with department heads. Fisher withdrew his motion and Gunnlaugsson withdrew his second.

Motion by Fisher, seconded by Gunnlaugsson to approve an amendment to the County Administrators contract to allow for a review of either the aging or the amending of the county wage plan on an annual basis; the Administrator's wage in the contract be amended to reflect a 6% increase for 2020 to \$137,382, \$140,130 for 2021, and \$142,932 for 2022; and become effective the first full pay period after adoption by the County Board. Motion carried by unanimous voice vote.

Discussion on County Emergency Preparedness Plan

No discussion.

County Administrator County Public Relations / Social Media

Administrator Pabich explained there is a whole series of Facebook pages for county departments. Some are very active with other areas that are not as active. The County is looking for a stronger messaging tool to provide information to the public. Pabich discussed with department heads if there was interest in having one county page with the active pages remaining separate. The page would be administered by one person; one central point of managing. One page helps with the backup/archiving and the control over the page.

Transportation 2019 Financial Report

Transportation Director Pam Busch reviewed the 2019 financial summary included in the meeting packet.

Transportation Coordination Meeting 4/7/2020

Pam reported the meeting is on hold at this time. The meeting may be held either in writing, by phone, or virtual.

Corporation Counsel Washington Island Ferry Line, Inc. – Northport Harbor / Detroit Harbor Navigational Channel – 2019 Annual Report

Assistant Corporation Counsel Karen Behling noted this is an FYI. The information included in the meeting packet was reviewed. Committee members suggested including the prior year report with the current year report going forward.

§59.11(1)(c), Wis. Stats. Organizational Meeting

FYI. Information included in the meeting packet was reviewed. Any Rules of Order that the Board would like to look at amending should be brought to the attention of Corporation Counsel. Gifts, grants, and donations limit is being brought forward. Number of committees and committee structure may be changed at the Organizational Meeting. A sustainability committee will be added. County Ambassadors will be limited to 3 persons with 2 persons serving on the Legislative Committee and 1 at-large. Discussion regarding the Museum Committee at 5 members.

Revise Rule of Order 38. Donations, Gifts or Grants

Donations between \$1,000 and \$4,999 can be approved at a committee level; donations \$5,000 or more will need County Board approval.

Human Resources Request to Refill – Activities/Volunteer Coordinator – Health & Human Services

Approved last month. No action taken.

Request to Refill – Disability Benefit Specialist – Health & Human Services

Motion by Austad, seconded by Kohout to approve the request to refill the Disability Benefit Specialist. Motion carried by unanimous voice vote.

Request to Refill – Highway Commissioner – Highway & Airport

Motion by Fisher, seconded by Gunnlaugsson to approve the request to refill the Highway Commissioner position with the new appointee overlapping the current appointee's employment. Motion carried by unanimous voice vote.

Request to Refill – Parks Manager – Facilities & Parks

HR Director Hendee noted the Parks Superintendent position title was changed to Parks Manager. This position focuses all on the parks with a separate position to manage the facilities.

Motion by Fisher, seconded by Robillard to approve the request to refill the Parks Manager position. Motion carried by unanimous voice vote.

Review of 2019 Annual Report

The report was included in the meeting packet was reviewed. Specifically noted was the turnover in the county, the number of applicants, and the time involved in the hiring process. Staffing levels have not changed

in the department and larger projects are not able to be completed. The hiring process may need to be reviewed. Additional help may be needed to accomplish other projects in the department.

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
Reviewed.

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

Reviewed.

Personnel Transactions

Reviewed. It was suggested a policy be created to address how to provide information to County Board Supervisors when terminations happen in the county.

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 – April 14, 2020 – 9:00 a.m.

Meeting Per Diem Code

None.

Adjourn

Motion by Fisher, seconded by Robillard to adjourn. Time: 12:28 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

**Door County Transportation Department
Administrative Committee Update - May 19, 2020 Meeting**

First Quarter Ridership 2020

Door 2 Door Rides provided 9,284 rides. This is down from last year where 10,789 rides were provided in the first quarter. We suspect that the second quarter will continue this trend due to the Safer At Home Order. April numbers were not available at the time of this report.

ADRC bus/van service provided 1,195 trips, which is also down from last year's first quarter where 1,498 trips were provided. This service was suspended on April 27 due to low ridership and the need to furlough the driver. April rides were 156 vs 543 last year. Our plan is to resume service on May 26.

Please Note: Due the reduced ridership, revenue is also down. The good news is that Door County is eligible for additional funding through the CARES Act. This funding will cover 100% of net costs (expense-revenue) beginning 1/20/20. Based on this funding and estimates for the first quarter, it appears that Door County's match may have been almost \$70,000. However, with the CARES Act funding, match for the first quarter may be less than \$8,000 which is our required match for 85.21.

Door County Coordinated Transportation Plan

This document is required to be updated every four years. Due to COVID-19 the public input meeting was cancelled in early April. Public input is now being gathered through a Survey Monkey. If someone does not have access to the internet, they can also complete the survey by paper or phone.

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

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



April 27, 2020

Door County Clerk
 Jill Lau
 421 Nebraska Street
 Sturgeon Bay, WI 54235

Sturgeon Bay City Clerk
 Stephanie Reinhardt
 421 Michigan Street
 Sturgeon Bay, WI 54235

Jessica Kempke
 Biologist – Project Manager
 U.S. Army Corps of Engineers
 Regulatory Branch, SE Section
 211 North Broadway, Suite 221
 Green Bay, WI 54303

Re: City of Sturgeon Bay application for submerged land lease for areas of parcels 92 and 100.

Dear Ms. Lau, Ms. Reinhardt, and Ms. Kempke,

The Department of Natural Resources received application from the City of Sturgeon Bay to enter into a submerged land lease by the Board of Commission of Public Lands. A copy of the proposed area to be leased is attached.

This letter is being sent as required by s. 30.11(5) Wis. Statutes at least 30 days before making a determination that physical changes are consistent with the public's interest. The Department is reviewing the application and other information. The Department is required to notify you at least 30 days before it makes its Findings of Public Interest.

The submerged land lease is to allow the relocation of the grain elevator on the bed of Sturgeon Bay and the provision of public amenities for the public use of the site.

If you have any questions, please contact me: Sarah.Szabo@wisconsin.gov or 715-416-3827.

Sincerely,

Sarah Szabo
 Water Management Specialist
 Waterways Program

PC: Mike Kowalkowski
 Robert Rosenberger
 Tom German
 Kay Lutze



City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235

Joshua J. Van Lieshout
City Administrator
jvanlieshout@sturgeonbaywi.org

920-746-6905 (Voice)
920-746-2905(Fax)

April 9, 2020

Attorney Tom German
Deputy Secretary
Bureau of Commissioners of Public Lands

Madison, Wisconsin

Re: Request for submerged lands lease
92 and 100 East Maple Street

Dear Mr. German,

The City of Sturgeon Bay is the riparian owner of the land located at 92 East Maple Street in Sturgeon Bay illustrated in the attached survey. By this document and for the reasons and purposes described in the attached materials, the City hereby requests the Bureau of Submerged Lands and Department of Natural Resources commence the procedures necessary to negotiated and let a submerged land lease as provided in § 24.39 Wis. Stats.

Please let us know if anything else is required to begin this process. We will be happy to provide more detail.

Thank you for your consideration.

A handwritten signature in blue ink, appearing to read "J. Van Lieshout", with a long horizontal flourish extending to the right.

Joshua J. Van Lieshout
Administrator
City of Sturgeon Bay

Cc: Attorney Mike Kowalkowski; Wisconsin Department of Natural Resources

City of Sturgeon Bay
 Master Submerged Lands Lease
 Legal, Activity and Use Description

March 30, 2020

The City of Sturgeon Bay intends to make use of riparian land located between an ordinary high water mark and bulkhead line in the City of Sturgeon Bay for recreation and navigation purposes. The state of Wisconsin, through the department of Natural Resources and Bureau of Commissioners of Public Lands has determined that in order to operate the subject lands for recreation and maritime purposes, a submerged lands lease is required.

Below is a description of the boundary, uses, and activities at the City of Sturgeon Bay's riparian owned lands between the ordinary high water mark and bulkhead located near the northwest corner of the intersection of Maple Street, Neenah Avenue and Maple-Oregon Street Bridge. The proposed submerged lands lease boundaries are specifically described as, and depicted in Exhibit A, attached.

Legal Description: Lake Bed Lease Area

A tract of land located in Government Lot 3 of Section 7, Township 27 North, Range 26 East, City of Sturgeon Bay, Door County, Wisconsin and described as follows.

Commencing at the Meander Corner between Government Lots 3 and 4 of said Section 7, thence S 88°12'31" W 517.09 feet to the intersection with the platted centerline of South Neenah Avenue, thence N 01°50'52" W along said platted centerline 415.02 feet to the intersection with the platted north right-of-way line of East Maple Street, thence S 88°09'08" W along said platted right-of-way line 91.60 feet, thence along the northerly right-of-way line of the Maple-Oregon bridge corridor as follows: N 83°12'30" E 49.68 feet, N 67°40'43" E 80.99 feet, and N 44°09'08" E 64.41 feet to intersection with the ordinary high water mark and point of beginning, thence along said ordinary high water mark as follows: N 71°48'32" W 16.60 feet, N 55°52'22" W 52.88 feet, N 48°38'17" W 11.34 feet, N 39°50'45" W 5.05 feet, N 26°07'05" W 7.57 feet, N 03°05'15" W 11.87 feet, N 10°03'16" E 14.79 feet, N 17°18'02" E 35.48 feet, N 25°43'46" E 30.30 feet, S 32°01'08" W 208.57, and N 43°54'53" W 239.61 feet to the northwesterly line of Certified Survey No. 2952, thence along said northwesterly line of Certified Survey No. 2952 as follows; N 38°09'46" E 9.21 feet, N 40°24'46" E 229.08 feet, and S 49°08'13" E 50.38 feet, thence N 57°06'10" E along the easterly line of Certified Survey No. 2617 85 feet more or less to the intersection with the sheet pile dock face and the waters of the Bay of Sturgeon Bay, thence southeasterly along said sheet pile dock face and waters of the Bay of Sturgeon Bay 275 feet more or less to the intersection with the northerly right-of-way line of the Maple-Oregon bridge corridor and a line extended N 44°09'08" E from the point of beginning, thence S 44°09'08" W along said northerly right-of-way line of the Maple-Oregon

bridge corridor 209 feet more or less to the point of beginning. Said tract contains 2.1 acres of land more or less.

Description of Uses and Activities: Lake Bed Lease Area

During the course of history, the site has had a number of uses including a commercial dock, wholesale and retail commodity sales (grain storage and transfer), and general retail sales associated with an agricultural cooperative. Other uses have also included dockage for commercial tugboats, servicing the great lakes fleet, as well as dockage and storage for the United States Coast Guard supporting their mission.

The subject area will continue to be used for navigation and new public recreation uses and activities are planned to begin. Below is a description of those anticipated uses and activities.

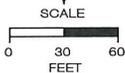
- Public utility operations, improvements and appurtenances including: potable water distribution, wastewater collection, storm water collection and treatment, electrical transmission and distribution, communications transmission (electronic, optical and radio) and similarly related infrastructure.
- Public safety operations and improvements including: port security measures and exercises, firefighting and fire prevention, lifesaving and other public safety related uses and infrastructure.
- Transportation operations and improvements including: bicycle and pedestrian improvements and appurtenances like walkways, paths, and bicycle racks; motor vehicle improvements including public access drives and public parking areas.
- Recreation operations, improvements and appurtenances including: play equipment, skating rinks; viewing and fishing areas, pavilions, seating areas, picnic areas, trash receptacles, public restrooms, area/security lighting and privately owned and operated event spaces in buildings formerly associated with navigation uses.
- Cultural operations, activities and improvements including: displays of artifacts, visual and performing art installations, fairs, celebrations, markets and live performances of music, dance and theatre.
- Landscaping operations, activities and improvements including: the installation, maintenance and replacement of landscaping features including planting beds, shrubbery, trees, grasses and plants.
- Navigation related operations, activities, and improvements including: bulkhead use for commercial dockage, docking, and mooring. Upland and adjacent to the bulkhead, mooring related infrastructure including bollards, utility pedestals (water, electric), grey and black water discharge connections, solid waste (trash/recycling receptacles) service and access areas and fueling. Indoor and outdoor storage for navigation related uses and activities including storage of

mooring lines, towlines, fenders, lubrication and maintenance/repair equipment and supplies.

Within the boundaries of the subject area, the Sturgeon Bay Historical Society, a private group, will rehabilitate a grain elevator located and once associated with the grain commodity trade on the Door County Peninsula for a public space. A description of the activities and uses of the former grain elevator is attached, and marked as Exhibit B.

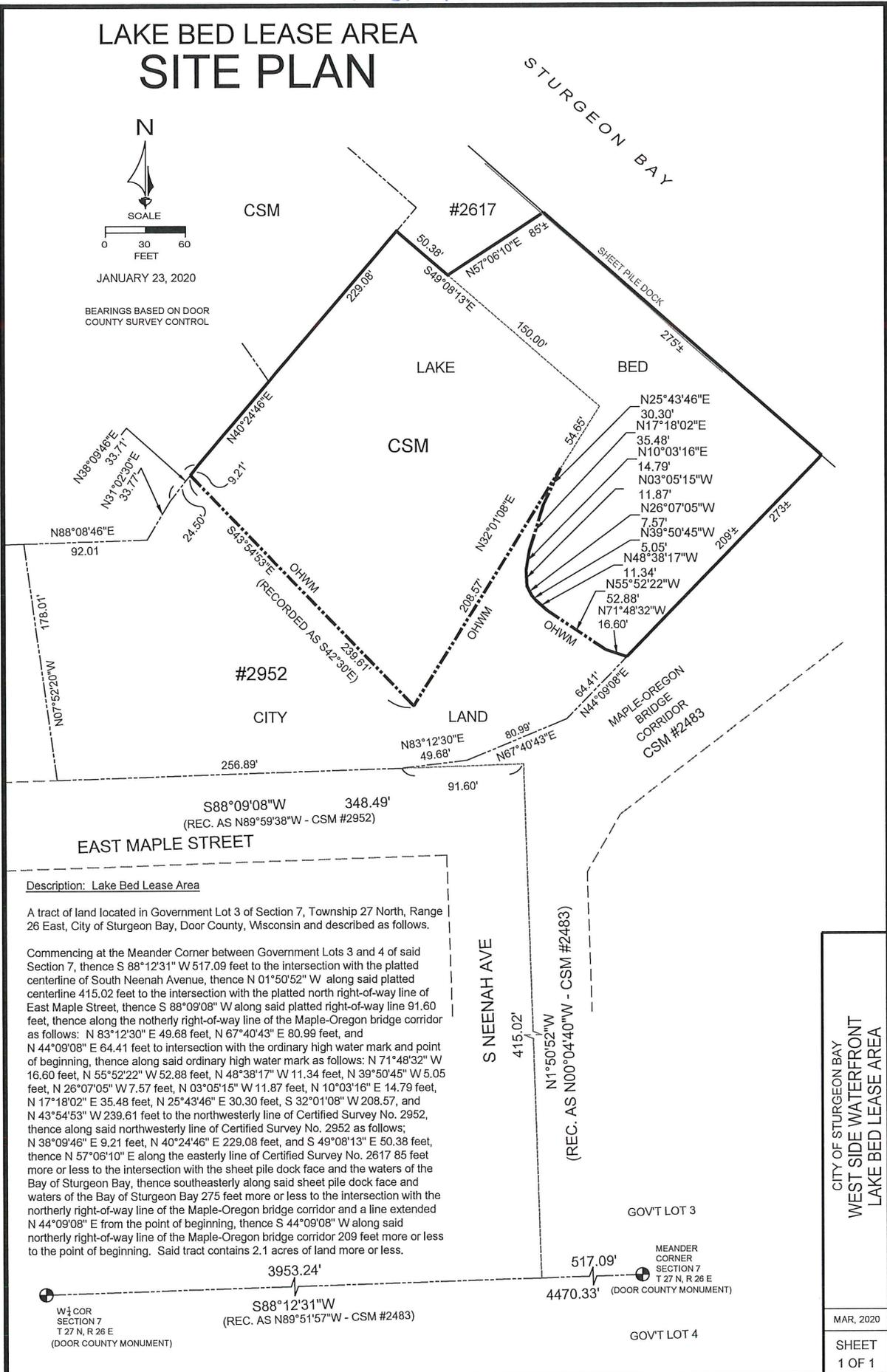
EXHIBIT A

LAKE BED LEASE AREA SITE PLAN



JANUARY 23, 2020

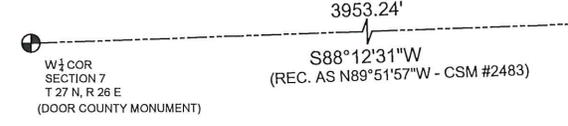
BEARINGS BASED ON DOOR COUNTY SURVEY CONTROL



Description: Lake Bed Lease Area

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CITY OF STURGEON BAY
WEST SIDE WATERFRONT
LAKE BED LEASE AREA

EXHIBIT B

PLAN OF OPERATION

**Teweles and Brandeis Grain Elevator: Sturgeon Bay's Granary Exchange
Listed on the National Register of Historic Places**

This unique, massive, historic structure has stood as a Sturgeon Bay icon since 1901. As such, it acts as an important orienting landmark, telling the public "where they are" in the community. Its history helps illuminate how Sturgeon Bay became the community it is today.

Exterior Space:

- Unisex restroom -- exterior doors unlocked 9 am-7 pm daily or to match park hours;
- City-proposed trailhead kiosk/bike rack area/bench/rest area -- available 24/7 for users of the Ahnapee State Trail, the National Ice Age Trail, and the local bridge circle route.

Interior Space (the "Pavillon"):

The first level holds an estimated 60-100 people comfortably. It will mainly be open three seasons of the year -- May through October -- with winter hours (November through April) limited to special public events, such as a candlelight ski warming shelter or Christmas market.

Hours of Operation

Proposed hours of operation are as follows. They may be adjusted to meet demand.

Pavilion:

1. Events open to the public at no charge, such as concerts, lectures, demonstrations, education classes, art offerings; shade shelter and gathering spot; interior access to restrooms.

Hours: 10 am - 6 pm; four days a week minimum

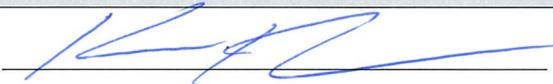
Rental fee: open at no charge to public

2. Semi-public -- rental for events that allow partial access to the public

Hours: 10 am - 6 pm; two days a week maximum or eight hours

3. Private events such as weddings, receptions, reunions, birthdays, etc.

Hours: 10 am - midnight; two days/evenings or 16 hours a week maximum

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>Behavioral Health</u>		Position Title: <u>Case Manager-Crisis</u>	
Position Status: <input type="checkbox"/> Currently vacant <input checked="" type="checkbox"/> Will be vacant		Date Vacant: <u>9-4-20</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 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>Abby Brown</u>			
Reviewed, updated, and submitted to Human Resources:			
<input checked="" type="checkbox"/> Job Analysis Questionnaire <i>(not to be included in the agenda packet)</i>			
<input checked="" type="checkbox"/> Job Description			
Completed by: <u>Joseph Krebsbach</u>		Date <u>4-28-20</u>	
Financial Information:			
Salary Range: <u>Grade H \$23.93 to \$27.35</u>		Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source: <input checked="" type="checkbox"/> Levy % <u>50</u> <input type="checkbox"/> Grant Funded % _____ <input checked="" type="checkbox"/> Other <u>Medicaid (State/Federal)</u> % <u>50</u>			
<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached			
HR TO COMPLETE:			
EEO 02- Professionals _____		FLSA Status <u>Exempt</u>	
<input checked="" type="checkbox"/> Human Resources has performed a position review?		<u>KH</u> (HR initial) <u>5/13/2020</u> Date	
<input checked="" type="checkbox"/> The Job Description has been updated and signed?		<u>KH</u> (HR initial) <u>5/13/2020</u> Date	
Approvals:			
County Administrator 		Date _____	
Administrative Committee Chair _____		Date _____	

County of Door

Case Manager - Behavioral Health

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

General Summary

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

Duties and Responsibilities

Essential Job Functions

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

General Job Functions

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

County of Door

Case Manager - Behavioral Health

Requirements

Training and Experience

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

Knowledge, Skills, and Abilities Required

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

Physical & Working Conditions

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

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

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

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

County of Door

Case Manager - Behavioral Health

Behavioral Health Case Manager – Crisis

Assigned Tasks:

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

Behavioral Health Case Manager – Adults at Risk

Assigned Tasks:

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

Approvals:

Joseph A. Krebsbach, Human Services Director

Date

Kelly A. Hendee, Human Resources Director

Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

 FTE/Hours

 Job Class

 Step

 Rate

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

Position Title

Human Services - Behavioral Health Case Manager

Effective Date

_____ 6 Mo _____

Department

_____ Sub Dept _____

FTE/Hrs	@ Rate	2020 TOTAL SALARY					2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Behavioral Hlth Case Manager-Grade H-Level 1										
1.00	\$23.93	49,908					34,912			84,820
Behavioral Hlth Case Manager-Grade H-Budget										
1.00	\$24.62	51,347					35,176			86,523
Total Salary and Benefit Decrease										(1,703)
FTE/Hrs	@ Rate	2020 TOTAL SALARY					2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
Behavioral Hlth Case Manager-Grade H-Control Point										
1.00	\$27.35	57,041					36,220			93,261
Behavioral Hlth Case Manager-Grade H-Budget										
1.00	\$24.62	51,347					35,176			86,523
Total Salary and Benefit Increase										6,738

Dept Head Signature *Stacy Wynn*
 Date 4/30/2020

Finance Director

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

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

Jennerjohn, Kayla

From: HENDEE, KELLY
Sent: Monday, April 27, 2020 8:47 AM
To: Jennerjohn, Kayla
Subject: FW: notice

Fyi...

I printed it.

*Thank you,
Kelly A. Hendee, PHR, SHRM-CP
920-746-2306*

From: Brown, Abby
Sent: Monday, April 27, 2020 8:36 AM
To: HENDEE, KELLY <khendee@co.door.wi.us>
Cc: McFarlane, Cori <cmcfarlane@co.door.wi.us>; KREBSBACH, JOE <Jkrebsbach@co.door.wi.us>; Altepeter, Donna <daltepeter@co.door.wi.us>
Subject: notice

Hi,

My last day of work at Door County Department of Health and Human Services will be Friday, September 4th, 2020. Please let me know if you need anything else from me.

Thank you,

Abby Brown
Behavioral Health Crisis Case Manager
Door County Department of Health & Human Services
920-746-2336
Fax# 920-746-2439
Pronouns: she/her/hers

Paschke, Michelle

From: Nieto, Valeria <Valeria.Nieto@da.wi.gov>
Sent: Friday, March 13, 2020 1:08 PM
To: HENDEE, KELLY; Paschke, Michelle
Cc: Malvitz, Holly; NORDIN, COLLEEN
Subject: Resignation - Valeria I. Nieto

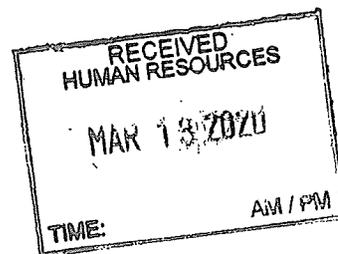
To Whom It May Concern:

This is to inform you that I have accepted a position with the Brown County Social Human Services. I want to express my gratitude for the opportunity to work with the Door County District Attorney Office. I would like to join my new position as soon as possible, if there is any opportunity to waive my termination sooner than 2 weeks, it would be greatly appreciate it. If this is accepted, my last day would be March 20, 2020. Thank you for your time.

Respectfully,

Valeria J. Nieto

Administrative Assistant II-DA
Door County District Attorney's Office
1215 S. Duluth Ave.
Sturgeon Bay, WI 54235
(P) 920-746-2321
(F) 920-746-2381
Valeria.nieto@da.wi.gov





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

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

TO: Administrative Committee
 FROM: Human Resources

SUBJECT: Monthly Personnel Transactions
 April and May 2020 Report

Date	Transaction	Department	Name		Position
3/18/2020	Resignation	District Attorney	Valeria	Nieto	Administrative Assistant 2
3/27/2020	Resignation	Emergency Management & Communications	Angela	Berg	Telecommunicator
4/1/2020	Hired	Facilities & Parks	Carl	Waterstreet	Seasonal Park Maintenance
4/1/2020	Hired	Facilities & Parks	Landon	Corbiser	Seasonal Park Maintenance
4/6/2020	Hired	Facilities & Parks	Steve	Delarwelle	Seasonal Parks Employee
4/10/2020	Termination	Health & Human Services	Dustin	Brockway	Case Manager Comprehensive Community Services
4/13/2020	Hired	Health & Human Services	Paula	Van Ess	Administrative Assistant 1 – Public Health
4/20/2020	Hired	Highway & Airport	Craig	Ross	Airport Maintenance Superintendent
5/1/2020	Termination	Health & Human Services	Kathy	Fairchild	Income Maintenance Staff
5/4/2020	Hired	Highway & Airport	Paul	Mickelson	Highway Seasonal
5/4/2020	Hired	Highway & Airport	Mike	Witt	Highway Seasonal
5/4/2020	Hired	Highway & Airport	Craig	Weis	Airport Seasonal
5/11/2020	Hired	Highway & Airport	Joe	Delveaux	Highway Seasonal
5/11/2020	Hired	Highway & Airport	Paul	Nolan	Highway Seasonal
5/11/2020	Hired	Highway & Airport	Max	Pierre	Highway Seasonal
5/12/2020	Hired	Highway & Airport	Marc	Vandenhouten	Highway Seasonal
5/14/2020	Hired	Facilities & Parks	Darrel	Augustson	Seasonal Parks Employee
5/14/2020	Hired	Facilities & Parks	Kristin	Rankin	Seasonal Parks Employee
5/15/2020	Hired	Facilities & Parks	Jordan	Lau	Seasonal Parks Employee
5/18/2020	Hired	Highway & Airport	Andrew	Burkhart	Highway Seasonal
5/18/2020	Hired	Highway & Airport	Trevor	Hawkey	Highway Seasonal
5/18/2020	Hired	Highway & Airport	Connor	Kuhn	Highway Seasonal
5/18/2020	Hired	Health & Human Services	Quinn	Hansen	Social Work Supervisor
5/26/2020	Hired	Highway & Airport	Michael	Vandenhouten	Highway Seasonal
5/26/2020	Hired	Facilities & Parks	Burke	Pinney	Parks Manager
9/4/2020	Resignation	Health & Human Services	Abigail	Brown	Case Manager Behavioral Health

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

CHILD SUPPORT OFFICE VOUCHERS
MAY 2020 Administrative Services Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52412	DDC DNA DIAGNOSTICS	PATERNITY BLOOD TESTS	\$69.00	
53106	STAPLES	OFFICE SUPPLIES	\$76.54	
53109	STATE BAR OF WISCONSIN	SUBSCRIPTION/PUBLICATION	\$283.40	
52302	VANDER PERREN & ASSOC.	SERVICE CONTRACT	\$90.00	
52302	VILLA REAL	SERVICE CONTRACT	\$16.25	
52302	WISCONSIN DOCUMENT	SERVICE CONTRACT	\$340.37	
TOTAL:			\$875.56	

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

Date: _____

 Chairman
 Administrative Services Committee

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 100 - General Fund											
Department 25 - Court Systems											
Sub-Department 1340 - Clerk of Courts											
Account 52101 - Professional Services											
9682 - PINKERT LAW FIRM LLP	2020-00000112	Court Appointed Attorney Fees	Paid by Check # 673092		03/26/2020	03/27/2020	04/03/2020		04/03/2020	280.00	
3032 - EVERSON, WHITNEY, EVERSON & BREHM, S.C.	2020-00000126	Court appointed Attorney Fees	Paid by Check # 673233		04/09/2020	04/10/2020	04/10/2020		04/10/2020	903.00	
									Account 52101 - Professional Services Totals	Invoice Transactions 2	<u>\$1,183.00</u>
Account 52130 - PS-Guardian Ad Litem											
3629 - ERICKSON PRIBYL S.C.	2020-00000127	Court Appointed GAL Fees	Paid by Check # 673232		04/09/2020	04/10/2020	04/10/2020		04/10/2020	110.00	
15303 - NINA MARTEL SC	2020-00000128	Court Appointed Attorney Fees	Paid by Check # 673234		04/09/2020	04/10/2020	04/10/2020		04/10/2020	1,420.49	
9682 - PINKERT LAW FIRM LLP	2020-00000129	Court appointed Attorney Fees	Paid by Check # 673235		04/09/2020	04/10/2020	04/10/2020		04/10/2020	20.00	
14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY	2020-00000143	Court Appointed Attorney Fees	Paid by Check # 673613		04/23/2020	04/24/2020	04/24/2020		04/27/2020	217.00	
									Account 52130 - PS-Guardian Ad Litem Totals	Invoice Transactions 4	<u>\$1,767.49</u>
Account 52425 - Interpretor Services											
13733 - SWITS, LTD	2020-00000145	Interpreter Fees	Paid by Check # 673614		04/23/2020	04/24/2020	04/24/2020		04/27/2020	230.50	
									Account 52425 - Interpretor Services Totals	Invoice Transactions 1	<u>\$230.50</u>
Account 52462 - Notary Bond Renewal											
12676 - WI DEPT OF FINANCIAL INSTITUTIONS	2020-00000144	Notary Bond Renewal	Paid by Check # 673615		04/23/2020	04/24/2020	04/24/2020		04/27/2020	20.00	
									Account 52462 - Notary Bond Renewal Totals	Invoice Transactions 1	<u>\$20.00</u>
Account 53106 - Office Supplies											
15069 - STAPLES ADVANTAGE	2020-00000113	Office Supplies	Paid by Check # 673093		03/26/2020	03/27/2020	04/03/2020		04/03/2020	289.80	
15069 - STAPLES ADVANTAGE	2020-00000130	Office Supplies	Paid by Check # 673236		04/09/2020	04/10/2020	04/10/2020		04/10/2020	114.51	
									Account 53106 - Office Supplies Totals	Invoice Transactions 2	<u>\$404.31</u>
									Sub-Department 1340 - Clerk of Courts Totals	Invoice Transactions 10	<u>\$3,605.30</u>
									Department 25 - Court Systems Totals	Invoice Transactions 10	<u>\$3,605.30</u>
									Fund 100 - General Fund Totals	Invoice Transactions 10	<u>\$3,605.30</u>
									Grand Totals	Invoice Transactions 10	<u>\$3,605.30</u>

* = Prior Fiscal Year Activity

Accounts Payable Invoice Report

G/L Date Range 04/01/20 - 04/30/20

Report By Department - Batch - Vendor - Invoice
Detail Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
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Department **14 - Corporation Counsel**

Batch Number **2020-0000183** Batch Date **04/03/2020**

Entered by User **Amanda Sawdo**

Vendor **5999 - WISCONSIN DOCUMENT IMAGING**

Sub-Department **14 Corporation Counsel**

99849	March 2020 Copier Costs	Paid by Check #673206		04/03/2020	04/03/2020	04/10/2020		04/07/2020	214.26	
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	1 N/A - March 2020 Copier Costs		1.0000	EA	214.2600	214.26				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>		
	100.14.1107.55107 (General Fund.Corporation Counsel.Corporation Counsel.Leased Copying)								214.26	
				Invoice Items	1					

Sub-Department **14 Corporation Counsel** Totals Invoices 1 0

Vendor **5999 - WISCONSIN DOCUMENT IMAGING** Totals Invoices 1 \$214.26

Batch Number **2020-0000183** Totals Invoices 1 \$214.26

Batch Number **2020-0000199** Batch Date **04/10/2020**

Entered by User **Amanda Sawdo**

Vendor **8852 - GAY PUSTAVER**

Sub-Department **14 Corporation Counsel**

#3-2020	Mediation Services March 2020	Paid by Check #673309		04/10/2020	04/10/2020	04/10/2020		04/10/2020	300.00	
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	1 N/A - Mediation Services March 2020		1.0000	EA	300.0000	300.00				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>		
	100.14.1305.52401 (General Fund.Corporation Counsel.Counseling Serv Act355.Contractd Services)								300.00	
				Invoice Items	1					

Sub-Department **14 Corporation Counsel** Totals Invoices 1 0

Vendor **8852 - GAY PUSTAVER** Totals Invoices 1 \$300.00

Batch Number **2020-0000199** Totals Invoices 1 \$300.00

Batch Number **2020-0000209** Batch Date **04/17/2020**

Entered by User **Amanda Sawdo**

Vendor **36721 - WEST GROUP PAYMENT CENTER**

Sub-Department **14 Corporation Counsel**

842072327	Government Select on Westlaw-Wpack (March 2020)	Paid by Check #673446		04/17/2020	04/17/2020	04/24/2020		04/17/2020	1,597.68	
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	1 N/A - Government Select on Westlaw-Wpack		1.0000	EA	319.5400	319.54				
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>		
	100.14.1107.53131 (General Fund.Corporation Counsel.Corporation Counsel.Legal Research)								319.54	
				Invoice Items	1					

Accounts Payable Invoice Report

G/L Date Range 04/01/20 - 04/30/20

Report By Department - Batch - Vendor - Invoice

Detail Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
842072327	Government Select on Westlaw-Wpack (March 2020)	Paid by Check #673446		04/17/2020	04/17/2020	04/24/2020		04/17/2020	1,597.68
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	1 N/A - Government Select on Westlaw-Wpack	1.0000	EA	1,278.1400	1,278.14				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	100.14.1350.53109 (General Fund.Corporation Counsel.Law Library.Publication&Subscription)						1,278.14		
	Invoice Items			2					
Sub-Department 14 Corporation Counsel Totals							Invoices	1	0
Vendor 36721 - WEST GROUP PAYMENT CENTER Totals							Invoices	1	\$1,597.68
Batch Number 2020-0000209 Totals							Invoices	1	\$1,597.68

Batch Number 2020-0000211 Batch Date 04/17/2020 Entered by User Amanda Sawdo

Vendor 29920 - STATE BAR OF WISCONSIN

Sub-Department 14 Corporation Counsel

5075773	Attorneys Guide to Seventh Cir. Ed 6-S2 (FY20)	Paid by Check #673445		04/17/2020	04/17/2020	04/24/2020		04/17/2020	70.77
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	1 N/A - Attorneys Guide to Seventh Cir. Ed 6-S2 (FY20)	1.0000	EA	70.7700	70.77				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	100.14.1107.53131 (General Fund.Corporation Counsel.Corporation Counsel.Legal Research)						70.77		
	Invoice Items			1					
Sub-Department 14 Corporation Counsel Totals							Invoices	2	0
Vendor 29920 - STATE BAR OF WISCONSIN Totals							Invoices	2	\$115.33
Batch Number 2020-0000211 Totals							Invoices	2	\$115.33

Batch Number 2020-0000232 Batch Date 04/24/2020 Entered by User Amanda Sawdo

Vendor 29920 - STATE BAR OF WISCONSIN

Accounts Payable Invoice Report

G/L Date Range 04/01/20 - 04/30/20

Report By Department - Batch - Vendor - Invoice

Detail Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Sub-Department 2020 SBWCP	14 Corporation Counsel 2020-21 State Bar Certified Paralegal Membership	Paid by Check #673652		04/24/2020	04/24/2020	04/24/2020		04/27/2020	75.00
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	1 N/A - 2020-21 State Bar Certified Paralegal Membership	1.0000	EA	37.5000	37.50				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	100.14.1107.52402 (General Fund.Corporation Counsel.Corporation Counsel.Membership Dues)						37.50		
	1 N/A - 2021 State Bar Paralegal membership	1.0000	EA	37.5000	37.50				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	100.17101 (General Fund.Prepaid Expenses)						37.50		
	Invoice Items			2					
	Sub-Department 14 Corporation Counsel Totals					Invoices	1		0
	Vendor 29920 - STATE BAR OF WISCONSIN Totals					Invoices	1		\$75.00
	Batch Number 2020-00000232 Totals					Invoices	1		\$75.00
	Department 14 - Corporation Counsel Totals					Invoices	6		\$2,302.27
14 Corporation Counsel									
	Grand Totals					Invoices	6		\$2,302.27

DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS APRIL & MAY MEETING VOUCHERS

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	March 2020 Interagency Fee - Brown County Medical Examiner	\$8,902.25	X
100.39.1351.52401	Brown County Treasurer	April 2020 Interagency Fee - Brown County Medical Examiner	\$8,902.25	X
100.11.1101.54102	Cardmember Service	<i>none this month</i>		
100.11.1101.53101	Staples Business Advantage	<i>none this month</i>		
100.48.1102.52403	Wisconsin Media	RFP Publication: Audit of Treasurer's Department	\$16.34	X
County Administrator Vouchers:				
100.49.1115.53106	Staples Business Advantage	<i>none this month</i>		
100.49.1115.54102	Cardmember Service	<i>none this month</i>		
Transportation Vouchers:				
71-Transportation	Jim Olson Ford Lincoln, LLC	March 2020 Repair rt rear wheel flare-ADRC Bus	\$255.00	X
71-Transportation	TR Cochart Tire Center	6 new tires for ADRC Bus	\$936.00	X
71-Transportation	TR Cochart Tire Center	Repair flat tire-van	\$20.00	X
71-Transportation	Pamela Busch	Empty mileage reimbursement	\$23.58	X
71-Transportation	Abby Vans Inc.	Feb 2020 D2D Taxi	\$44,090.60	X
71-Transportation	Abby Vans Inc.	March 2020 D2D Taxi	\$49,963.75	X
71-Transportation	Cellcom Wisconsin RSA 10	Mar 2020 Cell Charges-Transportation	\$38.95	X
71-Transportation	Cellcom Wisconsin RSA 10	Apr. 2020 Cell Charges-Transportation	\$38.77	X
71-Transportation	Energetix	Random Drug Test/WB & MIS Report Prep	\$101.25	X
TOTAL:			\$113,288.74	

Accounts Payable Invoice Report

G/L Date Range 03/01/20 - 04/30/20
 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 2020-00000169 Batch Date 03/25/2020 Entered by User Barb Pavlik Vendor 21522 - JP GRAPHICS Sub-Department 10 County Clerk									
2020-00000111	County Clerk- 03-25-20	Paid by Check #673036		03/25/2020	03/25/2020	03/25/2020		03/25/2020	5,404.75
		Sub-Department 10 County Clerk Totals				Invoices		1	0
		Vendor 21522 - JP GRAPHICS Totals				Invoices		1	<u>\$5,404.75</u>
Vendor 25070 - PITNEY BOWES Sub-Department 10 County Clerk									
0016881976	County Clerk- 03-25-20	Paid by Check #673037		03/25/2020	03/25/2020	03/25/2020		03/25/2020	1,950.42
		Sub-Department 10 County Clerk Totals				Invoices		1	0
		Vendor 25070 - PITNEY BOWES Totals				Invoices		1	<u>\$1,950.42</u>
Vendor 14651 - WISCONSIN MEDIA Sub-Department 10 County Clerk									
0003237499	County Clerk- 03-25-20	Paid by Check #673038		03/25/2020	03/25/2020	03/25/2020		03/25/2020	1,922.39
		Sub-Department 10 County Clerk Totals				Invoices		1	0
		Vendor 14651 - WISCONSIN MEDIA Totals				Invoices		1	<u>\$1,922.39</u>
		Batch Number 2020-00000169 Totals				Invoices		3	<u>\$9,277.56</u>
Batch Number 2020-00000197 Batch Date 04/07/2020 Entered by User Barb Pavlik Vendor 16973 - DOMINION VOTING SYSTEMS, INC Sub-Department 10 County Clerk									
DVS132983	Cty Clerk - Candidates Test to Voice-Proof & Changes	Paid by Check #673244		04/07/2020	04/07/2020	04/07/2020		04/10/2020	1,250.00
		Sub-Department 10 County Clerk Totals				Invoices		1	0
		Vendor 16973 - DOMINION VOTING SYSTEMS, INC Totals				Invoices		1	<u>\$1,250.00</u>
Vendor 21522 - JP GRAPHICS Sub-Department 10 County Clerk									
1058276011	Cty Clerk - Election - EL 120 Envelopes	Paid by Check #673245		04/07/2020	04/07/2020	04/07/2020		04/10/2020	277.00
1058318011	Cty Clerk - Election - EL 122 Envelopes	Paid by Check #673245		04/07/2020	04/07/2020	04/07/2020		04/10/2020	711.28
		Sub-Department 10 County Clerk Totals				Invoices		2	0
		Vendor 21522 - JP GRAPHICS Totals				Invoices		2	<u>\$988.28</u>
Vendor 15069 - STAPLES ADVANTAGE Sub-Department 10 County Clerk									
3442768955	County Clerk 04-07-20	Paid by Check #673246		04/07/2020	04/07/2020	04/07/2020		04/10/2020	88.99
3443218185	Cty Clerk - Election Supplies	Paid by Check #673246		04/07/2020	04/07/2020	04/07/2020		04/10/2020	287.98
		Sub-Department 10 County Clerk Totals				Invoices		2	0

Accounts Payable Invoice Report

G/L Date Range 03/01/20 - 04/30/20

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	15069 - STAPLES ADVANTAGE	Totals		Invoices	2		\$376.97
			Batch Number 2020-00000197	Totals		Invoices	5		\$2,615.25
Batch Number 2020-00000238		Batch Date 04/23/2020				Entered by User Barb Pavlik			
Vendor 2140 - BEAR GRAPHICS INC									
Sub-Department 10 County Clerk									
0845023	Cty Clerk -EL 120 Absentee Envelopes	Paid by Check #673649		04/23/2020	04/23/2020	04/23/2020		04/27/2020	276.74
		Sub-Department 10 County Clerk		Totals		Invoices	1		0
		Vendor 2140 - BEAR GRAPHICS INC		Totals		Invoices	1		\$276.74
Vendor 16973 - DOMINION VOTING SYSTEMS, INC									
Sub-Department 10 County Clerk									
DVS133016	Cty Clerk - Election Programming	Paid by Check #673650		04/23/2020	04/23/2020	04/23/2020		04/27/2020	5,605.00
		Sub-Department 10 County Clerk		Totals		Invoices	1		0
		Vendor 16973 - DOMINION VOTING SYSTEMS, INC		Totals		Invoices	1		\$5,605.00
Vendor 14651 - WISCONSIN MEDIA									
Sub-Department 10 County Clerk									
0003250312	Cty Clerk - Newspaper Advertising	Paid by Check #673651		04/23/2020	04/23/2020	04/23/2020		04/27/2020	1,052.55
		Sub-Department 10 County Clerk		Totals		Invoices	1		0
		Vendor 14651 - WISCONSIN MEDIA		Totals		Invoices	1		\$1,052.55
		Batch Number 2020-00000238		Totals		Invoices	3		\$6,934.29
		Department 10 - County Clerk		Totals		Invoices	11		\$18,827.10
10 County Clerk									
						Grand Totals	Invoices	11	\$18,827.10

Accounts Payable Invoice Report

G/L Date Range 04/24/20 - 04/24/20

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 2020-0000231 Batch Date 04/22/2020 Entered by User Jennifer Moeller Vendor 3629 - ERICKSON PRIBYL S.C. Sub-Department 25 Court Systems									
11379	Legal Fees	Edit		04/22/2020	04/24/2020	04/24/2020			1,860.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 3629 - ERICKSON PRIBYL S.C. Totals			Invoices	1		<u>\$1,860.00</u>
Vendor 6197 - HOLLY M JEWELL Sub-Department 25 Court Systems									
1226	18CF23 DA transcript	Edit		04/22/2020	04/24/2020	04/24/2020			264.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 6197 - HOLLY M JEWELL Totals			Invoices	1		<u>\$264.00</u>
Vendor 15069 - STAPLES ADVANTAGE Sub-Department 25 Court Systems									
3443757681	envelopes	Edit		04/22/2020	04/24/2020	04/24/2020			136.83
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices	1		<u>\$136.83</u>
Vendor 17463 - STATE BAR OF WISCONSIN Sub-Department 25 Court Systems									
217.04	3 Juvenile Justice Code books	Edit		04/22/2020	04/24/2020	04/24/2020			217.04
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 17463 - STATE BAR OF WISCONSIN Totals			Invoices	1		<u>\$217.04</u>
Vendor 36721 - WEST GROUP PAYMENT CENTER Sub-Department 25 Court Systems									
842172588	library plan March 2020	Edit		04/22/2020	04/24/2020	04/24/2020			552.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 36721 - WEST GROUP PAYMENT CENTER Totals			Invoices	1		<u>\$552.00</u>
Vendor 5999 - WISCONSIN DOCUMENT IMAGING Sub-Department 25 Court Systems									
99864	March copier lease	Edit		04/22/2020	04/24/2020	04/24/2020			217.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals			Invoices	1		<u>\$217.00</u>
			Batch Number 2020-0000231 Totals			Invoices	6		<u>\$3,246.87</u>
			Department 25 - Court Systems Totals			Invoices	6		<u>\$3,246.87</u>
25 Court Systems									
						Grand Totals	Invoices	6	<u><u>\$3,246.87</u></u>

Accounts Payable Invoice Report

G/L Date Range 05/08/20 - 05/08/20

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 2020-0000262 Batch Date 05/07/2020 Entered by User Jennifer Moeller									
Vendor 3629 - ERICKSON PRIBYL S.C. Sub-Department 25 Court Systems									
11419	Legal Fees	Edit		05/07/2020	05/08/2020	05/08/2020			463.20
							Invoices	1	0
Sub-Department 25 Court Systems Totals									0
Vendor 3629 - ERICKSON PRIBYL S.C. Totals								1	<u>\$463.20</u>
Vendor 11996 - JEFFREY A MARCUS Sub-Department 25 Court Systems									
2014	20GN14 Independent Evaluation	Edit		05/07/2020	05/08/2020	05/08/2020			900.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									0
Vendor 11996 - JEFFREY A MARCUS Totals								1	<u>\$900.00</u>
Vendor 15303 - NINA MARTEL SC Sub-Department 25 Court Systems									
201915	19JC15 Guardian ad Litem	Edit		05/07/2020	05/08/2020	05/08/2020			193.33
							Invoices	1	0
Sub-Department 25 Court Systems Totals									0
Vendor 15303 - NINA MARTEL SC Totals								1	<u>\$193.33</u>
Vendor 10922 - UW LAW SCHOOL Sub-Department 25 Court Systems									
20C24417	2020 Civil Jury Instructions Supplement	Edit		05/07/2020	05/08/2020	05/08/2020			160.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									0
Vendor 10922 - UW LAW SCHOOL Totals								1	<u>\$160.00</u>
Vendor 5999 - WISCONSIN DOCUMENT IMAGING Sub-Department 25 Court Systems									
101939	April copier lease	Edit		05/07/2020	05/08/2020	05/08/2020			201.50
							Invoices	1	0
Sub-Department 25 Court Systems Totals									0
Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals								1	<u>\$201.50</u>
Batch Number 2020-0000262 Totals								5	<u>\$1,918.03</u>
Batch Number 2020-0000265 Batch Date 05/07/2020 Entered by User Connie DeFere									
Vendor 3629 - ERICKSON PRIBYL S.C. Sub-Department 25 Court Systems									
2020-00000159	Court Appointed Attorney Fees	Edit		05/07/2020	05/07/2020	05/08/2020			970.00
							Invoices	1	0
Sub-Department 25 Court Systems Totals									0
Vendor 3629 - ERICKSON PRIBYL S.C. Totals								1	<u>\$970.00</u>
Vendor 15303 - NINA MARTEL SC									

Accounts Payable Invoice Report

G/L Date Range 05/08/20 - 05/08/20

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
Sub-Department 25 Court Systems									
2020-00000160	Court Appointed Attorney Fees	Edit		05/07/2020	05/07/2020	05/08/2020			627.98
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 15303 - NINA MARTEL SC Totals			Invoices	1		<u>\$627.98</u>
Vendor 34120 - UNITED PARCEL SERVICE									
Sub-Department 25 Court Systems									
577472150	UPS shipping Outbound	Edit		05/07/2020	05/07/2020	05/08/2020			3.97
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 34120 - UNITED PARCEL SERVICE Totals			Invoices	1		<u>\$3.97</u>
			Batch Number 2020-00000265 Totals			Invoices	3		<u>\$1,601.95</u>
			Department 25 - Court Systems Totals			Invoices	8		<u>\$3,519.98</u>
25 Court Systems									
					Grand Totals	Invoices	8		<u><u>\$3,519.98</u></u>

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

Acct No.	Vendor	Description	Prepaid	Amount
59176	HRI, dba Humana Wellness	Go365 Administrative Fee & Rewards (Two Months, April & May)	X	\$ 8,414.32
59109	Aurora Medical Group	Pre Employment Physical	X	\$ 515.00
52146	Bellin Health	Drug Screening	X	\$ 185.00
52401	ABR Employment Services	Finance Dept., week ending 3/15/2020	X	\$ 226.44
52401	ABR Employment Services	Finance Dept., week ending 3/22/2020	X	\$ 113.22
52121	Diversified Benefit Services	Administrative Svcs -March 2020	X	\$ 558.00
52401	ABR Employment Services	Finance Dept., Week ending 3/29/2020	X	\$ 113.22
59169	Prevea Health Occupational Health	Pre-work screening	X	\$ 804.00
59109	Ergometrics	Telecommunicator Testing	X	\$ 182.60
52149	Door County Medical Center	Chair Massages	x	\$ 90.00
21210	Securian Financial Group	Life Insurance	X	\$ 9,483.00
55107	Wisconsin Document Imigaing	Human Resourses Copies & Base Rate (Two Months, March & April)	x	\$ 795.47
52403	Peninsula Pulse	Classified Ads for Job Opportunities	x	\$ 108.70
59119	Wis. Dept. of Justice	Background Checks	x	\$ 50.00
			TOTAL:	\$ 21,638.97

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

Date: _____

David Lienau, Chairman
Administrative Committee

