Notice of Public Meeting **Tuesday, July 21, 2020** **9:00 a.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. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes** of June 16, 2020 Regular Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
   - **County Board**
     - COVID-19: Health Advisory
   - **County Administrator**
     - COVID-19: Cares Act Funding
   - **County Clerk**
     - LTE - Elections
   - **Transportation**
     - Transportation Program Update
   - **Corporation Counsel**
     - USFWS Proposed Rule – New Special Permit – Management of Double-Crested Cormorants & Comment
     - Wisconsin Humane Society – Door County Campus – Intake Report
     - Notice of Proposed Land Acquisitions – Stewardship Program – Per Sec. 23.0917(5t), Wis. Stats.
   - **Human Resources**
     - Request to Refill – Case Manager – Adult Protective Services – Health and Human Services
     - Request to Refill – Shop Superintendent – Highway & Airport
     - Request to Refill – Branch Manager 1 Egg Harbor – Library - (pending Library Board approval of 7/20/2020)
     - FYI: Letter of Retirement – Carol Lenius – Case Manager – Adult Protective Services – Health & Human Services
     - FYI: Letter of Retirement – Mike Tess – Shop Superintendent – Highway & Airport
     - FYI: Completion of Introductory Period – Dr. Anne Miller – Health & Human Services
     - 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)**
12. **Regular Meeting** – August 16, 2020 – 9:00 a.m.
13. **Meeting Per Diem Code**
14. **Adjourn**

In light of the declared state of emergency 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=efb9bb96e8c3578bf2743a50ab83be237

Event Password: July21admin2020

To Connect via phone:
Call: 1-408-418-9388
Access Code: 146 116 7524

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, June 16, 2020	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.

"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, June 16, 2020 Administrative Committee Meeting was called to order at 9:00 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, Joel Gunnlaugsson, David Lienau, Nancy Robillard, and Richard Virlee.

Others present: Administrator Ken Pabich, CC Grant Thomas, HR Director Kelly Hendee, and County Clerk Jill Lau.

Others in attendance virtually: Finance Director Steve Wipperfurth, Transportation Director Pam Busch, H&HS Director Joe Krebsbach, and public.

Election of Vice Chairperson
N/A; elected at last meeting.

Adopt Agenda / Properly Noticed
Motion by Austad, seconded by Robillard to approve the agenda. Motion carried by voice vote.

Approve Minutes of May 19, 2020 Regular Administrative Committee Meeting and the May 22, 2020 Special Administrative Committee Meeting
Motion by Virlee, seconded by Fisher to approve the minutes of the May 19, 2020 Administrative Committee Meeting, and the May 22, 2020 Administrative Committee Meeting. Motion carried by voice vote.

Correspondence
- Emails and phone calls have been received by many Supervisors re: Sheriff Sternard's request for crowd control gear for Deputies

Public Comment
None.

Old Business
No old business was presented.

New Business (Review / Action)
County Board
Recording of County Board & Committee Meetings/Upgrade Technology in Meeting Rooms
Administrator Pabich reviewed information included in the meeting packet along with a brief history of the project that was put on hold due to the pandemic. Pabich reviewed the budgeted numbers; $235,000 was budgeted for the technology upgrades in 2020 for both the Government Center and Justice Center. The proposal for the Government Center is to use the County Board Room as the main meeting room; the Chambers Room would be modified, in the event we get back to traditional meetings, for committee meetings; and the Peninsula Room would be a back-up meeting room for committees. Both the Chambers Room and Peninsula Room would include new

furniture to allow committees to sit facing the public in a U-shape. In addition to the technology upgrades an upgrade to agenda creation software was included (not initially budgeted for in 2020). Total costs under the new design is $330,000 (difference of $92,000). For 2020 the upgrades at the Justice Center will be completed. The full technology upgrade for the Government Center will need to be carried over to 2021 for additional budgeting. Administrator Pabich suggested purchasing the agenda software yet in 2020 to plan for implementation in January 2021. It is anticipated if the rooms are fully upgraded the County will be able to provide their own taping of meetings and publishing of such to YouTube for public viewing.

Social Justice and Racial Equity
Chairman Lienau explained that some of the Supervisors have asked for this agenda item. Lienau's suggestion is to refer this to the Legislative Committee for further review and discussion.

Motion by Kohout, seconded by Robillard to move this topic on to the Legislative Committee. Motion carried by voice vote.

County Administrator
COVID-19: Planning for Re-Open
COVID-19: Direction on Day to Day Operations and Staff Options
Administrator Pabich updated the Committee on the opening of the Government Center. The County remains in Phase I of re-opening offices. A meeting with Department Heads in the Government Center was held and it was decided the main entrance and the offices would open. All offices are now open and functioning. Employees continue to tele-work in some offices. The State has approved a plan for re-opening the court system. Court operations will re-open at the end of the month. The Sheriff's Department, Child Support, and DA's offices will open back up similar to the Government Center; Courts will have a slower re-opening. The Highway Shop is open. The Community Center/ADRC remains closed however a plan to re-open is being developed. The Libraries are looking to re-open, move in to Phase II, at the beginning of July. The Libraries are developing a plan for the re-opening. Administration is following all guidelines to ensure a safe working environment. Pabich anticipates Phase II of the re-opening to remain in place for some time, at least through the summer. Any persons entering a County building are required to wear a mask. Business is encouraged to be handled as much as possible on-line, via phone, email, virtually or scheduled appointment.

Transportation
Transportation Program Update
Pam Busch provided an update to the Committee on the Transportation Program. Pam reviewed the report included in the meeting packet. There were questions on the requirement to wear masks while being transported by Door2Door; Pam noted she will reach out to the County Health Department and will follow-up with Abby Vans regarding a requirement for riders to wear masks.

Corporation Counsel
Impartial Hearing Officer Decision – Step Three Grievance (Cole)
The County received the Impartial Hearing Officers decision. The Independent Officer upheld the County's decision to discharge Ms. Cole. CC Thomas is reasonably comfortable that the case is near the end.

EPA's Redesignation of Door County as being in Attainment with 2015 Ozone National Ambient Air Quality Standards
The redesignation of the Newport State Park area as in attainment is based on the 3-year average daily testing. The maintenance plan for the Newport State Park area is to keep the attainment designation through 2030.

Veterans Service Office
Completion of Introductory Period – Nathan LeClair – FYI
Reviewed.

Human Resources
Evaluation Process Review for County Administrator
HR Director Hendee distributed a handout outlining the recommendation for the evaluation process. The options included 1. Status quo – HR would automate the evaluations on NeoGov and could assist the County Board Chair

in compiling the desired reports. The reports could be provided to the Administrative Committee and then at County Board; or 2. Remove HR Director from the process: HR Director would only setup the questions, Carlson Dettman would be responsible to compile the desired results to the County Board Chair. The evaluation would still go to the Administrative Committee and County Board. The consultant would also enter in the paper copies submitted. Fiscal impact for option 1 none; fiscal impact for option 2, $200 per hour or $1,500 per day. This number could be managed once we have specific desired reports defined. Discussion regarding keeping the evaluation in-house versus moving to an outside source. Chairman Lienau suggested the issue be referred to the full County Board for a decision.

Request to Refill – Page – Library
Request to Refill – Page – Library
Both requests are due to a retirement and a resignation. The positions would be filled as the need arises as the Library reopens. A Page is a flexible position that works as needed to help restock books and other odds and ends jobs. The position works 11 to 12 hours per week.

Motion by Kohout, seconded by Fisher to approve the request to refill two Library Page positions as needed. Motion carried by voice vote.

FYI: Letter of Retirement – Mary Bosman
FYI: Letter of Resignation– Linda Sanduski
FYI: Completion of Introductory Period – Daniel Klansky – Facilities & Parks
FYI: Completion of Introductory Period – Cassaundra Bratz – Health & Human Services
FYI: Completion of Introductory Period – Anna Calhoun – Health & Human Services
FYI: Completion of Introductory Period – Samantha Koyen – Soil & Water Conservation
FYI: Completion of Introductory Period – Nathan LeClair – Veterans Service Office
Reviewed.

Personnel Transactions
Reviewed.

Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
Nothing other than items referred above.

Vouchers, Claims and Bills
Reviewed.

Next Meeting Date(s)
- Regular Meeting July 21, 2020 – 9:00 a.m.

Meeting Per Diem Code
616.

Adjourn
Motion by Fisher, seconded by Gunnlaugsson to adjourn. Time: 9:52 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

FOR IMMEDIATE RELEASE

July 13, 2020

ASHLAND AND BAYFIELD COUNTY PUBLIC HEALTH RELEASE
NEW ADVISORY REQUIRING FACE COVERINGS

Effective Friday, July 17, 2020 at 8:00 am, Ashland and Bayfield County Public Health are issuing an Emergency Advisory which stipulates that everyone age 5 and older wear a face covering or mask when in any enclosed building where other people, except for members of the person 's own household or living unit could be present. This advisory applies to all of Ashland and Bayfield County.

"Public health research shows that face coverings are critical to slowing the spread of COVID-19. Given the number of infections in our counties and surrounding area, as well as the multitude of visitors coming to our area, we need to all be wearing face coverings every time we leave the house," stated Elizabeth Szot, Ashland County Health Officer.

"We do not take this advisory lightly. It is on every person in our communities to do better. People should assume that everyone wearing a mask is doing it to protect you and themselves. If someone is not wearing a mask, assume they are genuinely not able to do so," added Sara Wartman, Bayfield County Health Officer.

Per the advisory, people should wear a face covering that covers their nose and mouth when in public, which includes in businesses, health care settings, waiting in line, and on public transportation. The advisory also indicates that individuals are to wear face coverings when in someone else's home when you are not of the same family group. Exceptions are made for certain activities such as eating at a restaurant, but during those activities, 6 feet distancing of individuals not from the same household or living unit should be followed at all times. Some people may be exempted if they have a physical, mental, or developmental condition that prevents them from wearing a mask.

Szot states, "masks and distance are really the two most effective means of slowing the spread of COVID-19." Wartman adds, "given the recent rapid increases in cases in our counties, which has happened even before school and college classes resume this fall- it is imperative we take this step now to try and slow the spread of COVID through our communities."

If someone is unable to wear a mask or face covering in a business due to a condition or disability, people should ask that business for reasonable accommodation, like a curbside pickup or delivery option. Children ages 2 through 4 are highly encouraged to wear masks in public, children 5 and older are advised to wear masks. If your child is not able to wear a mask, only bring them to places where it is necessary they be so that your child does not get or spread COVID-19 to others.

People can cover their faces a variety of ways to comply with this advisory. Simply wear a bandana, scarf, or neck gaiter around your nose and mouth. Or you may create a cloth face covering by either sewing one or using a no-sew method on the CDC website. Medical-grade surgical masks or N95 respirators are not required or necessary for general public use.

In addition to wearing a mask, these actions will help protect yourself and others from COVID-19:

- **Stay home if you are sick or feel off.**
- **Stay home if you do not need to go out.** Working from home, virtual gatherings, and using curbside or delivery ordering are still the safest and best options to protect yourself and others.
- **Stay 6 feet from other people.** Respiratory droplets are in the air when other people cough, sneeze, talk and breathe. Staying 6 feet from others will lower the chances of you coming in contact with the virus from those droplets.
- **Assume you have come in contact with COVID-19 if you go out.** Watch for symptoms like fever, cough, shortness of breath, fatigue, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. If you have these symptoms, call your doctor to be tested.

CONTACTS:

Elizabeth Szot, Health Officer
Ashland County Health & Human Services Dept.
Phone: (715)682-7004 ext. 113
Email: elizabeth.szot@co.ashland.wi.us

Sara Wartman, Health Officer
Bayfield County Health Department
Phone: (715) 373-6109 ext. 3315
Email: swartman@bayfieldcounty.org

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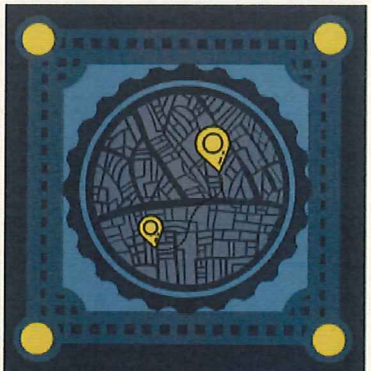

ROUTES TO RECOVERY

LOCAL GOVERNMENT AID GRANTS

Our local governments are on the front lines of supporting Wisconsin communities through the COVID-19 public health crisis and into recovery. That's why **"We're All In."**

Governor Evers and the Department of Administration (DOA) are launching the **Routes to Recovery: Local Government Aid Grants.** We are proud of the uniqueness and resiliency of every community in our state. The Routes to Recovery Grants will support local leaders in addressing some of their most urgent and unique recovery needs.

$200 Million

Every Wisconsin county, city, village, and town in Wisconsin will receive a Routes to Recovery Grant from a $190 million fund funded by the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act.

An additional $10 million from this fund will provide Routes to Recovery Grants to Wisconsin's Tribal Partners.

> $1 BILLION

The Routes to Recovery Grants are on-top of the $1 billion in resources Governor Evers has already allocated for the state-wide response to COVID-19. These resources include the distribution of testing supplies, PPE, contact tracing, and other valuable resources to communities across the state.

UNIQUE ROUTES

The Routes to Recovery Grants **will reimburse all of Wisconsin's units of local government** for unbudgeted expenditures incurred this year due to the COVID-19 pandemic that have not already been covered through existing State of Wisconsin virus response efforts. Grants will cover reimbursements for the following categories:

- Emergency operation activities, including those related to public health, emergency services, and public safety response
- Medical and protective services and equipment, including PPE
- Cleaning, sanitizing, and other costs of COVID-19 mitigation in public areas and facilities, including those related to elections administration
- Temporary isolation housing for infected or at-risk individuals
- Testing and contact tracing costs above those covered by existing State programs
- Paid leave for public health and safety employees to take COVID-19 precautions
- Meeting local match requirements for expenses submitted for reimbursement by FEMA, to the full extent permitted by federal law
- Increased workers compensation costs due to COVID-19
- Purchases of services or equipment to facilitate telework by public employees

The determination of a local government's Routes to Recovery Grant amount is a formula based on the jurisdiction's population, as well as the priority of providing Wisconsin's units of local government no less than than $5,000, regardless of size of the population.

Visit [illegible] for more information, including the **Routes to Recovery Grant** allocations for Wisconsin municipalities and counties.

WISCONSIN DEPARTMENT OF ADMINISTRATION

GOVERNOR TONY EVERS

We're All In

Questions about how DOA is "All In" on supporting local communities? Contact: DOACommunications@Wisconsin.gov

MEMO

To: Members of the Door County Finance Committee

From: Steve Wipperfurth, Finance Director

Date: July 14, 2020

RE: COVID-19 Expenses and Funding from the CARES Act

Wisconsin will receive $190 million from the Routes to Recovery Grant funded by the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. These funds will be allocated to local government's for unbudgeted expenditures incurred this year due to the COVID-19 pandemic, that have not already been covered through existing State of Wisconsin virus response efforts. Door County's allocation is $465,778.00.

Door County's estimated COVID-19 related expenses are as follows:

- $103,000 Existing expenses
- $100,000 County Board / Peninsula Rooms
- $100,000 Sheriff Payroll/Overtime expenses
- $ 20,000 New Server
- $ 30,000 Message Boards
- $ 50,000 Public Education
- $100,000 UV air treatment units for Government Facilities

- **$503,000 Total**

Door County Transportation Department
Administrative Committee Update – July 21, 2020 Meeting

Ridership
Ridership for D2D and the ADRC service continues to be lower than in the past, however we are slowly seeing an increase in rides. D2D Rides provided 9,284 rides in the 1st quarter and almost 5,700 rides in the 2nd quarter.

The ADRC service provided 1,195 rides in the 1st quarter and almost 315 rides in the 2nd quarter. Note: this service was suspended for four weeks (4/27-5/24). Since ridership is down, Bill is helping with ADRC meal deliveries as well.

Dispatch Software for the ADRC service
In early July we partnered with TransitExec, a dispatch software company. This new software will reduce driver time for paperwork, which will allow Bill to provide more rides as demand increases. The software will also reduce staff time for data entry for WisDOT reporting. The savings in staff time will be about $10,000 in 2021 and the cost for the system will be a maximum of $1,200.

10th Anniversary for Door 2 Door
August 10th will mark ten years that D2D has been in service. When D2D began is was limited to a three-mile radius. In the first five months it provided 5,646 rides (1,129 avg/mo). In 2019, the system is almost county-wide, 41,123 rides (3,427 avg/mo) were provided. This system certainly grew quickly.

Door County Coordinated Transportation Plan
This document is required to be updated every four years. Draft plan emailed to over 200+ people including all Door County Board of Supervisors for input by July 15.

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.

[redacted]

Conserving the Nature of America

PRESS RELEASE

U.S. Fish and Wildlife Service Proposes Rule on Cormorant Management

June 5, 2020

Contact(s):

Vanessa Kauffman
703-358-2138
vanessa_kauffman@fws.gov

Comment Now!

Today, the U.S. Fish and Wildlife Service is announcing a proposed rule and associated draft environmental impact statement (DEIS) to responsibly manage conflicts associated with double-crested cormorants in the United States.

Cormorants are fish-eating birds that can have negative impacts on wild fisheries, fish hatcheries and aquaculture facilities, resulting in substantial economic impacts and human health hazards. These impacts can also be felt at our nation's National Fish Hatchery System, which contributes to many conservation efforts as well as angling opportunities for our nation's 58 million recreational anglers and associated economies. Double-crested cormorants are protected under the Migratory Bird Treaty Act making any lethal control of these birds illegal without explicit authorization from the Service.

"This is the latest in a series of actions the Service is taking to balance native wildlife by responsibly managing double-created cormorant populations under the Migratory Bird Treaty Act," **said Aurelia Skipwith, Director of the U.S. Fish and Wildlife Service**.

The rule proposes to establish a new special permit for state and federally recognized tribal wildlife agencies to undertake additional cormorant control activities when permissible. States and tribes must first attempt control using nonlethal methods and determine that those methods are ineffective before resorting to lethal control. The activities allowed under the special permit would include controlling cormorants to help reduce conflicts with wild and publicly stocked fisheries on state or

tribal-owned lands. In addition, states will have additional flexibility to manage cormorants at state or tribal-owned hatcheries and release sites.

Under this new proposal, a new special permit for interested states and tribes would complement existing measures to address conflicts with cormorants to protect human health and safety, personal property and threatened and endangered species.

On January 22, 2020, the Service published an advance notice of proposed rulemaking and announced our intent to prepare a DEIS as part of the National Environmental Policy Act (NEPA) process. The public provided input, and the Service considered all comments in developing this proposed rule. A summary of those comments is included in the DEIS.

“The Association supports the development of a rule which would provide the needed flexibility for state and tribal fish and wildlife agencies to effectively manage cormorants,” **said Secretary Kelly Hepler of South Dakota Game, Fish, and Parks and President of the Association of Fish and Wildlife Agencies**. "We look forward to working with our federal partners to balance our conservation responsibilities while working to reduce human-wildlife conflict.

The proposed rule will publish in the *Federal Register* on June 5, 2020, opening a 45-day comment period until July 20, 2020. The notice and DEIS will be available at http://www.regulations.gov, Docket Number: FWS-HQ-MB-2019-0103, and will include details on how to submit your comments.

Further information is available at https://www.fws.gov/regulations/cormorant/.

County of Door
CORPORATION COUNSEL
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Grant P. Thomas
Corporation Counsel
(920) 746-2228
Fax No. (920) 746-2339
gthomas1@co.door.wi.us

June 19, 2020

Public Comments Processing
Attn: FWS-HQ-MB-2019-0103
U.S. Fish and Wildlife Service
MS: PRB (JAO/3W)
5275 Leesburg Pike
Falls Church, VA 22041-3803

Re: Proposed Rule – New Special Permit
Management of Double-Crested Cormorants

Dear Madam or Sir;

It is safe to state that the level of interest in the management of double-crested cormorants in Door County is relatively significant. We greatly appreciate the opportunity to review and comment on the above referenced matter.

Door County supports the U.S. Fish and Wildlife Service's ("USFWS") proposed rule. The addition of a new option that would be available to State and federally recognized Tribal wildlife agencies to manage conflicts specifically associated with double-crested cormorants ("cormorants") is a positive step.

In summary, the proposed rule:

- complements existing measures to address conflicts with cormorants;
- increases the flexibility of States and Tribes to address conflicts with cormorants;
- expands the scope of cormorant conflicts that can be addressed, to include depredations of wild and publicly stocked fish;
- authorizing cormorant conflict management activities at the State and Tribal level should ensure that such activities will be more responsive and timelier;
- allowing for timely resolution of conflicts should result in fewer complaints regarding cormorants;
- is a reasonable addition to the range of alternative cormorant management options; *and*

- appears to strike an appropriate balance between maintaining cormorant populations at sustainable levels and mitigation of conflicts with them.

Ultimately ensuring the long-term *sustainability* of *cormorant populations* and relieving or preventing negative impacts from cormorants are the end goals.

Let me know if there are opportunities for Door County to be involved in this process moving forward.

Respectfully,

CORPORATION COUNSEL OFFICE

Grant P. Thomas, Corporation Counsel

Wisconsin Humane Society

Door County
June

	Number of Dogs	Care Days	YTD Dogs	YTD Care Days
Stray	7	7	22	38
Seized/Impound	0	0	0	0
Bite Quarantine	1	9	4	30
Total:	8	16	26	68

	Number of Cats	Care Days	YTD Cats	YTD Care Days
Stray	37	204	99	486
Seized/Impound	0	0	0	0
Bite Quarantine	0	0	2	20
Total:	37	204	101	506

	Number of Livestock	Care Days	YTD Livestock	YTD Care Days
Stray	0	0	0	0
Seized/Impound	0	0	0	0
Bite Quarantine	0	0	0	0
Total:	0	0	0	0

	Number of Others	Care Days	YTD Others	YTD Care Days
Stray	0	0	0	0
Seized/Impound	0	0	0	0
Bite Quarantine	0	0	0	0
Total:	0	0	0	0

Municipality	# of Animals	% of Intake
Baileys Harbor	6	13%
Brussels	0	0%
Clay Banks	0	0%
Egg Harbor, Town of	1	2%
Egg Harbor, Village of	0	0%
Ellison Bay	0	0%
Ephraim	0	0%
Fish Creek	0	0%
Forestville, Town of	4	9%
Forestville, Village of	5	11%
Gardner	1	2%
Gibraltar	2	4%
Jacksonport	7	16%
Liberty Grove	0	0%
Nasewaupee	1	2%
Sevastopol	4	9%
Sister bay	0	0%
Sturgeon Bay, City of	12	27%
Sturgeon Bay, Town of	2	4%
Union	0	0%
Washington Island	0	0%
Total	45	100%

	Monthly Intake	Month Care Days	YTD Intake	YTD Care Days
Totals:	45	220	127	574

	Dog	Cat	Livestock	Other	Month Outcome	YTD Outcomes
Adoption	0	33	0	0	33	89
Reclaim	7	1	0	0	8	29
Euthanasia	0	3	0	0	3	8
Totals:	7	37	0	0	44	126

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

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

WISCONSIN
DEPT. OF NATURAL RESOURCES

June 26, 2020

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

Dear Mr Thomas:

The Department would like to inform you that grants from the Knowles-Nelson Stewardship Program have been tentatively awarded to support the acquisitions by The Nature Conservancy for conservation and public recreational purposes. The properties selected for grant funding are:

44 acres in the Town of Liberty Grove
46 acres in the Town of Gibraltar

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

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

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

If you have questions about these acquisitions, contact information for The Nature Conservancy is:

Michele Kille
608-316-6423
mkille@tnc.org

Sincerely,

Faith Murray

Faith Murray
Stewardship Grant Project Manager

C: Michele Kille, Conservation Grants Manager, The Nature Conservancy
C: Pam Foster Felt, Stewardship Grant Program Manager

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

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

WISCONSIN
DEPT. OF NATURAL RESOURCES

June 26, 2020

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

Dear Mr Thomas:

The Department would like to inform you that grants from the Knowles-Nelson Stewardship Program have been tentatively awarded to support the acquisitions by Door County Land Trust for conservation and public recreational purposes. The properties selected for grant funding are:

38 acres in the Town of Washington Island

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

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

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

If you have questions about these acquisitions, contact information for Door County Land Trust is:

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

Sincerely,

Faith Murray

Faith Murray
Stewardship Grant Project Manager

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Of the unobligated amount beginning in fiscal year 2020–21, the department may obligate amounts necessary for the purposes of the subprograms under subs. (3), (4), and (4j), but, for each subprogram, not more than the fiscal year 2019–20 obligation limit for that subprogram, and not more than a total of $33,250,000 in each fiscal year.

(h) 1. In this paragraph, "unobligated amount" means the amount by which the annual bonding authority for the subprograms under subs. (3), (4), and (4j) in fiscal years 2016–17, 2017–18, and 2018–19 exceeded the amounts that the department obligated from the moneys appropriated under s. 20.866 (2) (ta) for those subprograms for those fiscal years, but not including the amount by which the annual bonding authority for the purpose under sub. (3) (br) in fiscal years 2016–17, 2017–18, and 2018–19 exceeded the amount obligated for that purpose in that fiscal year.

2. Of the unobligated amount, the department shall obligate an amount necessary to fund critical health and safety–related water infrastructure projects and high–priority water infrastructure projects in state parks, prioritizing projects in those state parks with the highest demand, but not more than $5,200,000.

NOTE: Par. (h) was created as par. (g) by 2019 Wis. Act 93 and renumbered to par. (h) by the legislative reference bureau under s. 13.92 (1) (bm) 2. Subd. 1. was created as subd. 2. by 2019 Wis. Act 93 and renumbered to subd. 1. by the legislative reference bureau under s. 13.92 (1) (bm) 2.

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

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

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

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

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

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

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

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

(5t) LOCAL GOVERNMENTAL RESOLUTIONS. Each city, village, town, or county may adopt a nonbinding resolution that supports or opposes the proposed acquisition of land to be funded by moneys obligated from the appropriation under s. 20.866 (2) (ta) if all or a portion of the land is located in the city, village, town, or county. The department shall provide written notification of the

proposed acquisition to each city, village, town, or county in which the land is located. A city, village, town, or county that adopts a resolution shall provide the department with a copy of the resolution. If the department receives the copy within 30 days after the date that the city, village, town, or county received the notification of the proposed acquisition, the department shall take the resolution into consideration before approving or denying the obligation of moneys for the acquisition from the appropriation under s. 20.866 (2) (ta).

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

(c) The procedures under par. (a) apply only to an amount for a project or activity that exceeds $250,000, except as provided in pars. (d), (dg), (dm), and (dr).

(d) The procedures under par. (a) apply to any land acquisition under sub. (5m).

(dg) 1. Notwithstanding sub. (1) (d), in this paragraph, "land" means land in fee simple.

2. The procedures under par. (a) apply to any acquisition of land by the department under this section, regardless of the amount obligated for the acquisition, if at the time that the amount is obligated the amount of land owned by this state that is under the department's jurisdiction exceeds 1.9 million acres.

(dm) The procedures under par. (a) apply to an amount for a project or activity that is less than or equal to $250,000 if all of the following apply:

1. The project or activity is so closely related to one or more other department projects or activities for which the department has proposed to obligate or has obligated moneys under s. 20.866 (2) (ta) that the projects or activities, if combined, would constitute a larger project or activity that exceeds $250,000.

2. The project or activity was separated from a larger project or activity by the department primarily to avoid the procedures under par. (a).

(dr) The procedures under par. (a) apply to any acquisition of land in fee simple, regardless of the amount obligated for the acquisition, if the land is located north of STH 64.

(e) This subsection does not apply to moneys obligated for the purpose of property development as described under sub. (4), to moneys obligated for land acquired by the department under s. 24.59 (1), or to moneys obligated for the acquisition of land for which the approval of the joint committee on finance is required under sub. (8) (g) 3.

(7) CALCULATION OF GRANT AMOUNTS; APPRAISALS. (a) Except as provided in pars. (b) and (c), for purposes of calculating the acquisition costs for acquisition of land under ss. 23.09 (19), (20) and (20m), 23.092 (4), 23.094 (3g), 23.0953, 23.096, 30.24 (4) and 30.277 from the appropriation under s. 20.866 (2) (ta), the buyer's acquisition price shall equal the sum of the land's current fair market value and other acquisition costs of the buyer, as determined by rule by the department.

(b) For land that has been owned by the current owner for less than one year, the buyer's acquisition price of the land shall equal the sum of the land's current fair market value and other acquisition costs of the buyer, as determined by rule by the department, or the current owner's acquisition price, whichever is lower.

(c) For land that has been owned by the current owner for one year or more but for less than 3 years, the buyer's acquisition price shall equal the lower of the following:

1. The land's current fair market value and other acquisition costs of the buyer as determined by rule by the department.

2. The sum of the current owner's acquisition price and the annual adjustment increase.

(d) For purposes of par. (c) 2., the annual adjustment increase shall be calculated by multiplying the current owner's acquisition price by 5 percent and by then multiplying that product by one of the following numbers:

1. By one if the land has been owned by the current owner for one year or more but for less than 2 years.

2. By 2 if the land has been owned by the current owner for 2 years or more but for less than 3 years.

(e) 1. For any land for which moneys are proposed to be obligated from the appropriation under s. 20.866 (2) (ta) in order to provide a grant, state aid, or other funding to a governmental unit or nonprofit conservation organization under s. 23.09 (19), (20), or (20m), 23.092 (4), 23.094 (3g), 23.0953, 23.096, 30.24 (2), or 30.277, the department shall use at least 2 appraisals to determine the current fair market value of the land. The governmental unit or nonprofit conservation organization shall submit to the department one appraisal that is paid for by the governmental unit or nonprofit conservation organization. The department shall obtain its own independent appraisal. The department may also require that the governmental unit or nonprofit conservation organization submit a 3rd independent appraisal. The department shall reimburse the governmental unit or nonprofit conservation organization up to 50 percent of the costs of the 3rd appraisal as part of the acquisition costs of the land if the land is acquired by the governmental unit or nonprofit conservation organization with moneys obligated from the appropriation under s. 20.866 (2) (ta).

2. Subdivision 1. does not apply if the current fair market value of the land is estimated by the department to be $350,000 or less.

(f) 1. In this paragraph, "taxation district" has the meaning given in s. 70.114 (1) (e).

2. For any acquisition of any land that is funded with moneys obligated from the appropriation under s. 20.866 (2) (ta), the department, within 30 days after the moneys are obligated, shall submit to the clerk and the assessor of each taxation district in which the land is located a copy of every appraisal in the department's possession that was prepared in order to determine the current fair market value of the land involved. An assessor who receives a copy of an appraisal under this subdivision shall consider the appraisal in valuing the land as provided under s. 70.32 (1).

(8) PROHIBITIONS AND LIMITATIONS. (a) The department may not obligate moneys from the appropriation under s. 20.866 (2) (ta) for the acquisition of land for golf courses or for the development of golf courses.

(b) The department may not obligate moneys from the appropriation under s. 20.866 (2) (ta) for the acquisition or development of land by a county or other local governmental unit or political subdivision if the county, local governmental unit, or political subdivision acquires the land involved by condemnation.

(c) The department may not obligate moneys from the appropriation under s. 20.866 (2) (ta) for the acquisition by a city, village or town of land that is outside the boundaries of the city, village or town unless the city, village or town acquiring the land and the city, village or town in which the land is located approve the acquisition.

(d) The department may not acquire land using moneys from the appropriation under s. 20.866 (2) (ta) without the prior approval of a majority of the members–elect, as defined in s. 59.001 (2m), of the county board of supervisors of the county in

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
107 Sutliff Avenue
Rhinelander WI 54501-3349

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

WISCONSIN
DEPT. OF NATURAL RESOURCES

July 13, 2020

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

Dear Mr. Thomas:

The Department would like to inform you that grants from the Knowles-Nelson Stewardship Program have been tentatively awarded to support the acquisition of three projects, two in the Town of Gibraltar, and one in the Village of Ephraim, by The Door County Land Trust for conservation and public recreational purposes. The parcels are approximately 40 and 20 acres in size in Gibraltar, and 34.39 acres in size for Ephraim.

State law includes a provision requiring a Department notice to your Board stating that your Board may adopt a resolution that supports or opposes land acquisitions funded by the Stewardship Program - see s. 23.0917(5t) Wis. Stats. While the Board is not obligated to hold a meeting or adopt a resolution, if you decide to do so, please send a copy of the resolution to:

Jeff Pennucci
107 Sutliff Ave
Rhinelander, WI 54501
Phone: 715-365-8928
Jeff.Pennucci@Wisconsin.gov

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

If you have questions about these acquisitions, contact information for Door County Land Trust is:

Julie Schartner
920-746-1359 x 106
jschartner@doorcountylandtrust.org

Sincerely,

Jeff Pennucci
Grant Specialist

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

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: Adult Protective Services Position Title: Adult Protective Services Case Manager

Position Status: ☐ Currently vacant ☒ Will be vacant Date Vacant: 10/01/2020

☒ 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: Carol Lenius

Reviewed, updated, and submitted to Human Resources:

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

☒ Job Description

Completed by: Joe Krebsbach Date 6-22-20

Financial Information:

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

Funding Source: ☒ Levy % 100 ☐ Grant Funded % ____ ☐ Other MA Billing Revenue

☒ Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO 02-Professionals FLSA Status Exempt

☑ Human Resources has performed a position review? [illegible] *(HR initial)* 7/14/20 *Date*

☑ The Job Description has been updated and signed? [illegible] *(HR initial)* 7/14/20 *Date*

Approvals:

County Administrator [signature] Date 7.24.20

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: June 23, 2020

To: Health and Human Services Board

Cc: Administrative Committee

From: Joseph Krebsbach

RE: Request to Refill Case Manager - Adult Protective Services

---

I am requesting permission to refill the Adult Protective Services- Case Manager position that will be vacant in October due to the retirement of Carol Lenius.

Carol is one of two workers int his role. As our population of seniors has continued to grow so have the number of referrals related to Elder Abuse. This position is critical to keep up with the workload int his area.

County of Door
Case Manager – Adult Protective Services

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

General Summary

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

Duties and Responsibilities

Essential Job Functions

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

General Job Functions

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

County of Door
Case Manager – Adult Protective Services

Requirements

Training and Experience

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

Knowledge, Skills, and Abilities Required

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

Physical & Working Conditions

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

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

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

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

County of Door
Case Manager – Adult Protective Services

Behavioral Health Case Manager – Crisis

Assigned Tasks:

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

Behavioral Health Case Manager – Adults at Risk

Assigned Tasks:

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

Approvals:

Joseph A. Krebsbach, Human Services Director — Date 7/1/2020

Kelly A. Hendee, Human Resources Director — Date 7/1/2020

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 - APS Case Manager

Effective Date: _____ 6 Mo _____

Department: _____ Sub Dept _____

FTE/Hrs	@ Rate	2020 TOTAL SALARY					2020 TOTAL BENEFITS				TOTAL SALARY and Benefits
APS Case Manager-Grade H-Level 1											
1.00	$23.93	49,908					34,954				84,862
APS Case Manager-Grade H-Budget											
1.00	$27.35	57,041					36,262				93,303
							Total Salary and Benefit Decrease				(8,441)

FTE/Hrs	@ Rate	2020 TOTAL SALARY					2020 TOTAL BENEFITS				TOTAL SALARY and Benefits
APS Case Manager-Grade H-Control Point											
1.00	$27.35	57,041					36,262				93,303
APS Case Manager-Grade H-Budget											
1.00	$27.35	57,041					36,262				93,303
							Total Salary and Benefit Increase/Decrease				-

_____ Dept Head Signature: SK Wyngarden Finance Director

Date: 6/24/20

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.

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

DEPT. HEAD TO COMPLETE:

Department Highway & Airport Position Title: Shop Superintendent

Position Status: ☐ Currently vacant ☒ Will be vacant Date Vacant: December 29, 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: Mike Tess

☐ 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: John Kolodziej Date June 30, 2020

Financial Information:

Salary Range: Grade J: $27.82 - $31.79 Is the Position Budgeted: ☒ Yes ☐ No

Funding Source: ☐ Levy % ____ ☐ Grant Funded % ____ ☒ Other Enterprise Fund % 100

☒ Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO 03 – Technician FLSA Status Exempt

☒ Human Resources has performed a position review? KH (HR initial) 7/14/20 Date

☒ The Job Description has been updated and signed? KH (HR initial) 7/14/20 Date

Approvals:

County Administrator [signature] Date 7.14.20

Administrative Committee Chair ____ Date ____

County of Door
Shop Superintendent

Job Title	Shop Superintendent	**Last Revision**	09/24/2015
Department	Highway	**HR Reviewed**	01/01/2017
Division		**Employee Group**	General Municipal Employee
Report To	Highway Commissioner	**FLSA Status**	Exempt
Pay Grade	J	**EEO Code**	03 – Technician

General Summary

This position is responsible for professional and technical work in the County's Highway Department. Reports to the Highway Commissioner, supervises the shop maintenance program to insure the correct, timely, and cost conscious repair of highway equipment and facilities.

Duties and Responsibilities

Essential Functions

1. Assign and supervise the work of mechanics and others assigned to assist with maintenance shop duties.
2. Adjust personnel from one job assignment to another to enable completion of work on time and in order of need.
3. Inspect shop regularly and insure needed repairs are made to equipment and safe working conditions exist.
4. Requisition necessary tools, equipment, and materials as prescribed under Highway Committee policy to complete shop maintenance work.
5. Maintain records and prepare reports that indicate the efficiency and effectiveness of the maintenance shop program.
6. Assists the Highway Commissioner in preparing the annual budget and the capital equipment replacement program.
7. Assists the Patrol Superintendent in the Winter Snow and Ice Control program. Assigns and supervises department crews in cooperation with and in the absence of the Patrol Superintendent.
8. Manages the summer mowing operations of the Department.
9. Perform other related duties as assigned.
10. Provide truthful and accurate written and verbal communications.

General Job Functions

1. Supervises the maintenance of equipment and facilities of the Highway Department.
2. Schedules work projects, sets standards, and inspects mechanical work to ensure safety compliance and quality of work.
3. Develops and implements various reports to ensure accuracy of completed work and development of routine maintenance programs.
4. Develops long and short-term plans pertaining to equipment and systems maintenance and/or projected replacement needs.

Requirements

Training and Experience

1. High school diploma or equivalent.

County of Door
Shop Superintendent

2. Five (5) to eight (8) years of progressive, responsible work experience with heavy duty equipment, transmissions, and both diesel and gasoline highway maintenance equipment.
3. At least one (1) year of supervisory experience desired but not required; or an equivalent combination of training, experience, and/or education in related field.
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 communications.
2. Ability to competently operate a computer using Microsoft Office® or comparable software, and navigate the internet.
3. Knowledge of department rules, regulations, and polices pertaining to highway construction equipment maintenance.
4. Capable of maintaining inventory of county equipment.
5. Ability to direct the work of others and adjust work assignments to accomplish projects in order of priority at or within department budget.
6. Capable of working with limited supervision and making accurate and/or rapid decisions/recommendations. Able to maintain a variety of reports and reports.
7. Capable of diagnosing mechanical problems.
8. Knowledge of safety rules and practices; and capable of implementing safe practices.
9. Ability to use tack and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical & Working Conditions

Shop supervision work presents environments of varying temperatures, dust, noise, wetness, and the like. Safe work methods must be followed to insure the limited possibility of injury.

Occasional long hours of work due to directing workforce in winter operation or other highway related emergencies. Must possess good visual acuity, including depth perception and color vision. Must possess normal hearing (20 decibels) at 1000 to 3000 frequency. Ability to lift and pull objects weighing in excess of fifty pounds (50 lbs.). Nearly continuous standing and walking except when driving truck which involves continuous sitting using arms, hands, legs, and feet to operate. Occasional crouching, bending, and twisting.

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

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

Approvals:

John P. Kolodziej, Highway Commissioner — Date 2/15/16

Kelly A. Hendee, Human Resources Director — Date 2/17/16

REQUEST FOR FISCAL IMPACT INFORMATION

	RECLASSIFICATION	CHANGE FTE/Hours	
	FTE/Hours	From	TO
	Job Class	CHANGE JOB CLASS/STEP	
	Step	From	TO
	Rate		

Position Title: Highway Shop Superintendent

Effective Date: 6 Mo

Department: Highway

Sub Dept:

FTE/Hrs	@ Rate	2021 TOTAL SALARY					2021 TOTAL BENEFITS				TOTAL SALARY and Benefits
Highway Shop Superintendent Grade J-Level 1											
1.00	$27.82	58,021					36,394				94,415
Highway Shop Supreintendent Grade J-Budget											
1.00	$34.06	71,036					14,298				85,334
							Total Salary and Benefit Increase				9,081

FTE/Hrs	@ Rate	2021 TOTAL SALARY					2021 TOTAL BENEFITS				TOTAL SALARY and Benefits
Highway Shop Superintendent Grade J-Control Point											
1.00	$31.79	66,301					37,911				104,212
Highway Shop Supreintendent Grade J-Budget											
1.00	$34.06	71,036					14,298				85,334
							Total Salary and Benefit Increase				18,878

Dept Head Signature: [signature]

Date: 7/6/20

Finance Director

Disclaimer: This Fiscal Impact does not include Step 2 $28.61, Step 3 $29.41, Step 4 $30.20, or Step 5 $31.00.

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

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

DEPT. HEAD TO COMPLETE:

Department: Library Position Title: Branch Manager - Egg Harbor Branch

Position Status: ☐ Currently vacant ☐ Will be vacant Date Vacant: 8/7/2019

☐ Full Time ☒ Part Time ☐ New position Hours per week: 22

Reason for Vacancy: ☒ Termination ☐ Transfer ☐ Retirement ☐ Resignation

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

Name of Current / Most Recent Incumbent: Holly Cole

Reviewed, updated, and submitted to Human Resources:

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

☒ Job Description

Completed by: Tina Kakuske Date 7/2020

Financial Information:

Salary Range: 21.98 to 25.12 Is the Position Budgeted: ☒ Yes ☐ No

Funding Source: ☐ Levy % ____ ☐ 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? ____ *(HR initial)* 7/13/20 *Date*

☒ The Job Description has been updated and signed? ____ *(HR initial)* 7/13/20 *Date*

Approvals:

County Administrator ____ Date 7-14-20

Library Board President ____ Date ____

Administrative Committee Chair ____ Date ____

County of Door
Branch Manager 1

Job Title	Branch Manager I	**Last Revision**	09/17/2015
Department	Library	**HR Reviewed**	01/01/2017
Division		**Employee Group**	General Municipal Employee
Report To	Library Director	**FLSA Status**	Non-Exempt
Pay Grade	G	**EEO Code**	06 – Office/Clerical

General Summary:

This position is responsible for administration and provision of library services that are offered at library branches in Door County. Performs professional library services, which include selection of materials, programming and record keeping. 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

Essentials Job Functions

1. Maintains collection by selecting new materials, weeding and discarding obsolete materials and keeping the collection in an orderly, organized manner. Includes shelving, packing and unpacking delivery.
2. Administers branch library budget for materials and library memorial gifts.
3. Makes budget recommendations to county and village for equipment and capital needs.
4. Performs reference and reader's advisory functions, assists customers with use of library resources.
5. Communicates local issues concerning building, hours or program needs to Library Director and represents Door County on local advisory committee.
6. Trains and schedules circulation assistants.
7. Prepares statistics and required reports for the Library Director.
8. Handles interlibrary loan requests to and from the library.
9. Plans, organizes, publicizes, presents and evaluates programs for children and adults.
10. Collects and records fines, copier fees and printer fees and memorial gifts.
11. Participates in staff meetings, workshops and conferences.
12. Checks in and out library materials of all types.
13. Registers new library users and issues library cards.
14. Provide truthful and accurate written and verbal communications.

General Job Functions

1. Publicizes library services to the branch service area.

Requirements

Training and Experience

1. Bachelor's Degree or combination of training and experience required.
2. One (1) to three (3) or more years of work experience dealing with the public.

County of Door
Branch Manager 1

3. One (1) year of experience in school and/or community activities.
4. One (1) or more years of experience in library methods and procedures preferred.
5. Current valid Wisconsin driver's license required.

Knowledge, Skills and Abilities Required

1. Knowledge of general office procedures and practices.
2. Skill in the use and operation of a personal computer. Knowledge of Microsoft Office© software and library software preferred. Skill in using/instructing tablets and reading devices.
3. Ability to deal with associates and the public in a courteous manner; ability to make decisions of other than a routine nature in order to meet controlling conditions; neat personal appearance; and pleasing manner.
4. Ability to work without direct supervision.
5. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
6. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical & Working Conditions

Frequent sitting with intermittent standing or stooping. Frequent walking from place to place to assist public in finding books on shelves or assist in finding information. Very frequent oral communication with the public and other librarians both face to face and over the telephone. Occasional lifting medium-weight bags and boxes and bending and stooping to pack and unpack books from them. Frequent handling and fingering of office equipment to aid patrons in use of computer and photocopier.

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 is continuously 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:

Kristine M. Kakuske — 4/11/17

Kristine M. Kakuske, Library Director — Date

Kelly A. Hendee — 5/4/17

Kelly A. Hendee, Human Resources Director — Date

REQUEST FOR FISCAL IMPACT INFORMATION

_____	RECLASSIFICATION	CHANGE FTE/Hours	
_____	FTE/Hours	From _____	TO _____
_____	Job Class	CHANGE JOB CLASS/STEP	
_____	Step	From _____	TO _____
_____	Rate	_____	_____

Position Title: Library Branch 1 Manager-Egg Harbor

Effective Date: _____ 6 Mo _____

Department: _____ Sub Dept _____

FTE/Hrs	@ Rate	2020 TOTAL SALARY					2020 TOTAL BENEFITS				TOTAL SALARY and Benefits
Library Branch 1 Manager-Egg Harbor-Grade G-Step 1											
0.55	$21.98	25,213					3,679				28,892
Library Branch 1 Manager-Egg Harbor-Grade G-Budget											
0.55	$24.81	28,459					4,152				32,611
							Total Salary and Benefit Decrease				(3,719)
FTE/Hrs	@ Rate	2019 TOTAL SALARY					2019 TOTAL BENEFITS				TOTAL SALARY and Benefits
Library Branch 1 Manager-Egg Harbor-Grade G-Control Point											
0.55	$25.12	28,815					4,204				33,019
Library Branch 1 Manager-Egg Harbor-Grade G-Budget											
0.55	$24.81	28,459					4,152				32,611
							Total Salary and Benefit Increase				408

_____ Dept Head Signature: Sth Wippfunth Finance Director

Date: 6/15/20

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.

6/19/2020

Joe Krebsbach
Director, Door County Health and Human Services
421 Nebraska Street
Sturgeon Bay, WI 54235

Dear Joe,

This letter is to inform you that I have made the difficult decision to retire. My last day of employment with Door County Health and Human Services will be 10/01/2020.

I have enjoyed my many years of social work and am particularly appreciate of the last, nearly 5, years of serving the residents of Door County. My time with Health and Human Services provided me with yet another opportunity to fashion my skills to serve another population I previously had little experience with. My position as an Adult Protective Services Social Worker was challenging but fulfilling as well.

I truly look forward to enjoying my retirement but I will also miss my colleagues here at "the office". I am providing this notice as early as I could to provide ample time and opportunity to fill the APS position.

Sincerely,

Carol J. Lenius

RECEIVED
HUMAN RESOURCES
JUN 23 2020
TIME: AM / PM

June 29, 2020

John Kolodziej

Door county Highway department

John,

I would like to inform you that my last day of work will be Monday December 28, 2020. As this will be my selection for my retirement date.

Sincerely,

Mike Tess

RECEIVED
HUMAN RESOURCES
JUN 30 2020
TIME: AM / PM

Door County
Health and Human Services
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

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

July 8, 2020

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

RE: Completion on Introductory Period
Employee Name: Dr. Anne Miller
Position: Behavioral Health Co-occurring therapist
Start Date: January 2, 2020

Dr. Anne Miller successfully completed her 6-month introductory period on July 1, 2020. After several years away, Dr. Anne Miller returned to the Door County Department of Health & Human Services for her second appointment as agency psychiatrist. After having a good deal of turnover and upheaval in this position over the past couple of years, it has been a great pleasure to have Dr. Miller return to this critical role.

Dr. Miller's experience and clinical judgement have assured patients receive top-notch treatment. In the past 6 months, we have received numerous comments from clients about how happy they are to have her here. Dr. Miller does a great job of establishing rapport with her patients. As Medical Director, she treats staff with respect and provides helpful guidance and direction to our therapists and case managers. Her record keeping is excellent and always timely, which helps both with continuity of care and revenue generation. She has demonstrated that she adapts well to unforeseen circumstances and has been a steady presence in our agency, particularly during the COVID-19 pandemic.

Dr. Miller's dedication to the job is greatly appreciated. It is without reservation that I recommend her for regular employment status with the county.

Cc: Dr. Anne Miller
Joe Krebsbach
Health & Human Services Board
Admin. Committee

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

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

TO: Administrative Committee
FROM: Human Resources

SUBJECT: Monthly Personnel Transactions
July 2020 Report

Date	Transaction *	Department	Name		Position
6/23/2020	Termination	Sheriff's Department	Trevor	Havel	Security Deputy
6/23/2020	Retirement	Health & Human Services	Mary Ellen	Smith	Public Health Nurse
6/30/2020	Hired	Emergency Services	Seth	Loberger	EMT Basic
6/30/2020	Hired	Emergency Services	Sarah	Daul	EMT Basic
7/7/2020	Hired	Library	Bragi	Fey	Page
7/13/2020	Internal Hire	Facilities & Parks	Darrel	Augustson	Custodian
10/1/2020	Retirement	Health & Human Services	Carol	Lenius	Social Worker – Adult Protective Services
12/28/2020	Retirement	Highway & Airport	Mike	Tess	Shop Superintendent

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 not 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
JULY 2020 Administrative Services Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52302	WISCONSIN DOCUMENT	SERVICE CONTRACT	$202.07	
	PRE-PAID			
52402	DOOR COUNTY BAR ASSOC	MEMBERSHIP DUES		$25.00
52302	DOOR COUNTY SHERIFF	SERVICE CONTRACT	$260.00	JE
52402	STATE BAR OF WISCONSIN	MEMBERSHIP DUES		$531.00
			TOTAL:	$1,018.07

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

Date: _____

_____
Chairman
Administrative Services Committee

Door County

Clerk of Court A/P June 2020

Payment Date Range 06/01/20 - 06/30/20

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.	2020-00000189	Court Appointed Attorney Fees	Paid by Check # 674661		06/11/2020	06/12/2020	06/12/2020		06/18/2020	2,447.20
3629 - ERICKSON PRIBYL S.C.	2020-00000200	Court Appointed Attorney Fees	Paid by Check # 674966		06/25/2020	06/26/2020	06/26/2020		06/26/2020	1,971.60
			Account **52101 - Professional Services** Totals				Invoice Transactions		2	$4,418.80
Account **52130 - PS-Guardian Ad Litem**										
3629 - ERICKSON PRIBYL S.C.	2020-00000183	Court Appointed Attorney Fees	Paid by Check # 674533		06/04/2020	06/05/2020	06/05/2020		06/05/2020	640.00
9682 - PINKERT LAW FIRM LLP	2020-00000184	Court Appointed Attorney Fees	Paid by Check # 674534		06/04/2020	06/05/2020	06/05/2020		06/05/2020	712.00
15303 - NINA MARTEL SC	2020-00000190	Court Appointed Attorney Fees	Paid by Check # 674662		06/11/2020	06/12/2020	06/12/2020		06/18/2020	562.36
14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY	2020-00000201	Court Appointed Attorney Fees	Paid by Check # 674965		06/25/2020	06/26/2020	06/26/2020		06/26/2020	580.00
9682 - PINKERT LAW FIRM LLP	2020-00000202	Court Appointed Attorney Fees	Paid by Check # 674967		06/25/2020	06/26/2020	06/26/2020		06/26/2020	270.00
			Account **52130 - PS-Guardian Ad Litem** Totals				Invoice Transactions		5	$2,764.36
Account **52425 - Interpretor Services**										
15825 - SUSAN G RASCON	2020-00000203	Interpreter Fees	Paid by Check # 674968		06/25/2020	06/26/2020	06/26/2020		06/26/2020	260.00
			Account **52425 - Interpretor Services** Totals				Invoice Transactions		1	$260.00
Account **53106 - Office Supplies**										
8226 - DOOR COUNTY CLERK OF COURT	2020-00000182	Office Supplies	Paid by Check # 674532		06/04/2020	06/05/2020	06/05/2020		06/05/2020	106.62
			Account **53106 - Office Supplies** Totals				Invoice Transactions		1	$106.62
			Sub-Department **1340 - Clerk of Courts** Totals				Invoice Transactions		9	$7,549.78
			Department **25 - Court Systems** Totals				Invoice Transactions		9	$7,549.78
			Fund **100 - General Fund** Totals				Invoice Transactions		9	$7,549.78
* = Prior Fiscal Year Activity						Grand Totals	Invoice Transactions		9	$7,549.78

Door County

Accounts Payable Invoice Report

G/L Date Range 06/01/20 - 06/30/20
Report By Department - 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**									
Vendor **19270 - BLR**									
Sub-Department **14 Corporation Counsel**									
18622102	Guide to HIPAA Compliance 2020-21	Paid by Check #674434		06/05/2020	06/05/2020	06/05/2020		06/04/2020	536.99
		Sub-Department **14 Corporation Counsel** Totals				Invoices	1		0
		Vendor **19270 - BLR** Totals				Invoices	1		$536.99
Vendor **10586 - DOOR COUNTY BAR ASSOCIATION**									
Sub-Department **14 Corporation Counsel**									
2020 Dues - GPT	2020 Yearly Dues CC Grant Thomas	Paid by Check #674676		06/19/2020	06/19/2020	06/19/2020		06/18/2020	25.00
2020 Dues - KEB	2020 Yearly Dues ACC Karyn Behling	Paid by Check #674676		06/19/2020	06/19/2020	06/19/2020		06/18/2020	25.00
		Sub-Department **14 Corporation Counsel** Totals				Invoices	2		0
		Vendor **10586 - DOOR COUNTY BAR ASSOCIATION** Totals				Invoices	2		$50.00
Vendor **15069 - STAPLES ADVANTAGE**									
Sub-Department **14 Corporation Counsel**									
3447634900	CC - May 2020 Supply Order	Paid by Check #674677		06/19/2020	06/19/2020	06/19/2020		06/18/2020	53.78
		Sub-Department **14 Corporation Counsel** Totals				Invoices	1		0
		Vendor **15069 - STAPLES ADVANTAGE** Totals				Invoices	1		$53.78
Vendor **7891 - STATE BAR OF WISCONSIN**									
Sub-Department **14 Corporation Counsel**									
1013648 May 2020	CC-GPT 2020-2021 State Bar Dues	Paid by Check #674435		06/05/2020	06/05/2020	06/05/2020		06/04/2020	491.00
1064871 May 2020	ACC - KB 2020-2021 State Bar Dues	Paid by Check #674435		06/05/2020	06/05/2020	06/05/2020		06/04/2020	491.00
		Sub-Department **14 Corporation Counsel** Totals				Invoices	2		0
		Vendor **7891 - STATE BAR OF WISCONSIN** Totals				Invoices	2		$982.00
Vendor **29920 - STATE BAR OF WISCONSIN**									
Sub-Department **14 Corporation Counsel**									
5077792	Employment Law Ed 7-S1 (FY20)	Paid by Check #674436		06/05/2020	06/05/2020	06/05/2020		06/04/2020	76.02
5078634	WI Public Records & Open Meetings Handbook Ed 6-S1	Paid by Check #674678		06/19/2020	06/19/2020	06/19/2020		06/18/2020	55.05
		Sub-Department **14 Corporation Counsel** Totals				Invoices	2		0
		Vendor **29920 - STATE BAR OF WISCONSIN** Totals				Invoices	2		$131.07
Vendor **36721 - WEST GROUP PAYMENT CENTER**									
Sub-Department **14 Corporation Counsel**									
842409523	Government Select on Westlaw-Wpack (May 2020)	Paid by Check #674679		06/19/2020	06/19/2020	06/19/2020		06/18/2020	1,677.56
		Sub-Department **14 Corporation Counsel** Totals				Invoices	1		0

Door County

Accounts Payable Invoice Report

G/L Date Range 06/01/20 - 06/30/20
Report By Department - 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 **36721 - WEST GROUP PAYMENT CENTER** Totals				Invoices	1		$1,677.56
Vendor **15202 - WI DOCUMENT IMAGING**									
Sub-Department **14 Corporation Counsel**									
104309	May 2020 Copier Charges	Paid by Check #674437		06/05/2020	06/05/2020	06/05/2020		06/04/2020	133.05
		Sub-Department **14 Corporation Counsel** Totals				Invoices	1		0
		Vendor **15202 - WI DOCUMENT IMAGING** Totals				Invoices	1		$133.05
		Department **14 - Corporation Counsel** Totals				Invoices	10		$3,564.45
14 Corporation Counsel									
				Grand Totals		Invoices	10		$3,564.45

DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS
JULY MEETING VOUCHERS

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	June 2020 Interagency Fee - Brown County Medical Examiner	$8,902.25	X
100.11.1101.54102	Cardmember Service	*none this month*		
100.11.1101.53101	Staples Business Advantage	*none this month*		
100.06.1161.52158	McGrath Consulting Group Inc.	Submission of the Draft & Final Report - Comprehensive Audit of PD	$30,225.00	X
County Administrator Vouchers:				
100.49.1115.52402	Rotary Club of Sturgeon Bay	*quarterly dues*	$70.00	X
100.49.1115.52402	ICMA Membership Renewal	*july 1, 2020-June 30, 2021*	$1,024.00	X
Transportation Vouchers:				
71-Transportation	Cellcom Wisconsin RSA 10	June 2020 Cell Charges-Transportation	$38.77	X
		TOTAL:	$40,260.02	

Door County

Accounts Payable Invoice Report

G/L Date Range 06/01/20 - 06/30/20
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 **2020-00000339**		Batch Date 06/12/2020				Entered by User Barb Pavlik			
Vendor **16973 - DOMINION VOTING SYSTEMS, INC**									
Sub-Department **10 County Clerk**									
DVS134239	CTY CLERK-VOTING EQUIP ANNUAL LIC/MAINT	Paid by Check #674641		06/12/2020	06/12/2020	06/12/2020		06/18/2020	13,886.00
			Sub-Department **10 County Clerk** Totals			Invoices	1		0
			Vendor **16973 - DOMINION VOTING SYSTEMS, INC** Totals			Invoices	1		$13,886.00
Vendor **25070 - PITNEY BOWES**									
Sub-Department **10 County Clerk**									
3310998034	Cty Blerk- Postage Meter Leases	Paid by Check #674642		06/12/2020	06/12/2020	06/12/2020		06/18/2020	325.07
3311122340	Cty Blerk- Postage Meter Leases	Paid by Check #674642		06/12/2020	06/12/2020	06/12/2020		06/18/2020	325.07
3311344509	Cty Blerk- Postage Meter Leases	Paid by Check #674642		06/12/2020	06/12/2020	06/12/2020		06/18/2020	1,950.42
			Sub-Department **10 County Clerk** Totals			Invoices	3		0
			Vendor **25070 - PITNEY BOWES** Totals			Invoices	3		$2,600.56
Vendor **8182 - PITNEY BOWES INC**									
Sub-Department **10 County Clerk**									
1015761568	Cty Blerk- Postage Meter Supplies	Paid by Check #674643		06/12/2020	06/12/2020	06/12/2020		06/18/2020	181.98
1015761569	Cty Blerk- Postage Meter Supplies	Paid by Check #674643		06/12/2020	06/12/2020	06/12/2020		06/18/2020	968.94
			Sub-Department **10 County Clerk** Totals			Invoices	2		0
			Vendor **8182 - PITNEY BOWES INC** Totals			Invoices	2		$1,150.92
			Batch Number **2020-00000339** Totals			Invoices	6		$17,637.48
			Department **10 - County Clerk** Totals			Invoices	6		$17,637.48
10 County Clerk _____									
				Grand Totals		Invoices	6		$17,637.48

Door County

Accounts Payable Invoice Report

G/L Date Range 06/19/20 - 06/19/20
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 **2020-00000352**		Batch Date 06/17/2020				Entered by User Jennifer Moeller			
Vendor **14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY**									
Sub-Department **25 Court Systems**									
9076	20GN10 GAL	Edit		06/17/2020	06/19/2020	06/19/2020			320.00
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY** Totals			Invoices	1		$320.00
Vendor **3629 - ERICKSON PRIBYL S.C.**									
Sub-Department **25 Court Systems**									
11464	20GN11 GAL	Edit		06/17/2020	06/19/2020	06/19/2020			545.00
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **3629 - ERICKSON PRIBYL S.C.** Totals			Invoices	1		$545.00
Vendor **6197 - HOLLY M JEWELL**									
Sub-Department **25 Court Systems**									
1231	transcripts	Edit		06/17/2020	06/19/2020	06/19/2020			80.00
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **6197 - HOLLY M JEWELL** Totals			Invoices	1		$80.00
Vendor **2288 - KEYSTONE PSYCHOLOGY LLC**									
Sub-Department **25 Court Systems**									
3348	20GN15 independent eval and testimony	Edit		06/17/2020	06/19/2020	06/19/2020			900.00
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **2288 - KEYSTONE PSYCHOLOGY LLC** Totals			Invoices	1		$900.00
Vendor **2674 - LISA A HARTEL**									
Sub-Department **25 Court Systems**									
6172020	transcript	Edit		06/17/2020	06/19/2020	06/19/2020			20.00
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **2674 - LISA A HARTEL** Totals			Invoices	1		$20.00
Vendor **15303 - NINA MARTEL SC**									
Sub-Department **25 Court Systems**									
2013	20GN13 GAL	Edit		06/17/2020	06/19/2020	06/19/2020			178.57
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **15303 - NINA MARTEL SC** Totals			Invoices	1		$178.57
Vendor **9682 - PINKERT LAW FIRM LLP**									
Sub-Department **25 Court Systems**									
53020119	20GN12 GAL	Edit		06/17/2020	06/19/2020	06/19/2020			460.00
			Sub-Department **25 Court Systems** Totals			Invoices	1		0

Door County

Accounts Payable Invoice Report

G/L Date Range 06/19/20 - 06/19/20
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 **9682 - PINKERT LAW FIRM LLP** Totals			Invoices	1		$460.00
Vendor **15069 - STAPLES ADVANTAGE**									
Sub-Department **25 Court Systems**									
3448234460	office supplies	Edit		06/17/2020	06/19/2020	06/19/2020			82.85
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **15069 - STAPLES ADVANTAGE** Totals			Invoices	1		$82.85
Vendor **7891 - STATE BAR OF WISCONSIN**									
Sub-Department **25 Court Systems**									
06182020	Bar Dues for judges	Edit		06/17/2020	06/19/2020	06/19/2020			473.20
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **7891 - STATE BAR OF WISCONSIN** Totals			Invoices	1		$473.20
Vendor **36721 - WEST GROUP PAYMENT CENTER**									
Sub-Department **25 Court Systems**									
842500435	May 2020 library plan charges	Edit		06/17/2020	06/19/2020	06/19/2020			605.34
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **36721 - WEST GROUP PAYMENT CENTER** Totals			Invoices	1		$605.34
			Batch Number **2020-00000352** Totals			Invoices	10		$3,664.96
			Department **25 - Court Systems** Totals			Invoices	10		$3,664.96
25 Court Systems									
			Grand Totals			Invoices	10		$3,664.96

DOOR COUNTY DISTRICT ATTORNEY'S OFFICE
VOUCHER LISTING:

Acct No.	Vendor	Description	Amount
53109	West Group	Publications	$19.28
53106	Staples	Office Supplies	$237.87
53106	Amazon Capital Services	Office Supplies	$119.98
52408	Patrick Zelzer & Assoc.	Process Service	$100.00
		TOTAL:	$477.13

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

Dated:_____

_____
Chairman
Administrative Services Committee

Door County

Accounts Payable Invoice Report

G/L Date Range 06/26/20 - 07/31/20
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 **2020-00000378**		Batch Date 07/03/2020				Entered by User Kayla Jennerjohn			
Vendor **1512 - ERGOMETRICS & APPLIED PRSNL**									
Sub-Department **44 Human Resources**									
138397	Telecommunicator Testing June 2020	Paid by Check #675074		07/03/2020	07/03/2020	07/03/2020		07/02/2020	182.60
		Sub-Department **44 Human Resources** Totals				Invoices	1		0
		Vendor **1512 - ERGOMETRICS & APPLIED PRSNL** Totals				Invoices	1		$182.60
Vendor **10321 - HRI, DBA: HUMANA WELLNESS**									
Sub-Department **44 Human Resources**									
1575403	GO365 Administrative Fee & Rewards	Paid by Check #675075		07/03/2020	07/03/2020	07/03/2020		07/02/2020	3,779.08
		Sub-Department **44 Human Resources** Totals				Invoices	1		0
		Vendor **10321 - HRI, DBA: HUMANA WELLNESS** Totals				Invoices	1		$3,779.08
Vendor **5999 - WISCONSIN DOCUMENT IMAGING**									
Sub-Department **44 Human Resources**									
106827	HR Copies	Paid by Check #675076		07/03/2020	07/03/2020	07/03/2020		07/02/2020	304.40
		Sub-Department **44 Human Resources** Totals				Invoices	1		0
		Vendor **5999 - WISCONSIN DOCUMENT IMAGING** Totals				Invoices	1		$304.40
		Batch Number **2020-00000378** Totals				Invoices	3		$4,266.08
Batch Number **2020-00000386**		Batch Date 07/17/2020				Entered by User Kayla Jennerjohn			
Vendor **18106 - AURORA HEALTH CARE, INC.**									
Sub-Department **44 Human Resources**									
22056	Quarterly Billing 7/1/2020 - 9/30/2020	Edit		07/17/2020	07/17/2020	07/17/2020			1,352.52
		Sub-Department **44 Human Resources** Totals				Invoices	1		0
		Vendor **18106 - AURORA HEALTH CARE, INC.** Totals				Invoices	1		$1,352.52
Vendor **18650 - PENINSULA PULSE**									
Sub-Department **44 Human Resources**									
21466	Recruitment Advertising June 2020	Edit		07/17/2020	07/17/2020	07/17/2020			435.25
		Sub-Department **44 Human Resources** Totals				Invoices	1		0
		Vendor **18650 - PENINSULA PULSE** Totals				Invoices	1		$435.25
Vendor **12533 - PREVEA HEALTH OCCUPATIONAL HEALTH**									
Sub-Department **44 Human Resources**									
2563	Pre Work Screen S. Daul, C. Leemon, S. Loberger	Edit		07/17/2020	07/17/2020	07/17/2020			201.00
		Sub-Department **44 Human Resources** Totals				Invoices	1		0
		Vendor **12533 - PREVEA HEALTH OCCUPATIONAL HEALTH** Totals				Invoices	1		$201.00

Door County

Accounts Payable Invoice Report

G/L Date Range 06/26/20 - 07/31/20
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
Vendor **4331 - WI DEPT OF JUSTICE CRIME INFO**									
Sub-Department **44 Human Resources**									
06012020	June 2020 Billing Statement	Edit		07/17/2020	07/17/2020	07/17/2020			50.00
			Sub-Department **44 Human Resources** Totals			Invoices	1		0
			Vendor **4331 - WI DEPT OF JUSTICE CRIME INFO** Totals			Invoices	1		$50.00
			Batch Number **2020-00000386** Totals			Invoices	4		$2,038.77
			Department **44 - Human Resources** Totals			Invoices	7		$6,304.85
44 Human Resources									
				Grand Totals		Invoices	7		$6,304.85