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
   ◆ 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

Deviation from order shown may occur

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

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 ______________
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

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.

“These minutes have not been reviewed by the oversight committee and are subject to approval at the next regular committee meeting.”
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 online 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
Roll Call  

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Board Members  

1. 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.

Certification:

Jill M. Lau  
County Clerk, Door County

Resolution No. 2020-___  
APPROVAL OF GIFT, GRANT AND/OR DONATION TO THE DOOR COUNTY CLERK’S OFFICE

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
Nancy Robillard
Richard Virlee
Daniel Austad
Ken Fisher

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
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
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
Senior Accountant
WI Elections Commission
212 East Washington Avenue, 3rd Floor
PO Box 7984; Madison, WI 53707-7984
Direct: 608.266.2094; General WEC: 608.266.8005
julia.billingham@wisconsin.gov
http://elections.wi.gov
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
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, Jr., 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.

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.
Civil Rights  

Acts of officers and employees in general; vicarious liability and respondeat superior in general


1 Cases that cite this headnote

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

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.

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

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.

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.

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.
[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.

[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.

[14] Federal Courts  Taking case or question from

[15] 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

[16] 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.

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.

2 Cases that cite this headnote
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.

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.

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.
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.

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 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. 2040, 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.
Request to Refill Position

DEPT. HEAD TO COMPLETE:

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

Position Status: ☑ Will be vacant

☑ Full Time

Date Vacant: August 3rd, 2020
Hours per week: 1947 Annually

Reason for Vacancy:

☑ 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 Protective Services ☑ 04

☑ Human Resources has performed a position review?

FLSA Status Non-Exempt

☐ The Job Description has been updated and signed?

Approvals:

County Administrator

Administrative Committee Chair
County of Door
Security Deputy

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

Kelly A. Hendee, Human Resources Director

1-16-2020

1-17-2020

Date

Date
# REQUEST FOR FISCAL IMPACT INFORMATION

**RECLASSIFICATION**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
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**FTE/Hours**

<table>
<thead>
<tr>
<th>Sheriff Deputy-Level F Start</th>
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</thead>
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<tr>
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<tr>
<td>Sheriff Deputy-Level F-Budget-Level F</td>
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<tr>
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**FTE/Hrs**

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<tr>
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<td>Sheriff Deputy-Budget-Level F</td>
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<table>
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<tr>
<th>2021 TOTAL SALARY</th>
<th>2021 TOTAL BENEFITS</th>
<th>TOTAL SALARY and Benefits</th>
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<tr>
<td>52,792</td>
<td>37,558</td>
<td>90,350</td>
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<td>61,611</td>
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<td>61,611</td>
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<td>101,139</td>
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**Total Salary and Benefit Decrease**

| (10,789) |

**Total Salary and Benefit Increase**

| 1,818 |

**Dept Head Signature**

[Signature]

**Date**

7/6/19

**Finance Director**

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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
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, 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. Jaclyn brings a good attitude and a strong work ethic that will be much needed for the center going forward.

Director: [Signature]

Date: 7/24/2020
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
TO: Administrative Committee  
FROM: Human Resources  
SUBJECT: Monthly Personnel Transactions  
August 2020 Report

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

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

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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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:

**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.**
  o 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.
  o 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.
  o **Have you had close contact with someone who was diagnosed?**
  o 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:
  o 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's respiratory secretions (e.g., a dirty tissue; sharing a drinking glass, food, towels, or other personal items).
- Stayed overnight for at 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?

<table>
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<tr>
<th>Generally</th>
<th>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)).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
<td></td>
</tr>
<tr>
<td>Regular time codes</td>
<td>You are performing your normal duties from home or in the office</td>
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<tr>
<td>EPSLA</td>
<td>Criteria outlined in policy-Inability to work due to need to care for a child; MUST receive prior approval using written request form</td>
</tr>
<tr>
<td>EFMLEA</td>
<td>Criteria outlined in policy – related to COVID-19 (see policy); MUST use written request form as soon as practicable.</td>
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<tr>
<td>Paid Time Off (PTO); Personal Day; Compensatory Time; Time off Without Pay</td>
<td>Used for all non-COVID-19 related work absences. See Door County Policy and Administrative Handbook for details.</td>
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</tbody>
</table>

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 (EFMLA) 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 911 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
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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
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| * = Prior Fiscal Year Activity

Door County Clerk Of Court A/P July 2020
Invoice Date Range 07/01/20 - 07/31/20

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## DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS

### AUGUST MEETING VOUCHERS

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**Transportation Vouchers:**

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Vendor 8383 - AMAZON CAPITAL SERVICES, INC Totals
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- Invoice Net Amount: $228.63

Vendor 21522 - JP GRAPHICS Totals
- Invoices: 3
- Invoice Net Amount: $6,046.10

Vendor 15069 - STAPLES ADVANTAGE Totals
- Invoices: 2
- Invoice Net Amount: $18.01

Vendor 14651 - WISCONSIN MEDIA Totals
- Invoices: 2
- Invoice Net Amount: $1,163.41

Department 10 - County Clerk Totals
- Invoices: 8
- Invoice Net Amount: $7,456.15

Grand Totals
- Invoices: 8
- Invoice Net Amount: $7,456.15
### Accounts Payable Invoice Report

#### G/L Date Range: 07/17/20 - 07/17/20

**Summary Listing**

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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
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44 Human Resources

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Grand Totals

Invoices 9

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**TOTAL:** $1,167.02

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

Date: ________________________

David Lienau, Chairman
Administrative Committee