

Notice of Public Meeting  
**Tuesday, September 15, 2020**  
**9:15 a.m.**  
*or immediately following the joint  
meeting of the Administrative &  
Finance Committees*

**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 August 18, 2020 Regular Administrative Committee Meeting
5. Correspondence
6. Public Comment
7. Old Business
8. New Business (Review / Action)

◆ **Review and Recommendation re: Administrative Oversight Department Budgets for 2021:**

Child Support	County Clerk	Human Resources
Court Systems	County Board	Medical Examiner
District Attorney	Corporation Counsel	Veterans Service Office
County Administrator	Transportation	

◆ **County Administrator**

- ◆ COVID-19: Cares Act Funding
- ◆ Government Center Meeting Room Upgrades
- ◆ Manufacturer's Day Joint Resolution
- ◆ Land Acknowledgement

◆ **County Clerk**

- ◆ Review and Approve 5-Year Contract for Mail Machines – Forward Resolution to County Board

◆ **Transportation**

- ◆ Transportation Program Update

◆ **Corporation Counsel**

- ◆ "Nordstrom, et al v. Door County Board of Adjustment, et al" – "Door County Circuit Court Case # 2020-CV-91
- ◆ "Camp Zion, Inc. v. Door County Board of Adjustment & Door County" – USDC ED Wis Case # 2020-CV-1248
- ◆ "Yang, et al v. Powers, et al" – USDC ED Wis Case # 2020-CV-760
- ◆ May 15, 2020 Notice of Claim/Notice of Circumstances – Friends of the Forestville Dam, Inc.
- ◆ POTUS Payroll Tax Deferral
- ◆ Renewal and Revision of Wisconsin Bay Workforce Development Area Consortium Agreement

◆ **Human Resources**

- ◆ Request to Refill – Information and Assistance Specialist – Health & Human Services
- ◆ Request to Refill – Case Manager – Comprehensive Community Services – Health & Human Services
- ◆ Request to Refill – Field Services Lieutenant and Subsequent Refills – Sheriff's Department
- ◆ Request to Refill – Court Security Deputy and Subsequent Refills – Sheriff's Department
- ◆ Request to Refill – Library Branch Manager (approved 8/2020) need - 'and subsequent'
- ◆ FYI: Letter of Resignation – Karlee Bertrand – Health and Human Services
- ◆ FYI: Letter of Retirement – Robert Lauder – Sheriff's Department
- ◆ FYI: Letter of Retirement – Mark Schwartz – Sheriff's Department
- ◆ FYI: Letter of Resignation – Carey Leemon – Highway and Airport
- ◆ FYI: Completion of Introductory Period – Jaime Jorns – Library
- ◆ FYI: Completion of Introductory Period – Taylor Jandrin – Health and Human Services
- ◆ FYI: Completion of Introductory Period – Ashley Thornton – Health and Human Services
- ◆ Personnel Transactions

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

10. Vouchers, Claims and Bills

11. Next Meeting Date(s)

- Regular Meeting – October 20, 2020 – 9:00 a.m.

12. Meeting Per Diem Code

13. 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) 1<sup>st</sup> 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=e52ccdb7003b5135476f500b304d9e4ef>

**Event Password:**

Sept15admin2020

**To Connect via phone:**

**Call:** 1-408-418-9388

**Access Code:** 146 175 9685

*Deviation from order shown may occur*

**MINUTES**  
**Tuesday, August 18, 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, August 18, 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, Richard Virlee, and Joel Gunnlaugsson.

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 July 21, 2020 Regular Administrative Committee Meeting**

Motion by Virlee, seconded by Fisher to approve the minutes of the July 21, 2020 Administrative Committee Meeting. Motion carried by voice vote.

**Correspondence**

No correspondence was presented.

**Public Comment**

N/A.

**Old Business**

No old business was presented.

**New Business (Review / Action)**

**County Administrator**

**COVID-19: Cares Act Funding**

Continuing to proceed down the same path as presented at County Board.

**Employee Recognition**

Administrator Pabich explained each year the County has budgeted for an employee picnic. Given the COVID situation this year the gathering aspect of things doesn't allow for a picnic. The question then becomes does the County want to provide some other means of recognition for our employees. There are funds budgeted. A Door County gift certificate or other recognition could be given. Committee Members supported recognition of our employees in some form.

**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**

County Clerk Lau reviewed the grant application and reported the funds will be used to purchase backup storage and to perform a security risk assessment and penetration test. The County Clerk will work in

partnership with the Technology Services Department to purchase the storage and complete the security risk assessment.

Motion by Fisher, seconded by Gunnlaugsson to approve acceptance of the grant. Motion carried by voice vote.

## **Transportation**

### **Transportation Program Update**

Pam Busch appeared virtually and provided a brief update on the report included in the meeting packet. Pam reported the Door 2 Door numbers which have seen a slight increase.

## **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**

CC Thomas reported this is a case currently pending in the US Court of Appeals 7<sup>th</sup> Circuit involving Polk County. Two inmates of the Polk County Jail alleged they were victims of sexual assault while incarcerated. The inmates filed actions against the county and jail corrections officer. The case went to trial and the correctional officer was convicted and it was found there was evidence sufficient to prove that the county was liable and acted with deliberate indifference in failing to prevent the sexual assault. CC Thomas explained there was no pattern of conduct, there was no policy endorsing the conduct, Polk County had strong policies against what the employee did, there was training, and Polk County did not discover the actions of the employee; an employer cannot be held vicarious liable for the criminal acts of an employee. Polk County and WCA intends to file an amicus brief in support of the case to be taken by the Supreme Court – Door County will participate.

## **Human Resources**

### **Request to Refill – Security Deputy & Subsequent Refills – Sherriff’s Department**

HR Director Hendee explained the request is due to the resignation of a deputy.

Motion by Gunnlaugsson, seconded by Fisher to approve the request to refill the Security Deputy and all subsequent vacancies. Motion carried by voice vote.

### **DRAFT – Phase II – Opening the Workplace**

The draft Phase II Opening the Workplace was included in the meeting packet and was reviewed. Specific areas of discussion included setting working hours, remaining flexible with expectations, making certain employees teleworking have good equipment with internet connection. Phase II will be in place at least through the end of this year and may continue into next year. The minimum standard during Phase II is an employee must be working in the building a minimum of 50% of the time. A large part of the workforce is working on-site. Some departments continue to have staff teleworking.

### **FYI: Letter of Resignation – Bobbi Gilson – Sheriff’s Department**

Reviewed.

### **FYI: Completion of Introductory Period – Mark Nielson – Library**

Reviewed.

### **FYI: Completion of Introductory Period – Jaclyn Baermann – Emergency Management & Communications**

### **FYI: Completion of Introductory Period – Pam Busch – Transportation Manager**

Reviewed.

## **Personnel Transactions**

Reviewed.

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

- Review Donations Policy

## **Vouchers, Claims and Bills**

Reviewed.

**Next Meeting Date(s)**

- Joint Administrative & Finance Committee Meeting – September 15, 2020 – 9:00 a.m.
- Regular Meeting - Administrative Committee Meeting – September 15, 2020 – immediately following

**Meeting Per Diem Code**

818.

**Adjourn**

Motion by Virlee, seconded by Robillard to adjourn. Time: 9:41 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
<b>Fund 100 - General Fund</b>							
<b>REVENUE</b>							
Department <b>27 - Child Support</b>							
43408	St Aid Child Support	418,232.00	418,232.00	103,686.35	314,545.00	353,056.00	353,056.00
43412	St Aid CS Incentive	39,700.00	39,700.00	.00	39,700.00	40,149.00	40,149.00
43450	St Aid ARRA Funding	.00	.00	.00	.00	1,057.00	1,057.00
43865	State General Purpose Revenue Funding	.00	.00	.00	.00	27,769.00	27,769.00
43866	Birth Cost Hold Harmless	.00	.00	.00	.00	4,020.00	4,020.00
46551	Child Support Lab Fees	800.00	800.00	303.44	500.00	800.00	800.00
48516	Indirect Costs	79,178.00	96,833.33	48,416.64	48,416.00	96,833.00	96,833.00
Department <b>27 - Child Support Totals</b>		<b>\$537,910.00</b>	<b>\$555,565.33</b>	<b>\$152,406.43</b>	<b>\$403,161.00</b>	<b>\$523,684.00</b>	<b>\$523,684.00</b>
<b>REVENUE TOTALS</b>		<b>\$537,910.00</b>	<b>\$555,565.33</b>	<b>\$152,406.43</b>	<b>\$403,161.00</b>	<b>\$523,684.00</b>	<b>\$523,684.00</b>
<b>EXPENSE</b>							
Department <b>27 - Child Support</b>							
Sub-Department <b>1302 - Child Support</b>							
51101	Salary & Wages	293,020.00	293,020.00	118,079.41	174,941.00	299,233.00	299,233.00
51101.300P	S&W Vac/PTO Vacation	.00	.00	7,307.71	.00	.00	.00
51101.320P	S&W Holiday Holiday	.00	.00	1,998.61	.00	.00	.00
51101.350P	S&W Funeral Funeral	.00	.00	159.52	.00	.00	.00
51101.385P	S&W - COVID 19	.00	.00	2,464.97	.00	.00	.00
51101.390P	S&W Personal Personal	.00	.00	776.79	.00	.00	.00
51102	Salary & Wages Part Time	18,854.00	18,854.00	8,467.56	10,385.00	19,959.00	19,959.00
51102.385P	PT COVID 19	.00	.00	60.52	.00	.00	.00
51104	Overtime	.00	.00	7.73	.00	.00	.00
51201	Social Security	23,859.00	23,859.00	10,230.61	13,628.00	24,419.00	24,419.00
51202	Retirement	19,779.00	19,779.00	8,827.19	10,952.00	20,197.00	20,197.00
51203	Dental Insurance	5,623.00	5,623.00	2,428.32	3,195.00	4,856.00	4,856.00
51204	Health Insurance	107,712.00	107,712.00	50,025.60	57,686.00	93,024.00	93,024.00
51205	Life Insurance	222.00	222.00	88.32	134.00	177.00	177.00
51206	Workers Compensation	625.00	625.00	270.02	355.00	606.00	606.00
52103	Independent Audit/Account	700.00	700.00	297.00	403.00	700.00	700.00
52206	Telephone	700.00	700.00	376.95	323.00	700.00	700.00

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
Fund <b>100 - General Fund</b>							
EXPENSE							
Department <b>27 - Child Support</b>							
Sub-Department <b>1302 - Child Support</b>							
52302	Service Contracts	3,200.00	3,200.00	1,191.87	1,000.00	2,500.00	2,500.00
52402	Membership Dues	800.00	800.00	758.50	.00	800.00	800.00
52412	Paternity Blood Tests	500.00	500.00	253.00	250.00	500.00	500.00
53102	Postage	3,500.00	3,500.00	1,319.78	1,500.00	3,000.00	3,000.00
53106	Office Supplies	3,000.00	3,000.00	529.08	1,000.00	2,000.00	2,000.00
53109	Publication&Subscription	500.00	500.00	351.55	150.00	500.00	500.00
54101	Conference Fees & Training	900.00	900.00	.00	.00	600.00	600.00
54102	Training Mile,Meals,Lodge	4,000.00	4,000.00	82.00	.00	1,800.00	1,800.00
55105	Family Crt Comm Chges	1,000.00	1,000.00	155.24	350.00	1,000.00	1,000.00
55107	Leased Copying	.00	.00	(.55)	.00	.00	.00
55108	Clerk of Courts Charges	12,000.00	12,000.00	3,022.28	5,000.00	8,400.00	8,400.00
55114	District Attorney Chrges	500.00	500.00	41.15	75.00	250.00	250.00
55310	Indirect Costs	79,178.00	96,833.33	48,416.64	48,417.00	96,833.00	96,833.00
Sub-Department <b>1302 - Child Support</b> Totals		\$580,172.00	\$597,827.33	\$267,987.37	\$329,744.00	\$582,054.00	\$582,054.00
Department <b>27 - Child Support</b> Totals		\$580,172.00	\$597,827.33	\$267,987.37	\$329,744.00	\$582,054.00	\$582,054.00
EXPENSE TOTALS		\$580,172.00	\$597,827.33	\$267,987.37	\$329,744.00	\$582,054.00	\$582,054.00
Fund <b>100 - General Fund</b> Totals							
REVENUE TOTALS		\$537,910.00	\$555,565.33	\$152,406.43	\$403,161.00	\$523,684.00	\$523,684.00
EXPENSE TOTALS		\$580,172.00	\$597,827.33	\$267,987.37	\$329,744.00	\$582,054.00	\$582,054.00
Fund <b>100 - General Fund</b> Totals		(\$42,262.00)	(\$42,262.00)	(\$115,580.94)	\$73,417.00	(\$58,370.00)	(\$58,370.00)
Net Grand Totals							
REVENUE GRAND TOTALS		\$537,910.00	\$555,565.33	\$152,406.43	\$403,161.00	\$523,684.00	\$523,684.00
EXPENSE GRAND TOTALS		\$580,172.00	\$597,827.33	\$267,987.37	\$329,744.00	\$582,054.00	\$582,054.00
Net Grand Totals		(\$42,262.00)	(\$42,262.00)	(\$115,580.94)	\$73,417.00	(\$58,370.00)	(\$58,370.00)

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
Fund 100 - General Fund							
<b>REVENUE</b>							
Department 25 - Court Systems							
43251	St Aid Courts	126,700.00	126,700.00	66,945.00	106,852.00	170,000.00	170,000.00
43252	St Aid Guardian Ad Litem	32,057.00	32,057.00	.00	.00	.00	.00
Comments							
Level		Comment					
Dept Requested		Included in the payment to acct #43251 St Aid Courts. Total for 2020 = \$39953.00					
45101	Co Share State Fines COC	45,000.00	45,000.00	14,031.64	21,000.00	46,000.00	46,000.00
45105	Co Ordin.Forfeitures COC	64,000.00	64,000.00	21,585.02	31,000.00	65,000.00	65,000.00
46112	Copy Revenue	4,500.00	4,500.00	2,142.30	2,200.00	4,500.00	4,500.00
46116	Child Support Revenues	12,000.00	12,000.00	3,022.28	3,700.00	8,400.00	8,400.00
46118	GAL Recoup COC	48,000.00	48,000.00	18,746.68	21,000.00	40,000.00	40,000.00
46118.1310	GAL Recoup Cir Crt Reg Pr GAL Cir Crt Reg Probate	3,500.00	3,500.00	6,015.59	4,000.00	4,000.00	4,000.00
46119	Atty Fees Recoup-COC	32,000.00	32,000.00	9,800.04	20,000.00	32,000.00	32,000.00
46121	Register of Probate Fees	10,000.00	10,000.00	2,707.95	4,000.00	8,000.00	8,000.00
46122	Clk of Ct Fees & Cost	75,000.00	75,000.00	36,310.34	37,000.00	79,000.00	79,000.00
46146	CS Rev-Fam Crt-Cir Crt	500.00	500.00	155.24	200.00	400.00	400.00
47102	Interpreter Serv Reimb	5,500.00	5,500.00	.00	.00	.00	.00
Comments							
Level		Comment					
Dept Requested		Was included in acct #43251 St Aid Courts. The total for 2020 was \$7139.00					
48125	Interest-Miscellaneous	1,500.00	1,500.00	555.26	420.00	1,000.00	1,000.00
49124	Prior Yr Revenues	.00	.00	(910.00)	.00	.00	.00
Department 25 - Court Systems Totals		\$460,257.00	\$460,257.00	\$181,107.34	\$251,372.00	\$458,300.00	\$458,300.00
<b>REVENUE TOTALS</b>		\$460,257.00	\$460,257.00	\$181,107.34	\$251,372.00	\$458,300.00	\$458,300.00
<b>EXPENSE</b>							
Department 25 - Court Systems							
Sub-Department 1303 - Family Court Commissioner							
52402	Membership Dues	720.00	720.00	239.95	300.00	700.00	700.00
54101	Conference Fees & Training	100.00	100.00	.00	300.00	100.00	100.00
54102	Training Mile,Meals,Lodge	200.00	200.00	.00	.00	250.00	250.00
55301	S& W Allocation	9,000.00	9,000.00	3,630.10	4,000.00	8,000.00	8,000.00
Sub-Department 1303 - Family Court Commissioner Totals		\$10,020.00	\$10,020.00	\$3,870.05	\$4,600.00	\$9,050.00	\$9,050.00

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
Fund <b>100 - General Fund</b>							
EXPENSE							
Department <b>25 - Court Systems</b>							
Sub-Department <b>1310 - Circuit Court Judge</b>							
51101	Salary & Wages	178,236.00	178,236.00	68,037.92	110,000.00	187,704.00	187,704.00
51101.300P	S&W Vac/PTO Vacation	.00	.00	4,507.71	.00	.00	.00
R							
51101.320P	S&W Holiday Holiday	.00	.00	1,260.11	.00	.00	.00
R							
51101.330P	S&W Comp Taken Comp Taken	.00	.00	84.04	.00	.00	.00
R							
51101.385P	S&W - COVID 19	.00	.00	5,190.45	.00	.00	.00
R							
51101.390P	S&W Personal Personal	.00	.00	249.09	.00	.00	.00
R							
51101.395P	S&W Administrative Administrative	.00	.00	819.80	.00	.00	.00
R							
51102	Salary & Wages Part Time	17,821.00	17,821.00	5,834.39	11,000.00	18,854.00	18,854.00
51102.385P	PT COVID 19	.00	.00	361.60	.00	.00	.00
R							
51201	Social Security	14,998.00	14,998.00	6,169.59	.00	15,802.00	15,802.00
51202	Retirement	12,030.00	12,030.00	5,385.68	.00	12,670.00	12,670.00
51203	Dental Insurance	2,300.00	2,300.00	1,533.72	.00	3,067.00	3,067.00
51204	Health Insurance	44,064.00	44,064.00	32,140.80	.00	58,752.00	58,752.00
51205	Life Insurance	97.00	97.00	48.48	.00	97.00	97.00
51206	Workers Compensation	392.00	392.00	164.02	.00	393.00	393.00
52101	Professional Services	20,000.00	20,000.00	13,044.39	12,000.00	25,000.00	25,000.00
52130	PS-Guardian Ad Litem	25,000.00	25,000.00	9,897.32	12,000.00	20,000.00	20,000.00
52206	Telephone	1,000.00	1,000.00	478.06	522.00	1,000.00	1,000.00
52301	Repair & Maintenance	1,000.00	1,000.00	.00	500.00	1,000.00	1,000.00
52402	Membership Dues	600.00	600.00	276.60	324.00	600.00	600.00
52406	Reporter & Transcriber Fe	6,000.00	6,000.00	2,126.00	3,000.00	6,000.00	6,000.00
52462	Notary Bond Renewal	30.00	30.00	.00	30.00	30.00	30.00
53102	Postage	3,000.00	3,000.00	1,212.61	1,700.00	3,000.00	3,000.00
53104	Law Library	7,500.00	7,500.00	3,284.94	3,213.00	7,500.00	7,500.00
53106	Office Supplies	3,500.00	3,500.00	789.45	2,000.00	3,500.00	3,500.00
53140	Gasoline, Oil & Antifreeze	150.00	150.00	.00	100.00	150.00	150.00
54101	Conference Fees & Training	200.00	200.00	.00	.00	200.00	200.00

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm						
Fund <b>100 - General Fund</b>													
EXPENSE													
Department <b>25 - Court Systems</b>													
Sub-Department <b>1310 - Circuit Court Judge</b>													
54102	Training Mile,Meals,Lodge	450.00	450.00	.00	300.00	450.00	450.00						
55106	Printing	200.00	200.00	344.54	.00	300.00	300.00						
55107	Leased Copying	1,900.00	1,900.00	974.55	925.00	1,900.00	1,900.00						
55301	S& W Allocation	(9,000.00)	(9,000.00)	(3,630.10)	(4,000.00)	(8,000.00)	(8,000.00)						
Sub-Department <b>1310 - Circuit Court Judge Totals</b>		\$331,468.00	\$331,468.00	\$160,585.76	\$153,614.00	\$359,969.00	\$359,969.00						
Sub-Department <b>1340 - Clerk of Courts</b>													
51101	Salary & Wages	305,266.00	305,266.00	110,220.39	152,633.00	318,321.00	318,321.00						
51101.300P R	S&W Vac/PTO Vacation	.00	.00	8,378.65	.00	.00	.00						
51101.320P R	S&W Holiday Holiday	.00	.00	1,679.15	.00	.00	.00						
51101.350P R	S&W Funeral Funeral	.00	.00	298.75	.00	.00	.00						
51101.385P R	S&W - COVID 19	.00	.00	13,259.68	.00	.00	.00						
51101.390P R	S&W Personal Personal	.00	.00	367.18	.00	.00	.00						
51104	Overtime	400.00	400.00	.00	200.00	400.00	400.00						
51201	Social Security	23,384.00	23,384.00	9,830.19	11,692.00	24,381.00	24,381.00						
51202	Retirement	20,632.00	20,632.00	8,858.46	10,316.00	21,513.00	21,513.00						
51203	Dental Insurance	6,134.00	6,134.00	2,683.80	3,067.00	5,367.00	5,367.00						
51204	Health Insurance	117,504.00	117,504.00	55,641.60	58,752.00	102,816.00	102,816.00						
51205	Life Insurance	124.00	124.00	44.40	62.00	89.00	89.00						
51206	Workers Compensation	611.00	611.00	255.18	305.00	605.00	605.00						
52101	Professional Services	35,000.00	35,000.00	8,902.15	17,000.00	35,000.00	35,000.00						
52130	PS-Guardian Ad Litem	48,000.00	48,000.00	10,772.54	24,000.00	48,000.00	48,000.00						
52155	PS-Psychiatric Evals	12,000.00	12,000.00	765.00	6,000.00	10,000.00	10,000.00						
52206	Telephone	600.00	600.00	305.95	350.00	700.00	700.00						
52301	Repair & Maintenance	200.00	200.00	761.82	500.00	2,000.00	2,000.00						
<table border="1"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Dept Requested</td> <td>Court room furniture / sound and audio</td> </tr> </tbody> </table>								Comments		Level	Comment	Dept Requested	Court room furniture / sound and audio
Comments													
Level	Comment												
Dept Requested	Court room furniture / sound and audio												
52402	Membership Dues	225.00	225.00	125.00	100.00	225.00	225.00						

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm						
Fund <b>100 - General Fund</b>													
EXPENSE													
Department <b>25 - Court Systems</b>													
Sub-Department <b>1340 - Clerk of Courts</b>													
52406	Reporter & Transcriber Fe	200.00	200.00	82.00	100.00	200.00	200.00						
52425	Interpretor Services	7,000.00	7,000.00	2,677.25	4,335.00	8,000.00	8,000.00						
<table border="1"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Dept Requested</td> <td>Fee increases</td> </tr> </tbody> </table>								Comments		Level	Comment	Dept Requested	Fee increases
Comments													
Level	Comment												
Dept Requested	Fee increases												
52462	Notary Bond Renewal	60.00	60.00	50.00	.00	50.00	50.00						
53102	Postage	4,800.00	4,800.00	1,858.54	2,400.00	4,800.00	4,800.00						
53106	Office Supplies	4,200.00	4,200.00	2,056.34	2,150.00	4,300.00	4,300.00						
53140	Gasoline, Oil & Antifreez	235.00	235.00	.00	.00	290.00	290.00						
54101	Conference Fees & Training	170.00	170.00	.00	.00	170.00	170.00						
54102	Training Mile,Meals,Lodge	1,067.00	1,067.00	661.18	.00	1,050.00	1,050.00						
54102.0421	Taxable Meals Taxable Meals	40.00	40.00	.00	.00	50.00	50.00						
1													
54111	Conf/Workshop Expense	.00	.00	30.00	30.00	60.00	60.00						
<table border="1"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Dept Requested</td> <td>We now have to pay for our workshops at conference... usually \$30 each</td> </tr> </tbody> </table>								Comments		Level	Comment	Dept Requested	We now have to pay for our workshops at conference... usually \$30 each
Comments													
Level	Comment												
Dept Requested	We now have to pay for our workshops at conference... usually \$30 each												
55101.100	IS Chgs-General Fd General Fund	500.00	500.00	.00	.00	.00	.00						
55107	Leased Copying	3,900.00	3,900.00	979.72	1,200.00	3,400.00	3,000.00						
Sub-Department <b>1340 - Clerk of Courts Totals</b>		<b>\$592,252.00</b>	<b>\$592,252.00</b>	<b>\$241,544.92</b>	<b>\$295,192.00</b>	<b>\$591,787.00</b>	<b>\$591,387.00</b>						
Sub-Department <b>1341 - Jury Trials Expense</b>													
51102	Salary & Wages Part Time	3,685.00	3,685.00	192.50	2,870.00	7,370.00	7,370.00						
<table border="1"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Dept Requested</td> <td>with social distancing the jurors will be spread out in which I will need more jury Bailiffs.</td> </tr> </tbody> </table>								Comments		Level	Comment	Dept Requested	with social distancing the jurors will be spread out in which I will need more jury Bailiffs.
Comments													
Level	Comment												
Dept Requested	with social distancing the jurors will be spread out in which I will need more jury Bailiffs.												
51201	Social Security	282.00	282.00	14.74	141.00	564.00	564.00						
51206	Workers Compensation	7.00	7.00	.36	4.00	14.00	14.00						

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm						
Fund 100 - General Fund													
EXPENSE													
Department 25 - Court Systems													
Sub-Department 1341 - Jury Trials Expense													
52407	Jury Fees	37,600.00	37,600.00	1,531.25	5,600.00	38,000.00	38,000.00						
<table border="1"> <tr> <td colspan="2">Comments</td> </tr> <tr> <td>Level</td> <td>Comment</td> </tr> <tr> <td>Dept Requested</td> <td>One month trial scheduled for 2020 is now scheduled for 2021</td> </tr> </table>								Comments		Level	Comment	Dept Requested	One month trial scheduled for 2020 is now scheduled for 2021
Comments													
Level	Comment												
Dept Requested	One month trial scheduled for 2020 is now scheduled for 2021												
53101	Other Materials & Supplie	5,205.00	5,205.00	.00	2,090.00	7,965.00	7,965.00						
<table border="1"> <tr> <td colspan="2">Comments</td> </tr> <tr> <td>Level</td> <td>Comment</td> </tr> <tr> <td>Dept Requested</td> <td>No more lunch excusals - we now buy lunch and all prepackaged snacks.</td> </tr> </table>								Comments		Level	Comment	Dept Requested	No more lunch excusals - we now buy lunch and all prepackaged snacks.
Comments													
Level	Comment												
Dept Requested	No more lunch excusals - we now buy lunch and all prepackaged snacks.												
53102	Postage	1,600.00	1,600.00	434.45	925.00	1,600.00	1,600.00						
Sub-Department 1341 - Jury Trials Expense Totals		\$48,379.00	\$48,379.00	\$2,173.30	\$11,630.00	\$55,513.00	\$55,513.00						
Department 25 - Court Systems Totals		\$982,119.00	\$982,119.00	\$408,174.03	\$465,036.00	\$1,016,319.00	\$1,015,919.00						
EXPENSE TOTALS		\$982,119.00	\$982,119.00	\$408,174.03	\$465,036.00	\$1,016,319.00	\$1,015,919.00						
Fund 100 - General Fund Totals													
REVENUE TOTALS		\$460,257.00	\$460,257.00	\$181,107.34	\$251,372.00	\$458,300.00	\$458,300.00						
EXPENSE TOTALS		\$982,119.00	\$982,119.00	\$408,174.03	\$465,036.00	\$1,016,319.00	\$1,015,919.00						
Fund 100 - General Fund Totals		(\$521,862.00)	(\$521,862.00)	(\$227,066.69)	(\$213,664.00)	(\$558,019.00)	(\$557,619.00)						
Net Grand Totals													
REVENUE GRAND TOTALS		\$460,257.00	\$460,257.00	\$181,107.34	\$251,372.00	\$458,300.00	\$458,300.00						
EXPENSE GRAND TOTALS		\$982,119.00	\$982,119.00	\$408,174.03	\$465,036.00	\$1,016,319.00	\$1,015,919.00						
Net Grand Totals		(\$521,862.00)	(\$521,862.00)	(\$227,066.69)	(\$213,664.00)	(\$558,019.00)	(\$557,619.00)						

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
Fund <b>100 - General Fund</b>							
<b>REVENUE</b>							
Department <b>26 - District Attorney</b>							
43255	St Aid Victim/Witness	37,000.00	37,000.00	.00	33,808.00	37,000.00	37,000.00
Comments							
<i>Level</i>		<i>Comment</i>					
Dept Requested		Amount reduced based on the amount awarded for the first half of 2020 being lower than prior years.					
46112	Copy Revenue	10,000.00	10,000.00	6,304.89	12,610.00	10,000.00	10,000.00
46116	Child Support Revenues	100.00	100.00	41.15	82.00	100.00	100.00
46349	Restitution-Surcharge	6,500.00	6,500.00	3,904.58	7,810.00	6,500.00	6,500.00
46352	DA Witness Fee	1,000.00	1,000.00	156.03	312.00	500.00	500.00
46353	Service by DA	2,500.00	2,500.00	3,884.77	7,770.00	4,000.00	4,000.00
Department <b>26 - District Attorney Totals</b>		<b>\$57,100.00</b>	<b>\$57,100.00</b>	<b>\$14,291.42</b>	<b>\$62,392.00</b>	<b>\$58,100.00</b>	<b>\$58,100.00</b>
<b>REVENUE TOTALS</b>		<b>\$57,100.00</b>	<b>\$57,100.00</b>	<b>\$14,291.42</b>	<b>\$62,392.00</b>	<b>\$58,100.00</b>	<b>\$58,100.00</b>
<b>EXPENSE</b>							
Department <b>26 - District Attorney</b>							
Sub-Department <b>1300 - Victim Witness Program</b>							
51101	Salary & Wages	45,675.00	40,197.36	16,499.83	33,000.00	51,076.00	51,076.00
51101.300P R	S&W Vac/PTO Vacation	.00	1,998.71	1,166.05	.00	.00	.00
51101.320P R	S&W Holiday Holiday	.00	540.13	344.21	.00	.00	.00
51101.385P R	S&W - COVID 19	.00	2,742.88	2,742.88	.00	.00	.00
51101.390P R	S&W Personal Personal	.00	195.92	195.92	.00	.00	.00
51201	Social Security	3,494.00	3,494.00	1,518.79	3,038.00	3,907.00	3,907.00
51202	Retirement	3,083.00	3,083.00	1,414.05	2,828.00	3,448.00	3,448.00
51203	Dental Insurance	1,278.00	1,278.00	639.12	1,278.00	1,278.00	1,278.00
51204	Health Insurance	24,480.00	24,480.00	13,248.00	26,496.00	24,480.00	24,480.00
51205	Life Insurance	23.00	23.00	12.12	.00	24.00	24.00
51206	Workers Compensation	91.00	91.00	39.80	80.00	97.00	97.00
52206	Telephone	.00	93.18	93.18	186.00	200.00	200.00
52402	Membership Dues	40.00	50.00	50.00	50.00	50.00	50.00
52462	Notary Bond Renewal	45.00	45.00	.00	45.00	.00	.00

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm						
Fund <b>100 - General Fund</b>													
EXPENSE													
Department <b>26 - District Attorney</b>													
Sub-Department <b>1300 - Victim Witness Program</b>													
53102	Postage	1,200.00	1,200.00	889.95	1,780.00	1,500.00	1,500.00						
<table border="1"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Dept Requested</td> <td>New Marsy's Law requires more communication with victims.</td> </tr> </tbody> </table>								Comments		Level	Comment	Dept Requested	New Marsy's Law requires more communication with victims.
Comments													
Level	Comment												
Dept Requested	New Marsy's Law requires more communication with victims.												
53106	Office Supplies	650.00	934.16	934.16	1,868.00	900.00	900.00						
<table border="1"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Dept Requested</td> <td>Rise in costs of supplies coupled with increase statutory requirements for victim notification.</td> </tr> </tbody> </table>								Comments		Level	Comment	Dept Requested	Rise in costs of supplies coupled with increase statutory requirements for victim notification.
Comments													
Level	Comment												
Dept Requested	Rise in costs of supplies coupled with increase statutory requirements for victim notification.												
53183	Data Processing Supplies	300.00	119.97	.00	142.00	300.00	300.00						
54101	Conference Fees & Training	100.00	100.00	.00	.00	100.00	100.00						
54102	Training Mile,Meals,Lodge	375.00	167.69	.00	.00	250.00	250.00						
54102.0421	Taxable Meals Taxable Meals	50.00	50.00	.00	.00	50.00	50.00						
1													
55107	Leased Copying	400.00	400.00	140.84	282.00	400.00	400.00						
59124	Misc Expense	75.00	75.00	.00	.00	75.00	75.00						
Sub-Department <b>1300 - Victim Witness Program</b>		<b>\$81,359.00</b>	<b>\$81,359.00</b>	<b>\$39,928.90</b>	<b>\$71,073.00</b>	<b>\$88,135.00</b>	<b>\$88,135.00</b>						
		Totals											
Sub-Department <b>1301 - District Attorney</b>													
51101	Salary & Wages	171,665.00	147,343.50	52,100.60	.00	170,017.00	170,017.00						
51101.300P	S&W Vac/PTO Vacation	.00	5,045.74	3,497.78	.00	.00	.00						
R													
51101.311P	PTO/Vac/Sick/EUSL Payout PTO/Vac/Sick/EUSL	.00	12,939.15	12,939.15	.00	.00	.00						
R	Payout												
51101.320P	S&W Holiday Holiday	.00	1,647.62	1,005.14	.00	.00	.00						
R													
51101.385P	S&W - COVID 19	.00	4,170.88	4,170.88	.00	.00	.00						
R													
51101.390P	S&W Personal Personal	.00	518.11	326.67	.00	.00	.00						
R													
51201	Social Security	13,132.00	13,132.00	5,233.29	10,467.00	13,007.00	13,007.00						
51202	Retirement	11,587.00	11,587.00	4,124.32	8,249.00	11,475.00	11,475.00						
51203	Dental Insurance	5,112.00	5,112.00	2,130.40	4,261.00	5,112.00	5,112.00						
51204	Health Insurance	97,920.00	97,920.00	42,192.00	84,384.00	97,920.00	97,920.00						
51205	Life Insurance	53.00	53.00	14.38	29.00	40.00	40.00						

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm						
Fund <b>100 - General Fund</b>													
EXPENSE													
Department <b>26 - District Attorney</b>													
Sub-Department <b>1301 - District Attorney</b>													
51206	Workers Compensation	434.00	434.00	116.12	232.00	324.00	324.00						
52101	Professional Services	500.00	500.00	.00	.00	350.00	350.00						
52116	Expert Witness	500.00	500.00	.00	.00	.00	.00						
<table border="1"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Dept Requested</td> <td>May need to increase with Pierce Trial.</td> </tr> </tbody> </table>								Comments		Level	Comment	Dept Requested	May need to increase with Pierce Trial.
Comments													
Level	Comment												
Dept Requested	May need to increase with Pierce Trial.												
52206	Telephone	600.00	600.00	241.48	483.00	600.00	600.00						
52402	Membership Dues	1,300.00	1,300.00	1,072.45	1,072.00	1,300.00	1,300.00						
52406	Reporter & Transcriber Fe	250.00	250.00	229.00	458.00	250.00	250.00						
52408	Process Service Fee	5,500.00	5,500.00	395.00	800.00	2,000.00	2,000.00						
52409	Witness Fees	2,500.00	2,500.00	497.30	994.00	2,500.00	2,500.00						
52414	Investigative Expense	200.00	200.00	.00	.00	.00	.00						
52462	Notary Bond Renewal	90.00	90.00	50.00	50.00	50.00	50.00						
<table border="1"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Dept Requested</td> <td>Nobody is up for renewal next year.</td> </tr> </tbody> </table>								Comments		Level	Comment	Dept Requested	Nobody is up for renewal next year.
Comments													
Level	Comment												
Dept Requested	Nobody is up for renewal next year.												
52467	Electronic Discovery Exp.	300.00	300.00	.00	.00	300.00	300.00						
53102	Postage	1,200.00	1,200.00	595.20	1,190.00	1,200.00	1,200.00						
53106	Office Supplies	3,000.00	3,000.00	1,844.10	3,500.00	3,500.00	3,500.00						
<table border="1"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Dept Requested</td> <td>New chairs for new employees, web cams and stand up desks.</td> </tr> </tbody> </table>								Comments		Level	Comment	Dept Requested	New chairs for new employees, web cams and stand up desks.
Comments													
Level	Comment												
Dept Requested	New chairs for new employees, web cams and stand up desks.												
53109	Publication&Subscription	750.00	750.00	298.20	600.00	750.00	750.00						
53140	Gasoline, Oil & Antifreez	50.00	50.00	.00	.00	.00	.00						
54101	Conference Fees & Training	500.00	500.00	.00	.00	500.00	500.00						
54102	Training Mile,Meals,Lodge	500.00	500.00	.00	.00	250.00	250.00						
55106	Printing	400.00	400.00	.00	.00	250.00	250.00						

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm						
Fund 100 - General Fund													
	EXPENSE												
	Department 26 - District Attorney												
	Sub-Department 1301 - District Attorney												
55107	Leased Copying	2,500.00	2,500.00	536.43	1,500.00	2,000.00	2,000.00						
<table border="1"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Dept Requested</td> <td>A few open positions throughout the year so less copying/printing.</td> </tr> </tbody> </table>								Comments		Level	Comment	Dept Requested	A few open positions throughout the year so less copying/printing.
Comments													
Level	Comment												
Dept Requested	A few open positions throughout the year so less copying/printing.												
Sub-Department 1301 - District Attorney	Totals	\$320,543.00	\$320,543.00	\$133,609.89	\$118,269.00	\$313,695.00	\$313,695.00						
Department 26 - District Attorney	Totals	\$401,902.00	\$401,902.00	\$173,538.79	\$189,342.00	\$401,830.00	\$401,830.00						
	EXPENSE TOTALS	\$401,902.00	\$401,902.00	\$173,538.79	\$189,342.00	\$401,830.00	\$401,830.00						
Fund 100 - General Fund	Totals												
	REVENUE TOTALS	\$57,100.00	\$57,100.00	\$14,291.42	\$62,392.00	\$58,100.00	\$58,100.00						
	EXPENSE TOTALS	\$401,902.00	\$401,902.00	\$173,538.79	\$189,342.00	\$401,830.00	\$401,830.00						
Fund 100 - General Fund	Totals	(\$344,802.00)	(\$344,802.00)	(\$159,247.37)	(\$126,950.00)	(\$343,730.00)	(\$343,730.00)						
	Net Grand Totals												
	REVENUE GRAND TOTALS	\$57,100.00	\$57,100.00	\$14,291.42	\$62,392.00	\$58,100.00	\$58,100.00						
	EXPENSE GRAND TOTALS	\$401,902.00	\$401,902.00	\$173,538.79	\$189,342.00	\$401,830.00	\$401,830.00						
	Net Grand Totals	(\$344,802.00)	(\$344,802.00)	(\$159,247.37)	(\$126,950.00)	(\$343,730.00)	(\$343,730.00)						

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm						
Fund <b>100 - General Fund</b>													
EXPENSE													
Department <b>49 - Administrator</b>													
Sub-Department <b>1115 - Administrator</b>													
51101	Salary & Wages	182,923.00	182,923.00	77,425.60	101,267.00	194,476.00	194,476.00						
51101.300P	S&W Vac/PTO Vacation	.00	.00	431.83	.00	.00	.00						
51101.320P	S&W Holiday Holiday	.00	.00	1,282.75	.00	.00	.00						
51101.385P	S&W - COVID 19	.00	.00	19.76	.00	.00	.00						
51101.390P	S&W Personal Personal	.00	.00	588.02	.00	.00	.00						
51101.395P	S&W Administrative Administrative	.00	.00	1,908.04	.00	.00	.00						
51105	Longevity	400.00	400.00	.00	400.00	400.00	400.00						
51111.261	Per Diem Administrative Administrative Committee	4,500.00	4,500.00	1,875.00	2,625.00	4,500.00	.00						
51111.271	Per Diem Economic Develo Economic Development	1,000.00	1,000.00	275.00	725.00	1,000.00	.00						
51111.279	Per Diem Legislative Legislative Committee	1,500.00	1,500.00	395.00	1,105.00	1,500.00	.00						
51111.282	Per Diem Local Elect Offi Local Elected Officials	300.00	300.00	.00	300.00	300.00	.00						
51111.292	Per Diem Sustainability Committee	.00	.00	.00	.00	3,000.00	.00						
51111.293	Per Diem Ambassadors Program Committee	.00	.00	.00	.00	4,500.00	.00						
51201	Social Security	14,584.00	14,584.00	6,024.57	8,559.00	16,041.00	14,908.00						
51202	Retirement	12,374.00	12,374.00	5,511.83	6,862.00	13,154.00	13,154.00						
51203	Dental Insurance	2,556.00	2,556.00	1,278.24	1,278.00	2,556.00	2,556.00						
51204	Health Insurance	48,960.00	48,960.00	27,072.00	21,888.00	48,960.00	48,960.00						
51205	Life Insurance	33.00	33.00	16.80	16.00	34.00	34.00						
51206	Workers Compensation	382.00	382.00	155.18	243.00	400.00	370.00						
52206	Telephone	600.00	600.00	421.94	178.00	800.00	800.00						
52402	Membership Dues	1,800.00	1,800.00	1,473.00	327.00	1,800.00	1,800.00						
53102	Postage	60.00	60.00	8.00	52.00	60.00	60.00						
53106	Office Supplies	500.00	500.00	74.96	425.00	500.00	3,750.00						
<table border="1"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Co Admin/Fi Dir Recomm</td> <td>Includes HR and Corp Counsel office supplies expense</td> </tr> </tbody> </table>								Comments		Level	Comment	Co Admin/Fi Dir Recomm	Includes HR and Corp Counsel office supplies expense
Comments													
Level	Comment												
Co Admin/Fi Dir Recomm	Includes HR and Corp Counsel office supplies expense												
53109	Publication&Subscription	70.00	70.00	.00	70.00	.00	.00						
53140	Gasoline, Oil & Antifreez	400.00	400.00	49.22	350.00	400.00	400.00						

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
Fund 100 - General Fund							
<b>EXPENSE</b>							
Department 49 - Administrator							
Sub-Department 1115 - Administrator							
54101	Conference Fees & Training	1,400.00	1,400.00	150.00	1,250.00	1,400.00	1,400.00
54102	Training Mile,Meals,Lodge	1,600.00	1,600.00	574.99	1,025.00	1,600.00	1,600.00
54102.0421	Taxable Meals Taxable Meals	.00	.00	10.00	.00	.00	.00
1							
54102.261	ADMINISTRATION Administrative Committee	1,500.00	1,500.00	512.08	982.00	1,500.00	.00
54102.271	ECONOMIC DEVELOPMENT Economic Development	150.00	150.00	2.42	127.00	150.00	.00
54102.279	LEGISLATIVE Legislative Committee	250.00	250.00	34.79	215.00	250.00	.00
54102.282	LOCAL ELECTED OFFICIAL Local Elected Officials	200.00	200.00	74.95	125.00	200.00	.00
54102.292	SUSTAINABILITY COMMITTEE	.00	.00	.00	.00	250.00	.00
54102.293	AMBASSADORS PROGRAM COMMITTEE	.00	.00	.00	.00	3,000.00	.00
54120	Intergovernmntl Relations	3,000.00	3,000.00	.00	3,000.00	3,000.00	3,000.00
55107	Leased Copying	1,200.00	1,200.00	672.12	528.00	1,300.00	1,300.00
55315	Staff Allocations	(8,514.00)	(8,514.00)	(13,639.88)	(13,639.00)	(18,189.00)	(18,189.00)
Sub-Department 1115 - Administrator Totals		\$273,728.00	\$273,728.00	\$114,678.21	\$140,283.00	\$288,842.00	\$270,779.00
Department 49 - Administrator Totals		\$273,728.00	\$273,728.00	\$114,678.21	\$140,283.00	\$288,842.00	\$270,779.00
<b>EXPENSE TOTALS</b>		\$273,728.00	\$273,728.00	\$114,678.21	\$140,283.00	\$288,842.00	\$270,779.00
Fund 100 - General Fund Totals							
<b>EXPENSE TOTALS</b>		\$273,728.00	\$273,728.00	\$114,678.21	\$140,283.00	\$288,842.00	\$270,779.00
Fund 100 - General Fund Totals		(\$273,728.00)	(\$273,728.00)	(\$114,678.21)	(\$140,283.00)	(\$288,842.00)	(\$270,779.00)
Net Grand Totals							
<b>REVENUE GRAND TOTALS</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>EXPENSE GRAND TOTALS</b>		\$273,728.00	\$273,728.00	\$114,678.21	\$140,283.00	\$288,842.00	\$270,779.00
Net Grand Totals		(\$273,728.00)	(\$273,728.00)	(\$114,678.21)	(\$140,283.00)	(\$288,842.00)	(\$270,779.00)

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
<b>Fund 100 - General Fund</b>							
<b>EXPENSE</b>							
Department <b>10 - County Clerk</b>							
Sub-Department <b>1103 - County Clerk</b>							
51101	Salary & Wages	108,235.00	108,235.00	51,520.29	56,714.00	113,983.00	113,983.00
51101.300P R	S&W Vac/PTO Vacation	.00	.00	135.23	.00	.00	.00
51101.320P R	S&W Holiday Holiday	.00	.00	309.31	.00	.00	.00
51104	Overtime	617.00	617.00	4,120.80	1,500.00	653.00	653.00
51201	Social Security	8,327.00	8,327.00	4,037.57	4,289.00	8,770.00	8,770.00
51202	Retirement	7,348.00	7,348.00	3,589.76	3,758.00	7,738.00	7,738.00
51203	Dental Insurance	2,556.00	2,556.00	1,278.24	1,278.00	2,556.00	2,556.00
51204	Health Insurance	48,960.00	48,960.00	27,072.00	21,888.00	48,960.00	48,960.00
51205	Life Insurance	29.00	29.00	21.21	8.00	46.00	46.00
51206	Workers Compensation	218.00	218.00	106.88	111.00	217.00	217.00
52206	Telephone	350.00	350.00	287.42	290.00	500.00	500.00
52402	Membership Dues	125.00	125.00	125.00	.00	125.00	125.00
53102	Postage	200.00	200.00	45.35	150.00	200.00	200.00
53106	Office Supplies	550.00	550.00	23.60	475.00	550.00	550.00
53140	Gasoline, Oil & Antifreez	100.00	100.00	.00	50.00	100.00	100.00
54101	Conference Fees & Training	700.00	700.00	75.00	.00	700.00	700.00
54102	Training Mile,Meals,Lodge	850.00	850.00	.00	.00	850.00	850.00
55107	Leased Copying	3,000.00	3,000.00	1,083.98	1,916.00	3,000.00	3,000.00
Sub-Department <b>1103 - County Clerk Totals</b>		<b>\$182,165.00</b>	<b>\$182,165.00</b>	<b>\$93,831.64</b>	<b>\$92,427.00</b>	<b>\$188,948.00</b>	<b>\$188,948.00</b>
Sub-Department <b>1110 - Elections</b>							
51101	Salary & Wages	2,500.00	2,500.00	.00	2,500.00	2,500.00	2,500.00
51104	Overtime	583.00	583.00	.00	583.00	583.00	583.00
51201	Social Security	236.00	236.00	.00	236.00	236.00	236.00
51202	Retirement	208.00	208.00	.00	208.00	208.00	208.00
51206	Workers Compensation	5.00	5.00	.00	5.00	5.00	5.00
52104	Board of Canvassers	550.00	550.00	438.32	300.00	350.00	350.00
52302	Service Contracts	14,000.00	14,000.00	13,886.00	.00	14,000.00	14,000.00
52403	Advertising & Legal Notic	10,000.00	10,000.00	5,483.33	4,517.00	7,250.00	7,250.00
53102	Postage	150.00	150.00	1.00	50.00	150.00	150.00
53105	Election Supplies	3,000.00	3,000.00	1,803.88	1,196.00	2,500.00	2,500.00

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
Fund 100 - General Fund							
EXPENSE							
Department 10 - County Clerk							
Sub-Department 1110 - Elections							
53139	Ballots & Programming	35,000.00	35,000.00	13,654.04	21,346.00	17,000.00	17,000.00
Sub-Department 1110 - Elections Totals		\$66,232.00	\$66,232.00	\$35,266.57	\$30,941.00	\$44,782.00	\$44,782.00
Sub-Department 9102 - Postage Machine							
53101.6506	Oth Materials Gov Ctr Govt Center	1,500.00	1,500.00	1,150.92	349.00	1,650.00	1,650.00
53102.6501	Postage-JC Justice Center	.00	.00	452.45	.00	.00	.00
53102.6506	Postage-Govt Ctr Govt Center	.00	.00	(693.17)	.00	.00	.00
59113	Leased Equipment	8,000.00	8,000.00	4,550.98	3,450.00	8,500.00	8,500.00
Sub-Department 9102 - Postage Machine Totals		\$9,500.00	\$9,500.00	\$5,461.18	\$3,799.00	\$10,150.00	\$10,150.00
Department 10 - County Clerk Totals		\$257,897.00	\$257,897.00	\$134,559.39	\$127,167.00	\$243,880.00	\$243,880.00
EXPENSE TOTALS		\$257,897.00	\$257,897.00	\$134,559.39	\$127,167.00	\$243,880.00	\$243,880.00
Fund 100 - General Fund Totals		\$257,897.00	\$257,897.00	\$134,559.39	\$127,167.00	\$243,880.00	\$243,880.00
EXPENSE TOTALS		\$257,897.00	\$257,897.00	\$134,559.39	\$127,167.00	\$243,880.00	\$243,880.00
Fund 100 - General Fund Totals		(\$257,897.00)	(\$257,897.00)	(\$134,559.39)	(\$127,167.00)	(\$243,880.00)	(\$243,880.00)
Net Grand Totals							
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS		\$257,897.00	\$257,897.00	\$134,559.39	\$127,167.00	\$243,880.00	\$243,880.00
Net Grand Totals		(\$257,897.00)	(\$257,897.00)	(\$134,559.39)	(\$127,167.00)	(\$243,880.00)	(\$243,880.00)

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
Fund	<b>501 - Dog Licenses - Expend Tr</b>						
	<b>REVENUE</b>						
	Department <b>10 - County Clerk</b>						
44103	Dog License	6,400.00	6,400.00	.00	6,400.00	6,400.00	6,400.00
	Department <b>10 - County Clerk</b> Totals	<u>\$6,400.00</u>	<u>\$6,400.00</u>	<u>\$0.00</u>	<u>\$6,400.00</u>	<u>\$6,400.00</u>	<u>\$6,400.00</u>
	<b>REVENUE TOTALS</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>	<b>\$0.00</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>
	<b>EXPENSE</b>						
	Department <b>10 - County Clerk</b>						
	Sub-Department <b>1111 - Dog License Fund</b>						
52418	Animal Shelter Care	5,400.00	5,400.00	.00	5,400.00	5,400.00	5,400.00
53119	Dog License Supplies	500.00	500.00	.00	500.00	500.00	500.00
53120	Dog License Notices	500.00	500.00	249.31	500.00	500.00	500.00
	Sub-Department <b>1111 - Dog License Fund</b> Totals	<u>\$6,400.00</u>	<u>\$6,400.00</u>	<u>\$249.31</u>	<u>\$6,400.00</u>	<u>\$6,400.00</u>	<u>\$6,400.00</u>
	Department <b>10 - County Clerk</b> Totals	<u>\$6,400.00</u>	<u>\$6,400.00</u>	<u>\$249.31</u>	<u>\$6,400.00</u>	<u>\$6,400.00</u>	<u>\$6,400.00</u>
	<b>EXPENSE TOTALS</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>	<b>\$249.31</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>
	Fund <b>501 - Dog Licenses - Expend Tr</b> Totals						
	<b>REVENUE TOTALS</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>	<b>\$0.00</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>	<b>\$249.31</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>
	Fund <b>501 - Dog Licenses - Expend Tr</b> Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$249.31)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Net Grand Totals						
	<b>REVENUE GRAND TOTALS</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>	<b>\$0.00</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>
	<b>EXPENSE GRAND TOTALS</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>	<b>\$249.31</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>
	Net Grand Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$249.31)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm						
Fund <b>100 - General Fund</b>													
EXPENSE													
Department <b>11 - County Board</b>													
Sub-Department <b>1101 - County Board</b>													
51102	Salary & Wages Part Time	10,200.00	10,200.00	4,250.00	5,950.00	10,200.00	10,200.00						
51111	Per Diem	20,000.00	20,000.00	11,417.50	.00	20,000.00	42,000.00						
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Co Admin/Fi Dir Recomm</td> <td>\$2,000 to attend conferences per County Board member.</td> </tr> </tbody> </table>								Comments		Level	Comment	Co Admin/Fi Dir Recomm	\$2,000 to attend conferences per County Board member.
Comments													
Level	Comment												
Co Admin/Fi Dir Recomm	\$2,000 to attend conferences per County Board member.												
51111.259	Per Diem Retreat/Workshop	3,675.00	3,675.00	.00	.00	3,675.00	3,675.00						
51111.260	Per Diem County Board County Board	37,800.00	37,800.00	24,500.00	13,300.00	37,800.00	37,800.00						
51111.261	Per Diem Administrative Administrative Committee	.00	.00	.00	.00	.00	5,500.00						
51111.262	Per Diem Ag & Extension Ag & Extension	.00	.00	.00	.00	.00	3,000.00						
51111.264	Per Diem Finance Finance Committee	.00	.00	.00	.00	.00	5,500.00						
51111.265	Per Diem Information Syst Information Systems	.00	.00	.00	.00	.00	5,500.00						
51111.266	Per Diem Law Enforcement Law Enforcement	.00	.00	.00	.00	.00	5,500.00						
51111.267	Per Diem Property Property Committee	.00	.00	.00	.00	.00	7,500.00						
51111.269	Per Diem Land Conservatio Land Conservation Comm	.00	.00	.00	.00	.00	5,500.00						
51111.270	Per Diem Library Board Library Board	.00	.00	.00	.00	.00	1,500.00						
51111.271	Per Diem Economic Develo Economic Development	.00	.00	.00	.00	.00	1,000.00						
51111.273	Per Diem Veterans Service Veterans Service Comm	.00	.00	.00	.00	.00	1,000.00						
51111.274	Per Diem Resource Plannin Resource Planning Committ	.00	.00	.00	.00	.00	7,500.00						
51111.275	Per Diem Comm Adv CATS Communication Advisory	.00	.00	.00	.00	.00	600.00						
51111.276	Per Diem Museum Museum	.00	.00	.00	.00	.00	1,000.00						
51111.278	Per Diem Negotiations Negotiations Committee	.00	.00	.00	.00	.00	1,000.00						
51111.279	Per Diem Legislative Legislative Committee	.00	.00	.00	.00	.00	3,000.00						
51111.280	Per Diem Local Emergn PIn Local Emergency Planning	.00	.00	.00	.00	.00	150.00						
51111.282	Per Diem Local Elect Offi Local Elected Officials	.00	.00	.00	.00	.00	300.00						
51111.283	Per Diem Risk Management Risk Management Insurance	.00	.00	.00	.00	.00	1,000.00						
51111.288	Per Diem Land Info Counci Land Information Council	.00	.00	.00	.00	.00	100.00						
51111.290	Per Diem Sister City Adv Sister City Advisory Grp.	.00	.00	.00	.00	.00	500.00						
51111.292	Per Diem Sustainability Committee	.00	.00	.00	.00	.00	3,000.00						
51111.293	Per Diem Ambassadors Program Committee	.00	.00	.00	.00	.00	3,000.00						

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm						
Fund <b>100 - General Fund</b>													
EXPENSE													
Department <b>11 - County Board</b>													
Sub-Department <b>1101 - County Board</b>													
51111.294	Per Diem ADRC Committee	.00	.00	.00	.00	.00	3,000.00						
51111.295	Per Diem Senior Center Committee	.00	.00	.00	.00	.00	3,000.00						
51111.296	Per Diem Health & Human Services Committee	.00	.00	.00	.00	.00	7,500.00						
51111.297	Per Diem Highway Committee	.00	.00	.00	.00	.00	3,000.00						
51113	Per Diem Brd of Adjustmt	.00	.00	.00	.00	.00	8,500.00						
51201	Social Security	5,483.00	5,483.00	5,006.81	2,500.00	5,483.00	14,331.00						
51206	Workers Compensation	143.00	143.00	124.56	45.00	136.00	356.00						
52206	Telephone	.00	.00	7.11	.00	.00	.00						
52402	Membership Dues	6,000.00	6,000.00	5,837.00	.00	6,000.00	6,000.00						
52403	Advertising & Legal Notic	4,000.00	4,000.00	1,068.78	1,200.00	2,800.00	2,800.00						
52433	Video Taping Meetings	2,800.00	2,800.00	.00	.00	2,800.00	2,800.00						
53101	Other Materials & Supplie	750.00	750.00	114.83	200.00	750.00	750.00						
53102	Postage	500.00	500.00	72.80	200.00	500.00	500.00						
53106	Office Supplies	50.00	50.00	.00	25.00	50.00	50.00						
53109	Publication&Subscription	1,250.00	1,250.00	.00	.00	1,250.00	1,250.00						
53130	Name Plates, Plaques,Tags	10,000.00	10,000.00	516.20	.00	7,500.00	2,500.00						
<table border="1"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Co Admin/Fi Dir Recomm</td> <td>per Finance Committee change to \$2,500</td> </tr> </tbody> </table>								Comments		Level	Comment	Co Admin/Fi Dir Recomm	per Finance Committee change to \$2,500
Comments													
Level	Comment												
Co Admin/Fi Dir Recomm	per Finance Committee change to \$2,500												
53140	Gasoline, Oil & Antifreez	100.00	100.00	38.71	.00	100.00	100.00						
54101	Conference Fees & Training	5,600.00	5,600.00	1,500.00	.00	5,600.00	5,600.00						
54102	Training Mile,Meals,Lodge	18,000.00	18,000.00	6,689.15	.00	18,000.00	33,000.00						
<table border="1"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Co Admin/Fi Dir Recomm</td> <td>Added \$15,000 for oversight committees</td> </tr> </tbody> </table>								Comments		Level	Comment	Co Admin/Fi Dir Recomm	Added \$15,000 for oversight committees
Comments													
Level	Comment												
Co Admin/Fi Dir Recomm	Added \$15,000 for oversight committees												
54115	Jingdezhen Sister City	5,000.00	5,000.00	610.00	.00	5,000.00	2,000.00						
<table border="1"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Co Admin/Fi Dir Recomm</td> <td>per Finance Committee change to \$2,000</td> </tr> </tbody> </table>								Comments		Level	Comment	Co Admin/Fi Dir Recomm	per Finance Committee change to \$2,000
Comments													
Level	Comment												
Co Admin/Fi Dir Recomm	per Finance Committee change to \$2,000												
55107	Leased Copying	3,000.00	3,000.00	1,190.96	1,900.00	3,000.00	3,000.00						

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
Fund	<b>100 - General Fund</b>						
	<b>EXPENSE</b>						
Department	<b>11 - County Board</b>						
Sub-Department	<b>1101 - County Board</b> Totals	\$134,351.00	\$134,351.00	\$62,944.41	\$25,320.00	\$130,644.00	\$256,362.00
Department	<b>11 - County Board</b> Totals	\$134,351.00	\$134,351.00	\$62,944.41	\$25,320.00	\$130,644.00	\$256,362.00
	<b>EXPENSE TOTALS</b>	\$134,351.00	\$134,351.00	\$62,944.41	\$25,320.00	\$130,644.00	\$256,362.00
Fund	<b>100 - General Fund</b> Totals						
	<b>EXPENSE TOTALS</b>	\$134,351.00	\$134,351.00	\$62,944.41	\$25,320.00	\$130,644.00	\$256,362.00
Fund	<b>100 - General Fund</b> Totals	(\$134,351.00)	(\$134,351.00)	(\$62,944.41)	(\$25,320.00)	(\$130,644.00)	(\$256,362.00)
	Net Grand Totals						
	<b>REVENUE GRAND TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>EXPENSE GRAND TOTALS</b>	\$134,351.00	\$134,351.00	\$62,944.41	\$25,320.00	\$130,644.00	\$256,362.00
	Net Grand Totals	(\$134,351.00)	(\$134,351.00)	(\$62,944.41)	(\$25,320.00)	(\$130,644.00)	(\$256,362.00)

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
Fund <b>100 - General Fund</b>							
<b>REVENUE</b>							
Department <b>14 - Corporation Counsel</b>							
46114	Corp Counsel Rev/Reimburs	1,500.00	1,500.00	1,201.30	298.00	1,500.00	1,500.00
46142	Divorce Mediation Fees	2,000.00	2,000.00	1,095.00	905.00	2,000.00	2,000.00
46150	Divorce Medtn-\$20 Surtax	4,000.00	4,000.00	620.00	3,380.00	4,000.00	4,000.00
Department <b>14 - Corporation Counsel Totals</b>		<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$2,916.30</b>	<b>\$4,583.00</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>
<b>REVENUE TOTALS</b>		<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$2,916.30</b>	<b>\$4,583.00</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>
<b>EXPENSE</b>							
Department <b>14 - Corporation Counsel</b>							
Sub-Department <b>1107 - Corporation Counsel</b>							
51101	Salary & Wages	250,731.00	250,731.00	106,430.55	144,300.00	259,800.00	259,800.00
51101.300P	S&W Vac/PTO Vacation	.00	.00	2,642.11	.00	.00	.00
51101.320P	S&W Holiday Holiday	.00	.00	1,748.38	.00	.00	.00
51101.385P	S&W - COVID 19	.00	.00	2,108.41	.00	.00	.00
51101.390P	S&W Personal Personal	.00	.00	971.37	.00	.00	.00
51101.395P	S&W Administrative Administrative	.00	.00	307.10	.00	.00	.00
51201	Social Security	19,181.00	19,181.00	8,493.30	10,687.00	19,874.00	19,874.00
51202	Retirement	16,924.00	16,924.00	7,709.07	9,214.00	17,537.00	17,537.00
51203	Dental Insurance	3,834.00	3,834.00	1,917.36	1,916.00	3,834.00	3,834.00
51204	Health Insurance	73,440.00	73,440.00	40,608.00	32,832.00	73,440.00	73,440.00
51205	Life Insurance	157.00	157.00	78.96	78.00	158.00	158.00
51206	Workers Compensation	502.00	502.00	217.02	284.00	493.00	493.00
52101	Professional Services	2,775.00	2,775.00	.00	2,775.00	2,775.00	2,775.00
52105	Litigation	8,700.00	8,700.00	427.38	8,272.00	8,700.00	8,700.00
52206	Telephone	300.00	300.00	79.24	220.00	300.00	300.00
52301	Repair & Maintenance	450.00	450.00	.00	450.00	450.00	450.00
52402	Membership Dues	1,900.00	1,900.00	1,835.50	64.00	1,900.00	1,900.00
53102	Postage	825.00	825.00	389.18	435.00	825.00	825.00
53106	Office Supplies	1,250.00	1,250.00	426.63	823.00	1,250.00	.00
53131	Legal Research	7,200.00	7,200.00	3,405.17	3,794.00	7,200.00	7,200.00
54101	Conference Fees & Training	1,250.00	1,250.00	20.00	1,230.00	1,250.00	1,250.00
54102	Training Mile,Meals,Lodge	225.00	225.00	.00	225.00	225.00	225.00

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
Fund 100 - General Fund							
	<b>EXPENSE</b>						
	Department 14 - Corporation Counsel						
	Sub-Department 1107 - Corporation Counsel						
55107	Leased Copying	1,800.00	1,800.00	320.18	1,479.00	1,800.00	1,800.00
	Sub-Department 1107 - Corporation Counsel Totals	\$391,444.00	\$391,444.00	\$180,134.91	\$219,078.00	\$401,811.00	\$400,561.00
	Sub-Department 1305 - Counseling Serv Act355						
52401	Contracted Services	8,000.00	8,000.00	2,010.00	5,990.00	8,000.00	8,000.00
	Sub-Department 1305 - Counseling Serv Act355 Totals	\$8,000.00	\$8,000.00	\$2,010.00	\$5,990.00	\$8,000.00	\$8,000.00
	Sub-Department 1350 - Law Library						
53109	Publication&Subscription	11,760.00	11,760.00	6,454.61	5,305.00	11,760.00	11,760.00
	Sub-Department 1350 - Law Library Totals	\$11,760.00	\$11,760.00	\$6,454.61	\$5,305.00	\$11,760.00	\$11,760.00
	Department 14 - Corporation Counsel Totals	\$411,204.00	\$411,204.00	\$188,599.52	\$230,373.00	\$421,571.00	\$420,321.00
	<b>EXPENSE TOTALS</b>	\$411,204.00	\$411,204.00	\$188,599.52	\$230,373.00	\$421,571.00	\$420,321.00
Fund 100 - General Fund Totals							
	<b>REVENUE TOTALS</b>	\$7,500.00	\$7,500.00	\$2,916.30	\$4,583.00	\$7,500.00	\$7,500.00
	<b>EXPENSE TOTALS</b>	\$411,204.00	\$411,204.00	\$188,599.52	\$230,373.00	\$421,571.00	\$420,321.00
Fund 100 - General Fund Totals		(\$403,704.00)	(\$403,704.00)	(\$185,683.22)	(\$225,790.00)	(\$414,071.00)	(\$412,821.00)
	Net Grand Totals						
	<b>REVENUE GRAND TOTALS</b>	\$7,500.00	\$7,500.00	\$2,916.30	\$4,583.00	\$7,500.00	\$7,500.00
	<b>EXPENSE GRAND TOTALS</b>	\$411,204.00	\$411,204.00	\$188,599.52	\$230,373.00	\$421,571.00	\$420,321.00
	Net Grand Totals	(\$403,704.00)	(\$403,704.00)	(\$185,683.22)	(\$225,790.00)	(\$414,071.00)	(\$412,821.00)

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
Fund <b>100 - General Fund</b>							
<b>REVENUE</b>							
Department <b>71 - Transportation</b>							
43812	St Aid 85.21 Transportation	107,606.00	107,606.00	108,105.13	.00	111,205.00	111,205.00
43819	St Aid DOT 5311 Transport	502,466.00	502,466.00	117,271.62	686,505.00	509,377.00	508,961.00
46600.04168	Transport Collections Transportation Collect	6,000.00	6,000.00	2,089.00	2,089.00	6,000.00	6,000.00
48109	Interest-Investment	.00	.00	72.51	73.00	.00	.00
48516	Indirect Costs	.00	40,191.42	20,095.74	20,095.00	40,191.00	40,191.00
48532.04258	Specified Donations - Transportation Program	.00	.00	3,000.00	500.00	2,500.00	2,500.00
Department <b>71 - Transportation Totals</b>		<b>\$616,072.00</b>	<b>\$656,263.42</b>	<b>\$250,634.00</b>	<b>\$709,262.00</b>	<b>\$669,273.00</b>	<b>\$668,857.00</b>
<b>REVENUE TOTALS</b>		<b>\$616,072.00</b>	<b>\$656,263.42</b>	<b>\$250,634.00</b>	<b>\$709,262.00</b>	<b>\$669,273.00</b>	<b>\$668,857.00</b>
<b>EXPENSE</b>							
Department <b>71 - Transportation</b>							
Sub-Department <b>3616 - Specialized Transp</b>							
51101	Salary & Wages	38,709.00	38,709.00	13,514.73	20,941.00	33,078.00	33,078.00
51101.300P R	S&W Vac/PTO Vacation	.00	.00	558.95	.00	.00	.00
51101.311P R	PTO/Vac/Sick/EUSL Payout PTO/Vac/Sick/EUSL Payout	.00	.00	13,545.95	.00	.00	.00
51101.320P R	S&W Holiday Holiday	.00	.00	245.66	.00	.00	.00
51101.385P R	S&W - COVID 19	.00	.00	1,439.30	.00	.00	.00
51101.390P R	S&W Personal Personal	.00	.00	282.48	.00	.00	.00
51102	Salary & Wages Part Time	3,451.00	3,451.00	608.30	608.00	3,780.00	3,780.00
51201	Social Security	3,225.00	3,225.00	2,166.91	2,167.00	2,819.00	2,819.00
51202	Retirement	2,613.00	2,613.00	1,082.75	1,083.00	2,233.00	2,233.00
51203	Dental Insurance	1,278.00	1,278.00	447.30	447.00	1,278.00	1,278.00
51204	Health Insurance	24,480.00	24,480.00	8,568.00	8,568.00	24,480.00	24,480.00
51205	Life Insurance	.00	.00	4.38	4.00	18.00	18.00
51206	Workers Compensation	1,872.00	1,872.00	654.29	654.00	1,449.00	1,449.00
52103	Independent Audit/Account	508.00	508.00	248.00	248.00	531.00	531.00
52206	Telephone	600.00	600.00	251.51	252.00	720.00	720.00
52301	Repair & Maintenance	2,000.00	2,000.00	1,377.95	1,929.00	2,000.00	2,000.00
52403	Advertising & Legal Notic	1,000.00	1,000.00	.00	1,000.00	3,000.00	1,000.00
52428	Building Rent	9,600.00	7,200.00	3,600.00	3,600.00	7,200.00	7,200.00

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm						
Fund 100 - General Fund													
<b>EXPENSE</b>													
Department 71 - Transportation													
Sub-Department 3616 - Specialized Transp													
52701	Purchased Services	.00	.00	.00	.00	1,000.00	1,000.00						
53101	Other Materials & Supplie	.00	.00	47.35	47.00	100.00	100.00						
53106	Office Supplies	200.00	200.00	2.54	4.00	50.00	50.00						
53140	Gasoline, Oil & Antifreez	7,000.00	7,000.00	1,224.50	1,225.00	7,500.00	7,500.00						
55101.100	IS Chgs-General Fd General Fund	250.00	250.00	313.91	.00	400.00	400.00						
55107	Leased Copying	.00	.00	17.69	25.00	60.00	60.00						
55310	Indirect Costs	.00	40,191.42	20,095.74	20,095.00	40,191.00	40,191.00						
55315	Staff Allocations	13,429.00	13,429.00	7,900.54	7,901.00	25,555.00	25,555.00						
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Dept Requested</td> <td>10% Robin, 25% Pam</td> </tr> </tbody> </table>								Comments		Level	Comment	Dept Requested	10% Robin, 25% Pam
Comments													
Level	Comment												
Dept Requested	10% Robin, 25% Pam												
69910.32113	Vehicle Replmt Funding Vehicle Replmnt Funding	8,809.00	8,809.00	.00	8,809.00	8,808.00	8,808.00						
79102	Tr Transportation Fd Bal	14,720.00	14,720.00	.00	.00	8,905.00	11,105.00						
Sub-Department 3616 - Specialized Transp Totals		\$133,744.00	\$171,535.42	\$78,198.73	\$79,607.00	\$175,155.00	\$175,355.00						
Sub-Department 3626 - DOT 5311 Transportation													
51101	Salary & Wages	53,391.00	.00	.00	.00	.00	.00						
51102	Salary & Wages Part Time	.00	53,391.00	20,076.17	20,968.00	47,735.00	47,735.00						
51102.319P R	PT Holiday PT Holiday	.00	.00	276.75	.00	.00	.00						
51102.385P R	PT COVID 19	.00	.00	493.81	.00	.00	.00						
51102.389P R	PT Personal PT Personal	.00	.00	120.96	.00	.00	.00						
51201	Social Security	4,084.00	4,084.00	1,291.17	1,291.00	3,652.00	3,652.00						
51202	Retirement	3,604.00	3,604.00	1,415.29	1,415.00	3,222.00	3,222.00						
51203	Dental Insurance	895.00	895.00	447.36	447.00	895.00	895.00						
51204	Health Insurance	20,160.00	20,160.00	10,080.00	10,080.00	20,160.00	20,160.00						
51205	Life Insurance	.00	.00	6.48	6.00	13.00	13.00						
51206	Workers Compensation	107.00	107.00	39.80	40.00	91.00	91.00						
52206	Telephone	600.00	600.00	49.17	69.00	150.00	150.00						
52302.04240	Serv Contr-Shared Taxi Shared Ride Taxi Service	687,248.00	687,248.00	285,729.85	400,022.00	705,523.00	705,523.00						

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
Fund <b>100 - General Fund</b>							
EXPENSE							
Department <b>71 - Transportation</b>							
Sub-Department <b>3626 - DOT 5311 Transportation</b>							
52402	Membership Dues	500.00	500.00	435.00	.00	450.00	450.00
52403	Advertising & Legal Notic	.00	.00	99.00	36.00	.00	.00
52403.0423	Advertising/Market Plan Advertising/Market Plan 9	15,000.00	15,000.00	1,010.00	11,180.00	15,000.00	13,000.00
52428	Building Rent	.00	2,400.00	1,200.00	1,200.00	2,400.00	2,400.00
52808	Misc. Purchased Services	200.00	200.00	157.75	42.00	200.00	200.00
53102	Postage	.00	.00	24.10	34.00	50.00	50.00
53106	Office Supplies	500.00	500.00	.00	.00	50.00	50.00
53140	Gasoline, Oil & Antifreez	.00	.00	17.60	25.00	200.00	200.00
54101	Conference Fees & Training	1,200.00	1,200.00	.00	.00	200.00	200.00
54102	Training Mile,Meals,Lodge	1,000.00	1,000.00	.00	.00	400.00	400.00
55101.100	IS Chgs-General Fd General Fund	1,250.00	1,250.00	351.66	898.00	400.00	400.00
55107	Leased Copying	200.00	200.00	110.31	154.00	300.00	300.00
55315	Staff Allocations	11,537.00	11,537.00	13,873.81	13,874.00	2,488.00	2,488.00
59153	Operational Travel Exp	500.00	500.00	23.58	48.00	250.00	250.00
59913	Transp Voucher Credits	(126,708.00)	(126,708.00)	(42,248.25)	(59,147.00)	(126,708.00)	(126,708.00)
Sub-Department <b>3626 - DOT 5311 Transportation</b>		\$675,268.00	\$677,668.00	\$295,081.37	\$402,682.00	\$677,121.00	\$675,121.00
Totals							
Department <b>71 - Transportation</b>		\$809,012.00	\$849,203.42	\$373,280.10	\$482,289.00	\$852,276.00	\$850,476.00
EXPENSE TOTALS		\$809,012.00	\$849,203.42	\$373,280.10	\$482,289.00	\$852,276.00	\$850,476.00
Fund <b>100 - General Fund</b> Totals							
REVENUE TOTALS		\$616,072.00	\$656,263.42	\$250,634.00	\$709,262.00	\$669,273.00	\$668,857.00
EXPENSE TOTALS		\$809,012.00	\$849,203.42	\$373,280.10	\$482,289.00	\$852,276.00	\$850,476.00
Fund <b>100 - General Fund</b> Totals		(\$192,940.00)	(\$192,940.00)	(\$122,646.10)	\$226,973.00	(\$183,003.00)	(\$181,619.00)
Net Grand Totals							
REVENUE GRAND TOTALS		\$616,072.00	\$656,263.42	\$250,634.00	\$709,262.00	\$669,273.00	\$668,857.00
EXPENSE GRAND TOTALS		\$809,012.00	\$849,203.42	\$373,280.10	\$482,289.00	\$852,276.00	\$850,476.00
Net Grand Totals		(\$192,940.00)	(\$192,940.00)	(\$122,646.10)	\$226,973.00	(\$183,003.00)	(\$181,619.00)

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
Fund 100 - General Fund							
<b>EXPENSE</b>							
Department 44 - Human Resources							
Sub-Department 1114 - Human Resources							
51101	Salary & Wages	211,063.00	211,063.00	88,553.66	122,510.00	214,150.00	214,150.00
51101.300P	S&W Vac/PTO Vacation	.00	.00	3,326.15	.00	.00	.00
R							
51101.320P	S&W Holiday Holiday	.00	.00	1,440.19	.00	.00	.00
R							
51101.390P	S&W Personal Personal	.00	.00	144.80	.00	.00	.00
R							
51101.395P	S&W Administrative Administrative	.00	.00	898.59	.00	.00	.00
R							
51111.278	Per Diem Negotiations Negotiations Committee	.00	.00	.00	.00	500.00	.00
51111.283	Per Diem Risk Management Risk Management Insurance	.00	.00	.00	900.00	900.00	.00
51201	Social Security	16,146.00	16,146.00	6,883.85	9,262.00	16,490.00	16,383.00
51202	Retirement	14,247.00	14,247.00	6,369.55	7,878.00	14,455.00	14,455.00
51203	Dental Insurance	3,834.00	3,834.00	1,917.36	1,917.00	3,834.00	3,834.00
51204	Health Insurance	73,440.00	73,440.00	40,032.00	33,408.00	73,440.00	73,440.00
51205	Life Insurance	124.00	124.00	65.04	59.00	129.00	129.00
51206	Workers Compensation	422.00	422.00	179.29	243.00	410.00	407.00
52121	Cafeteria Plan Admin	8,000.00	8,000.00	3,023.50	4,900.00	8,000.00	8,000.00
52141	Compensation Consultant	1,000.00	1,000.00	.00	1,000.00	12,000.00	1,000.00
52206	Telephone	400.00	400.00	311.91	300.00	600.00	600.00
52402	Membership Dues	650.00	650.00	74.50	575.00	650.00	650.00
52403	Advertising & Legal Notic	5,000.00	5,000.00	405.15	2,600.00	3,000.00	3,000.00
52874	Youth Apprenticeship Program	.00	.00	.00	.00	.00	17,000.00
53102	Postage	800.00	800.00	281.75	350.00	700.00	700.00
53106	Office Supplies	1,500.00	1,500.00	1,414.49	500.00	2,500.00	.00
53140	Gasoline, Oil & Antifreeze	300.00	300.00	26.14	100.00	300.00	300.00
53182	Training Materials	200.00	200.00	.00	.00	.00	200.00
54101	Conference Fees & Training	2,000.00	2,000.00	.00	2,000.00	2,000.00	2,000.00
54102	Training Mile,Meals,Lodge	1,500.00	1,500.00	144.00	.00	1,500.00	1,500.00
54102.0421	Taxable Meals Taxable Meals	10.00	10.00	.00	.00	10.00	10.00
1							
55106	Printing	2,000.00	2,000.00	.00	.00	2,000.00	2,000.00
55107	Leased Copying	3,000.00	3,000.00	1,222.41	1,500.00	3,000.00	3,000.00

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
Fund 100 - General Fund							
<b>EXPENSE</b>							
Department 44 - Human Resources							
Sub-Department 1114 - Human Resources							
Sub-Department 1114 - Human Resources Totals		\$345,636.00	\$345,636.00	\$156,714.33	\$190,002.00	\$360,568.00	\$362,758.00
Sub-Department 1127 - Civil Service Commission							
51112	Per Diem Civil Service	2,000.00	2,000.00	.00	2,000.00	.00	.00
51201	Social Security	153.00	153.00	.00	153.00	.00	.00
51206	Workers Compensation	4.00	4.00	.00	4.00	.00	.00
54102	Training Mile,Meals,Lodge	110.00	110.00	.00	.00	.00	.00
54104	Emp Testing	1,200.00	1,200.00	.00	1,200.00	.00	.00
59171	PS-Psychiatric Evals	3,500.00	3,500.00	4,094.65	3,500.00	.00	.00
Sub-Department 1127 - Civil Service Commission Totals		\$6,967.00	\$6,967.00	\$4,094.65	\$6,857.00	\$0.00	\$0.00
Sub-Department 1132 - Personnel Administration							
52146	Drug Screens	1,200.00	1,200.00	465.00	735.00	1,200.00	1,200.00
52147	Independent Medical Exp	1,700.00	1,700.00	.00	1,700.00	1,700.00	1,700.00
52151	EAP Administration	6,100.00	6,100.00	2,817.36	3,283.00	6,100.00	6,100.00
54103	Emp Training In-House	5,000.00	5,000.00	400.00	4,600.00	5,000.00	5,000.00
54118	Leadership DC Sponsorship	750.00	750.00	.00	.00	750.00	750.00
59109	Employee Testing	2,000.00	2,000.00	1,379.60	621.00	2,000.00	2,000.00
59119	Background Checks	1,000.00	1,000.00	210.00	790.00	1,000.00	1,000.00
59166	Employee Resource Assist	2,000.00	2,000.00	.00	1,200.00	2,000.00	2,000.00
59169	Job Function Tests	3,000.00	3,000.00	1,206.00	1,294.00	2,500.00	2,500.00
59178	Wellness Prog Inelig Exp	5,000.00	5,000.00	.00	5,000.00	5,000.00	5,000.00
Sub-Department 1132 - Personnel Administration Totals		\$27,750.00	\$27,750.00	\$6,477.96	\$19,223.00	\$27,250.00	\$27,250.00
Department 44 - Human Resources Totals		\$380,353.00	\$380,353.00	\$167,286.94	\$216,082.00	\$387,818.00	\$390,008.00
<b>EXPENSE TOTALS</b>		\$380,353.00	\$380,353.00	\$167,286.94	\$216,082.00	\$387,818.00	\$390,008.00
Fund 100 - General Fund Totals		\$380,353.00	\$380,353.00	\$167,286.94	\$216,082.00	\$387,818.00	\$390,008.00
<b>EXPENSE TOTALS</b>		\$380,353.00	\$380,353.00	\$167,286.94	\$216,082.00	\$387,818.00	\$390,008.00
Fund 100 - General Fund Totals		(\$380,353.00)	(\$380,353.00)	(\$167,286.94)	(\$216,082.00)	(\$387,818.00)	(\$390,008.00)
Net Grand Totals							
<b>REVENUE GRAND TOTALS</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>EXPENSE GRAND TOTALS</b>		\$380,353.00	\$380,353.00	\$167,286.94	\$216,082.00	\$387,818.00	\$390,008.00
Net Grand Totals		(\$380,353.00)	(\$380,353.00)	(\$167,286.94)	(\$216,082.00)	(\$387,818.00)	(\$390,008.00)

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
Fund 100 - General Fund							
	EXPENSE						
	Department 39 - Medical Examiner						
	Sub-Department 1351 - Medical Examiner						
52401	Contracted Services	106,827.00	106,827.00	53,413.50	53,413.00	106,827.00	106,827.00
	Sub-Department 1351 - Medical Examiner Totals	\$106,827.00	\$106,827.00	\$53,413.50	\$53,413.00	\$106,827.00	\$106,827.00
	Department 39 - Medical Examiner Totals	\$106,827.00	\$106,827.00	\$53,413.50	\$53,413.00	\$106,827.00	\$106,827.00
	EXPENSE TOTALS	\$106,827.00	\$106,827.00	\$53,413.50	\$53,413.00	\$106,827.00	\$106,827.00
	Fund 100 - General Fund Totals						
	EXPENSE TOTALS	\$106,827.00	\$106,827.00	\$53,413.50	\$53,413.00	\$106,827.00	\$106,827.00
	Fund 100 - General Fund Totals	(\$106,827.00)	(\$106,827.00)	(\$53,413.50)	(\$53,413.00)	(\$106,827.00)	(\$106,827.00)
	Net Grand Totals						
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$106,827.00	\$106,827.00	\$53,413.50	\$53,413.00	\$106,827.00	\$106,827.00
	Net Grand Totals	(\$106,827.00)	(\$106,827.00)	(\$53,413.50)	(\$53,413.00)	(\$106,827.00)	(\$106,827.00)

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
Fund <b>100 - General Fund</b>							
<b>REVENUE</b>							
Department <b>20 - Veteran's Service</b>							
43409	St Aid Veterans Service	10,000.00	10,000.00	10,000.00	.00	10,000.00	10,000.00
43413	St Aid WDVA Transportatio	1,000.00	1,000.00	1,367.55	.00	1,000.00	1,000.00
Department <b>20 - Veteran's Service Totals</b>		<b>\$11,000.00</b>	<b>\$11,000.00</b>	<b>\$11,367.55</b>	<b>\$0.00</b>	<b>\$11,000.00</b>	<b>\$11,000.00</b>
<b>REVENUE TOTALS</b>		<b>\$11,000.00</b>	<b>\$11,000.00</b>	<b>\$11,367.55</b>	<b>\$0.00</b>	<b>\$11,000.00</b>	<b>\$11,000.00</b>
<b>EXPENSE</b>							
Department <b>20 - Veteran's Service</b>							
Sub-Department <b>3801 - Veterans Relief</b>							
59117	Veterans Relief Expenses	7,000.00	7,000.00	.00	.00	7,000.00	7,000.00
Sub-Department <b>3801 - Veterans Relief Totals</b>		<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>
Sub-Department <b>3802 - Veteran's Service Office</b>							
51101	Salary & Wages	97,940.00	97,940.00	41,366.77	56,573.00	104,822.00	104,822.00
51101.300P	S&W Vac/PTO Vacation R	.00	.00	2,844.06	.00	.00	.00
51101.320P	S&W Holiday Holiday R	.00	.00	694.86	.00	.00	.00
51101.385P	S&W - COVID 19 R	.00	.00	897.82	.00	.00	.00
51101.390P	S&W Personal Personal R	.00	.00	257.14	.00	.00	.00
51102	Salary & Wages Part Time	7,821.00	7,821.00	.00	.00	.00	.00
51111.273	Per Diem Veterans Service Veterans Service Comm	1,280.00	1,280.00	.00	.00	1,280.00	.00
51201	Social Security	8,189.00	8,189.00	3,455.52	4,733.00	8,117.00	8,019.00
51202	Retirement	7,139.00	7,139.00	3,109.13	4,029.00	7,076.00	7,076.00
51203	Dental Insurance	1,789.00	1,789.00	894.60	894.00	1,789.00	1,789.00
51204	Health Insurance	34,272.00	34,272.00	4,896.00	29,376.00	9,792.00	9,792.00
51205	Life Insurance	10.00	10.00	5.88	4.00	12.00	12.00
51206	Workers Compensation	214.00	214.00	87.50	126.00	201.00	199.00
52206	Telephone	1,100.00	1,100.00	758.09	341.00	1,100.00	1,100.00
52402	Membership Dues	180.00	180.00	.00	.00	180.00	180.00
52419	Burial Indigent Veterans	800.00	800.00	.00	.00	800.00	800.00
53102	Postage	1,000.00	1,000.00	237.65	762.00	1,000.00	1,000.00
53106	Office Supplies	2,800.00	2,800.00	89.96	2,710.00	2,800.00	2,800.00
53140	Gasoline, Oil & Antifreeze	200.00	200.00	.00	.00	200.00	200.00
54101	Conference Fees & Training	150.00	150.00	.00	.00	150.00	150.00

# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2020 Adopted Budget	2020 Amended Budget	2020 Actual Amount	2020 Estimated Amount	2021 Dept Requested	2021 Co Admin/Fi Dir Recomm
<b>Fund 100 - General Fund</b>							
<b>EXPENSE</b>							
Department <b>20 - Veteran's Service</b>							
Sub-Department <b>3802 - Veteran's Service Office</b>							
54102	Training Mile,Meals,Lodge	1,200.00	1,200.00	.00	.00	1,200.00	1,200.00
54102.0421	Taxable Meals Taxable Meals	400.00	400.00	.00	.00	400.00	400.00
1							
54102.273	VETERANS SERVICE Veterans Service Comm	1,024.00	1,024.00	.00	.00	1,024.00	.00
54201	Committee Conf & Training	80.00	80.00	.00	.00	80.00	80.00
55107	Leased Copying	2,788.00	2,788.00	161.45	2,626.00	2,788.00	2,788.00
55315	Staff Allocations	(8,963.00)	(8,963.00)	.00	(8,963.00)	(8,963.00)	(8,963.00)
59106	Care of Veterans Graves	500.00	500.00	.00	.00	.00	.00
Sub-Department <b>3802 - Veteran's Service Office</b>		\$161,913.00	\$161,913.00	\$59,756.43	\$93,211.00	\$135,848.00	\$133,444.00
Totals							
Sub-Department <b>3805 - CVSO Grant</b>							
55101.100	IS Chgs-General Fd General Fund	600.00	600.00	.00	600.00	600.00	600.00
55315	Staff Allocations	8,963.00	8,963.00	.00	8,963.00	8,963.00	8,963.00
58129	Veterans Outreach	437.00	437.00	.00	437.00	437.00	437.00
Sub-Department <b>3805 - CVSO Grant</b> Totals		\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
Sub-Department <b>3806 - WDVA Transportation</b>							
53140	Gasoline, Oil & Antifreez	800.00	800.00	111.13	688.00	800.00	800.00
58105	WDVA Transp Expense	200.00	200.00	.00	.00	200.00	200.00
Sub-Department <b>3806 - WDVA Transportation</b> Totals		\$1,000.00	\$1,000.00	\$111.13	\$688.00	\$1,000.00	\$1,000.00
Department <b>20 - Veteran's Service</b> Totals		\$179,913.00	\$179,913.00	\$59,867.56	\$103,899.00	\$153,848.00	\$151,444.00
<b>EXPENSE TOTALS</b>		\$179,913.00	\$179,913.00	\$59,867.56	\$103,899.00	\$153,848.00	\$151,444.00
Fund <b>100 - General Fund</b> Totals							
<b>REVENUE TOTALS</b>		\$11,000.00	\$11,000.00	\$11,367.55	\$0.00	\$11,000.00	\$11,000.00
<b>EXPENSE TOTALS</b>		\$179,913.00	\$179,913.00	\$59,867.56	\$103,899.00	\$153,848.00	\$151,444.00
Fund <b>100 - General Fund</b> Totals		(\$168,913.00)	(\$168,913.00)	(\$48,500.01)	(\$103,899.00)	(\$142,848.00)	(\$140,444.00)
Net Grand Totals							
<b>REVENUE GRAND TOTALS</b>		\$11,000.00	\$11,000.00	\$11,367.55	\$0.00	\$11,000.00	\$11,000.00
<b>EXPENSE GRAND TOTALS</b>		\$179,913.00	\$179,913.00	\$59,867.56	\$103,899.00	\$153,848.00	\$151,444.00
Net Grand Totals		(\$168,913.00)	(\$168,913.00)	(\$48,500.01)	(\$103,899.00)	(\$142,848.00)	(\$140,444.00)



DOOR COUNTY

RESOLUTION NO. 2020-\_\_\_

RESOLUTION NAMING OCTOBER 2, 2020 MANUFACTURER'S DAY IN DOOR COUNTY, WISCONSIN

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

Draft

ROLL CALL Board Members	Yes	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:** No Fiscal Impact.

**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 22nd day of September, 2020 by the Door County Board of Supervisors.

\_\_\_\_\_  
Jill M. Lau  
County Clerk, Door County

1      **WHEREAS,** The Manufacturing sector in Door County represents  
2 approximately **17%** of the total workforce; and

3  
4      **WHEREAS,** Manufacturing is the fastest growing sector in the  
5 County with recent employment increasing at **12%**; and

6  
7      **WHEREAS,** Total wages paid by the Manufacturing sector represent  
8 **25%** of all wages paid in Door County; and

9  
10      **WHEREAS,** Average wages for Manufacturing are **144%** of the  
11 County average wage; and

12  
13      **WHEREAS,** The Manufacturing sector in Door County has the  
14 second highest **earnings per worker of \$62,639** after the Utilities sector  
15 (29 employees); and

16  
17      **WHEREAS,** The Manufacturing sector of Door County contributes  
18 **21%** to the County's Gross Regional Product (GRP) which is the highest  
19 of all sectors in Door County; and

20  
21      **WHEREAS,** updated national job multiplier data indicates that **one**  
22 **manufacturing job supports seven additional jobs;** and

23  
24      **WHEREAS,** The Manufacturing sector has historically been an  
25 **integral and valuable component of the Door County economy** yet not  
26 fully celebrated for its contributions to the economy and job opportunities  
27 it has provided the citizens of Door County and the City of Sturgeon Bay;

28  
29      **NOW, THEREFORE BE IT RESOLVED,** that the Door County  
30 Board of Supervisors formally acknowledges and celebrates the economic  
31 contributions of the Manufacturing sector in Door County.

32  
33      **BE IT FURTHER RESOLVED,** that the Door County Board of  
34 Supervisors declares Friday, October 2, 2020 as Manufacturer's Day in  
35 recognition of the value and economic contributions to the local economy.

**SUBMITTED BY:**

\_\_\_\_\_  
David Lienau, Chairperson  
Door County Board of Supervisors



DOOR COUNTY

**JOINT RESOLUTION  
NAMING OCTOBER 2, 2020  
MANUFACTURER'S DAY**



**IN STURGEON BAY AND DOOR COUNTY, WISCONSIN**

**TO THE DOOR COUNTY BOARD OF SUPERVISORS, and COMMON COUNCIL OF THE CITY OF STURGEON BAY:**

**WHEREAS**, The Manufacturing sector in Door County represents approximately **17%** of the total workforce; and

**WHEREAS**, Manufacturing is the fastest growing sector in the County with recent employment increasing at **12%**; and

**WHEREAS**, Total wages paid by the Manufacturing sector represent **25%** of all wages paid in Door County; and

**WHEREAS**, Average wages for Manufacturing are **144%** of the County average wage; and

**WHEREAS**, The Manufacturing sector in Door County has the second highest **earnings per worker of \$62,639** after the Utilities sector (29 employees); and

**WHEREAS**, The Manufacturing sector of Door County contributes **21%** to the County's Gross Regional Product (GRP) which is the highest of all sectors in Door County; and

**WHEREAS**, updated national job multiplier data indicates that **one manufacturing job supports seven additional jobs**; and

**WHEREAS**, The Manufacturing sector has historically been an **integral and valuable component of the Door County economy** yet not fully celebrated for its contributions to the economy and job opportunities it has provided the citizens of Door County and the City of Sturgeon Bay;

**NOW, THEREFORE BE IT RESOLVED;**

- **The Governing Bodies of the County or Door and the City of Sturgeon Bay, Wisconsin formally acknowledge and celebrate the economic contributions of the Manufacturing sector in Door County.**
- **The Governing Bodies of the County of Door and the City of Sturgeon Bay, Wisconsin declare Friday, October 2, 2020 as Manufacturer's Day in recognition of the value and economic contributions to the local economy.**

\_\_\_\_\_  
David Lienau, Chairperson  
Door County Board of Supervisors

\_\_\_\_\_  
David Ward, Mayor  
City of Sturgeon Bay

**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 22nd day of September, 2020, by the Door County Board of Supervisors.

\_\_\_\_\_  
Jill M. Lau  
County Clerk, Door County

**CERTIFICATION:**

I, Stephanie L. Reinhardt, Clerk of Sturgeon Bay, hereby certify that the above is a true and correct copy of a resolution that was adopted on the **22nd day of September, 2020**, by the Sturgeon Bay City Council.

\_\_\_\_\_  
Stephanie L. Reinhardt  
City Clerk, Sturgeon Bay

# HONOR NATIVE LAND: A GUIDE AND CALL TO ACKNOWLEDGMENT



*Marchers at Standing Rock 2016; Photo by Nicholas Ward*



**We call on all individuals and organizations to open all public events and gatherings with acknowledgment of the traditional Native inhabitants of the land.**

**TOGETHER, WE CREATE.**

USDAC.US | HELLO@USDAC.US



## U.S. DEPARTMENT OF ARTS AND CULTURE

HELLO@USDAC.US | USDAC.US

Dear Citizen Artist,

We launch this guide in the lead-up to Indigenous People's Day 2017, when each of us is free to choose whether to accept and perpetuate a distorted history or stand for truth and reconciliation grounded in acknowledgment. The time is long overdue for everyone to open all public events and gatherings with acknowledgment of the traditional Native inhabitants of the land. Please help to spread this guide, encouraging your colleagues, neighbors, officials, and institutions to adopt this practice as well.

The U.S. Department of Arts and Culture is a people-powered department, a grassroots action network inciting creativity and social imagination to shape a culture of empathy, equity, and belonging. We are grateful to all of the partners whose work inspired this guide. Special thanks to the following individuals who offered insight and support in its creation: T. Lulani Arquette (Native Hawaiian), Daniel Banks, Sherry Salway Black (Oglala Lakota), Lori Pourier (Oglala Lakota), Shirley Sneve (Rosebud Sioux), Rulan Tangen (mixed Indigenous heritage), Josh Reid (Snohomish), Tanaya Winder (Duckwater Shoshone/Pyramid Lake Paiute/Southern Ute) and Larissa FastHorse (Sicangu Nation Lakota) and Ty Defoe (Ojibwe/Oneida) of Indigenous Direction. Thank you to Nicholas Ward, Connie Fitzpatrick, and the Native Arts and Cultures Foundation for use of their photographs, and Keith BraveHeart (Oceti Sakowin: Oglala Lakota), Bunky Echo-Hawk (Pawnee/Yakama), Marlena Myles (Spirit Lake Dakota), Bryan D. Parker (Muscogee Creek/Choctaw/White Mountain Apache), Remy (Diné), and William Wilson (Diné) for the use of their artwork. Any omissions or errors are the responsibility of the USDAC.

Please feel free to be in touch: [hello@usdac.us](mailto:hello@usdac.us).

With gratitude,

*The USDAC*

TOGETHER, WE CREATE.





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 ART OR MAKE YOUR OWN!; SPREAD THE WORD; ABOUT THE USDAC; BE IN  
 TOUCH



*“Before Here Was Here” by Bunky Echo-Hawk (Pawnee/Yakama)*

**TOGETHER, WE CREATE.**

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# INTRODUCTION

*We were a people before “We the People.”*

Jefferson Keel (Chickasaw), 20th President of the **National Congress of American Indians, 2013**

IN COUNTRIES SUCH AS NEW ZEALAND, AUSTRALIA, CANADA, AND AMONG TRIBAL NATIONS IN THE U.S., it is commonplace, even policy, to open events and gatherings by acknowledging the traditional Indigenous inhabitants of that land. While some individuals and cultural and educational institutions in the United States have adopted this custom, the vast majority have not.

*Together, we can spark a movement to make acknowledgment of traditional lands a regular practice at public and private events.*

Acknowledgment is a simple, powerful way of showing respect and a step toward correcting the stories and practices that erase Indigenous people’s history and culture and toward inviting and honoring the truth. Imagine this practice widely adopted: imagine cultural venues, classrooms, conference settings, places of worship, sports stadiums, and town halls, acknowledging traditional lands. Millions would be exposed—many for the first time—to the names of the traditional

Indigenous inhabitants of the lands they are on, inspiring them to ongoing awareness and action.

For more than five hundred years, Native communities across the Americas have demonstrated resilience and resistance in the face of violent efforts to separate them from their land, culture, and each other. They remain at the forefront



of movements to protect Mother Earth and the life the earth sustains. Today, corporate greed and federal policy push agendas to extract wealth from the earth, degrading sacred land in blatant disregard of treaty rights. Acknowledgment is a critical public

intervention, a necessary step toward honoring Native communities and enacting the much larger project of decolonization and reconciliation.

*We call on all artists, cultural workers, public officials, educators, administrators, community leaders, organizers, and engaged community members to open all public events and gatherings with acknowledgment of the traditional Native inhabitants of the land.*

*Photo courtesy of Native Arts and Cultures Foundation*

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# WHAT IS LAND ACKNOWLEDGMENT?

Acknowledgment by itself is a small gesture. It becomes meaningful when coupled with authentic relationships and informed action. But this beginning can be an opening to greater public consciousness of Native sovereignty and cultural rights, a step toward equitable relationship and reconciliation. Join us in adopting, calling for, and spreading this practice.

Naming is an exercise in power. Who gets the right to name or be named? Whose stories are honored in a name? Whose are erased? Acknowledgment of traditional land is a public statement of the name of the traditional Native inhabitants of a place. It honors their historic relationship with the land.

*A Land Acknowledgment is a formal statement that recognizes the unique and enduring relationship that exists between Indigenous Peoples and their traditional territories.*

Laurier Students' Public Interest Research Group, Ontario, Canada

<http://www.lspirg.org/knowtheland/>

## WHY INTRODUCE THE PRACTICE OF LAND ACKNOWLEDGMENT?



*Photo by Nicholas Ward*

- Offer recognition and respect.
- Counter the “doctrine of discovery” with the true story of the people who were already here.
- Create a broader public awareness of the history that has led to this moment.
- Begin to repair relationships with Native communities and with the land.
- Support larger truth-telling and reconciliation efforts.
- Remind people that colonization is an ongoing process, with Native lands still occupied due to deceptive and broken treaties and practices of eminent domain and other mechanisms intended to benefit government or corporate America.
- Take a cue from Indigenous protocols, opening up spaces with reverence and respect.
- Inspire ongoing action and relationships.

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PAGE 3

Many countries are far ahead of the United States in adopting this practice. In Australia, New Zealand, and Canada there are protocols, maps, and pronunciation guides readily available. Many universities have made acknowledgment a policy, providing simple templates for students, staff, and faculty. Beginning in 2016, **all Toronto public schools** began opening their school days with a statement of acknowledgment.

The **University of Alberta** offers this explanation of acknowledgment:

*To acknowledge the traditional territory is to recognize its longer history, reaching beyond colonization and the establishment of European colonies, as well as its significance for the Indigenous peoples who lived and continue to live upon this territory, and whose practices and spiritualities were tied to the land and continue to develop in relationship to the land and its other inhabitants today.*

Acknowledgment in these countries is a small part of a more significant commitment to truth and reconciliation—including official **government apologies** and **truth commissions** leading to significant public recommendations and reforms.

In Australia, many formal events begin with a “Welcome to Country.” While a Land Acknowledgment can be offered by anyone hosting or leading an event, a Welcome to Country is offered by an Indigenous elder or community leader. The custom is to offer compensation for leading this more formal ceremonial welcome.

### A FEW DISCLAIMERS ABOUT ACKNOWLEDGMENT:

- **It’s simple. And also not so simple.** In some cases the traditional inhabitants of a place may be clear. In other cases whom to recognize is much less so. Do your research. While the act of naming traditional inhabitants may not take much time, moving into right relationship requires preparation.
- **This guide doesn’t offer the one right way to acknowledge.** What’s offered here is not a comprehensive checklist or set of universally acceptable protocols. There are currently 567 federally recognized tribal nations, each with its own history and protocols for welcome and acknowledgment. There are also state-recognized tribes and peoples, including Native Hawaiians who reside on six islands. There is no one way of doing this.
- **Acknowledgment is made meaningful through specific context and relationship.** Whenever possible, the best entry point into the practice of acknowledgment is through relationship and dialogue with Native communities in the area.
- **The practice of formal welcome and acknowledgment of land is not new.** Acknowledgment has long been practiced—typically in much more nuanced, formal, and ceremonial ways—within Indigenous communities. Many artists, activists, presenters, academics, and others have been starting events with acknowledgment for decades. By publishing this guide, we hope to draw on these histories to help spark a movement to make acknowledgment commonplace.
- **Acknowledgment is but a first step.** It does not stand in for relationship and action, but can begin to point toward deeper possibilities for decolonizing relationships with people and place.

**DID YOU KNOW?** Between 1776 and 1887, the United States seized over 1.5 billion acres from America’s indigenous people by treaty and executive order.

*This interactive **Invasion of America** map shows how that happened over time. Note that Alaska and Hawaii are not included.*



# HOW TO ACKNOWLEDGE

Below are suggested steps to acknowledging traditional land at the opening of a public gathering or event. The best way to root this practice in a local context is through dialogue with local Native groups. Not yet having those relationships doesn't mean you can't begin.

## STEP ONE: IDENTIFY

The first step is identifying the traditional inhabitants of the lands you're on. This task may be complicated by multiple and contested histories of settlement, resettlement, and recognition. Many places are now home to Native people who have called that land home from time immemorial and also to those relocated from elsewhere. The goal of acknowledgment is recognizing and uplifting, not hurting or causing further division. So it is important to proceed with care, doing good research before making statements of acknowledgment.

Here are some places you can look online:

- Wikipedia entries on many cities document some history of Indigenous inhabitation. Be sure to cross-check what you find there with other sources.
- This map of Native Land is one of the more comprehensive maps available: <https://native-land.ca/>
- The Native Languages site offers breakdown by state, with contact information for local tribes: <http://www.native-languages.org/>

In addition to consulting local Native individuals and organizations, you can check to see if there are resources at local universities and colleges, especially those with American Indian/Native/Indigenous Studies centers, programs, and/or departments.

If multiple tribal groups claim belonging to the land, consider not naming one particular group or naming all of them. Ideally, this decision should be made through dialogue with local Native elders and culture bearers, respecting their wishes about how they desire to be named.

**A DEEPER STEP:** Identify Native elders and culture-bearers in your region to join in a conversation about how they would like to see this practice take shape locally, particularly how it could be of greatest benefit for their communities. You can use this guide as a jumping-off place for conversation. If you are part of an organization or group, consider offering an honorarium to those who take part in the dialogue. This dialogue could also be a public forum, engaging others who want to learn about this practice. Or you could share a video, transcript, or other reporting to inform and engage the wider community.

## STEP TWO: ARTICULATE

Once you've identified the group or groups who should be recognized, formulate the statement of acknowledgment you'll share at the beginning of public gatherings. There is no exact script for this. Craft yours after considering several levels of detail you might introduce.

At its simplest, an acknowledgment could look like this:

**"We acknowledge that we are on the traditional land of the \_\_\_\_\_ People."**

Beginning with just this simple sentence would be a meaningful intervention in most U.S. gathering spaces.

From there, there are many other elements to bring into acknowledgment:

Often, statements specifically honor elders:

**"I would like to acknowledge that this meeting is being held on the traditional lands of the \_\_\_\_\_ People, and pay my respect to elders both past and present."**

Some allude to the caring, reciprocal relationship with land:

**"I want to respectfully acknowledge the \_\_\_\_\_ People, who have stewarded this land throughout the generations."**

Acknowledgments may also make explicit mention of the occupied, unceded nature of the territory in which a gathering is taking place:

**"We would like to begin by acknowledging that the land on which we gather is the occupied/unceded/seized territory of the \_\_\_\_\_ People."**

**"I would like to begin by acknowledging that we are in \_\_\_\_\_, the ancestral and unceded territory of the \_\_\_\_\_ People."**

In Canada it is not uncommon to make mention of the specific treaties by which land was designated to a particular tribal group. You may wish to do additional research to name the moment at which treaties were made as well as when they were broken and land unlawfully taken.

The truth is complicated. Beneath the contemporary surface of any site in the United States, there are histories of belonging that have been erased, overlooked, contested and forgotten, all ways to support ideas like "manifest destiny" which justified the conquest of Native lands. Lengthier statements of acknowledgment can center Native communities while also acknowledging the many communities that have contributed to the existing culture of place. For example:



Photo by Connie Fitzpatrick

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PAGE 6

“Every community owes its existence and vitality to generations from around the world who contributed their hopes, dreams, and energy to making the history that led to this moment. Some were brought here against their will, some were drawn to leave their distant homes in hope of a better life, and some have lived on this land for more generations than can be counted. Truth and acknowledgment are critical to building mutual respect and connection across all barriers of heritage and difference. We begin this effort to acknowledge what has been buried by honoring the truth. We are standing on the ancestral lands of the \_\_\_\_\_ People [if possible, add more specific detail about the nature of the occupied land]. We pay respects to their elders past and present. Please take a moment to consider the many legacies of violence, displacement, migration, and settlement that bring us together here today. And please join us in uncovering such truths at any and all public events.”

You may choose to begin with a simple statement of acknowledgment and elaborate over time as you learn more, build relationships with members of local Native communities, and grow more comfortable with the practice.



“Takunsa Unsikila”  
by Keith BraveHeart  
(Oceti Sakowin: Oglala Lakota)

**DID YOU KNOW?** “There are 567 federally recognized Indian Nations (variously called tribes, nations, bands, pueblos, communities and native villages) in the United States... Additionally, there are state recognized tribes located throughout the United States recognized by their respective state governments.”

Learn more from the [National Congress of American Indians](#)

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### STEP THREE: DELIVER

Once you've identified whom to name and practiced your statement (including pronunciation of names), offer your acknowledgment as the first element of a welcome to the next public gathering or event that you host. If in the process of learning about acknowledgment you've built relationships with members of Native communities, consider inviting them to give a welcome before yours.

There's a danger that a practice like this becomes just another piece of protocol, delivered flatly and falling on deaf ears. How many times have you spaced out as the flight attendant goes through emergency procedures? Or failed to silence your cell phone even though that was requested at the beginning of a show?

Acknowledgment should be approached not as a set of obligatory words to rush through. These words should be offered with respect, grounded in authentic reflection, presence, and awareness. As you step up to offer acknowledgment, breathe in awareness of both the present and of the histories that connect you with the people you are naming. Consider your own place in the story of colonization and of undoing its legacy. At your next gathering, try acknowledgment out, see how it feels, observe how or if it shifts the room. Over time, through practice, you'll learn more about what it means and what it opens up for you and others.

Statements of acknowledgment don't have to be confined to spoken words. Some artists, scholars, activists, and others have begun to include acknowledgment in email signatures or on websites. Consider using social media to amplify your acknowledgment. For example, post an image or a story of an event where your acknowledgment was offered, tagging it **#HonorNativeLand** to inspire others..

Any space, three-dimensional or digital, presents an opportunity to surface buried truths and lift up Native sovereignty, priming our collective culture for deeper truth and reconciliation efforts.



*“Annual Canoe Journey, Washington”  
Photo courtesy of  
Native Arts and  
Cultures Foundation*

“We are still America. We Know the rumors of our demise. We spit them out. They Die Soon.”

Joy Harjo (Muscogee), 2015 *Poetic Address to the Nation*

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# BEYOND ACKNOWLEDGMENT

Acknowledgment is the beginning. Acknowledgment—and the research required to do it with integrity—should be an invitation to deeper analysis, relationship, and action.

“I think we need to start imagining a constellation of relationships that must be entered into beyond territorial acknowledgments. Great, that’s awesome you know you’re on (for example) Treaty 6 territory. That’s great you acknowledge that perhaps the Indigenous view of that treaty, that the land was not surrendered, is correct. Perhaps you understand the tension of your presence as illegitimate, but don’t know how to deal with it beyond naming it. Maybe now it is time to start learning about your obligations as a guest in this territory. What are the Indigenous protocols involved in being a guest, what are your responsibilities? What responsibilities do your hosts have towards you, and are you making space for those responsibilities to be exercised? To what extent are your events benefiting your hosts?”

– Chelsea Vowel, Métis from the Plains Cree speaking community of Lac Ste. Anne, Alberta  
<http://apihtawikosisan.com/2016/09/beyond-territorial-acknowledgments/>

## LEARN MORE

Take time to learn about the Indigenous history of the land you live on, as well as the contemporary context of Native groups in your region. Search for books, articles, people, and organizations that you can learn from.

- Find syllabi online to follow on your own or with a study group. Here is an example of [a thoughtful syllabus](#) created in solidarity with efforts at Standing Rock to resist the construction of the Dakota Access Pipeline.
- For an overview of Tribal Nations and their historical relationship to the U.S. government, [read this primer](#) from the National Congress of American Indians.
- Educate yourself on the history of settler colonialism and genocide in the United States by reading (or listening to) *An Indigenous People’s History of the United States* by Roxanne Dunbar-Ortiz.
- Learn about the history of broken treaties in the U.S. and about Indigenous sovereignty movements to correct for past injustices. Read the American Indian Movement’s “Trail of Broken Treaties 20 Point Position Paper” [here](#). Read about the Native Hawaiian sovereignty movement [here](#). Read Suzan Shown Harjo’s *Nation to Nation: Treaties Between the United States and American Indian Nations*.
- Read the [United Nations Declaration on the Rights of Indigenous Peoples](#). The United States was one of four nations to vote against the declaration when it was first adopted in 2007. It was the last of the four to reverse that in 2010.
- Where can a Truth and Reconciliation process lead? Check out the [calls to action](#) that emerged from Canada’s commission.

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- Consider that the 2010 Census listed the percentage of urban Native people at 71%. Many Indigenous people are among those seeking or building community in cities.

## BUILD RELATIONSHIPS AND TAKE ACTION

- Find out if there are active Native groups or organizations in or near your community. Learn about their work and see how you can support them.
- Be in touch with local Native community members to discern how best to introduce the practice of acknowledgment and explore how that might lead to further dialogue and collaboration.
- Look around and ask yourself: are there Native folks present at your events? On your team? On your board? If not, what would it take to begin building those relationships? How might you move from acknowledgment into relationship? If your role involves programming at a cultural or educational institution, how might you ensure that the programming itself represents a commitment to Native voices, stories, and perspectives?
- Follow Indigenous leadership on efforts to resist destruction of land and life. Read this powerful **call to action** from Indigenous Women Rising.

## A FEW ORGANIZATIONS TO CHECK OUT:

- **Native Arts and Cultures Foundation.** Expose yourself to the work of Native artists, poets, musicians, authors, filmmakers working in community.
- **Indigenous Environmental Network**, “an alliance of Indigenous Peoples whose Shared Mission is to Protect the Sacredness of Earth Mother from contamination & exploitation by Respecting and Adhering to Indigenous Knowledge and Natural Law.”
- **National Congress of American Indians:** NCAI “founded in 1944, is the oldest, largest and most representative American Indian and Alaska Native organization serving the broad interests of tribal governments and communities.”
- **First People’s Fund** works to “honor and support the Collective Spirit® of First Peoples artists and culture bearers.”
- **Vision Maker Media** “empowers and engages Native People to tell stories.”
- **Cultural Survival** “advocates for Indigenous Peoples’ rights and supports Indigenous communities’ self-determination, cultures and political resilience.”
- **Endangered Language Alliance:** NYC-based organization that “documents and describes underdescribed and endangered languages, educating a larger public and collaborating with communities.”
- **Indian Country Media Network:** Source for Native news. On hiatus, but archive still accessible.

## DOWNLOAD ART OR MAKE YOUR OWN!

Imagine going to a local coffee shop, music venue, grocery store, or even town hall, and finding a sign on the wall acknowledging traditional lands. Sound far-fetched? It doesn’t have to be! As part of this campaign to #HonorNativeLands, we partnered with several artists to create downloadable signs that you can customize and post in your community. Signs and posters are available for download from the **Honor Native Land Public Folder**.

You are also invited to make your own signs or posters. Consider partnering with local artists and a local printshop to make a customized set of acknowledgment posters for your community.

## SPREAD THE WORD

Share the guide and call to action. In the **Honor Native Land Public Folder** there are sample social media posts, signs and other materials that you can use to spread the word about this campaign. Use the hashtag #HonorNativeLand.

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## TAKE THE PLEDGE

We urge organizations, collectives, institutions, and agencies to publicly commit to practicing traditional Native land acknowledgment. To stand and be counted and to inspire others with your commitment, take the pledge [here](#).

## ABOUT THE USDAC

The U.S. Department of Arts and Culture (USDAC) is a people-powered department—a grassroots action network inciting creativity and social imagination to shape a culture of empathy, equity, and belonging. Since 2014, the USDAC has engaged more than 25,000 artists, activists, and allies in 40+ states in arts-based dialogues and actions. By creating opportunities for learning, connection, and collective action at the local and national level, the USDAC works toward a society that affirms the right to culture; values each community's heritage, contributions, and aspirations; and dismantles all barriers to love and justice. For more information and to get involved visit: [www.usdac.us](http://www.usdac.us).

## BE IN TOUCH

Did this guide inspire you to action? Do you already have stories of success or challenges implementing acknowledgment as a practice at your organization or institution? Do you want to strategize about how to spread the practice of acknowledgment in your region or create a campaign to introduce acknowledgment as official policy in your town or city?

We'd love to hear from you. Drop us a line at [hello@usdac.us](mailto:hello@usdac.us).



*"Auto Immune Response" by William Wilson (Diné)*

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**DOOR COUNTY**

**Resolution No. 2020-\_\_**

**APPROVAL OF LEASE AGREEMENTS WITH PITNEY BOWES FOR POSTAGE MACHINES**

**TO THE DOOR COUNTY BOARD OF SUPERVISORS:**

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 Total Membership

---

Motion to Approve            Adopted

1st \_\_\_\_\_ Defeated

2nd \_\_\_\_\_

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Exc: \_\_\_\_\_

Reviewed by: \_\_\_\_\_, Corp. Counsel

Reviewed by: \_\_\_\_\_, Administrator

**FISCAL IMPACT:** This proposed lease calls for monthly payments of \$589.38/month, or \$7,072.56/year. It is \$60.76/month, or \$729.12/year, less than the expiring lease. 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 22<sup>nd</sup> day of September, 2020 by the Door County Board of Supervisors.

\_\_\_\_\_  
 Jill M. Lau  
 County Clerk, Door County

1            **WHEREAS**, Rule No. 34 of the Rules of Order provides, in  
 2            pertinent part, that "...no Committee of the County Board shall enter  
 3            into any contract for a period in excess of three (3) years without prior  
 4            approval of the County Board..."; and  
 5

6            **WHEREAS**, Pitney Bowes is offering a five (5) year Lease  
 7            Agreement for the postage machine at the Government Center and  
 8            at the Justice Center; and  
 9

10           **WHEREAS**, The Administrative Committee has considered and  
 11           approved each Lease Agreement (attached hereto as Addendum A  
 12           and incorporated herein by reference); and  
 13

14           **WHEREAS**, It is deemed advantageous and suitable for the  
 15           County of Door to enter into each Lease Agreement.  
 16

17           **NOW, THEREFORE, BE IT RESOLVED**, That the Door County  
 18           Board of Supervisors does hereby approve each Lease Agreement.  
 19

20           **BE IT FURTHER RESOLVED**, That the County Clerk's Office,  
 21           subject to the oversight of the Administrative Committee, shall  
 22           administer the Lease Agreements.  
 23

**SUBMITTED BY:**  
**Administrative Committee**

\_\_\_\_\_  
 David Lienau, Chairman

\_\_\_\_\_  
 Dan Austad

\_\_\_\_\_  
 Ken Fisher

\_\_\_\_\_  
 Joel Gunlaugsson

\_\_\_\_\_  
 Susan Kohout

\_\_\_\_\_  
 Nancy Robillard

\_\_\_\_\_  
 Richard Virlee



1	MW90007	SendPro P Series Drop Stacker
1	MW96000	Weighing Platform
1	PTJ1	SendPro Online
1	PTJN	Single User Access
1	PTJR	50 User Access with Hardware or Meter
1	PTK1	Web Browser Integration
1	PTK3	SendPro P Series Meter Integration
1	SJM5	SoftGuard for Sendpro P2000 Basic/500W
1	STDsla	Standard SLA-Equipment Service Agreement (for SendPro P Series)
1	T6CS	Receiving - Standard

**Your Payment Plan**

<b>Initial Term: 60 months</b>	<b>Initial Payment Amount:</b>	
<b>Number of Months</b>	<b>Monthly Amount</b>	<b>Billed Quarterly at*</b>
60	\$ 294.69	\$ 884.07

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power® transaction fees included
- Purchase Power® transaction fees extra

\*Does not include any applicable sales, use, or property taxes which will be billed separately.

**Your Signature Below**

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below.

NASPO VALUEPOINT ADSP016-169897; 505ENT-O18-NASPOMAILEQ-03  
 State/Entity's Contract#

\_\_\_\_\_  
 Lessee Signature

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Pitney Bowes Signature

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date



1	MW90007	SendPro P Series Drop Stacker
1	MW96000	Weighing Platform
1	PTJ1	SendPro Online
1	PTJN	Single User Access
1	PTJR	50 User Access with Hardware or Meter
1	PTK1	Web Browser Integration
1	PTK3	SendPro P Series Meter Integration
1	SJM5	SoftGuard for Sendpro P2000 Basic/500W
1	STDSLA	Standard SLA-Equipment Service Agreement (for SendPro P Series)
1	T6CS	Receiving - Standard

**Your Payment Plan**

<b>Initial Term: 60 months</b>	<b>Initial Payment Amount:</b>	
<b>Number of Months</b>	<b>Monthly Amount</b>	<b>Billed Quarterly at*</b>
60	\$ 294.69	\$ 884.07

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power® transaction fees included
- Purchase Power® transaction fees extra

\*Does not include any applicable sales, use, or property taxes which will be billed separately.

**Your Signature Below**

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below.

NASPO VALUEPOINT ADSP016-169897; 505ENT-O18-NASPOMAILEQ-03  
 State/Entity's Contract#

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 Lessee Signature

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Pitney Bowes Signature

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

## **Door County Transportation Department Administrative Committee Update – September 15, 2020 Meeting**

### Ridership

Ridership for Door 2 Door Rides (D2D) and the ADRC service continues to be lower than in the past. D2D Rides provided 2,397 rides in June and 2,852 rides in July. August numbers were not available at the time of this report.

The ADRC service provided 290 trips in August, which is down from 346 trips in July. This decrease is due to Meals on Wheels volunteers returning to meal deliveries, therefore the ADRC service delivered less meals.

### Marketing Project

As stated in the update for last month, D2D celebrated its 10<sup>th</sup> Anniversary on August 10th. It is estimated that the ADRC bus/van service has been providing rides for 30+ years. Due to funding, these systems are both considered public transportation services. However, the ADRC vehicles do not indicate this and there is popular belief that it only provides rides to individuals who are age 55 or older or individuals who have a disability.

Due to being underbudget for the ADRC system this year, CARES Act funding, and the need for marketing updates, we are getting estimates for two marketing projects as follows:

#### Small Scale Project:

Update the phone number on the ADRC vehicles. The vehicles currently have the ADRC main desk number rather than the Transportation Department.

Possible update to logo as well.

Marketing materials/brochure printing. At this time, the ADRC service is only advertised through the County website, the ADRC newsletter and a "change in service" information card.

#### Large Scale Project:

Rebrand the ADRC service to make it more cohesive with D2D.

This project would include working with a marketing vendor to rebrand and update both vehicle logos and phone numbers. In addition to marketing materials for the newly branded service and updates to the County and D2D websites. If this project is selected, there will be media releases and more explanation of how these systems work together to provide the Door County community a public transportation service.

### 2021 Grants:

The 85.21 grant is now available and due in mid-December. This grant requires a Public Hearing. The goal is to schedule the Public Hearing prior to the Admin Committee meeting in October or November.

Per WisDOT, the 5311 grant will be available soon.

# United States District Court

EASTERN DISTRICT OF WISCONSIN

BLONG YANG, et al.,

Plaintiffs,

v.

**JUDGMENT IN A CIVIL CASE**

Case No. 20-C-760

SUSAN POWERS, et al.,

Defendants.

- 
- Jury Verdict.** This action came before the Court for a trial by jury. The issues have been tried and the jury has rendered its verdict
  - Decision by Court.** This action came before the Court for consideration.

**IT IS HEREBY ORDERED AND ADJUDGED** that Plaintiffs take nothing and the case is DISMISSED.

Approved: s/ William C. Griesbach  
WILLIAM C. GRIESBACH  
United States District Judge

Dated: August 24, 2020

GINA M. COLLETTI  
Clerk of Court

s/ Cheryl A. Veazie  
(By) Deputy Clerk

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WISCONSIN

---

BLONG YANG, et al.,

Plaintiffs,

v.

Case No. 20-C-760

SUSAN POWERS, et al.,

Defendants.

---

**ORDER**

---

Twenty-four plaintiffs, who reside in various parts of Wisconsin, brought this action against the Governor and the acting Secretary of the Department of Health Services, as well as county and city officials from fourteen independent governmental entities, on May 20, 2020. On July 20, 2020, the court granted Defendants' motion to dismiss and dismissed the complaint without prejudice. The court granted Plaintiffs leave to file an amended complaint within 30 days and advised Plaintiffs that their failure to file an amended complaint within that time period could result in dismissal. To date, Plaintiffs have failed to file an amended complaint and have not sought leave for an extension to do so. The Clerk is directed to enter judgment dismissing this case.

**SO ORDERED** at Green Bay, Wisconsin this 24th day of August, 2020.

s/ William C. Griesbach

---

William C. Griesbach

United States District Judge



**DOOR COUNTY**

**Draft**

**Resolution No. 2020-\_\_\_\_**

**RENEWAL AND REVISION OF WISCONSIN BAY WORKFORCE DEVELOPMENT AREA CONSORTIUM AGREEMENT**

**TO THE DOOR COUNTY BOARD OF SUPERVISORS:**

ROLL CALL Board Member			
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			

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**WHEREAS**, §66.0301 Wis. Stats. authorizes cooperation between counties for "...the joint exercise of any power or duty required or authorized by law..." and

**WHEREAS**, The initial *Consortium Agreement* was entered into in 2012, was renewed and revised in 2016, and is to be renewed every five (5) years unless the participating counties choose to terminate; and

**WHEREAS**, Door County deems it appropriate to renew and revise the *Consortium Agreement*, as reflected by the proposed *Wisconsin Bay Area Workforce Development Area Consortium Agreement* (See: Addendum A, attached hereto and incorporated by reference herein as if fully set forth).

**NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board of Supervisors hereby approves, subject to Corporation Counsel's review and concurrence, the proposed *Wisconsin Bay Area Workforce Development Area Consortium Agreement*

**BE IT FURTHER RESOLVED**, That the Door County Board Chairperson is hereby authorized to execute the *Wisconsin Bay Area Workforce Development Area Consortium Agreement* on behalf of Door County.

**SUBMITTED BY: ADMINISTRATIVE COMMITTEE**

\_\_\_\_\_  
David Lienau, Chairperson

\_\_\_\_\_  
Joel Gunnlaugsson

\_\_\_\_\_  
Susan Kohout

\_\_\_\_\_  
Nancy Robillard

\_\_\_\_\_  
Daniel Austad

\_\_\_\_\_  
Richard Virlee

\_\_\_\_\_  
Ken Fisher

**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 changes in the agreement are as stated in Addendum A. No other fiscal implication. 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 22nd day of September, 2020 by the Door County Board of Supervisors.

\_\_\_\_\_  
Jill M. Lau  
County Clerk, Door County



**CHIEF ELECTED OFFICIALS (CEO) CONSORTIUM AGREEMENT  
BETWEEN THE COUNTIES OF THE WISCONSIN  
BAY WORKFORCE DEVELOPMENT AREA**

**Initiated October 1, 2012, Amended May 19, 2016  
Submitted for County Renewal 6-11-2020**

This Chief Elected Officials (CEO) Consortium Agreement Between the Counties of the Wisconsin Bay Workforce Development Area, was made and entered into on October 1, 2012, **submitted for county renewal June 11, 2020**, and amended pursuant to Public Law, by and between the counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano and Sheboygan, as bodies corporate organized under the Laws of the State of Wisconsin.

**RECITALS**

**WHEREAS**, the Congress of the United States adopted Public Law 113-128, the Workforce Innovation and Opportunity Act (WIOA) enacted July 22, 2014, authorizing the expenditure of Federal funds to streamline services through Statewide Workforce Investment Systems, empower individuals through information and access to training resources, provide universal access to core career services, increase accountability for results, ensure a strong role for local governmental boards and the private sector in the Workforce Investment System, facilitate State and local flexibility, and improve youth programs; and

**WHEREAS**, under WIOA §106 (b), the Wisconsin Governor (“Governor”) has designated eleven (11) Workforce Development Areas (“WDAs”) within the State to administer the provisions of the WIOA; and

**WHEREAS**, the WDA, designated by the Governor, for the counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, and Sheboygan (collectively, “Counties;” individually, “County”) is the Wisconsin Bay Workforce Development Area (“Bay WDA”); and

**WHEREAS**, the WIOA, as well as *Wisconsin Statute* §66.0301, provides counties within a WDA the authority to enter into consortium agreements so as to allow them to define their roles and duties in administering the applicable provisions of the WIOA; and

**WHEREAS**, in accordance therewith, the Board of Supervisors for each county in the Bay WDA adopted resolutions authorizing their respective Chief Local Elected Official (“CLEO”) to enter into this Chief Elected Official (CEO) Consortium Agreement Between the Counties of the Wisconsin Bay Workforce Development Area (“Agreement”), for the purpose of carrying out WIOA §107.

**NOW, THEREFORE**, in consideration of the above premises and the mutual covenants contained herein, as well as other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Counties, through their respective CEOs, do hereby agree as follows:

**AGREEMENT**  
**SECTION I – DEFINITIONS**

For purposes of this Agreement, the following definitions shall apply to the following terms/acronyms:

- A. “County Consortium” – shall refer to the eleven (11) counties of the Bay WDA that, through their respective Chief Elected Officials (CEOs), have constituted themselves to be a Consortium per *Wisconsin Statutes* §66.0301.
- B. “Local Elected Officials Board / Workforce Development Board (WDB) Joint Agreement” (“Joint Agreement”) – shall refer to that agreement entered into between the LEO Board and the, pursuant to WIOA §107 and §121, for purposes of memorializing their respective partnership obligations thereunder.
- C. Chief Elected Official (“CEO”) – shall refer to the County Executive of the counties that have an office of County Executive under *Wisconsin Statutes* Chapter 59, and shall refer to the Board Chair of those counties that do not have an office of County Executive thereunder.
- D. Consortium Chief Local Elected Official (“CLEO”) – shall refer to that Local Elected Official (LEO) selected by the LEO Board per its duly enacted “Local Elected Officials Bylaws of the Consortium” (“LEO Bylaws”) to serve as the Chair of the LEO Board under WIOA. The CLEO selected hereunder must be an elected official of the County.
- E. “Designee” – shall refer to that individual designated by his/her CEO under applicable LEO Bylaws to serve, in place of said CEO, as one of the eleven (11) LEO Board members; **provided that he/she is an elected official of his/her respective County.**
- F. “LEO Board” – shall refer to the eleven-member board of commissioners appointed to act as the Bay WDA’s County Consortium governing unit and legal representatives, the membership of which shall:
1. Consist of each County’s CEO or Designee; and
  2. Shall be maintained in accordance with the governing LEO Bylaws, as may be amended from time to time.
- G. “Workforce Development Board” (“WDB”) – shall refer to the entity appointed by the LEO Board, pursuant to WIOA §107, to provide in partnership with the LEO Board, policy and strategic guidance for, and exercise oversight with respect to, WIOA programs, services, and activities in the WDA.
- H. “Local Plan” – shall refer to the 4-year comprehensive Local Plan developed by the WDB in partnership with the LEO Board in a manner consistent with the State plan, as well as WIOA §108.
- I. “Memorandum of Understanding” (“MOU”) – shall refer to the agreement pursuant to WIOA §121 (c), developed by the WDB and approved by the LEO Board, entered into between the WDB and respective One-Stop Partners in regards to the WDA’s One-Stop Delivery System.
- J. “One-Stop Delivery System” (“OSDS”) – shall refer to the system that, at a minimum, makes accessible, through One-Stop Operators selected by the WDB and the LEO Board, at not less than one physical center in each WDA, the services described within WIOA §121 (e).

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- K. “Workforce Investment System” – shall refer to the statewide system developed with WIOA funds, to provide WIOA programs, services, and activities through a One-Stop Delivery System (OSDS).

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### SECTION II – ESTABLISHMENT OF THE CONSORTIUM.

- A. Pursuant to *Wisconsin Statute* §66.0301, the Counties of the Bay WDA – Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, and Sheboygan, through their respective CEOs, do hereby constitute themselves to be the Bay Workforce Development Area Chief Elected Official (CEO) Consortium (“Consortium”) for purposes of WIOA §107.
- B. In establishing said Consortium, each County, or any combination thereof, reserves the right to petition the Governor to become a separate district or WDA without requiring the approval of the other Counties so long as notice, in the manner set forth in the governing LEO Bylaws, is provided to each County in advance, and the related petition complies with governing law.
- C. The Counties may terminate this Agreement in the event that expected or actual funding from the State or Federal governments, or other sources, is withdrawn or substantially reduced in such a fashion as to make the continued operation of the WDA unfeasible, effective only upon advance notice of termination with receipt acknowledged by each County and the Governor.
- D. The Consortium may be dissolved, and this Agreement rescinded; provided that consent from all County Board Supervisors and the Governor is obtained in advance thereof.
- E. In the event that the WDA’s WDB and the LEO Board fails to agree upon the development and/or submission of the Local Plan created pursuant to WIOA, and/or the choice of a grant recipient or sub-grant recipient, as more fully referred to herein, the Governor shall re-designate a local WDA under WIOA §106, thereby terminating this Agreement.
- F. Any County that withdraws from the Consortium, whether through the aforementioned petition, termination, or dissolution provisions, shall remain solely responsible for its proportionate share of any and all liabilities, as determined by the LEO Board, that in any way relate to any period prior to said County’s withdrawal.

## AGREEMENT

### SECTION III – GOVERNANCE/ORGANIZATION OF THE CONSORTIUM

- A. The Consortium shall exercise those powers granted to CEOs under WIOA through its governing unit and legal representative, the LEO Board – an eleven (11) member board of commissioners whose membership must consist of each County’s CEO or Designee, **who must be an elected official of the same county** and shall be maintained consistent with the governing LEO Bylaws and Joint Agreement, as may be amended from time to time.
- B. In accordance with its bylaws, the LEO Board shall elect from its membership a Chair, a Vice-Chair, and such other officers as may be provided for therein. and any vacancies hereunder shall be filled by election, in accordance with the applicable bylaws, for the remainder of the unexpired term.
- C. Along with any additional duties proscribed within the LEO Bylaws, and unless stated otherwise, the Chair of the LEO Board shall serve as the Consortium Chief Local Elected Official (CLEO), his/her term of which shall be specified within the LEO Bylaws, for purposes of WIOA §107; shall execute all documents and contracts as authorized by the LEO Board; shall appoint a staff person of one of the Counties or the administrative entity, if the latter exists, to serve as the Board Clerk; and shall have the authority to speak on behalf of the Consortium in all matters relating to WIOA.
- D. Along with any other appointments set forth in the LEO Bylaws or Joint Agreement, and so long as consistent therewith, the LEO Board, subject to Governor certification under WIOA §106, shall appoint a WDB to set policy for the Workforce Investment System in the WDA, the minimal composition of which must include:
1. A majority of representatives who are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority, who represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the WDA, and are appointed from among individuals nominated by local business organizations and business trade associations;
  2. Not less than 20 percent of representatives of the workforce within the local area who shall include representatives of labor organizations nominated by local labor federations; and a representative who shall be a member of a labor organization or a training director from a joint labor-management apprenticeship program.
- In addition, representatives in this category may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve Veterans or that provide or support competitive integrated employment for individuals with disabilities; and organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.
3. Representatives of entities administering education and training activities in the local area, who shall include a representative of eligible providers administering adult education and

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literacy activities under Title II; a representative of institutions of higher education providing workforce investment activities (including community colleges); and may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

4. Representatives of governmental and economic and community development entities serving the WDA, who shall include a representative of economic and community development entities; a representative from the State employment service office under the Wagner-Peysner Act serving the WDA; a representative of the programs carried out under Title I of the Rehabilitation Act of 1973 serving the WDA; and may include representatives of agencies or entities administering programs serving the WDA relating to transportation, housing, and public assistance; and may include representatives of philanthropic organizations serving the WDA.
  5. May include other individuals or representatives of entities as the Chief Elected Official may determine to be appropriate. If, after a reasonable effort, the LEO Board is unable to agree on the above appointments, the Governor may appoint the WDB members from individuals so nominated or recommended, pursuant to WIOA §107 (c) (1) (B) (ii). The WDB duly appointed by the LEO Board, pursuant to WIOA §107, shall be known as the Bay Area Workforce Development Board (“Bay Area WDB” or herein, “WDB”).
- E. When WDB vacancies occur, the LEO Board will solicit nominations from appropriate business, education, state, and community organizations throughout the region to fill workforce development area Board vacancies. All LEO Board members may submit such nominations. The WDA Administrative Entity will carry out the required process for accepting nominations and properly record all such nominations for the LEO Board.
- F. Unless specifically designated otherwise in the Bylaws or Joint Agreement, and so long as is consistent therewith, the LEO Board shall serve as the Local Grant Recipient (“Grant Recipient”) for WIOA grant funds allocated to the WDA, and shall be liable in the manner more fully set forth herein, for any misuse thereof. The LEO Board shall retain said liability regardless of whether it amends the Bylaws or Joint Agreement for purposes of designating another entity to be the Grant Recipient. Additionally, the LEO Board shall designate an entity to serve as the Local Grant Sub-Recipient (“Sub-Recipient”) for WIOA grant funds allocated to the WDA. Unless, and until such time that the Bylaws and Joint Agreement are amended to designate another entity and, so long as consistent therewith, the Sub-Recipient for the WDA shall be the WDB. This Sub-Recipient designation, as well as any subsequent designation hereunder, shall not relieve the LEO Board of the liability for any misused WIOA grant funds.
- G. There shall be established, as a subgroup of the WDB, a Youth Standing Committee whose membership shall be appointed, in cooperation with the LEO Board, by the WDB, and shall assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth [Sec. 107 (b)(4)(ii)]. The Youth Standing Committee shall:
1. Coordinate area-wide youth services;
  2. Assist with planning

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3. Oversee operational programs related to youth services
4. Design and build comprehensive youth services at the local level
5. Identify gaps in services and develop a strategy to use competitive selections or community partnerships to address the unmet needs of youth
6. Coordinate youth policy
7. Ensure quality services
8. Leverage financial and programmatic resources
9. Recommend eligible youth service providers

The Youth Standing Committee shall be chaired by a member of the WDB and include members of community-based organizations with a demonstrated record of success in serving eligible youth, and may include other individuals with appropriate expertise and experience, parents, participants, and youth, as well as program representatives from:

- i. Education and Training
- ii. Vocational Rehabilitation
- iii. Health and Mental Health
- iv. Housing and Public Assistance
- v. Justice, including juvenile justice
- vi. Philanthropy
- vii. Economic and Community Development
- viii. Employers

H. To receive funding under WIOA §128, a One-Stop Delivery System (“OSDS”) shall be established, through WDB designation provided that it is consistent with WIOA §107 and §121, and approved by the LEO Board of a One-Stop Operator, that, at a minimum and in a manner consistent with WIOA §121 (d), shall make the following programs, services, and activities accessible at not less than one physical center within the WDA:

1. Provide the career services described in WIOA §134 (c) (2);
2. Provide access to training services as described in WIOA §134 (c) (3), including serving as the point of access to training services for participants in accordance with WIOA §134 (c) (3) (G);
3. Provide access to the employment and training activities carried out under WIOA §134 (d), if any;
4. Provide access to programs and activities carried out by One-Stop Partners described in subsection (b);
5. Provide access to the data, information, and analysis described in §15 (a) of the Wagner-Peyser Act [29 U.S.C. 491-2 (a)] and all job search, placement, recruitment, and other labor exchange services authorized under the Wagner–Peyser Act (29 U.S.C. 49 et seq.).

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### SECTION IV – ADMINISTRATION OF THE CONSORTIUM

As the Consortium’s governing unit, the LEO Board shall exercise ongoing oversight of WDB activities; maintain an ongoing relationship with the WDB; and work in tandem with the WDB for purposes of carrying out WIOA programs, services, and activities. However, unless provided otherwise by WIOA or herein, the details of how the LEO Board and the WDB will work together to accomplish the same, shall be negotiated and contained in an Agreement consistent with WIOA §107 and §116. The aforementioned Agreement, entered into in a manner consistent herewith, is the Local Elected Officials Board / Bay Area Workforce Development Board Joint Agreement (“Joint Agreement”), as may be amended from time to time. Notwithstanding, the LEO Board either exclusively, or in cooperation with the WDB, must comply with the following WIOA mandates:

- A. The LEO Board shall consult with the Governor on the designation or re-designation of a WDA in the manner provided for under WIOA §106;
- B. In partnership with the WDB, the LEO Board shall develop, approve, and submit to the Governor, a Local Plan, including any revisions thereto, that is consistent with the corresponding State Plan, as well as WIOA §108, including, at a minimum, the following therein:
  1. A description of the strategic planning elements consisting of—
    - a. An analysis of the regional economic conditions including—
      - (i) existing and emerging in-demand industry sectors and occupations; and
      - (ii) the employment needs of employers in those industry sectors and occupations;
    - b. An analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations;
    - c. An analysis of the workforce in the region, including current labor force employment (and unemployment) data, and information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment;

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- d. An analysis of the workforce development activities (including education and training) in the region, including an analysis of the strengths and weaknesses of such services, and the capacity to provide such services, to address the identified education and skill needs of the workforce and the employment needs of employers in the region;
  - e. A description of the WDB's strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), including goals relating to the performance accountability measures based on primary indicators of performance described in WIOA §116 (b)(2)(A) in order to support regional economic growth and economic self-sufficiency; and
  - f. Taking into account analyses described in subparagraphs (a) through (d), a strategy to work with the entities that carry out the core programs to align resources available to the local area, to achieve the strategic vision and goals described in subparagraph (e);
2. A description of the workforce development system in the local area that identifies the programs that are included in that system and how the WDB will work with the entities carrying out core programs and other workforce development programs to support alignment to provide services, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.), that support the strategy identified in the State plan under §102 (b) (1) (E);
  3. A description of how the WDB, working with the entities carrying out core programs, will expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment, including how the local board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs, and improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable);
  4. A description of the strategies and services that will be used in the local area—
    - a. in order to—
      - i. facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs;
      - ii. support a local workforce development system that meets the needs of businesses in the local area;
      - iii. better coordinate workforce development programs and economic development;
      - iv. strengthen linkages between the OSDS and unemployment insurance programs; and



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11. A description of how the local board will coordinate workforce investment activities carried out under this title in the local area with the provision of transportation, including public transportation, and other appropriate supportive services in the local area;
12. A description of plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) and services provided in the local area through the OSDS, to improve service delivery and avoid duplication of services;
13. A description of how the local board will coordinate workforce investment activities carried out under this title in the local area with the provision of adult education and literacy activities under title II in the local area, including a description of how the local board will carry out, consistent with subparagraphs (A) and (B) (i) of §107 (d) (11) and §232, the review of local applications submitted under Title II;
14. A description of the replicated cooperative agreements [as defined in §107 (d) (11)] between the local board or other local entities described in §101 (a) (11) (B) of the Rehabilitation Act of 1973 [29 U.S.C. 721 (a) (11) (B)] and the local office of a designated State agency or designated State unit administering programs carried out under Title I of such Act (29 U.S.C. 720 et seq.) (other than §112 or Part C of that title (29 U.S.C. 732, 741) and subject to §121 (f) in accordance with §101 (a) (11) of such Act [29 U.S.C. 721 (a) (11)] with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination;
15. An identification of the entity responsible for the disbursement of grant funds described in §107 (d) (12) (B) (i) (III), as determined by the Chief Elected Official or the Governor under §107(d)(12)(B)(i);
16. A description of the competitive process to be used to award the sub grants and contracts in the local area for activities carried out under this title;
17. A description of the local levels of performance negotiated with the Governor and Chief Elected Official pursuant to §116 (c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers under Subtitle B, and the OSDS, in the local area;
18. A description of the actions the local board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the State board pursuant to §101 (d) (6);
19. A description of how training services under Chapter 3 of Subtitle B will be provided in accordance with §134 (c) (3) (G), including, if contracts for the training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and how the local board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided;

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20. A description of the process used by the local board, consistent with subsection (d), to provide an opportunity for public comment, including comment by representatives of businesses and comment by representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan;
21. A description of how One-Stop Centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under this Act and programs carried out by One-Stop Partners; and;
22. Such other information as the Governor may require.

The LEO Board/WDB Local Plan, developed to be submitted to the Governor for approval under WIOA §108, the approval of which when duly obtained thereunder, will be the Wisconsin Bay Workforce Development Area WIOA Local Plan 2016 (“Local Plan”).

- C. The LEO Board shall review and approve the budget developed by the WDB for the purpose of carrying out its duties as a WDA in accordance with WIOA §107 (“Budget”).
- D. In cooperation with the WDB, the LEO Board, as Grant Recipient, shall disburse funds, pursuant to WIOA §107, for workforce investment activities at the direction of the WDB; provided that said direction does not violate any provision of WIOA.
- E. Consistent with WIOA §121 (d), the LEO Board shall approve the WDB’s designation or certification of One-Stop Operators.

In addition, the LEO Board shall approve any request by the WDB to terminate the eligibility of a One-Stop Operator for cause. Absent a waiver by the Governor, the WDB, as well as any of its staff employed under WIOA §107, shall not serve as the One-Stop Operator for the WDA.

- F. Consistent with WIOA §121 (c), the LEO Board shall review and approve any Memorandum of Understanding (“MOU”) entered into between the WDB and the One Stop Partners concerning the operation of the OSDS within the WDA, the MOU of which, at a minimum, consists of the following provisions:
  1. The services to be provided through the OSDS consistent with the requirements of WIOA §121, including the manner in which the services will be coordinated and delivered through such system;
  2. How the costs of such services and the operating costs of such system will be funded, including—
    - a. Funding through cash and in-kind contributions (fairly evaluated), which contributions may include funding from philanthropic organizations or other private entities, or through other alternative financing options, to provide a stable and equitable funding stream for ongoing OSDS operations;
    - b. Funding of the infrastructure costs of One-Stop Centers in accordance with WIOA §121(h);

3. Methods of referral of individuals between the One-Stop Operator and the One-Stop Partners for appropriate services and activities;
  4. Methods to ensure the needs of workers and youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the OSDS; and
  5. The duration of the memorandum of understanding and the procedures for amending the memorandum during the duration of the memorandum, and assurances that such memorandum shall be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services; and
  6. Such other provisions, consistent with the requirements of this title, as the parties to the agreement determine to be appropriate.
- G. The LEO Board shall work with the WDB to conduct the oversight mandated by WIOA §107 (d) (8), with respect to local programs of youth activities authorized under of the WIOA §129, local employment and training activities authorized under WIOA §134, and the OSDS within the WDA, consistent with WIOA, as well as the Bylaws and Joint Agreement entered into thereunder.

## **AGREEMENT**

### **SECTION V - FISCAL MANAGEMENT; LIABILITY; MISUSE OF GRANT FUNDS**

A. Fiscal Management.

Unless designated otherwise in the Bylaws, Joint Agreement or herein, and so long as said designation is consistent with the WIOA, the LEO Board shall serve as Grant Recipient of, and be liable for any misuse of, grant funds allocated to the WDA under of the WIOA §128 and §133. Notwithstanding a subsequent designation in accordance herewith, the LEO Board shall remain liable for any misuse of WIOA funds granted hereunder.

In addition and notwithstanding its designation of the WDB as the Sub-Recipient of said funds, the LEO Board shall remain liable for any misuse thereof. To prevent misuse hereunder:

1. The LEO Board shall continuously monitor, and shall require the WDB to continuously monitor, WIOA grant-supported activities in accordance with Office of Management and Budget **Uniform Administrative Requirements, cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”)** as implemented in December 2014.

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2. Code of Federal Regulations Part 200 (as amended 2014), including the Department of Labor exceptions codified at 2 CFR 200.102 as applicable and as amended from time to time, referenced within WIOA §184; and shall require the WDB, as Sub-Recipient, to establish financial controls and procedures, satisfactory to the LEO Board, that accords with Generally Accepted Accounting Principles (GAAP), as well as any other federal and state laws, regulations, guidelines and/or procedures applicable to WIOA grant funding. At a minimum, the LEO Board shall require the following fiscal controls over the WDB and/or Sub-Recipient:
  - a. That it undergo at least one annual review of the adequacy of said financial controls and procedures, which, if deemed necessary by the LEO Board, may include retaining the assistance of an independent accounting/consulting firm;
  - b. That it undergo an annual independent audit, providing the LEO Board with a copy thereof, as well as such additional audits and/or financial reviews as the LEO Board, in its sole discretion, deems necessary;
  - c. That it maintain itemized and detailed records covering all expenditures under the Budget, providing the LEO Board with regular reports thereof, the duration of which may be increased or decreased by the LEO Board in its sole discretion, as well as any other reports deemed necessary by the LEO Board.;
3. That it insert language regarding disallowed costs due to contractor error into all OSDS related MOUs and agreements, as well as any other applicable contracts entered into under the WIOA; and
4. That regardless of whether it remains the Sub-Recipient, the WDB will establish and maintain bylaws consistent with the WIOA, as well as the Bylaws and a Joint Agreement to ensure the efficient administration and management of its WIOA programs, services and activities that, at a minimum, indicate how the BAWDB will:
  - a. Identify, consistent with WIOA §123, eligible providers of youth activities in the WDA by awarding grants or contracts on a competitive basis.
  - b. Identify, consistent with WIOA §122, , eligible providers of training services within the WDA;
  - c. As applicable, under WIOA §134, will identify eligible providers of intensive services within the Bay WDA by awarding contracts;
  - d. Assist the Governor in developing the statewide employment statistics system. as referenced within WIOA §107 (d) (1);
  - e. Coordinate the workforce investment activities authorized under WIOA and carried out in the WDA with economic strategies, and develop other employer linkages with such activities;

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- f. Promote the participation of private sector employers in the State's workforce system and ensure the effective provision, through said system, of connecting, brokering, and coaching activities, through intermediaries such as the One-Stop Operator in the WDA or through other organizations, to assist such employers in meeting hiring needs;
- g. Make available to the public, in a manner consistent with relevant Open Records Laws, on a regular basis through open meetings, information regarding its activities, including information regarding the Local Plan prior to its original or revised submission, and regarding membership, the designation and certification of One-Stop Operators, and the award of grants or contracts to eligible providers of youth activities, and, on request, minutes of its formal meetings;
- h. Not, absent receipt of a Governor waiver, itself, provide the training services described within WIOA §134
- i. Not allow its members to vote on a matter under BAWDB consideration that:
  - i. relates to the provision of services by said members or an entity represented by said members;
  - ii. would provide direct financial benefit to said members or their immediate family; or (iii) would be deemed a conflict of interest of said members under the State plan;
- j. Solicit and accept grants and donations from sources other than Federal funding that is made available under WIOA; and
- k. Employ the staff deemed necessary to administer and disburse funds for the applicable WIOA programs, services and activities and handle issues relating to grievances, nepotism, Maintenance of Effort, and additional Conflicts of Interest or Ethical Obligations not already addressed herein.

In the event that the WDB's current Bylaws entitled "Bylaws of the Bay Area Workforce Development Board" ("Board Bylaws"), or any duly enacted amendments thereto, conflict with the LEO Board Bylaws or Joint Agreement, the LEO Board Bylaws and Joint Agreement shall prevail so long as consistent with the WIOA.

**B. Liability Management.**

To further manage the LEO Board's exposure in the event of misused WIOA grant funds allocated to the WDA, the LEO Board shall adhere, and, where applicable, shall require the WDB and/or any of its providers to adhere, to the following guidelines:

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1. That WIOA programs, services, and activities in the WDA be administered prudently to minimize liability, including, but not limited to, the requirement that all contractors who provide services purchased with WIOA grant funds be required to maintain general liability, workers compensation, and automobile (if automobiles are used in providing services) insurance policies in an amount of at least \$1,000,000. Said contractors may also be required to provide fidelity insurance and/or bonding in such amounts deemed necessary by the LEO Board to protect the LEO Board, the Consortium and the Counties. Contracts for service delivery shall require indemnification by the contractor in the event that contractor errors or omissions result in disallowed costs or other liability;
2. That the Sub-Recipient be required to maintain errors and omissions insurance, fidelity insurance/bonding, general liability insurance, workers compensation insurance and automobile insurance to the extent deemed necessary by the LEO Board and in amounts to be determined by the LEO Board. Such insurance shall name the LEO Board, the Consortium and each County as additional insureds;
3. That the WDB and/or the Sub-Recipient be required to indemnify, defend and hold harmless the LEO Board, the Consortium and each County, as well as their agents, officers, elected officials, representatives, employees, successors and assigns, from and against any claim, demand, suit, payment, damages, loss, cost and expense, including actual attorney's fees, by reason of any alleged or actual liability for injury or damages caused by, relating to or arising in any way, in whole or in part, from:
  - a. The wrongful, intentional, or negligent acts or omissions of the WDB, the Sub-Recipient and/or their employees, agents, representatives and subcontractors; or
  - b. The breach by the WDB, the Sub-Recipient and/or their agents, officers, elected officials, representatives, employees, successors and assigns, of this LEO Agreement, the Bylaws and/or Joint Agreement, as well as any other agreements/governing procedures enacted in accordance with WIOA and as amended from time to time;
4. That the LEO Board may further direct the purchase of additional fidelity/bonding, errors and omissions insurance and other insurance to cover the individual LEO Board members, the Consortium and each County to the extent deemed necessary by the LEO Board; and
5. That to the extent permitted by law, WDB corporate funds and assets shall be used first to pay any uncovered loss resulting from the activities of the Consortium, the LEO Board, the WDB and/or the Sub-Recipient.

C. Misuse of Grant Funds.

In the case of any misuse of grant funds allocated under WIOA to the Bay Workforce Development Area, liability shall be assigned as follows:

1. The Fox Valley Workforce Development Area.

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Outagamie County understands and agrees that it may be liable for certain obligations of the Fox Valley Workforce Development Consortium (Fox Valley Consortium) that arose prior to Outagamie County joining the Bay Workforce Development Area County Consortium. Outagamie County understands and agrees that the Bay WDA LEO Board, its Consortium and its Counties are not, and should not be, held responsible for any obligations of Outagamie County arising out of the Fox Valley Consortium. To this end, Outagamie County agrees to indemnify, defend and hold harmless the Bay WDA's LEO Board, its Consortium, and its Counties from and against any claim, demand, suit, payment, damages, loss, cost and expense, including actual attorney's fees, that the Bay WDA's LEO Board, its Consortium and its counties may suffer, incur, be put to, pay or lay out as a result of, or in any way relating to:

- a. Outagamie County's participation in the Fox Valley Consortium;
- b. The acts or omissions of Outagamie County, its employees, agents and representatives while in the Fox Valley Consortium; or
- c. Any and all claims, liabilities or obligations of Outagamie County arising out of, or relating to, the Fox Valley Consortium.

2. Misuse of Consortium Funds.

The Consortium understands that the Counties are liable for any misuse of WIOA grant funds allocated to the WDA in accordance with the requirements of **CFR Part 200, Uniform Guidance**. In the event of misuse of said funds and after every possible method to reduce liability is exhausted, any remaining liability, as determined by the LEO Board, unless based upon the particular facts of the situation, the responsibilities of each County, its employees, agents, officers and/or representatives for the particular funds at issue can be apportioned in a more equitable manner, shall be apportioned among the Counties in proportion to their respective populations in accordance with the results of the decennial census. For example, if \$10,000 in liability remained and a given County has 10% of the total population of the Counties based on the decennial census, that County would be liable for \$1000. In the event that the LEO Board is unable to make said determination, the Department of Workforce Development shall determine the Counties' respective liabilities.

## AGREEMENT

### SECTION VI – ADDITIONAL PROVISIONS.

A. Term.

This Agreement shall be reviewed annually and renewed every five (5) years unless the counties choose to terminate pursuant to Section I herein, or in the event of termination of Public Law 113-128, the Workforce Innovation and Opportunity Act (WIOA).

**When a new Chief Elected Official (CEO) for a member county (as defined in Section I. C. of the Agreement) is elected, the LEO Board shall ensure that information about the county's rights and responsibilities under WIOA is provided to the new county CEO and her/his signature obtained on a copy of the Bay Area Counties Consortium Agreement.**

Wisconsin Bay WDA  
 Chief Elected Officials (CEO) Consortium Agreement (10/01/2012)  
 Amended May 19, 2016

In the event that this Agreement is terminated or not renewed, the counties agree to cooperate in transitioning programs and services consistent with WIOA, as well as the Bylaws and Joint Agreement, this Agreement and/or any other agreements or governing procedures duly enacted under WIOA (collectively “Governing Law”). If and when it is determined that this Agreement shall be terminated, the LEO Board shall take possession of all documents associated with WIOA so long as consistent with the Governing Law.

B. Acquisition and Disposal of Property.

The Sub-Recipient shall acquire, hold and dispose of real or personal property in the manner provided for under *Wisconsin Statutes* §59.06, §66.0139 and §75.35, as may be amended from time to time, as well as Governing Law.

C. Open Records/Open Meetings.

Both the LEO Board and the WDB shall conduct business openly and in accordance with Wisconsin’s Open Records provisions set forth in *Wisconsin Statutes* Chapter 19, including but not limited to the following:

1. That all actions taken by the LEO Board or the WDB during the above-referenced meetings be authorized by a majority of the members present and in a manner consistent with their respective Bylaws;
2. That duly noticed closed sessions of the LEO Board or the WDB shall not allow for LEO Board members to be excluded from WDB closed session meetings, nor shall it allow for WDB members to be excluded from LEO Board closed session meetings, when the issue under discussion in said closed session relates to WIOA programs, services and activities, the Local Plan, budget, or staff members employed in accordance with WIOA;
3. That all meetings be publically noticed and duly recorded pursuant to Wisconsin’s Open Records provisions;
4. That all records created or collected, including but not limited to all meeting agendas, meeting minutes, contracts, fiscal documentation and/or management documentation be maintained in accordance with Wisconsin’s Open Records provisions; and
5. That the record custodian referenced within Wisconsin’s Open Records provisions be designated within the respective bylaws and posted for the public in accordance therewith.

D. Applicable Law.

This Agreement shall be construed pursuant to and in accordance with the laws of the State of Wisconsin. Roberts Rules of Order (Newly Revised) shall govern the procedures of the Consortium insofar as they do not conflict with WIOA or the Governing Laws.

Wisconsin Bay WDA  
 Chief Elected Officials (CEO) Consortium Agreement (10/01/2012)  
 Amended May 19, 2016

E. Amendments to the Bylaws.

The LEO Board may adopt operational and procedural bylaws consistent with WIOA State/Local Plans, and Joint Agreement. Any amendments to the current Bylaws may be adopted by the affirmative vote of 2/3 of the entire membership of the LEO Board at any regular meeting called for that purpose, provided that written copies thereof are delivered to each member 15 days prior to consideration.

F. Impact of Legislative Changes.

Any terms or conditions rendered inapplicable by a change in State, Federal or local laws shall not affect the validity of those portions of this Agreement not impacted by the same. It is further understood by the Counties that certain terminology in this Agreement may change as Federal and State laws governing this Agreement dictate.

G. Conduct of the LEO Board and the WDB.

Members of the LEO Board and the WDB shall conduct themselves in accordance with the ethical and/or legal standards governing persons holding public office, including, at a minimum:

1. That all members, as well as staff, of the LEO Board and the WDB comply with any and all applicable Federal or State Laws, including *Wisconsin Statutes* Chapter 946, governing the conduct of public officials;
2. That all members, as well as staff of the LEO Board and the WDB be prohibited from using their positions for a purpose that is or gives the appearance of being motivated by a desire for their personal gain, or the personal gain of those for which they have a familial, business or other improper tie to. Said members shall avoid actual or perceived organizational and personal conflicts and shall disclose all actual or apparent conflicts consistent with Governing Law;
3. That no member of the LEO Board or the WDB shall cast a vote on any provision of services by said member, or any organization which said member directly represents, as well as any matter that would provide a direct financial benefit to said member or said member's family;
4. That, annually, each member of the LEO Board and the WDB shall complete, sign and submit a Conflict of Interest Disclosure Statement, in a format prescribed by WIOA;
5. That the LEO Board and the WDB shall not discriminate against any person contrary to WIOA §188, as well as Federal, State and local laws.

Wisconsin Bay WDA  
Chief Elected Officials (CEO) Consortium Agreement (10/01/2012)  
Amended May 19, 2016

H. This Agreement shall be effective when executed by the authorized official of each County of the Consortium thereof and shall thereupon act to repeal and supersede any and all prior written or oral consortium agreements. This Agreement may only be revised, modified or amended in writing and upon a majority vote of the LEO Board consistent with the governing Bylaws.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Chief Elected Officials Consortium Agreement, as amended May 19, 2016, to be executed by the County Executive of the counties having an Office of the County Executive or by the Chairperson of the County Board of Supervisors of the counties without an Office of County Executive, or that respective county CEO's Designee to the Bay WDA's LEO Board.

As required in Section VI. A. of this Agreement, each of the Bay WDA counties will renew ratification of this Agreement as amended June 11, 2020 by county board or county CEO action by January 1, 2021.

**The Chief Elected Official (CEO) Consortium Agreement was adopted on October 1, 2012,  
And amended May 19, 2016.**

June 11, 2020,	Agreement amendment and renewal proposed (Amended: Sec. I.E., Sec. III.A., Sec. V.A.1., Sec. V.A.2., Sec. V.C.2., Sec. VI.A.)
May 19, 2016	Amended: Section III (E)(F)(G)(H)
February 11, 2016	Amended: For WIOA
October 1, 2012	Adopted



Wisconsin Bay Workforce Development Area  
Chief Elected Officials Consortium

**LOCAL ELECTED OFFICIALS BOARD  
BYLAWS**

**Adopted May 9, 2013  
Amended February 11, 2016  
Amended June 11, 2020**

**PREMBLE**

WHEREAS, the Workforce Development Area (“WDA”), designated by the Governor, for the Counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, and Sheboygan (collectively, “Counties;” individually, “County”) is the Wisconsin Bay Workforce Development Area (“Bay WDA”); and

WHEREAS, by and through, Chief Elected Officials Consortium Agreement, the Counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano and Sheboygan have been duly constituted as the Bay Workforce Development Area’s County Consortium (hereinafter, “Consortium”); and

WHEREAS, in accordance therewith, the Board of Supervisors for each County in the Bay WDA adopted Resolutions authorizing their respective Chief Local Elected Official (“CLEO”) to enter into this Chief Elected Official (CEO) Consortium Agreement Between the Counties of Bay Workforce Development Area in Wisconsin;

WHEREAS, the Chief Elected Officials Consortium Agreement (hereinafter, “Consortium Agreement”), authorizes the Bay Area WDA Local Elected Officials Board (hereinafter, “LEO Board”) to adopt Bylaws for its internal governance and external dealings; and

NOW, THEREFORE, the LEO Board does hereby adopt the following Bylaws.

**DEFINITIONS**

Chief Elected Official (CEO) shall refer to the County Executive of the counties that have an office of County Executive under *Wisconsin Statutes* Chapter 59, and shall refer to the Board Chair of those counties that do not have an office of County Executive thereunder. The CEO is the primary spokesperson in each county for WIOA affairs. The CEO either serves on the Local Elected Officials (LEO) Board or appoints a Designee. The Designee can be an elected official of his/her respective county; or a special non-elected representative of the CEO

Local Elected Official (LEO) is the county representative on the Bay WDA’s LEO Board. The County representative must be an elected official of the county she/he represents.

Chief Local Elected Official (CLEO) is the LEO Board member elected to serve as Chair of the LEO Board. The CLEO presides at LEO Board meetings, signs official documents for the Consortium, and serves as a member of the Wisconsin Workforce Development Association (WWDA).

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## ARTICLE I - GOVERNANCE

### **A. Consortium**

1. The Consortium shall be governed by the Local Elected Officials Board (hereinafter, “LEO Board”).
2. The County Executive shall be the Chief Elected Official (hereinafter, “CEO”) of any county having an elected County Executive. In all other counties, the County Board Chairperson will be the CEO.
3. A CEO may designate another individual (hereinafter “Designee”), to serve on the LEO Board *provided* that any such designee must be an elected official of the county represented. All such designations must be in writing and filed with the LEO Board Administrative Entity.
4. The Designee shall serve a term concurrent with the elected term that of the CEO who made the designation. Should a vacancy occur in the CEO’s elective county office, the Designee will continue to serve for the residue of the unexpired term or until the vacant elective county office is filled, whichever occurs first.
5. No alternative for the CEO in each county, other than the Designee appointed for the respective counties, shall be permitted as members of the LEO Board.

### **B. Officers**

1. Biennially (at the first meeting after the local elections in April) the LEO Board shall, by majority vote of a quorum, select from its membership a Chairperson and a Vice Chairperson to serve for a term of two years or until a successor is elected. Vacancies occurring in the office of Chairperson or Vice Chairperson shall be filled by the LEO Board in the same manner for the remainder of the unexpired term.
2. The Chairperson shall appoint a LEO Board Clerk from the staff of the Local Grant Sub-Recipient or from one of the Consortium member counties.
3. The Chairperson shall:
  - a. Preside over the meetings of the LEO Board;
  - b. Appoint, subject to confirmation by the LEO Board, members of any committee created by the LEO Board; and appoint representatives to joint committees with the Workforce Development Board or other local and state committees.
  - c. Be responsible for the management of the affairs of the LEO Board and serve as the Consortium Chief Local Elected Official (CLEO) under Public Lab 113-128: the Workforce Innovation and Opportunity Act (WIOA) §107(c).
  - d. Sign all documents and contracts as authorized by the LEO Board.

Wisconsin Bay WDA  
Local Elected Officials Bylaws (Amended 02/11/2016)

4. The Vice Chairperson shall perform the duties of the Chairperson when the Chairperson is not present, is unwilling or unable, for any reason, to perform the duties of the Chairperson.
5. The Chairperson and/or Vice Chairperson, may be removed from that position at any time by a two-thirds vote of the LEO Board.
6. The appointed Board Clerk shall be responsible for the taking, recording, duplicating, distribution, and filing of all agendas, minutes, public notices, and other official documents of the LEO Board. The Board Clerk shall be responsible for keeping on file all official Consortium public records and correspondence of the LEO Board and its members, and making these available upon request.

**C. Committees**

1. The LEO Board may create additional committees (i.e., standing and ad hoc committees), designate duties, determine membership, and appoint members or authorize the LEO Board Chairperson to appoint members.
2. The LEO Board may create such joint committees with the WDB as are needed to effectively administer the provisions of Public Law. 113-128 (WIOA).
3. All committees and committee appointees shall report and be accountable to the LEO Board.

**D. Powers of the LEO Board**

The LEO Board shall exercise those powers granted to the Local Elected Officials in a consortium of local units of government under Public Law 113-128 (WIOA), including, but not limited to:

1. Request for designation or redesignation as a Workforce Development Area by the Governor in accordance with WIOA §106.
2. Appointment of the Workforce Development Board (hereinafter "WDB") membership in accordance with the criteria established by the Governor in partnership with the State Board under WIOA §107(b)(2) and any applicable agreements.
3. Enter into planning and operations procedural agreements with the WDB to meet the requirements under WIOA §106, §107, and §121 including:
  - a. Regional Planning - WIOA §106(c)
  - b. Developing and submitting the Local Plan - WIOA §107(d)(1)
  - c. Program oversight - WIOA §107(d)(8)
  - d. Negotiation of local performance accountability measures – WIOA §107(d)(9)
  - e. Selection of Operators and Providers – WIOA § 107(d)(10)
  - f. Developing a budget for the local workforce board – WIOA §107(d)(12)
  - g. Budget Administration – WIOA §107(d)(12)
  - h. Creation of Memoranda of Understanding (MOU) with one-stop partners – WIOA §121(a)

Wisconsin Bay WDA  
Local Elected Officials Bylaws (Amended 02/11/2016)

4. Serve as the local grant recipient for, and be liable for the misuse of WIOA grant funds allocated to the local area and designate an entity to serve as a local grant sub-recipient/fiscal agent.
5. Joint WDB/LEO Board approval of the Local Plan and any subsequent amendments in accordance with WIOA §108.
6. Review and approval of the budget for the administration of programs consistent with the approved Local Plan and make recommendations to the WDB.
7. Regularly review the activity of the WDB to ensure members' participation and effectiveness as the local workforce board.
8. Exercise such other powers and establish such policies under WIOA as may be necessary and proper in order to carry out the foregoing powers.

## **ARTICLE II - PROCEDURAL RULES**

### **A. Rules of Order**

Roberts Rules of Order Newly Revised shall govern the proceedings of the LEO Board insofar as they do not conflict with applicable law, administrative rules, or these Bylaws.

### **B. Quorum**

A quorum shall consist of a majority of the LEO Board members duly representing member counties.

### **C. Agreements, Plans, and Budgets**

All Agreements, Job Training Plans, and Budgets for the administration of programs under Public Law 113-128 (WIOA) requiring LEO Board approval, and any amendments thereto, shall be approved by a 2/3 vote of the members present at a meeting of a quorum of the LEO Board prior to execution by the LEO Board Chairperson.

### **D. Meetings**

Meetings shall be established by the LEO Board at least four times annually, or may be called by the LEO Board Chairperson as deemed necessary. All meetings shall conform to the *Wisconsin State Statutes* Chapter 19: Wisconsin's Open Meetings Law. Electronic meetings using telephone or video media will be permitted at the discretion of the LEO Board Chair (CLEO). Members participating by electronic means are eligible to vote on board matters.

### **E. Bay Area WDB Membership Appointments**

1. All regular appointments to WDB membership shall be made by the LEO Board for three year terms after regional solicitation for nominations in accord with any LEO Board approved Plan of Representation and Public Law 113-128 (WIOA). WDB members must be reappointed to a new three-year term at the end of their three-year terms. There are no limits to the number of terms to which a WDB member may be reappointed by the LEO Board.

Wisconsin Bay WDA  
Local Elected Officials Bylaws (Amended 02/11/2016)

2. All appointments to fill vacancies on the WDB shall be made by the LEO Board for the remainder of the unexpired term in order to maintain the balance of reappointing one-third of the WDB members each year.
3. It is the responsibility of the LEO Board designated Board Clerk to notify the LEO Board of WDB resignations and vacancies at least quarterly.
4. The LEO Board will annually review the WDB roster for industry sector, business size, geographical, and other relevant categories to ensure balanced representation of the WDA, and develop a plan to address any areas of underrepresentation.
5. Resumes solicited from persons interested in serving on the WDB shall be valid for consideration for a period of one year and discarded thereafter. Nominees must reside and work within the counties that comprise the WDA, but the LEO Board reserves the right to waive one of these requirements. If a WDB vacancy occurs within one year of solicitation for candidate resumes, the LEO Board may select from the nominated candidates without further solicitation, providing the candidate(s) meet the requirement of the Plan of Representation and Public Law. 113-128 (WIOA).
6. All WDB appointments shall require the approval by the recorded vote of a majority of the quorum at a LEO Board meeting.

**E. Public Records**

All records of the LEO Board shall be kept at the WDA office of the Administrative Entity, and in the custody of the Director. The Director shall be responsible for record retention and ensuring that records are available for inspection and disclosure if and as required by state and federal law.

**G. Voting**

1. All LEO Board members shall annually fill out and sign a Declaration of Affiliations statement indicating potential conflicts of interest to be kept on file with the Administrative Entity.
2. LEO Board members with a conflict of interest should abstain from voting on any matter in which they or family members have a fiduciary interest.
3. A recorded vote shall be taken by Roll Call at the request of any member upon any questions before the LEO Board.

**ARTICLE III - RISK MANAGEMENT / LEGAL**

**A. Legal**

It is understood that Corporation Counsel of the member counties may not provide legal advice to or represent the Consortium. The LEO Board may, when the need for legal counsel arises, retain the services of outside counsel to represent the Consortium.

Wisconsin Bay WDA  
Local Elected Officials Bylaws (Amended 02/11/2016)

**B. Insurance**

The LEO Board shall establish the minimum insurance coverage limits; solicit quotes for, obtain, and maintain comprehensive general liability insurance, professional liability (errors and omissions), motor vehicle insurance, and (if and as required by Wisconsin) workers' compensation insurance coverage for the Consortium.

**ARTICLE IV - AMENDMENTS TO BYLAWS**

**A. Amendments**

Amendments may be proposed to the LEO Board in writing by any member and upon introduction, shall be referred to a subsequent LEO Board meeting. Adoption shall require approval by the recorded vote of a two-thirds vote of the entire membership, at a duly constituted meeting of the LEO Board.

**B. Amendment Consideration**

Copies of all proposed amendments shall be furnished to each member at least ten (10) days prior to consideration by the LEO Board.

**ARTICLE V - WITHDRAWAL / NEW MEMBER**

**A. Consortium Withdrawal**

Any member county shall have the right to withdraw from the Consortium after providing at least 90 days written notification to the Consortium and in accordance with the provisions of Public Law 113-128 (WIOA).

**B. Consortium Membership**

A Wisconsin county may petition the Consortium for membership provided that such county is eligible to be part of the Bay Area WDA, and in accordance with the provisions of Public Law 113-128 (WIOA).

**ARTICLE VI - RATIFICATION**

These Bylaws shall be effective May 9, 2013, upon adoption by a recorded vote of two-thirds of the entire membership, at a duly constituted meeting of the Bay Workforce Development Area's LEO Board called for such purpose. These Bylaws shall supersede and repeal previous Bylaws of the Bay WDB LEO Board.

**The Local Elected Officials (LEO) Board Bylaws were adopted on May 9, 2013,  
Amended and approved on February 11, 2016.  
Amended and Approved on June 11, 2020.**

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

**DEPT. HEAD TO COMPLETE:**

Department Health and Human Services Position Title: Information and Assistance Specialist  
 Position Status:     Currently vacant     Will be vacant    Date Vacant: 9-11-20  
                           Full Time     Part Time     New position    Hours per week: 40  
 Reason for Vacancy:     Termination     Transfer     Retirement     Resignation

Transfer: why is the new position more attractive to employee than current one? More challenging work, increased pay.

Name of Current / Most Recent Incumbent: Jessica Holland

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

Completed by: Joseph Krebsbach Date 09-01-2020

**Financial Information:**

Salary Range: F \$20.05 to \$22.91 Is the Position Budgeted:  Yes     No  
 Funding Source:     Levy % \_\_\_\_\_     Grant Funded % \_\_\_\_\_     Other State Funding % 100  
 Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO 02 – Professionals FLSA Status Non-Exempt  
 Human Resources has performed a position review? [Signature] (HR initial) 9/4/2020 Date  
 The Job Description has been updated and signed? [Signature] (HR initial) 9/4/2020 Date

**Approvals:**

County Administrator [Signature] Date 9-8-20  
 Administrative Committee Chair \_\_\_\_\_ Date \_\_\_\_\_



**County of Door**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

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**Joseph Krebsbach, Director**

(920) 746-7155

1<sup>st</sup> floor fax (920) 746-2355

2<sup>nd</sup> floor fax (920) 746-2439

dhs@co.door.wi.us

**Date: August 27, 2020**

**To:** Administrative Committee

**Cc:** Ken Pabich, County Administrator

**From: Joe Krebsbach, Director Health and Human Services**

**RE:** Request to Refill

---

We have a vacancy at the Aging and Disability Resource Center (ADRC) in one of our Information and Assistance Specialist (I&A) positions. This vacancy is related to the transfer of Jessica Holland to a new role in our Adult Protective Services (APS) Division.

In the ADRC Division, we have three (3) I&A workers. Their primary role is connecting our senior population to community resources to help these individuals stay independent and in their homes. Another significant role for our I&A staff is the completion of Functional Screens to determine eligibility for Family Care.

They provide services to an average of 3,575 unduplicated individuals per year. Despite a slow March and April, we are on pace to serve about only 125 less people in 2020. As our population continues to age in Door County, the demand for these services will likely increase.

The state provides funding to cover the full cost of the I&A's.

This refill was approved by the Health and Human Services Board as part of the approved request to refill the APS vacancy and any subsequent vacancies. As a result, we only need the Administrative Committee approval at this time.

## County of Door Information and Assistance Specialist

<b>Job Title</b>	Information and Assistance Specialist	<b>Last Revision</b>	10/26/2015
<b>Department</b>	Human Services	<b>HR Reviewed</b>	01/01/2017
<b>Division</b>	ADRC	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	ADRC/Aging Program Director	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	F	<b>EEO Code</b>	02 – Professionals

### General Summary

This position responsible for providing the general public, but particularly adults who are elderly, physically disabled, developmentally disabled, or with mental health or substance abuse disorders, with information, referral, and assistance to a wide range of community resources; informing and educating people about their options; and assisting in connecting them to programs and services, including public and privately funded options. The Information and Assistance Specialist also provides intake, eligibility determination, and enrollment into and disenrollment from long term managed care. 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. Provides consumer driven customer service responses to requests for information to the residents of Door County.
2. Gathers sufficient information to accurately identify and clarify inquirer's problems and needs. Collects preliminary financial data (including medical and remedial expenses) and refers to Economic Support Unit for financial eligibility determination.
3. Provides follow-up as needed to determine outcomes and provide additional assistance in locating resources and arranging services.
4. Develops and implements action plans, short term service coordination / case management, to organize and direct in-home supportive services according to ADRC policy.
5. Assists in the identification of individualized counseling that reflects goals that are personally meaningful and attainable by consumers which address immediate, as well as longer term needs.
6. Administers the Long Term Care Functional Screen to determine functional eligibility.
7. Provides information about publicly funded long term care services and assists consumers throughout the eligibility determination and enrollment / disenrollment process with the Managed Care Organization.
8. Provides information about programs, services (public and private) and public benefits, makes referrals.
9. Participates in various transition activities designed to help youth who have a disability transition from school to the adult service system.
10. Participates in program development, marketing, and outreach activities, including representing the ADRC at public information fairs.
11. Problem solves with internal and external agencies on any concerns with clients as they relate to the independence and needs of the consumers served.
12. Performs home visits.

## County of Door

### Information and Assistance Specialist

#### ***General Job Functions***

1. Participates in prevention activities, support groups, classes, Quality Assurance / Quality Improvement projects, and other initiatives.
2. Completes required recordkeeping and ADRC activity reporting and 100% time reporting in a timely manner. Maintains accurate and complete documentation including notes in the I & A database that contains accurate information without judgment.
3. Arranges work schedule as necessary or directed to meet the program and consumer service needs.
4. Represents the ADRC of Door County to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups as requested.
5. Adheres to the AIRS national standards; also secures AIRS certification within the first two years of employment.
6. Participates in on-going training, maintaining current knowledge to ensure compliance with federal and state regulations.
7. Maintains the confidentiality of client information as required by State and Federal laws and regulations and professional practice standards.
8. Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
9. Assists individual in completing application for Medicaid and other public benefit programs (e.g. Food Share,) if needed.

#### **Requirements**

##### ***Training and Experience***

1. Graduate of an accredited college or university with a Bachelor's degree in a health or human services related field.
2. Must have at least one year of experience working with the type of individuals, such as the elderly or individuals with developmental disabilities, physical disabilities, mental health or substance abuse disorders, who constitute one of the target populations of the Aging and Disability Resource Center and Family Care.
3. Must obtain the on-line State Functional Screen Training Course within 30 days of hire.
4. Must obtain the Alliance of Information & Referral Systems (AIRS) certification test for Information and Referral Specialists within 2 years of hire.
5. Current valid Wisconsin driver's license and unlimited access to reliable transportation required.

##### ***Knowledge, Skills, and Abilities Required***

1. Knowledge of standards and principles of Information and Assistance including a willingness to become certified as an I & A Specialist through AIRS.
2. Knowledge of community resources and referral procedures.
3. Knowledge of assessment and care management techniques.
4. Knowledge of planning, organizing, and problem solving strategies.
5. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
6. Ability to maintain strict confidentiality.
7. Ability to proficiently use a computer and related office equipment; demonstrating familiarity with required software and database programs as they relate to the essential functions of this position.

County of Door  
Information and Assistance Specialist

- 8. Ability to be decisive and make sound decisions under pressure, in a crisis or emergency situations.
- 9. Ability to participate in a work setting as a team player.
- 10. Ability to prepare and to maintain a variety of documents, including client service plans and recommendations, program evaluations, client assessments, treatment plans and therapy notes.
- 11. Ability to share technical material in a manner easily comprehended by the population being served.
- 12. Ability to comprehend and interpret a variety of documents.
- 13. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

**Physical and Working Conditions**

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

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

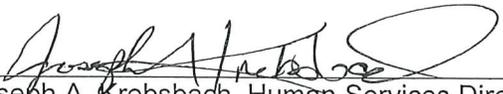
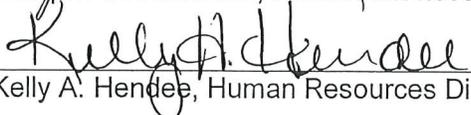
Potential for physical harm exists during contacts with angry or irate members of the public. Occasionally necessary to defuse situation with disgruntled clients. Limited office space may cause some distraction.

This position will have frequent contact with members of the public in their homes and at various locations in the community. Adverse living conditions with many hazards may be encountered during home visits.

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

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

*Approvals:*

 Joseph A. Krebsbach, Human Services Director	10/26/15 Date
 Kelly A. Hendee, Human Resources Director	12/9/15 Date

**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION  
 FTE/Hours  
 Job Class  
 Step  
 Rate

CHANGE FTE/Hours  
 TO  
 CHANGE JOB CLASS/STEP  
 TO

Position Title  
 Effective Date  
 Department

ADRC - Information & Assistant Specialist  
 6 Mo  
 ADRC Sub Dept

FTE/Hrs	@ Rate	2021 TOTAL SALARY	2021 TOTAL BENEFITS	TOTAL SALARY and Benefits
<b>ADRC - Information &amp; Assistant Specialist Grade F-Level 1</b>				
1.00	\$20.05	41,816	33,429	75,245
<b>ADRC - Information &amp; Assistant Specialist Grade F-Budget</b>				
1.00	\$23.82	49,679	34,869	84,548
Total Salary and Benefit Decrease (9,303)				
<b>ADRC - Information &amp; Assistant Specialist Grade F-Control Point</b>				
1.00	\$22.91	47,781	34,522	82,303
<b>ADRC - Information &amp; Assistant Specialist Grade F-Budget</b>				
1.00	\$23.82	49,679	34,869	84,548
Total Salary and Benefit Decrease (2,245)				

Dept Head Signature: Sts W... Finance Director  
 Date: 9/5/2020

**Disclaimer: This Fiscal Impact does not include Step 2 \$20.62, Step 3 \$21.19, Step 4 \$21.76, or Step 5 \$22.34.**

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

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

**DEPT. HEAD TO COMPLETE:**

Department Health and Human Services Position Title: Case – Manager Comprehensive Community Services

Position Status:  Currently vacant  Will be vacant Date Vacant: September 8, 2020

Full Time  Part Time  New position Hours per week: 40

Reason for Vacancy:  Termination  Transfer  Retirement  Resignation

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

Name of Current / Most Recent Incumbent: Karlee Bertrand

Reviewed, updated, and submitted to Human Resources:

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

Job Description

Completed by: Joseph Krebsbach Date 8-25-2020

**Financial Information:**

Salary Range: \$23.93 – \$27.35 Is the Position Budgeted:  Yes  No

Funding Source:  Levy % \_\_\_\_\_  Grant Funded % \_\_\_\_\_  Other Medicare and State funding % 100

Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO 02 – Professionals FLSA Status Exempt

Human Resources has performed a position review? KSH (HR initial) 9/4/2020 Date

The Job Description has been updated and signed? KSH (HR initial) 9/4/2020 Date

**Approvals:**

County Administrator  Date 9-8-20

Administrative Committee Chair \_\_\_\_\_ Date \_\_\_\_\_



## Door County Health and Human Services

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

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

**Date:** August 27, 2020  
**To:** Health and Human Services Board  
**Cc:** Administrative Committee; Ken Pabich, County Administrator  
**RE:** Request to Refill Comprehensive Community Services Case Manager

---

We have a new vacancy in our Comprehensive Community Support (CCS) Division as of September 8, 2020. This position provides ongoing coordination of services for individuals or families impacted by mental health or addiction issues.

We eliminated one position in this program earlier this year when a vacancy was created. We left that position out of the 2021 budget. This decision was based on the current number of open cases.

At this time, the worker who is leaving is caring for a full caseload, as all the workers in this division.

The program has a combination of state and federal funding that covers our full costs. As a result, there is no local tax levy needed to support this position.

I am requesting permission to refill this position and any subsequent vacancies.

## County of Door

### Case Manager – Comprehensive Community Services

<b>Job Title</b>	Case Manager-Comprehensive Community Services	<b>Last Revision</b>	New Created August 2016
<b>Department</b>	Human Services	<b>HR Reviewed</b>	01/01/2017
<b>Division</b>	Children & Families	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Children's Services Program Manager	<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	H	<b>EEO Code</b>	02 – Professionals

#### GENERAL SUMMARY

This advanced position is responsible for a wide range of individualized, client centered, and trauma-informed case management with individuals affected by a wide variety of disabilities. The case manager performs intake functions and screens individuals presenting to the county system for services. The case manager assists and enhances the ability of individuals to remain independent and works to reduce the risk of hospitalization or out of home placement. A primary focus of this position will be the Comprehensive Community Services (CCS) program. This position will serve as a CCS Service Facilitator, in addition to other responsibilities, with an emphasis on youth with mental health and/or alcohol issues.

#### Duties and Responsibilities

##### *Essential Job Functions*

1. Identifies needs and makes individual assessments regarding the nature of a client's abilities, disabilities and potential for maximized community and family living.
2. Functions as a CCS Service Facilitator, completing comprehensive assessments and facilitating team meetings with consumers, providers, family members and other informal supports to develop, implement, and monitor person-centered, recovery-focused treatment plans.
3. Procures and authorizes services to be delivered by contracted service providers. Monitors the quality and quantity of purchased services to ensure they are consistent with the individual's goals set forth on the treatment plan and in compliance with authorized hours. Follows up with provider in a timely manner when adjustments are needed.
4. Prepares and maintains treatment plans and individual progress notes on all assigned clients; completes all documentation as required by Department of Human Services and assigned program areas to include daily documentation of all face to face contact, collateral contacts and updating treatment plans and crisis plans every 6 months.
5. Completes child functional screens to determine all program eligibility; conducts Child and Adolescent Needs Assessment (CANS) to determine needs and strengths to help steer treatment planning; completes other state required program documents and tools as assigned.
6. Assists children, youth and families in obtaining all available resources (financial, social, remedial) to enable them to reach established goals and objectives.
7. Prepares required reports regarding individuals on caseload for state reporting, Social Security Administration, Medical Assistance Waiver, and case management.
8. Advocates on behalf of clients to ensure needs are met and client rights are protected, enhancing natural supports to the greatest extent possible.
9. Conducts and/or participates in community awareness, education, resource development, and option exploration activities.
10. Provide truthful and accurate written and verbal communications.

##### *General Job Functions*

1. Provides regular supportive contacts with service providers, team members and other community

## County of Door

### Case Manager – Comprehensive Community Services

partners.

2. Performs other Children Services Case Management services as may be required.
3. Participates in weekly team meetings to review client/clinical supervision issues and receive division program updates.
4. Strictly follow federal and state laws and regulations, county and departmental policies and procedures in regard to privacy, security and confidentiality of individuals' personal and health information.

#### REQUIREMENTS

##### *Training and Experience*

1. Minimum of a bachelor's degree in Social Work, Psychology, Sociology, Special Education with a concentration in human development. Master's degree preferred.
2. Two (2) years demonstrated experience working with individuals with disabilities. Experience working with children/youth with mental health needs preferred.
3. Current valid Wisconsin driver's license required and access to a reliable standard automobile.

##### *Knowledge, Skills, and Abilities Required*

1. Ability to conduct a comprehensive individual assessment, develop individual service plans and activities, and work creatively and independently.
2. Ability to listen carefully, communicate respectfully and engage in conflict resolution and problem-solving.
3. Ability to read, comprehend, and communicate both orally and in writing.
4. Ability to perform basic mathematical calculations; ability to compare invoices to authorizations and service notes and resolve discrepancies.
5. Ability to use tact and courtesy in maintaining an effective working relationship with clients, department employees, county supervisors, county officials, and the general public.
6. Ability to prioritize multiple tasks in an organized, efficient manner.
7. Required to complete training and pass Department of Health Services exams to become certified as a children's functional screener and Child & Adolescent Needs Assessment (CANS) assessor within three months of hire.

##### **Physical & Working Conditions**

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

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

Very frequent face to face and over the telephone oral communication with clients, their families and the public. Sitting and standing are required 100% of the time spent on the job. Occasional climbing of stairs.

Work includes driving vehicle to visit clients in their homes and other community settings; interacting with

## County of Door Case Manager – Comprehensive Community Services

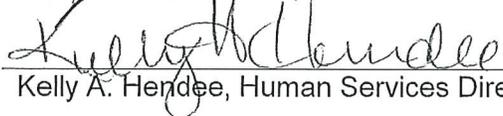
Very frequent face to face and over the telephone oral communication with clients, their families and the public. Sitting and standing are required 100% of the time spent on the job. Occasional climbing of stairs.

Work includes driving vehicle to visit clients in their homes and other community settings; interacting with and observing actions of clients to assess needs. Occasional pushing of clients in wheel chairs (20-40 lbs.). Frequent writing or typing of case notes.

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

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

*Approvals:*

 _____ Joseph A. Krebsbach, Human Services Director	8/10/18 _____ Date
 _____ Kelly A. Hendee, Human Services Director	8-10-18 _____ Date

**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION  
 FTE/Hours  
 Job Class  
 Step  
 Rate

CHANGE FTE/Hours  
 TO  
 CHANGE JOB CLASS/STEP  
 TO

Position Title  
 Effective Date  
 Department

**HHS - CCS Case Manager**  
 6 Mo  
 HHS Sub Dept

FTE/Hrs	@ Rate	2021 TOTAL SALARY	2021 TOTAL BENEFITS	TOTAL SALARY and Benefits
<b>HHS-CCS Case Manager Grade H-Level 1</b>				
1.00	\$23.93	49,908	34,913	84,821
<b>HHS-CCS Case Manager Grade H-Budget</b>				
1.00	\$25.30	52,766	35,438	88,204
<b>Total Salary and Benefit Decrease</b>				
				(3,383)
<b>HHS-CCS Case Manager Grade H-Control Point</b>				
1.00	\$27.35	57,041	36,221	93,262
<b>HHS-CCS Case Manager Grade H-Budget</b>				
1.00	\$25.30	52,766	35,438	88,204
<b>Total Salary and Benefit Increase</b>				5,058

Dept Head Signature: St. Wimpink Finance Director  
 Date: 9/3/2020

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

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

Door County Human Resources Form #: 2015-04		Title: <b>Request to Refill Position</b>
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: Field Services Lieutenant & all Subsequent

Position Status:  Currently vacant  Will be vacant Date Vacant: December 24<sup>th</sup>, 2020

Full Time  Part Time  New position Hours per week: 2080 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: Robert Lauder

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 08-19-2020

**Financial Information:**

Salary Range: \$33.64 - \$44.21 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 Professional FLSA Status Exempt

Human Resources has performed a position review? [Signature] (HR initial) 8/19/2020 Date

The Job Description has been updated and signed? [Signature] (HR initial) 8/19/2020 Date

**Approvals:**

County Administrator [Signature] Date 9-8-20

Administrative Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

## County of Door Sheriff's Office

Division:	Title: <b>Field Services Lieutenant</b>	Date Created: <b>08/25/2020</b>
Report To: <b>Chief Deputy</b>	Prepared By: <b>Sheriff Sternard</b>	Date Revised:
Pay Grade: <b>M</b>	Reviewed By: <b>Kelly Hendee</b>	Date Approved:
FLSA Status: <b>Exempt</b>	Employee Group: <b>GME</b>	EEO Code:

### General Summary

The Field Services Lieutenant performs a variety of tasks that include planning, directing, coordinating, and assisting Sergeants and line staff in the daily activities of the Office. In the absence of the Sheriff and Chief Deputy, the Lieutenant may assume command of the Door County Sheriff's Office. Provide accurate and truthful verbal and written statements.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Coordinate and provide department training programs; includes record keeping, reporting, evaluating and recommending specific training for individuals and groups of employees.
2. Supervise Sergeants in Patrol, Investigative, and Jail (in the absence of the Jail Lt.) divisions; establish employee objectives, and perform supervisory employee performance evaluations.
3. Development of daily and long range planning of the department for Sheriff and Chief Deputy.
4. Participate in the hiring and promotional processes of department staff.
5. Effectively recommend and may take necessary disciplinary action on subordinate personnel. (Must notify superior prior to any disciplinary suspensions.)
6. Provide administrative assistance and coordination to division Patrol and Investigative Sergeants (Jail Sergeants in the absence of Jail Lieutenant).
7. Coordinates Reserve Deputies, responsible as liaison to Washington Island police department.
8. Conducts internal investigations.
9. Prepares and maintains department staff schedules for Patrol and Investigative divisions, processes requests for time off.
10. Handles citizen complaints as applicable. Receives public at counter when required.
11. Conduct staff meetings and briefings, keeps department staff informed on interdepartmental information.
12. Prepares required and requested reports; submits to appropriate person/agency in timely manner.
13. Available on a 24-hour basis to supervise and conduct investigations and coordinate departmental efforts at the scene of serious crimes or fatal accidents and assumes much of the responsibility unless otherwise directed by the Sheriff.
14. Third in command of the Sheriff's Office. In the absence of the Chief Deputy or Sheriff assumes responsibility and decision making authority. Creates, maintains, and modifies Agency General Orders and Directives to ensure compliance with law enforcement best practice standards.
15. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and

## County of Door Sheriff's Office

learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

16. Makes sound decisions based on General Orders, Directives, and past practices. Completes assignments independently and without close supervision. Isolates and identifies problems, evaluates alternative courses of action, makes logical decisions, employs good judgement, `

### ***General Job Functions***

1. Assists in systematic General Order, Directive, policy and procedure review, ensuring proper updating, maintenance, and archiving occurs.
2. Assists with preparing the division budget, and makes evaluations, suggestions, and recommendations regarding immediate and long-range fiscal plans.
3. Functions within the command post and assists during major incidents.
4. Serves as the Sheriff's Office liaison on special committees or community groups.
5. Proactively ensures Agency member compliance with professional standards on an annual basis.
6. Coordinates and supervises specialized unit or team operations as assigned.
7. Performs all other related duties as assigned by the Sheriff or designee.

### ***Work Relationships***

1. Reports to the Chief Deputy.
2. Directly supervises Patrol Sergeants, Investigative Sergeant, and individuals assigned to the Field Services Division.
3. Works closely with the all divisions of the Sheriff's Office, and interacts regularly with other criminal justice professionals and members of the community.

### ***Requirements***

#### ***Training and Experience***

1. Meets the entry level requirements of a Patrol Deputy, to include certification as a law enforcement officer in accordance with the Wisconsin Law Enforcement Standards Board.
2. Five (5) years or more of current full-time law enforcement patrol experience.
3. Advanced education in the field of law enforcement preferred.

#### ***Knowledge, Skills, and Abilities Required***

1. Considerable knowledge of law enforcement best practices and their applicability to the Agency.
2. Knowledge of Sheriff's Office General Orders, Directives, and procedures.
3. Knowledge of Wisconsin State Statutes as they relate to police work and citizen's rights.
4. Knowledge of Agency special teams and their function within the Sheriff's Office.
5. Ability to apply Sheriff's Office General Orders, Directives, and procedures to unique or unusual situations.
6. Ability to supervise and motivate subordinates.
7. Ability to manage multiple incidents concurrently.
8. Ability to communicate effectively orally and in writing.
9. Ability to meet regular and predictable attendance standards.

#### ***Physical & Working Conditions***

1. Ability to meet the physical, emotional, and psychological qualifications of a law enforcement officer.

## County of Door Sheriff's Office

2. Regularly required to perform certified law enforcement officer duties to include performing traffic stops, responding to high-risk calls, crowd control, and all other law enforcement related activities.
3. Ability to function in situations which may rapidly change from those encountered during routine patrol operations to those which are emergencies and highly stressful.

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

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

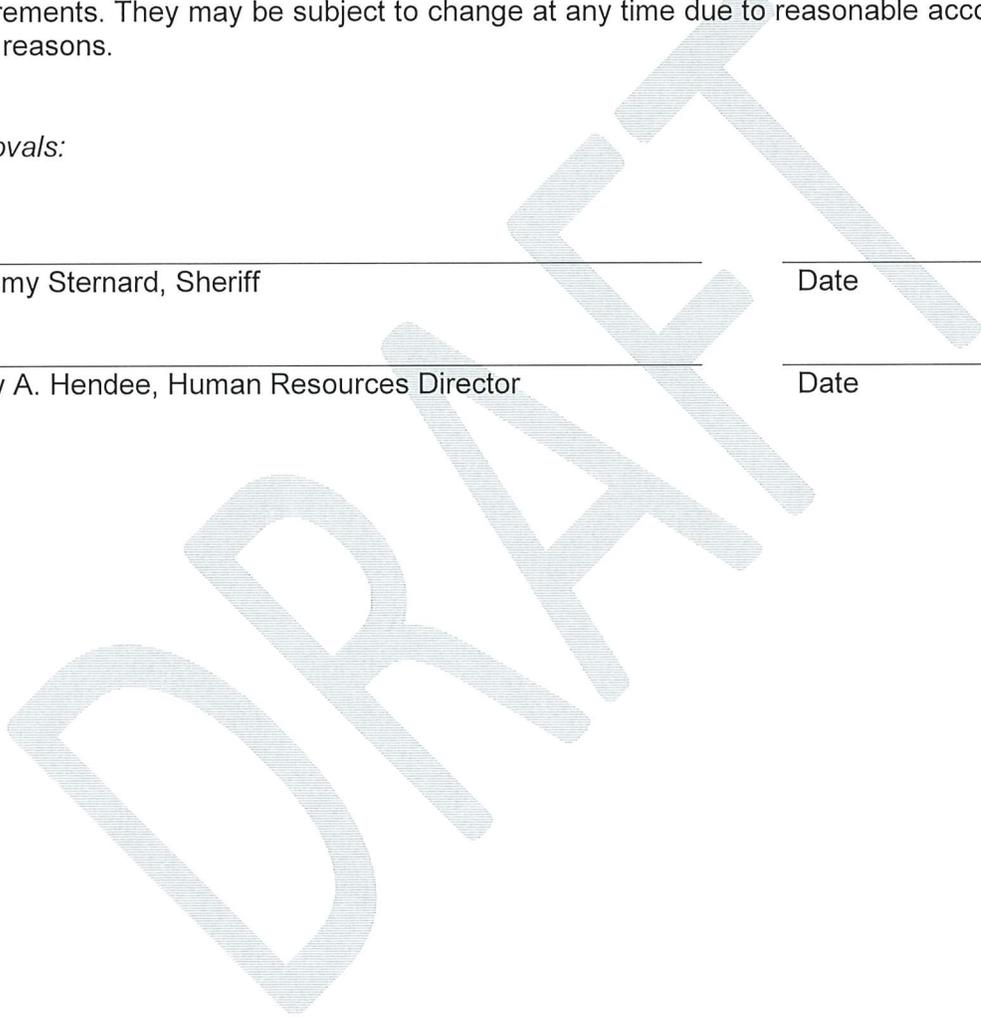
*Approvals:*

\_\_\_\_\_  
Tammy Sternard, Sheriff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kelly A. Hendee, Human Resources Director

\_\_\_\_\_  
Date



# REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION \_\_\_\_\_  
 FTE/Hours \_\_\_\_\_  
 Job Class \_\_\_\_\_  
 Step \_\_\_\_\_  
 Rate \_\_\_\_\_

CHANGE FTE/Hours \_\_\_\_\_  
 TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP \_\_\_\_\_  
 TO \_\_\_\_\_

Position Title Field Services Lieutenant  
 Effective Date \_\_\_\_\_  
 Department Sheriff  
 Sub Dept \_\_\_\_\_  
 6 Mo \_\_\_\_\_

FTE/Hrs	@ Rate	2021 TOTAL SALARY	2021 TOTAL BENEFITS	2021 TOTAL SALARY and Benefits
<b>Field Services Lieutenant-Grade M-Level 1</b>				
1.00	\$33.64	70,160	41,471	111,631
<b>Field Services Lieutenant-Grade M-Budget</b>				
1.00	\$39.21	81,776	44,067	125,843
Total Salary and Benefit Decrease				
2021 TOTAL BENEFITS			(14,212)	TOTAL SALARY and Benefits
<b>Field Services Lieutenant-Grade M-Control Point</b>				
1.00	\$44.21	92,204	46,397	138,601
<b>Field Services Lieutenant-Grade M-Budget</b>				
1.00	\$39.21	81,776	44,067	125,843
Total Salary and Benefit Increase				
				12,758

Dept Head Signature *St. W...* Finance Director  
 Date 8/20/2020

**Disclaimer: This Fiscal Impact does not include Step 2 \$34.60, Step 3 \$35.56, Step 4 \$36.52 Step 5 \$37.48.**

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.

Door County Human Resources Form #: 2015-04		Title: <b>Request to Refill Position</b>	
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.	
<b>DEPT. HEAD TO COMPLETE:</b>			
Department <u>Sheriff's Office</u>		Position Title: <u>Court Security Deputy &amp; Subsequent</u>	
Position Status: <input type="checkbox"/> Currently vacant <input checked="" type="checkbox"/> Will be vacant		Date Vacant: <u>January 5<sup>th</sup>, 2021</u>	
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> New position		Hours per week: <u>2080 Annually</u>	
Reason for Vacancy: <input type="checkbox"/> Termination <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> Retirement <input type="checkbox"/> Resignation			
Transfer: why is the new position more attractive to employee than current one? _____			
Name of Current / Most Recent Incumbent: <u>Mark Schwartz</u>			
Reviewed, updated, and submitted to Human Resources: <input checked="" type="checkbox"/> Job Analysis Questionnaire (not to be included in the agenda packet) <input checked="" type="checkbox"/> Job Description			
Completed by: <u>Tammy Sternard</u>		Date <u>09-02-2020</u>	
<b>Financial Information:</b>			
Salary Range: <u>\$27.00-\$32.10 Hourly</u>		Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source: <input checked="" type="checkbox"/> Levy % <u>100</u> <input type="checkbox"/> Grant Funded % _____ <input type="checkbox"/> Other _____ % _____			
<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached			
<b>HR TO COMPLETE:</b>			
EEO <u>04 - Protective Services</u>		FLSA Status <u>Non-Exempt</u>	
<input checked="" type="checkbox"/> Human Resources has performed a position review?		<u>[Signature]</u> (HR initial) <u>9/4/20</u> Date	
<input checked="" type="checkbox"/> The Job Description has been updated and signed?		<u>[Signature]</u> (HR initial) <u>9/4/20</u> Date	
<b>Approvals:</b>			
County Administrator <u>[Signature]</u>		Date <u>9-8-20</u>	
Administrative Committee Chair _____		Date _____	

## County of Door Sheriff's Department

Division:	Title: <b>Deputy Sheriff- Court Security Deputy</b>	Date Created: <b>09/04/2020</b>
Report To: <b>Jail Lieutenant</b>	Prepared By: <b>Tammy Sternard</b>	Date Revised:
Pay Grade: <b>Deputies Assn Grade F</b>	Reviewed By: <b>Kelly Hendee</b>	Date Approved:
FLSA Status: <b>Non-Exempt</b>	Employee Group: <b>Represented</b>	EEO Code: <b>04 – Protective Services</b>

### General Summary

Under the general direction of the Sheriff, Chief Deputy, and direct supervision of the Jail Lieutenant. Provides courtroom security to all courtrooms and judges, District Attorney's Office, Clerk of Courts Office, Child Support Office, etc., including reserve and visiting judges presiding in Door County. Arranges and escorts prisoners to court, completes court related forms. Performs other duties as assigned by the Circuit Court Judges (CCJ) or the Sheriff or designee. 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. This position is appointed by the Sheriff with approval from CCJ. Responsible for providing truthful and accurate written and verbal communications.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Process and screen all individuals entering the Justice Center at the security checkpoint.
2. Provides courtroom security by reviewing court calendars and the Family Court Commissioner's calendar. Checks for weapons at all times in a manner directed by the court/Sheriff.
3. Responsible for any ensuring all necessary parties to be in the courtroom.
4. Provides suggestions to the court, Sheriff and County Board on ways to improve court security.
5. Provide daily security inspections of the Door County Justice Center grounds, courtrooms, and all other public areas on the second floor.
6. Transports inmates being held by other law enforcement agencies or correctional facilities within the State of Wisconsin that are required to appear in the Door County courts.
7. Arrange, escort, and provide security measures for inmates being held in the Door County Jail that are appearing before a judge in the Door County Courts.
8. May perform other duties of a sworn officer as assigned by the Sheriff, Chief Deputy, or Lieutenant when court related duties are not required or completed.

#### *General Job Functions*

1. Uses own judgment in deciding course of action, 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. Carries out duties in conformance with Federal, State, County, and City laws, ordinances and departmental policies and procedures.
4. Attend required training sessions.
5. Works closely with the all divisions of the Sheriff's Office, and interacts regularly with other criminal justice professionals, community organizations and members of the community.

## County of Door Sheriff's Department

### **Requirements**

#### **Training and Experience**

1. Minimum of two (2) year Associate Degree from an accredited technical school or sixty (60) credit hours from a college or university in police science, criminal justice, or related field.
2. Certification as a law enforcement officer in accordance with the Wisconsin Law Enforcement Standards Board.
3. Successful completion of Court Security Deputy training and evaluation program.

#### **Knowledge, Skills, and Abilities Required**

1. Knowledge of Sheriff's Office General Orders, Directives, and procedures.
2. Knowledge of Wisconsin State Statutes as they relate to police work and citizen's rights. Knowledge of legal terms and statutes, appellate and court proceedings, and the ability to interpret court orders.
3. Ability to apply Sheriff's Office General Orders, Directives, and procedures to unique or unusual situations.
4. Ability to manage multiple incidents concurrently.
5. Ability to communicate effectively orally and in writing.
6. Ability to meet regular and predictable attendance standards.
7. Ability to read, comprehend, and communicate, both verbally and in writing.
8. Ability to operate a variety of general office equipment, computer, telephone, copy machine, calculator, facsimile machine. Ability to operate a magnetometer and x-ray machine.
9. Ability to meet the physical, emotional, and psychological qualifications of a law enforcement officer.
10. Ability to function in situations which may rapidly change from those encountered during routine patrol operations to those which are emergencies and highly stressful.
11. Regularly required to perform certified law enforcement officer duties to include performing traffic stops, responding to high-risk calls, crowd control, and all other law enforcement related activities.

#### **Physical & Working 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 find, 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 includes 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 frequently, inspect buildings, 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

## County of Door Sheriff's Department

emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

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

*Approvals:*

\_\_\_\_\_  
Tammy Sternard, Sheriff \_\_\_\_\_ Date

\_\_\_\_\_  
Kelly A. Hendee, Human Resources Director \_\_\_\_\_ Date

DRAFT

**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION  
 FTE/Hours  
 Job Class  
 Step  
 Rate

CHANGE FTE/Hours  
 TO  
 CHANGE JOB CLASS/STEP  
 TO

Position Title  
 Effective Date

Court Security Deputy

6 Mo

Department

Sheriff

Sub Dept

FTE/Hrs	@ Rate	2021 TOTAL SALARY	2021 TOTAL BENEFITS	TOTAL SALARY and Benefits
<b>Court Security Deputy-Level F-Starting Point</b>				
1.00	\$27.00	56,311	38,338	94,649
<b>Budget Court Security Deputy-Level F-Step 7</b>				
1.00	\$32.27	67,302	40,794	108,096
<b>Total Salary and Benefit Decrease (13,447)</b>				
<b>Court Security Deputy-Level F-Step 7</b>				
1.00	\$32.27	67,302	40,794	108,096
<b>Budget Court Security Deputy-Level F-Step 7</b>				
1.00	\$32.27	67,302	40,794	108,096
<b>Total Salary and Benefit Increase -</b>				

Dept Head Signature *Stu Whipple*

Finance Director

Date 9/13/2020

**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.

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

**DEPT. HEAD TO COMPLETE:**

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

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

Full Time  Part Time  New position Hours per week: 22

Reason for Vacancy:  Termination  Transfer  Retirement  P

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

Name of Current / Most Recent Incumbent: Holly Cole

Reviewed, updated, and submitted to Human Resources:

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

Job Description

Completed by: Tina Kakuske Date 7/2020

• Branch Manager was approved at August Admin Meeting.

• 'and subsequent' needs approval for Egg Harbor Circulation Assistant.

**Financial Information:**

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

Funding Source:  Levy %         Grant Funded %         Other        %       

Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO 06-Office/Clerical FLSA Status Non-Exempt

Human Resources has performed a position review? [Signature] (HR initial) 7/13/20 Date

The Job Description has been updated and signed? [Signature] (HR initial) 7/13/20 Date

**Approvals:**

County Administrator [Signature] Date 7/14/20

Library Board President \_\_\_\_\_ Date \_\_\_\_\_

Administrative Committee Chair [Signature] Date \_\_\_\_\_

## County of Door Circulation Assistant

<b>Job Title</b>	Circulation Assistant	<b>Last Revision</b>	09/17/2015
<b>Department</b>	Library	<b>HR Reviewed</b>	01/01/2017
<b>Division</b>		<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Library Branch Managers	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	B	<b>EEO Code</b>	06 – Office/Clerical

### General Summary

This position performs routine clerical and physical tasks as required. Reports to Library Head of Circulation and Branch Managers. 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. Checks out materials at the circulation desk and clears returned materials. Receives payment for overdue charges and records receipt on computer.
2. Answers phone and directs calls to appropriate staff member.
3. Issues library cards. Verifies and enters information in computer database.
4. Facilitate library operations in absence of branch manager.
5. Sorts and shelves books and other library materials.
6. Reads shelves for alphabetical and numerical sequence, relocating materials out-of-place, straightens materials on shelves.
7. Aids patrons in proper use of microfilm reader, photocopier, and simple audiovisual equipment and ebook readers.
8. Routine filing such as alphabetizing or arranging in numerical sequence, circulation, registration or other records.
9. Acts as messenger to obtain books, periodicals, or other library materials in book stacks or other storage areas.
10. Provide truthful and accurate written and verbal communications.

### Requirements

#### *Training and Experience*

1. High school diploma or equivalent.
2. One (1) or more years' experience in the use and operation of personal computer, preferably with Microsoft Office software and ability to learn library software. Skill in using and instructing tablets and reading devices.
3. One (1) or more years' experience working with the public preferred.

#### *Knowledge, Skills and Abilities Required*

1. Ability to learn and use the library computer software. Skill in using/instructing tablets and reading devices.
2. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
3. Ability to work flexible schedule.
4. Ability to understand and carry out oral and written instructions.
5. Ability to read, comprehend, and communicate, both verbally and in writing.

**Physical and Working Conditions:**

1. Nearly continuous standing.
2. Nearly continuous walking, bending, stooping, and climbing.
3. Ability to lift up to 35 lb.; pushing/pulling up to 25 lb. on an intermittent basis throughout the shift.
4. Reaching, handling, fingering, feeling.
5. Vision; near/far.
6. Speaking, hearing.

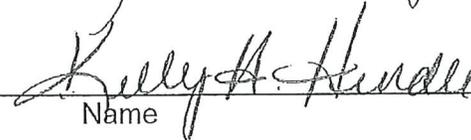
Normal office/indoor environment with little or no discomfort due to temperature, dust, noise, wetness or the like. Continual interaction with the public.

**Equipment Operated:**

Basic office equipment: Postage meter, book carts, computer, keyboard, telephone, typewriter, photocopier, reader/printer and scanner.

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

Approvals:

		5/26/11
Name	Department Head	Date
		5/26/2011
Name	Human Resources Director	Date

**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION  
 FTE/Hours  
 Job Class  
 Step  
 Rate

CHANGE FTE/Hours  
 TO  
 CHANGE JOB CLASS/STEP  
 TO

Position Title  
 Effective Date  
 Department  
 Library  
 Sub Dept

Egg Harbor Library Circulation Ass't

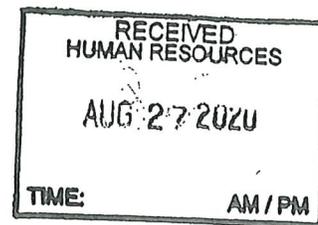
6 Mo

FTE/Hrs	@ Rate	2021 TOTAL SALARY	2021 TOTAL BENEFITS	TOTAL SALARY and Benefits
0.31	\$14.28	9,233	723	9,956
0.31	\$14.28	9,233	723	9,956
Total Salary and Benefit Increase				-
0.31	\$16.32	10,551	828	11,379
0.31	\$14.28	9,233	723	9,956
Total Salary and Benefit Increase				1,423

Dept Head Signature: *St. Wynnigath*  
 Date: 8/27/2020  
 Finance Director

**Disclaimer: This Fiscal Impact does not include Step 2 \$14.69, Step 3 \$15.10, Step 4 \$15.50, or Step 5 \$15.91.**

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.



08/25/2020

Joseph Krebsbach

Director

Door County Department of Health and Human Services

Dear Mr. Krebsbach,

It is with regret that I am writing to inform you of my decision to resign from my position as a Comprehensive Community Services Service Facilitator effective Tuesday, September 08, 2020.

It has been a pleasure to work for you and I want to thank you for opportunities provided to me during my time at Door County Department of Health and Human Services. In my time here, I have grown professionally and made life-long friends and for that, I will be forever grateful.

You have my full commitment and cooperation for a smooth transition of responsibilities. Please let me know if I can be of further assistance.

Sincerely,

A handwritten signature in cursive script that reads "Karlee Bertrand".

Karlee Bertrand



Sheriff Tammy Sternard  
Door County Sheriff's Department  
1201 South Duluth Ave.  
Sturgeon Bay, WI 54235

Dear Sheriff Sternard,

This letter is to inform you that I have made the difficult decision to retire. My last day of employment with the Door County Sheriff's Department will be Wednesday, December 23, 2020.

I am incredibly proud of my 20+ -year career with the Sheriff's Department and the work we do to serve and protect our community. I am grateful for the experiences and opportunities I have been afforded to advance my Law Enforcement career. I owe this in part, to the many great mentors I have had the opportunity to work with and learn from over the years.

I look forward to enjoying retirement. I am providing this notice as early as possible in an effort to provide a smooth transition for the department and its deputies.

Sincerely,

A handwritten signature in black ink that reads "Bob Lauder". The signature is written in a cursive style with a long, sweeping underline.

Lieutenant Bob Lauder

September 02, 2020.

Retirement from Service

Dear Sheriff Sternard,

This letter is to inform you that I intend to retire from the Door County Sheriff's Office. My last day of work will be January 4, 2021.

Since March 09<sup>th</sup> of 1992, when I was hired by then Sheriff Charles Brann, I have had the privilege of serving the citizens and visitors of Door County. I feel very fortunate to have worked with so many dedicated and professional employees of the Door County Sheriff's Office and other Door County Departments. It has been an honor to serve and protect the place I grew up and be part of a community that has been so supportive.

Sincerely,

  
Deputy Mark Schwartz

September 1, 2020

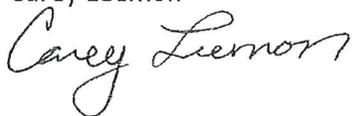
Mr. John Kolodziej  
Door County Highway Commissioner

Please be advised that I am resigning from my position of Highway Worker with the Door County Highway Department effective September 3, 2020.

I have accepted another position that provide better financial stability for myself and family. Thank you for the opportunity provided to me.

Sincerely,

Carey Leemon

A handwritten signature in cursive script that reads "Carey Leemon". The signature is written in black ink and is positioned below the printed name.

August 4, 2020

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

RE: Completion of Introductory Period  
Employee Name: Jaime Jorns  
Position: Circulation Assistant  
Start Date: January 20, 2020

Dear Kelly,  
As of July 18, 2020, Jaime Jorns has successfully completed the introductory period as Circulation Assistant.

Jaime has learned the necessary duties associated with substituting for any branch in Door County. She brings to the position training from being a library page, and has added the ability to adapt as needed at each branch, helping the Door County Library run smoothly and efficiently.

I recommend, without hesitation, that Jaime Jorns move to regular employment status effective July 18, 2020.

Sincerely,



Tina Kakuske, Library Director  
Door County Library



**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

421 Nebraska Street  
Sturgeon Bay WI 54235  
Main Line: 920-746-7155

Joseph Krebsbach, Director  
1<sup>st</sup> Floor Fax: 920-746-2355  
2<sup>nd</sup> Floor Fax: 920-746-2349  
[dhs@co.door.wi.us](mailto:dhs@co.door.wi.us)

DATE: August 10,2020  
TO: Kelly Hendee, Human Resources Director  
FROM: Sheryl Flores, Community Services Manager  
Department of Health and Human Services  
RE: Completion on Introductory Period  
Employee Name: Taylor Jandrin, MSW  
Position: Community Support Program Case Manager.  
Start Date: 12/2/2019

On August 10, 2020, Taylor Jandrin will have successfully completed her introductory period as Community Support Program Case Manager with the Dept. of Health and Human Services. Taylor has completed all orientation and introductory training required of her position. She is meeting all expectations of the position, and had no difficulty with the transition from LTC/Outreach Case Manager into Community Support Program with DCDHHS.

Taylor is very organized and is an excellent team member on the CSP and Crisis Teams and is always quick to volunteer to pitch in and assist her co-workers whenever needed. It is without reservation that I recommend Taylor to move to regular employment status effective August 10, 2020.

Cc: Joe Krebsbach, Human Services Director  
Human Services Board  
Administrative Committee

RECEIVED  
HUMAN RESOURCES  
AUG 12 2020  
TIME: AM / PM



**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

421 Nebraska Street  
Sturgeon Bay WI 54235  
Main Line: 920-746-7155

Joseph Krebsbach, Director  
1<sup>st</sup> Floor Fax: 920-746-2355  
2<sup>nd</sup> Floor Fax: 920-746-2349  
[dhs@co.door.wi.us](mailto:dhs@co.door.wi.us)

DATE: August 10,2020  
TO: Kelly Hendee, Human Resources Director  
FROM: Sheryl Flores, Community Services Manager  
Department of Health and Human Services  
RE: Completion on Introductory Period  
Employee Name: Ashley Thornton, LTC/Outreach Case Manager  
Position: LTC/Outreach Case Manager  
Start Date: 2/17/2020

On August 10, 2020, Ashley Thornton will have successfully completed her introductory period as LTC/Outreach Case Manager with the Dept. of Health and Human Services. Ashley has completed all orientation and introductory training required of her position. She is meeting all expectations of the position, and as of August 24,2020 she will be starting her position as Behavioral Health Crisis Case Manager with DCDHHS.

Ashley is very organized and enjoys taking on a challenge during a very difficult training period due to COVID-19 shut down and multiple schedule changes that require staff to adjust on a daily basis. It is without reservation that I recommend Ashley move to regular employment status effective August 10, 2020.

Cc: Joe Krebsbach, Human Services Director  
Human Services Board  
Administrative Committee

RECEIVED  
HUMAN RESOURCES  
AUG 12 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  
 September 2020 Report

Date	Transaction *	Department	Name		Position
8/13/2020	Resignation	Highway & Airport	Connor	Kuhn	Highway Seasonal
8/18/2020	Hired	Emergency Services	Samuel	Martinez	EMT Basic
8/20/2020	Resignation	Highway & Airport	Andrew	Burkart	Highway Seasonal
8/20/2020	Resignation	Highway & Airport	Max	Pierre	Highway Seasonal
8/24/2020	Hired	Health & Human Services	Susan	Cambria	LTE Contact Tracer
8/24/2020	Hired	Health & Human Services	Mark	Emmerling	LTE Contact Tracer
8/24/2020	Hired	Health & Human Services	Theresa	Schmelzer	LTE Contact Tracer
8/24/2020	Hired	Health & Human Services	Jane	Weber	LTE Contact Tracer
8/26/2020	Resignation	Emergency Management & Communications	Mary	Laughlin	Telecommunicator
8/27/2020	Resignation	Highway & Airport	Trevor	Hawkey	Highway Seasonal
8/27/2020	Hired	Emergency Management & Communications	Fredrik	Gomoll	Telecommunicator
8/28/2020	Resignation	Facilities & Parks	Jordan	Lau	Parks Seasonal
9/3/2020	Resignation	Highway & Airport	Carey	Leemon	Highway Worker
9/5/2020	Hired	Library	Diana	Wallace	Page
9/8/2020	Internal Hire	Library	Jeanine	Brennan	Branch Manager 1
9/8/2020	Resignation	Health & Human Services	Karlee	Bertrand	Case Manager – Comprehensive Community Services
9/9/2020	Hired	Emergency Services	Nicholas	Spencer	EMT Basic
9/9/2020	Hired	Emergency Services	Tyler	Baenen	Paramedic Replacement
9/14/2020	Internal Hire	Health & Human Services	Jessica	Holland	Social Worker – Adult Protective Services
9/14/2020	Hired	Emergency Management & Communications	Brynn	Writt	Telecommunicator
9/21/2020	Hired	Health & Human Services	Brianna	Franken	Case Manager – Behavioral Health
12/23/2020	Retirement	Sheriff's Department	Robert	Lauder	Field Services Lieutenant

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



# Clerk of Court A/P August 2020

Invoice Date Range 08/01/20 - 08/31/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 100 - General Fund</b>											
Department <b>25 - Court Systems</b>											
Sub-Department <b>1340 - Clerk of Courts</b>											
Account <b>52101 - Professional Services</b>											
3629 - PRIBYL LAW S.C.	2020-00000256	Court Apponted Attorney Fees	Paid by Check # 676010		08/12/2020	08/14/2020	08/14/2020		08/17/2020	1,771.05	
3629 - PRIBYL LAW S.C.	2020-00000264	Court Appointed Attorney Fees	Paid by Check # 676393		08/27/2020	08/28/2020	09/01/2020		09/01/2020	1,566.59	
									Account <b>52101 - Professional Services</b> Totals	Invoice Transactions 2	<u>\$3,337.64</u>
Account <b>52130 - PS-Guardian Ad Litem</b>											
15303 - NINA MARTEL SC	2020-00000257	Court Appointed Attorney Fees	Paid by Check # 676011		08/12/2020	08/14/2020	08/14/2020		08/17/2020	1,028.13	
3629 - PRIBYL LAW S.C.	2020-00000256	Court Apponted Attorney Fees	Paid by Check # 676010		08/12/2020	08/14/2020	08/14/2020		08/17/2020	486.00	
9682 - PINKERT LAW FIRM LLP	2020-00000265	Court Appointed Attorney Fees	Paid by Check # 676392		08/27/2020	08/28/2020	09/01/2020		09/01/2020	120.00	
									Account <b>52130 - PS-Guardian Ad Litem</b> Totals	Invoice Transactions 3	<u>\$1,634.13</u>
Account <b>52425 - Interpreter Services</b>											
15825 - SUSAN G RASCON	2020-00000266	Interpreter fees	Paid by Check # 676394		08/27/2020	08/28/2020	09/01/2020		09/01/2020	204.00	
13733 - SWITS, LTD	2020-00000267	Interpreter Fees	Paid by Check # 676395		08/27/2020	08/28/2020	09/01/2020		09/01/2020	177.00	
									Account <b>52425 - Interpreter Services</b> Totals	Invoice Transactions 2	<u>\$381.00</u>
									Sub-Department <b>1340 - Clerk of Courts</b> Totals	Invoice Transactions 7	<u>\$5,352.77</u>
									Department <b>25 - Court Systems</b> Totals	Invoice Transactions 7	<u>\$5,352.77</u>
									Fund <b>100 - General Fund</b> Totals	Invoice Transactions 7	<u>\$5,352.77</u>
									Grand Totals	Invoice Transactions 7	<u>\$5,352.77</u>

\* = Prior Fiscal Year Activity

# Accounts Payable Invoice Report

G/L Date Range 08/01/20 - 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 <b>14 - Corporation Counsel</b>									
Batch Number <b>2020-0000425</b>		Batch Date <b>08/14/2020</b>			Entered by User <b>Amanda Sawdo</b>				
Vendor <b>8852 - GAY PUSTAVER</b>									
Sub-Department <b>14 Corporation Counsel</b>									
#7-2020	Mediation Services July 2020	Paid by Check #675745		08/14/2020	08/14/2020	08/14/2020		08/03/2020	840.00
		Sub-Department <b>14 Corporation Counsel</b> Totals				Invoices		1	0
		Vendor <b>8852 - GAY PUSTAVER</b> Totals				Invoices		1	<u>\$840.00</u>
Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b>									
Sub-Department <b>14 Corporation Counsel</b>									
109165	July 2020 Copier Costs	Paid by Check #675746		08/14/2020	08/14/2020	08/14/2020		08/03/2020	239.49
		Sub-Department <b>14 Corporation Counsel</b> Totals				Invoices		1	0
		Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b> Totals				Invoices		1	<u>\$239.49</u>
		Batch Number <b>2020-0000425</b> Totals				Invoices		2	<u>\$1,079.49</u>
Batch Number <b>2020-0000437</b>									
Batch Date <b>08/14/2020</b>		Entered by User <b>Amanda Sawdo</b>							
Vendor <b>9960 - COMPLETE OFFICE OF WISCONSIN INC</b>									
Sub-Department <b>14 Corporation Counsel</b>									
724084	Office Supplies	Paid by Check #675935		08/14/2020	08/14/2020	08/14/2020		08/14/2020	11.44
		Sub-Department <b>14 Corporation Counsel</b> Totals				Invoices		1	0
		Vendor <b>9960 - COMPLETE OFFICE OF WISCONSIN INC</b> Totals				Invoices		1	<u>\$11.44</u>
Vendor <b>17876 - SHADOW PROCESS SERVICE LLC</b>									
Sub-Department <b>14 Corporation Counsel</b>									
20-1299	Service of Guardianship Petitions	Paid by Check #675936		08/14/2020	08/14/2020	08/14/2020		08/14/2020	70.00
		Sub-Department <b>14 Corporation Counsel</b> Totals				Invoices		1	0
		Vendor <b>17876 - SHADOW PROCESS SERVICE LLC</b> Totals				Invoices		1	<u>\$70.00</u>
Vendor <b>29920 - STATE BAR OF WISCONSIN</b>									
Sub-Department <b>14 Corporation Counsel</b>									
5080309	WI Judicial Benchbook: Probate Ed 5-S3 (FY21)	Paid by Check #675937		08/14/2020	08/14/2020	08/14/2020		08/14/2020	67.50
5080486	Hiring & Firing Ed 7-S1 (FY21)	Paid by Check #675937		08/14/2020	08/14/2020	08/14/2020		08/14/2020	49.05
		Sub-Department <b>14 Corporation Counsel</b> Totals				Invoices		2	0
		Vendor <b>29920 - STATE BAR OF WISCONSIN</b> Totals				Invoices		2	<u>\$116.55</u>
Vendor <b>36721 - WEST GROUP PAYMENT CENTER</b>									
Sub-Department <b>14 Corporation Counsel</b>									
842738893	July 2020 West Information Charges	Paid by Check #675938		08/14/2020	08/14/2020	08/14/2020		08/14/2020	1,677.56
		Sub-Department <b>14 Corporation Counsel</b> Totals				Invoices		1	0
		Vendor <b>36721 - WEST GROUP PAYMENT CENTER</b> Totals				Invoices		1	<u>\$1,677.56</u>
		Batch Number <b>2020-0000437</b> Totals				Invoices		5	<u>\$1,875.55</u>

# Accounts Payable Invoice Report

G/L Date Range 08/01/20 - 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 <b>14 - Corporation Counsel</b> Totals						Invoices	7		<u>\$2,955.04</u>
<b>14 Corporation Counsel</b>	_____					Invoices	7		<u><u>\$2,955.04</u></u>
				Grand Totals		Invoices	7		<u><u>\$2,955.04</u></u>

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

Acct No.	Vendor	Description	Amount	Prepaid
<b>COUNTY BOARD or OTHER VOUCHERS:</b>				
100.39.1351.52401	Brown County Treasurer	August 2020 Interagency Fee - Brown County Medical Examiner	\$8,902.25	X
100.44.1132.54103	Cardmember Service	Fatzo's, Working lunch 8/18/20 Public Safety Committee	\$123.80	X
100.11.1101.53101	Staples Business Advantage	<i>none this month</i>		
100.06.1161.53110.001	Link Outdoor Media	Advertising (COVID-19 related) Billboards 9/7/2020-11/1/2020	\$3,000.00	X
100.06.1161.53110.001	Cardmember Service	Billboard Advertising, 2 Logitech HD Webcams	\$2,662.48	X
<b>County Administrator Vouchers:</b>				
100.49.1115.53106	Cardmember Service	Office Supplies	\$36.58	X
<b>Transportation Vouchers:</b>				
71-Transportation	Abby Vans	July 2020 D2D Taxi	\$50,713.47	X
71-Transportation	Cellcom Wisconsin RSA 10	Aug 2020 Cell Charges-Transportation	\$47.72	X
71-Transportation	Case Communications	Rewind 97.7 ADRC Bus Marketing	\$199.00	X
71-Transportation	Peninsula Pulse	ADRC Bus Marketing	\$205.92	X
71-Transportation	Staples Advantage	Office Supplies	\$7.44	X
71-Transportation	Transitexec, LLC	Ride Legs from 7/8/20-7/31/20	\$32.60	X
71-Transportation	Jim Olson Ford Lincoln, LLC	Reseat Air Box and inspect vehicle	\$192.15	X
71-Transportation	WDOR AM & FM	ADRC Bus Ads	\$198.00	X
TOTAL:			\$66,321.41	

Door County

# Accounts Payable Invoice Report

G/L Date Range 08/14/20 - 08/14/20

Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department <b>25 - Court Systems</b>									
Batch Number <b>2020-00000444</b>		Batch Date <b>08/12/2020</b>			Entered by User <b>Jennifer Moeller</b>				
Vendor <b>11729 - BILSKI &amp; FRENCH, LLC</b>									
Sub-Department <b>25 Court Systems</b>									
15GN6P	15GN6P Guardian ad Litem	Edit		08/12/2020	08/14/2020	08/14/2020			190.00
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>11729 - BILSKI &amp; FRENCH, LLC</b> Totals			Invoices	1		<u>\$190.00</u>
Vendor <b>14343 - BLAZKOVEC, BLAZKOVEC &amp; DOWNEY</b>									
Sub-Department <b>25 Court Systems</b>									
9124	Guardian ad Litem fees	Edit		08/12/2020	08/14/2020	08/14/2020			460.00
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>14343 - BLAZKOVEC, BLAZKOVEC &amp; DOWNEY</b> Totals			Invoices	1		<u>\$460.00</u>
Vendor <b>8820 - DOOR COUNTY SHERIFFS DEPT</b>									
Sub-Department <b>25 Court Systems</b>									
27922	personal service 19PR47	Edit		08/12/2020	08/14/2020	08/14/2020			65.00
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>8820 - DOOR COUNTY SHERIFFS DEPT</b> Totals			Invoices	1		<u>\$65.00</u>
Vendor <b>3629 - ERICKSON PRIBYL S.C.</b>									
Sub-Department <b>25 Court Systems</b>									
11561	Legal Fees	Edit		08/12/2020	08/14/2020	08/14/2020			590.00
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>3629 - ERICKSON PRIBYL S.C.</b> Totals			Invoices	1		<u>\$590.00</u>
Vendor <b>6197 - HOLLY M JEWELL</b>									
Sub-Department <b>25 Court Systems</b>									
1244	transcripts	Edit		08/12/2020	08/14/2020	08/14/2020			491.50
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>6197 - HOLLY M JEWELL</b> Totals			Invoices	1		<u>\$491.50</u>
Vendor <b>9055 - J.R. MUSUNURU, M.D.</b>									
Sub-Department <b>25 Court Systems</b>									
202037	Independent Evaluations	Edit		08/12/2020	08/14/2020	08/14/2020			915.00
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>9055 - J.R. MUSUNURU, M.D.</b> Totals			Invoices	1		<u>\$915.00</u>
Vendor <b>2288 - KEYSTONE PSYCHOLOGY LLC</b>									
Sub-Department <b>25 Court Systems</b>									
3395	20ME27 independent evaluation	Edit		08/12/2020	08/14/2020	08/14/2020			575.00
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>2288 - KEYSTONE PSYCHOLOGY LLC</b> Totals			Invoices	1		<u>\$575.00</u>

# Accounts Payable Invoice Report

G/L Date Range 08/14/20 - 08/14/20

Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>10317 - LAW OFFICE OF CHRISTIANA G JIMENEZ, LLC</b>									
Sub-Department <b>25 Court Systems</b>									
16GN1	16GN1 Guardian ad Litem	Edit		08/12/2020	08/14/2020	08/14/2020			280.00
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>10317 - LAW OFFICE OF CHRISTIANA G JIMENEZ, LLC</b> Totals			Invoices	1		<u>\$280.00</u>
Vendor <b>8710 - MARTINSON LAW OFFICES</b>									
Sub-Department <b>25 Court Systems</b>									
2002	Guardian ad Litem fees	Edit		08/12/2020	08/14/2020	08/14/2020			559.00
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>8710 - MARTINSON LAW OFFICES</b> Totals			Invoices	1		<u>\$559.00</u>
Vendor <b>15303 - NINA MARTEL SC</b>									
Sub-Department <b>25 Court Systems</b>									
201911	Guardian ad Litem fees	Edit		08/12/2020	08/14/2020	08/14/2020			130.75
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>15303 - NINA MARTEL SC</b> Totals			Invoices	1		<u>\$130.75</u>
Vendor <b>9682 - PINKERT LAW FIRM LLP</b>									
Sub-Department <b>25 Court Systems</b>									
9290043	18GN9 Guardian ad litem	Edit		08/12/2020	08/14/2020	08/14/2020			250.00
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>9682 - PINKERT LAW FIRM LLP</b> Totals			Invoices	1		<u>\$250.00</u>
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
Sub-Department <b>25 Court Systems</b>									
3451796557345243	Office supplies	Edit		08/12/2020	08/14/2020	08/14/2020			184.89
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals			Invoices	1		<u>\$184.89</u>
			Batch Number <b>2020-00000444</b> Totals			Invoices	12		<u>\$4,691.14</u>
			Department <b>25 - Court Systems</b> Totals			Invoices	12		<u>\$4,691.14</u>
<b>25 Court Systems</b>									
								Grand Totals	<u><u>\$4,691.14</u></u>

# Accounts Payable Invoice Report

G/L Date Range 09/01/20 - 09/01/20

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 <b>25 - Court Systems</b> Batch Number <b>2020-0000464</b> Batch Date <b>08/25/2020</b> Entered by User <b>Jennifer Moeller</b>									
Vendor <b>12412 - GARY S DODGE, SR</b> Sub-Department <b>25 Court Systems</b>									
200701	07GN1P Guardian ad Litem	Edit		08/25/2020	09/01/2020	09/01/2020			250.00
			Sub-Department	<b>25 Court Systems</b> Totals		Invoices	1		0
			Vendor	<b>12412 - GARY S DODGE, SR</b> Totals		Invoices	1		<u>\$250.00</u>
Vendor <b>5660 - JEFFREY MARCUS</b> Sub-Department <b>25 Court Systems</b>									
202002	20GN2 doctor testimony and prep	Edit		08/25/2020	09/01/2020	09/01/2020			200.00
			Sub-Department	<b>25 Court Systems</b> Totals		Invoices	1		0
			Vendor	<b>5660 - JEFFREY MARCUS</b> Totals		Invoices	1		<u>\$200.00</u>
Vendor <b>2674 - LISA A HARTEL</b> Sub-Department <b>25 Court Systems</b>									
81320	transcripts	Edit		08/25/2020	09/01/2020	09/01/2020			28.00
			Sub-Department	<b>25 Court Systems</b> Totals		Invoices	1		0
			Vendor	<b>2674 - LISA A HARTEL</b> Totals		Invoices	1		<u>\$28.00</u>
Vendor <b>9682 - PINKERT LAW FIRM LLP</b> Sub-Department <b>25 Court Systems</b>									
53020120	20GN23 Guardian ad Litem	Edit		08/25/2020	09/01/2020	09/01/2020			300.00
			Sub-Department	<b>25 Court Systems</b> Totals		Invoices	1		0
			Vendor	<b>9682 - PINKERT LAW FIRM LLP</b> Totals		Invoices	1		<u>\$300.00</u>
Vendor <b>10922 - UW LAW SCHOOL</b> Sub-Department <b>25 Court Systems</b>									
58F15312	Criminal Jury Instructions	Edit		08/25/2020	09/01/2020	09/01/2020			198.00
			Sub-Department	<b>25 Court Systems</b> Totals		Invoices	1		0
			Vendor	<b>10922 - UW LAW SCHOOL</b> Totals		Invoices	1		<u>\$198.00</u>
Vendor <b>36721 - WEST GROUP PAYMENT CENTER</b> Sub-Department <b>25 Court Systems</b>									
842835439	July 2020 library plan	Edit		08/25/2020	09/01/2020	09/01/2020			605.34
			Sub-Department	<b>25 Court Systems</b> Totals		Invoices	1		0
			Vendor	<b>36721 - WEST GROUP PAYMENT CENTER</b> Totals		Invoices	1		<u>\$605.34</u>
Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b> Sub-Department <b>25 Court Systems</b>									
109177	July copier lease	Edit		08/25/2020	09/01/2020	09/01/2020			258.00
			Sub-Department	<b>25 Court Systems</b> Totals		Invoices	1		0
			Vendor	<b>5999 - WISCONSIN DOCUMENT IMAGING</b> Totals		Invoices	1		<u>\$258.00</u>

# Accounts Payable Invoice Report

G/L Date Range 09/01/20 - 09/01/20

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
			Batch Number	<b>2020-00000464</b>	Totals	Invoices	7		\$1,839.34
			Department	<b>25 - Court Systems</b>	Totals	Invoices	7		\$1,839.34
<b>25 Court Systems</b>									
					Grand Totals	Invoices	7		\$1,839.34

Door County

# Accounts Payable Invoice Report

G/L Date Range 09/11/20 - 09/11/20

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 <b>25 - Court Systems</b>									
Batch Number <b>2020-00000496</b>		Batch Date <b>09/10/2020</b>			Entered by User <b>Jennifer Moeller</b>				
Vendor <b>6197 - HOLLY M JEWELL</b>									
Sub-Department <b>25 Court Systems</b>									
1246	transcripts	Edit		09/10/2020	09/11/2020	09/11/2020			36.25
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>6197 - HOLLY M JEWELL</b> Totals			Invoices	1		<u>\$36.25</u>
Vendor <b>2288 - KEYSTONE PSYCHOLOGY LLC</b>									
Sub-Department <b>25 Court Systems</b>									
3422	Independent Evaluation	Edit		09/10/2020	09/11/2020	09/11/2020			650.00
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>2288 - KEYSTONE PSYCHOLOGY LLC</b> Totals			Invoices	1		<u>\$650.00</u>
Vendor <b>2674 - LISA A HARTEL</b>									
Sub-Department <b>25 Court Systems</b>									
2078	transcripts	Edit		09/10/2020	09/11/2020	09/11/2020			110.50
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>2674 - LISA A HARTEL</b> Totals			Invoices	1		<u>\$110.50</u>
Vendor <b>3629 - PRIBYL LAW S.C.</b>									
Sub-Department <b>25 Court Systems</b>									
11602	Guardian ad Litem fees	Edit		09/10/2020	09/11/2020	09/11/2020			750.00
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>3629 - PRIBYL LAW S.C.</b> Totals			Invoices	1		<u>\$750.00</u>
Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b>									
Sub-Department <b>25 Court Systems</b>									
111777	August 2020 Copier Lease	Edit		09/10/2020	09/11/2020	09/11/2020			201.35
			Sub-Department <b>25 Court Systems</b> Totals			Invoices	1		0
			Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b> Totals			Invoices	1		<u>\$201.35</u>
			Batch Number <b>2020-00000496</b> Totals			Invoices	5		<u>\$1,748.10</u>
			Department <b>25 - Court Systems</b> Totals			Invoices	5		<u>\$1,748.10</u>
<b>25 Court Systems</b>									
				Grand Totals		Invoices	5		<u><u>\$1,748.10</u></u>



# Accounts Payable Invoice Report

G/L Date Range 08/18/20 - 09/30/20

Report By Department - Batch - Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department <b>44 - Human Resources</b>									
Batch Number <b>2020-0000473</b>		Batch Date <b>09/01/2020</b>			Entered by User <b>Kayla Jennerjohn</b>				
Vendor <b>2717 - BELLIN HEALTH</b>									
Sub-Department <b>44 Human Resources</b>									
13407221	Pre Employment exams	Paid by Check #676622		09/01/2020	09/01/2020	09/01/2020		09/03/2020	154.00
13407266	1 N/A	Paid by Check #676622		09/01/2020	09/01/2020	09/01/2020		09/03/2020	60.00
Sub-Department <b>44 Human Resources</b> Totals						Invoices	2		0
Vendor <b>2717 - BELLIN HEALTH</b> Totals						Invoices	2		<u>\$214.00</u>
Vendor <b>22136 - DIVERSIFIED BENEFIT SERVICES</b>									
Sub-Department <b>44 Human Resources</b>									
311372	Administrative Services	Paid by Check #676623		09/01/2020	09/01/2020	09/01/2020		09/03/2020	553.50
Sub-Department <b>44 Human Resources</b> Totals						Invoices	1		0
Vendor <b>22136 - DIVERSIFIED BENEFIT SERVICES</b> Totals						Invoices	1		<u>\$553.50</u>
Vendor <b>10321 - HRI, DBA: HUMANA WELLNESS</b>									
Sub-Department <b>44 Human Resources</b>									
31515	Humana GO 365	Paid by Check #676624		09/01/2020	09/01/2020	09/01/2020		09/03/2020	4,992.40
Sub-Department <b>44 Human Resources</b> Totals						Invoices	1		0
Vendor <b>10321 - HRI, DBA: HUMANA WELLNESS</b> Totals						Invoices	1		<u>\$4,992.40</u>
Batch Number <b>2020-0000473</b> Totals						Invoices	4		<u>\$5,759.90</u>
Batch Number <b>2020-0000494</b>									
Batch Date <b>09/11/2020</b>		Entered by User <b>Kayla Jennerjohn</b>							
Vendor <b>523 - MINNESOTA LIFE INSURANCE COMPA</b>									
Sub-Department <b>44 Human Resources</b>									
102020	Life Insurance Billing October 2020	Edit		09/11/2020	09/11/2020	09/11/2020			10,674.11
Sub-Department <b>44 Human Resources</b> Totals						Invoices	1		0
Vendor <b>523 - MINNESOTA LIFE INSURANCE COMPA</b> Totals						Invoices	1		<u>\$10,674.11</u>
Vendor <b>18650 - PENINSULA PULSE</b>									
Sub-Department <b>44 Human Resources</b>									
21913	Job posting ads	Edit		09/11/2020	09/11/2020	09/11/2020			195.70
Sub-Department <b>44 Human Resources</b> Totals						Invoices	1		0
Vendor <b>18650 - PENINSULA PULSE</b> Totals						Invoices	1		<u>\$195.70</u>
Vendor <b>12533 - PREVEA HEALTH OCCUPATIONAL HEALTH</b>									
Sub-Department <b>44 Human Resources</b>									
2650	Pre Work Screening for ES Dept	Edit		09/11/2020	09/11/2020	09/11/2020			134.00
Sub-Department <b>44 Human Resources</b> Totals						Invoices	1		0
Vendor <b>12533 - PREVEA HEALTH OCCUPATIONAL HEALTH</b> Totals						Invoices	1		<u>\$134.00</u>
Vendor <b>21881 - STANARD &amp; ASSOCIATES, INC</b>									



