Notice of Public Meeting **Tuesday, August 18, 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 July 21, 2020 Regular Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. **New Business (Review / Action)**
   - **County Administrator**
     - COVID-19: Cares Act Funding
     - Employee Recognition
   - **County Clerk**
     - Resolution 2020-__ Approval of Gift, Grant, and/or Donation to the County Clerk's Office – Wisconsin Elections Commission County Election Security Subgrant in the amount of $42,119.30
   - **Transportation**
     - Transportation Program Update
   - **Corporation Counsel**
     - "J.K.J. and M.J.J., Plaintiffs v. Polk County, et. al." 960 F.3d 367 – Participate in Amicus Brief in Support of Petition for Writ of Certiorari-SCOTUS
   - **Human Resources**
     - Request to Refill – Security Deputy & Subsequent Refills – Sherriff's Department
     - DRAFT – Phase II – Opening The Workplace
     - FYI: Letter of Resignation – Bobbi Gilson – Sheriff's Department
     - FYI: Completion of Introductory Period – Mark Nielson – Library
     - FYI: Completion of Introductory Period – Jaclyn Baermann – Emergency Management & Communications
     - FYI: Completion of Introductory Period – Pam Busch – Transportation Manager
     - 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**
    - Joint Administrative & Finance Committee Meeting – September 15, 2020 – 9:00 a.m.
    - Administrative Committee Meeting – September 15, 2020 – immediately following
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=ef5d5148637556d29a2c0734ad9a68a8c

Event Password: Aug18admin2020

To Connect via phone:
Call: 1-408-418-9388
Access Code: 146 914 6567

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, July 21, 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, July 21, 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, David Lienau, Nancy Robillard, and Richard Virlee. Joel Gunnlaugsson attended virtually.

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

Adopt Agenda
Motion by Austad, seconded by Robillard to adopt the agenda. Motion carried by voice vote.

Approve Minutes of June 16, 2020 Regular Administrative Committee Meeting
Motion by Fisher, seconded by Virlee to approve the minutes of the June 16, 2020 Administrative Committee Meeting. Motion carried by voice vote.

Correspondence
- Supervisor Kohout noted she contacted the Packers, Brewers, and Bucks re: help with messaging about masks. Kohout received a response from the Packers which included videos that the County and businesses are free to use.

Public Comment
No one from the public commented.

Old Business
No old business was presented.

New Business (Review / Action)
County Board
COVID-19: Health Advisory
CC Thomas distributed a draft Public Health Advisory which is expected to be released soon and at next week's County Board meeting it will be placed on the agenda to affirm/endorse. This is an interim measure outlining best practices and measures. A notice is not a Public Health Order. It is a notice with the hope that the public will comply. If there isn't compliance and COVID-19 continues at an uptick, the Public Health Officer may issue an order.

Brian Stephens, CEO Door County Medical Center, addressed committee members in support of the Public Health Advisory and would also support a masking order/mandate. Stephens explained the reasons for the change from no mask wearing at the start of COVID to supporting mask wearing now. We need a good portion of the population wearing masks to stop the spread.

Administrator Pabich noted Bayfield and Ashland County issued a similar PH Advisory last week.

Motion by Austad, seconded by Kohout to authorize issuing the Advisory as soon as possible and to forward to the County Board to ratify/affirm. Motion carried by roll call vote with all Members voting Yes.

County Administrator
COVID-19: Cares Act Funding
Administrator Pabich reviewed information included in the meeting packet. He noted the Finance Committee reviewed the information yesterday. Door County was allocated $465,778 in CARES funding. Expenses must be directly tied to COVID and meet certain qualifications. In addition to the CARES Act there is FEMA funding. It is anticipated that the majority of costs related to COVID will be covered but recouping the costs could take many months.

County Clerk
LTE – Elections
County Clerk Jill Lau explained she is requesting an LTE position for elections. The LTE would be required to obtain a user name and password to gain access to the Statewide Voter Registration System; this will require approximately 10 - 15 hours of on-line training. The Wisconsin Elections Commission will be mailing all registered voters, without a valid request on file, an absentee application for the November Election. With that in mind Lau is anticipating absentee tracking will take a significant amount more time due to the number of potential absentee ballot requests that will need to be tracked. The number of voter registrations along with vote recording will also take a significant amount of time. Door County has over 20,000 registered voters. Lau anticipates voter turnout to be 80% - 90% of registered voters. In comparison April had a 55% turnout. It will be physically impossible to keep up. At this time this is an FYI that the budget may be impacted. We will continue to monitor things as we move forward.

Transportation
Transportation Program Update
Administrator Pabich reviewed the report included in the meeting packet. Rider numbers are increasing. CARES Act funding will cover lost revenue.

Corporation Counsel
USFWS Proposed Rule – New Special Permit – Management of Double-Crested Cormorants & Comment
CC Thomas reviewed the proposed new rule. Thomas drafted a response due to time constraints. The new rule compliments existing measures to address conflicts with cormorants. 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. This is a move forward giving the State more flexibility and responsibility.

Wisconsin Humane Society – Door County Campus – Intake Report
CC Thomas reviewed the report included in the meeting packet.

Notice of Proposed Land Acquisitions – Stewardship Program – Per Sec. 23.0917(5t), Wis. Stats.
Information included in the meeting packet was reviewed. There are a number of projects the Stewardship Program is involved with. The County has 90 days to comment; the DNR may take the County comments into consideration when deciding on the acquisitions. The information is here more for an FYI.

Human Resources
Request to Refill – Case Manager – Adult Protective Services – Health and Human Services
The request to refill is due to a resignation.

Motion by Kohout, seconded by Fisher to approve the request to refill the Case Manager – Adult Protective Services position. Motion carried by voice vote.

Request to Refill – Shop Superintendent – Highway & Airport
The request to refill is due to a resignation.

Motion by Fisher, seconded by Robillard to approve the request to refill the Shop Superintendent position

and all subsequent vacancies that the filling may present. Motion carried by voice vote.

Request to Refill – Branch Manager 1 Egg Harbor – Library - (pending Library Board approval of 7/20/2020)
The position has been vacant for quite some time.

Motion by Fisher, seconded by Kohout to approve the request to refill the Branch Manager 1 position. Motion carried by voice vote.

FYI: Letter of Retirement – Carol Lenius – Case Manager – Adult Protective Services – Health & Human Services
FYI: Letter of Retirement – Mike Tess – Shop Superintendent – Highway & Airport
Reviewed.

FYI: Completion of Introductory Period – Dr. Anne Miller – Health & Human Services
Reviewed.

Personnel Transactions
Reviewed.

Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
Nothing as of this meeting.

Vouchers, Claims and Bills
Reviewed.

Next Meeting Date(s)
Regular Meeting

- August 18, 2020 – 9:00 a.m.

Meeting Per Diem Code
721.

Adjourn
Motion by Virlee, seconded by Robillard to adjourn. Time: 10:21 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

DOOR COUNTY

Resolution No. 2020-___

APPROVAL OF GIFT, GRANT AND/OR DONATION TO THE DOOR COUNTY CLERK'S OFFICE

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BULTMAN			
CHOMEAU			
COUNARD			
D. ENGLEBERT			
R. ENGLEBERT			
ENIGL			
FISHER			
GAUGER			
GUNNLAUGSSON			
HEIM PETER			
KOHOUT			
LIENAU			
LUNDAHL			
NORTON			
ROBILLARD			
TAUSCHER			
THAYSE			
VIRLEE			
VLIES WOTACHEK			
VOGEL			

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted ☐

1st _____ Defeated ☐

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by:

_____, Corp. Counsel

Reviewed by:

_____, Administrator

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

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 25th day of August, 2020 by the Door County Board of Supervisors.

_____
Jill M. Lau
County Clerk, Door County

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, Section 59.52(19) Wisconsin Statutes empowers the County Board to accept donations, gifts, or grants of money for any public governmental purpose within the powers of the County; and

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

WHEREAS, Rule of Order #38, entitled 'Donations, Gifts or Grants', authorizes a department to accept donations, gifts or grants in amounts up to $999.00. An oversight committee may accept donations, gifts or grants in amounts up to $4,999.00. County Board shall be provided notice of any donation, gift or grant equal to or in excess of $5,000.00 prior to acceptance. An itemized report of all donations, gifts or grants shall be submitted to the County Board on an annual basis; and

WHEREAS, The Wisconsin Elections Commission has offered a County Election Security Subgrant in the amount of $42,119.30 to the County Clerk's Office. The purpose of said grant is to help Door County address 2020 federal election security needs, i.e. activities that enhance election technology and make election security improvements; and

WHEREAS, The Administrative Committee has voted to support accepting the above described grant.

NOW THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby authorize the County Clerk's Office to accept the County Election Security Subgrant, issued by the Wisconsin Elections Commission, as described above.

BE IT FURTHER RESOLVED, That the County Election Security Subgrant will be administered by the County Clerk's Office in coordination with the Technology Services Department, subject to Administrative Committee oversight.

SUBMITTED BY: ADMINISTRATIVE COMMITTEE

David Lienau, Chairperson	Joel Gunnlaugsson
Susan Kohout	Nancy Robillard
Daniel Austad	Richard Virlee
Ken Fisher	

Wisconsin Elections Commission

212 East Washington Avenue | Third Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

2020 County Election Security Subgrant

Notice of County Election Security Subgrant Award

Wisconsin Elections Commission
212 East Washington Avenue, 3rd Floor
PO Box 7984; Madison, WI 53707-7984

Subgrantee: Door County
Subgrantee DUNS Number: 052071503
Date: 8/13/2020

Door County has been awarded **$42,119.30** (the lessor of the approved requested amount or a base subgrant of $35,000 plus $0.30 per voting-age population, based on the 2019 voting age population estimated by the DOA Wisconsin Demographic Services Center) under the County Election Security Subgrant, issued by the Wisconsin Elections Commission. These funds are a subgrant of the 2020 HAVA Election Security Grant, Agreement Number WI20101001, CFDA Number 90.404, authorized by the U.S. Congress under Section 101 of the Help America Vote Act of 2002 (HAVA) (Public Law 107-252), provided for by the *52 U.S.C. §§ 20901, 20903-20905*, *Consolidated Appropriations Act, 2020 (Public Law 116-93)* and issued by the U.S. Election Assistance Commission (Funding Source: EAC1651DB2020XX-2020-61000001-410001-EAC1908000000) for which the Wisconsin Elections Commission was awarded on January 17, 2020.

As a sub-recipient, your jurisdiction must adhere to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200).

I. PURPOSE

The purpose of this subgrant is to make funds available to Wisconsin counties to help address 2020 federal election security needs. The intent is to allow individual counties to apply for subgrant funds on an "individual needs basis" instead of a one size fits all approach. Funds may be used to make payments for activities that enhance election technology and make election

Wisconsin Elections Commissioners
Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

security improvements, as authorized under sections 101, 103, and 104 of HAVA and under the Consolidated Appropriations Act, 2020 (Public Law 116-93), which include personnel, equipment, and training costs associated with cyber vulnerabilities, physical security, voter registration systems and management, election auditing, staff training and communications. Because all counties may have different election security needs, this subgrant was designed to allow counties to assess their unique security environment and then submit an application to the Commission that outlines its needs.

II. COMPLIANCE MONITORING, CERTIFICATION, DOCUMENTATION AND AUDIT

A. Subgrant Compliance Form.

The receiving county shall report on its use of subgrant funds and compliance with the terms of the subgrant by completing a "Subgrant Compliance Form" provided by the Commission. The jurisdiction is required to sign and complete the form and submit it to the Commission by February 1, 2021. Reasonable extensions of time to submit the subgrant compliance form will be reviewed and granted when deemed appropriate. Additionally, the compliance form will require reporting total expenditures related to election security incurred through December 31, 2020. If a county does not spend the subgrant funds it was allocated, it must return any unallocated funds by February 15, 2021.

B. Certification.

The receiving jurisdiction shall certify (by completing a "Subgrant Compliance Form") that information provided is true and correct; it has complied or will comply with all terms of the subgrant; the election security subgrant funds were used in accordance with this agreement and the plan submitted to the Commission to receive the funds; the jurisdiction has or will have the necessary processes and systems in place to comply with federal reporting requirements; all required documentation as requested on the Grant Compliance Form has been submitted; the jurisdiction will follow all state and federal laws, including adherence to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200) found here: (https://www.govinfo.gov/app/collection/cfr/2020/); the jurisdiction will return any unused funds by February 15, 2021; any falsification of information related to the subgrant could subject the jurisdiction official to civil or criminal penalties.

C. Documentation.

The receiving county shall maintain all documentation of purchases made using subgrant funds provided by the Commission for a minimum of ten years from the date of the expenditure or until the WEC authorizes destruction of said records. A standard inventory list of all items purchased using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit. Such original purchasing

documentation and inventory lists shall be retained by the receiving jurisdiction until the WEC authorizes destruction of said records. Submission of copies of some purchasing documentation may be required.

D. Audit.

All subgrant funds received by a receiving county are subject to audit by the Commission and/or the federal government to ensure funds have been spent appropriately and in accordance with all applicable state and federal laws. Pursuant to Wis. Stat. § 5.05(11), if the federal government objects to the use of any funds provided to a county or municipality under the subgrant, the county shall repay the amount of the subgrant to the Commission.

Julia Billingham, MAcc
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Door County Transportation Department
Administrative Committee Update – August 18, 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. July ridership numbers were not available at the time of this report.

The ADRC service provided 346 trips in July, an increase from June when 120 trips were provided. Bill, ADRC bus/van driver, continues to assist with meal deliveries which accounted for 52% of the July trips.

10th Anniversary for Door 2 Door

August 10th was the tenth anniversary for D2D. Due to COVID-19, no in-person events were held. However, a media release, radio talk shows, and other marketing was done.

Door County Coordinated Transportation Plan

The 2021-2024 Plan was approved by WisDOT. Katie Patterson at WisDOT had the following to say about our Plan:

From: Patterson, Katherine M - DOT <Katherine.Patterson@dot.wi.gov>
Sent: Wednesday, August 5, 2020 10:34 AM
To: BUSCH, PAMELA <pbusch@co.door.wi.us>
Subject: RE: Coordinated Plan

I've been using Door County as an example to other counties and sub-recipients who are also looking to have virtual participation. You are trailblazers!

Very nice work during this difficult time 😊
Katie

From: Patterson, Katherine M - DOT <Katherine.Patterson@dot.wi.gov>
Sent: Wednesday, August 5, 2020 9:50 AM
To: BUSCH, PAMELA <pbusch@co.door.wi.us>
Subject: RE: Coordinated Plan

Pam,

This is excellent, nice work!

I have no edits or suggested changes.

Thank you 😊
Katie

If you haven't already, please follow Door 2 Door Rides on Facebook

960 F.3d 367
United States Court of Appeals, Seventh Circuit.

J.K.J. and **M.J.J.**, **Plaintiffs**-Appellees,
v.
POLK COUNTY and Darryl L. Christensen,
Defendants-Appellants.

Nos. 18-1498
|
18-1499
|
18-2170
|
18-2177
|
Argued December 5, 2019
|
Decided May 15, 2020

Synopsis

Background: Former inmates filed § 1983 actions against **county** and jail corrections officer alleging that officer had sexually assaulted them during their incarcerations. After actions were consolidated, jury returned verdict and awarded damages in inmates' favor. The United States District Court for the Western District of Wisconsin, Nos. 15-cv-428-wmc and 15-cv-433-wmc, William M. Conley, J., 2018 WL 708390, denied defendants' motions for new trials and **county's** motion for judgment as matter of law. Defendants appealed. The Court of Appeals for the Seventh Circuit, 928 **F.3d** 576, affirmed in part, reversed in part, and remanded.

Holdings: The Court of Appeals, Scudder, Circuit Judge, on rehearing en banc, held that:

[1] officer acted with deliberate indifference to jail inmates' safety, in violation of their Eighth Amendment rights, and

[2] evidence was sufficient to support **county's** liability under § 1983.

Affirmed.

Hamilton, Circuit Judge, filed concurring opinion.

Easterbrook, Circuit Judge, filed opinion dissenting in part.

Brennan, Circuit Judge, filed dissenting opinion, with which, Bauer and Sykes, Circuit Judges, joined.

West Headnotes (24)

[1] **Sentencing and Punishment** Deliberate indifference in general

To establish that a jail corrections officer's conduct violated jail inmates' Eighth Amendment rights, inmates are required to prove that the officer acted with deliberate indifference to an excessive risk to their health or safety. U.S. Const. Amend. 8.

[2] **Prisons** Sexual conduct
Sentencing and Punishment Use of force

Evidence was sufficient to support determination that **county** jail corrections officer acted with deliberate indifference to jail inmates' safety, in violation of their Eighth Amendment rights by sexually assaulting them; sexual assaults imposed serious risk to inmates' health and safety, officer admitted that he knew he was putting inmates at risk and that his conduct violated jail policy and was criminal, and inmates testified that they did not consent to the sexual contact. U.S. Const. Amend. 8.

[3] **Civil Rights** Liability of Municipalities and Other Governmental Bodies

Local governments like **counties** can be held responsible under § 1983 for constitutional violations only when they themselves cause the deprivation of rights. 42 U.S.C.A. § 1983.

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[4] **Civil Rights**⇐Acts of officers and employees in general; vicarious liability and respondeat superior in general

Courts recognize the strict prohibition against allowing principles of vicarious liability to establish municipal liability under § 1983. 42 U.S.C.A. § 1983.

[5] **Civil Rights**⇐Governmental Ordinance, Policy, Practice, or Custom

A threshold requirement for § 1983 municipal liability is a showing that a municipal policy or custom caused the constitutional injury. 42 U.S.C.A. § 1983.

1 Cases that cite this headnote

[6] **Civil Rights**⇐Acts of officers and employees in general; vicarious liability and respondeat superior in general

A municipality may only be held liable under § 1983 for those constitutional deprivations resulting from the decisions of its duly constituted legislative body or of those officials whose acts may fairly be said to be those of the municipality. 42 U.S.C.A. § 1983.

[7] **Civil Rights**⇐Governmental Ordinance, Policy, Practice, or Custom

A municipal action to support § 1983 municipal liability can take the form of an express policy, embodied in a written policy statement, regulation, or decision officially adopted by municipal decisionmakers, an informal but established municipal custom, or even the action of a policymaker authorized to act for the municipality. 42 U.S.C.A. § 1983.

1 Cases that cite this headnote

[8] **Civil Rights**⇐Liability of Municipalities and Other Governmental Bodies

A **plaintiff** asserting municipal liability under § 1983 must demonstrate that, through its deliberate conduct, the municipality was the moving force behind the injury alleged. 42 U.S.C.A. § 1983.

[9] **Civil Rights**⇐Liability of Municipalities and Other Governmental Bodies

To support a § 1983 claim for municipal liability, a **plaintiff** must show that the municipal action was taken with the requisite degree of culpability and must demonstrate a direct causal link between the municipal action and the deprivation of federal rights. 42 U.S.C.A. § 1983.

[10] **Civil Rights**⇐Governmental Ordinance, Policy, Practice, or Custom

The most straightforward *Monell* claims are those in which a **plaintiff** alleges that an affirmative municipal action is itself unconstitutional; in those cases, inferences of culpability and causation are easy, for they follow directly from the municipality's intentional decision to adopt the unconstitutional policy or custom or to take particular action. 42 U.S.C.A. § 1983.

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[11] **Civil Rights**⚷Lack of Control, Training, or Supervision; Knowledge and Inaction

Section 1983 municipal liability can arise from a municipality's decision not to act because a policy of inaction in light of notice that its program will cause constitutional violations is the functional equivalent of a decision by the city itself to violate the constitution. 42 U.S.C.A. § 1983.

[12] **Civil Rights**⚷Lack of Control, Training, or Supervision; Knowledge and Inaction

The path to establishing § 1983 municipal liability based on inaction is difficult because, unlike in a case of affirmative municipal action, a failure to do something could be inadvertent and the connection between inaction and a resulting injury is more tenuous. 42 U.S.C.A. § 1983.

1 Cases that cite this headnote

[13] **Civil Rights**⚷Acts of officers and employees in general; vicarious liability and respondeat superior in general

Where a **plaintiff** claims that the municipality has not directly inflicted an injury, but nonetheless has caused an employee to do so, rigorous standards of culpability and causation must be applied to ensure that the municipality is not held liable under § 1983 solely for the actions of its employee. 42 U.S.C.A. § 1983.

2 Cases that cite this headnote

[14] **Federal Courts**⚷Taking case or question from jury; judgment as a matter of law

The question before the appellate court in reviewing a the denial of a motion for judgment as a matter of law is whether the evidence presented to the jury was legally sufficient to support the jury's verdict. Fed. R. Civ. P. 50.

1 Cases that cite this headnote

[15] **Federal Courts**⚷Taking case or question from jury; judgment as a matter of law

An appellate court reviewing the denial of a motion for judgment as a matter of law does not reweigh evidence, assess the credibility of any trial witness, or otherwise attempt to usurp the jury's role as factfinder. Fed. R. Civ. P. 50.

[16] **Federal Courts**⚷Taking case or question from jury; judgment as a matter of law

An appellate court reviewing the district court's denial of a motion for judgment as a matter of law must affirm unless there is no legally sufficient evidentiary basis for a reasonable jury to find for the non-moving party. Fed. R. Civ. P. 50.

1 Cases that cite this headnote

[17] **Civil Rights**⚷Lack of Control, Training, or Supervision; Knowledge and Inaction

A failure to act amounts to municipal action for purpose of § 1983 municipal liability only if the municipality has notice that its program will cause constitutional violations. 42 U.S.C.A. § 1983.

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[18] **Civil Rights**⚷Lack of Control, Training, or Supervision; Knowledge and Inaction

Demonstrating a municipality's notice of constitutional violation is essential to an ultimate finding of § 1983 municipal liability based on municipality's failure to act and requires a known or obvious risk that constitutional violations will occur. 42 U.S.C.A. § 1983.

[19] **Civil Rights**⚷Lack of Control, Training, or Supervision; Knowledge and Inaction

In many § 1983 municipal liability cases arising from a failure to act, a showing of the requisite notice of constitutional violation requires proof of a prior pattern of similar constitutional violations. 42 U.S.C.A. § 1983.

[20] **Civil Rights**⚷Lack of Control, Training, or Supervision; Knowledge and Inaction

There may be circumstances in which the need for more or different training of municipal employees is so obvious, and the inadequacy of the training provided so likely to result in the violation of constitutional rights, that a factfinder could find deliberate indifference to the need for training, as may support § 1983 municipal liability. 42 U.S.C.A. § 1983.

[21] **Civil Rights**⚷Lack of Control, Training, or Supervision; Knowledge and Inaction

When the inadequacy of the training provided to municipal employees is obvious and the risk of a constitutional violation is likely, the municipality's failure to provide proper training may fairly be said to represent a policy for which the city is responsible, and for which the city may be held liable under § 1983 if it actually causes constitutional violations. 42 U.S.C.A. § 1983.

[22] **Civil Rights**⚷Criminal law enforcement; prisons

Evidence was sufficient to prove that **county** acted with deliberate indifference in failing to prevent and was moving force behind male guard's repeated sexual assaults against two female **county** jail inmates, supporting **county's** § 1983 liability; evidence showed that **county** had barebones sexual abuse policy and provided little training to guards on topic, inmates testified that they were dependent on male guards for safety and other needs, expert confirmed that such power dynamic created serious risk of abuse for inmates, jail captain admitted he knew of male guards' sexually inappropriate banter, and even after learning of instances of sexual harassment and touching by one guard, **county** did not improve policy, institute additional training, or inquire of inmates about abuse. 42 U.S.C.A. § 1983.

[23] **Sentencing and Punishment**⚷Conditions of Confinement

When the State takes a person into its custody and holds her there against her will, the Eighth Amendment imposes upon it a corresponding duty to assume some responsibility for her safety and general well-being. U.S. Const. Amend. 8.

[24] **Sentencing and Punishment**⚷Protection from

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violence

County is required by the Eighth Amendment to protect **county** jail inmates from sexual assault because being violently assaulted in prison is not part of the penalty that criminal offenders pay for their offenses against society. U.S. Const. Amend. 8.

***370** Appeals from the United States District Court for the Western District of Wisconsin. Nos. 3:15-cv-00428 & 3:15-cv-00433 — **William M. Conley**, *Judge*.

Attorneys and Law Firms

Steven Edwards Art, Attorney, Sarah Grady, Attorney, Megan Pierce, Attorney, Loevy & Loevy, Chicago, IL, Lida Marie Bannink, Esq., Attorney, Thomas J. Weidner, Attorney, Eckberg, Lammers, P.C., Stillwater, MN, Adam Francois Watkins, Attorney, Watkins Bradley LLP, New York, NY, for **Plaintiffs** - Appellees.

Paul David Cranley, Attorney, Husch Blackwell, LLP, Madison, WI, for Defendant - Appellant.

Marisa Maleck, Attorney, Joshua N. Mitchell, Attorney, King & Spalding LLP, Washington, DC, for Amicus Curiae Institute for Justice.

Julie Abbate, Attorney, Just Detention International, Washington, DC, for Amicus Curiae Just Detention International.

Karyn Rotker, Attorney, American Civil Liberty Union of Wisconsin, Milwaukee, WI, for Amicus Curiae American Civil Liberties Union of Wisconsin.

Jennifer Wedekind, Attorney, American Civil Liberties Union, Washington, DC, for Amicus Curiae American Civil Liberties Union.

David Michael Shapiro, Esq., Attorney, Roderick & Solange MacArthur Justice Center, Chicago, IL, for Amicus Curiae Roderick & Solange MacArthur Justice Center.

Before Wood, Chief Judge, and Bauer, Easterbrook, Kanne, Rovner, Sykes, Hamilton, Barrett, Brennan, Scudder, and St. Eve, Circuit Judges.

Opinion

Scudder, Circuit Judge.

While confined in the **Polk County** Jail, two female inmates, **J.K.J.** and **M.J.J.**, endured repeated sexual assaults at the hands of correctional officer Darryl Christensen. The two women brought suit in federal court against Christensen and **Polk County**. A trial ensued, and the jury heard evidence of Christensen's horrific misconduct over a three-year period. The **County's** written policy prohibited sexual contact between inmates and guards but failed to address the prevention and detection of such conduct. Nor did the **County** provide any meaningful training on the topic. What is more, toward the beginning of the relevant period, the **County** learned that another guard made predatory sexual advances toward a different female inmate. The trial evidence showed that the **County** imposed minor discipline on the guard but from there took no institutional response—no review of its policy, no training for guards, no communication with inmates on ***371** how to report such abuse, no nothing. In the end, the jury returned verdicts for **J.K.J.** and **M.J.J.**

The case against Christensen was open and shut. But a divided panel of this court overturned the jury's verdict against **Polk County**, determining that the trial evidence failed to meet the standard for municipal liability under *Monell v. Department of Social Services*, 436 U.S. 658, 98 S.Ct. 2018, 56 L.Ed.2d 611 (1978). We decided to rehear the case en banc and now affirm the jury's verdicts against both Christensen and **Polk County**. While the standard for municipal liability is demanding—designed to ensure that a municipality like **Polk County** is liable only for its own constitutional torts and not those of employees like Christensen—the evidence was sufficient to support the verdict against the **County**.

I

J.K.J. and **M.J.J.** sued Christensen and **Polk County** under 42 U.S.C. § 1983, alleging that the defendants violated the Eighth and Fourteenth Amendments by acting with deliberate indifference to a serious risk of harm to their safety and well-being. They also brought a negligence claim under Wisconsin law against the **County**. The district court consolidated the cases for trial.

Door County Human Resources Form #: 2015-04		Title: **Request to Refill Position**
Date Created 02/06/2020	Date Revised 01/31/2020	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

DEPT. HEAD TO COMPLETE:

Department Sheriff's Office Position Title: Security Deputy - & Subsequent

Position Status: ☐ Currently vacant ☒ Will be vacant Date Vacant: August 3rd , 2020

☒ Full Time ☐ Part Time ☐ New position Hours per week: 1947 Annually

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: Bobbi Gilson

Reviewed, updated, and submitted to Human Resources:

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

☒ Job Description

Completed by: Tammy Sternard Date 07-23-20

Financial Information:

Salary Range: $27.00-$32.10 Hourly Is the Position Budgeted: ☒ Yes ☐ No

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

☒ Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO 04 - Protective Services FLSA Status Non-Exempt

☑ Human Resources has performed a position review? [illegible] *(HR initial)* 8/12/2020 *Date*

☑ The Job Description has been updated and signed? [illegible] *(HR initial)* 8/12/2020 *Date*

Approvals:

County Administrator _____ Date _____

Administrative Committee Chair _____ Date _____

County of Door
Security Deputy

Job Title	Security Deputy	**Last Revision**	12/13/2019
Department	Sheriff	**HR Reviewed**	12/13/2019
Division		**Employee Group**	Represented
Report To	Sheriff or his/her designee, Jail Lieutenant/Sergeant provide direct supervision	**FLSA Status**	Non-Exempt
Pay Range	Deputies Assn Grade F	**EEO Code**	04 – Protective Services

General Summary

Under the general direction of the Sheriff, and/or his/her designee. The Shift Sergeant is the direct supervisor. This position is responsible for enforcing all state, county, and federal laws and regulations; investigates criminal activities; assists citizens; makes arrests; does criminal & process serving; completes routine public relations activities; performs various duties within the County Jail. Provide truthful and accurate written and verbal communications. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Supervise prisoners by conducting regular security checks of the general jail areas, housing units, kitchen, laundry, programs room, recreation area, Huber area and visitation. Conduct regular security inspections of all areas of the facility to help ensure the security and safety of prisoners, staff and visitors.
2. Works an assigned shift using own judgment in deciding course of action in dealing with routine duties, emergency situations, and overall jail operations.
3. Conduct prisoner intake procedures which include medical/mental health screenings, administering a PBT, pat down search, fingerprinting, photos, inventory property, receipt money, enter data into records management system, assign clothing/bedding and appropriate housing assignments.
4. Prepare reports including daily activity logs, visitation logs, intake and release paperwork, commissary records, incident reports, medical/mental health screening forms, etc.
5. Distribute prisoner medications, meals, laundry, mail and commissary.
6. Respond to prisoner disturbances, medical or mental health emergency or requests for assistance. Provide assistance to prisoners in dealing with medical or mental health needs.
7. Prepare prisoners for travel to court, visits from attorneys and transport prisoners between the jail and courts.
8. Process Huber prisoners in and out of the facility for work release.
9. Confirm the prisoners are abiding by the established rules of the facility in documented reports and take appropriate disciplinary action for violations.
10. Carry out duties in conformance with Federal, State, County and City laws and within departmental policies and procedures.
11. Perform transports of prisoners outside the facility.

County of Door
Security Deputy

General Job Functions

1 Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
2. Coordinates activities with other officers/deputies or other departments as needed, exchanges information with officers/deputies in other law enforcement agencies, and obtains advice from the District Attorney's Office and Corporation Counsel Office regarding cases, policies and procedures, as needed and assigned.
3. Administer proper breathalyzer procedure.

Training and Experience

1. High School diploma or equivalent.
2. Two (2) year Associate degree from an accredited Wisconsin technical college system or its accredited equivalent from another state or a minimum of sixty (60) fully accredited college level credits.
3. Successful completion of Correction Training Officer (CTO) training and evaluation program within the first six (6) months of hire.
4. Ability to type a minimum of 35 words per minute determined by a standard keyboard test.

Knowledge, Skills and Abilities Required

12. Knowledge of laws, regulations, ordinances and departmental policies and procedures which impact duties in jail.
13. Knowledge of personal self-defense.
14. Knowledge of current policing jail methods and procedures.
15. Ability to use tact and discretion to optimize safety and control.
16. Ability to react quickly, both mentally and physically, to any situation.
17. Ability to prepare accurate reports.
18. Ability to operate a variety of jail equipment to include but not limited to: radio, handcuffs, computer, first aid equipment, copy machine, fax machine, camera, fingerprint equipment, intoxilyzer, PBT, Taser, SCBA equipment, and other related equipment.
19. Knowledge and ability to use a computer and current software programs.
20. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
21. Ability to read, comprehend, and communicate, both verbally and in writing.

Physical and Work Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Work conditions vary by shift. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles, inspect buildings and jail cells, climb over and around obstacles, suddenly move out

County of Door
Security Deputy

of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses or suspects' testimonies, etc.

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.

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified." This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Door County retains and reserves any or all rights to change, modify, amend, add to or delete from the section of this document as it deems, in its judgment, to be proper.

Approvals:

Tammy A. Sternard, Sheriff — Date: 1-16-2020

Kelly A. Hendee, Human Resources Director — Date: 1-17-2020

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	Sheriff Deputy		
Effective Date	_____	6 Mo	_____
Department	Sheriff	Sub Dept	_____

FTE/Hrs	@ Rate	2021 TOTAL SALARY					2021 TOTAL BENEFITS				TOTAL SALARY and Benefits
Sheriff Deputy-Level F Start											
1.00	$27.00	52,792					37,558				90,350
Sheriff Deputy-Budget-Level F											
1.00	$31.48	61,611					39,528				101,139
							Total Salary and Benefit Decrease				(10,789)

FTE/Hrs	@ Rate	2021 TOTAL SALARY					2021 TOTAL BENEFITS				TOTAL SALARY and Benefits
Sheriff Deputy-Level F-Step 7											
1.00	$32.27	63,096					39,861				102,957
Sheriff Deputy-Budget-Level F											
1.00	$31.48	61,611					39,528				101,139
							Total Salary and Benefit Increase				1,818

_____ Dept Head Signature _____ Finance Director

Date 7/24/20

Disclaimer: **This Fiscal Impact does not include Step 1 $27.82, Step 2 $28.52, Step 3 $29.23, Step 4 $29.96, Step 5 $30.71 and Step 6 $31.48.**

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.

Bobbi Gilson

LT Kyle Veeser

Door County Sheriff's Department

1203 S Duluth Ave

Sturgeon Bay, WI 54215

July 20, 2020

Dear Lt Veeser,

I am writing to inform you that I am resigning from my position at the Door County Sheriff's Department. I have had an amazing experience and have learned a lot while working for the department and unfortunately due to family work schedules I have accepted a job offer with a schedule that will fit into our needs.

I will be starting my new position on August 3, 2020 so my last day will be on August 2, 2020.

I want to say thank you for the opportunity and the experience. The Door County Sheriff's Department is an exceptional department and place to work. This has been a very difficult decision for me to make and as much as I hate to leave such an amazing department, I know that I need to try this for my family.

Thank you,

Bobbi Gilson

RECEIVED
HUMAN RESOURCES

JUL 24 2020

TIME: AM / PM

July 22, 2020

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

RE: Completion of Introductory Period
Employee Name: Mark Nielson
Position: Maintenance Technician
Start Date: December 30, 2019

Dear Kelly,
As of June 27, 2020, Mark Nielson has successfully completed the introductory period as Maintenance Technician.

Mark has learned the necessary duties associated with providing maintenance at the Sturgeon Bay Branch of the Door County Library. Mark works well with library and facilities staff, and brings repair knowledge that is useful for maintaining this building.

I recommend, without hesitation, that Mark Nielson move to regular employment status effective June 27, 2020.

Sincerely,
Tina Kakuske

Tina Kakuske, Library Director
Door County Library

Door County
Emergency Management and Communications
1201 S Duluth Ave
Sturgeon Bay, WI 54235

Director: Daniel Kane
(920) 746-7195
dkane@co.door.wi.us

Recommendation for Regular Employment Status

This letter is intended to show that Jaclyn Baermann has successfully completed her training as a telecommunicator for the Door County Communications Center.

I recommend that she be move from her introductory status to regular employment status as she has met the goals and standards set forth to be able to be considered under the regular employment status category.

Jaclyn has done a great job for our center and responded very well to training. Jacyln brings a good attitude and a strong work ethic that will be much needed for the center going forward.

Director: D Kane

Date: 7/24/2020

County of Door
COUNTY ADMINISTRATOR
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

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

TO: Administrative Committee

FROM: Ken Pabich, County Administrator

DATE: August 18, 2020

RE: Completion on Introductory Period – Pam Busch

Position: Transportation Director
Start Date: October 28, 2020

On April 25, 2020, Pam Busch successfully completed her introductory period as Transportation Director. Pam has completed all the orientation and introductory training required of the position. She is meeting or exceeding all expectations of the position, and I could not be more pleased with how she has managed the transition to this role.

I wholeheartedly recommend that Pam move to regular employment status.

Sincerely,

Ken Pabich
County Administrator

Cc: Pam Busch, Transportation Director
Kelly Hendee, Human Resources Director

RECEIVED
HUMAN RESOURCES
AUG 10 2020
TIME: AM / PM

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
August 2020 Report

Date	Transaction *	Department	Name		Position
7/14/2020	Resignation	Highway	Marc	Vandenhouten	Highway Seasonal
7/27/2020	Hired	Emergency Management & Communications	Mary	Laughlin	Telecommunicator
8/2/2020	Resignation	Sheriff's Department	Bobbi	Gilson	Jail Deputy
8/3/2020	Hired	County Clerk	Linda	Wait	LTE – Clerical
8/11/2020	Hired	Library	Russell	Cross	Page
8/11/2020	Hired	Health & Human Services	Katherine	LaViolette	Disability Benefit Specialist

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)

DOOR COUNTY

DRAFT

PHASE II
OPENING THE WORKPLACE

TEMPORARY POLICY FOR EMPLOYEES AND MEASURES TO LIMIT EXPOSURE OF Coronavirus Disease 2019 (COVID-19)

July 1, 2020-December 31, 2020

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DRAFT

This Policy is Subject to Change at Any Time

Door County will take appropriate measures to limit or slow any further spread of this disease in our workplace. People with the COVID-19 virus can be contagious with or without symptoms; therefore, it is important that the employees with symptoms consistent with COVID-19 or those who have traveled to areas where COVID-19 is being spread in the community minimize their exposure to others. This policy addresses employment consideration as the relate to the temporary exclusion of County employees from employment based on possible COVID-19, as well as county policies to protect the workplace, maintain public services and help combat the symptoms and issues relating to COVID-19.

Employees must proactively, before coming to work, monitor themselves for any COVID-19 symptoms, including taking a temperature, if feeling ill. Employees who exhibit, or are aware of, any COVID-19 symptoms themselves, including a temperature at 100.4 or above, or employees who must care for family members or other household members with symptoms, must report those symptoms or the situation to their supervisor or department head immediately.

If an employee is at work and develops symptoms during their shift, they should report those symptoms to their supervisor or department head immediately.

Risks and Complications

According to the CDC, **Older adults and people of any age who have severe underlying chronic medical conditions** like heart or lung disease, or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. Please consult with your health care provider about additional steps you may be able to take to protect yourself. Given the vulnerable populations within the County's care, careful adherence to this plan and guidance is essential.

BUILDING ACCESS

- The County buildings are open to the public, some by appointment only;
- Any visitors are required to wear a mask and maintain the 6-foot social distancing requirements.
- The County will supply masks to any visitor that does not have one. Masks can be obtained by contacting Human Resources at ext. 2305.
- The Justice Center should follow this to the extent that it is not inconsistent with the Supreme Court's COVID-19 Task Force Plan.

We ask that everyone

- Wash hands frequently and thoroughly for at least 20 seconds with soap and water.
- Please stay at home if you are sick. The CDC guidelines are here: https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html.
- Contact your health care provider if you develop COVID-19-like symptoms, including fever, cough or difficulty breathing.

COMMUNICATION TO EMPLOYEES

Departments should develop a safety communication plan for returning employees that

- Explains safety protocols (what measures the county is taking and what precautions employees should take), and where to report any issues
- References any benefits the department is making available (plus a potential reminder about the county's employee assistance program).

What we are doing at the county to ensure your safety

- Increasing the frequency and intensity of our cleaning/disinfecting and focusing our efforts in high-touch areas, including restrooms, door handles, railings, and water fountains (e.g. Use of an electrostatic disinfectant sprayer).
- Deploying a public information campaign in our facilities to reinforce preventative measures that each of us can take to help limit the spread of COVID-19.
- Prohibiting county-sponsored travel outside Wisconsin – no county funded out of state travel is allowed until further notice.
- Recommending staff who are not feeling well to stay home.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The County strongly encourages employees to obtain their own masks. In the event they are not able to do so, the Human Resources staff will make masks available, please contact HR. Departments should consider whether they will need PPE. Key considerations include the following:

- All employees are required to wear a mask when entering and while in the common areas of the workplace.
- Whether gloves are necessary for any areas/duties (i.e., taking/giving money to customers). It is recommended that you wash your hands and/or use hand sanitizer over wearing gloves. Also, avoid touching your eyes, nose, and mouth.
- Whether additional PPE, if any, is required for employees in higher-risk positions.

SOCIAL DISTANCING

Departments should have in place social distancing plans to maintain 6-foot social distancing. **Three key factors** for consideration include the following: **1**) Physical workspace modifications, **2**) Limiting in-person interactions and physical contact, and **3**) Employee scheduling and remote working. Considerations for public entering office spaces should also be part of the planning.

Physical Workspace Modifications

Department Heads should determine what, if any, modifications need to be made, such as

- separating desks and work stations;
- making only certain workstations available;
- closing or modifying common/conference rooms and break rooms/cafeterias;
- displaying markings on floors or signs reminding customers and employees to maintain social distancing in areas where people congregate;
    a. to avoid touching surfaces unnecessarily;
    b. to wash your hands with soap and water for 20 seconds on a regular basis;
    c. Face mask are required in all County buildings

- installing plexiglass barricades at front counters
- eliminate personal or pedestal fans, humidifiers, and heaters that have fans.
- hand sanitizer, soap, and disinfecting wipes should be made available

Facilities staff may be able to assist you with implementing modifications.

Limiting in-person interactions and physical contact – Travel & Training

Potentially including:

- Holding fewer in-person meetings and using increased conference calls or video conferences;
- Limiting the size of in-person gatherings/social events;
- Instructing employees not to use other employees' workspaces or equipment;
- Establishing ongoing restrictions regarding travel, including to client/customer meetings and events, or for meetings/conferences; and setting staggered or spaced meal schedules.

WORK RELATED TRAVEL & TRAINING:

- *Out of County work travel is not allowed until further notice. Exceptions may be made if it is required for your job duties, please discuss this with your Department Head.* You must have prior approval of the County Administrator.
- All non-essential, work-related travel is restricted until further notice.
- All non-essential, work-related travel to training, seminars, and conferences is restricted.

PERSONAL TRAVEL & RETURN TO WORK AFTER TRAVEL:

- Regarding personal travel, employees are directed to communicate personal travel plans to their supervisor or to human resources. It is strongly recommended that employees postpone or cancel personal travel outside of Wisconsin. Employees may face a higher risk of infection, significant delays returning to Wisconsin, and/or the requirement to self-isolate upon return, all of which could significantly impact professional and personal obligations at great individual expense.
- Prior to returning to work after traveling outside the local community, or out of State an employee should monitor for COVID-19 symptoms. If an employee develops symptoms, they should report those symptoms and the situation, including where traveled, to their supervisor or department head immediately. Supervisors/department heads should then consult with Human Resources, who will consult with Public Health, in determining the work status for the employee.
- For current returning from travel information please visit the CDC website: https://wwwnc.cdc.gov/travel/notices/warning/coronavirus-global

CLEANING AND DISINFECTING

- Departments may contact the Facilities Director to develop a checklist of high touch and common use areas that will be disinfected at a higher frequency utilizing CDC guidelines.
- Making cleaning supplies/hand sanitizer available to employees (and customers/visitors). Departments should contact Facilities Director to coordinate orders of cleaning and sanitizing supplies.
- Departments - Employees are responsible for cleaning/disinfecting the meeting/conference room areas after each use.
- County owned vehicles shall be cleaned/disinfected after each use by the individual user.

COVID-19 SYMPTOMS

People with confirmed COVID-19 infections have a range of symptoms, from little to no symptoms to people being severely sick and dying.

People with these symptoms or combinations of symptoms may have COVID-19:

- **Cough (new onset or worsening of chronic cough)**
- **Shortness of breath**
- **Fever**
- **Chills**
- **Sore throat**
- **Runny nose**
- **Muscle pain**
- **Headache**
- **New loss of taste or smell**

Not everyone with COVID-19 has all of these symptoms. For many, symptoms are mild, with no fever. Some people may also experience fatigue or gastrointestinal symptoms such as nausea,

Know emergency warning signs of COVID-19

Get medical attention immediately if you experience any of these warning signs*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse (wake) a person
- Bluish lips or face

*This list is not all inclusive. Please consult your doctor or medical provider for any other symptoms that are severe or concerning. If you need emergency medical attention, call 911 and tell them you are having COVID-19-like symptoms.

It is important to know that you can still spread (transmit) the virus to others even if you have mild or no symptoms.

Employees must proactively, before coming to work, monitor themselves for any COVID-19 symptoms including taking a temperature, if feeling ill. Employees who exhibit, or are aware of, any COVID-19 symptoms themselves, including a temperature at 100.4 or above, or employees who must care for family members or other household members with symptoms, must report those symptoms or the situation to their supervisor or department head immediately.

If an employee is at work and develops symptoms during their shift, they should report those symptoms to their supervisor or department head immediately.

Supervisors/department heads should consult with Human Resources, who will consult with Public Health, in determining the work status for the employee.

LIMITING RISK/NON-PHARMACEUTICAL INTERVENTIONS

The first line of defense to help slow the spread of COVID-19, before a vaccine is available, and to ease the burden on healthcare providers include the following:

Avoid close contact with others and practice physical distancing

- Stay home as much as possible. Cancel events and avoid groups, gatherings, play dates, and nonessential appointments.
- Avoid large gatherings.
- Stay at least 6 feet away from other people.
- If possible, wear a cloth face covering in situations when physical distancing is difficult.
- Stay home when sick, except to get medical care.

Practice good hand hygiene

- Wash hands regularly for at least 20 seconds. If soap and water are not available, use an alcohol based and sanitizer with at least 60% alcohol.

Enjoy summer safely

- Explore the outdoors but keep it local.
- When enjoying time outside, the safest option is to spend time with the people you live with.
- Avoid sharing food and drinks.
- Wash hands frequently and avoid touching your face and shared surfaces.

No employee wants to be infected with the virus by a fellow employee. Failing to follow recommended risk limiting interventions potentially puts co-workers at increased risk of infection. Protect yourself and your co-workers by following these recommendations.

More can be found at: CDC COVID-19, Symptoms webpage(link is external).

WHEN DO I NEED TO SELF-MONITOR, QUARANTINE, OR ISOLATE?

All employees shall be self-screened upon entering the workplace. Each employee will be required to complete a questionnaire (one time) and submit that to their immediate supervisor. If an employee has symptoms of acute respiratory illness, they should be sent home and they should CALL their primary care provider and describe the symptoms and follow the medical advice. The county is not currently requiring a doctor's excuse to return to work if an employee exhibits symptoms of COVID-19. We do ask that they honestly report their health status to their Department Head or HR and not return to work until they are symptom free for 24 hours.

- **If you or someone in your home might have been exposed.**
  - Self-Monitor and be alert for symptoms. You may continue to work if you have been symptom free for the previous 24 hours.
- **If you feel healthy but recently had close contact**, or someone in your home had close contact, with a person with COVID-19 or recently traveled from somewhere outside the U.S.
  - Self-Quarantine at home for 14 days and self-monitor. Check your temperature twice a day and watch for symptoms. You may return to work on the 15th day if you have been symptom free and fever free without medication for the previous 72 hours.
  - **Have you had close contact with someone who was diagnosed?**
  - You are a "close contact" if any of the following situations happened while you spent time with the person with COVID-19, even if they didn't have symptoms:
  - Had direct physical contact with the person (e.g., a hug, a kiss or handshake).

- Were within 6 feet of the person for more than 15 minutes.
- Had contact with the person' respiratory secretions (e.g., a dirty tissue; sharing a drinking glass, food, towels, or other personal items).
- Stayed overnight for a least one night in a household with the person.

If you had close contact with someone who has been diagnosed with COVID-19 you will need to stay home to self-quarantine and self-monitor, for 14 days since the last contact with the person with COVID-19, even if you do not have symptoms or receive a negative test. If someone in your household has COVID-19 you will need to self-quarantine and self-monitor for 14 days from when the infected person in your household has recovered.

- **If you have been diagnosed with COVID-19 or are waiting for test results**; have multiple symptoms of COVID-19 such as cough, fever, and shortness of breath; or have been provided a doctor's note to self-isolate follow the guidelines provided by the CDC, Public Health authorities in your area, and the Centers for Disease Control (CDC). See Isolation document attachment.

Procedure if a COVID-19 positive employee has been at work

- **Confidentiality for the impacted employee must be maintained – names will not be disclosed**. Our Public Health Department will conduct a communicable disease investigation to determine the impact of the diagnosed employee's contact with coworkers, the public and their family and quarantine accordingly. Employees who had close contact with the COVID-19 positive staff member may be asked to go home. Employees diagnosed with COVID-19 will be required to quarantine for 14 days and only return to work if they are symptom free for 72 hours.

HOW SHOULD I RECORD MY TIMESHEET?

Generally	Employees are to follow Door County Policy, including the changes implemented by Resolution 2020-22 (Temporary Supplemental Policy - Emergency Paid Sick Leave (EPSLA) and Emergency Family and Medical Leave Expansion Act (EFMLEA)).
	Reason
Regular time codes	You are performing your normal duties from home or in the office
EPSLA	Criteria outlined in policy-Inability to work due to need to care for a child; MUST receive prior approval using written request form
EFMLEA	Criteria outlined in policy – related to COVID-19 (see policy); MUST use written request form as soon as practicable.
Supplemental Paid Leave (SPL)	Criteria outlined in SPL Administrative Leave Order dated March 16, 2020. See Order for outline and details.
Paid Time Off (PTO); Personal Day; Compensatory Time; Time off Without Pay	Used for all non-COVID-19 related work absences. See Door County Policy and Administrative Handbook for details.
If you have questions on pay codes, please contact Kelly Hendee, Human Resources Director, at 920-746-2306 or khendee@co.door.wi.us	

EMPLOYEE SCHEDULING AND REMOTE WORKING

Departments should consider ways of staggering employees schedules to allow for each person to work at least 50% of their work schedule in the workplace. Hours of work should follow their normal schedule, e.g. County Government typically has hours of 8:00 a.m. to 4:30 p.m. these times include Technical Services support.

If employees are working alternative hours, they must follow the AWP and complete the appropriate form prior to implementing an alternative work schedule. Hours of work should fall within **7:00 a.m. to 8:00 p.m.**

Remote working is encouraged if the work allows and sufficient equipment (internet access if needed) is available. Departments should consider impacts on management, communication, customer service and staffing as certain operations are on site while other employees (or entire teams) continue to telework.

If an employee will continue to work from home the employee should complete a Telework Request Form and submit it for approval to their supervisor.

Remote working and school/childcare closures

The following shall only apply to non-essential personnel. All non-essential employees impacted by the school/childcare closures must report to their supervisors the impact to their ability to work over the closure period. The following is the procedure for working with impacted non-essential employees at this time:

- Supervisors should attempt to provide flexibility in working location and schedule for employees affected by school/childcare closures.
- If flexibility is not an option, employees may be eligible for the Emergency Family and Medical Leave Expansion Act (EFMLEA) and should contact Human Resources to discuss options.
- Contact Human Resources for additional details and availability.

TEMPORARY TELEWORK POLICY

TEMPORARY COVID – 19 SUPPLEMENTAL POLICY
TELEWORK – SHORT TERM
(Adopted via Resolution 2020-23)

Objective
Short-term teleworking can be an appropriate option in extraordinary circumstances. Door County has decided to implement voluntary opportunities for temporary telework, due to the COVID-19 outbreak. The primary purpose is to minimize risk to the health and safety of its workforce and broader community, while continuing to provide certain County services.

Not all positions are suitable for telework. Whether temporary telework is a viable option for a particular position/employee depends largely on the work performed. Factors that support a finding that a position may be suitable for temporary telework include:

- work activities are portable and can be performed effectively outside the office, at least on a temporary basis;
- telework may not be suitable if an employee's job requires regular *in-person* contact with other employees, clients or the public, or regular access to materials that cannot be removed from the workplace;

- job tasks are quantifiable or primarily project oriented;
- internet access, technology and equipment needed (Door County' and/or the employee's) to perform the job remotely are available;
- safety and security of Door County's property can be assured; and
- Door County's Technology Services Department deems the arrangement to be satisfactory.

Decisions regarding a position/employee being telework-able and telework-ready will be made on a case-by-case basis at the department head's discretion and concurrence of the Human Resources Director.

Requirements of employees who telework include:

- A dedicated telework space that's separate from the rest of the activities done at home;
- employees must be available and accessible (by phone and e-mail) during scheduled work hours;
- employees are to keep their department head/designee timely apprised of disruptions to the telework arrangement (e.g., illness, family matters, or other personal obligations);
- non-exempt employees must refrain from working over eight hours in one day, or over 40 hours in one week without the prior approval of their department head/designee;
- take one 30-minute meal break and two 10-minute rest break each 8-hour work day;
- accurately record all time worked and paid time off;
- strict compliance with all confidentiality and security requirements (including HIPAA/protected health information);
- employee is to safeguard and protect, and is responsible for damage to, misuse of, or theft of, any County property in the employee's possession; and
- employee is to maintain a safe and ergonomically correct remote workspace.

Employees who telework must comply with the Door County Employee Handbook, Door County Administrative Manual, any other applicable laws, policies, regulations and rules.

Ongoing communication between teleworking employees and their department head/designee is required. This includes the department head/designee conveying:

- employee's work days and hours;
- expectations regarding employee's work output and productivity; and
- any reporting requirements.

It is the shared responsibility of employees and department heads / designees to work together to keep one another apprised of events, expectations, or information during the work day.

It is necessary for the department head/designee to adequately monitor an employee's temporary telework to ensure, among other things, that performance expectations (work output and productivity) are met. How such monitoring is accomplished (e.g., regular interaction by phone or email or other ???) is left to the department head's/designee's discretion. Focus is to be on work output and completion of objectives.

Request Process:

- An employee requesting a telework arrangement should complete, date and sign the attached Temporary COVID-19 Telework Request Form.
- The employee's department head/designee must timely review and act upon (approve as requested, modify and approve, or deny).
- Requests (approved or denied) must be timely sent to the Human Resources Department and will be filed in the employee's personnel file.

By requesting a telework arrangement, the employee acknowledges and agrees that:

- Door County will not be liable for damages to the employee's property resulting from

participation in teleworking.

- Door County may seek reimbursement from employee for any damage to, misuse of, or theft of Door County property in employee's possession;
- Injuries sustained by the employee while at his or her teleworking work location and in conjunction with his or her regular work duties will normally be covered by Door County's workers' compensation policy. Employees are responsible for notifying the Human Resources Director/designee of any such injury as soon as is practicable.
- Employees will not meet with other employees, clients or the public, for purposes of conducting business with Door County, at the employee's teleworking location.
- The employee is solely liable for any injuries sustained by any third person (e.g., family member, guest, or visitor) at his or her teleworking location.

Just as employees are monitored while in the workplace, Door County will monitor employees while performing telework. This may include monitoring keystrokes or activity tracking.

Teleworking will last no longer than the duration of the COVID-19 outbreak as defined and communicated by Door County.

Door County reserves the right to modify or discontinue the telework arrangement immediately upon written notice at the County's sole discretion.

TEMPORARY SUPPLEMENTAL FFCRA – EFMLEA & EPSLA POLICY

TEMPORARY COVID – 19 SUPPLEMENTAL POLICIES
FFCRA - EFMLEA & EPSLA
(Adopted via Resolution 2020-22)

I. Emergency Family and Medical Leave Expansion Act

A. Summary

1. County employees, who have been on the job for at least 30 days, have the right to take up to 12 weeks of job-protected leave for a "Public Health Emergency," which essentially means an inability to work due to the need to care for a son or daughter if their school has been closed or their child care provider is unavailable due to COVID-19.
2. The first 10 days of leave under this provision may be unpaid (although employees may substitute any available paid leave, such as earned PTO).
3. County cannot require the substitution of paid leave.
4. After the first 10 days, leave under this provision is to be paid at a rate of no less than 2/3rds of the employee's regular rate for hours normally scheduled to work – capped at $200 per day and $10,000 in the aggregate.
5. Benefits would continue for the leave period.
6. If an employee is a healthcare provider, or an emergency responder (i.e., public safety employee), or E911 Dispatcher then the employee is excluded from the leave.
7. Generally, an employee taking leave must be returned to his/her position following leave.

B. County will adhere to the requirements of the FFCRA as such relates to EFMLEA.

II. Emergency Paid Sick Leave:

A. Summary

1. Full-time County employees have up to 80 hours of emergency paid sick leave; and two-weeks leave to part-time employees based on average hours worked.
2. Employees are eligible for this paid leave, regardless of how long they have been employed.

3. Eligibility:
   a) the employee is subject to any federal, state, or local quarantine or isolation order related to COVID-19;
   b) the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
   c) the employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
   d) the employee is caring for an individual who is subject to a quarantine order or advised to self-quarantine;
   e) the employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions; or
   f) the employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.
4. Pay may be capped depending on the reasons for the leave. When leave is based on reasons a)-c) above, pay may be capped at $511/day and $5,110 in the aggregate. When leave is based on reasons d)-f) above, pay may be capped at $200/day and $2,000 in the aggregate.
5. County cannot require the substitution of paid leave.
6. If an employee is a healthcare provider or an emergency responder (i.e., public safety employee), then the employee is excluded from the leave.

B. County will adhere to the requirements of the FFCRA as such related to EPSLA.

III. Notice and Certification

A. An employee seeking foreseeable leave must provide the County with notice of the leave as soon as is practicable.

B. County may not condition leave on any form of certification.

IV. Posting:

A. County must post the notices of this Act in a conspicuous place.

B. Model notices are to be provided by the Secretary of Labor.

V. No Retaliation:

A. Employers may not retaliate against, discharge, or discipline employees because the employee took leave under the EFMLEA or EPSLA.

VI. Effective Date and Expiration

A. This will become effective April 1, 2020 and remain in effect no later than December 31, 2020

DRAFT

CHILD SUPPORT OFFICE VOUCHERS
AUGUST 2020 Administrative Services Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
53106	STAPLES	OFFICE SUPPLIES	$67.95	
	PRE-PAID			
52302	DOOR COUNTY SHERIFF	SERVICE CONTRACT	$65.00	JE
		TOTAL:	$132.95	

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 July 2020

Invoice Date Range 07/01/20 - 07/31/20

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.	2020-00000240	Court Appointed Attorney Fees	Paid by Check # 675750		07/30/2020	08/01/2020	08/01/2020		08/03/2020	1,028.15
8947 - STEPHEN P JOHNSON ATTY	2020-00000241	Court Appointed Attorney Fees	Paid by Check # 675753		07/30/2020	08/01/2020	08/01/2020		08/03/2020	420.00
				Account **52101 - Professional Services** Totals				Invoice Transactions	2	$1,448.15
Account **52130 - PS-Guardian Ad Litem**										
14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY	2020-00000223	Court Appointed Attorney Fees	Paid by Check # 675536		07/17/2020	07/17/2020	07/17/2020		07/23/2020	790.00
3629 - ERICKSON PRIBYL S.C.	2020-00000225	Court Appointed Attorney Fees	Paid by Check # 675537		07/17/2020	07/17/2020	07/17/2020		07/23/2020	160.00
15303 - NINA MARTEL SC	2020-00000227	Court Appointed Attorney Fees	Paid by Check # 675539		07/17/2020	07/17/2020	07/17/2020		07/23/2020	1,393.20
9682 - PINKERT LAW FIRM LLP	2020-00000228	Court Appointed Attorney Fees	Paid by Check # 675540		07/17/2020	07/17/2020	07/17/2020		07/23/2020	200.00
9682 - PINKERT LAW FIRM LLP	2020-00000243	Court Appointed Attorney Fees	Paid by Check # 675751		07/30/2020	08/01/2020	08/01/2020		08/03/2020	330.00
				Account **52130 - PS-Guardian Ad Litem** Totals				Invoice Transactions	5	$2,873.20
Account **52155 - PS-Psychiatric Evals**										
22142 - WILLIAM A SCHMITT, PHD, LLC	2020-00000245	Examination / Evaluation	Paid by Check # 675755		07/30/2020	08/01/2020	08/01/2020		08/03/2020	2,900.00
				Account **52155 - PS-Psychiatric Evals** Totals				Invoice Transactions	1	$2,900.00
Account **52425 - Interpretor Services**										
21104 - JV TRANSLATOR, LLC	2020-00000226	Interpreter Fees	Paid by Check # 675538		07/17/2020	07/17/2020	07/17/2020		07/23/2020	222.42
18535 - REME BASHI	2020-00000224	Interpreter Fees	Paid by Check # 675541		07/17/2020	07/17/2020	07/17/2020		07/23/2020	90.00
13733 - SWITS, LTD	2020-00000229	Interpreter Fees	Paid by Check # 675543		07/17/2020	07/17/2020	07/17/2020		07/23/2020	78.50
15825 - SUSAN G RASCON	2020-00000244	Interpreter Fees	Paid by Check # 675754		07/30/2020	08/01/2020	08/01/2020		08/03/2020	409.66
				Account **52425 - Interpretor Services** Totals				Invoice Transactions	4	$800.58
Account **53106 - Office Supplies**										
15069 - STAPLES ADVANTAGE	2020-00000230	Office Supplies	Paid by Check # 675542		07/17/2020	07/17/2020	07/17/2020		07/23/2020	423.90
15069 - STAPLES ADVANTAGE	2020-00000246	Office Supplies	Paid by Check # 675752		07/30/2020	08/01/2020	08/01/2020		08/03/2020	142.35
				Account **53106 - Office Supplies** Totals				Invoice Transactions	2	$566.25
				Sub-Department **1340 - Clerk of Courts** Totals				Invoice Transactions	14	$8,588.18
				Department **25 - Court Systems** Totals				Invoice Transactions	14	$8,588.18
				Fund **100 - General Fund** Totals				Invoice Transactions	14	$8,588.18
* = Prior Fiscal Year Activity				Grand Totals				Invoice Transactions	14	$8,588.18

Door County

Accounts Payable Invoice Report

G/L Date Range 07/01/20 - 07/31/20
Report By 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 **8852 - GAY PUSTAVER**									
#6-2020	Mediation Services June 2020	Paid by Check #675077		07/03/2020	07/03/2020	07/03/2020		07/02/2020	770.00
			Vendor **8852 - GAY PUSTAVER** Totals			Invoices	1		$770.00
Vendor **15069 - STAPLES ADVANTAGE**									
3449510772	Office Supplies	Paid by Check #675246		07/17/2020	07/17/2020	07/17/2020		07/10/2020	5.98
			Vendor **15069 - STAPLES ADVANTAGE** Totals			Invoices	1		$5.98
Vendor **36721 - WEST GROUP PAYMENT CENTER**									
842568297	June 2020 West Information Charges	Paid by Check #675247		07/17/2020	07/17/2020	07/17/2020		07/10/2020	1,677.56
			Vendor **36721 - WEST GROUP PAYMENT CENTER** Totals			Invoices	1		$1,677.56
Vendor **5999 - WISCONSIN DOCUMENT IMAGING**									
106823	June 2020 Copier Charges	Paid by Check #675078		07/03/2020	07/03/2020	07/03/2020		07/02/2020	253.84
			Vendor **5999 - WISCONSIN DOCUMENT IMAGING** Totals			Invoices	1		$253.84
				Grand Totals		Invoices	4		$2,707.38

DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS
AUGUST MEETING VOUCHERS

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	July 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*		
100.06.1161.53110.001	Peninsula Pulse	Advertising (COVID-19 related) Half page - 15 issues	$6,311.25	X
100.06.1161.53110.001	Peninsula Pulse	Advertising (COVID-19 related) Pulsepicks 10 weeks	$1,750.00	X
100.06.1161.53110.001	DoorCountyDailyNews.com	Advertising (COVID-19 related) 104.1 WRLU & 103.3 The Clipper	$3,520.00	X
100.06.1161.53110.001	WDOR	Advertising (COVID-19 related) Aug, Sept, Oct	$3,798.00	X
100.06.1161.53110.001	Case Communications (dba Door County Radio Group)	Advertising (COVID-19 related) 300 Lodge/300 Rewind ads	$5,338.39	X
100.06.1161.53110.001	Link Outdoor Media	Advertising (COVID-19 related) 42/57, 10 mi. s/o Idlewild Rd. 10.5'x22' 7/22/20-8/18/20	$1,000.00	X
100.06.1161.53110.001	Link Outdoor Media	Advertising (COVID-19 related) 42/57 s/o Gordon Rd. 10'6x36' 8/10/20-9/06/20	$1,500.00	X
100.06.1161.53110.001	Lamar Companies	Advertising (COVID-19 related) Billboard Hwy. 57-42 200 ft. n/o Junction 42ES, 10'6 x 36', 8/10/20-11/01/20	$4,075.00	X
100.06.1161.59185	Door County Broadband LLC	State Broadband Match for Matching Funds	$2,000.00	X
County Administrator Vouchers:				
100.49.1115.52402	Rotary Club of Sturgeon Bay	*quarterly dues (July 1 - Sep 30, 2020)*	$200.00	X
Transportation Vouchers:				
71-Transportation	Abby Vans	June 2020 D2D Taxi	$50,100.20	X
71-Transportation	Cellcom Wisconsin RSA 10	July 2020 Cell Charges-Transportation	$41.62	X
71-Transportation	NEW Radio Inc.	July 2020 Marketing-ADRC Safe Rides	$225.00	X
		TOTAL:	$88,761.71	

Door County

Accounts Payable Invoice Report

G/L Date Range 07/01/20 - 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 **10 - County Clerk**									
Batch Number **2020-00000402**		Batch Date 07/16/2020				Entered by User Barb Pavlik			
Vendor **8383 - AMAZON CAPITAL SERVICES, INC**									
Sub-Department **10 County Clerk**									
1YJ1-JJML-4MFM	Election Server battery	Paid by Check #675544		07/16/2020	07/16/2020	07/16/2020		07/24/2020	228.63
			Sub-Department **10 County Clerk** Totals			Invoices	1		0
			Vendor **8383 - AMAZON CAPITAL SERVICES, INC** Totals			Invoices	1		$228.63
Vendor **21522 - JP GRAPHICS**									
Sub-Department **10 County Clerk**									
1058988011	Cty Clerk - Election - EL 120 Envelopes	Paid by Check #675545		07/16/2020	07/16/2020	07/16/2020		07/24/2020	1,115.14
1058989011	Cty Clerk - Election 122 Envelopes	Paid by Check #675545		07/16/2020	07/16/2020	07/16/2020		07/24/2020	1,752.31
1059033011	Cty Clerk - August Election Ballots	Paid by Check #675545		07/16/2020	07/16/2020	07/16/2020		07/24/2020	3,178.65
			Sub-Department **10 County Clerk** Totals			Invoices	3		0
			Vendor **21522 - JP GRAPHICS** Totals			Invoices	3		$6,046.10
Vendor **15069 - STAPLES ADVANTAGE**									
Sub-Department **10 County Clerk**									
3449253636	Cty Clerk - Labels, and remote batteries	Paid by Check #675546		07/16/2020	07/16/2020	07/16/2020		07/24/2020	13.27
3449333460	Cty Clerk - office supplies	Paid by Check #675546		07/16/2020	07/16/2020	07/16/2020		07/24/2020	4.74
			Sub-Department **10 County Clerk** Totals			Invoices	2		0
			Vendor **15069 - STAPLES ADVANTAGE** Totals			Invoices	2		$18.01
Vendor **14651 - WISCONSIN MEDIA**									
Sub-Department **10 County Clerk**									
3374377	Cty Clerk - Advertising	Paid by Check #675547		07/16/2020	07/16/2020	07/16/2020		07/24/2020	783.83
3417418	Cty Clerk - Advertising	Paid by Check #675547		07/16/2020	07/16/2020	07/16/2020		07/24/2020	379.58
			Sub-Department **10 County Clerk** Totals			Invoices	2		0
			Vendor **14651 - WISCONSIN MEDIA** Totals			Invoices	2		$1,163.41
			Batch Number **2020-00000402** Totals			Invoices	8		$7,456.15
			Department **10 - County Clerk** Totals			Invoices	8		$7,456.15
10 County Clerk									
				Grand Totals		Invoices	8		$7,456.15

Door County

Accounts Payable Invoice Report

G/L Date Range 07/17/20 - 07/17/20
Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department **25 - Court Systems**									
Batch Number **2020-00000399**		Batch Date 07/16/2020				Entered by User Jennifer Moeller			
Vendor **14349 - ATTY DEBRA R MANCOSKE**									
Sub-Department **25 Court Systems**									
20206	20GN6 Guardian ad Litem	Edit		07/16/2020	07/17/2020	07/17/2020			880.00
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **14349 - ATTY DEBRA R MANCOSKE** Totals			Invoices	1		$880.00
Vendor **14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY**									
Sub-Department **25 Court Systems**									
9107	Guardian ad Litem fees	Edit		07/16/2020	07/17/2020	07/17/2020			1,160.00
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY** Totals			Invoices	1		$1,160.00
Vendor **363 - DENNIS WHITE**									
Sub-Department **25 Court Systems**									
20019	20ME19 evaluation	Edit		07/16/2020	07/17/2020	07/17/2020			320.00
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **363 - DENNIS WHITE** Totals			Invoices	1		$320.00
Vendor **3629 - ERICKSON PRIBYL S.C.**									
Sub-Department **25 Court Systems**									
11477	Legal Fees	Edit		07/16/2020	07/17/2020	07/17/2020			400.00
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **3629 - ERICKSON PRIBYL S.C.** Totals			Invoices	1		$400.00
Vendor **6197 - HOLLY M JEWELL**									
Sub-Department **25 Court Systems**									
1235	transcripts	Edit		07/16/2020	07/17/2020	07/17/2020			126.50
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **6197 - HOLLY M JEWELL** Totals			Invoices	1		$126.50
Vendor **5660 - JEFFREY MARCUS**									
Sub-Department **25 Court Systems**									
53593	Evaluations and testimony	Edit		07/16/2020	07/17/2020	07/17/2020			4,500.00
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **5660 - JEFFREY MARCUS** Totals			Invoices	1		$4,500.00
Vendor **2288 - KEYSTONE PSYCHOLOGY LLC**									
Sub-Department **25 Court Systems**									
3340	Independent Evaluations	Edit		07/16/2020	07/17/2020	07/17/2020			1,200.00
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **2288 - KEYSTONE PSYCHOLOGY LLC** Totals			Invoices	1		$1,200.00

Door County

Accounts Payable Invoice Report

G/L Date Range 07/17/20 - 07/17/20
Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2674 - LISA A HARTEL**									
Sub-Department **25 Court Systems**									
0614	transcripts	Edit		07/16/2020	07/17/2020	07/17/2020			50.50
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **2674 - LISA A HARTEL** Totals			Invoices	1		$50.50
Vendor **8710 - MARTINSON LAW OFFICES**									
Sub-Department **25 Court Systems**									
200015	Guardian ad Litem fees	Edit		07/16/2020	07/17/2020	07/17/2020			1,641.66
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **8710 - MARTINSON LAW OFFICES** Totals			Invoices	1		$1,641.66
Vendor **15303 - NINA MARTEL SC**									
Sub-Department **25 Court Systems**									
19111912	Guardian ad Litem fees	Edit		07/16/2020	07/17/2020	07/17/2020			23.14
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **15303 - NINA MARTEL SC** Totals			Invoices	1		$23.14
Vendor **9682 - PINKERT LAW FIRM LLP**									
Sub-Department **25 Court Systems**									
53020112	Guardian ad Litem fees	Edit		07/16/2020	07/17/2020	07/17/2020			500.00
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **9682 - PINKERT LAW FIRM LLP** Totals			Invoices	1		$500.00
Vendor **36721 - WEST GROUP PAYMENT CENTER**									
Sub-Department **25 Court Systems**									
842668371	June 2020 Library plan	Edit		07/16/2020	07/17/2020	07/17/2020			605.34
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **36721 - WEST GROUP PAYMENT CENTER** Totals			Invoices	1		$605.34
Vendor **12047 - WI REGISTER IN PROBATE ASSOCIA**									
Sub-Department **25 Court Systems**									
2020	Annual Dues	Edit		07/16/2020	07/17/2020	07/17/2020			75.00
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **12047 - WI REGISTER IN PROBATE ASSOCIA** Totals			Invoices	1		$75.00
Vendor **5999 - WISCONSIN DOCUMENT IMAGING**									
Sub-Department **25 Court Systems**									
106834	Copier Lease June 2020	Edit		07/16/2020	07/17/2020	07/17/2020			195.85
			Sub-Department **25 Court Systems** Totals			Invoices	1		0
			Vendor **5999 - WISCONSIN DOCUMENT IMAGING** Totals			Invoices	1		$195.85
			Batch Number **2020-00000399** Totals			Invoices	14		$11,677.99
			Department **25 - Court Systems** Totals			Invoices	14		$11,677.99

Door County

Accounts Payable Invoice Report

G/L Date Range 07/17/20 - 07/17/20
Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
25 Court Systems									
				Grand Totals		Invoices	14		$11,677.99

DOOR COUNTY DISTRICT ATTORNEY'S OFFICE
VOUCHER LISTING:

Acct No.	Vendor	Description	Amount
53109	West Group	Publications	$19.28
53106	Staples	Office Supplies	$372.54
52408	Patrick Zelzer & Assoc.	Process Service	$150.00
		TOTAL:	$541.82

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 07/21/20 - 08/31/20
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 **2020-00000423**		Batch Date 08/01/2020				Entered by User Kayla Jennerjohn			
Vendor **2717 - BELLIN HEALTH**									
Sub-Department **44 Human Resources**									
13379502	Pre Employment DOT	Paid by Check #675788		08/01/2020	08/01/2020	08/01/2020		08/03/2020	77.00
		Sub-Department **44 Human Resources** Totals				Invoices	1		0
		Vendor **2717 - BELLIN HEALTH** Totals				Invoices	1		$77.00
Vendor **22136 - DIVERSIFIED BENEFIT SERVICES**									
Sub-Department **44 Human Resources**									
309179	1 N/A	Paid by Check #675789		08/01/2020	08/01/2020	08/01/2020		08/03/2020	549.00
		Sub-Department **44 Human Resources** Totals				Invoices	1		0
		Vendor **22136 - DIVERSIFIED BENEFIT SERVICES** Totals				Invoices	1		$549.00
Vendor **1512 - ERGOMETRICS & APPLIED PRSNL**									
Sub-Department **44 Human Resources**									
138558	Ecomm National Telecommunications Testing	Paid by Check #675790		08/01/2020	08/01/2020	08/01/2020		08/03/2020	182.60
		Sub-Department **44 Human Resources** Totals				Invoices	1		0
		Vendor **1512 - ERGOMETRICS & APPLIED PRSNL** Totals				Invoices	1		$182.60
Vendor **5999 - WISCONSIN DOCUMENT IMAGING**									
Sub-Department **44 Human Resources**									
109169	HR Copies	Paid by Check #675791		08/01/2020	08/01/2020	08/01/2020		08/03/2020	316.50
		Sub-Department **44 Human Resources** Totals				Invoices	1		0
		Vendor **5999 - WISCONSIN DOCUMENT IMAGING** Totals				Invoices	1		$316.50
		Batch Number **2020-00000423** Totals				Invoices	4		$1,125.10
Batch Number **2020-00000445**		Batch Date 08/14/2020				Entered by User Kayla Jennerjohn			
Vendor **8383 - AMAZON CAPITAL SERVICES, INC**									
Sub-Department **44 Human Resources**									
1CHV-PNFR-NDDK	Books for Training	Edit		08/14/2020	08/14/2020	08/14/2020			111.44
		Sub-Department **44 Human Resources** Totals				Invoices	1		0
		Vendor **8383 - AMAZON CAPITAL SERVICES, INC** Totals				Invoices	1		$111.44
Vendor **523 - MINNESOTA LIFE INSURANCE COMPA**									
Sub-Department **44 Human Resources**									
00403	Life Insurance September Billing 2020	Edit		08/14/2020	08/14/2020	08/14/2020			10,671.70
		Sub-Department **44 Human Resources** Totals				Invoices	1		0
		Vendor **523 - MINNESOTA LIFE INSURANCE COMPA** Totals				Invoices	1		$10,671.70
Vendor **18650 - PENINSULA PULSE**									

Door County

Accounts Payable Invoice Report

G/L Date Range 07/21/20 - 08/31/20
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
Sub-Department **44 Human Resources**									
21696	Pulse Ads	Edit		08/14/2020	08/14/2020	08/14/2020			226.10
			Sub-Department **44 Human Resources** Totals			Invoices	1		0
			Vendor **18650 - PENINSULA PULSE** Totals			Invoices	1		$226.10
Vendor **12533 - PREVEA HEALTH OCCUPATIONAL HEALTH**									
Sub-Department **44 Human Resources**									
2634	1 N/A	Edit		08/14/2020	08/14/2020	08/14/2020			67.00
			Sub-Department **44 Human Resources** Totals			Invoices	1		0
			Vendor **12533 - PREVEA HEALTH OCCUPATIONAL HEALTH** Totals			Invoices	1		$67.00
Vendor **4331 - WI DEPT OF JUSTICE CRIME INFO**									
Sub-Department **44 Human Resources**									
202007	Caregiver Background Checks	Edit		08/14/2020	08/14/2020	08/14/2020			20.00
			Sub-Department **44 Human Resources** Totals			Invoices	1		0
			Vendor **4331 - WI DEPT OF JUSTICE CRIME INFO** Totals			Invoices	1		$20.00
			Batch Number **2020-00000445** Totals			Invoices	5		$11,096.24
			Department **44 - Human Resources** Totals			Invoices	9		$12,221.34
44 Human Resources									
				Grand Totals		Invoices	9		$12,221.34

VETERANS SERVICE OFFICE VOUCHERS
July 31st, 2020 Administrative Committee Meeting

Acct No.	Vendor	Description	Amount	Prepaid
52206	Cellcom	Monthly Cellcom Charges	$67.02	x
59117	Choice Mobility	Choice Mobility	$1,100.00	x
		TOTAL:	$1,167.02	

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

Date: _____

_____
David Lienau, Chairman
Administrative Committee