

Notice of Public Meeting
Tuesday, October 20, 2020
9:00 a.m.

**ADMINISTRATIVE
 COMMITTEE**

Door County Government Center
Count Board Room/Chambers Room, 1st floor
421 Nebraska Street, Sturgeon Bay, WI

Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, Transportation, and Veteran's Service.

AGENDA

1. Call Meeting to Order
2. Establish a Quorum ~ Roll Call
3. Adopt Agenda / Properly Noticed
4. Approve Minutes of September 15, 2020 Regular Administrative Committee Meeting and the September 15, 2020 Joint Administrative & Finance Committee Meeting
5. Correspondence
6. Public Comment
7. Old Business
8. New Business (Review / Action)
 - ◆ **County Administrator**
 - ◆ COVID-19: Cares Act Funding
 - ◆ Families First Coronavirus Response Act – Paid Sick Leave or Equivalent – Public Safety/Emergency Responders
 - ◆ Public Health Department Schedule/On-Call/Compensation
 - ◆ **Transportation**
 - ◆ Transportation Program Update
 - ◆ **Corporation Counsel**
 - ◆ Sec. 59.11(1)(a)-(b), Wis. Stats. Annual Meeting
 - ◆ Rules of Order
 - ◆ #38 – Donations, Gifts or Grants
 - ◆ Ch. 980, Wis. Stats. – County Responsibilities (e.g., Report and Residential Option)
 - ◆ COVID-19 Response – Public Media Campaign – Transfer of Non-Budgeted Funds
 - ◆ Opioid Litigation Update
 - ◆ **Human Resources**
 - ◆ Resolution – Door County Performance-Based Compensation System 2021 Increases/Structure
 - ◆ Resolution – Approval of Inclusion Under the Income Continuation Plan – State of WI
 - ◆ Resolution – Increase of Hours/New Positions/Reclassification Requests & Part Time Pay Rates for 2020/2021
 - ◆ Request to Refill – Equipment Operator and subsequent vacancies
 - ◆ Request to Refill – Records Clerk – Recommending approval of a few weeks overlap to transfer job knowledge
 - ◆ FYI: Letter of Retirement – Robert Schaefer – Highway and Airport
 - ◆ FYI: Letter of Retirement – Jan Schartner – Sheriff's Department
 - ◆ FYI: Letter of Retirement – John Kolodziej – Highway and Airport
 - ◆ FYI: Letter of Resignation – Michelle Schuster – Land Use Services
 - ◆ FYI: Completion of Introductory Period – Debra Merkle-Schubert – District Attorney's Office
 - ◆ FYI: Completion of Introductory Period – Sara Moegenburg – Health and Human Services
 - ◆ FYI: Completion of Introductory Period – Julie Bockhop – Facilities and Parks
 - ◆ FYI: Completion of Introductory Period – William Berg – Transportation
 - ◆ FYI: Completion of Introductory Period – Elizabeth Junion – 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)
12. Regular Meeting
 - Tuesday, November 17, 2020 – 9:00 a.m.
13. Closed Session

Convene into closed session pursuant to **§ 19.85(1)(c), Wis. Stats.**, for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, namely the Performance Evaluation of County Administrator Ken Pabich

Reconvene in Open Session
Discussion and Decision (if any)
14. Meeting Per Diem Code
15. Adjourn

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

To attend the meeting via computer:

Go to:

<https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=e32027eadf fcd784b83eac86a6d93a24>

Event Password: Oct20admin2020

To Connect via phone:

Call: 1-408-418-9388

Access Code: 146 222 5060

Deviation from order shown may occur

MINUTES
Tuesday, September 15, 2020

**JOINT
 ADMINISTRATIVE
 COMMITTEE
 &
 FINANCE COMMITTEE
 MEETING**

*Door County Government Center
 Chambers Room, 1st floor
 421 Nebraska Street, Sturgeon Bay, WI*

Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, and Veteran's Service Office

"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, September 15, 2020 joint Administrative and Finance Committees 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

Administrative Committee Members present: Dan Austad, Ken Fisher, Susan Kohout, David Lienau, Nancy Robillard, Richard Virlee, and Joel Gunnlaugsson.

Finance Committee Members present: David Englebert, Susan Kohout, Nancy Robillard, Dan Austad, Alexis Heim Peter, and Laura Vlies Wotachek. Dale Vogel attended virtually.

Others present: Administrator Ken Pabich, CC Grant Thomas, HR Director Kelly Hendee, Sheriff Tammy Sternard, Chief Deputy Pat McCarty, ES Director Aaron LeClair, Finance Director Steve Wipperfurth, Assistant Finance Director JoAnn Baumann, Highway Commissioner John Kolodziej, Health & Human Services Director Joe Krebsbach, and County Clerk Jill Lau. Virtual public attendance.

Adopt Agenda

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

Public Comment

No comments.

New Business (Review / Action)

New Position(s), PT Pay Rates; Reclass and Increase and Decrease of Hours per Position Request for 2021 – Recommendation

Motion by Fisher, seconded by Kohout to adopt the proposal for new positions and pay rates as presented and to pass this on to County Board for final approval.

Administrator Pabich reviewed the proposed budget. New positions are built into the Payroll Contingency account and moved into department budgets if positions are approved. Pabich reviewed the requests as outlined and included in the meeting packet.

Health & Human Services: CLTS – hours reduction from 1.0 to .8 FTE; Public Health Educator hours increase from .6 to 1.0 FTE; Wi Home Energy Assistance Program – eliminate position; Comprehensive Community Service Case Manager – eliminate position; Disability Benefit Specialist – hours increase from .6 to .8 FTE; Cook – hours increase from .6 to 1.0 FTE. Health & Human Services Board recommends approval of all positions.

Highway & Airport: reclassification of Administrative Assistant to Administrative Supervisor; existing Account Specialist hours reduction from 1.0 to .8 FTE. The existing Account Specialist is located in the Finance Department and will be moved to be located at the Highway Department. Intending to implement this change beginning in November 2020. It was suggested training as a requirement be added to the job description of the

Administrative Supervisor position. Discussion regarding need for an Administrative Supervisor which only supervises 1 person.

Sheriff's Office: creation of Professional Standards Captain - 1.0 FTE; creation of Mental Health & Community Engagement Deputy – 1.0 FTE. Sheriff Sternard reviewed each position. The positions were recommended in the recent Staffing Analysis & Optimization Study performed for the Door County Sheriff's Office.

Limited Term Employment Positions/Defined Term Employment Positions/Part-Time Pay Rates recommended changes:

- Emergency Services: On-Duty EMT – 2nd Year \$13 to \$13.5; On-Duty EMT – 3rd year \$13 to \$14; On-Duty AEMT (Advanced EMT) – 2nd year \$14 to \$14.5; On-Duty AEMT (Advanced EMT) – 3rd year \$14 to \$15; Paramedic replacement – 2nd year \$15.50 to \$16; Paramedic – 3rd year \$15.50 to \$16.50
- Health & Human Services: Youth Connection Support Specialist \$19 to \$19.70
- Health & Human Services (defined term positions): Youth Connection Coordinator - \$23.24 to \$23.86; Treatment Court Coordinator - \$25.87 to \$26.61; Diversion Case Manager - \$23.93 to \$24.62
- Soil & Water: Invasive Species Crew Lead (New grant LTE position) \$17/hr

Discussion regarding pay for Emergency Services; rates are currently the same as seasonal employees; it was suggested the hourly rates be reviewed. The ES positions come with a high level of responsibility. ES Director LeClair agreed that the rates are low and there are few comparables.

Motion by Gunnlaugsson, seconded by Vlies Wotachek to amend the motion and change the Emergency Services positions to: On-Duty EMT – \$14.50; 2nd year \$15; 3rd year \$15.50; Advanced EMT \$15.50; 2nd year - \$16.00; 3rd Year - \$16.50; Paramedic replacement - \$17; 2nd Year – 17.50; 3rd year \$18. Estimated fiscal impact is \$20,500. Motion carried by roll call vote with all Members voting Yes.

Motion by Englebert, seconded by Robillard to move the current Highway Administrative Assistant II to Administrative Assistant III. Discussion followed. The proposed Administrative Supervisor job description would need to be reviewed and re-written if a change is made. After further discussion Supervisor Englebert withdrew his motion, Supervisor Robillard withdrew her second.

Motion, as amended, carried by roll call vote with all Members voting Yes.

Meeting Per Diem Code

915.

Adjourn

Motion by Fisher, seconded by Vlies Wotachek to adjourn. Time: 10:23 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, Door County Clerk

MINUTES
Tuesday, September 15, 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, September 15, 2020 Administrative Committee Meeting was called to order at 10:40 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, Finance Director Steve Wipperfurth, Assistant Finance Director JoAnn Baumann, and County Clerk Jill Lau. Pam Busch appeared virtually, and public attended virtually.

Adopt Agenda

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

Approve Minutes of August 18, 2020 Regular Administrative Committee Meeting

Motion by Fisher, seconded by Virlee to approve the minutes of the August 18, 2020 Administrative Committee Meeting. Motion carried by voice vote.

Correspondence

No correspondence was presented.

Public Comment

No public comments.

Old Business

No old business was presented.

New Business (Review / Action)

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

Administrator Pabich reviewed the highlights of each department's budget.

Child Support

Shows a large change of 38% due to a decrease in revenues.

County Board

Large change due to moving all County Board committees back into County Board budget which, in turn, removed them from their respective oversight department(s).

Court Systems

Increase mainly due to operations and staffing under COVID.

District Attorney

County Administrator

County Clerk & Dog License Fund

Corporation Counsel

Reviewed.

Transportation

Decreased 5% due to changes in operations.

Human Resources

\$20,000 added for Ahnapee Youth program.

Medical Examiner

Contracted services; no change.

Veterans Service Office

Decrease in budget due to new staff.

Motion by Fisher, seconded by Kohout to approve all budgets as presented and send all back to the Finance Committee. Motion carried by voice vote.

County Administrator**COVID-19: Cares Act Funding****Government Center Meeting Room Upgrades**

First submittal for reimbursement will be sent in this afternoon. Working to finalize meeting room upgrades and software upgrades for County Board. Health & Human Services Board requested that the Administrative Committee discuss what would happen if the Governor's order expires on September 28th.

Manufacturer's Day Joint Resolution

Request from DCEDC. Asking the County along with the City of Sturgeon Bay pass a joint resolution. Drafts were included in the meeting packet and were reviewed.

Motion by Kohout, seconded by Gunnlaugsson to approve the resolution. Motion carried by voice vote.

Land Acknowledgement

CC Thomas explained this is an acknowledgement of the traditional Native inhabitants of the land. This came forward through the Land Conservation Department through a Member working on the updated Land & Water Plan. Information included in the meeting packet was reviewed. If pursued, the County would endorse and open up formal communication with the Native Tribe(s) of the County. We would need to identify and research who the Indigenous people were in the County to get their input as to what they think this would look like in order to determine what we will do at the County level. More research and explanation is needed; what's involved; have other counties acknowledged; does WCA have any guidance? This will also be referred to the Legislative Committee. More information at next month's meeting.

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

County Clerk Jill Lau explained that the lease agreement through Pitney Bowes for the postage meters at the Government Center and Justice Center is expiring. Pitney Bowes has offered a renewal 5-year lease for both machines. The annual cost of the lease will decrease and the County will receive 2 new machines to replace the current mail machines. The lease would begin at the end of the year with equipment replacement to take place prior to the expiration of the current lease. The County has leased mail machines for both locations for the past 10 years through Pitney Bowes.

Motion by Robillard, seconded by Fisher to approve the 5-year lease with Pitney Bowes. Motion carried by voice vote.

Transportation**Transportation Program Update**

Transportation Director Pam Busch reviewed the report included in the meeting packet.

Corporation Counsel

“Nordstrom, et al v. Door County Board of Adjustment, et al – “Door County Circuit Court Case # 2020-CV-91

CC Thomas explained this arose from a Board of Adjustment decision. There was a private restricted covenant on property that a building permit was granted for. The County cannot take into consideration private restricted covenants when issuing permits.

“Camp Zion, Inc. v. Door County Board of Adjustment & Door County” – USDC ED Wis Case # 2020-CV-1248

CC Thomas explained this essentially involves the County’s regulation of land for religious bodies. This case is complicated and it is anticipated it will be some time before resolved.

“Yang, et al v. Powers, et al” – USDC ED Wis Case # 2020-CV-760

CC Thomas explained this case concerned the County’s local Stay at Home Order. The Judge issued a Dismissal Order on procedural grounds and allowed a period of time for the Plaintiffs to file an amended complaint; time has lapsed and the Plaintiffs failed to file an amendment; a Judgment for Dismissal was granted.

May 15, 2020 Notice of Claim/Notice of Circumstances – Friends of the Forestville Dam, Inc.

CC Thomas anticipates, at some point in time, something will happen; nothing to report at this time. This is a necessary precondition to initiate a lawsuit.

POTUS Payroll Tax Deferral

CC Thomas reported county staff reviewed. The order is not mandatory. The order provides for a discontinuance of collecting the employees portion of the social security tax for a specified time period. The County has a legal responsibility to pay the taxes and it is up to the County to recoup the taxes from the employee. No employee has requested the deferral. County Staff does not recommend any action on this.

Renewal and Revision of Wisconsin Bay Workforce Development Area Consortium Agreement

CC Thomas noted this is the 3rd amendment to the agreement. The agreement was included in the meeting packet and was reviewed.

Motion by Virlee, seconded by Fisher to approve the renewal and revision of the Wisconsin Bay Workforce Development Area Consortium Agreement and forward the resolution to County Board for adoption. Motion carried by voice vote.

Human Resources

Request to Refill – Information and Assistance Specialist – Health & Human Services

Request to Refill – Case Manager – Comprehensive Community Services – Health & Human Services

HR Director Hendee reviewed.

Motion by Fisher, seconded by Kohout to approve the request to refill the Information and Assistance Specialist Human Services and the Case Manager – Comprehensive Community Services Health and Human Services. Motion carried by voice vote.

Request to Refill – Field Services Lieutenant and Subsequent Refills – Sheriff’s Department

HR Director Hendee reviewed and explained the request is due to a retirement.

Motion by Gunnlaugsson, seconded by Kohout to approve the request to refill the Field Services Lieutenant and all subsequent vacancies. Motion carried by voice vote.

Request to Refill – Court Security Deputy and Subsequent Refills – Sheriff’s Department

HR Director Hendee reviewed and explained the request is due to a retirement.

Motion by Virlee, seconded by Robillard to approve the request to refill the Court Security Deputy position and all subsequent vacancies. Motion carried by voice vote.

Request to Refill – Library Branch Manager (approved 8/2020) need - ‘and subsequent’

HR Director Hendee explained the ‘and subsequent’ was missed when the request to refill was approved.

Motion by Fisher, seconded by Kohout to approve the request to refill all subsequent vacant positions after filling the Library Branch Manager position. Motion carried by voice vote.

FYI: Letter of Resignation – Karlee Bertrand – Health and Human Services

FYI: Letter of Resignation – Carey Leemon – Highway and Airport

Reviewed.

FYI: Letter of Retirement – Robert Lauder – Sheriff’s Department

FYI: Letter of Retirement – Mark Schwartz – Sheriff’s Department

Reviewed.

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

Reviewed.

Personnel Transactions

Reviewed.

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

- Chapter 980 Housing
- Rules of Order – Donation, Gifts and Grants

Vouchers, Claims and Bills

Reviewed.

Next Meeting Date(s)

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

Meeting Per Diem Code

519.

Adjourn

Motion by Virlee, seconded by Kohout to adjourn. Time: 11:30 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk



County of Door CORPORATION COUNSEL

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

MEMORANDUM

TO: Administrative Committee

FROM: Grant P. Thomas, Corporation Counsel

RE: Positions Excluded from FFCRA - Temporary COVID-19 Paid Leave

DATE: 10/15/2020

Certain positions were excluded from the Families First Coronavirus Response Act ("FFCRA"), namely public safety and first responders. (See: Resolution No. 2020-22; adopted on March 31, 2020).

It is recommended that Door County provide up to eighty (80) hours of Temporary COVID-19 Paid Leave to full-time employees who occupy the positions excluded from the FFCRA as follows:

- Up to two weeks (up to 80 hours) of paid leave at the employee's regular rate of pay.
- Qualifying reasons for this paid leave are limited to where the employee is unable to work because the employee is:
 - quarantined, pursuant to Federal, State, or local government order or advice of a health care provider; and/or
 - experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Employee will provide the County with notice of intent to use, and proof of qualifying reason(s), as soon as is practicable.
- Temporary COVID-19 Paid Leave does not count as time worked for purposes of overtime pay or compensatory time off.
- Unused Temporary COVID-19 Paid Leave is not subject to payout upon discharge/separation from employment or after December 31, 2020.

This will apply from the effective date (September 16, 2020) through December 31, 2020.

Wage and Hour Division

Families First Coronavirus Response Act: Employee Paid Leave Rights

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay* where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.

[1] Most employees of the federal government are covered by Title II of the Family and Medical

Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

Eligible Employees: *All employees* of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. *Employees employed for at least 30 days* are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.[2]

Notice: Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay:^[3]

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). ^[4]

[1] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

[2] Under the Act, special rules apply for Health Care Providers and Emergency Responders.

[3] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[4] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.



Wage and Hour Division

An agency within the U.S.
Department of Labor

200 Constitution Ave NW
Washington, DC 20210
1-866-4-US-WAGE
1-866-487-9243
www.dol.gov

FEDERAL GOVERNMENT

White House

Coronavirus Resources

Severe Storm and Flood Recovery AssistanceEspañol

Disaster Recovery Assistance

DisasterAssistance.gov

USA.gov

No Fear Act Data

U.S. Office of Special Counsel

+ LABOR DEPARTMENT



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COUNTY OF DOOR

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Ken Pabich

County Administrator
(920) 746-2303
kpabich@co.door.wi.us

MEMORANDUM

TO: Administrative Committee
FROM: Ken Pabich, County Administrator
Kelly Hendee, HR Director
DATE: October 20, 2020
RE: Public Health Operational Changes – COVID-19 Response

Background

Public Health has been significantly impacted by the response to COVID-19. While there are many departments that deserve recognition, Public Health has been put in an operational mode that is not sustainable. To address this situation, we have worked with Public Health and the Human Services Director to develop a plan for operations that could be in place if needed for all of 2021. In short, we are recommending the following changes in operations:

- Move to a seven day a week schedule. Four of Public Health staff would modify their schedule from 2080 hours in a year to 1880 hours and now have a rotation to include working weekends. The modification of hours, during this period, recognizes that staff will be required to work weekends as well as any additional hours necessary as exempt employees. This will provide a specific schedule to the four exempt nurses that would work one weekend every fourth week. More importantly, it gives them scheduled days off.
- Staff would rotate so that one member is "on-call" from 4:30pm-8:00am per day. Currently, our four exempt staff and supervisor are available to schools and hospital staff daily. Staff to be compensated up to \$35 per day for "on-call" status.
- Hire four to five additional contact tracers.
- Acknowledge PH Nurse, Rachel Millner, on an interim basis, in the position as an *Internal Contact Tracer Supervisor* role. Rachel has been acting in this capacity since March and would continue until the pandemic has been resolved. With the additional assigned duties, the position would receive a \$1.25/hr. increase.

In addition, we are recommending that for work done over the past six months, staff deserves some type of recognition. Across the organization, we have departments that have done exemplary work, all which is valued and greatly appreciated. With the unprecedented impact of COVID-19, Public Health has experienced, to a greater degree, a disruption to their work and schedules. To recognize this work over the past six months, we are recommending a \$500 bonus for the Public Health Director and four lead staff.

Fiscal Analysis:

For these changes the fiscal impact is as follows:

- | | |
|-------------------------|---|
| 1. Schedule Change: | None |
| 2. On-Call: | \$35 per day (include in 2021 budget) |
| 3. Contact Tracers: | Funding provided by State (confirmed through November 2022) |
| 4. Supervisor Increase: | \$1.25 per hour. Funding provided by state |
| 5. Bonus: | \$2,500 Public Health has funds in existing budget |

Recommendation:

We are recommending approval of the recommendations above with implementation to begin immediately upon approval of the Administrative Committee.

Door County Transportation Department Administrative Committee Update – October 20, 2020 Meeting

Ridership

Ridership for Door 2 Door Rides (D2D) continues to be lower than last year where 30,964 rides were provided in the first three quarters of 2019 and only 24,388 rides have been provided so far in 2020. Due to COVID, we continue to not allow shared rides among non-household members. Therefore, there were 15 declined rides due to no vans available for shared rides.

The ADRC service is also experiencing a decrease in ridership. This service provided 4,682 trips in the first three quarters of 2019 and so far in 2020 has provided only 2,348 trips.

Marketing Project

As stated in the update for last month, we were considering marketing projects for the ADRC service/vehicles. Currently, the vehicles are marked with the ADRC logo, which does not indicate that anyone may take this service or that it is connected to the D2D public transit system. Instead, there is popular belief that it only provides rides to individuals who are age 55 or older or individuals who have a disability.

We are underbudget for the ADRC system due to CARES Act funding. Based on estimates and the budget, we are working with Brilliant Marketing Communication to complete a rebranding project by the end of this year.

2021 Grants:

The 85.21 and 5311 grants are being worked on at this time with a mid-December deadline. The Public Hearing for these grants will be held prior to the Admin Committee meeting on November 17.

At the Public Hearing you will receive more information about some exciting service plans that are being considered for 2021. The following are being considered as ways to meet more rider demand, increase our community's in-kind contribution, and reduce the County's cash match for public transportation:

- In-Kind match in the form of volunteer driver, volunteer aide, and County Board Supervisor time.

- Flexible fixed route/shopping link as suggested by the last two consulting firms or an additional vehicle in service during peak times.

The 85.21 grant requires a Public Hearing annually whether there is a change in the system or not. Because these funds are allocated to each County by population, the hearing provides an opportunity for the community to comment on the acceptance of the funds. The 5311 grant requires a Public Hearing if there is a proposed change in service. Since we are including the above plans in our 2021 grant, we are required to do a public hearing for this grant as well.

NOTICE OF PUBLIC HEARING

Specialized Transportation Assistance and Section 5311 Grant Applications for 2021 for the Door County Public Transit System

Notice is hereby given that a Public Hearing will be held by the Door County Administrative Committee on behalf of the County of Door (applicant) at the **Door County Government Center, 421 Nebraska Street (Chambers Room – 1st Floor), Sturgeon Bay, WI 54235** at **9:00 a.m. on Tuesday, November 17, 2020** for the purpose of receiving comment for Door County's proposed plan for spending the allocation authorized under Section 85.21 of the Wisconsin Statutes for elderly and disabled transportation and to consider a change to the current Door 2 Door Rides system for which Federal operating assistance under Section 5311 of the Federal Transit Act is being sought for 2021. Contact Pam at 920-746-5982 if you need transportation to attend the meeting or would like to attend virtually.

Proposed Changes in 2021:

- Increase service through on demand or a flexible/deviated route service and implement volunteer opportunities.

At the hearing, the County of Door will afford an opportunity for interested persons or agencies to be heard with respect to the social, economic, and environmental aspects of the project. Interested persons may submit, orally or in writing, evidence and recommendations with respect to said project. Additionally, written comments will be considered if sent to: **Pam Busch, Door County Transportation Department, 421 Nebraska St., Sturgeon Bay, WI 54235, or Email: pbusch@co.door.wi.us** no later than **12:00 p.m. on Monday, November 16, 2020.**

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(6) ENFORCEMENT OF DIVISION REQUIREMENT. If a county fails to comply with sub. (2) (a) or (3) (b), any municipality located in whole or in part within the county or any elector of the county may submit to the circuit court for the county within 14 days from the expiration of either 60-day period under sub. (2) (a) or (3) (b) a proposed tentative supervisory district plan or a final plan for creation of supervisory districts in compliance with this section. If the court finds that the existing division of the county into supervisory districts fails to comply with this section, it shall review the plan submitted by the petitioner and after reasonable notice to the county may promulgate the plan, or any other plan in compliance with this section, and the plan shall be in effect until superseded by a plan adopted by the board in compliance with this section.

History: 1971 c. 134, 211, 304; 1973 c. 118 ss. 2 to 4, 7; 1973 c. 334 s. 57; 1973 c. 336; 1975 c. 93 s. 113; 1975 c. 116, 200; 1977 c. 427; 1979 c. 34, 89, 122, 260; 1981 c. 4, 390; 1983 a. 29; 1983 a. 192 ss. 115, 303 (1), (2); 1983 a. 484; 1983 a. 532 s. 36; 1985 a. 29, 304; 1989 a. 56 s. 258; 1991 a. 5, 316; 1993 a. 490; 1995 a. 16 s. 2; 1995 a. 201 s. 100; Stats. 1995 s. 59.10; 1997 a. 35; 1999 a. 150 s. 672; 2001 a. 107; 2003 a. 32; 2005 a. 100, 235, 248; 2007 a. 72, 97; 2011 a. 39, 75; 2013 a. 14; 2015 a. 196; 2017 a. 207 s. 5.

Cross-reference: See s. 17.21 (5) for provision as to filling vacancies on county boards in counties over 750,000.

Cross-reference: See s. 59.20 (1) for county supervisor residency requirements.

Cross-reference: See s. 66.0505 for restrictions on changes in compensation of county board members.

Judicial relief is available if a county fails to follow the statutory requirements for redistricting. *City of Janesville v. County of Rock*, 107 Wis. 2d 187, 319 N.W.2d 891 (Ct. App. 1982).

The trial court properly voided a city's supervisory district plan and adopted the county's plan even though the county did not adopt the plan within 60 days of receiving census data as required by sub. (3). *County of La Crosse v. City of La Crosse*, 108 Wis. 2d 560, 322 N.W.2d 531 (Ct. App. 1982).

Sub. (3) (a) does not establish a separate minimum for each class of county. The constitutionality of sub. (3) (a) is discussed. 60 Atty. Gen. 327.

A vacancy on a county board due to resignation may be filled by appointment by the county board chairperson when the board is not in session. 61 Atty. Gen. 1.

An incumbent county supervisor must resign before the county board may consider his or her appointment as highway commissioner. 61 Atty. Gen. 424.

A county board supervisor risks violations of s. 946.13 if he is appointed as counsel for indigent defendants. 62 Atty. Gen. 62, 118.

Under sub. (3) (c) alteration of county supervisory district boundaries between decennial censuses is authorized only when ward boundaries originally relied upon in reapportioning the county have been subsequently altered by incorporation, annexation, detachment, or consolidation. 63 Atty. Gen. 544.

Section 59.06 (2) (intro.) [now s. 59.13 (2) (intro.)] does not prohibit payment of additional mileage under s. 59.03 (3) (g) [now sub. (3) (g)]. 68 Atty. Gen. 73.

State law does not prohibit either discontinuation of all health insurance for county supervisors in self-organized counties during supervisors' terms of office or modest but involuntary increases in health insurance premiums for county supervisors in self-organized counties during supervisors' terms of office. OAG 5-11.

A tribal law enforcement officer who is an active duty deputy sheriff, but is not on the county's payroll, may not serve as a county board supervisor. Under sub. (4), the office of county supervisor is incompatible with the office of active duty deputy sheriff, even if the deputy sheriff is not paid by the county. OAG 3-13.

The provision of health, dental, and life insurance and the payment of insurance premiums for county supervisors are not "compensation" under sub. (3). Thus the procedural requirements of that statute are inapplicable to motions or proposals to change those benefits. OAG 5-13.

59.11 Meetings; adjournment; absentees. (1) (a) Every board shall hold an annual meeting on the Tuesday after the 2nd Monday of November in each year for the purpose of transacting business. Any board may establish by rule an earlier date during October or November for the annual meeting and may by rule establish regular meeting dates throughout the year at which to transact general business. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day.

(b) The annual meeting may be adjourned by the clerk, upon the written request of a majority of the supervisors, to a day designated in the request, but not less than one week nor more than 3 weeks from the Tuesday after the 2nd Monday of November. Upon such an adjournment being made, the clerk shall give each supervisor written notice of the time and place to which the annual meeting has been adjourned.

(c) The board, except in counties with a population of 750,000 or more, shall meet on the 3rd Tuesday of each April to organize and transact business. At this meeting the board may transact any business permitted at the annual meeting, including the appointment of all county commissions and committees. The meeting may be adjourned in the same manner as the annual meeting.

(2) A special meeting of the board shall be held:

(a) Upon a written request of a majority of the supervisors delivered to the clerk, specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request. Upon receiving the request the clerk shall immediately mail to each supervisor notice of the time and place of the meeting. Any special meeting may be adjourned by a vote of a majority of all the supervisors. The board by ordinance may establish a separate procedure for convening the board in a "declared emergency" as defined by county ordinance.

(b) For the purposes and in the manner prescribed in s. 31.06, with the right to adjourn the special meeting from time to time by a vote of a majority of all the supervisors entitled to a seat. The clerk shall mail written notice of the special meeting, specifying the time, place and purpose of the meeting, to each supervisor not less than 2 weeks before the day set for the meeting.

(c) In a county with a population of 750,000 or more, upon a written request of the county executive delivered to the clerk which must have been approved by the county board chairperson, specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request. Upon receiving the request and the approval of the county board chairperson, the clerk shall immediately mail to each supervisor notice of the time and place of the meeting. Any special meeting may be adjourned by a vote of a majority of all the supervisors.

(3) All meetings shall be held in the county at places that are designated by the board. The board shall give adequate public notice of the time, place and purpose of each meeting.

(4) The board shall sit with open doors, and all persons conducting themselves in an orderly manner may attend. If any supervisor misses or leaves a meeting of the board without good cause or without being first excused by the board, the chairperson may issue a warrant requiring the sheriff or some constable immediately to arrest and bring the supervisor before the board. The expenses of the arrest shall be deducted from the pay of the member unless otherwise directed by the board. The board may punish its members for infraction of its rules by imposing the penalty provided in the rules.

(5) The board may appropriate funds to broadcast by radio or television, or to tape and rebroadcast, any meeting of the board held under this section.

History: 1971 c. 68, 307; 1975 c. 41, 109; 1983 a. 192; 1995 a. 201 ss. 105, 233; Stats. 1995 s. 59.11; 2013 a. 14; 2017 a. 207 s. 5.

A county clerk can adjourn a regular meeting of the county board when requested by majority of the elected members of the board. 61 Atty. Gen. 352.

59.12 Chairperson; vice chairperson; powers and duties. (1) The board, at the first meeting after each regular election at which members are elected for full terms, shall elect a member chairperson. The chairperson shall perform all duties required of the chairperson until the board elects a successor. The chairperson may administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties. The chairperson shall countersign all ordinances of the board, and shall preside at meetings when present. When directed by ordinance the chairperson shall countersign all county orders, transact all necessary board business with local and county officers, expedite all measures resolved upon by the board and take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced.

(2) The board at the time of the election of the chairperson shall also elect a member vice chairperson, for the same term, who in case of the absence or disability of the chairperson shall perform the chairperson's duties. The board at the time of the election of the chairperson may also elect a member 2nd vice chairperson, for the same term, who in case of the absence or disability of the chairperson and vice chairperson shall perform the duties of the chairperson. Except for the board of a county with a population of

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(b) Delegate its power in regard to any claim, demand or cause of action not exceeding \$500 to the corporation counsel. If the corporation counsel finds that payment of the claim to a claimant is justified, the corporation counsel may order the claim paid. The claim shall be paid upon certification of the corporation counsel and shall be annually reported to the board.

(13) INJURED COUNTY WORKERS. The board may, in addition to any payments made under ch. 102, make further payment in such amounts as the board determines to any county employee injured at any time before January 1, 1937, while performing services for the county, in cases in which such further payments were made over a period of time following the injury and were based on a moral obligation to such employee.

(14) OPTICAL DISC AND ELECTRONIC STORAGE. (a) Upon request of any office, department, commission, board, or agency of the county, the board may authorize any county record that is in the custody of the office, department, commission, board, or agency to be transferred to, or maintained in, optical disc or electronic storage in accordance with rules of the department of administration under s. 16.612. The board may thereafter authorize destruction of the original record, if appropriate, in accordance with sub. (4) and ss. 16.61 (3) (e) and 19.21 (5) unless preservation is required by law.

(b) Any copy of a county record generated from optical imaging or electronic formatting of an original record is considered an original record if all of the following conditions are met:

1. The devices used to transform the record to optical disc or electronic format and to generate a copy of the record from optical disc or electronic format are ones that accurately reproduce the content of the original.

2. The optical disc or electronic copy and the copy generated from optical disc or electronic format comply with the minimum standards of quality for such copies, as established by the rule of the department of administration under s. 16.612.

3. The record is arranged, identified, and indexed so that any individual document or component of the record can be located with the use of proper equipment.

4. The legal custodian of the record executes a statement of intent and purpose describing the record to be transferred to optical disc or electronic format and the disposition of the original record, and executes a certificate verifying that the record was received or created and transferred to optical disc or electronic format in the normal course of business and that the statement of intent and purpose is properly recorded in his or her office.

(c) The statement of intent and purpose executed under par. (b) 4. is presumptive evidence of compliance with all conditions and standards prescribed under par. (b).

(d) A copy of a record generated from an original record stored on an optical disc or in electronic format that conforms with the standards prescribed under par. (b) shall be taken as, stand in lieu of, and have all of the effect of the original record and shall be admissible in evidence in all courts and all other tribunals or agencies, administrative or otherwise, in all cases where the original document is admissible. A transcript, exemplification, or certified copy of such a record so generated, for the purposes specified in this paragraph, is deemed to be a transcript, exemplification, or certified copy of the original. An enlarged copy of any record so generated, made in accordance with the standards prescribed under par. (b) and certified by the custodian as provided in s. 889.18 (2), has the same effect as an actual-size copy.

(15) PRINTING IN LOCAL TAX ROLLS, ETC. The board may provide for the printing in assessment rolls and tax rolls and on data cards for local municipal officials, the descriptions of properties and the names of the owners thereof, but no municipality shall be subject to any tax levied to effect these functions where the municipality provides its own printing for the functions.

(16) PAYMENTS IN LIEU OF TAX. The board may:

(a) *Institutions, state farms, airports.* Appropriate each year to any municipality and school district in which a county farm,

hospital, charitable or penal institution or state hospital, charitable or penal institution or state-owned lands used for agricultural purposes or county or municipally owned airport is located, an amount of money equal to the amount which would have been paid in municipal and school tax upon the lands without buildings, if those lands were privately owned. The valuation of the lands, without buildings, and computation of the tax shall be made by the board. In making the computation under this paragraph, lands on which a courthouse or jail are located and unimproved county lands shall not be included.

(b) *County veterans housing.* 1. If a county has acquired land and erected on that land housing facilities for rent by honorably discharged U.S. veterans of any war and the land and housing facilities are exempt from general taxation, appropriate money and pay to any school district or joint school district wherein the land and housing facilities are located a sum of money which shall be computed by obtaining the product of the following factors:

a. The tax rate for school district purposes of the school years for which the payment is made.

b. The ratio of the assessed valuation to the equalized valuation of the municipality in which the school district lies, multiplied by the actual cost incurred by the county for the acquisition of the land and improvements on the land used for such purposes.

2. In case of a joint school district, computation shall be made on the basis of the valuation of the several municipalities in which the school district lies. If school buildings are inadequate to accommodate the additional school population resulting from the county veterans housing program, and the school district cannot legally finance the necessary increased facilities, the board may appropriate money and grant assistance to the school district but the assistance shall be used solely to finance the purchase of land and the erection and equipment of the necessary additional facilities.

(17) RETURN OF RENTS TO MUNICIPALITIES. The board may return to municipalities all or any part of rent moneys received by the county under leases of county-owned lands.

(18) RETURN OF FOREST INCOME TO TOWNS. The board may return and distribute to the several towns in the county all or any part of any money received by the county from the sale of any product from county-owned lands which are not entered under the county forest law under s. 28.11.

(19) DONATIONS, GIFTS AND GRANTS. The board may accept donations, gifts or grants for any public governmental purpose within the powers of the county.

(20) SHERIFF'S FAMILY PENSION. The board may appropriate money to the family of any sheriff or sheriff's deputies killed while in the discharge of official duties.

(21) COUNTY COMMISSIONS. Except in counties having a population of 750,000 or more, the board may fix and pay the compensation of members of the county park commission and the county planning and zoning commission for attendance at meetings at a rate not to exceed the compensation permitted supervisors.

(22) COUNTY BOARDS' ASSOCIATION. By a two-thirds vote, the board may purchase membership in an association of county boards for the protection of county interests and the furtherance of better county government.

(23) PURCHASE OF PUBLICATIONS. The board may purchase publications dealing with governmental problems and furnish copies thereof to supervisors, officers and employees.

(24) PARKING AREAS. The board may enact ordinances establishing areas for parking of vehicles on lands owned or leased by the county; for regulating or prohibiting parking of vehicles on such areas or parts of such areas, including, but not limited to, provision for parking in such areas or parts thereof for only certain purposes or by only certain personnel; for forfeitures for violations thereof, but not to exceed \$50 for each offense; and for the enforcement of such ordinances.

time of a reexamination under this section, the court shall appoint an examiner as provided under s. 980.031 (3) upon request of the committed person or the person may retain an examiner. The county shall pay the costs of an examiner appointed by the court as provided under s. 51.20 (18) (a).

(2) Any examiner conducting a reexamination under sub. (1) shall prepare a written report of the reexamination no later than 30 days after the date of the reexamination. The examiner shall provide a copy of the report to the department.

(3) Notwithstanding sub. (1), the court that committed a person under s. 980.06 may order a reexamination of the person at any time during the period in which the person is subject to the commitment order. Any reexamination ordered under this subsection shall conform to sub. (1).

(4) At any reexamination under sub. (1), the treating professional shall prepare a treatment progress report. The treating professional shall provide a copy of the treatment progress report to the department. The treatment progress report shall consider all of the following:

(a) The specific factors associated with the person's risk for committing another sexually violent offense.

(b) Whether the person is making significant progress in treatment or has refused treatment.

(c) The ongoing treatment needs of the person.

(d) Any specialized needs or conditions associated with the person that must be considered in future treatment planning.

(5) Any examiners under sub. (1) and treating professionals under sub. (4) shall have reasonable access to the person for purposes of reexamination, to the person's past and present treatment records, as defined in s. 51.30 (1) (b), and to the person's patient health care records, as provided under s. 146.82 (2) (c).

(6) (a) The department shall submit an annual report comprised of the reexamination report under sub. (1) and the treatment progress report under sub. (4) to the court that committed the person under s. 980.06. A copy of the annual report shall be placed in the person's treatment records. The department shall provide a copy of the annual report to the person committed under s. 980.06, the department of justice, and the district attorney, if applicable. The court shall provide a copy of the annual report to the person's attorney as soon as he or she is retained or appointed.

(b) When the department provides a copy of the report under par. (a) to the person who has been committed under s. 980.06, the department shall provide to the person a standardized petition form for supervised release under s. 980.08 and a standardized petition form for discharge under s. 980.09.

(6m) If a person committed under s. 980.06 is incarcerated at a county jail, state correctional institution, or federal correction institution for a new criminal charge or conviction or because his or her parole was revoked, any reporting requirement under sub. (1), (4), or (6) (a) does not apply during the incarceration period. A court may order a reexamination of the person under sub. (3) if the courts find reexamination to be necessary. The schedule for reporting established under sub. (1) shall resume upon the release of the person.

(7) At any time before a hearing under s. 980.08 or 980.09, the department may file a supplemental report if the department determines that court should have additional information. The court shall accept the supplemental report and permit testimony from the department regarding the report or any relevant portion of the report.

History: 1993 a. 479; 1999 a. 9; 2005 a. 434; 2009 a. 248; 2013 a. 84 ss. 4 to 7, 9, 13.

As part of an annual review, an involuntary medication order must be reviewed following the same procedure used to obtain the initial order. *State v. Anthony D.B.*, 2000 WI 94, 237 Wis. 2d 1, 614 N.W.2d 435, 98–0576.

It is within the committed person's discretion to ask for an independent examination. The trial court does not have discretion to refuse the request. *State v. Thiel*, 2001 WI App 32, 241 Wis. 2d 465, 626 N.W.2d 26, 00–0142.

The 6-month time period in [former] sub. (1) for an initial reexamination is mandatory. *State ex rel. Marberry v. Macht*, 2003 WI 79, 262 Wis. 2d 720, 665 N.W.2d 155, 99–2446.

The Supreme Court's decision to uphold the commitment in *Laxton* in light of the jury instructions in the case was not diametrically different or opposite in character or nature from any clearly established federal law. *Laxton v. Bartow*, 421 F.3d 565 (2005).

The 14th amendment due process guarantee was violated by a delay of over 22 months between the first annual periodic examination report was provided to the circuit court under s. 980.07 and the circuit court's probable cause hearing under [former] s. 980.09 (2) (a) to determine if facts warranted a hearing on whether the committee was still a sexually violent person. Discharge is not an appropriate remedy for a sexually violent person who is dangerous because he or she suffers from a mental disorder that makes it likely that he or she will engage in acts of sexual violence. Appropriate remedies are motions for mandamus or equitable relief, but because a ch. 980 committee may encounter considerable obstacles to pursuing these remedies, DHFS, the Department of Justice, the bar, and the circuit courts must bear substantial responsibility for ensuring prompt judicial review of annual periodic examination reports. *State v. Beyer*, 2006 WI 2, 287 Wis. 2d 1, 707 N.W.2d 509, 04–1208.

A rule in a supervised release plan requiring the petitioner to "abide by all rules of any detention, treatment or correctional facility in which [the petitioner] may be confined" was permissible. While the rule did not give DHS the power to detain the petitioner in prison solely for a rules violation, it did require him to abide by all rules of the prison should he find himself detained there for other reasons. *State v. Thiel*, 2012 WI App 48, 340 Wis. 2d 654, 813 N.W.2d 709, 11–0933.

Sub. (1) (2011 stats.) states that the committed person may retain or have the court appoint an independent examiner "at the time of a reexamination," and s. 980.031 (3) requires the circuit court to appoint, upon request, an independent examiner to perform an examination of the individual's mental condition. That the independent examiner is also to participate at trial or a hearing involving testimony does not limit his or her initial role in examining the committed person "at the time of a reexamination." The committed person does not have to wait until his or her petition has passed the paper review; indeed, the independent examiner is meant to help assess the petitioner's readiness for discharge and gather facts to support the petition, if appropriate. *State v. Jones*, 2013 WI App 151, 352 Wis. 2d 87, 841 N.W.2d 306, 13–0321.

980.08 Supervised release; procedures, implementation, revocation. (1) Any person who is committed under s. 980.06 may petition the committing court to modify its order by authorizing supervised release if at least 12 months have elapsed since the initial commitment order was entered or at least 12 months have elapsed since the most recent release petition was denied, since supervised release was denied under s. 980.09 (4), or since the most recent order for supervised release was revoked. The director of the facility at which the person is placed may file a petition under this subsection on the person's behalf at any time.

(2) If the person files a timely petition without counsel, the court shall serve a copy of the petition on the district attorney or department of justice, whichever is applicable and, subject to s. 980.03 (2) (a), refer the matter to the authority for indigency determinations under s. 977.07 (1) and appointment of counsel under s. 977.05 (4) (j). If the person petitions through counsel, his or her attorney shall serve the district attorney or department of justice, whichever is applicable.

(2m) The person submitting the petition may use experts or professional persons to support his or her petition. The district attorney or the department of justice may use experts or professional persons to support or oppose any petition.

(3) (a) Within 20 days after receipt of the petition, the court shall appoint one or more examiners for the court who have the specialized knowledge determined by the court to be appropriate, who shall examine the person and furnish a written report of the examination to the court within 60 days after appointment, unless the court for good cause extends this time limit. If the person requests appointment of an examiner within 20 days after the filing of the petition, the court shall appoint an examiner for the person, unless the court appointed an examiner under s. 980.031 (3) or 980.07 (1) for the current reexamination period. If a report filed by an examiner appointed under s. 980.07 (1) to conduct a reexamination of the person's mental condition within the 6 months preceding the filing of the petition supports supervised release, the court may appoint that examiner as the examiner for the person under this subsection.

(b) The examiners appointed under par. (a) shall have reasonable access to the person for purposes of examination and to the person's past and present treatment records, as defined in s. 51.30 (1) (b), and patient health care records, as provided under s. 146.82 (2) (c). If any such examiner believes that the person is appropriate for supervised release under the criteria specified in sub. (4) (cg), the examiner shall report on the type of treatment and services that the person may need while in the community on

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supervised release. The county shall pay the costs of an examiner appointed under par. (a) as provided under s. 51.20 (18) (a).

(4) (a) The court, without a jury, shall hear the petition within 120 days after the report of the court-appointed examiner appointed under sub. (3) (a) is filed with the court, unless the court for good cause extends this time limit. Expenses of proceedings under this subsection shall be paid as provided under s. 51.20 (18) (b), (c), and (d).

(c) In making a decision under par. (cg), the court may consider, without limitation because of enumeration, the nature and circumstances of the behavior that was the basis of the allegation in the petition under s. 980.02 (2) (a), the person's mental history and present mental condition, where the person will live, how the person will support himself or herself, and what arrangements are available to ensure that the person has access to and will participate in necessary treatment, including pharmacological treatment using an antiandrogen or the chemical equivalent of an antiandrogen if the person is a serious child sex offender. A decision under par. (cg) on a petition filed by a person who is a serious child sex offender may not be made based on the fact that the person is a proper subject for pharmacological treatment using an antiandrogen or the chemical equivalent of an antiandrogen or on the fact that the person is willing to participate in pharmacological treatment using an antiandrogen or the chemical equivalent of an antiandrogen.

(cg) The court may not authorize supervised release unless, based on all of the reports, trial records, and evidence presented, the court finds that all of the following criteria are met:

1. The person is making significant progress in treatment and the person's progress can be sustained while on supervised release.

2. It is substantially probable that the person will not engage in an act of sexual violence while on supervised release.

3. Treatment that meets the person's needs and a qualified provider of the treatment are reasonably available.

4. The person can be reasonably expected to comply with his or her treatment requirements and with all of his or her conditions or rules of supervised release that are imposed by the court or by the department.

5. A reasonable level of resources can provide for the level of residential placement, supervision, and ongoing treatment needs that are required for the safe management of the person while on supervised release.

(cj) The person has the burden of proving by clear and convincing evidence that the person meets the criteria in par. (cg).

(dm) 1. If the court finds that all of the criteria in par. (cg) are met, the court shall order the county of the person's residence, as determined by the department of health services under s. 980.105, to prepare a report. The county shall create a temporary committee to prepare the report for the county. The committee shall consist of the county department under s. 51.42, a representative of the department of health services, a local probation or parole officer, the county corporation counsel or his or her designee, and a representative of the county that is responsible for land use planning or the department of the county that is responsible for land information. In the report, the county shall identify an appropriate residential option in that county while the person is on supervised release. In counties with a population of 750,000 or more, the committee shall select a residence in the person's city, village, or town of residence, as determined by the department of health services under s. 980.105 (2m). The report shall demonstrate that the county has contacted the landlord for that residential option and that the landlord has committed to enter into a lease. The county shall when identifying an appropriate residential option:

a. Ensure that the person's placement is into a residence that is not less than 1,500 feet from any school premises, child care facility, public park, place of worship, or youth center. A person is not in violation of a condition or rule of supervised release under sub. (7) (a) if any school premises, child care facility, public park,

place of worship, or youth center is established within 1,500 feet from the person's residence after he or she is placed in the residence under this section.

b. If the person committed a sexually violent offense against an adult at risk, as defined in s. 55.01 (1e), or an elder adult at risk, as defined in s. 46.90 (1) (br), ensure that the person's placement is into a residence that is not less than 1,500 feet from a nursing home or an assisted living facility. A person is not in violation of a condition or rule of supervised release under sub. (7) (a) if a nursing home or an assisted living facility is established within 1,500 feet from the person's residence after he or she is placed in the residence under this section.

c. If the person is a serious child sex offender, ensure that the person's placement is into a residence that is not on a property adjacent to a property where a child's primary residence exists. For the purpose of this subdivision, adjacent properties are properties that share a property line without regard to a public or private road if the living quarters on each property are not more than 1,500 feet apart. A person is not in violation of a condition or rule of supervised release under sub. (7) (a) if a child establishes primary residence in a property adjacent to the person's residence after the person is placed in the residence under this section.

2. When preparing the report, the county shall consult with a local law enforcement agency having jurisdiction over the residential option. The law enforcement agency may submit a written report that provides information relating to the residential option, and, if the law enforcement agency submits a report, the county department shall include the agency's report when the county department submits its report to the department of health services.

3. To assist the county in identifying appropriate residential options for the report, within 30 days after the court orders the county to prepare the report, the department of health services shall determine the identity and location of known and registered victims of the person's acts by searching its victim database and consulting with the office of victim services in the department of corrections, the department of justice, and the county coordinator of victims and witnesses services in the county of intended placement, the county where the person was convicted, and the county of commitment. The county may consult with the department of health services on other matters while preparing the report and the department of health services shall respond within 10 days.

4. The county shall submit its report to the department of health services within 120 days following the court order. A county that does not submit its report within 120 days violates the person's rights under s. 51.61, and each day that the county does not submit the report after the 120 days have expired constitutes a separate violation under s. 51.61. Notwithstanding s. 51.61 (7), any damages beyond costs and reasonable actual attorney fees recovered by the person for a violation shall be deposited into the appropriation account under s. 20.435 (2) (gz).

(f) The court shall direct the department to use the report submitted under par. (dm) to prepare a supervised release plan for the person that identifies the residential option the county identified in its report. The plan shall also address the person's need, if any, for supervision, counseling, medication, community support services, residential services, vocational services, and alcohol or other drug abuse treatment. The supervised release plan shall be submitted to the court within 30 days after the county submitted its report under par. (dm). The court may grant one extension of up to 30 days of this time period for good cause.

(g) The court shall review the plan submitted by the department under par. (f). If the details of the plan adequately meet the treatment needs of the individual and the safety needs of the community, then the court shall approve the plan and determine that supervised release is appropriate. If the details of the plan do not adequately meet the treatment needs of the individual or the safety needs of the community, then the court shall determine that supervised release is not appropriate or direct the preparation of another supervised release plan to be considered by the court under this paragraph. If the plan is inadequate under this paragraph due to

the residential option, the court shall order the county to identify and arrange to lease another residential option and to prepare a new report under par. (dm). If the plan is inadequate under this paragraph due to the treatment options, the court shall order the department to prepare another plan under par. (f).

(6m) An order for supervised release places the person in the custody and control of the department. The department shall arrange for control, care and treatment of the person in the least restrictive manner consistent with the requirements of the person and in accordance with the plan for supervised release approved by the court under sub. (4) (g). A person on supervised release is subject to the conditions set by the court and to the rules of the department. Within 10 days of imposing a rule, the department shall file with the court any additional rule of supervision not inconsistent with the rules or conditions imposed by the court. If the department wants to change a rule or condition of supervision imposed by the court, the department must obtain the court's approval. Before a person is placed on supervised release by the court under this section, the court shall so notify the municipal police department and county sheriff for the municipality and county in which the person will be residing. The notification requirement under this subsection does not apply if a municipal police department or county sheriff submits to the court a written statement waiving the right to be notified.

(7) (a) If the department believes that a person on supervised release, or awaiting placement on supervised release, has violated, or threatened to violate, any condition or rule of supervised release, the department may petition for revocation of the order granting supervised release as described in par. (c) or may detain the person.

(b) If the department believes that a person on supervised release, or awaiting placement on supervised release, is a threat to the safety of others, the department shall detain the person and petition for revocation of the order granting supervised release as described in par. (c).

(c) If the department concludes that the order granting supervised release should be revoked, it shall file with the committing court a statement alleging the violation and or threat of a violation and a petition to revoke the order for supervised release and provide a copy of each to the regional office of the state public defender responsible for handling cases in the county where the committing court is located. If the department has detained the person under par. (a) or (b), the department shall file the statement and the petition and provide them to the regional office of the state public defender within 72 hours after the detention, excluding Saturdays, Sundays and legal holidays. Pending the revocation hearing, the department may detain the person in a jail or a facility described under s. 980.065. The court shall refer the matter to the authority for indigency determinations under s. 977.07 (1) and appointment of counsel under s. 977.05 (4) (j). The determination of indigency and the appointment of counsel shall be done as soon as circumstances permit.

(d) The court shall hear the petition within 30 days, unless the hearing or time deadline is waived by the detained person. A final decision on the petition to revoke the order for supervised release shall be made within 90 days of the filing. Pending the revocation hearing, the department may detain the person in the county jail or return him or her to institutional care.

(8) (a) If the court finds after a hearing, by clear and convincing evidence, that any rule or condition of release has been violated and the court finds that the violation of the rule or condition merits the revocation of the order granting supervised release, the court may revoke the order for supervised release and order that the person be placed in institutional care. The court may consider alternatives to revocation. The person shall remain in institutional care until the person is discharged from the commitment under s. 980.09 or is placed again on supervised release under sub. (4) (g).

(b) If the court finds after a hearing, by clear and convincing evidence, that the safety of others requires that supervised release be revoked the court shall revoke the order for supervised release

and order that the person be placed in institutional care. The person shall remain in institutional care until the person is discharged from the commitment under s. 980.09 or is placed on supervised release under sub. (4) (g).

(9) (a) As a condition of supervised release granted under this chapter, for the first year of supervised release, the court shall restrict the person on supervised release to the person's residence except for outings approved by the department of health services that are under the direct supervision of a department of corrections escort and that are for employment or volunteer purposes, religious purposes, educational purposes, treatment and exercise purposes, supervision purposes, or residence maintenance, or for caring for the person's basic living needs.

(b) The department of corrections may contract for the escort services under par. (a).

History: 1993 a. 479; 1995 a. 276; 1997 a. 27, 275, 284; 1999 a. 9 ss. 3223L, 3232p to 3238d; 1999 a. 32; 2001 a. 16; 2003 a. 187; 2005 a. 431, 434; 2007 a. 20 ss. 3929, 3930, 9121 (6) (a); 2007 a. 96, 97; 2013 a. 84; 2015 a. 156; 2017 a. 184.

Cross-reference: See also ch. DHS 98, Wis. adm. code.

Sub. (6m) [formerly s. 980.06 (2) (d)] requires post-hearing notice to the local law enforcement agencies. In re Commitment of Goodson, 199 Wis. 2d 426, 544 N.W.2d 611 (Ct. App. 1996), 95-0664.

Whether in a proceeding for an initial ch. 980 commitment or a later petition for supervised release, there is no requirement that the state prove the person is treatable. State v. Seibert, 220 Wis. 2d 308, 582 N.W.2d 745 (Ct. App. 1998), 97-2554.

As used in this chapter, "substantial probability" and "substantially probable" both mean much more likely than not. This standard for dangerousness does not violate equal protection nor is the term unconstitutionally vague. State v. Curiel, 227 Wis. 2d 389, 597 N.W.2d 697 (1999), 97-1337.

An institutionalized sex offender who agreed to a stipulation providing supervised release, giving up his right to a jury trial on his discharge petition in exchange, had a constitutional right to enforcement of the agreement. State v. Krueger, 2001 WI App 76, 242 Wis. 2d 793, 626 N.W.2d 83, 00-0152.

An indigent sexually violent person is constitutionally entitled to assistance of counsel in bringing a first appeal as of right from a denial of his or her petition for supervised release. State ex rel. Seibert v. Macht, 2001 WI 67, 244 Wis. 2d 378, 627 N.W.2d 881, 99-3354.

A person subject to a proceeding to revoke supervised release is entitled to the same due process protections as afforded persons in probation and parole revocation proceedings. Notice of the grounds that are the basis for the revocation must be given. A court can only base a revocation on the grounds of public safety under sub. (6m) when notice has been properly given. State v. VanBronkhorst, 2001 WI App 190, 247 Wis. 2d 247, 633 N.W.2d 236, 00-3075.

The relevant inquiry under sub. (4) is whether the person's behavior indicates a likelihood to reoffend. A sexual assault need not occur and the person's behavior need not be criminal. State v. Sprosty, 2001 WI App 231, 248 Wis. 2d 480, 636 N.W.2d 213, 00-2404.

Sub. (6m), not s. 806.07 (1) (h), governs granting relief to the state from a ch. 980 committee's supervised release when the committee is confined in an institution awaiting placement on supervised release. Sub. (6m) provides no procedure for initiating revocation other than by the department of health and family services action, preventing courts or prosecutors from initiating revocations. State v. Morford, 2004 WI 5, 268 Wis. 2d 300, 674 N.W.2d 349, 01-2461.

Ch. 980 was not unconstitutionally applied to the defendant when an order for supervised release could not be carried out due to an inability to find an appropriate placement and the defendant remained in custody. Any judicial decision that puts the community at risk because of what agents of government may have done or not done must balance the potential injury to society's interests against the potential benefits that would flow from any rule designed to deter future conduct by those agents. State v. Schulpius, 2006 WI 2, 287 Wis. 2d 44, 707 N.W.2d 495, 02-1056.

A rule regulating the conduct of a sexually violent person on supervised release satisfies the procedural due process requirement of adequate notice if it is sufficiently precise for the probationer to know what conduct is required or prohibited. State v. Burris, 2004 WI 91, 273 Wis. 2d 294, 682 N.W.2d 812, 00-1425.

Under sub. (6m) [formerly s. 980.06 (2) (d)], a circuit court must determine whether any rule or condition of release has been violated or whether the safety of others requires revocation. A circuit court is not required to expressly consider alternatives to revocation before revoking a sexually violent person's supervised release when the court determines that the safety of the public requires the person's commitment to a secure facility. State v. Burris, 2004 WI 91, 273 Wis. 2d 294, 682 N.W.2d 812, 00-1425.

The sufficiency of evidence standard of review applies when reviewing a circuit court's order denying a petition for supervised release under sub. (4). The test for the sufficiency of the evidence to support the order is not whether a reviewing court is convinced by clear and convincing evidence that a person's petition for supervised release should be denied, but whether a circuit court, acting reasonably, could be so convinced by evidence it has a right to believe and accept as true. State v. Brown, 2005 WI 29, 279 Wis. 2d 102, 693 N.W.2d 715, 03-1419.

Sub. (4) (cg) unambiguously places the burden of proof with the committed individual. The appropriate burden of persuasion is clear and convincing evidence. This allocation does not violate the guarantees of due process and equal protection in the Wisconsin and United States Constitutions. State v. West, 2011 WI 83, 336 Wis. 2d 578, 800 N.W.2d 929, 09-1579.

Supervised Release Under Chapter 980: Alternatives to Protect Wisconsin While Upholding the Constitution. Hamrin. 2007 WLR 889.

980.09 Petition for discharge. (1) A committed person may petition the committing court for discharge at any time. The court shall deny the petition under this section without a hearing



DOOR COUNTY

Resolution No. 2020-____

**TRANSFER OF NON-BUDGETED FUNDS
COVID-19 RESPONSE - PUBLIC MEDIA CAMPAIGN**

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL			
Board Mem			
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			

Draft

1 **WHEREAS**, In accordance with § 65.90(5)(a) Wis. Stats. and Rules of #19
 2 the amounts of the various appropriations and the purposes for such
 3 appropriations stated in a budget may not be changed unless authorized by a vote
 4 of two-thirds of the entire membership of the County Board of Supervisors; and

5
 6 **WHEREAS**, The Covid-19 public health emergency was unforeseen and
 7 unpredictable; and

8
 9 **WHEREAS**, Necessary expenditures incurred due to the COVID-19 public
 10 health emergency could not be anticipated and were not accounted for in the 2020
 11 budget; and

12
 13 **WHEREAS**, Expenses of actions taken to respond to the COVID-19 public
 14 health emergency, such as public media campaigns to facilitate compliance with
 15 COVID-19-related public health measures, are deemed necessary expenditures;
 16 and

17
 18 **WHEREAS**, The cost of the contemplated public media campaign (See:
 19 Addendum A, attached), from November 1 through December 31, 2020 is not
 20 expected to exceed \$20,000.00; and

21
 22 **WHEREAS**, The Administrative Committee, at its October 20, 2020, meeting,
 23 expressed its support for proceeding with the contemplated public media campaign
 24 subject to the availability of funds; and

25
 26 **WHEREAS**, The Finance Committee is recommending the transfer of up to
 27 \$20,000.00 from the Door County contingency expense account
 28 100.06.1161.59103 to the Operating Supplies Emergency Ops expense account
 29 100.06.1161.53110.001.

30
 31 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board of
 32 Supervisors does hereby approve the transfer of up to \$20,000.00 from the Door
 33 County contingency expense account 100.06.1161.59103 to the Operating
 34 Supplies Emergency Ops expense account 100.06.1161.59103 for the
 35 contemplated COVID-19 public media campaign.
 36

BOARD ACTION

Vote Required: Two Thirds of Entire Membership

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by: _____, Corp. Counsel

Reviewed by: _____, Administrator

FISCAL IMPACT: The fiscal impact is a decrease of \$20,000.00 to the contingency expense which leaves a balance in this line item of \$375,616.49. 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 27th day of October, 2020 by the Door County Board of Supervisors.

 Jill M. Lau
 County Clerk, Door County

SUBMITTED BY: FINANCE COMMITTEE

_____	_____
David Englebert, Chair	Nancy Robillard
_____	_____
Daniel Austad	Laura Vlies Wotachek
_____	_____
Alexis Heim Peter	Dale Vogel
_____	_____
Susan Kohout	



COUNTY OF DOOR

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Ken Pabich
County Administrator
(920) 746-2303
kpabich@co.door.wi.us

TO: Finance Committee

FROM: Ken Pabich, County Administrator

DATE: October 19, 2020

RE: COVID Funding for Public Media Campaign

Background

As an education response to COVID-19, the County did a three-month campaign that included radio, newspaper and billboards (static and digital) between August and the end of October. This period was identified since it is considered our peak tourist season and it also matched with the start of the school year.

Given all of the travel restrictions, Door County is continuing to see high levels of tourist activity and based on initial projections from the Door County Tourism Zone, November and December will remain to be busy with tourism.

Analysis:

The expenses for the campaign through October were covered with Cares Act funding provided by the State. To extend the campaign through the end of the year would be as follows:

Radio:	\$7,800
Newspaper:	\$5,200
<u>Billboard:</u>	<u>\$5,500</u>
Total:	\$18,500

While we would continue to track these expenses directly related to COVID-19, there is no specific funding that could be used. Thus, if we would proceed, the County would pay for these expenses from the General Contingency Account and should funding become available we could try for reimbursement.

Recommendation:

From an educational campaign, I think it would be prudent to continue with the campaign. Please note that I would work with Destination Door County to update the messaging for each of the media platforms.

Resolution No. 2020-____



DOOR COUNTY COMPENSATION STRUCTURE AND PERFORMANCE INCENTIVES

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, By adoption of Resolution 2015-57 on June 23, 2015, the County Board approved amendment of Door County's Compensation Plan, including the creation and implementation of a performance-based compensation system; and

WHEREAS, This compensation structure calls for annual review and approval (if and as deemed appropriate) of any recommended changes to base salaries, step and performance incentives, and discretionary merit compensation awards; and

WHEREAS, Funds have been appropriated in the annual budget for this purpose (i.e., the changes to Door County's Performance-Based Compensation Plan Incentives set forth herein) as required by § 65.90, Wis. Stats; and

WHEREAS, The recommended changes to Door County's compensation structure and Performance Incentives for 2021 are set forth in Addendum A, attached hereto and incorporated herein by reference as if set forth in full.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby approve and adopt the recommended changes to the compensation structure and Performance Incentives for 2021 as set forth in Addendum A.

**SUBMITTED BY:
Administrative Committee**

_____	_____
David Lienau, Chairman	Susan Kohout
_____	_____
Dan Austad	Nancy Robillard
_____	_____
Ken Fisher	Richard Virlee
_____	_____
Joel Gunnlaugsson	

DOOR COUNTY		Exc.
Board Members		
AUSTAD		
BULTMAN		
CHOMEAU		
COUNARD		
D. ENGLEBERT		
R. ENGLEBERT		
ENIGL		
FISHER		
GAUGER		
GUNNLAUGSSON		
HEIM PETER		
KOHOUT		
LIENAU		
LUNDAHL		
NORTON		
ROBILLARD		
TAUSCHER		
THAYSE		
VIRLEE		
VRIES 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: Funds have been budgeted in the Payroll Contingency Expense account for 2021 wage increases according to the terms of this Performance- Based Compensation Plan as part of the 2021 budget process, as more fully explained in the attached memo from Door County Administrator Ken Pabich. 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 10th day of November, 2020 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County

2021 Pay for Performance - Incentives
(Effective January 1, 2021)

Levels of performance								Merit-Based Pay Increases	
% of market employee is earning	Neogov Calcs.	Step 1 (87.5%)	Step 2 (90%)	Step 3 (92.5%)	Step 4 (95%)	Step 5 (97.5%)	Step 6 Control Point (100%)	Mid. to Max. (101-114.99%)	(Maximum = 115%) Discretionary Merit Compensation (≥ 115%)
Exceptional (Exceptional)	4.6 - 5.0	Step Increase					2.50%	2.50%	2.5% of annual salary up to \$2500 max.
Highly effective (Highly effective)	4.2 - 4.5	Step Increase					2.25%	2.25%	2.25% of annual salary up to \$2,000 max.
Above requirements (Exceeds Perf.)	3.6 - 4.1	Step Increase					2.00%	2.00%	2% of annual salary up to \$1500 max.
Meets requirements (Solid Perf.)	3.0 - 3.5	Step Increase					1.75%	1.75%	1.75% of annual salary up to \$1000 max.
Below requirements		Ineligible for step increase						0.00%	0.0

Implementation Guidelines:

Employee performance evaluations are completed by the employee anniversary date. Both step and merit-based increases are dependent on evaluation results at or above "meets requirements."

Step and merit-based increases are effective on the employee anniversary date.

Discretionary merit compensation awards are not added on to base compensation. Such awards are provided in one lump sum, and are taxable.

After reaching Step 6 (the Control Point), an employee who is at or above "meets requirements" is eligible for annual raises, until s/he is earning 115% of market.

Evaluation Guidelines; Overall Score:

4.6 - 5.0 (Exceptional)	Work is consistently exemplary and flawless; extraordinary performance, with most work characterized by significant accomplishments beyond job requirements. Demonstrates significant expertise at his/her job due to in-depth knowledge and skills. (e.g., additional duties were assigned for more than 1/2 of the year and were completed successfully, along side thier regularly assigned duites)
4.2 - 4.59 (Highly Effective)	Significantly and consistently performs at a level above that expected of a competent employee.
3.6 - 4.19 (Exceeds Performance)	Consistently meets goals and objectives and occasionally exceeds them.
3.0 - 3.59 (Solid Performance)	Meets job requirements and achieves the expected results.
Below 3.0	Work does not meet all standards of the position.

Grade Order List

1/1/2021

Door County		Jan-21	2021 GRADE ORDER LIST STEP PLAN						Control Point	115.0%
GRADE	JOB TITLE	DEPARTMENT	87.5% Step 1	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	100.0% Step 6	Maximum	
U	DC-1100 County Administrator for reference only - CA is under contract	County Administrator	\$111,696.00 \$53.70	\$114,878.40 \$55.23	\$118,081.60 \$56.77	\$121,264.00 \$58.30	\$124,467.20 \$59.84	\$127,649.60 \$61.37	\$146,806.40 \$70.58	
T			\$104,187.20 \$50.09	\$107,182.40 \$51.53	\$110,156.80 \$52.96	\$113,131.20 \$54.39	\$116,105.60 \$55.82	\$119,080.00 \$57.25	\$136,947.20 \$65.84	
S	DC-2800 Corporation Counsel DC-2140 Health & Human Services Director	Corporation Counsel Health & Human Services	\$97,198.40 \$46.73	\$99,985.60 \$48.07	\$102,752.00 \$49.40	\$105,539.20 \$50.74	\$108,305.60 \$52.07	\$111,092.80 \$53.41	\$127,753.60 \$61.42	
R	DC-1900 Finance Director DC-2000 Human Resources Director DC-2700 Technology Services Director	Finance Human Resources Technology Services	\$91,166.40 \$43.83	\$93,766.40 \$45.08	\$96,366.40 \$46.33	\$98,987.20 \$47.59	\$101,587.20 \$48.84	\$104,187.20 \$50.09	\$119,808.00 \$57.60	
Q	No positions are currently assigned to this grade		\$86,112.00 \$41.40	\$88,566.40 \$42.58	\$91,020.80 \$43.76	\$93,475.20 \$44.94	\$95,950.40 \$46.13	\$98,404.80 \$47.31	\$113,172.80 \$54.41	
P	DC-2600 Highway & Airport Commissioner	Highway & Airport	\$82,056.00 \$39.45	\$84,406.40 \$40.58	\$86,756.80 \$41.71	\$89,107.20 \$42.84	\$91,436.80 \$43.96	\$93,787.20 \$45.09	\$107,848.00 \$51.85	
O	DC-2810 Assistant Corporation Counsel DC-3810 Chief Deputy Sheriff DC-1500 Child Support Director/Attorney	Corporation Counsel Sheriff's Child Support	\$78,020.80 \$37.51	\$80,246.40 \$38.58	\$82,472.00 \$39.65	\$84,718.40 \$40.73	\$86,944.00 \$41.80	\$89,169.60 \$42.87	\$102,544.00 \$49.30	
N	DC-1700 Emergency Services Director DC-2150 Facilities & Parks Director DC-2900 Health & Human Services Deputy Director DC-1200 Library Director	Emergency Services Facilities & Parks Health & Human Services Library	\$73,985.60 \$35.57	\$76,107.20 \$36.59	\$78,208.00 \$37.60	\$80,329.60 \$38.62	\$82,430.40 \$39.63	\$84,552.00 \$40.65	\$97,240.00 \$46.75	
M	DC-2160 Behavioral Health Program Manager DC-3820 Field Services Lieutenant Sheriff DC-3830 Jail Lieutenant Sheriff DC-3200 Land Use Services Director DC-3400 Register in Probate/Family Court Commissioner	Health & Human Services Sheriff's Sheriff's Land Use Services Circuit Court	\$69,971.20 \$33.64	\$71,968.00 \$34.60	\$73,964.80 \$35.56	\$75,961.60 \$36.52	\$77,958.40 \$37.48	\$79,955.20 \$38.44	\$91,956.80 \$44.21	
L	Assistant Finance Director DC-2170 Captain (2 positions) DC-3600 Community Services Program Manager Comprehensive Community Services Program Mgr. County Conservationist DC-1910 Emergency Management & Communications Director Network Administrator / Assistant TS Director Public Health Manager/Health Officer	Finance Emergency Services Health & Human Services Health & Human Services Soil & Water Conservation EM & Communications Technology Services Health & Human Services	\$65,894.40 \$31.68	\$67,787.20 \$32.59	\$69,659.20 \$33.49	\$71,552.00 \$34.40	\$73,424.00 \$35.30	\$75,316.80 \$36.21	\$86,611.20 \$41.64	
K	ADRC/Aging Program Director AODA Coordinator DC-2210 Behavioral Health Therapist (Certified) Business Manager DC-2245 Children Services Program Manager DC-2610 Parks & Facilities Superintendent	Health & Human Services Health & Human Services Health & Human Services Health & Human Services Health & Human Services Facilities & Parks	\$61,880.00 \$29.75	\$63,648.00 \$30.60	\$65,416.00 \$31.45	\$67,184.00 \$32.30	\$68,952.00 \$33.15	\$70,720.00 \$34.00	\$81,328.00 \$39.10	

Grade Order List

1/1/2021

Door County			2021 GRADE ORDER LIST STEP PLAN						
Jan-21			87.5%	90.0%	92.5%	95.0%	97.5%	Control Point	115.0%
GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	100.0% Step 6	Maximum
	Parks Manager	Facilities & Parks							
DC-2190	Patrol Superintendent	Highway & Airport							
DC-2220	Social Work Manager	Health & Human Services							
DC-4100	Veterans Service Officer	Veteran Services							
			\$57,865.60	\$59,508.80	\$61,172.80	\$62,816.00	\$64,480.00	\$66,123.20	\$76,044.80
J	DC-2620 Assistant ADRC Director	Health & Human Services	\$27.82	\$28.61	\$29.41	\$30.20	\$31.00	\$31.79	\$36.56
	DC-2630 Behavioral Health Therapist (Uncertified)	Health & Human Services							
	Comprehensive Community Services Coord	Health & Human Services							
	DC-2260 Construction Superintendent	Highway & Airport							
	DC-2180 Economic Support Manager	Health & Human Services							
	Facilities Supervisor (newly created 7-2019)	Facilities & Parks							
	DC-2230 Shop Superintendent	Highway & Airport							
	Social Worker Supervisor - Children & Family Services Unit (ne	Health & Human Services							
	Transportation Manager	County Administrator							
			\$53,809.60	\$55,348.80	\$56,888.00	\$58,427.20	\$59,966.40	\$61,505.60	\$70,740.80
I	DC-1920 Accountant	Finance	\$25.87	\$26.61	\$27.35	\$28.09	\$28.83	\$29.57	\$34.01
	DC-1930 Accountant Health & Human Services	Finance							
	DC-2920 Adult Services Librarian	Library							
	Airport Maintenance Superintendent	Highway & Airport							
	DC-IT3 Airport Manager	Highway & Airport							
	DC-2280 AODA Counselor	Health & Human Services							
	DC-2250 Birth to Three Educator Service Coordinator	Health & Human Services							
	Community Supp Program Nurse	Health & Human Services							
	DC-2910 GIS/Land Information Coordinator	Land Use Services							
	DC-1010 Head of Circulation	Library							
	DC-2930 Planner	Land Use Services							
	DC-3120 TS Manager/Network Coordinator	Technology Services							
	DC-2730 WIC Director/Nutritionist	Health & Human Services							
	DC-3210 Youth Services Librarian	Library							
			\$49,774.40	\$51,209.60	\$52,624.00	\$54,038.40	\$55,473.60	\$56,888.00	\$65,416.00
H	DC-1510 Administrative Supervisor Child Support	Child Support	\$23.93	\$24.62	\$25.30	\$25.98	\$26.67	\$27.35	\$31.45
	DC-1600 Administrative Supervisor District Attorney	District Attorney							
	DC-2290 Branch Manager 2	Library							
	DC-2380 Case Manager Behavioral Health	Health & Human Services							
	DC-2370 Case Manager Children and Families	Health & Human Services							
	Case Manager Community Supp Program	Health & Human Services							
	DC-2240 Case Manager Comprehensive Community Services	Health & Human Services							
	Case Manager Diversion	Health & Human Services							
	DC-2270 Case Manager Long Term Support	Health & Human Services							
	DC-3840 Conservationist	Soil & Water Conservation							
	DC-3110 Human Resources Generalist	Human Resources							
	DC-3220 Mechanic	Highway & Airport							
	DC-3610 Network Technician (4 positions)	Technology Services							
	DC-2290 Personal Care Program Nurse	Health & Human Services							
	DC-2290 Public Health Nurse	Health & Human Services							
	Real Property Lister	Land Use Services							
	DC-IT4 Registered Sanitarian/Health Educator	Health & Human Services							
	DC-2940 Social Worker Adult Protective Services	Health & Human Services							
	Social Worker Child & Family Services Intake	Health & Human Services							
	Social Worker Child & Family Services Ongoing	Health & Human Services							

Grade Order List

1/1/2021

Door County		Jan-21	2021 GRADE ORDER LIST STEP PLAN						
GRADE	JOB TITLE	DEPARTMENT	87.5% Step 1	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	Control Point 100.0% Step 6	115.0% Maximum
	Telecommunicator Supervisor	EM & Communications	\$23.93	\$24.62	\$25.30	\$25.98	\$26.67	\$27.35	\$31.45
DC-3300	Zoning Administrator/Assistant Sanitarian	Land Use Services						→	
			\$45,718.40	\$47,028.80	\$48,339.20	\$49,628.80	\$50,939.20	\$52,249.60	\$60,091.20
G	Branch Manager 1	Library	\$21.98	\$22.61	\$23.24	\$23.86	\$24.49	\$25.12	\$28.89
DC-2640	Disability Benefit Specialist	Health & Human Services						→	
	Elderly Benefit Specialist	Health & Human Services							
DC-2950	Equipment Operator	Highway & Airport							
	HVAC Refrigeration Specialist	Facilities & Parks							
	Museum and Archives Manager	Library							
DC-2640	Payroll & Accounting Specialist	Finance							
DC-2960	Sign Man	Highway & Airport							
DC-1210	Stockman/Fuel Technician	Highway & Airport							
DC-2740	Technical Support Specialist H & HS	Health & Human Services							
	Technical Support Specialist Library	Library							
DC-1610	Victim Witness Coordinator	District Attorney							
	Youth Connection Center Coordinator	Health & Human Services							
			\$41,704.00	\$42,889.60	\$44,075.20	\$45,260.80	\$46,467.20	\$47,652.80	\$54,808.00
F	DC-1960 Accounting Specialist	Highway & Airport	\$20.05	\$20.62	\$21.19	\$21.76	\$22.34	\$22.91	\$26.35
DC-ADM3	Administrative Assistant 3 Administration	County Administrator						→	
	Administrative Assistant 3 H&HS (newly created 6-2019)	Health & Human Services							
DC-ADM3	Administrative Assistant 3 Land Use Services	Land Use Services							
DC-2820	Administrative Assistant 3 Legal	Corporation Counsel							
DC-ADM3	Administrative Assistant 3 Library	Library							
DC-ADM3	Administrative Assistant 3 S&W	Soil & Water Conservation							
DC-ADM3	Administrative Assistant 3 Sheriff	Sheriff's							
DC-ADM3	Administrative Assistant 3 TS	Technology Services							
DC-1300	Chief Deputy County Clerk	County Clerk							
DC-3500	Chief Deputy Register of Deeds	Register of Deeds							
DC-4000	Chief Deputy Treasurer	County Treasurer							
DC-1520	Child Support Specialist	Child Support							
	Children & Families Aide	Health & Human Services							
DC-2440	Client Account Specialist	Health & Human Services							
DC-1410	Deputy Clerk of Court	Clerk of Court							
DC-2410	Economic Support Specialist	Health & Human Services							
	GIS Technician	Land Use Services							
DC-2670	Highway Worker	Highway & Airport							
DC-2450	Information & Assistance Specialist	Health & Human Services							
DC-1400	Judicial Assistant	Circuit Court							
DC-1480	Judicial Assistant/Juvenile Clerk	Circuit Court							
DC-1220	Maintenance Technician F & P (4 positions)	Facilities & Parks							
	Maintenance Technician Parks (1 position)	Facilities & Parks							
	Telecommunicator	EM & Communications							
DC-2430	Transportation Accounts Specialist	Health & Human Services							
	Administrative Assistant 3 - ADRC	Health & Human Services							
			\$37,648.00	\$38,729.60	\$39,811.20	\$40,892.80	\$41,953.60	\$43,035.20	\$49,483.20
E	Activities/Volunteer Coordinator	Health & Human Services	\$18.10	\$18.62	\$19.14	\$19.66	\$20.17	\$20.69	\$23.79
DC-ADM2	Administrative Assistant 2 DA (3 positions)	District Attorney						→	
	Administrative Assistant 2 H & HS Accounts Receivable	Health & Human Services							
DC-ADM2	Administrative Assistant 2 H & HS ARC	Health & Human Services							
DC-ADM2	Administrative Assistant 2 H & HS Records	Health & Human Services							

Grade Order List

1/1/2021

Door County		Jan-21	2021 GRADE ORDER LIST STEP PLAN						
GRADE	JOB TITLE	DEPARTMENT	87.5% Step 1	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	Control Point 100.0% Step 6	115.0% Maximum
	DC-ADM2 Administrative Assistant 2 H & HS Support	Health & Human Services	\$18.10	\$18.62	\$19.14	\$19.66	\$20.17	\$20.69	\$23.79
	DC-ADM2 Administrative Assistant 2 Highway	Highway & Airport							
	DC-ADM2 Administrative Assistant 2 Jail	Sheriff's							
	DC-ADM2 Administrative Assistant 2 Parks	Facilities & Parks							
	DC-ADM2 Administrative Assistant 2 Sanitarian	Land Use Services							
	DC-ADM2 Administrative Assistant 2 UW Extension	UW Extension							
	DC-ADM2 Administrative Assistant 2 Veterans	Veteran Services							
	DC-1720 Billing Specialist	Emergency Services							
	DC-2440 Chief Bridge Tender	Highway & Airport							
	DC-2440 Community Relations Library Assistant	Library							
	DC-3510 Deputy Register of Deeds	Register of Deeds							
	DC-2020 Human Resources Assistant	Human Resources							
	DC-2980 Maintenance Technician Library	Library							
	DC-1530 Parent Locate Specialist	Child Support							
	DC-3000 Technical Services Acquisitions Cataloger	Library							
			\$34,632.00	\$35,630.40	\$36,608.00	\$37,606.40	\$38,584.00	\$39,582.40	\$45,510.40
D	Administrative Assistant 1 - H & HS General	Health & Human Services	\$16.65	\$17.13	\$17.60	\$18.08	\$18.55	\$19.03	\$21.88
	DC-ADM1 Administrative Assistant 1 ADRC	Health & Human Services							
	DC-ADM1 Administrative Assistant 1 CS	Child Support							
	DC-ADM1 Administrative Assistant 1 HS-Receptionist	Health & Human Services							
	DC-ADM1 Administrative Assistant 1 PH-Receptionist	Health & Human Services							
	DC-ADM1 Administrative Assistant 1 Public Health-WIC	Health & Human Services							
	DC-ADM1 Administrative Assistant 1 Register in Probate	Circuit Court							
	DC-ADM1 Administrative Assistant 1 Senior Center	Health & Human Services							
	DC-2690 Bridge Tender	Highway & Airport							
	DC-2420 Cook	Health & Human Services							
	DC-3890 Court Record Clerk	Sheriff's							
	DC-ADM1 Public Health School Aide/Coordinaotr	Health & Human Services							
	DC-3880 Records Clerk	Sheriff's							
	WI Home Energy Assistant Program Specialist	Health & Human Services							
			\$32,073.60	\$32,988.80	\$33,904.00	\$34,819.20	\$35,734.40	\$36,649.60	\$42,140.80
C	DC-3250 Bus Driver	Health & Human Services	\$15.42	\$15.86	\$16.30	\$16.74	\$17.18	\$17.62	\$20.26
			\$29,702.40	\$30,555.20	\$31,408.00	\$32,240.00	\$33,092.80	\$33,945.60	\$39,041.60
B	DC-3010 Circulation Assistant	Library	\$14.28	\$14.69	\$15.10	\$15.50	\$15.91	\$16.32	\$18.77
	DC-1230 Custodian (8 positions)	Facilities & Parks							
	DC-3030 Custodian Library	Library							
	DC-3040 Technical Services Assistant	Library							
			\$27,497.60	\$28,288.00	\$29,078.40	\$29,848.00	\$30,638.40	\$31,428.80	\$36,150.40
A	Nutrition Site Manager	Health & Human Services	\$13.22	\$13.60	\$13.98	\$14.35	\$14.73	\$15.11	\$17.38
	Nutrition Site Manager / Cook Wash Island	Health & Human Services							
	Prep Cook	Health & Human Services							



DOOR COUNTY

Resolution No. 2020-___

APPROVAL OF INCLUSION UNDER THE INCOME CONTINUATION PLAN

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			

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WHEREAS, The State of Wisconsin Group Insurance Board offers the Income Continuation Program which is an income replacement plan that replaces a portion of an employee's income if they are unable to work because of sickness or injury; and

WHEREAS, Pursuant to the provision of Wisconsin Statute Section 40.61, we hereby offer the Income Continuation Plan to eligible personnel through the program of the State of Wisconsin Group Insurance Board; and

WHEREAS, The Administrative Committee has considered and approved the Resolution for Inclusion under the Income Continuation Insurance Plan (attached hereto as Addendum A and incorporated herein by reference); and

WHEREAS, It is deemed advantageous and suitable for the County of Door to offer this to all eligible employees.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby approve Inclusion under the Income Continuation Insurance Plan.

BE IT FURTHER RESOLVED, That the Human Resources Department, subject to the oversight of the Administrative Committee, shall administer the Income Continuation Plan for eligible Door County employees.

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: There is no fiscal impact associated with the adoption of this resolution. STW

**SUBMITTED BY:
Administrative Committee**

_____	_____
David Lienau, Chairman	Susan Kohout
_____	_____
Dan Austad	Nancy Robillard
_____	_____
Ken Fisher	Richard Virlee
_____	_____
Joel Gunnlaugsson	

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 27th day of October, 2020 by the Door County Board of Supervisors.

Jill M. Lau
County Clerk, Door County



Resolution for Inclusion Under the Income Continuation Insurance Plan

ADDENDUM A

Wisconsin Department of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

RESOLVED, by the Board of Supervisors of the
(Governing Body)
County of Door
(Employer Legal Name)

that pursuant to the provisions of Section 40.61 of the Wisconsin Statutes,
County of Door
Board of Supervisors hereby determines to offer the Income Continuation Insurance Plan
(Governing Body)

to eligible personnel through the program of the State of Wisconsin Group Insurance Board, and agrees to abide by the terms of the plan as set forth in the contract between the Group Insurance Board and the Administrator.

The resolution shall be effective on the later of the 1st of the month on or after 90 days following its receipt at the Department of Employee Trust Funds, or
February 1, 2021 ; and
(specify a later effective date, 1st of month only)

The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the State of Wisconsin Group Insurance Board to provide such Income Continuation Insurance.

Certification

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the above governing body on the 27th day of October, 2020 and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this _____ day of _____, _____.

39 600 5686
Federal tax identification number (FEIN/TIN)

69-036-0004
ETF employer identification number

Number of eligible employees 344

Door
Employer county

khendee@co.door.wi.us
Employer benefit contact email address

Authorized employer representative signature

Kelly Hendee
Authorized employer representative printed name

Human Resources Director
Authorized representative title

421 Nebraska Street
Sturgeon Bay, WI 54235
Mailing address

Submit completed form to ETF at ETF SMBESSNewEmployer@etf.wi.gov or fax to 608-267-4549.

For ETF use only - EFFECTIVE DATE OF COVERAGE ENTERED BY ETF:



Resolution No. 2020-____
INCREASE OF HOURS, NEW POSITIONS, RECLASSIFICATION
REQUESTS, AND PART TIME PAY RATES, FOR 2020 & 2021

DOOR COUNTY

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			
VRIES WOTACHEK			
VOGEL			

1 **WHEREAS**, The process requires that a Joint Meeting be held with the Finance and
2 Administrative Committee to review and recommend action by the County Board on all
3 Increase of hours; reclassifications, new regular or part time position requests, and part
4 time pay rates; and

5
6 **WHEREAS**, The Committees met, conferred with department heads, oversight
7 committee chairpersons, Human Resources Director, and County Administrator,
8 considered the personnel and part time pay rate requests made and submits the following
9 recommendation to the County Board:

10
11 **WHEREAS**, The new positions, reclassifications, hours and pay rates set forth in
12 Addendum A (attached) are recommended for approval:

13
14 **NOW, THEREFORE, BE IT RESOLVED**, That the Door County Board of Supervisors
15 does hereby approve the new positions, reclassifications, hours and pay rates as set forth
16 in Addendum A (attached).

SUBMITTED BY:
ADMINISTRATIVE COMMITTEE & FINANCE COMMITTEE

David Lienau,
Administrative Committee Chair

David Englebert
Finance Committee Chair

Susan Kohout

Daniel Austad

Daniel Austad

Alexis Heim Peter

Ken Fisher

Susan Kohout

Joel Gunnlaugsson

Nancy Robillard

Nancy Robillard

Laura Vlies Wotachek

Richard Virlee

Dale 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:
See Addendum A (attached).
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

2021 New Positions, Reclassification and Change of Hours - Summary Effect on 2021 Budget

REVISED: 9/16/2020

Addendum A

Department	Rationale	Effective Date of Change	Current Budget or Contract Amount or Offsetting Revenues	Proposed Budget or Contract Amount	Change or Increase	Impact on 2021 Budget Minus Revenues or Department Changes	Percent Change	Request Reviewed by Human Resources	County Administrator Recommendation
Health & Human Services									
CLTS - Hours Reduction	Reduction in hours from 1.0 to .8 FTE. Already included in budget so no budget adjustment.	Jan-21	\$86,523	\$69,668	(\$16,855)	\$0	na	Yes	Yes
Public Health Educator	Change from 0.6 to 1.0 FTE. Needed for workload related to position.	Jan-21	\$51,977	\$84,814	\$32,837	\$32,837	63%	Yes	Yes
WI Home Energy Assistance Program	Eliminate Position. Already included in budget so no budget adjustment.	Jan-21			(\$67,000)	\$0	na	Yes	Yes
Comprehensive Community Service Case Manager	Eliminate Position. Already included in budget so no budget adjustment.	Jan-21			(\$80,600)	\$0	na	Yes	Yes
Disability Benefit Specialist	Change from a 0.6 to 0.8 FTE. Needed for client services; increased ADRC Rev	Jan-21	\$33,486	\$43,401	\$9,915	\$6,742	20%	Yes	Yes
Cook	Change from 0.6 to 1.0 FTE. Needed for workload and backup.	Jan-21	\$20,984	\$60,262	\$39,278	\$39,278	187%	Yes	Yes
Highway									
Administrative Supervisor	Reclassification Grade E to Grade G	Jan-21	\$77,477	\$82,807	\$5,330	\$5,330	7%	Yes	Yes
Account Specialist	Reduction in hours from 1.0 to .8 (40 hours/week to 32 hours/week)	Jan-21	\$90,042	\$70,200	(\$19,842)	(\$19,842)	-22%	Yes	Yes
Sheriff									
1.0 FTE Professional Standards Captain	Added IN 2019. SRO's were funded 80% by the individual schools and 20% by the County.	Jan-21	\$0	\$129,478	\$129,478	\$129,478	na	Yes	Yes
	Equipment for Position		\$0	\$44,812	\$44,812	\$44,812	na	Yes	Yes
1.0 FTE Mental Health & Community Engagement Deputy		Jan-21	\$0	\$90,344	\$90,344	\$90,344	na	Yes	Yes
	Equipment for Position		\$0	\$57,800	\$57,800	\$57,800	na	Yes	Yes
Limited Term Employment Positions									
			Current Rate	Proposed Rate					
Circuit Court	Bailiff	Jan-21	\$11.00	na	na	\$0		Yes	Yes
Emergency Services	On-Call EMT	Jan-21	\$7.25	na	na	\$0		Yes	Yes
	On-Duty EMT	Jan-21	\$13.00	\$14.50	\$1.50	\$0		Yes	Yes
	On-Duty EMT - 2nd year	Jan-21	\$13.00	\$15.00	\$2.00	\$0		Yes	Yes
	On-Duty EMT - 3rd year	Jan-21	\$13.00	\$15.50	\$2.50	\$0		Yes	Yes
	On-Duty AEMT (Advanced EMT)	Jan-21	\$14.00	\$15.50	\$1.50	\$0		Yes	Yes
	On-Duty AEMT (Advanced EMT) - 2nd year	Jan-21	\$14.00	\$16.00	\$2.00	\$0		Yes	Yes
	On-Duty AEMT (Advanced EMT) - 3rd year	Jan-21	\$14.00	\$16.50	\$2.50	\$0		Yes	Yes
	Paramedic Replacement	Jan-21	\$15.50	\$17.00	\$1.50	\$0		Yes	Yes
	Paramedic Replacement - 2nd year	Jan-21	\$15.50	\$17.50	\$2.00	\$0		Yes	Yes
	Paramedic Replacement - 3rd year	Jan-21	\$15.50	\$18.00	\$2.50	\$0		Yes	Yes
	TOTAL BUDGET IMPACT					\$20,500		Yes	Yes
Health & Human Services	Youth Connections Center (YCC) Coordinator	Jan-21	\$23.24	\$23.86				Yes	Yes
	Youth Connection Support Specialists	Jan-21	\$19.00	na	\$0.00	\$0		Yes	Yes
	Youth Connection Support Specialists	Jan-21	\$19.00	\$19.70	\$8,372	\$0		Yes	Yes
Highway & Parks Seasonal	Seasonal Class I (start)	Jan-21	\$13.00	na	na	\$0		Yes	Yes
	Seasonal Class II (second year)	Jan-21	\$13.50	na	na	\$0		Yes	Yes
	Seasonal Class III (third year) & CDL	Jan-21	\$14.00	na	na	\$0		Yes	Yes
	Security Class IV	Jan-21	\$14.50	na	na	\$0		Yes	Yes
	Stand by Bridge tender	Jan-21	\$17.75	na	na	\$0		Yes	Yes
Library	Page Class I	Jan-21	\$11.00	na	na	\$0		Yes	Yes
	Page Class II	Jan-21	\$12.00	na	na	\$0		Yes	Yes
	Page Class III	Jan-21	\$13.00	na	na	\$0		Yes	Yes
Museum	Museum Director	Jan-21	\$15.00	na	na	\$0		Yes	Yes
	Assistant Curator - Part time	Jan-21	\$14.00	na	na	\$0		Yes	Yes

Sheriff's Department	Non Sworn Reserve Deputy	Jan-21	\$14.00	na	na	\$0	Yes	Yes
	Sworn Reserve Deputy	Jan-21	\$15.75	na	na	\$0	Yes	Yes
	Reserve Coordinator - \$17.00 per hour	Jan-21	\$17.00	na	na	\$0	Yes	Yes
	Court Security Class I	Jan-21	\$16.50	na	na	\$0	Yes	Yes
	Court Security Class II	Jan-21	\$17.00	na	na	\$0	Yes	Yes
	Court Security Class III	Jan-21	\$17.50	na	na	\$0	Yes	Yes
Soil & Water	Invasive Species: Crew Lead (NEW Grant LTE Position \$17/hr)	Jan-21	\$28,967.00	\$28,967	\$0	\$0	Yes	Yes
	Invasive Species	Jan-21	\$14.00	na	na	\$0	Yes	Yes
	Invasive Species	Jan-21	\$14.00	na	na	\$0	Yes	Yes
Defined Term Employment Positions			Current Rate	Proposed Rate (*based on successful evaluation on anniversary date)				
Health & Human Services	Youth Connections Center (YCC) Coordinator	Jan-21	\$23.24	\$23.86			Yes	Yes
	Treatment Court Coordinator	Jan-21	\$25.87	\$26.61			Yes	Yes
	Diversion Case Manager	Jan-21	\$23.93	\$24.62			Yes	Yes
Total of 2020 Proposed Changes						\$407,279		

County of Door Equipment Operator

Job Title	Equipment Operator	Last Revision	09/24/2015
Department	Highway	HR Reviewed	01/01/2017
Division		Employee Group	General Municipal Employee
Report To	Highway Commissioner	FLSA Status	Non-Exempt
Pay Grade	G	EEO Code	08 – Service/Maintenance

General Summary

Reports to the Highway Commissioner or his designee and is responsible for operating varied highway construction equipment on an as needed basis. Assignments given may change from day to day and from season to season. Able to operate construction equipment and must be in good physical condition. 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. Perform general routine maintenance on County, State, and Local roadways.
2. The Equipment Operator position is specific to the following equipment to be operated: Backhoe, Finish Grading Operations, Sign Truck/Sign Shop, Operating Paver, Operating Screed, Operate Crushing Equipment, Operate Bulldozer.
3. Operate grader, front end loader, or truck for winter snow and ice control.
4. Operates a variety of department construction and maintenance equipment including but not limited to skid steers, loaders, rollers, compactors, chain saws, crack filling equipment, shouldering equipment, tractors, mowers, sweepers and sign truck.
5. Operates hot mix asphalt equipment and crushing equipment.
6. Control traffic around highway construction area.
7. Maintain, install, and inventory all signs and sign equipment.
8. Maintains and repairs department equipment, facilities and materials.
9. Perform general mechanic duties to include but not limited to, changing oil, greasing machinery, changing grader blades, welding, and using cutting torch.
10. Complete other manual or clerical duties related to highway operations as may be required.
11. Observes proper safety rules and traffic laws to avoid employee injuries and traffic accidents.

General Job Functions

This position performs a variety of functions related to highway operations and maintenance. The job requires the employee to complete a daily accounting of labor, equipment, and material used on specific projects for billing services to various clients of the Department.

Requirements

Training and Experience

1. High school diploma or Equivalent.
2. Three (3) or more years' of responsible work experience with highway construction equipment; knowledge of machines and tools, including their uses, repair, and maintenance or an equivalent combination of training and experience.

County of Door Equipment Operator

3. One or more years' Public Safety and Security experience and knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, and state operations for the protection of people, property and institutions.
4. Current valid Commercial Wisconsin driver's license required, Class A, B, C; endorsements N and H are desirable.
5. Licensed Miner as required by the Mine Safety and Health Administration (MSHA) attainable within one year of hire.

Knowledge, Skills, and Abilities Required

1. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
2. Ability to use computers and computer systems to set up functions, enter data, or process information.
3. Able to operate county owned road construction equipment in a safe and effective manner.
4. Able to read a grade level. Requires basic knowledge of road construction, which could be learned with six (6) to twelve (12) months of progressive road construction work experience.
5. Knowledge of traffic laws and weight limits.
6. Knowledge of the location of state, county, city and town roads.
7. Training or skill in welding and mechanics is beneficial.
8. Capable of accepting varied assignments from one day to another.
9. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical & Working Conditions

Mostly outside work, subject to all weather conditions. Must be able to lift up to 60 lbs. repeatedly, throughout the workday. Subject to overtime call-in, and working long hours under difficult conditions. Requires regular lifting, bending, twisting and turning. Continuous mental and visual attention to work environment when operating heavy equipment. Continuous exposure to workplace hazards found in construction industry.

Work in environments of varying temperature, wetness, noise, dust, and the like. In addition, safe working habits around heavy construction equipment required to limit potential injury. Driving snowplow during winter storm is difficult due to poor visibility; ice and snow covered roads, power lines, gas lines, and other traffic.

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

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

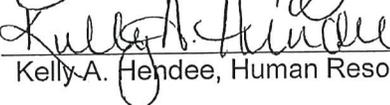
Approvals:



 John P. Kolodziej, Highway Commissioner

7/3/17

 Date



 Kelly A. Hendee, Human Resources Director

7/3/17

 Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION
 _____ FTE/Hours
 _____ Job Class
 _____ Step
 _____ Rate

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

Position Title Highway Equipment Operator
 Effective Date _____ 6 Mo _____
 Department Highway Sub Dept _____

FTE/Hrs	@ Rate	2021 TOTAL SALARY				2021 TOTAL BENEFITS			TOTAL SALARY and Benefits
Highway Equipment Operator Grade G-Level 1									
1.00	\$21.98	45,841				34,161			80,002
Highway Equipment Operator Grade G-Budget									
1.00	\$28.89	61,458				37,023			98,481
Total Salary and Benefit Decrease									(18,479)
FTE/Hrs	@ Rate	2021 TOTAL SALARY				2021 TOTAL BENEFITS			TOTAL SALARY and Benefits
Highway Equipment Operator Grade G-Control Point									
1.00	\$25.12	52,390				35,361			87,751
Highway Equipment Operator Grade G-Budget									
1.00	\$28.89	61,458				37,023			98,481
Total Salary and Benefit Decrease									(10,730)

Dept Head Signature Steve Wappert Finance Director
 Date 10-6-20

Disclaimer: This Fiscal Impact does not include Step 2 \$22.61, Step 3 \$23.24, Step 4 \$23.86, or Step 5 \$24.49.

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

Door County Human Resources Form #: 2015-04	Title: Request to Refill Position
Date Created 02/06/2020	Date Revised 10/02/2020
Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	
DEPT. HEAD TO COMPLETE:	
Department <u>Sheriff's Office</u>	Position Title: <u>Records Clerk</u>
Position Status: <input type="checkbox"/> Currently vacant <input checked="" type="checkbox"/> Will be vacant	Date Vacant: <u>December 24th, 2020</u>
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> New position	Hours per week: <u>40</u>
Reason for Vacancy: <input type="checkbox"/> Termination <input type="checkbox"/> Transfer <input 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>Jan Schartner</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>10-02-20</u>
Financial Information:	
Salary Range: <u>\$16.65-\$21.88 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	
HR TO COMPLETE:	
EEO <u>06-Clerical /office</u>	FLSA Status <u>Non-Exempt</u>
<input checked="" type="checkbox"/> Human Resources has performed a position review?	<u>KH</u> (HR initial) <u>10/6/20</u> Date
<input checked="" type="checkbox"/> The Job Description has been updated and signed?	<u>KH</u> (HR initial) <u>10/6/2020</u> Date
Approvals:	
County Administrator	Date _____
Administrative Committee Chair _____	Date _____

County of Door Records Clerk

Job Title	Records Clerk	Last Revision	09/11/2015
Department	Sheriff	HR Reviewed	01/01/2017
Division		Employee Group	General Municipal Employee
Report To	Chief Deputy	FLSA Status	Non-Exempt
Pay Range	D	EEO Code	06 – Office/Clerical

General Summary

Performs various confidential clerical and record keeping of civil process and accidents reports. Provides assistance to the general public and agencies. Prepares various legal papers for service. Serves as the Sheriff's Department receptionist and performs duties of answering incoming calls and information counter during normal business hours. 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 Functions

1. Process and maintain accident records and file with the State of Wisconsin Accident Data Section. Provides accident statistics and digital accident maps to Highway Safety Committee and the general public.
2. Coordinates flow of civil process papers through the Sheriff's Office; maintains records of all papers served for legal documentation, generating billing, and auditing; assists customers with legal documents and procedures; assists with Sheriff's Sales of Foreclosure and recovered properties, evictions, replevins, and writs.
3. Types, formats, proofreads and edits investigative reports and interviews, correspondence and other documents, from notes or dictating machines into the Sheriff's Office law enforcement records management database system.
4. Provides reception coverage by communicating with the public, employees, and other individuals to answer questions, disseminate or explain information, accept forms, papers and fees and address complaints; answers telephone calls, directing callers to appropriate parties or taking messages. Assist the public by providing information and forms in the registration of various motor vehicles and driver's licenses. Provide the public with copies of official documents and reports that are available to the public as authorized by police and in accordance with Wisconsin's open records law.
5. Receive and record monies from parking fines, civil process fees, and for copies of reports, documents, and photographs.
6. Receives criminal background records check requests; processes, prepares and sends reports.
7. Provide truthful and accurate written and verbal communications.

General Functions

1. Cross-trained in the duties of Court Record Clerk and Administrative Assistant II-Jail.
2. Performs other duties authorized and requested by the Sheriff, Chief Deputy, and Field Services Lieutenant.
3. Perform digital imaging of accident reports, incident reports, and digital photo's.
4. Provides the District Attorney's Office and public with copies of digital recordings when requested.

Requirements

County of Door Records Clerk

Training and Experience

1. High school diploma or equivalent supplemented with technical/business college courses in accounting or administrative assistant.
2. One (1) or more years' responsible clerical experience required.
3. Ability to type a minimum of 40 words per minute determined by a standard keyboard test.
4. Must obtain basic certification in the Wisconsin TIME System within one (1) year of hire and maintain certification.

Knowledge, Skills, and Abilities Required

1. Ability to read, comprehend, and communicate, both verbally and in writing.
2. Knowledge of law enforcement procedures and familiar with various legal papers (civil process) and motor vehicle registration and laws, Wisconsin's open records laws, government regulations.
3. Basic computer skills required. Good working knowledge of office procedures and terminology. Possess good organizational skills.
4. Possess good command of spelling, grammar, and sentence structure.
5. Ability to work with limited supervision and make independent decisions concerning matters with established policy and procedure patterns.
6. Training in basic accounting or record keeping is desired.
7. Capable of processing and maintaining confidential and personal information.
8. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
9. Ability to maintain confidentiality on all aspects of work.

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).

People coming to the information counter may be hostile or verbally abusive.

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

From _____ TO _____

CHANGE JOB CLASS/STEP

From _____ TO _____

Position Title
 Effective Date
 Department

Records Clerk

6 Mo

Sheriff

Sub Dept _____

FTE/Hrs	@ Rate	2021 TOTAL SALARY				2021 TOTAL BENEFITS			TOTAL SALARY and Benefits
Records Clerk-Grade D-Level 1									
1.00	\$16.65	34,725				30,825			65,550
Records Clerk-Grade D-Budget									
1.00	\$21.88	46,543				17,094			63,637
Total Salary and Benefit Increase									1,913
FTE/Hrs	@ Rate	2021 TOTAL SALARY				2021 TOTAL BENEFITS			TOTAL SALARY and Benefits
Records Clerk-Grade D-Control Point									
1.00	\$19.03	39,689				31,549			71,238
Records Clerk-Grade D-Budget									
1.00	\$21.88	46,543				17,094			63,637
Total Salary and Benefit Increase									7,601

Dept Head Signature

Steve. Wupperjirich *SW*

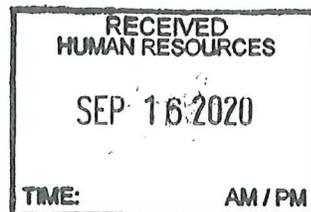
Finance Director

Date

10-6-20

Disclaimer: This Fiscal Impact does not include Step 2 \$17.13, Step 3 \$17.60, Step 4 \$18.08 Step 5 \$18.55.

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.



Robert Schaefer

*September 14, 2020
John Kolodzie
Hwy Commissioner*

Dear John & Door Cty Hwy Dept.

This letter is my official notification to you and the Hwy Dept that my last day of work at the Door County Hwy Dept. will be January 4th 2021. On that day I plan to retire.

I am excited about my retirement but wanted to take this opportunity to thank you and all my Co Workers. The thing I will miss the most is Laughing with all my co workers through the 33 years I worked here.

Sincerely,



Robert Schaefer



Jan Schartner

October 1, 2020

Tammy Sternard
Sheriff
Door County Sheriff's Office
1201 S. Duluth Ave
Sturgeon Bay WI 54235

RE: Intent to Retire

Dear Sheriff Sternard:

I would like to inform you that I am retiring from my Records Clerk position with the Door County Sheriff's Office, effective December 23, 2020.

Thank you for the opportunities for professional and personal development that you have provided me over the years. I have enjoyed working for Door County and appreciate the support provided me during my tenure with the county.

While I look forward to enjoying my retirement, I will miss working for the county. If I can be of any assistance during this transition, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Jan Schartner".

Jan Schartner

Cc: Human Resources



John P. Kolodziej

October 6, 2020

Mr. Ken Pabich
County Administrator
County of Door

Dear Ken,

This correspondence is to inform you that I have decided to retire from the County of Door. My last day of work will be on March 1, 2021.

It has been my privilege to serve the County of Door, it's residents and visitors, and to work with many great people during my tenure as the Highway Commissioner. I sincerely appreciate the support you have provided to me during this time.

While I look forward to enjoying my retirement, I will miss being part of the great staff of the Highway and Airport Department. I offer my continued support and any assistance you deem necessary prior to my departure and afterwards.

Sincerely,

John P. Kolodziej, PE

A handwritten signature in black ink, appearing to read "John P. Kolodziej".

cc. Kelly Hendee, Human Resources Director



Michelle Schuster

October 2, 2020

Mariah Goode.
Director, Door County Land Use Services
421 Nebraska Street
Sturgeon Bay, WI 54235

Dear Mariah,

Please accept this letter as written notice of resignation from my position as Zoning Administrator/Assistant Sanitarian, effective October 30, 2020. Due to challenges with the current situation, I require more time and flexibility with my day and family's schedule. I appreciate your willingness to hire and train someone new in these unprecedented times and will do what I can to be of assistance until my final day in this position.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Schuster".

Michelle Schuster

Cc: Kelly Hendee, Human Resources Director, Door County



OFFICE OF THE
DISTRICT ATTORNEY
DOOR COUNTY, WISCONSIN

COLLEEN C. NORDIN, DISTRICT ATTORNEY

NICHOLAS P. GRODE
Assistant District Attorney

LISA A. MRAZ
Victim/Witness Coordinator
(920) 746-2388

HOLLY MALVITZ
Administrative Supervisor
(920) 746-2236

LAURIE WILKE
Reception/Discovery/Billing
(920) 746-2284

DEB MERKLE-SCHUBERT
Intake/Traffic/Forfeitures
(920) 746-2230

TRACEY WILLEMS
Assistant to ADA Grode
(920) 746-2321

August 20, 2020

Door County Human Resources
Attn: Kelly Hendee
421 Nebraska Street
Sturgeon Bay, WI 54235

Re: Debra Merkle-Schubert
Employment Status

Dear Ms. Hendee:

This letter is sent to request that the employment status for Debra Merkle-Schubert, Administrative Assistant II, be changed from probationary status to regular status.

Debra has been a valuable addition to our office. She has completed the certifications of the position and is performing her job duties as required.

We are excited to have her as part of our team!

Sincerely,

Holly Malvitz
Administrative Supervisor

cc: Debra Merkle-Schubert





**Door County
Health and Human Services**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

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

8/31/2020

Kelly Hendee
Human Resources
421 Nebraska St
Sturgeon Bay WI 54235

Re: Sara Moegenburg Introductory Period
Position: Youth Connection Center Coordinator

Sara started employment as the Youth Connection Center Coordinator position February 10th 2020. Her six-month introductory period will be August 2020. Sara has participated in numerous required trainings related to her specific job functions with youth including trauma informed care, de-escalation, Power of Hope, and CCS. Sara has created and expanded program policies and procedures. Sara expanded the development and curriculum of youth programming and oversees the overall functioning of the center. She has built connections between the youth and businesses in order to build community relationships for youth. Sara is meeting all orientation and training expectations for her specific position. Sara is a valued employee and is a great asset to youth programming, the department, and County.

It is recommended that Sara move to regular status upon her six month introductory period completion.

Sincerely,


Doreen Goddard, MSW
Door County DHHS
County of Door



County of Door
FACILITIES & PARKS DEPARTMENT

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Wayne Spritka
Facilities & Parks Director
(920) 746-2211
Mobil 920-495-2131
wspritka@co.door.wi.us

MEMORANDUM

TO: Human Resources Director
Facilities & Parks Committee
Administrative Committee

FR: Wayne J. Spritka *W.J. Spritka*
Director, Facilities and Parks

SUBJECT: APPROVAL OF INTRODUCTORY PERIOD- JULIE BOCKHOP

DATE: September 1, 2020

On 3/9/2020 we hired Julie Bockhop to fill a part time Custodian position in the Door County Facilities & Parks Department. I would like to recommend to the Facilities & Parks Committee and Administrative Committee that we continue to employ Julie as a regular part time employee.

Julie has demonstrated a dedication to her craft and a willingness to learn new skills as demonstrated by her outward drive to exceed standard expectations. Julie has crossed trained within the Department and performed duties throughout the County's many properties not limited to the Government Center, Justice Center, Community Center, EMS Central, and Highway Shop Central locations.

#

**COUNTY OF DOOR**

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Pam Busch

Transportation Manager
(920) 746-5982
pbusch@co.door.wi.us

DATE: September 15, 2020

TO: Kelly Hendee, Human Resources Director

FROM: Pam Busch, Transportation Manager
Door County Transportation Department

RE: Completion of Introductory Period
Employee Name: William Berg
Position: Bus Driver
Start Date: 2/5/2020

On August 5, 2020, William (Bill) Berg successfully completed his introductory period as the Bus Driver for the ADRC transportation service. Bill has completed orientation and County, WisDOT, and FTA training required for his position.

Bill has proven to be a safe driver and works well with riders. I have seen firsthand the care that Bill takes to ensure rider's needs are met. This is confirmed by the complements received for the great work he does. Bill has also done a great job adapting to extra measures due to COVID-19 and to the new dispatch software recently launched.

I recommend that Bill Berg be moved to regular employment status effective August 5, 2020.

Cc: Ken Pabich, County Administrator
Administrative Committee



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

Joseph Krebsbach, Director
1st Floor Fax: 920-746-2355
2nd Floor Fax: 920-746-2349
dhs@co.door.wi.us

October 7, 2020

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

RE: Completion on Introductory Period
Employee Name: Elizabeth Junion
Position: Diversion Case Manager
Start Date: March 16, 2020

As of September 21, 2020, Elizabeth Junion has successfully completed her introductory period as a Diversion Case Manager in the Human Services Department. Elizabeth Junion has completed all orientation and introductory training required of her position. She is meeting all expectations of the Diversion Case Manager role and is performing assigned duties and responsibilities at a satisfactory level.

Elizabeth Junion is a willing team member and has successfully navigated working with multiple county departments. I recommend that Elizabeth Junion be moved to regular employment status.

Best,

Kelsey Christensen
Court Services Coordinator
Door County Human Services

RECEIVED
HUMAN RESOURCES
OCT 13 2020
TIME: AM / PM

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 100 - General Fund											
Department 25 - Court Systems											
Sub-Department 1340 - Clerk of Courts											
Account 52101 - Professional Services											
12466 - ERICKSON LAW LLC	2020-00000283	Court Appointed Attorney Fees	Paid by Check # 676712		09/10/2020	09/11/2020	09/11/2020		09/11/2020	150.00	
3629 - PRIBYL LAW S.C.	2020-00000282	Court Appointed Attorney Fees	Paid by Check # 676713		09/10/2020	09/11/2020	09/11/2020		09/11/2020	950.00	
									Account 52101 - Professional Services Totals	Invoice Transactions 2	<u>\$1,100.00</u>
Account 52130 - PS-Guardian Ad Litem											
3629 - PRIBYL LAW S.C.	2020-00000282	Court Appointed Attorney Fees	Paid by Check # 676713		09/10/2020	09/11/2020	09/11/2020		09/11/2020	20.00	
15303 - NINA MARTEL SC	2020-00000298	Court Appointed Attorney Fees	Paid by Check # 677260		09/25/2020	09/25/2020	09/25/2020		09/30/2020	856.04	
9682 - PINKERT LAW FIRM LLP	2020-00000299	Court Appointed Attorney Fees	Paid by Check # 677261		09/25/2020	09/25/2020	09/25/2020		09/30/2020	380.00	
									Account 52130 - PS-Guardian Ad Litem Totals	Invoice Transactions 3	<u>\$1,256.04</u>
Account 52425 - Interpreter Services											
19805 - SPAN WISH, LLC	2020-00000286	Interpreter Fees	Paid by Check # 676714		09/10/2020	09/11/2020	09/11/2020		09/11/2020	100.00	
15825 - SUSAN G RASCON	2020-00000284	Interpreter Fees	Paid by Check # 676716		09/10/2020	09/11/2020	09/11/2020		09/11/2020	284.66	
13733 - SWITS, LTD	2020-00000300	Interpreter Fees	Paid by Check # 677262		09/25/2020	09/25/2020	09/25/2020		09/30/2020	109.50	
									Account 52425 - Interpreter Services Totals	Invoice Transactions 3	<u>\$494.16</u>
Account 53106 - Office Supplies											
15069 - STAPLES ADVANTAGE	2020-00000285	Office Supplies	Paid by Check # 676715		09/10/2020	09/11/2020	09/11/2020		09/11/2020	182.53	
									Account 53106 - Office Supplies Totals	Invoice Transactions 1	<u>\$182.53</u>
Account 54111 - Conf/Workshop Expense											
691 - WCCCA	2020-00000287	WCCCA Professional development class	Paid by Check # 676717		09/10/2020	09/11/2020	09/11/2020		09/11/2020	30.00	
									Account 54111 - Conf/Workshop Expense Totals	Invoice Transactions 1	<u>\$30.00</u>
									Sub-Department 1340 - Clerk of Courts Totals	Invoice Transactions 10	<u>\$3,062.73</u>
									Department 25 - Court Systems Totals	Invoice Transactions 10	<u>\$3,062.73</u>
									Fund 100 - General Fund Totals	Invoice Transactions 10	<u>\$3,062.73</u>
									Grand Totals	Invoice Transactions 10	<u>\$3,062.73</u>

* = Prior Fiscal Year Activity

Door County

Accounts Payable Invoice Report

Payment Date Range 09/01/20 - 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 14 - Corporation Counsel									
Batch Number 2020-0000477		Batch Date 09/11/2020			Entered by User April Geisel				
Vendor 15904 - GANNETT WISCONSIN MEDIA									
Sub-Department 14 Corporation Counsel									
DC003245220-21	DOOR COUNTY ADVOCATE SUBSCRIPTION	Paid by Check #676619		09/11/2020	09/11/2020	09/11/2020		09/03/2020	56.35
Sub-Department 14 Corporation Counsel Totals						Invoices	1		0
Vendor 15904 - GANNETT WISCONSIN MEDIA Totals						Invoices	1		<u>\$56.35</u>
Vendor 17876 - SHADOW PROCESS SERVICE LLC									
Sub-Department 14 Corporation Counsel									
20-1412	Service of Guardianship Petitions	Paid by Check #676620		09/11/2020	09/11/2020	09/11/2020		09/03/2020	70.00
Sub-Department 14 Corporation Counsel Totals						Invoices	1		0
Vendor 17876 - SHADOW PROCESS SERVICE LLC Totals						Invoices	1		<u>\$70.00</u>
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 14 Corporation Counsel									
111765	August 2020 Copier Costs	Paid by Check #676621		09/11/2020	09/11/2020	09/11/2020		09/03/2020	142.36
Sub-Department 14 Corporation Counsel Totals						Invoices	1		0
Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals						Invoices	1		<u>\$142.36</u>
Batch Number 2020-0000477 Totals						Invoices	3		<u>\$268.71</u>
Batch Number 2020-0000480									
Batch Date 09/11/2020									
Entered by User Amanda Sawdo									
Vendor 9960 - COMPLETE OFFICE OF WISCONSIN INC									
Sub-Department 14 Corporation Counsel									
745994	Lysol Cleaner Wipes	Paid by Check #676629		09/11/2020	09/11/2020	09/11/2020		09/03/2020	10.88
Sub-Department 14 Corporation Counsel Totals						Invoices	1		0
Vendor 9960 - COMPLETE OFFICE OF WISCONSIN INC Totals						Invoices	1		<u>\$10.88</u>
Vendor 8852 - GAY PUSTAVER									
Sub-Department 14 Corporation Counsel									
#8-2020	August 2020 Mediation Services	Paid by Check #676630		09/11/2020	09/11/2020	09/11/2020		09/03/2020	400.00
Sub-Department 14 Corporation Counsel Totals						Invoices	1		0
Vendor 8852 - GAY PUSTAVER Totals						Invoices	1		<u>\$400.00</u>
Batch Number 2020-0000480 Totals						Invoices	2		<u>\$410.88</u>
Batch Number 2020-0000504									
Batch Date 09/25/2020									
Entered by User Amanda Sawdo									
Vendor 36721 - WEST GROUP PAYMENT CENTER									
Sub-Department 14 Corporation Counsel									
842909499	August 2020 West Information Charges	Paid by Check #676955		09/25/2020	09/25/2020	09/25/2020		09/16/2020	1,677.56
Sub-Department 14 Corporation Counsel Totals						Invoices	1		0
Vendor 36721 - WEST GROUP PAYMENT CENTER Totals						Invoices	1		<u>\$1,677.56</u>

Run by Amanda Sawdo on 10/13/2020 11:21:08 AM

Page 1 of 2

Accounts Payable Invoice Report

Payment Date Range 09/01/20 - 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
			Batch Number	2020-0000504	Totals	Invoices	1		<u>\$1,677.56</u>
			Department	14 - Corporation Counsel	Totals	Invoices	6		<u>\$2,357.15</u>
14 Corporation Counsel									
				Grand Totals		Invoices	6		<u><u>\$2,357.15</u></u>

Door County Board of Supervisors, Administrator & Transportation OCTOBER MEETING VOUCHERS

Acct No.	Vendor	Description	Amount	Prepaid
COUNTY BOARD or OTHER VOUCHERS:				
100.39.1351.52401	Brown County Treasurer	<i>none this month</i>		
100.44.1132.54103	Cardmember Service	<i>none this month</i>		
100.11.1101.53101	Staples Business Advantage	<i>none this month</i>		
100.06.1161.53110.001	Open Meeting Technologies	Meeting Manager Pro A/V + 1 additional license	\$29,880.00	X
100.17101	Open Meeting Technologies	Annual Support Plan	\$12,690.00	X
100.17101	Open Meeting Technologies	Annual Support Plan	\$12,690.00	X
County Administrator Vouchers:				
100.49.1115.53106	Staples Business Advantage	Office Supplies	\$59.08	X
Transportation Vouchers:				
71-Transportation	Abby Vans	August 2020 D2D Taxi	\$47,910.50	X
71-Transportation	Cellcom Wisconsin RSA 10	Sept 2020 Cell Charges-Transportation	\$46.96	X
71-Transportation	Transitexec, LLC	August Ride Legs	\$30.80	X
71-Transportation	Transitexec, LLC	September Ride Legs	\$25.30	X
71-Transportation	Boettcher Communications	D2D Marketing-Print Ads/Radio Ads/Website Hosting	\$2,643.00	X
TOTAL:			\$105,975.64	

Door County

Accounts Payable Invoice Report

G/L Date Range 09/01/20 - 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 10 - County Clerk Batch Number 2020-0000475 Batch Date 08/28/2020 Entered by User Barb Pavlik Vendor 2140 - BEAR GRAPHICS INC Sub-Department 10 County Clerk									
0853762	Cty Clerk- EL-122 Correction Labels	Paid by Check #676588		09/04/2020	09/04/2020	09/04/2020		09/02/2020	411.55
	Sub-Department 10 County Clerk Totals					Invoices	1		0
	Vendor 2140 - BEAR GRAPHICS INC Totals					Invoices	1		<u>411.55</u>
Vendor 16973 - DOMINION VOTING SYSTEMS, INC Sub-Department 10 County Clerk									
DVS135491	Cty Clerk-Aug 11 Election Programming	Paid by Check #676589		09/04/2020	09/04/2020	09/04/2020		09/02/2020	1,880.00
	Sub-Department 10 County Clerk Totals					Invoices	1		0
	Vendor 16973 - DOMINION VOTING SYSTEMS, INC Totals					Invoices	1		<u>1,880.00</u>
Vendor 14722 - NATIONAL BAND & TAG CO Sub-Department 10 County Clerk									
74909	Cty Clerk - Dog Tags	Paid by Check #676590		09/04/2020	09/04/2020	09/04/2020		09/02/2020	208.00
	Sub-Department 10 County Clerk Totals					Invoices	1		0
	Vendor 14722 - NATIONAL BAND & TAG CO Totals					Invoices	1		<u>208.00</u>
Vendor 14651 - WISCONSIN MEDIA Sub-Department 10 County Clerk									
0003458893	Cty Clerk- Newspaper ads	Paid by Check #676591		09/04/2020	09/04/2020	09/04/2020		09/02/2020	660.88
0003459057	Cty Clerk - Cty Board Ads	Paid by Check #676591		09/04/2020	09/04/2020	09/04/2020		09/02/2020	328.89
	Sub-Department 10 County Clerk Totals					Invoices	2		0
	Vendor 14651 - WISCONSIN MEDIA Totals					Invoices	2		<u>989.77</u>
	Batch Number 2020-0000475 Totals					Invoices	5		<u>3,489.32</u>
Batch Number 2020-0000501 Batch Date 09/10/2020 Entered by User Barb Pavlik									
Vendor 8383 - AMAZON CAPITAL SERVICES, INC Sub-Department 10 County Clerk									
4VHY-HVL4-DY3W	Cty Clerk - Pedestal Sign	Paid by Check #676743		09/10/2020	09/10/2020	09/10/2020		09/11/2020	57.59
	Sub-Department 10 County Clerk Totals					Invoices	1		0
	Vendor 8383 - AMAZON CAPITAL SERVICES, INC Totals					Invoices	1		<u>57.59</u>
Vendor 21959 - SIR SPEEDY PRINTING Sub-Department 10 County Clerk									
90870	Cty Clerk - Voter Numbers	Paid by Check #676744		09/10/2020	09/10/2020	09/10/2020		09/11/2020	259.25
	Sub-Department 10 County Clerk Totals					Invoices	1		0
	Vendor 21959 - SIR SPEEDY PRINTING Totals					Invoices	1		<u>259.25</u>
	Batch Number 2020-0000501 Totals					Invoices	2		<u>316.84</u>

Accounts Payable Invoice Report

G/L Date Range 09/01/20 - 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	
Batch Number 2020-00000524		Batch Date 10/01/2020		Entered by User Jill Lau						
Vendor 21522 - JP GRAPHICS										
Sub-Department 10 County Clerk										
1059773011	November Ballot Printing	Paid by Check #677213		09/28/2020	09/28/2020	09/28/2020		09/30/2020	6,214.99	
		Sub-Department 10 County Clerk Totals				Invoices		1	0	
		Vendor 21522 - JP GRAPHICS Totals				Invoices		1	\$6,214.99	
Vendor 25070 - PITNEY BOWES										
Sub-Department 10 County Clerk										
3311917852	Postage Meter Leases	Paid by Check #677214		09/28/2020	09/28/2020	09/28/2020		09/30/2020	1,950.42	
		Sub-Department 10 County Clerk Totals				Invoices		1	0	
		Vendor 25070 - PITNEY BOWES Totals				Invoices		1	\$1,950.42	
Vendor 14651 - WISCONSIN MEDIA										
Sub-Department 10 County Clerk										
0003499725	Public Test Notice	Paid by Check #677216		09/28/2020	09/28/2020	09/28/2020		09/30/2020	25.33	
		Sub-Department 10 County Clerk Totals				Invoices		1	0	
		Vendor 14651 - WISCONSIN MEDIA Totals				Invoices		1	\$25.33	
Vendor 13278 - WISCONSIN MEDIA										
Sub-Department 10 County Clerk										
0003499872	August Sample Ballot	Paid by Check #677215		09/28/2020	09/28/2020	09/28/2020		09/30/2020	1,650.70	
		Sub-Department 10 County Clerk Totals				Invoices		1	0	
		Vendor 13278 - WISCONSIN MEDIA Totals				Invoices		1	\$1,650.70	
		Batch Number 2020-00000524 Totals				Invoices		4	\$9,841.44	
		Department 10 - County Clerk Totals				Invoices		11	\$13,647.60	
10 County Clerk										
Grand Totals						Invoices		11	\$13,647.60	

Accounts Payable Invoice Report

G/L Date Range 10/01/20 - 10/31/20
 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 25 - Court Systems									
Batch Number 2020-0000536		Batch Date 10/07/2020			Entered by User Jennifer Moeller				
Vendor 1837 - ATTORNEY RICHARD R LAURENT									
Sub-Department 25 Court Systems									
984	Guardian ad Litem 98GN4P	Edit		10/07/2020	10/09/2020	10/09/2020			250.00
				Sub-Department 25 Court Systems Totals			Invoices	1	0
				Vendor 1837 - ATTORNEY RICHARD R LAURENT Totals			Invoices	1	<u>\$250.00</u>
Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY									
Sub-Department 25 Court Systems									
9168	20GN31 Guardian ad Litem	Edit		10/07/2020	10/09/2020	10/09/2020			720.00
				Sub-Department 25 Court Systems Totals			Invoices	1	0
				Vendor 14343 - BLAZKOVEC, BLAZKOVEC & DOWNEY Totals			Invoices	1	<u>\$720.00</u>
Vendor 8820 - DOOR COUNTY SHERIFFS DEPT									
Sub-Department 25 Court Systems									
27998	18GN20 service of process	Edit		10/07/2020	10/09/2020	10/09/2020			80.00
				Sub-Department 25 Court Systems Totals			Invoices	1	0
				Vendor 8820 - DOOR COUNTY SHERIFFS DEPT Totals			Invoices	1	<u>\$80.00</u>
Vendor 6197 - HOLLY M JEWELL									
Sub-Department 25 Court Systems									
1253	Transcripts	Edit		10/07/2020	10/09/2020	10/09/2020			359.00
				Sub-Department 25 Court Systems Totals			Invoices	1	0
				Vendor 6197 - HOLLY M JEWELL Totals			Invoices	1	<u>\$359.00</u>
Vendor 14030 - JAMES SKYBERG ATTORNEY									
Sub-Department 25 Court Systems									
99142020	99GN14P Guardian ad Litem	Edit		10/07/2020	10/09/2020	10/09/2020			430.00
				Sub-Department 25 Court Systems Totals			Invoices	1	0
				Vendor 14030 - JAMES SKYBERG ATTORNEY Totals			Invoices	1	<u>\$430.00</u>
Vendor 2288 - KEYSTONE PSYCHOLOGY LLC									
Sub-Department 25 Court Systems									
3454	20GN31 independent evaluation	Edit		10/07/2020	10/09/2020	10/09/2020			875.00
				Sub-Department 25 Court Systems Totals			Invoices	1	0
				Vendor 2288 - KEYSTONE PSYCHOLOGY LLC Totals			Invoices	1	<u>\$875.00</u>
Vendor 2674 - LISA A HARTEL									
Sub-Department 25 Court Systems									
19144	Transcripts	Edit		10/07/2020	10/09/2020	10/09/2020			195.50
				Sub-Department 25 Court Systems Totals			Invoices	1	0
				Vendor 2674 - LISA A HARTEL Totals			Invoices	1	<u>\$195.50</u>

Accounts Payable Invoice Report

G/L Date Range 10/01/20 - 10/31/20
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 8710 - MARTINSON LAW OFFICES									
Sub-Department 25 Court Systems									
2024	20GN24 Guardian ad Litem	Edit		10/07/2020	10/09/2020	10/09/2020			1,278.33
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 8710 - MARTINSON LAW OFFICES Totals			Invoices	1		<u>\$1,278.33</u>
Vendor 15303 - NINA MARTEL SC									
Sub-Department 25 Court Systems									
15142020	Legal Fees	Edit		10/07/2020	10/09/2020	10/09/2020			1,693.83
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 15303 - NINA MARTEL SC Totals			Invoices	1		<u>\$1,693.83</u>
Vendor 9682 - PINKERT LAW FIRM LLP									
Sub-Department 25 Court Systems									
530201202023	Guardian ad Litem	Edit		10/07/2020	10/09/2020	10/09/2020			779.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 9682 - PINKERT LAW FIRM LLP Totals			Invoices	1		<u>\$779.00</u>
Vendor 3629 - PRIBYL LAW S.C.									
Sub-Department 25 Court Systems									
11623	Guardian ad Litem fees	Edit		10/07/2020	10/09/2020	10/09/2020			100.00
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 3629 - PRIBYL LAW S.C. Totals			Invoices	1		<u>\$100.00</u>
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 25 Court Systems									
3457217125	office supplies incl calendars and paper	Edit		10/07/2020	10/09/2020	10/09/2020			356.03
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices	1		<u>\$356.03</u>
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 25 Court Systems									
114236	Copier Lease September 2020	Edit		10/07/2020	10/09/2020	10/09/2020			190.50
			Sub-Department 25 Court Systems Totals			Invoices	1		0
			Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals			Invoices	1		<u>\$190.50</u>
			Batch Number 2020-00000536 Totals			Invoices	13		<u>\$7,307.19</u>
			Department 25 - Court Systems Totals			Invoices	13		<u>\$7,307.19</u>
25 Court Systems									
				Grand Totals		Invoices	13		<u>\$7,307.19</u>

Accounts Payable Invoice Report

G/L Date Range 09/15/20 - 10/14/20
 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 44 - Human Resources									
Batch Number 2020-0000513		Batch Date 09/25/2020			Entered by User Kayla Jennerjohn				
Vendor 22136 - DIVERSIFIED BENEFIT SERVICES									
Sub-Department 44 Human Resources									
312950	Flex Spending Administrative Services	Paid by Check #677088		09/25/2020	09/25/2020	09/25/2020		09/25/2020	553.50
Sub-Department 44 Human Resources Totals							Invoices	1	0
Vendor 22136 - DIVERSIFIED BENEFIT SERVICES Totals							Invoices	1	\$553.50
Batch Number 2020-0000513 Totals							Invoices	1	\$553.50
Batch Number 2020-0000543									
Vendor 2717 - BELLIN HEALTH		Batch Date 10/09/2020			Entered by User Kayla Jennerjohn				
Sub-Department 44 Human Resources									
13437928	Pre Employment drug screen	Edit		10/09/2020	10/09/2020	10/09/2020			209.00
Sub-Department 44 Human Resources Totals							Invoices	1	0
Vendor 2717 - BELLIN HEALTH Totals							Invoices	1	\$209.00
Vendor 10321 - HRI, DBA: HUMANA WELLNESS									
Sub-Department 44 Human Resources									
32140	GO365 Administrative Fee & Rewards	Edit		10/09/2020	10/09/2020	10/09/2020			6,446.52
Sub-Department 44 Human Resources Totals							Invoices	1	0
Vendor 10321 - HRI, DBA: HUMANA WELLNESS Totals							Invoices	1	\$6,446.52
Vendor 523 - MINNESOTA LIFE INSURANCE COMPA									
Sub-Department 44 Human Resources									
10082020	Life Insurance November 2020 Billing	Edit		10/09/2020	10/09/2020	10/09/2020			10,545.92
Sub-Department 44 Human Resources Totals							Invoices	1	0
Vendor 523 - MINNESOTA LIFE INSURANCE COMPA Totals							Invoices	1	\$10,545.92
Vendor 18650 - PENINSULA PULSE									
Sub-Department 44 Human Resources									
22124	1 N/A	Edit		10/09/2020	10/09/2020	10/09/2020			234.84
Sub-Department 44 Human Resources Totals							Invoices	1	0
Vendor 18650 - PENINSULA PULSE Totals							Invoices	1	\$234.84
Vendor 4331 - WI DEPT OF JUSTICE CRIME INFO									
Sub-Department 44 Human Resources									
09012020	Background Checks between 9/1/2020-9/30/2020	Edit		10/09/2020	10/09/2020	10/09/2020			40.00
Sub-Department 44 Human Resources Totals							Invoices	1	0
Vendor 4331 - WI DEPT OF JUSTICE CRIME INFO Totals							Invoices	1	\$40.00

Accounts Payable Invoice Report

G/L Date Range 09/15/20 - 10/14/20

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 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 44 Human Resources									
114228	HR Copies	Edit		10/09/2020	10/09/2020	10/09/2020			354.56
	Sub-Department 44 Human Resources Totals					Invoices	1		0
	Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals					Invoices	1		\$354.56
	Batch Number 2020-00000543 Totals					Invoices	6		\$17,830.84
	Department 44 - Human Resources Totals					Invoices	7		\$18,384.34
44 Human Resources									
				Grand Totals		Invoices	7		\$18,384.34

